



Town of Fort Smith Corporate Services Committee

Tuesday, November 7, 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
 - c. Briefing Note Third Quarter Variance Report
 - d. 2018 Budget
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes October 19, 2017
 - ii. TTAB Minutes October 26, 2017
 - iii. TTAB Appointments
Mike Couvrette
Chase Sellwood
Alden Vogt
10. Information Technology
11. Bylaw/Policy Review and Development
 - a. Bylaw 983 Land Acquisition Lot 53-23, Plan 404, Snowboard Park
Bylaw 984 Land Acquisition Lot 53-24, Plan 404, Snowboard Park
Bylaw 985 Land Acquisition Lot 53-25, Plan 404, Snowboard Park
12. Administration
 - a. Development Appeal Board
Councillor Appointment
13. Other Business
 - a. Correspondence – October 2017
 - b. License Reports – October 2017
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes October 3,	 Vision, Values and Goals	 Strategic Plan
Accounts Paid Part I		 Accounts Paid Part II
 TTAB Minutes October 19, 2017.do	 TTAB Minutes October 26, 2017.do	 TTAB Appointments
 Bylaw 983 Land Acquisition - Lot 53-	 Bylaw 984 Land Acquisition - Lot 53-	 Bylaw 985 Land Acquisition - Lot 53-
 Correspondence October 2017		 License Report October 2017



Town of Fort Smith
Corporate Services Committee
Tuesday, October 3, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel
Regrets: Cr. Tuckey
Staff Present: Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Town of Fort Smith DEA Reps: Laura Aubrey, Ann Pischinger

1. Call to Order

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

2. Delegation

- a. Town of Fort Smith DEA Representatives – Laura Aubrey thanked Council for having them delegate. She advised that she did her best to compile information on short notice from last week. She advised that she would be speaking to Junior Kindergarten, the JBT Snack Program, school time change, and general updates from the SSDEC and funding. She noted that the FSDEA meets every third Thursday of the month and welcomed Councillors to attend the meetings and ask questions.

Ms. Aubrey advised that ECE instructed the implementation of Junior Kindergarten a few years ago. She noted that the FSDEA did not support the implantation but did not have a choice through the Education Act. She noted that local JK operates half-days and provides support to Head Start and Preschool. She noted that the program is very successful with 30 kids registered and two teachers. There currently isn't a waiting list for the program and that children can be enrolled anytime throughout the year.

Ms. Aubrey advised that the biggest problem with the program is the renovation not being complete. JBT staff had to prepare the library for JK students and noted that the rooms were promised to be ready by the start of the program. Additionally, she advised that there is one bathroom for eighty kids to utilize and that often there are line ups of six to seven children. She noted that ECE doesn't sympathize as they want the program to move forward and that an extra staff member was hired to assist with bathroom duties. She noted that the contractor is extremely delayed and that there is a verbal contract for the bathrooms to be ready by October 13th.

Another issue with JK is that they do not provide bussing for the program. Ms. Aubrey advised that a press release was distributed with information on the renovations and bussing. She noted that a letter was sent to the Minister of ECE around the concern and frustrations of JK and encouraged Council to review the documents. She requested pressure from Council to support this. Cr. McArthur advised that the tender for the renovations was not released by the GNWT until August 29th and also noted that JK requires seat belts on buses. Ms. Aubrey advised that a lot of work was done by the DEA to advise the government that they cannot be bussed for multiple reasons. Ms. Pischinger advised that other communities are not bussing JK students either. She noted that in addition to seat belts, an extra person is required on the bus. Cr. Kikoak noted that parents should be able to pick up their kids and should be asking for a bus system when they are home anyways. She also noted that JK finishes at 3:15 pm and parents aren't picking their children up until 4:00 pm.

Additionally, she advised that the entire door structure for security and playground equipment needs to be modified.

Ms. Aubrey advised that the JBT Snack Program runs every year and is dependent on how quickly parents get their donation forms in. She noted that the program is co-funded by other sources and that the program isn't in operation until October 10th. She advised that the program has received \$4,000 from SRFN and \$17,200 from Healthy Families, and that they are waiting for support from other organizations. She noted that parents usually bring in \$5-6,000. Ms. Aubrey advised that approximately \$43,000 was accumulated last year although only \$37,000 was spent which helps the carry over to implement the program earlier in the school year. She noted that Snack Program funding is only used for snacks and not the equipment to run the program.

Ms. Aubrey and Ms. Pischinger provided documents on the school calendar changes. Ms. Aubrey advised that the Collective Agreement between the UNW Teachers Union and GNWT included 100 stip hours. She advised that stip hours are instructional hours outside of teaching hours for preparation and that the school boards were given different set-up of how to use stip times. PWK had brought forward international research with having a later start time in regards to how teenagers function. She advised that PWK stip time is until 9:10 am when classes start and that is on trial basis for the year. The DEA is supportive and is monitoring the change. She noted that the last report from PWK was positive with more students on time for classes and less wondering around the halls. JBT has spread their stip time to full days throughout the year to prepare for report cards and other reporting. Ms. Pischinger advised that PWK is still open at 8:30 am and that a breakfast program is provided. She noted that EA's are there to help and they consider the extra time study hall for the students. She noted that currently 30-40 students are coming to study at 8:30 am.

Ms. Aubrey advised that there is no new funding for the SSDEC and that funding has been reallocated from early kindergarten and special needs. She noted that the GNWT is working on a new funding formula where each section will get a certain amount of funding. She noted that funding will go to DEAs based on per capita.

Cr. McArthur advised that JBT finishes at 3:15 pm and PWK finishes at 3:45 pm. He advised that JBT kids have to sit on the bus for 30 minutes before departing and requested that this be looked into. Ms. Aubrey advised that the DEA would consider this for the next school year. She asked if Council has any other recommendations for this school year to bring forward.

Cr. Dumont asked if the funding formula is the same as in the past. Ms. Aubrey advised that funding is based on the student population from the previous school year and that it is hard to predict one year from the next. Ms. Pischinger advised that there are provisions for the funding and that Fort Smith is considered a magnet community. She noted that that the DEA must apply for special funding to receive more. The funding is based on percentage and can be effected by one student. Ms. Aubrey advised that Council pressure would go along away to request for other provisions to support more. Cr. Dumont asked if communities are billed where the children come from. Ms. Pischinger advised that they are not. Cr. Dumont asked if they cannot be billed back that surplus' be utilized later if needed. Ms. Aubrey advised that with a lot of GNWT cutbacks, surplus' aren't a good thing. Ms. Aubrey advised that teacher funding comes from a formula of pupil to teacher ratio.

Cr. Kikoak asked for the definition of the relationship between FSDEA and the SSDEC. Ms. Pischinger advised that within the South Slave region there five DEAs; one for each community. She noted that one representative from each DEA sits on the SSDEC. Ms. Pischinger advised that she is the rep from the FSDEA on the SSDEC and the Chair of the SSDEC. Ms. Aubrey noted that the DEA doesn't report to the SSDEC but they work collaboratively to support the Education Act. She advised that the FSDEA administers a budget from ECE.

Cr. Kikoak asked what their priorities are this year. Ms. Aubrey advised that they have been snowballed with JK although focus should be on the school system and innovative ways to support teachers and community partnerships. She noted that all of their energy has been on JK for the past three years and that it is difficult to get answers from ECE on the program. Ms. Pichiner advised that the SSDEC's priorities in previous years included literacy and numeracy. Also, to improve reading rates and social responsibility. Cr. Kikoak felt that there isn't enough public input in priorities. She would like to see physical education included in the priorities. She has heard that Shirley Hehn is the only full-time physical education teacher in the NWT. She noted that it is a goal of the Town to be one of most active communities in the NWT. Additionally, she advised that plenty of studies show students learn better when they have been physically active. Cr. Kikoak advised that she had seen the lack of value for physical education during a soccer tournament when the SSDEC wouldn't fund a substitute teacher during tournaments. She noted that this caused the tournament to be rushed and didn't allow the athletes to perform their best. Cr. Kikoak would like to see physical education a priority. Ms. Aubrey appreciated the feedback will bring this forward to the next meeting. She suggested Council provide a motion of priorities to bring forth to align their goals. She also noted that representatives from SRFN and the Metis Council work collaboratively together on the FSDEA.

Cr. Bell asked what the ratio of pupil to teacher is at PWK. Ms. Pischinger isn't certain of the formula off hand but will forward the information. Cr. Bell noted that there are forty students to one teacher in a current Grade Seven class. Ms. Aubrey advised that this was discussed at the last meeting and that they would be splitting up the class. She requested an email be sent with questions to be answered.

Cr. Bell thought it was odd that classrooms aren't ready for JK after three years to prepare. She advised that she has a son in the JK program and is also displeased with the bathroom system. She asked how Council can support in pressuring the GNWT. Ms. Aubrey suggested that a letter be written to the Minister of ECE and agreed that the condition is deplorable. She also noted that Cr. Bell, as a parent, should send an email to the DEA to bring forward to ECE. She encourages parents to contact the school and document incidents in a letter to the DEA. She noted that there is a lot of stress around funding and support for the program, not that the DEA doesn't support the concept. She noted that the delivery of the program has proven challenging. Ms. Pischinger noted that funding should be provided to offer a good program. Ms. Aubrey noted that the department had a lot of time to prepare and issue tenders for the renovations. There has been a lot of broken procedures identified in the process. She gave her appreciation to JBT administration for their work on implementing the program and giving up their library. She noted that teachers were moving furniture for the program until 2:00 am the day before the start date of the program. She also noted that, as the DEA chose to offer half-day JK, less formula funding is provided. She noted that the program is fully funded this year but is unsure if it will be in the years to come.

Cr. Holtorf expressed his discomfort with Council appointing representatives to boards and asked if once appointed, is there a policy for reporting to the Town. He asked if the aboriginal governments have a reporting policy. Ms. Pischinger advised that there is a handbook for roles and responsibilities within the DEA but there is no reporting structure provided by the Town. She noted that SRFN and Metis Council appoint their representatives at their AGM. Ms. Aubrey advised that she did not receive anything from Council on what she is required to do or provide. She requested that this be formalized with a document for understanding and notice. She noted that their positions are appointed and thinks it is important to have priorities. She suggested a process be set-up through a calendar as to when they are to delegate and specify information they are looking for. D/M Smith felt that it would be important to make a broad policy as Council appoints representatives to various boards. D/M Smith is in favour of meeting more regularly.

Mayor Napier-Buckley asked when the DEA reviews their priorities for the year. Ms. Aubrey advised that there isn't an official time and that they come throughout the year. She noted that they work closely with the school's administration and often priorities are from their point. She noted that lately their focus has been mainly on JK. They also work closely and collaboratively with the educational priorities, and with community based initiatives and school priorities. She noted that from December to February the DEA is reviewing their budgets, funding formulas, and action plans. She requested that items to bring forth be submitted before December 25th. Mayor Napier-Buckley asked how the Town can support the DEA in bringing their priorities forth in letters of support or to the Minister, to the Department, and to the SSDEC. She asked if it would be beneficial to also have meetings with the Mayor rather than delegations to partner and further priorities. Ms. Pischinger thought that was a good idea and suggested meeting every two to three months. She noted that she would provide the Executive Secretary with copies of FSDEA meeting packages and minutes. Ms. Aubrey agreed with meeting every two to three months, sharing minutes, and come up with formalization. She felt that the conversation between Council and the FSDEA reps is important and that there has been positive discussion.

Mayor Napier-Buckley asked if the minutes are personally sensitive. They advised that they are not. Mayor Napier-Buckley would like the annual JBT Snack Program donation request included as a line item in the budget. Mayor Napier-Buckley thanked Ms. Aubrey and Ms. Pischinger for the delegation.

3. Declarations of Financial Interest

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

Cr. McArthur asked when the Accounts Paid List structure was changed. The Director of Corporate Services advised that it was requested by Council to not include the names of employees on the list. Cr. McArthur felt that clarity on the Accounts Paid List Part II would be okay to confirm conflicts of interest. The Director advised that as payments have already been made, declarations of financial interest are not required. He suggested that Mayor and Council be advised they are related to the issue in the Accounts Paid List Part II. Cr. McArthur asked why a motion is required for the Accounts Paid Lists and noted that if the motion is defeated the money cannot be taken back. Cr. Holtorf suggested that it is an oversight opportunity to receive information on detailed spending. Cr. Dumont agreed that they are for informational purposes.

4. Review

- a. Agenda –The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Dumont
Seconded by: Cr. Bell
That the agenda be adopted as amended to include FSDEA follow-up.
CARRIED UNANIMOUSLY
- b. Minutes – The minutes of September 5, 2017, were reviewed and have been adopted at the Council meeting of September 26, 2017. Cr. Holtorf requested an update on the new Volunteer Coordinator position with the 2018 AWGs. D/M Smith advised that the new Volunteer Coordinator is Kevin Hurley and that the position is not assigned to a particular community. Mayor Napier-Buckley asked if he is from Fort Smith or Hay River. Cr. Patel advised that he is from Toronto, On. and that he was the Volunteer Coordinator for the Canada Summer Games.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that a series of consultation meetings will begin in November.

5. Governance

- a. Council Priorities
 - i. Fire Abatement – Mayor Napier-Buckley has requested an update from the Fire Chief who has been working with interagency fire prevention groups.
 - ii. Aurora College Program Review – Mayor Napier-Buckley advised that a Council workshop will need to be scheduled with the consultant preparing the Town’s Brief. She is looking to schedule the meeting in October.
 - iii. Boundary Expansion – Mayor Napier-Buckley advised that the boundary expansion is on hold due to the NWT Metis Nation Land Claim process.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Mayor Napier-Buckley thinks that the accounts paid reports are valuable information for Council. She noted that higher level budget documents give a final oversight of where expenses go throughout the year. Mayor Napier-Buckley would like to keep names in the Accounts Paid List Part II. Cr. McArthur felt that the new formatting didn’t make sense. Cr. Kikoak asked if Council should stop declaring financial interests for the lists. She advised that she would stop declaring a financial interest as meals for advisory boards are budgeted and required.
RECOMMENDATION
Moved by: Cr. Patel
Seconded by: Cr. Dumont
That the Accounts Paid Part I for the period ending September 30, 2017, totaling \$544,749.11 be approved.
CARRIED UNANIMOUSLY
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
RECOMMENDATION
Moved by: Cr. McArthur
Seconded by: Cr. Bell
That that Accounts Paid Part II for the period ending September 30, 2017, totaling \$346.37 be approved.
IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK
ABSTAINED – MAYOR NAPIER-BUCKLEY
CARRIED

7. Economic Development

a. Tourism and Trade Advisory Board

i. TTAB Minutes September 15, 2017 – The TTAB minutes were reviewed. Mayor Napier-Buckley advised that there is a recommendation from TTAB for the Mayor or Deputy Mayor to attend the NWT Tourism AGM in Inuvik in November. Cr. Patel requested an updated on the Council Travel budget. Mayor Napier-Buckley advised that the budget is overspent and would require a budget allocation. D/M Smith asked if the Town of Fort Smith is a member in good standing with the NWTT. Cr. Patel asked if there is a budget for the EDO to travel if Council cannot attend. The Director advised that the EDO does have a budget. D/M Smith noted that the donated travel from NWAL could be used to offset travel costs. He asked if Council wishes to make a motion or request more information. It was advised that the NWTT AGM in Inuvik is on November 1st to 3rd.

ii. TTAB Appointments – James Heidema, Michel Labine, and Linda Martin

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That James Heidema, Michel Labine, and Linda Martin be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2018.

CARRIED UNANIMOUSLY

8. Other Business

- a. Correspondence – The September 2017 correspondence was reviewed. Mayor Napier-Buckley advised that further information was received from the Metis Council with respect to Mr. McDougal's role in WBNP which prompted the original letter requesting the name change of McDougal Road.
- b. Licensing Report – The September 2017 licensing report was reviewed.
- c. Briefing Note Salaries – The briefing note was reviewed. The Director advised that the briefing note was brought forward for informational purposes in preparation for upcoming budget discussions. He advised that salaries increase annually due to annual pay steps of approximately 2.5% to 3% and bargained wage increases by 2.25% for 2018. The impact of the increases was displayed in a chart for each department. He advised that with no level of service changes, salary expenses can be expected to increase by \$57,417.04 in 2018, which is equivalent to a 2% property tax revenue increase. Cr. Holtorf asked if the Water Treatment Plant and Environmental are self-sustaining. The Director advised that under normal operations they are self-sustaining although there are labour allocations in the O&M Budget. He noted that the increase should not impact property tax revenue. Cr. Holtorf asked if these increases were removed from the chart if salary increases can be expected to be less than 2%. The Director confirmed this and advised that the exact amount would be dependent on the assessment information provided by the GNWT. Cr. McArthur asked why wages are so high for the Visitor Information Centre. The Director advised that the EDO position is funded through the VIC which is attributable to a substantial portion. Cr. Kikoak asked if the staff are being worked to full capacity. Mayor Napier-Buckley advised that the bargained increases are non-negotiable and wage increases are given upon appraisal review. The Director advised that each employee receives annual performance review and if the employee is meeting expectations they are given a step increase. He noted that in all cases employees are meeting the expectations of their supervisors. He noted that if more is expected from employees it would require reclassification of their job descriptions which may increase steps and pay level. He advised that if an employee is not meeting expectations, they are dealt with in disciplinary actions outside of

pay level and steps. Mayor Napier-Buckley advised that if there are specific concerns Councillors can request to go in-camera for future meetings.

d. Briefing Note Overtime – The briefing note was reviewed. The Director advised that the briefing note is informational in preparation for budget discussions. He advised that salary and wage budgets are most strained in the Recreation, Public Works and Facility Maintenance departments. Overspending is attributable to overtime by salaried employees, and use of casual employees. He noted that the additional hours worked in both cases is due to either increased level of service beyond that of which the Town has planned and budgeted for, or backfill for leave use. A long-serving employee has equivalent to 25% of the year off in leave which is equivalent on a four-man crew to one person always on leave. The level of service is based on all four full-time equivalent positions. As Council is hesitant to reduce the level of service, the practice has been to accommodate this issue with untracked overtime expenditures. There are several ways to address the overspending; budget for additional funds for overtime and use of casual employees, budget for the establishment of new, salaried positions, or reduce the level of service to support the current budget. Of the options, it is recommended to remain status-quo as it appears to be the best solution. Additional staff would require additional equipment and level of service changes will either effect residents or the ability for staff to complete other tasks. Cr. Patel advised that her preference would be to budget for additional salary positions rather than use of casual employees. Cr. McArthur noted that Council will still need to budget for salary increases, to put money away in reserves, and for a level of service increase for AWGs. Mayor Napier-Buckley advised that bylaw requires money to be put into reserves. She noted that weather may not be predictable to hire additional salary employees for particular times when required. Cr. Kikoak would rather pay salaried employees than overtime. She suggested that hiring additional staff for the AWGs may be positive as well. She would support paying regular hourly wages or hiring contracted services rather than overtime for snow removal. She doesn't think it is a good idea to reduce the level of service for garbage pick-up. Cr. Holtorf would like water, sewer, and garbage services budgeted for to raise fees for recovery. The Director advised that the discussion is to maintain the level of service as the Town is unsure of the expectations for the AWGs at this time. He noted that AWGs would require a separate discussion as part of the budgeting process. Cr. Kikoak thinks garbage fees should be raised now to reduce expenditures.

e. Briefing Note Communications Committee – The briefing note was reviewed. Mayor Napier-Buckley advised that it was discussed to establish a Communications Committee at the Council meeting on September 26, 2017. Cr. Bell is interested in joining the Committee. Cr. Holtorf asked if the draft Communications Policy was ever completed. D/M Smith doesn't think the document was formally adopted as it was incomplete. Cr. Patel thinks the Committee should establish their own terms of reference. Cr. Bell's thoughts on creating the Committee was to get Councillors together to create a document to inform the community. D/M Smith noted that the Town has paid for templates to be used for the newsletter. Cr. Bell suggested the Committee meet every two to three months to release a newsletter.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Patel

That the Communications Committee be established for the purpose of public communications, and that this Committee report to the Corporate Services Standing Committee.

Further, that the term of this Committee shall extend indefinitely, and that D/M Smith, Cr. Bell and Cr. Tuckey be appointed to the Communications Committee.

CARRIED UNANIMOUSLY

- f. **DEA Follow-Up**
RECOMMENDATION
Moved by: Cr. Kikoak
Seconded by: Cr. McArthur
That Mayor and Council write a letter to the FSDEA as a thank you for their delegation and as a brief for forming a formal relationship that includes aligning priorities, regular meetings, and sharing minutes.
CARRIED UNANIMOUSLY

9. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Bell
Seconded by: Mayor Napier-Buckley
That Cr. Tuckey be excused from the Corporate Services Standing Committee meeting of October 3, 2017.
CARRIED UNANIMOUSLY

10. Date of Next Meeting
The next meeting of the Corporate Services Standing Committee will be November 7, 2017.

11. Adjournment
RECOMMENDATION
Moved by: Cr. Kikoak
Seconded by: Mayor Napier-Buckley
That the meeting be adjourned at 9:13 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 October 31, 2017

CHQ. NO.	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33185	Aurora College	Boiler ticket, book 2 test 2	\$ 100.00	WTP
33186	GNWT	Water samples	\$ 550.20	WTP
33187	Grimshaw trucking	Freight	\$ 671.16	FM
33188	Investors Group	September contributions [R]	\$ 600.00	
33189	Paul Kaesers Stores LTD	Materials/supplies	\$ 870.43	Multiple
33190	Lou's Small Engines	Repair John Deere 920A	\$ 385.32	FM
33191	Northwestel Inc	Internet, phone bill	\$ 5,062.81	Multiple
33192	Wally's Drugs	Materials/supplies	\$ 37.63	RCC
33193	Town of Fort Smith	September payroll deductions [R]	\$ 2,288.00	
33194	Receiver General	Payroll tax deductions (TAX, CPP, UIC) \$34669.00 [R]	\$ 34,669.00	
33195	Public Service Alliance of Canada	September union dues [R]	\$ 5,793.24	
33196	GNWT-Taxation Division	September payroll tax [R]	\$ 8,579.89	
33197	Northwestern Air Lease	Freight	\$ 66.33	WTP
33198	Maintenance Enforcement Program	Garnishment	\$ 829.00	
33199	GNWT Taxation Division	September school tax remittance	\$ 997.57	AD
33200	TDC Contracting LTD	Fuel, Development of snowboard park	\$ 2,120.22	Multiple
33201	SEE ACCTS PAID LIST II			
33202	Bobcat of the Peace	Annual trade up renewal to replace the S590	\$ 15,208.62	MS
33203	RDV Mechanical	Repairs to sewer flusher	\$ 4,410.84	WTP
33204	Town of Fort Smith Employees Association	Staff Contributions for September 2017	\$ 484.00	
33205	SEE ACCTS PAID LIST II			
33206	Employee	Travel Expense claim	\$ 795.35	AD
33207	Signed 6239 NWT LTD	Sign	\$ 425.25	AD
33208	Bank of Montreal	Jim Hood statement	\$ 1,514.33	
		\$4.00 Corporate registries online system		AD
		\$4.00 Corporate registries online system		AD
		\$1,426.55 Cell phone bills		Multiple
		\$70.33 Moneris machine paper rolls		AD
		\$9.45 pay registered mail fee		AD
33209	Bank of Montreal	Keith Morrison statement	\$ 1,370.07	
		\$214.30 Rear scene light lens		FD
		\$464.57 Fire prevention week		FD
		\$30.00 WHMIS CCOHS course for staff		POOL
		\$500.00 Fireworks display supervisor certification		AD
		\$55.60 SDAB lunch, sept 14th, 2017		AD
		\$55.60 RAB lunch, sept 18th, 2017		AD
		\$50.00 registration fees for new bobcat		MS
33210	Bank of Montreal	Chris Bird statement	\$ 20.90	
		\$10.45 Achieve training re-occurring monthly		RCC
		\$10.45 Achieve training re-occurring monthly		RCC
33211	Aurora College	Training	\$ 900.00	Multiple
33212	Cascade Graphics	Group photo	\$ 21.00	FD
33213	Paul Kaesers Stores LTD	Materials/supplies	\$ 797.54	Multiple
33214	Lou's Small Engines	Parts for mower	\$ 187.94	FM
33215	Link Hardware	Materials/supplies	\$ 2,911.50	Multiple
33216	Territorial Beverages	Materials/supplies	\$ 448.05	RCC
33217	NWT Power Corp	September power bills	\$ 28,834.52	Multiple
33218	Wally's Drugs	Pool supplies	\$ 207.17	POOL
33219	Freund Building Supplies	Materials/supplies	\$ 785.20	Multiple
33220	Xerox Canada LTD	Copier lease	\$ 462.55	AD
33221	Receiver General	Payroll tax deductions (TAX, CPP, UIC) \$32,044.24 [R]	\$ 32,044.24	
33222	Thyssenkrupp Elevator	Maintenance	\$ 1,216.69	RCC
33223	Marvil Construction	Annual snow rake inspection and tighten at RCC	\$ 735.00	RCC
33224	Northern Stores INC	Wool	\$ 12.86	Arena
33225	Northwestern Air Lease	Freight	\$ 148.48	WTP
33226	NEBS Pension Fund	October premiums \$38499.74 [R]	\$ 38,499.74	
33227	Premier Industrial LTD	Aquastat	\$ 448.81	FM
33228	Xylem Canada Company	Pump and flusher	\$ 13,160.70	MS
33229	Employee	Practical skills testing	\$ 509.73	FD
33230	Globalstar Canada Satellite CO	Satellite phone bill	\$ 146.89	FD

33231 Terry's Carpentry Service	Ambulance bay lease	\$	2,520.00	AMBULANCE
33232 BZT General Contracting	Electrical work	\$	1,694.49	FM
33233 Mercury Sign Art & Design	AWG sign	\$	267.75	AD
33234 TDC Contracting LTD	Fuel	\$	5,824.33	Multiple
33235 SEE ACCTS PAID LIST II				
33236 Wesclean Northern Sales LTD	RCC janitorial	\$	119.38	RCC
33237 NEBS Group Insurance Fund	October premiums \$10,126.78 [R]	\$	10,126.78	
33238 Chase's Pit Stop	Gas	\$	253.00	BYL
33239 Bobcat of the Peace	Repairs on bobcat	\$	1,225.60	MS
33240 Employee	First aid instructor course	\$	473.45	POOL
33241 Infosat Communications	Satellite phone bill	\$	154.22	FD
33242 RDV Mechanical	Full service on vacuum truck, tires for zamboni	\$	4,312.96	Multiple
33243 Jet Ice	Curling water tanks	\$	1,490.45	RCC
33244 Arctic Alarm/Diamondtel	Alarm Monitoring	\$	59.80	AD
33245 Employee	Practical skills testing	\$	887.73	FD
33246 Employee	Refund on pool deck footwear	\$	44.09	POOL
33247 Cam's Husqvarna Sales & Service	Whipper repairs	\$	348.43	FM
33248 Challenger Sports	British soccer camp	\$	395.00	RCC
33249 SEE ACCTS PAID LIST II				
33250 Arctech Computers INC	Offsite back up service	\$	262.50	AD
33251 Employee	Practical skills testing	\$	509.73	FD
33252 Office Solutions	Ink and office supplies	\$	349.09	AD
33253 Northern Arts & Cultural Centre	Sponsorship for 2018	\$	5,000.00	AD
33254 Hay River Heavy Truck Sales LTD	Cylinder Rentals	\$	176.40	AMBULANCE
33255 Transition Industries	AWG site work on slide area	\$	2,940.00	AD
33256 Employee	Practical skills testing	\$	186.05	FD
Payroll	Pay period Oct 13, 2017	\$	99,772.11	
Payroll	Pay period Oct 27, 2017	\$	109,791.57	

\$ 459,513.68



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33201	Aurora TPI Travel	Travel and accomodations	\$ 1,347.68	AD
33205	Anna's Home Cooking	Long service awards catering	\$ 1,638.00	AD
33235	Aurora TPI Travel	Customer travel-snowboard park construction	\$ 1,389.99	AD
33249	Anna's Home Cooking	ABC lunch September 6, 2017	\$ 94.50	AD
		TOTAL	<u>\$ 3,122.49</u>	



Town of Fort Smith Tourism and Trade Advisory Board Minutes October 19, 2017

Regular Meeting

12 pm at Town Hall Council Chambers

Attendees:

- Mike Couvrette, Chair
- Tim Gauthier
- Mike Keizer
- Kevin Antoniak
- Mike Labine
- Pierre-Emmanuel Chaillon
- Linda Martin
- James Heidema

Administration:

- Diane Seals
- Katie Reid
- D/M Kevin Smith – AWG Delegation

A. Annual General Meeting

MOTION

Moved by: Kevin Antoniak

Seconded by: Mike Keizer

That Mike Couvrette be appointed as Chair of the Tourism and Trade Advisory Board.

CARRIED UNANIMOUSLY

MOTION

Moved by: Mike Couvrette

Seconded by: Mike Keizer

That Kevin Antoniak be appointed as Vice Chair of the Tourism and Trade Advisory Board.

CARRIED UNANIMOUSLY

MOTION

Moved by: Kevin Antoniak

Seconded by: Mike Couvrette

That Linda Martin be appointed as Secretary of the Tourism and Trade Advisory Board.

CARRIED UNANIMOUSLY

B. Call to Order

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

C. Approval of Agenda

MOTION

Moved by: Mike Labine

Seconded by: Pierre-Emmanuel Chaillon

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

D. Delegations

- a. Arctic Winter Games and Business Opportunities – Kevin advised he would be delegating with respect to the AWGs and economic development opportunities. He noted that there isn't a staffed position with the AWGs that would be responsible for economic development.

Kevin welcomed the new members of TTAB and advised that advisory boards provide an essential role in community engagement and advised that Council reads their minutes and acknowledges recommendations coming forward. Additionally, he advised that the recommendations put forward at the last TTAB meeting were approved by Council.

Kevin advised that he has been attending Chamber of Commerce meetings and bringing forward AWGs request for proposals. He noted that the AWGs will occur on March 18 to 24th, 2018, and that the Host Society is looking forward to the 100 Days Out Event in December during AWGs Trials. He advised that there will be approximately 100 athletes, coaches, officials, and chaperones attending the trials in December, and that there would be more trials occurring in January.

Kevin gave an overview of the games. He advised that there are nine contingents from nine different countries, and that there are nineteen sports, along with cultural exchange. He noted that requests have been received from other potential participants, but have been declined due to the games being at capacity with 2,000 participants. He advised that the games are not high-performance games and are ideally for athletes of the age 13 years to 17 years old.

Kevin advised that all international cultural delegates will be staying in Fort Smith and that Fort Smith can capitalize on learning their cultures and plan for a cultural market. He noted that Greenland, when hosting the AWGs, had a variety of products at various price levels. Additionally, he advised that the main intent of the games is to provide participants with the opportunity to exchange information and experiences.

Kevin advised that legacy projects for the AWGs include, human development, youth sport cultural development, and volunteer development. He noted that infrastructure legacy is minimal, as both communities have ensured they have good recreational facilities. Fort Smith legacy infrastructure includes the Snowboard Park and the Ski Club. He advised that the Ski Club was able to leverage \$300,000 in funding for improvements. He noted that the Yellowknife Ski Club was also able to leverage funding, but not as much.

Kevin advised that the Food Services Contract has been signed with Ptarmigan Inn in Hay River and that they will be working with the Aurora College to bring food services to Fort Smith in Breynat Hall. Improvements will be made to the Breynat Hall kitchen, primarily in refrigeration upgrades. He noted that different organizations are working in partnership to find creative solutions to support the AWGs. Kevin advised that improvements are also being made to the Hay River Airport's runway to better handle 737 landings. Additionally, Parks Canada's funding to complete the improvements to Highway 5 was done at a good time to improve transit needs. Hay River Council has also invested \$22 million into a new curling rink and arena.

With respect to community involvement, Kevin advised that there is a need for approximately 2,000 volunteer tasks that still need to be established. He noted that one person could easily manage three or four volunteer tasks. Additional volunteers will be coming from Yellowknife and additional accommodation options will be provided to parents of athletes who volunteer. The Youth Ambassador program would also be utilized for volunteering as well. The Host Society also requests that if home owners are away during the AWGs, that they make their house available. Kevin advised that Jeff Turner is producing an AWGs newsletter, which can be subscribed to online.

Tim asked how many cultural representatives would be staying in Fort Smith. Kevin thinks that there would be approximately 60 or 70 reps. Linda suggested that the NLMCC gallery be used.

Kevin discussed business involvement within the AWGs. He noted that the Host Society is challenged with priorities, identified in the M2 meetings, that require to be complete by November. He noted that the Host Society does not have the capacity to focus on economic development, but has the capacity to market. He hopes that the Town of Fort Smith can take on the role of economic development as the Host Society needs to finalize logistics being five months out of the AWGs. Kevin advised that there is opportunity for businesses to leverage funding from ITI to sponsor the AWGs, dependent on the type of business. He advised that Whispering Pines Cottages was able to leverage funding to become a Bronze Sponsor.

Kevin advised that only two Fort Smith businesses have applied on requests for proposal opportunities. He noted that the total value to provide all food for the games is approximately \$800,000 and that Super A and Arctic Co-op are providing in-kind donations for a portion of the food. He noted that the lack of hotels and busses in the South Slave Region has proven challenging for the AWGs. Additionally, the Host Society has been successful in soliciting in-kind sponsorships although are short in cash contributions. He noted that Yellowknife had received a larger sponsorship from the diamond mines when they hosted the AWGs.

Kevin suggested that key points for the Town and TTAB to review are future tourism and sport opportunities. He noted that a variety of tours were offered in Greenland to market the country. He advised that the Host Society had approached NWT with the idea and concept, and were unsuccessful as they do not want to invest in one region over the NWT as a whole. Kevin noted that Whitehorse Ski Club has hosted Nationals three times since hosting Canada Winter Games and that having updated facilities enables other potential events which is good for economic development.

Kevin advised that he has circulated the Economic Impact Assessment document from Yellowknife in 2008, made in conjunction with Heritage and Sport Canada. He noted that the document reviews various aspects including participants, surveys, and tracked spending. He noted that \$2 million dollars was determined to be spent and asked how businesses are prepared for this level of spending. He noted that the Host Society has discussed inviting food trucks from Yellowknife to attend the event if the weather is warm enough. They have also requested the use of the campground from ITI. He noted that the Host Society does not have the capacity to prepare businesses or promote economic development and that the Town may be able to assist in the initiative. He advised that the Town of Hay River has hired an Economic Development Marketer which has been seconded to the AWGs.

Tim would like to know the areas of visitor services that can be improved on as the NLMCC would like to assist being an multiservice organization. Kevin would like a meeting held with multiple stakeholder groups to determine marketing. Mike Keizer noted that the community is waiting for the Host Society to advise what they are looking for and need. Diane suggested the Town help with this. Mike Couvrette asked if Kevin would be available to sit with the business community to identify potential gaps. Tim noted that local agencies and groups would like to step in and assist. Mike Couvrette suggested that TTAB host a meeting with the business community. Diane asked if she should be in contact with business operators that wont attend meetings, to advise of potential business opportunities.

Kevin advised that the volunteer registry is up on the website and that the Host Society will have a better understanding of what will be required by the 100 Days Out Event.

With respect to cultural marketing during the AWGs, Diane asked if the Town should ensure local artists stock up on products, or if a pop-up market should be organized. Also, will local businesses ensure they have merchandise available. She noted that Denise Yuhas will have merchandise available at her salon.

Kevin advised that the AWGs Office is moving to the vacant CAB Construction building, which will be a storefront and merchandise outlet. He noted that staff will be stationed at the new AWGs Office at all times.

Kevin advised that the Host Society had met with the Superintendent of Parks Canada with respect to extending the period of operation of the winter road. He also noted that the Visitor Information Centre is committed to providing information and messaging about the AWGs.

Kevin advised that the key message is economic development opportunities for the AWGs. Diane will arrange a meeting with the business community to prepare them for the AWGs and to identify gaps. Mike Labine advised that it is difficult to stockpile product when a market has not been identified. Kevin noted that it was identified after the Fairbanks and Greenland AWGs, that there was not enough merchandise specific to the region.

E. New Business

Mike Couvrette tabled the rest of the agenda, including the approval of the minutes, for the next meeting on October 26th.

F. Date of Next Meeting

The next TTAB meeting will be on October 26th, 2017 at 12 noon in Town Council Chambers.

G. Adjournment

Moved by: Mike Keizer

The meeting was adjourned at 1:00 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith Tourism and Trade Advisory Board Minutes October 26, 2017

Regular Meeting
12 pm at Town Hall Council Chambers

Attendees:

- Mike Couvrette, Chair
- Tim Gauthier
- Mike Keizer
- Kevin Antoniak
- Mike Labine
- Pierre-Emmanuel Chaillon
- Linda Martin
- James Heidema

Administration:

- Diane Seals
- Katie Reid

A. Call to Order

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

B. Approval of Agenda

MOTION

Moved by: Mike Keizer

Seconded by: Jim Heidema

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Mike Keizer

Seconded by: Tim Gauthier

That the TTAB minutes of September 15, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

MOTION

Moved by: Mike Labine

Seconded by: Jim Heidema

That the TTAB minutes of October 19, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

- a. September 15, 2017 – Jim thanked TTAB for supporting his nomination as a member of the NWTT Board of Directors and confirmed that he would be attending the AGM in Inuvik. Diane advised that due to financials Mayor and Council are unable to attend the NWTT AGM, although advised that she would be attending on behalf of the Town. She noted that ITI would only support the EDO to attend the NWTT AGM and that a funding application has been made. Mike L has forwarded information on the Conibear Trap to Diane. Mike C suggested that this be added as an agenda item for the next meeting. Tim advised that the chip-sealing of Highway 5 has been completed and that WBNP is planning for additional visitor service information and trails in the Park. Mike K advised that the newly chip-sealed portion of the highway will be called the Wood Buffalo Park Way.
- b. October 19, 2017 – Mike K commended the minutes. Diane advised that she would email businesses once a meeting date has been established to discuss AWGs economic development opportunities.

E. New Business

- a. Economic Development Strategy and Feedback Summary – Diane advised that former members of TTAB were asked to prioritize projects outlined in the Strategy. She noted that the document was broken down into a second draft and noted that gaps were identified. The board assessed the projects on low, medium, and high priority basis. The board felt that as most projects were marked high priority, that further prioritization would be required. Mike L noted that some of the projects would be easier to accomplish and that projects requiring additional resources should be identified. Mike C asked what the next steps with the document would be. Diane advised that the document will go to Mayor and Council to provide feedback. Mike K felt that two immediate action items should be identified from each of the three categories. Diane advised that she interviewed and received feedback from 10-12 people, that are operators and former politicians, and that the comments are listed in the feedback summary. Linda noted that an implementation plan and action plan will be required for each priority. Mike K noted that there is an enormous amount of work in the document and doesn't want to see the EDO overburdened.
- b. Wood Buffalo Frolics – Diane advised that the WBF Committee has requested the use of the Town logo. It was noted that Northern Store was upset in the past that usage of the logo was so cumbersome. Mike K noted that the Town logo and muffaloose are protected by copyright and that the purpose of the policy is to ensure the community is comfortable with the use. Diane will fill out a new form for the logo use if the previously submitted form is not sufficient.

- c. Kiosk – Linda provided handouts of pictures kiosks and suggested that the Town could build and rent as store-fronts. Mike L noted that the Town is unable access funding from the Arts Council and that a group organization could leverage funds. He also noted that the Farmer’s Market wasn’t allowed to place a shed at the arena and noted that permission is required from the land owner. It was asked if artists would sell enough merchandise to afford rental. Mike L noted that guidelines would need to be set if using kiosks. He also noted that he had looked at renting a store-front but prices are unreasonable. Mike C requested more information on pricing.
- d. Santa Claus Float – Mike L advised that he had previously submitted a letter requesting a sound system for the Santa Claus Float. He was advised that the letter was lost, in which he resubmitted and was advised that it was the wrong time of year. Mike L advised that the current sound system isn’t working and that a new system is \$2,700. Additionally, he suggested that the tree on the Trans Canada Trail with the bench around it be used as the new Christmas Tree.

MOTION

Moved by: Linda Martin

Seconded by: Mike Keizer

That Mayor and Council support the request for a sound system for the Santa Claus Float.

CARRIED UNANIMOUSLY

Linda would like the Town logo blown up and displayed everywhere media will be during the AWGs. Mike L suggested that kids be tasked with making big murals of the logo as a school project. He also noted that the he brought the inflatable Muffaloose to the Winter Carnival once and advised that it should be used during more events. Mike L has been in discussions with local artists about stockpiling products for AWGs and was advised that the majority cannot afford to stock-up and not sell the products.

F. Date of Next Meeting

The next TTAB meeting will be on November 16, 2017 at 12 noon in Town Council Chambers.

G. Adjournment

Moved by: Linda Martin

The meeting was adjourned at 1:31 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith Expression of Interest

Date: October 19, 2017
Name: Mike Courrette (renewal)

I am interested in sitting on the: Tourism & Trade Advisory Board
Advisory Board/Working Group/Focus Group/Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

x long term board member + past chair
* +20 yrs Econ Develop + Tourism experience

Mike-courrette@yahoo.ca
Email:


Signature of Applicant



Town of Fort Smith
Expression of Interest

Date:

Oct 20th / 2017

Name:

Chase Sellwood

I am interested in sitting on the:

Tourism & Trade

Advisory Board

Advisory Board/Working Group/Focus Group

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

- business owner

- experience sitting on boards; knowledge of processes

Email: roostandruminants@gmail.com

Signature of Applicant



Town of Fort Smith
Expression of Interest

COMMISSION OF THE
TOWN OF FORT SMITH
OCT 30 2017
C

Date:

Oct 30 - 17

Name:

Alden Vasy

I am interested in sitting on the:

Tourism & Trade

Advisory Board/Working Group/Focus Group

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

Business Background.
Management Diploma.

Signature of Applicant



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 983**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ACQUIRE A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 53 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to acquire the lands described hereunder, and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to acquire a freehold interest or fee simple title in the following parcel of land from the Commissioner of the Northwest Territories the whole of Lot 53-23, Plan 404, FORT SMITH, in consideration for the sum of One Dollar (\$1.00).

2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS ___ DAY OF _____, 2017 A.D.

READ A SECOND TIME THIS ___ DAY OF _____, 2017 A.D.

READ A THIRD TIME THIS ___ DAY OF _____, 2017 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 984

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ACQUIRE A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 53 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to acquire the lands described hereunder, and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to acquire a freehold interest or fee simple title in the following parcel of land from the Commissioner of the Northwest Territories the whole of Lot 53-24, Plan 404, FORT SMITH, in consideration for the sum of One Dollar (\$1.00).
2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS ___ DAY OF _____, 2017 A.D.

READ A SECOND TIME THIS ___ DAY OF _____, 2017 A.D.

READ A THIRD TIME THIS ___ DAY OF _____, 2017 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 985**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ACQUIRE A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 53 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to acquire the lands described hereunder, and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to acquire a freehold interest or fee simple title in the following parcel of land from the Commissioner of the Northwest Territories the whole of Lot 53-25, Plan 404, FORT SMITH, in consideration for the sum of One Dollar (\$1.00).

2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS ___ DAY OF _____, 2017 A.D.

READ A SECOND TIME THIS ___ DAY OF _____, 2017 A.D.

READ A THIRD TIME THIS ___ DAY OF _____, 2017 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER

Correspondence – October, 2017

October 3	Bylaw/Rhonda Wolki	Surrender dog	2310	
October 16	RCMP/Town	Police Report September 2017	1750	Mayor and Council
October 23	Corporate Services/Internal & Public	Job Posting – Executive Secretary		
October 24	Royal Canadian Legion	Remembrance Day Ceremony	3614	
October 25	Rev. David Lehmann/Mayor	ABC resignation	1134	
October 30	Aurora Research Institute/Town	Proposal for Multi-Year Renewal	1840	
October 31	SAO/Mackenzie Valley Land and Water Board	Water License MV2011L3-0001	1961-4	
	Michel Labine/Mayor and Council	Request for funding for Santa Claus Float PA System	3145	Mayor and Council



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

Business License Holder	Number	Details
No licenses issued this month		
Development Permit Holder	Number	Details
No licenses issued this month		
Lottery License Holder	Number	Details
No licenses issued this month		
Dog Tag Holder	Number	Details
Kevin Smith and Laura Aubrey	53	lab cross
Josh Gale	54	mixed
Liz Butler	55	lab cross
John McKay	56	huskey cross
Jordan Evoy	57	huskey cross
Ski-Doo Licenses	Number	Details
No licenses issued this month		