















Town of Fort Smith Corporate Services Committee

Tuesday, October 3, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. DEA Town of Fort Smith Representation
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
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes September 15, 2017
 - ii. Appointment James Heidema
Appointment Michel Labine
Appointment Linda Martin
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – September 2017
 - b. License Reports – September 2017
 - c. Briefing Note – Salaries
 - d. Briefing Note – Overtime
 - e. Briefing Note – Communications Committee
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes September	 Vision, Values and Goals	 Strategic Plan
  Accounts Paid Part I Accounts Paid Part II		
 TTAB Minutes September 15, 2017		
 TTAB Appointment James Heidema	 TTAB Appointment Michel Labine	 TTAB Appointment Linda Martin
 Correspondence September 2017	 License Report September 2017	
 BN Communications Co		



Town of Fort Smith
Corporate Services Committee
Tuesday, September 5, 2017, at 7:00 pm

Chairperson: Mayor Napier-Buckley
Members: Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call),
Cr. Dumont, Cr. Patel, Cr. Tuckey
Regrets: D/M Smith
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services;
Katie Reid, Executive Secretary
Guests: Town of Hay River SAO, Mayor & Council; SAO Judy Gaucher,
Mayor Brad Mapes, Cr. Steve Anderson, Cr. Vince McKay, Cr.
Donna Lee Jungkind, Cr. Keith Dohey, Cr. Jason Coakwell, Cr.
Kandis Jameson

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:00 pm.

2. Delegation

- a. Town of Hay River Mayor & Council
In-Camera Session S.23(3)(e)

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That Council move in-camera to have discussion with the Mayor and Council of the Town of Hay River in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Council move out of in-camera at 9:10 pm.

CARRIED UNANIMOUSLY

3. Declarations of Financial Interest

Cr. Kikoak and Cr. McArthur declared a financial interest with respect to the Accounts Paid List Part II.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of August 1, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017. Cr. McArthur asked if anyone had been hired at the AWG office in Fort Smith. Cr. Patel advised that a new Volunteer Coordinator has been hired.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

a. Council Priorities

- i. Aurora College Program Review – Mayor Napier-Buckley advised that funding the development of a TEP Brief would be discussed in the Special Meeting following Corporate Services.
- ii. Property Tax and Boundary Issues – Administration advised that he has begun discussions with DAAIR about SRFN property tax issues. Additionally, he has had discussions with the MLA about assuming the old Cozy Carpets building. The MLA suggested writing a letter requesting the assumption of the building to the Minister responsible. Administration advised that he is also acquiring legal opinion to gain ownership of the old movie theatre building for the purpose of demolition. Administration advised that the boundary expansion with DAAIR is stalled due to the Metis Nation Land Claim. He noted that the Legislative Assembly wants to finish the land claim by the end of their term and that they do not want the Town's claim to interfere with the Metis claim. Cr. Patel was pleased with the update.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel requested that job titles be listed in the accounts paid list rather than employee's names. Administration advised that the change can be made although noted that the information in the accounts paid list isn't confidential. Cr. Tuckey noted that it is a requirement of the auditor to see specific information with some organizations. Cr. Holtorf felt that it is the role of Council to oversee detailed expenditures, although it may not be required. Administration advised that as the cheques have already been issued, it is not a requirement of the auditor.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That the Accounts Paid Part I for the period ending August 31, 2017, totaling \$841,344.56 be approved.

CARRIED UNANIMOUSLY

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

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Dumont

That that Accounts Paid Part II for the period ending August 31, 2017, totaling \$4,761.33 be approved.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL, CR. DUMONT

ABSTAINED – CR. MCARTHUR, CR. KIKOAK

CARRIED

7. Human Resources

Cr. Kikoak asked if Administration has inquired about hiring a Human Resources Officer. Administration advised that there is not enough work to constitute a full-time position. He noted that the Corporate Services Officer takes on the role and that the position is being staffed with a new hire tomorrow. He noted that a casual employee was hired while the position was vacant to bring files to date. Additionally, he advised that union issues fall solely upon the SAO to handle.

8. Other Business

- a. Correspondence – The August, 2017 correspondence was reviewed. Cr. Dumont asked if letters addressed to Mayor and Council are sent to Mayor and Council. Mayor Napier-Buckley confirmed.
- b. Licensing Report – The August, 2017 licensing report was reviewed.

- c. Briefing Note Budget Expenses – Administration asked if Council would like to delay the briefing notes on expenses and revenue until the Community Services Committee meeting on September 12, 2017. Mayor and Council agreed to delay the briefing notes.
- d. Briefing Note Budget Revenue – The briefing note was delayed to the Community Services Committee meeting.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That D/M Smith be excused from the Corporate Services Standing Committee meeting on September 5, 2017.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be October 3, 2017.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. McArthur

That the meeting be adjourned at 9:17 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 September 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33102	GNWT	Commissioner for oath's application fee-Michelle Gauthier	\$ 75.00	AD
33103	LGANT	LGANT conference-registration fee	\$ 100.00	AD
33104	Employee	Payroll	\$ 491.84	
33105	Paul Kaesers Stores LTD	Materials/supplies	\$ 2,816.92	Multiple
33106	Link Hardware	Materials/supplies	\$ 626.55	Multiple
33107	Wally's Drugs	Materials/supplies	\$ 87.61	RCC
33108	Town of Fort Smith	Water bills	\$ 1,042.40	Multiple
33109	Freunds Building Supplies	Materials/supplies	\$ 37.78	AD
33110	Receiver General	Payroll deductions (TAX, CPP, UIC) [R]	\$ 38,033.84	
33111	Lifesaving Society	Exam fee	\$ 150.00	RCC
33112	Whispering Pines Cottages	Dance camp accommodations	\$ 945.00	RCC
33113	Rocky Mountain Phoenix	Materials/supplies	\$ 3,288.01	FD
33114	Northwestern Air Lease	Freight for day camp	\$ 301.35	RCC
33115	Fort Smith Paddling Club	Paddlefest ad	\$ 560.00	AD
33116	Fort Smith Metis Council	20 crosses for reserved plots	\$ 630.00	AD
33117	Taxation Division	August school tax remittance	\$ 1,982.21	AD
33118	High Country Refrigeration	Service coolers, ice machine & 3 air conditioners	\$ 1,667.98	Multiple
33119	NAIT	Books for employee	\$ 431.29	WTP
33120	Employee	Reimbursement for boot allowance	\$ 339.70	PW
33121	Thebacha Creations	Superhero capes	\$ 375.00	RCC
33122	Bank of Montreal	Jim Hood statement	\$ 1,351.67	
		\$1351.67 Cell phone bills		Multiple
33123	Bank of Montreal	Chris Bird statement	\$ 653.12	
		\$610.70 Materials/supplies		RCC
		\$10.45 Re-occurring monthly training subscription		RCC
		\$10.45 Re-occurring monthly training subscription		RCC
		\$21.52 Interest on purchases		
33124	Bank of Montreal	Keith Morrison statement	\$ 293.53	
		\$404.37 Batteries		RCC
		\$31.97 Postage fees		AD
		\$55.60 MLA workshop lunch		AD
		\$33.74 Postage fees		FD
		\$18.50 Interest on purchases		
		\$-250.65 Over payment on cheque #32776		Multiple
33125	Aurora College	Training, test for employee boiler class 5	\$ 650.00	Multiple
33126	MSS LTD	Instant ice packs	\$ 296.69	Multiple
33127	GNWT	Land leases	\$ 1,200.00	Multiple
33128	Paul Kaeserse Stores LTD	Materials/supplies	\$ 266.84	Multiple
33129	Link Hardware	Materials/supplies	\$ 836.62	Multiple
33130	NWT Power Corp	August power bills	\$ 30,298.11	Multiple
33131	Freund Building Supplies	Materials/supplies	\$ 2,065.24	Multiple
33132	Xerox Canada LTD	Copier usage, copier lease	\$ 2,343.36	AD
33133	Receiver General	Payroll tax deductions (TAX, CPP, UIC) \$34819.14 [R]	\$ 34,819.14	
33134	Thyssenkrupp Elevator	Maintenance	\$ 1,181.25	RCC
33135	Customer	Refund 2 childrens flag football	\$ 120.00	RCC
33136	NTHSSA-Fort Smith Region	Refund-development application	\$ 150.00	AD
33137	Globalstar	Satellite phone bills	\$ 68.76	AD
33138	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	AMBULANCE
33139	Wesclean Northern Sales LTD	Freight	\$ 2,098.28	Multiple
33140	Customer	Refund meter deposit	\$ 90.00	AD
33141	Customer	Refund course fee bronze cross	\$ 225.00	POOL
33142	AWWOA	Class 3 training	\$ 1,026.00	WTP
33143	AWWOA	Wtp operator prep level 3/4	\$ 1,026.00	WTP
33144	506830 NWT LTD Chase's Pit Stop	Gas	\$ 229.52	BYL
33145	Employee	Refund on water account	\$ 475.60	AD
33146	Employee	Reimbursement-footware	\$ 77.68	POOL
33147	RDV Mechanical	Repair broken pump on vaccum truck, mount bracket to snow	\$ 6,301.96	Multiple

33148	Power Surge Technologies LTD	Power surge water plant switch	\$	20.99	AD
33149	Arctic Alarm/Diamondtel	Alarm Monitoring	\$	59.80	AD
33150	Customer	Refund meter deposit	\$	309.00	AD
33151	Arctech Computers INC	Offsite back up service	\$	262.50	AD
33152	Customer	Refunds on summer daycamp balance	\$	658.00	RCC
33153	Office Solutions	Materials/supplies	\$	2,797.65	Multiple
33154	Purple Foot Productions INC	Film sponsorship for dark night sky movie	\$	850.00	AD
33155	Customer	Refund meter deposit	\$	219.00	AD
33156	Employee	Driver's medical reimbursement	\$	100.00	AMBULANCE
33157	Employee	Reimbursement-ambulance license fees	\$	110.00	AMBULANCE
33158	Employee	Reimbursement-boot allowance	\$	229.95	FM
33159	Grimshaw Trucking	Shipping	\$	86.96	FM
33160	Paul Kaeser Stores LTD	Materials/supplies	\$	265.76	Multiple
33161	Lou's Small Engines	Chainsaw chain	\$	95.53	PW
33162	Link Hardware	Materials/supplies	\$	963.60	Multiple
33163	Northern Life Museum & Cultural Centre	Day camp workshop, summer programming fees	\$	990.00	RCC
33164	Territorial Beverages	Materials/supplies	\$	583.45	RCC
33165	Town of Fort Smith	August water bills	\$	5,730.03	Multiple
33166	Freund Building Supplies	Materials/supplies	\$	401.89	PW
33167	White Ice LTD	White ice	\$	1,336.97	Arena
33168	NEBS Pension Fund	September premiums \$37974.12 [R]	\$	37,974.12	
33169	Carter Industries LTD	Deliver and spray calcium on required road ways	\$	26,040.00	MS
33170	Mercury Sign Art & Design	Name tags	\$	84.00	FD
33171	TDC Contracting LTD	Materials/supplies, GAS	\$	1,937.51	Multiple
33172	NEBS Group Insurance Fund	September premiums \$10414.21 [R]	\$	10,414.21	
33173	Westvac Industrial LTD	Flusher parts	\$	1,599.63	PW
33174	Nu Mechanical	Repair heat on anf water fountain	\$	750.51	FM
33175	Rapid Petroleum	Gas	\$	1,942.77	Multiple
33176	Comtix Tickets INC	Tvek litter free wristbands	\$	198.45	RCC
33177	Infosat Communications	Satellite phone bill	\$	121.70	FD
33178	Power Surge Technologies LTD	Replacement cell phone for water truck	\$	99.74	WTP
33179	Office Solutions	Materials/supplies	\$	773.07	Multiple
33180	Customer	Refund fee for bronze medallion	\$	210.00	POOL
33181	Hay River Heavy Truck Sales LTD	Cylinder rental	\$	201.60	Multiple
33182	SEE ACCTS PAID LIST II				
33183	Aurora Ford	Water tickets	\$	719.84	WTP
33184	Customer	Refund meter deposit	\$	350.00	AD
EFT	Payroll	Pay period, September 1, 2017		\$97,522.89	
EFT	Payroll	Pay period, September 15, 2017	\$	93,263.12	
EFT	Payroll	Pay period, September 29, 2017	\$	109,828.02	

\$ 544,749.11



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING September 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33182	Employee	Turtle filter supplies	\$ 346.37	Library
TOTAL			<u>\$ 346.37</u>	



Town of Fort Smith Tourism and Trade Advisory Board Minutes September 15, 2017

Regular Meeting

12 pm at Town Hall Council Chambers

Attendees:

- Kevin Antoniak, Chair
- Tim Gauthier
- Mike Keizer
- Mike Couvrette

Administration:

- Diane Seals
- Katie Reid

A. Call to Order

Mike Couvrette called the meeting to order at 12:10 pm.

B. Approval of Agenda

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That the minutes of May 18, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

D. New Business

- i. Economic Development Strategy Second Draft – Diane advised that she has updated the document with measurables and a timeline. She noted that the first priorities are listed at the top of the document. Additionally, a gap analysis has been started and she has requested feedback. She is preparing the document to be sent to Council for review. She asked TTAB to review the document thoroughly over the next two weeks. She noted that there are still sections of the document for the subcommittees of TTAB to review. Diane requested feedback on methodology, measurables, and objectives. She noted that the strategy will be a working document for the timelines

identified. TTAB asked what their role would be as in the past they were involved with marketing, brochures, and trade shows. She advised that their role would be to make sure the Town is addressing key objectives and to be a resource from a community perspective. Tim was pleased with how the strategy has progressed. Diane was pleased to advise that tourist visitation has increased at the Visitor Information Centre by 19% this year. Diane asked if she should include potential partners for each project. Mike Couvrette suggested that it be mentioned in the document that partners may be consulted as projects are approached. Mike Keizer suggested that a broad list of partners be listed at the top of the document as possible partners for all projects; including Indigenous Governments, the Territorial and Federal Government, and private businesses. Mike Couvrette asked which subcommittee was addressing population growth. Diane will check her notes.

- ii. NWT Tourism Board of Governors Position – Diane advised that NWT Tourism is seeking five members to sit on the Board of Governors. She noted that there is only one seat currently held by South Slave Region from a resident of the Hay River Reserve. Diane advised that Jim Heidema from Northwestern Air Lease has expressed interested in sitting as the South Slave Representative on the NWTT Board of Governors. Mike Couvrette would like representatives from the Town of Fort Smith to attend the AGM in Inuvik in November to support the nomination of Mr. Heidema. Mike Keizer advised that two representatives from WBNP would be attending. Mike Couvrette asked if the Town should approach NWAL to support Mr. Heidema’s attendance at the AGM. TTAB would also request that the Mayor attend the AGM.

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That the EDO and another person representing the Town of Fort Smith, preferably the Mayor or Deputy Mayor, attend the NWT Tourism Annual General Meeting in Inuvik in November 2017.

CARRIED UNANIMOUSLY

MOTION

Moved by: Mike Couvrette

Seconded by: Mike Keizer

That TTAB supports the nomination of Jim Heidema to the NWT Tourism Board of Governors as a South Slave Representative.

CARRIED UNANIMOUSLY

- iii. NWT Tourism Industry Awards Nomination – Diane advised that NWTT is accepting awards nominations for industry awards. She suggested that Jim Heidema be nominated as he has been a strong leader in connecting tourism services from Edmonton to Fort Smith.

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That Jim Heidema be nominated for the NWT Tourism Industry Award.

CARRIED UNANIMOUSLY

- iv. Giant Conibear Trap – Diane has looked into the request to establish a Giant Conibear Trap at Conibear Park. She advised that the request was submitted by Mike Labine a number of years ago and that Mr. Labine no longer has funding available for the initiative. Diane will follow up with Mr. Labine to see if he is interested in resubmitting the request with conceptual drawings and material options.
- v. Wood Buffalo National Park Way – Tim advised that in conjunction with the chip-sealing done on Highway 5, WBNP will be refurbishing the interpretive signs and trails. He advised that there would be an event and media announcement of the chip-sealing. Mike Keizer advised that he would post the completed work to social media for marketing. Tim noted that the Mayors of Hay River and Fort Smith, and the MP would be invited to attend the unveiling event at Angus Tower before winter.
- vi. NLMCC Summer Splash Festival – Diane advised that the Summer Splash Festival would be moved to another time of year due to the Dark Sky Festival and Paddlefest overpowering it. She noted that they will continue to offer summer kids programming.

E. Date of Next Meeting

The next TTAB meeting and AGM will be on October 19th, 2017 at 12 noon in Town Council Chambers.

F. Adjournment

Moved by: Mike Couvrette

The meeting was adjourned at 12:53 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith

Expression of Interest

Date: 28 September 2017

Name: James M. Heidema

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.

For the past 3 years, and currently, I am the Chief Operating Officer with Northwestern Air

Lease. I am responsible for a number of issues, departments and projects within the airline.

Marketing is one area of responsibility. I am also a member of an informal promotional

Group in Fort Smith, of which the Town, GWT Tourism, Parks and a Band participate.

Email: jheidema@nwal.ca (872-2216 Ext 304) office

Signature of Applicant



Town of Fort Smith

Expression of Interest

Date: September 20, 2017

Name: Michel Labine

I am interested in sitting on the: Tourism and 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.

I have lived in the North since 1980 currently reside in Fort Smith. I have lived here since 1999 and spend a lot of time interacting with residents and tourists alike as an artist. I chaired the Liard Valley Integrated Renewable Resource Management Plan which had a million dollar budget and sat on multiple committees in my role as a 27 year Renewable Resource Officer. I helped promote tourism and sport hunting in the Baffin Region and I have a good understanding of the community and willing to help the committee attain its mandated goals and objectives. I have been instrumental in providing info on funding options to construct a tourism attraction promoting Frank Conbear's advancement to the Humane Trapping Industry. Please accept this as my expression of interest to join the Tourism and Trade Advisory Board.

Email: mclabine@northwestel.net

Signature of Applicant



Town of Fort Smith

Expression of Interest

Date: September 28, 2017

Name: Linda Martin

I am interested in sitting on the: Tourism and 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.

As an economic development professional, and general manager of Thebacha Business Development working with entrepreneurs and businesses, I have a unique perspective on the challenges faced by many Fort Smith business owners.

In the 20 years I have lived in Fort Smith, I have volunteered my time for many organizations, including the Fort Smith Golf Course, Fort Smith Ski Club, Fort Smith Animal Society, TAWBAS, Fort Smith Photo Club, and Thebacha Chamber of Commerce.

Email: lindamartin@northwestel.net

Signature of Applicant

Correspondence – September 2017

September 8	Aurora Research Institute/Town	Notification of Multi-Year Research #16176	1841	
September 11	Fort Smith Metis Council/Mayor	Renaming of McDougal Road	1131	Mayor & Council
	Relay for Life/Town	Thank you to all Sponsors	3619	Mayor & Council
September 13	PWK High School/Town	Donation Request – Lawrie Hobart Memorial Volleyball Tournament	1843	SAO, Municipal, Community
September 14	RCMP/Mayor & Council	Police Report – August, 2017	1750	Mayor & Council
	PWK High School/Town	Donation Request – Lawrie Hobart Memorial Volleyball Tournament	1843	SAO, Community Services
September 21	Office of the Chief Coroner/Town	Appointment Support for Krystal Brown	1801	Mayor
September 26	JBT Elementary School/Mayor & Council	JBT Elementary School Snack Program	1844	Mayor & Council, SAO, Community Services
September 27	Aurora Research Institute/Town	Notification of Research #16179	1841	



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

Business License Holder	Number	Details
Borderline Contracting Ltd.	206	landscaping, fencing, trenching, sand/gravel
EnRoute Mapping	207	create tourist maps
Highlander Contracting	208	construction, renovations and storage services
Development Permit Holder	Number	Details
Fort Smith Construction NT Ltd.	33	demolish mobile home
Heather Villeneuve	34	move cabin onto lot
Mathieu Doucet	35	build shed and addition onto house
Alden & Lynn Vogt	36	clear lot
Lottery License Holder	Number	Details
Catholic Women's League	24	raffle
Fort Smith Junior Men's Curling - Team Kaeser	25	raffle
Dog Tag Holder	Number	Details
Chris Lepine	52	border collie/lab
Ski-Doo Licenses	Number	Details
No licenses issued this month		



BRIEFING NOTE

To: Corporate Services Committee

Date: October 3, 2017

Subject: Communications Committee

Purpose

To establish a Communications Committee.

Analysis

Bylaw 902 'Council Procedures' allows the creation of special committees of Council. The Bylaw requires a motion that states:

- name of committee;
- terms of reference;
- appoint members;
- term;
- reporting requirements; and
- establishes any required budget or resources.

Recommendation

That the Communications Committee be established for the purpose of _____ and that this Committee report to the Corporate Services Standing Committee. Further, that the term of this Committee shall extend indefinitely, and that _____ be appointed to the Communications Committee.

Submitted by,

Keith Morrison
SAO