



Town of Fort Smith Corporate Services Committee






Tuesday, September 4, 2018, at 7:00 pm.

AGENDA

Attached Documents

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
 - vii. Road to Garden River
 - viii. Youth Crime
 - ix. Daycare
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
7. Human Resources
8. Lands
9. Information Technology
10. Bylaw/Policy Review and Development
11. Administration
 - a. Briefing Note – Fort Smith Music Society Donation Request
 - b. Briefing Note – Aurora College Block Party
 - c. Briefing Note – Fort Smith Metis Council Petition
 - d. Briefing Note – 2017/18 Accountability Framework Report
12. Other Business
 - a. Correspondence – August 2018
 - b. License Report – August 2018
 - c. In-Camera Session *CTV Act S.23(3)(c)*
Personnel Issue
13. Excusing of Councillors
14. Date of Next Meeting
15. Adjournment

  
Corporate Services Minutes August 7, 2
Vision, Values and Goals
Strategic Plan

  
Accounts Paid List Part I Accounts Paid List Part II BN - Fort Smith Music Society Donat
 
BN - College Block Party BN - Fort Smith Metis Council Street

 
Correspondence August 2018 License Report August 2018



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

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

1. Call to Order

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

2. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of July 3, 2018, were reviewed and have been adopted at the Council meeting of July 17, 2018. Cr. Holtorf asked for information on the tentative location of the daycare. He acknowledged Administration will be making resources available to the Daycare Society as stated in the minutes. He also recognized that the positive notes indicating that the Daycare will be tentatively opening in January 2019. D/M Smith understands that YWCA is bringing in a modular home to the property across from Lou's Small Engines and is in the process of opening. Cr. Holtorf asked if there is still an active society. Mayor Napier-Buckley advised that the process is being completed by the YWCA and that they own the building. She confirmed that there is an active Daycare Society in Fort Smith.

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

d. Strategic Plan – The Strategic Plan was reviewed.

3. Governance

a. Council Priorities

i. Property Tax Issues – The Director of Corporate Services advised that they are still in the process of the property taxes collection and is with the lawyers and they are in the process of pursuing the collections as per the Property Assessment and Taxation Act. This is about a two year process to get to a point where we can have a public auction of property's that are in arrears. The good thing about this is that they do this for a number of communities and make sure they meet all that deadlines and go through the process properly whereas we tried on a number of occasions which have proven to be unsuccessful.

Cr. McArthur asked if a fee is paid to the lawyers for the work completed on the tax collections or do they receive fee only if taxes are collected. Director of Corporate Services advised that any fees that are expended to collect the property tax are added to the property tax therefore the fees paid to the lawyers are the

responsibility of the taxpayer. Cr. Holtorf asked about the beggar property it we are making any progress on that. The Director of Corporate Services advised that this property was not included in the list of property's provided to the lawyers for action. He understands it is still with the territorial and federal government and that there is no action being taken. He added that he was not provided with any update on that issue and that it is out of the Town's hands.

- ii. Commissioner's Land within Municipal Boundaries – Cr. Kikoak asked what steps we can take to obtain the old theatre building and not be responsibility for the remediation. The Director of Corporate Services advised that the Town is still pursuing collection action on that building as if it was still privately owned. He added that it is still in the name of Starlight Corporation. He understands that the Starlight Corporation has been dissolved by the Corporate Registries for lack of filing. He did ask the lawyers on how to acquire that building and if there is a possibility to enter into an agreement with owners and interested parties to acquire that property. It is with lawyers for their legal advice and consideration.
- iii. Fire Abatement – Director of Corporate Services advised that properties in the community have been identified for fire abatement treatment by Administration as part of the FireSmart program. Some of the areas include the slide area where the snowboard park is and there is also an area around Tamarac Trailer Court.
- iv. GNWT Job Reductions – D/M Smith suggested that Council keep updated on the issue of the Trailcross Program. He advised that the tender for operation of the facility is closed and that no bidders have expressed an interest in operating the facility including the current operators. There are about ten people employed at Trailcross which is concerning to Council and suggested on following up with the Minister of Health and Social Services to determine what will happen in the case that there are no interested parties.
- v. Aurora College Program Review – Cr. Kikoak advised that there have been two public meetings one held on Aug 1, 2018 and another on Aug 7, 2018. The meeting on August 7, 2018 was a workshop to establish a work plan, develop key messages and a vision. The group is comprised of interested members of the public and four committee members with a lot of energy. She indicated that the committee's response is getting refined and hopes for a press release in short order. She advised that there was a concern brought forward in that workshop that the writer is from outside of Fort Smith and that the skeleton for our document is really important and that she may need some help to get the northern perspective. She advised that the same consultant that did the Town's strategic plan has been hired to do the response paper. As a result of that concern, the committee organized a video conference with the consultant followed with an NWT Post-secondary Education Committee meeting. From the Committee meeting there was a recommendation that was brought forward. She brought forward the recommendation for the hiring of a special projects casual Communications Officer to work on communications and follow up for the committee. D/M Smith asked for clarification on the scope of work for the Officer, so he/she will be working on the communications component of the strategy and the follow-up that is required around pursuing those communications. Cr. Kikoak confirmed. D/M Smith was unsure if the motion needs to determine whether the employee would be a casual hire and

believes that would be better left to Administration to determine the best way to have that work completed. The Director of Corporate Services advised that by identifying the Officer as a casual employee that limits the ability of Administration to determine how to go about staffing that position. Cr. Holtorf asked for clarification of the recommendation and that it is to hire someone to assist the committee on moving forward with the work plan. Cr. Kikoak confirmed he was correct. Cr. Tuckey indicated that the words and recommendation will be forwarded to the next regular meeting of Council for discussion and supports the recommendation. Cr. McArthur asked if the committee had anyone in particular they were thinking of and if that person would be working with the consultant. Mayor Napier-Buckley advised that the consultant is working on a document to be forwarded to the Standing Committee on Social Development and from that document they would like to build on that and forward a document to the MLA, Premier, and those that are lobbying. They expect the person hired for that position will collect all the contact information, prepare mail drops, letters and other things they would need to contribute to their lobbying needs. Cr. Kikoak advised that within arguments there is a response so those that we will be providing a response which makes it a dynamic situation and we need someone there that will react and argue for us. That type of reaction and response is what will win us the headquarters. Mayor Napier-Buckley just to answer Cr. McArthur there were a couple of names that were discussed but understanding that Administration will be doing the hiring and we could recommend the skills of certain people but that the hiring is done by Administration. Cr. Patel asked that when the consultant was hired she is assuming that was done below the threshold requirement of it being done through RFP. Mayor Napier-Buckley advised that administration did try to go locally first but with the timeframe we were not able to hire locally. We do have a history with the consultant, she has experience with post-secondary education and that is the reason she was hired. D/M Smith advised that MLA Kevin O'Reilly was in the community and took the opportunity to tour the College and went away impressed with the infrastructure. He welcomed Councillors if they are in Yellowknife as he operates with an open-door policy. Cr. Holtorf asked if D/M Smith is still available to present to cabinet for August 20, 2018. D/M Smith advised that he can stay in Yellowknife if that's what Council wants. Mayor Napier-Buckley advised that the document will be done by Friday August 10, 2018 and that they would be meeting on Saturday the 11th. Cr. Tuckey would like clarification that D/M Smith would be returning to the community on August 21st, 2018 and is able to chair the Council Meeting for that date. D/M Smith advised that he is not sure as he may have to stay a day longer to present to the Standing Committee on Social Development.

Recommendation

Motioned by: Cr. Kikoak

Seconded by: Cr. Holtorf

That Council hire a Special Projects Communications Officer for our communications and follow-up for the NWT Post-Secondary Education Committee.

CARRIED UNANIMOUSLY

4. Finance

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Accounts Paid Part I for the period ending July 31, 2018, totaling \$820,028.44 be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note Second Quarter Variance Report – The briefing note and report was reviewed. The Director of Corporate Services advised the preliminary 2018 Second Quarter Variance is complete and presented to Council for review. This document outlines the Town spending for the first six months of 2018. Initial review shows that all budgets (General, Utility, Land Development and Environmental) are within budget. Recreation Revenues continue to be below that of previous years; these are being reviewed to determine where the shortfall is. Initial indicators are that revenues have been dropping since at least 2016; we are currently in the process of rationalizing attendance, attendance tracking mechanisms, revenues, programs and program use, rate increases, and payment mechanisms (i.e., memberships versus drop-in passes) to determine whether use is dropping (potentially due to types of programming offered) usage is changing (i.e., more drop-ins, fewer memberships) or attendance tracking is inaccurate, as current indications are that the decrease in revenue is not associated with a decrease in attendance. Utility costs, specifically heating, are overspent; due to a long, cold winter and an increase in heating fuel costs. The Public Relations and Council Travel budgets are also seeing spending pressure and will be monitored. Arctic Winter Games has resulted in overages in several areas including Salaries & Wages and facility operating costs. Vehicle Repairs & Maintenance costs are up; work is currently underway to procure several new fleet vehicles. Cr. Holtorf asked where the overall budget is if there is a surplus or deficit. The Director of Corporate Services advised that there is no overall surplus or deficit because of the way this report is done which is a variance report. The flow of revenues doesn't always match flow of expenses. Cr. Holtorf asked if he went to each cost center he can get an overall surplus or deficit. The Director of Corporate Services confirmed. D/M Smith asked if the software at the Recreation Centre will be updated to calculate the users and revenues. The Director of Corporate Services advised that all of those are being reviewed and discussed with senior management.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That the Second Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

5. Administration

- a. Briefing Note Appointment of Returning Officer – The briefing note was reviewed. Director of Corporate Services advised that the municipal election is occurring in October and that requires Council to appoint a returning officer. In 2015 and 2012, Margo Harney was Returning Officer for the Municipal Election. Ms. Harney was also returning officer for the arena plebiscite vote in 2014. A formal motion of Council is required to officially appoint Margo Harney as Returning Officer for the 2018 Municipal Election. Deadline for appointment of the Returning Officer for the 2018 Municipal election is August 27, 2018. The date for the 2018 Municipal Election is October 15, 2018. He added that there is an appendix attached to the briefing with further information. Cr. Patel asked if there is an honorarium for this position. The Director of Corporate Services advised that there is a honorarium and she is also responsible for recruiting poll staff who also receive a small honorarium for election day. Cr. Patel asked about the amount and if the policies needs to be reviewed. The Director of Corporate Services advised that there has never been an issue with the amount and is within budget and does not foresee that as an issue this year.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Holtorf

That Margo Harney be appointed the Returning Officer for the 2018 Municipal Election.

CARRIED UNANIMOUSLY

- b. Briefing Note SCES Program – The briefing note was reviewed. The Director of Corporate Services advised that briefing note highlights that ECE come to the Town and advised that the Town will be now administering the SCES program and will not be provide additional funding to do so. He advised that Administration did meet with the Superintendent of ECE and voiced our concerns with this being thrust upon the Town. He indicated that the concerns brought forward were that as the Town we are closest to the public and are not comfortable conducting means tests on our residents. This also makes us responsible for the expenditure of this fund. Administration expressed his concerns with the minister of MACA who was not aware of that department putting that fund on the Town. At which time the superintendent came back to the Town and offered a 15% administration fee to administer the program. He advised that the fee was not a sufficient amount for the Town to administer the program and ECE will continue to administer the program. D/M Smith asked if the position of the Town is not to take on this program and leave that with ECE. The Director of Corporate Services advised that is the position of the Town and that the funds are not sufficient to administer and be accountable for the program. We are also too close to the community to make those decisions. Cr. Holtorf asked if the band would be approached to administer the fund too and what does it consist of. The Director of Corporate Services advised that ECE felt that since we are closer to the situation that the Town would have a better sense of what is required in the community in the sense of employment, we have a EDO that may have an employment strategy and figured that we could administer this program. As far as the Town is concerned that the Town does not have an employment strategy and that is something that ECE should be developing. Cr. Holtorf asked if this is a new program. D/M Smith advised that there has been a confusion as the program is targeted for small communities and not regional centers. He added that the Fort Smith and Hay River was not eligible for this fund. He thinks now the department is trying to get rid of the program and thought that maybe a municipal government would be better able to handle the program with their resources and third-party funding. The problem they are finding is someone to administer this program. The Director of Corporate Services advised that this is a program that is provided to employers to top up minimum wage. The program is not significant enough for the Town to be engaged in the program and that there is a presence of ECE here who can administer the program. The risk, time and resources are not worth pursuing the program. Cr. Holtorf asked how the needs assessment are completed to determine the type of training that is required for education. The foundational review specifically pointed out that every ECE department are the ones that incorporate, gather, and recommend the overall training plan for the region which is being integrated with the territories. This is giving up something that ECE needs to have ownership of to point the direction so there is a bit of play here. How is ECE going to do that if they let this piece go to get an idea of what is needed for training. D/M Smith thinks that is an excellent observation and that should be incorporated into the position paper and how well ECE is operating their own department.

6. Other Business

- a. Correspondence – The July 2018 correspondence was reviewed. Cr. Patel asked where the four-way stop suggestion is located. The Director of Corporate Services advised that it is corner of Winter, Klondike and Field Street. D/M Smith asked if Administration can circulate that suggestion and if a briefing note could be added to the Municipal Services agenda.

Cr. Holtorf asked for an update on the Asset Management System project. The Director of Corporate Services indicated that we did put out an advertisement for an Asset Inventory Specialist and were unsuccessful with that competition. There are considerations of advertising in the fall for that position. The MACA pilot project is continuing because we have

been unable to provide them with a list of assets and we have been removed from their pilot project list. The program is moving forward, and we are still one of the community's that will be participating in that. They are currently in the process of loading the data we have into their system. He advised that he did complete an 8-week course on asset management. As part of the course there were a number of new initiatives that have been identified to form an asset management plan and hopefully, we are bringing a more comprehensive budget for that. Cr. Holtorf asked if there is no current year budget for that. The Director of Corporate Services advised that there is a budget for that item indicated in the capital budget which will need to be reviewed. Cr. Holtorf thought a lot would be done already as he thought the Northern Insurance Program collected a lot of that information. The Director of Corporate Services indicated that is an important element and that MACA is entering all the data we have from the insurance program. There is another level of information that is required as far as condition assessments and more detail of specific components of buildings, we need to gather that information and don't have the resources to do that. The component to that asset management discussion is the discussion of service levels and what is the service that we are currently providing and take all items into considerations. Cr. Patel asked if there was a response received on the invitation letter that was sent out to Cabinet. Mayor Napier-Buckley advised that they were supposed to meet on Friday and was supposed to get back to us she will follow up.

b. Licensing Report – The July 2018 licensing report was reviewed.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Kikoak

That Cr. Dumont be excused from the Corporate Services Standing Committee meeting of August 7, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be September 4, 2018. Cr. McArthur is not here for sept 4.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 7:58 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 August 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34053	Customer	Refund dental expenses	\$ 2,161.16	AD
34054	Employee	Training, parks and sports fields July 17-20, 2018	\$ 426.40	FM
34055	Employee	Training, parks and sports fields July 17-20, 2018	\$ 434.05	FM
34056	Seton	Safety supplies	\$ 357.47	RCC
34057	Grimshaw Trucking	Freight	\$ 1,102.41	PW
34058	Paul Kaesers Stores Ltd	Materials and supplies	\$ 416.56	Multiple
34059	Lou's Small Engines	Materials and supplies	\$ 800.03	FM
34060	Pitney Bowes	Postage meter lease	\$ 1,757.56	AD
34061	Wally's Drugs	First aid supplies	\$ 50.54	RCC
34062	Town of Fort Smith	Water bills	\$ 822.06	Multiple
34063	Freund Building Supplies	Materials and supplies	\$ 63.11	RCC
34064	Xerox Canada Ltd	Copier usage	\$ 609.40	AD
34065	Receiver General	Payroll deductions (TAX, CPP, UIC) [R]	\$ 43,094.47	
34066	Employee	Business market & trade ready course July 23, 2018	\$ 221.85	AD
34067	Northwestern Air Lease	Freight	\$ 82.15	WTP
34068	Xylem Canada Company	Relay start	\$ 116.80	WTP
34069	Fort Smith Animal Society	Reimbursement-euthanasia fees	\$ 456.75	AD
34070	Globalstar Canada Satellite Co.	Satellite phone	\$ 94.40	FD
34071	GNWT-Health & Social Services	Marriage license fees for July 2018	\$ 32.50	AD
34072	Terry's Carpentry Service	Rent for 26 York Crescent - Ambulance Bay	\$ 2,520.00	AD
34073	TDC Contracting Ltd	Fuel, gas, cylinder rental	\$ 6,597.13	Multiple
34074	SEE ACCT'S PAID LIST II			
34075	Maskwa Engineering Ltd	2018 ground water monitoring at landfill	\$ 2,816.27	FM
34076	Customer	Refund of pool and bouncy castle	\$ 192.00	RCC
34077	Rapid Petroleum Products	Gas	\$ 2,334.08	Multiple
34078	ACom Canada Limited	Fort Smith water and sewer project number 60568790	\$ 23,615.56	AD
34079	Infosat Communications	Satellite phone	\$ 169.22	AD
34080	Arctech Computers Inc	Various requests, trouble shoot Jim's computer, setup new en	\$ 945.00	AD
34081	McLennan Ross	Legal fees	\$ 2,311.05	AD
34082	Office Solutions	Office supplies	\$ 69.17	RCC
34083	GNWT-Lands Dept	Application fee for lease of land and lot	\$ 250.00	AD
34084	Customer	Refund for bouncy castle rental	\$ 75.00	RCC
34085	Debbie's Sewing	Uniform patches-bylaw	\$ 168.00	BYL
34086	Customer	Refund of yoga pass, classes were cancelled	\$ 57.00	RCC
34087	South Slave Friendship Festival	Donation to South Slave Friendship Festival	\$ 1,250.00	AD
34088	BMO Mastercard	Jim Hood statement	\$ 1,321.99	Multiple
		\$1314.09 Bell cell phone bill		
		\$7.90 Interest purchases		
34089	BMO Mastercard	Cynthia White statement	\$ 803.64	Multiple
		\$395.00 University of Calgary course		
		\$74.76 Photocopier parts		
		\$-53.55 overpaid purchase, credit being applied on card		
		\$27.17 AWG merchandise		
		\$50.40 Program supplies		
		\$309.86 SiriusXM		
34090	BMO Mastercard	Keith Morrison statement	\$ 157.89	Multiple
		\$25.89 Bylaw postage-return boots for ashley		
		18.89 Freight for bylaw PPE		
		\$87.10 SDAB meeting July 5, 2018		
		\$26.01 Interest purchases		
34091	Employee	Radar training in Calgary August 20-23, 2018	\$ 416.75	BYL
34092	GNWT	Land Lease L-15608T, L-9674T	\$ 1,200.00	AD
	Payroll	August 3, 2018 pay period	\$ 116,415.78	
		August 17, 2018 pay period	\$ 109,721.74	
		August 31, 2018 pay period	\$ 126,183.37	
			<u>\$ 452,690.31</u>	



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT
34074	Aurora TPI Travel	Credit, travel to Hay River training July 17-20, 2018	\$ 670.95
		TOTAL	<u>\$ 670.95</u>

DEPT.

Multiple



BRIEFING NOTE

To: Mayor and Council

Date: September 4, 2018

Subject: Donation of Stage to Fort Smith Music Society

Purpose:

A request was received from the Fort Smith Music Society for donation of the use of the portable stage and picnic tables for an event on September 8, 2018.

Background:

The Fort Smith Music Society has requested the above noted donation to support hosting an event on September 8, 2018. This will be a licensed live music event. The event will be adult only, held on private property, and a fee will be charged for attendance.

In previous years this particular event was hosted by a private company for profit. This year the Music Society has taken over as the host organization.

The Music Society has received similar donations in the past, including a donation of the stage and arena in May 2018.

Stage rental is \$750 which includes set up and take down by Town staff (approximately 4-5 hours set up depending on configuration and 2-3 hours take down).

Analysis:

Continued attempts have been made by administration to negotiate a mutually beneficial in-kind relationship with the Music Society but based on the nature of the organization the board is unable to commit to any agreement which requires members to be available to perform at Town sponsored/hosted events.

At this time the Music Society does not appear to have the capacity to grow their event to reach a wider segment of the population, including families, which was the goal Administration had hoped they would achieve with the support provided by previous donations of Town facilities.

Attempts were made to develop a coordinated event with the Music Society which would be open to families as a part of welcoming Aurora College students in the afternoon and then the licensed adult event in the evening, but the organizers were unwilling to change

the date of their event and did not feel they could support both events on the same day. The Society has been asked to solicit performers for the Town Block Party event but is unable to commit to providing performers.

Recommendation:

Seeking direction from council.



BRIEFING NOTE

To: Mayor and Council

Date: 4 September 2018

Subject: College Block Party

Purpose:

To update Mayor and Council on the proposed Block Party to welcome our Aurora College students.

Background:

In response to suggestions for the Town to host an event to welcome college students and help integrate them in to the community, preparations have begun for an event that we hope to make an annual fall celebration. Historically the Town has participated in the College's welcome BBQ, but our goal is to create a large-scale community event which supports the integration of college students into the community, creating a stronger sense of community and to highlight all the amazing features of our town.

This event is currently being called the Block Party and will be held in the parking lot of the Community and Recreation Centre on September 22nd, from 1pm to 5pm.

We have coordinated with the Student Services staff of Aurora College and The Block Party will be the culminating event in their Welcome Month schedule, which includes a welcome ceremony, recreation night, ice cream sundae night, community BBQ, bingo, and storytelling event. They will be supporting advertising to the students as well as soliciting interest from the College community to offer other special activities.

We have also coordinated this with other upcoming community events, such as UNW Annual Labour Day BBQ (Sept 3), Private Stock (Sept 8), Art in the Park (Sept 15), and the final Desnede Farmer's Market (Sept 29th). Other upcoming events include Lawrie Hobart Memorial Volleyball Tournament (Oct 18-21), and NLMCC Fall Feast (Oct).

This strong schedule of events introduces our new residents to the diversity and vitality of our community.

Currently we are working toward including the following activities and services as a part of the Block Party:

1. Community Concert with Live and/or DJ music;
2. Community BBQ hosted by Mayor and Council and invited dignitaries;
3. Pool Party – free pool use and organized games during the event;
4. Street Hockey;
5. Beach Volleyball (weather permitting);
6. Bouncy Castles;
7. Parents and Tots activities in the gym; and
8. Other special activities.

We will be reaching out to the local business community, not-for-profit groups, sport organizations, and other community clubs and services (such as Citizens on Patrol) to offer booths to sell products or introduce students and residents to their organization and conduct registration.

As the event will occur in the parking lot and to ensure the safety of participants we will be closing the parking lot to traffic. We will be using this as an opportunity to highlight that the Community and Recreation Centre is within walking distance of many of the College residences. For those who need to drive we are exploring options for parking in and around PWK High School.

We will also be approaching local businesses to sponsor portions of the event, such as the BBQ, or provide prizes for draws throughout the event.

It is requested that Mayor and Council extend a formal invitation to the local Aurora College leadership, Salt River First Nation, Smith Landing First Nation, Fort Smith Metis Council, and RCMP to attend as dignitaries to participate in the event and extend a welcome to the College students. These individuals may wish to participate in some activity already being organized, such as the BBQ, or they may wish to organize an additional activity which best represents the spirit of their organization.

Recommendation:

This is an update to council



BRIEFING NOTE

To: Mayor and Council

Date: 4 September 2018

Subject: Fort Smith Metis Council – Petition to Rename McDougal Rd. - UPDATE

Purpose:

The Fort Smith Metis Council has made a petition to Mayor and Council to rename McDougal Rd.

Background:

Under section 70(d) of the Cities, Towns, and Villages Act of the Northwest Territories the Town of Fort Smith Council has the power to make bylaws affecting transportation, motor vehicles, pedestrians, and local transportation systems. As such a Town of Fort Smith policy (policy number 1.1) from 1989 applies to the naming of streets, buildings, and parks. This policy is attached for review. The policy lays out the process for street renaming:

1. Receive a petition for renaming;
2. The Town shall present the petition to local organizations and individuals for comments and recommendations;
3. Council shall take into account the character and record of the individual for who a street may be renamed;
4. Council shall have final authority with regard to naming streets.

The Fort Smith Metis Council has made a petition in writing to Mayor Napier-Buckley to rename McDougal Rd., citing examples of Mr. McDougal's actions toward the Metis people in the 1920's (letter attached for review). The Metis Council makes the argument that Mr. McDougal engaged in numerous actions and decisions which negatively impacted the Metis people. They suggest that the renaming of McDougal Rd. is consistent with actions being taken nationally by all levels of government in the spirit of reconciliation.

The Metis Council makes no suggestion in regards to what name should be considered. The current policy outlines the steps to consider when naming a street for a recommended individual not for removing an individuals name from a street.

There are no other GNWT statues, regulations, or policies which apply to street naming within municipal boundaries.

Analysis – UPDATE

Although it is extremely difficult to quantify the actual costs to residents and business located on McDougal Rd, the following have been identified as potential areas where costs may be incurred:

1. Mortgages – may require the engagement of a lawyer to makes changes
2. Government ID – driver’s license, vehicle registration
3. Insurance – home and vehicle
4. Businesses – advertisements, business cards, etc.

Additionally, one may wish to consider the cost of the individuals and business to allocate time to make these changes. For local businesses there may be a need to change the address with all their suppliers. This results in a human resource cost which is difficult to measure at this time.

Staff research has identified that some municipalities require a petition with a relatively high endorsement level (up to 80% of voters or those directly affected) be submitted to council to consider re-naming a road (Antigonish NS, Hamilton, ON).

The CTV Act addresses voter petitions in Sections 81-83 as it relates to the development of a bylaw or not making a bylaw that has already received first reading. Such a petition requires signatures from at least 25% of the voters in the municipality to be effective. This section does not directly relate to the current situation but does give council direction in regard to the use of petitions.

Recommendation:

Requesting direction from Council in regard to this request.

Cynthia White
Director of Community Services

Correspondence August 2018

August 13, 2018	MACA	NWT Community Government Accountability Framework	1820
August 15, 2018	Life saving Society	Drowning Reports	1820
August 17, 2018	MACA	Emergency Management Strategy for Canada	1820
August 23, 2018	PWK	Lawrie Hobart Volleyball Tournament	1843
August 24, 2018	ENR	Access to Information and Protection of Privacy Act	1852



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

Business License Holder	Number	Details
Aquashield Roofing	188	roofing services
Pam Walsh's Silver Icing Online Shop	189	online clothing shop
Development Permit Holder		
Development Permit Holder	Number	Details
TDC Contracting Ltd.	24	demolish ATCO trailer
Richard Mercredi	25	build gazebo
Amanda Spooner	26	home occupation - day home
Lottery License Holder		
Lottery License Holder	Number	Details
Catholic Women's League	18	raffle
Uncle Gabe's Friendship Centre	19	TV bingo
T-Rev's Youth Centre	20	TV bingo
T-Rev's Youth Centre	21	50/50 raffle - series
Dog Tag Holder		
Dog Tag Holder	Number	Details
Charlie Schaefer	35	medium mixed
Ruth Westland	36	Samoyed
Kirk Fischer/Amanda Spooner	37	Kerry blue terrier
Kirk Fischer/Amanda Spooner	38	Golden Doodle
Al Dumont	39	Chihuahua
Al Dumont	40	Sheltie/Huskey cross
Mackenzie Hobbs-McLean	41	Pitbull
Ruth Westland	42	replace tag #36
Ski-Doo Licenses		
Ski-Doo Licenses	Number	Details
No licenses issued this month		