



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 853

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THE CORPORATION OF THE TOWN OF FORT SMITH

BY-LAW # 853

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH A TOURISM AND TRADE ADVISORY BOARD, PASSED PURSUANT TO SECTION 29, OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, c.22

WHEREAS, the Council of the Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish a Tourism Advisory Board.

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

DEFINITIONS

- A) "Board" shall mean the TOURISM and TRADE ADVISORY BOARD of the Town Council of Fort Smith.  
B) "Town" shall mean the TOWN COUNCIL OF FORT SMITH (Mayor and Council)

1. Board Composition and Terms of Office

- a. The Town shall appoint members to serve on the Board for a period of 2 (two) years. Board members may apply for a continuance at the expiry of their term. Terms will expire on the 31<sup>st</sup> of December.
- b. Board appointments may occur throughout the year and all applications shall be submitted to the Board who shall forward their recommendation to Council.
- c. The Board membership shall consist of;
- i) Not less than seven (7) and not more than ten (10) voting members form the general public.
  - ii) Town members of the Board;
    - Mayor
    - Council member appointed to serve as Board Liaison Councillor
    - Director of Community Services
  - iii) One (1) ex-officio member from each of the following local governments as nominated by:
    - Salt River First Nation
    - Fort Smith Metis Council
    - Smith's Landing First Nation
  - iv) Ex-officio members serving as Board Advisors from;
    - Industry, Tourism and Investment (GNWT)
    - Wood Buffalo Nation Park – Parks Canada (federal govt)
    - Aurora College
    - Other stakeholder organizations or agencies as deemed necessary by the Board and approved by Council.
- d. Council may remove any member of the Board for misconduct or for other sufficient reasons. The Board may recommend rescinding membership to the Board by motion to Council.
- e. At the first meeting of each calendar year, the Board shall appoint a member to serve as Chairperson.
- f. The Board shall appoint a Secretary for the Board.



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2. Proceedings

- a. Meetings of the Board shall be held as often as deemed necessary. A minimum of ten (10) Regular meetings shall be held each year.
- b. A quorum of Regular and Special meetings of the Board shall be a majority of the currently appointed voting members.
- c. Regular meetings of the Board shall not exceed ninety (90) minutes in length and shall only be extended by unanimous consent of all members present. Any such extensions shall be limited to an additional thirty (30) minutes in length.
- d. A special meeting may be called on forty-eight (48) hours' notice by the Chairperson or at the written request of any three voting () members.
- e. Minutes shall be kept of all Regular and Special meetings and shall be recorded by the Secretary. All minutes are to be provided to Council no later than the next scheduled meeting of the Town's Community Service Committee. The minutes shall include all recommendations of the Board and the vote thereon.
- f. The Board may establish Working Committees (groups) to review matters brought before it.
- g. Neither the Board or any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member thereof, have any power to authorize any expenditure charged against the Town.

3. Powers and Responsibility of the Board

- a) The Board shall be consulted and provide recommendations to Council on matters, strategies and initiatives in regards to Tourism and Trade by;
  - i) Advising Council on strategies and initiatives in regards to Tourism and Trade.
  - ii) Working with governments, agencies and other stakeholder partners to identify opportunities and initiatives with respect to Tourism and Trade and to identify funding sources and other necessary resources.
  - iii) Providing leadership to interested stakeholders and groups to facilitate the development of community attractions, events/festival and other related visitor and trade services that promote or improve economic activity and visitor appeal of the town.
  - iv) Acting as a community catalyst and to lobby for matters related to the development of Tourism and Trade matters.
- b) The Board shall provide recommendations to the Director Community Services in preparing an annual budget for Council's approval.

4. Repeals

- a) That Bylaw 403 is hereby repealed.

READ A FIRST TIME THIS 24<sup>th</sup> DAY OF March, 2011 A.D.

READ A SECOND TIME THIS 24<sup>th</sup> DAY OF March, 2011, A.D.



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READ A THIRD TIME THIS 19<sup>th</sup> DAY OF April, 2011 A.D.

Jane E. J. Holbert  
MAYOR

Brenda Black  
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.

Brenda Black

Senior Administrative Officer