



Town of Fort Smith
Corporate Services Committee
Tuesday, February 7th, 2023 at 7:00 pm
Town Hall Council Chambers

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Infrastructure Renewal
 - b. Economic Growth
 - c. Communication
 - d. Lands
 - e. Human Resources
 - f. Advocacy for Excellence of Services
6. Directors Report
 - a. Accounts Paid List – January 2023
 - b. Correspondence – January 2023
 - c. License Report – January 2023
7. Bylaw/Policy Review and Development
 - a. Bylaw 1044 2023 Annual Borrowing Bylaw - DRAFT
 - b. Briefing Note – Consolidated Rates and Fees
Bylaw 1045 2023 Consolidated Rates and Fees Bylaw DRAFT
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents



Statement of Disclosure of Interest



Corporate Services Minutes January 3, 2023



Vision and Values.pdf



Strategic Plan.pdf



Account Paid List January 2023.pdf



Correspondence January 2023.pdf



Licensing Report January 2023.pdf



Bylaw 1044 2023 Annual Borrowing B



Briefing Note - Consolidated Rates



Bylaw 1045 - The Consolidated Rates



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

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

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, January 3rd, 2023, at 7:00 pm
Town Hall Council Chambers

Chairperson: D/M MacDonald
Members: Mayor Daniels, Cr. Tuckey, Cr. Korol, Cr. Fergusson, Cr. Couvrette, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu
Regrets:
Staff Present: Cynthia White, Senior Administrative Officer
Amy Weber, Pay and Benefits Clerk

1. Call to Order

Mayor Daniels called the meeting to order at 7: 00 pm.
Condolences to the Bourke, McKay, and Mandeville families for your recent losses.

2. Delegation

3. Declaration of Financial Interest

4. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: D/ M MacDonald

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The Corporate Services Standing Committee Minutes of December 6th, 2022, were reviewed and adopted at the Regular Meeting of Council on December 20th, 2022.

Question: Cr. Couvrette asked the SAO if Salt River First Nation has paid their PILT in full and if so, what was principal and what was interest? SAO stated that the total bill to date is over 1 million and roughly half of that is interest.

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

d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

a. Infrastructure Renewal - SAO 5 Year Capital plan

b. Economic Growth - The housing board has met for 1 meeting thus far.

c. Communication – Newsletter is going out with the water bills this month. There will be a monthly community calendar starting, please ask residents to submit items.

d. Lands – Administration did not have a lands update.

e. Human Resources – The facilities department work over the xmas holidays to flood the ice, one staff member worked on Christmas day.

- f. Advocacy for Excellence of Services – SAO read a report from the director of protective services about a call out over the holidays regarding an elder in the community that needed help, and there was no one in the community or service willing to assist.

6. Director's Report

- a. Accounts Paid List – The Accounts Paid List from December 2022 was reviewed.
- b. Correspondence – The Correspondence List from December 2022 was reviewed. SAO to contact Mr. Lepine regarding the snowshoe. Need a plan before purchasing it.
- c. License Report – The License Report from December 2022 was reviewed.

7. Administration

- a. Briefing Note 2023 Board of Revision – The briefing note was reviewed
RECOMMENDATION
Moved by: D/ M MacDonald
Seconded by: Cr. Fergusson
That the board members that were appointed for 2022 be appointed again for 2023. All board members agreed.
CARRIED UNANIMOUSLY
- b. Briefing Note 2023 Capital Plan – The briefing note, draft 5-Year Capital Plan, and the draft 10-Year Capital Plan was reviewed.
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Fergusson
That the 5-year Capital plan be approved with the addition to commit \$75,000.00 to redo/repair the fences at St. Isadore's Cemetery.
CARRIED UNANIMOUSLY
- c. Arena Update – SAO gave an update on the arena.

Acting SAO

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That Emily Colucci Director of Community Services be appointed Acting SAO from January 28/2023, until 8:30am February 06, 2023 and February 25, 2023 until 8:30am March 06, 2023

CARRIED UNANIMOUSLY

- d. Waive User Group Fees
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded By: D/M MacDonald
That the ice user group fees of 2022 in the amount of \$1821.00 be waived as the ice was not available on a regular basis up until Jan 03, 2023.
CARRIED UNANIMOUSLY

8. Other Business

- a. In-Camera Session
Move in Camera
RECOMMENDATION
Moved by: D/M MacDonald
Seconded By: Cr. Couvrette
That council move in camera as per section 23(3)(a) of the Cities, Towns and Village Act.
CARRIED UNANIMOUSLY

Move out of In-Camera
RECOMMENDATION
Moved by: D/M MacDonald
Seconded By: Cr. Couvrette
That Council move out of camera.
CARRIED UNANIMOUSLY

8.Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on February 7th, 2023.

9.Adjournment

RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: D/M MacDonald
That the meeting be adjourned at 9:57 pm.
CARRIED UNANIMOUSLY

Vision

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

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

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

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



Fort Smith
Northwest Territories
UNEXPECTED. UNFORGETTABLE.

TOWN OF FORT SMITH

STRATEGIC PLAN - 2018



WELCOMING | INNOVATIVE | SUSTAINABLE | UNIFIED | COMMITTED

Message from the Mayor



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

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

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

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

Mayor Lynn Napier-Buckley

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Introduction

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

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

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

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

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

Background

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

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

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

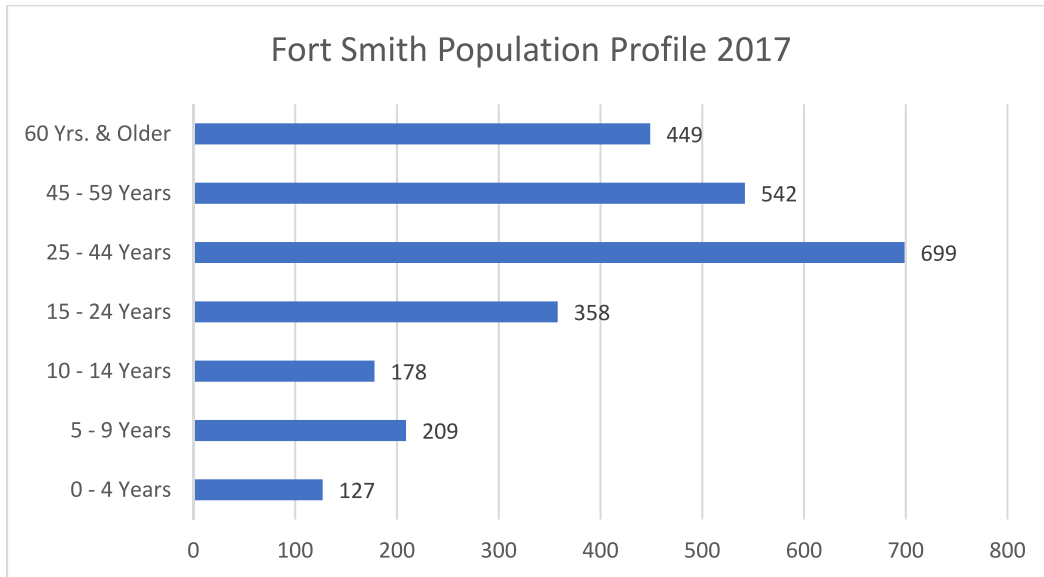
Fort Smith is the NWT education capital. All grades are available, from Nursery School, Head Start, Junior Kindergarten, Kindergarten to Grade 12, as well as French immersion and alternative education programs. The town is also home to Aurora College's headquarters and largest of three campuses.

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

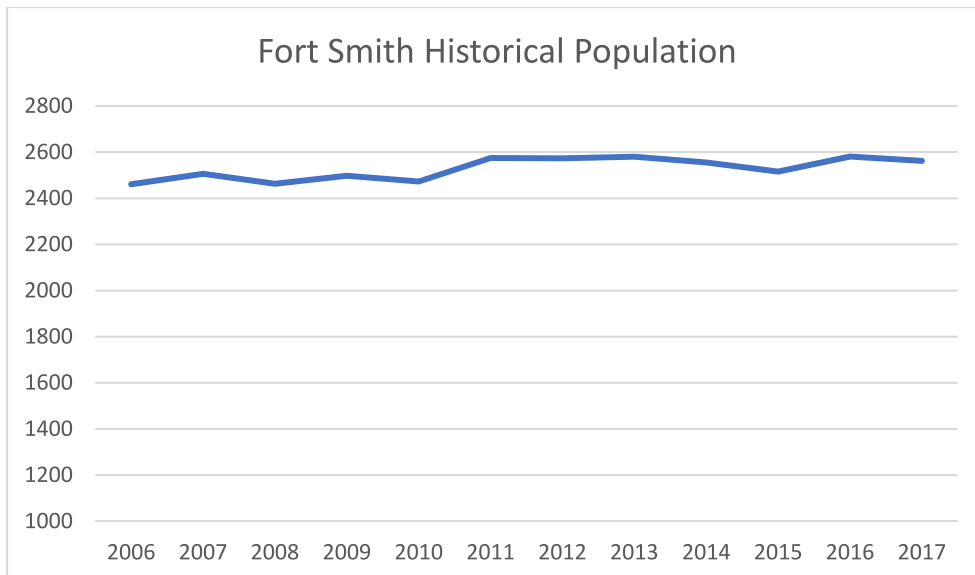
¹ From Town of Fort Smith Website

Demographics

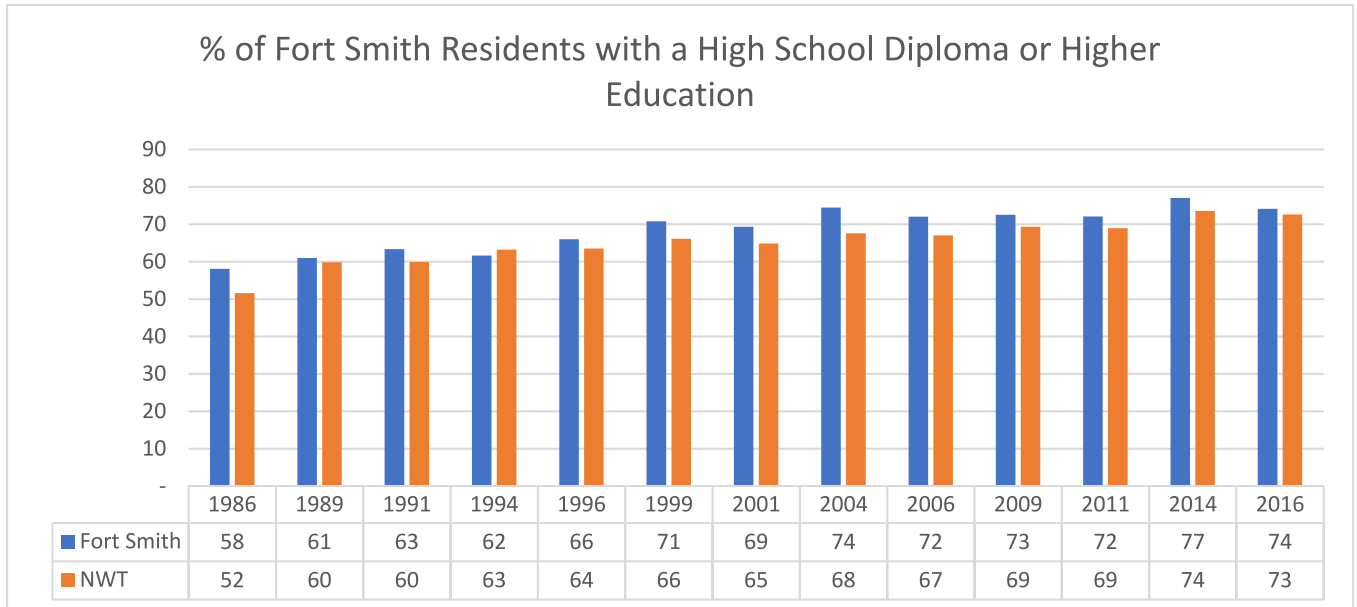
The 2017 population profile below shows that the largest age group in Fort Smith is from ages 25-44. While this is significant, it is also worth noting that 34% of the population is under the age of 24 and 39% of the population is over the age of 45.



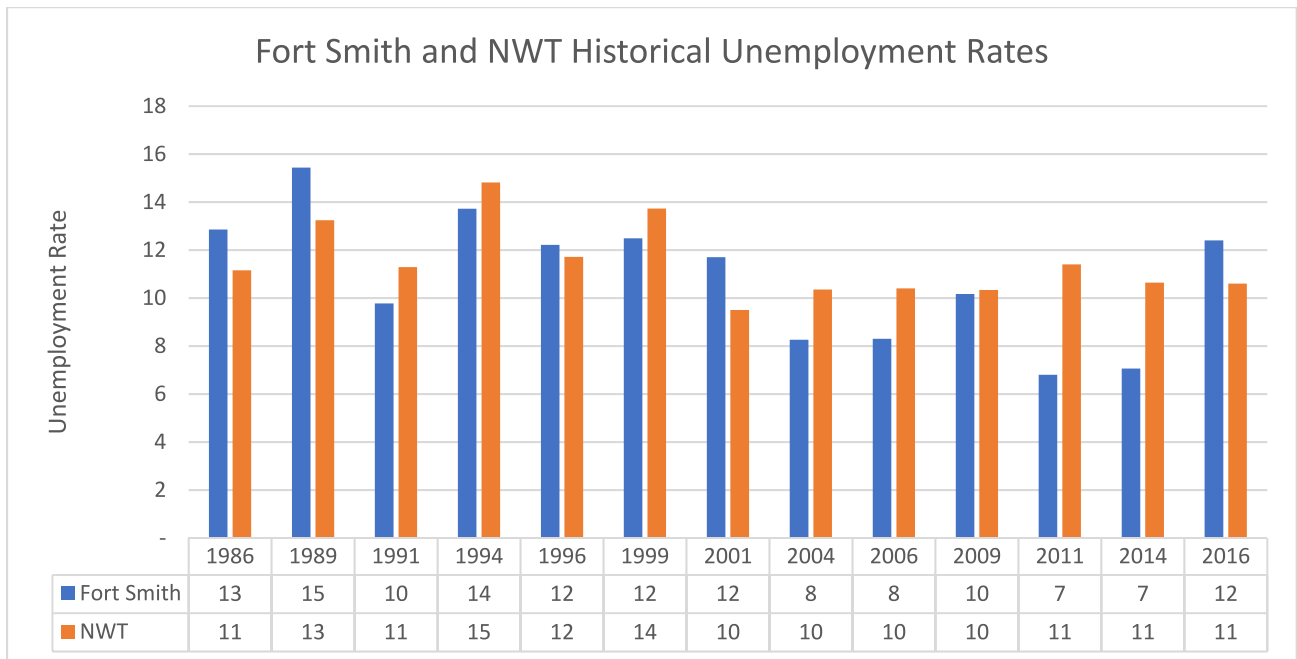
From 2007 to 2017 there was a slight increase in the population of Fort Smith. It grew by 0.2% in that time frame. However, the population of the age group 60 + rose by 4.2% over those 10 years.



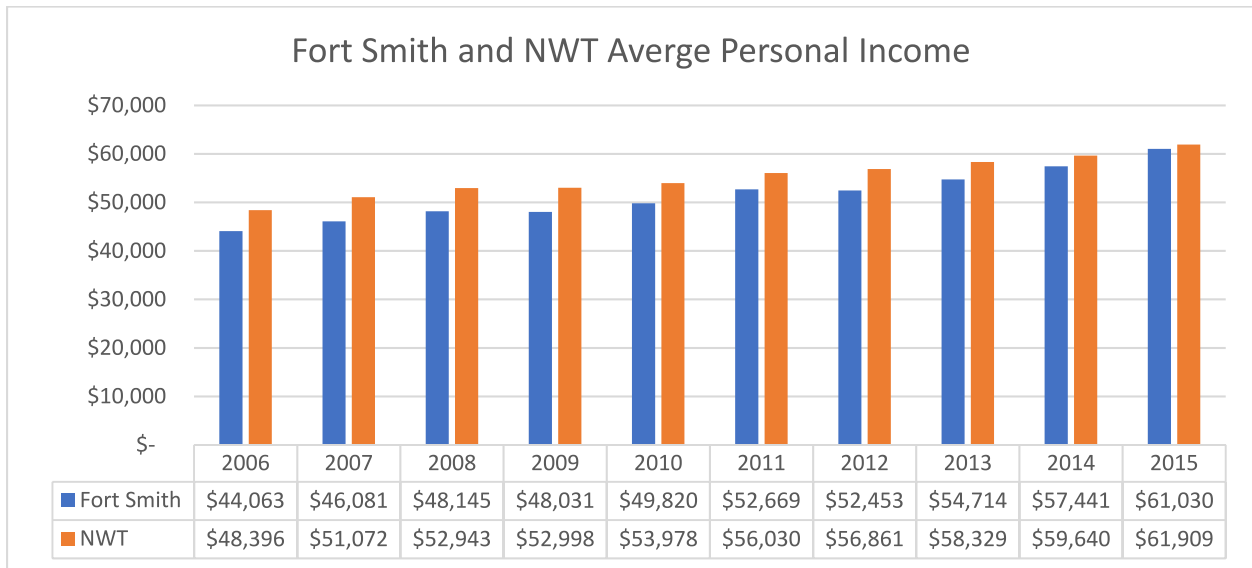
Fort Smith is a well-educated community. Those who hold a high school graduation diploma or have achieved higher education has increased in Fort Smith and throughout the NWT from 1986 to 2016. In general, the percentage of residents with a high school diploma or higher education is higher among those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



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



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



Process

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

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

Vision

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

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

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

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

Priorities

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

Town Mandate

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

Town as Facilitator

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

Goals, Strategies and Actions

Based on the priorities our goals are:

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

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

To retain existing and attract new residents.

Accomplishments

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

Strategies

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

Support the development of affordable housing within the town

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

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

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

Work with Indigenous governments to support their development plans

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

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

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

Develop a road connecting Fort Smith with the south

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

To be the healthiest community in the Northwest Territories.

Accomplishments

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

Strategies

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

Increase community wellness and overall health

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

Maintain and improve existing community facilities

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

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

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

To be a leader in sustainability.

Accomplishments

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

Strategies

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

Be the first carbon neutral community in the NWT

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

Reduce waste

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

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

Accomplishments

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

Strategies

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

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

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

Build strong relationships with the Aurora College Student Community

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

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

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

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

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

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

To create a vibrant local economy.

Accomplishments

- Economic Development Strategy
- Hired Economic Development Officer

Overall Strategies

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

Goals + Strategies (from 2017 Economic Development Strategy)

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

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

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

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

Goal #3: Diversify the Local Economy Strategies

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

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

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

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Goal #5: Enhance Livability

Strategies

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

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

Strategies

- Direct marketing campaign
- Improve visitor experience

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

Strategies

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

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

Strategies

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

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

Strategies

- Market Fort Smith regionally, nationally and internationally

To operate a responsive and transparent government.

Accomplishments

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

Strategies

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

Continue to provide high quality programs and services to our citizens

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

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

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

Be the employer of choice in the NWT

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

Maintain and improve existing community infrastructure

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

Review legislation to ensure it is up to date and relevant

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

Ensure residents, college students and visitors are well-informed

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

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

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

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

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

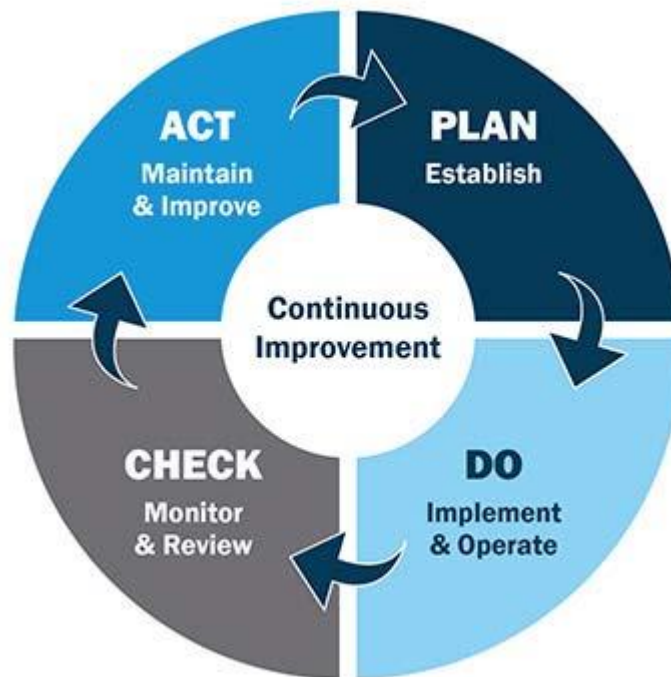
Next Steps

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

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

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

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



WELCOMING | INNOVATIVE | SUSTAINABLE | UNIFIED | COMMITTED

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

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

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

Appendix - Foundational Documents

Foundational documents

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

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

TOWN OF FORT SMITH
 ACCOUNTS PAID LIST
 FOR THE PERIOD ENDING JANUARY 31, 2023

CHQ #	SUPPLIER	Description	AMOUNT	DEPT.
40077	Cimco Refrigeration	Freight	\$ 1,035.24	Ice Plant
40078	Investors Group	December 2022 Contribution	\$ 200.00	Admin
40079	Paul Kaesers Stores Ltd.	Supplies	\$ 144.11	Library
40080	NWT Power Corporation	Power Bills	\$ 55,631.17	Multiple
40081	Pitney Bowes	Postage Meter Lease	\$ 1,068.58	Admin
40082	Town of Fort Smith	December 2022 Payroll Deductions	\$ 1,056.63	Admin
40083	Receiver General	December Payroll Deductions	\$ 63,170.72	Admin
40084	Public Service Alliance Of Canada	Union Dues	\$ 7,525.84	Admin
40085	GNWT - Taxation Division	December 2022 Deductions	\$ 13,073.98	Admin
40086	Northern Stores	Supplies	\$ 738.95	Multiple
40087	Northwestern Air Lease	Freight	\$ 74.42	Admin
40088	TDC Contracting Ltd.	Heating Fuel	\$ 12,917.47	Multiple
40089	Fields	Puzzles	\$ 58.88	Library
40090	Liberty Security Systems Inc./	Materials	\$ 36.75	Dog Pound
40091	Nsixty Trading Company Ltd.	Office Supplies/Internet Support	\$ 878.75	Multiple
40092	CVS Midwest Tape	Materials	\$ 25.19	Library
40093	Sophie Bourgon	Cookies for Cookie Crawl	\$ 1,302.00	Tourism Marketing
40094	Central Square Technologies	Training	\$ 5,445.00	Admin
40095	Cimco Refrigeration	Supplies	\$ 2,064.83	Arena
40096	Grimshaw Trucking	Freight	\$ 158.21	Public Works
40097	Paul Kaesers Stores Ltd.	Jackets	\$ 3,004.05	Public Works
40098	Link Hardware	Supplies	\$ 468.93	Public Works
40099	Town of Fort Smith	Water Bills	\$ 2,489.87	Multiple
40100	Freund Building Supplies	Supplies	\$ 173.44	Public Works
40101	Xerox Canada	Impression Charges	\$ 846.49	Admin
40102	Northern Stores	Supplies	\$ 90.88	Library
40103	Northwestern Air Lease	Freight	\$ 74.42	Water Plant
40104	Hewitts	Dog Tags	\$ 237.62	Animal Control
40105	TDC Contracting Ltd.	Supplies/Maintenance	\$ 11,623.95	Multiple
40106	Jeff Perry	2022 Boot Allowance	\$ 300.00	Water lant
40107	Aerial Fireworks	Fireworks	\$ 11,025.00	Town
40108	NWT Construction Ltd	Holdback Release	\$ 28,504.65	Capital
40109	Clear Water Controls Inc.	Freight	\$ 328.84	Water Plant
40110	Debbie's Sewing	Supplies	\$ 157.50	Planning/Lands
40111	Nsixty Trading Company Ltd.	Internet Support	\$ 2,957.80	Multiple
40112	Stinson ITS Inc.	Cross Walk	\$ 22,879.50	Capital
40113	Wheeler Accessories Ltd.	Embroidery Slip-ons	\$ 349.65	RCC
40114	Paul Kaesers Stores Ltd.	Supplies	\$ 293.53	Water Plant
40115	Freund Building Supplies	Supplies	\$ 212.86	Facilities
40116	Lifesaving Society	First Aide	\$ 1,951.17	RRC
40117	Brownlee LLP	Legal Fees	\$ 1,012.94	Admin
40118	Wesclean Northern Salres Ltd.	Freight	\$ 327.90	Multiple
40119	Apple Fitness Store Ltd.	Treadmill	\$ 10,416.00	RCC
40120	NU Mechanical	Repairs & Service	\$ 3,008.25	Multiple
40121	AECOM Canada Limited	Engineering Services	\$ 9,239.49	Multiple
40122	Infrastructure Solutions (Software) Inc.	License Fee	\$ 13,125.00	Municipal
40123	Void		\$ -	
40124	Freund Building Supplies	Supplies	\$ 81.05	Water Plant
40125	Northwestern Air Lease	Freight	\$ 69.17	Water Plant
40126	Bank of Montreal	Mastercard	\$ 3,283.31	Multiple
40127	Xylem Canada Company	Parts	\$ 2,185.16	Water Plant
40128	Namiko Harris	Reimbursement	\$ 54.00	Tourism Marketing
40129	Link Hardware	Supplies	\$ 1,380.14	Multiple
40130	Central Square Technologies	Annual Maintenance Fee	\$ 25,531.32	Admin
40131	Cascade Publishing Ltd.	Supplies	\$ 4,005.39	Protective Services
40132	Paul Kaesers Stores Ltd.	Grocery	\$ 1,764.14	After 4
41033	Nothwestel	Phone & Internet	\$ 5,726.97	Multiple
41034	Freund Building Supplies	Supplies	\$ 430.15	Multiple
41035	Receiver General	Tax/CPP/EI	\$ 59,501.06	Payroll
40136	Federation of Canadian Municipalities	Membership Fees	\$ 729.52	Admin
41037	Lifesaving Society	Exam Fees	\$ 90.00	RCC
40138	TK Elevator	Maintenance	\$ 1,456.78	Rec Centre
40139	Northern Stores	Supplies	\$ 94.79	After 4
40140	Void		\$ -	
40141	NEBS Pension Fund	Pension	\$ 42,671.56	Multiple
40142	Fort Smith Construction	Backhoe Rental	\$ 630.00	Admin
40143	Raymond Currie	Refund	\$ 90.00	RCC

40144 Terry's Carpentry Service	Lease Payment	\$	2,520.00	Protective Services
40145 TDC Contracting Ltd.	Heating Fuel	\$	47,072.76	Multiple
40146 Aurora TPI Travel	Accommodations	\$	1,069.95	Admin
40147 Wesclean Northern Sales Ltd.	Supplies	\$	9,965.39	RCC
40148 NEBS Group Insurance	Insurance & Health Benefits	\$	15,654.18	Multiple
40149 Pitney Works	Postage Meter Lease	\$	1,500.00	Admin
40150 Bobcat of the Peace	Parts	\$	52.82	Public Works
40151 Jeff Perry	Work Boots	\$	262.49	Facilities
40152 Infosat Communications	Communications	\$	95.32	Admin
40153 RDV Mechanical	Repairs & Service	\$	5,567.63	Multiple
40154 Saskia Van Mourik	Membership Fees	\$	635.00	Fire Dept
40155 Arctic Alarm	Alarm Monitoring	\$	119.60	RCC
40156 Arctrch Computers Inc.	Offsite Backup Service	\$	262.50	Admin
40157 Fields	Supplies	\$	58.20	After 4
40158 Hay River Truck Sales	Cylinder Rental	\$	336.00	Protective Services
40159 David Popko	2023 Boot Allowance	\$	283.49	Facilities
40160 Nsixty Trading Company Ltd.	Supplies/Internet Support	\$	6,577.93	Multiple
40161 NAMS Canada Inc.	Training	\$	771.75	Multiple
40162 Nilam Ambawalage	MD Refund	\$	350.00	Admin
40163 Dianne Dul	MD Refund	\$	165.00	Admin
40164 1999017 Alberta Ltd.	MD Refund	\$	350.00	Admin
40165 Central Square Technologies	Annual Subscription Fee	\$	2,188.20	Admin
40166 Grimshaw Trucking	Freight	\$	170.32	Water Plant
40167 Paul Kaesers Stores Ltd.	Supplies	\$	674.51	Multiple
40168 Lous Small Engines	Propane	\$	338.58	Arena
40169 Link Hardware	Supplies	\$	76.10	Bylaw
40170 NWT Power Corporation	Power Bills	\$	55,554.80	Multiple
40171 Wallys Drugs	Supplies	\$	20.12	After 4
40172 Town of Fort Smith	Payroll Deductions	\$	799.42	Admin
40173 Receiver General	TAX/ CPP/EI Period 2	\$	52,210.61	Payroll
40174 Public Service Alliance Of Canada	Union Dues	\$	5,240.03	Payroll
40175 GNWT - Taxation Division	January 2023 Deductions	\$	7,789.22	Payroll
40176 Northwestern Air Lease	Water Samples	\$	148.84	Water Plant
40177 Thebacha Business Development Services	Trade Show	\$	1,198.00	Public Relations
40178 CAB Construction Ltd.	Repairs & Service	\$	5,290.95	Multiple
40179 Fire Prevention Services Ltd.	Annual Inspections	\$	401.45	Arena
40180 Globalstar Canada Satellite co.	Phone	\$	255.54	Protective Services
40181 TDC Contracting Ltd.	Heating Fuel	\$	32,848.26	Multiple
40182 Outcrop Communications Ltd.	Brand Update	\$	525.00	Admin
40183 Robert Mills	Training	\$	280.40	Admin
40184 Fort McPherson Tent & Canvas Ltd	Tent	\$	955.84	After 4
40185 Bobcat of the Peace	Parts	\$	1,025.91	Municipal
40186 Jami Short	Training	\$	1,356.97	Admin
40187 Andrew Grenier	Training	\$	280.40	Admin
40188 AECOM Canada Limited	Fort Smith Water & Sewer	\$	1,754.30	Public Works
40189 RDV Mechanical	Services	\$	1,000.03	Water Plant
40190 Leslie Gillis	Refund	\$	36.00	Rec Centre
40191 Anna's Homecooking	EDAB Lunch	\$	150.94	Admin
40192 Fields	Supplies	\$	81.50	After 4
40193 Hach Sales & Service Canada LP	Maintenance	\$	768.11	Water Plant
40194 Taylor Architecture Group	Rec Generator	\$	15,477.00	Rec Centre
40195 Canadian Association of Municipal Administrators	Fees	\$	325.50	Admin
40196 Hopes Technologies Ltd.	Training	\$	196.88	Admin
40197 Nsixty Trading Company Ltd.	Supplies/Internet Support	\$	14,006.41	Multiple
40198 Northern Hound Supply	Supplies	\$	37.78	Protective Services
40199 Lumen Supply Technical	Supplies	\$	340.99	Arena
40200 City of Nanaimo	Training	\$	750.75	Admin
40201 Shaun Weber	Registration	\$	86.00	Admin
40202 Walsh's Heavy Duty Repairs Ltd.	Services	\$	1,765.79	Public Works
40203 Idrobr Medina	MD Refund	\$	350.00	Admin
	January 2022 lease payment	\$	3,312.35	
	Payroll Jan 13,2023 Period 1	\$	179,806.06	
	Payroll Jan 20,2023 Period 2	\$	197,148.89	
	Total	\$	1,122,175.72	

CORRESPONDENCE – JANUARY 2023

Date	From/To	Description	Filing	CC	Response
05/01/2023	Women's Hockey (Dana Fergusson) /Town	Hockey Bags Invitational Women's Tournament Sponsorship Request	01-23	Corporate Services Committee	Yes
05/01/2023	Mayor/FSMC	Support Letter: FSMC Ecotoxicology and Monitoring of Cumulative Effects on the Slave River	02-23	FSMC – Jon McDonald, SAO	Support Letter Requested
09/01/2023	Ski Club/Town	Request for Annual Contribution	03-23	SAO, Corporate Services, EDO	Yes – from A/SAO
09/01/2023	Mayor/ECE Minister	Response to Aurora College Strategic Planning Consultation	04-23	FSMC President, Chief SRFN, Chief SLFN, President Chamber of Commerce, MLA, NNSL	Yes
09/01/2023	Mayor/MP Steven Guilbeault	Opposition to Release of Oil Sand Tailings into Athabasca River/New Fisheries Act	05-23	SAO	No
20/01/2023	Mayor/Community Leaders	Invitation to Attend Collaborative Community Leadership Meeting	06-23	WBNP Superintendents, President Chamber of Commerce, President FSMC, Chief SRFN, Chief SLFN, MLA, Aurora College President, Stand Alone Energy	Yes
24/01/2023	Mayor/Finance Minister	GNWT Workforce Growth in Fort Smith	07-23	SAO, D/M	Response not yet received from Finance Minister
24/01/2023	Mayor/President – Chamber of Commerce	Invitation to meet with Council to work collaboratively on economic development initiatives	08-23	SAO, D/M	Response not yet received
26/01/2023	The Frolics (Dana Fergusson)/Town	Request for Annual Contribution	09-23	SAO, A/SAO, Corporate Services	No
30/01/2023	Mayor/Fireweed Festival	Support Letter for Funding Applications	10-23	EDO	NA
31/01/2023	ECE Minister/Mayor	Response Letter: Aurora College Strategic Plan Consultation	11-23	SAO, A/SAO, DM, Mayor	No
31/01/2023	UGFC/Town	Request for Support Letter for Anti-Poverty Funding Proposal	12-23	SAO, A/SAO, Mayor	Yes
31/01/2023	Mayor/UGFC	Support Letter for Anti-Poverty Funding Proposal	13-23	SAO, A/SAO, Mayor	Hand Delivered by Mayor



**Town of Fort Smith
Licensing Report
January 2023**

Business License Holder	Number	Details
SF Services	1	Bookkeeping, janitorial and yardwork services
AIB	2	Lumber/firewood supply/bicycle repairs/rentals
Duck Soup Cabs	3	Livery service
Go Mobile Services	4	Mobile automobile/heavy equipment repair services
J.L. Firewood	5	Firewood sales
Misty's Janitorial	6	Janitorial services
Northern Anthropological & Cultural Society	7	Museum and cultural centre
R. Troy Ellsworth	8	Operational consulting and contracting wildlife management and wildlife programs
Nivek Ltd.	9	Environmental consulting and instruction services
SJ Family Centre	10	Food services and catering for church fundraising
Thebacha Business Development Services	11	Business services, financing and resource centre
Whispering Pines Cottage	12	Accommodations (tourism/contractors)
MinLin Enterprises	13	Janitorial services
Aurora TPI Travel	14	Travel agency
RTL Recycling	15	Recycling depot
Action Synergy Inc./Paddle Performance	16	Standard and wilderness first aid training, swift water rescue and safety training
Kaesers Home Furnishings	17	Retail store (furniture and appliances)
P.W. Kaeser Stores Ltd.	18	Retail store (grocery/dry goods)
Martselos Services Ltd.	19	Wood Buffalo Inn/catering/leasehold
Northwestern Air Lease Ltd.	20	Airline, fuel sales and pilot training
Under the Northern Lights	21	Arts & crafts sales and forest fire consulting services
943599 NWT Ltd.	22	Land management
Cascade Graphics	23	Graphic design, printing, photography and promotional product printing services
Locust Mowing Inc.	24	Right of way mowing and clearing, gravel supply and heavy equipment rental services

DITAB Enterprises O/A H & R Block	25	Tax preparation services
Mackenzie Veterinary Services Ltd.	26	Mobile veterinary clinic
C & L Holdings Ltd.	27	Leasehold/rentals
Gateway Gas & Convenience Store	28	Convenience store
Hobart & Mum Inc.	29	Business and education consulting services
Ace's Building Centre/Freunds Building Supplies	30	Retail, lumberyard, glass shop, heavy equipment services and property management services
Louis Sebert	31	Teaching, mediation and decision writing services
Avery Cooper & Co. Ltd.	32	CPA accounting and business services
Fred's Caretaking and Custodial	33	Cartetaking and custodial services
Daniel's Painting	34	Painting, drywall and interior decorating services
Northern	35	Retail/grocery store
Wally's	36	Retail/pharmacy
Rosa Enterprises	37	General contracting and janitorial services
Aunty's Korner Store	38	Convenience store
Whooping Crane Guest House	39	Short term rental suite
Schaefer's Plumbing and Heating	40	Plumbing and heating services
Berthiaume Arboriculture Ltd.	41	Tree removal, vegetation control and firewood sales
Sundog North Inc.	42	Liquor store
Joan's Health & Fitness Club	43	Health and fitness club
Stand Alone Energy Systems Ltd.	44	Renewable energy supplies and consulting services
Lumen Supply Technical	45	Lighting and music supplies
JALL Enterprises Ltd.	46	Aircraft leasing company
Aurora Building Developers Ltd.	47	Property management
Fraser Bow N Arrow Taxi	48	Livery service
P & T Janitorial and Contracting	49	Janitorial services
High Country Refrigeration	50	Refrigeration services
CAB Construction Ltd.	51	Construction company

JDH Enterprises Ltd.	52	Accounting, project management and consulting services
Flat World Alpaca & Associates	53	Agriculture serices, alpaca products sales and business management consulting services
4686 NWT Ltd.	54	Consulting/contracting services and food truck
Berro's Pizzeria	55	Restaurant
Tim Hortons	56	Restaurant
Petro Canada	57	Gas bar and convenience store
Shane's Floorings	58	Flooring installation and sales
507656 NWT Ltd.	59	Concrete manufacture and supply, land clearing, black dirt/sand/aggregate sales and general contracting
OK Snow Removal	60	Snow removal services
Northern Hound Supply	61	Retail pet store/boarding/grooming services
Walsh's Heavy Duty Repairs Ltd.	62	Mobile mechanic services
Mackenzie Electric Ltd.	63	Electrical contracting
Uncle Gabe's Friendship Centre	64	Friendship/community/youth centre
Suudog Maintenance Services	65	Rentals
506511 NWT Ltd.	66	Maintenance, renovations, construction, painting, drywalling, siding, roofing, flooring and kitchen/bathroom install services
Border Cabs	67	Livery service
Hayzey Electric	68	Electrical contracting
Odds & Ends	69	Handyman services
Aquashield Roofing Ltd.	70	Metal and shingle roofing sales and installation
Ken's Construction	71	Construction/renovations and painting services
933318 NWT Ltd.	72	Real estate rentals
Johnson Mechanical	73	Plumbing, heating and gas fitting services
Sunny Day Care	74	Dayhome
NSIXTY Trading Company Ltd.	75	Retail store, information technology and book keeping services
North Star Leadership	76	Facilitation, training, consultation for business and leadership
Midnight Petroleum Ltd.	77	Fuel distribution and card lock
NWT Paintball Association	78	Paintball operations, equipmeent rentals and promotional services

Renee Rodgers Speech-Language Pathology	79	Speech language pathology services
NWT Construction Ltd.	80	Road construction, paving, water/sewer infrastructure upgrade and development services
SKL Consulting	81	Consulting services
Berton Welding	82	Welding and fabrication services
Taylor & Company	83	Mechanical contracting (HTG, PLG, AC, pellet and propane)
DHT Contracting	84	General contracting and heavy equipment training
Pelican Rapids Inn	85	Hotel and convention centre
Dirty O'Fergies	86	Bar/lounge
Fort Smith Curling and Winter Sports Centre	87	Curling and winter sports centre
RDV Mechanical	88	Automotive and heavy duty equipment maintenance and repair services
Amaamaga Unthreaded	89	Beads, supplies, furs and arts/crafts sales
Deschene Diamond	90	Detailing, curbside pick up and delivery, equipment and steam cleaning rentals
Development Permit Holder	Number	Details
No permits issued		
Lottery License Holder	Number	Details
Royal Canadian Legion Branch #239	1	Raffle - 50/50
Royal Canadian Legion Branch #239	2	Raffle - meat draw
Royal Canadian Legion Branch #239	3	Nevada tickets
Royal Canadian Legion Branch #239	4	Spin the wheel
Fort Smith Fury Women's Hockey	5	Raffle - 50/50 and table
The Frolics	6	Raffle - Princess/Prince
The Frolics	7	Raffle - 50/50 series
Dog Tag Holder	Number	Details
Lauraine Armstrong	1	Lab cross
Betty Villebrun	2	Lab - yellow
Jim Kipling/Linda McDevitt	3	Shihtzu/American Eskimo
Mike Couvrette	4	Great Pyranese
Mike Couvrette	5	Great Pyranese

Taylor Tuckey	6	Pitbull
Gail Sajjo	7	Huskey
Kelsi Funk	8	Terrier cross
Kelsi Funk	9	American huskey mix
Ski-Doo Licenses	Number	Details
Aurora College	963	Skidoo
Aurora College	964	Skidoo
Aurora College	965	Skidoo
Aurora College	911	Skidoo
Aurora College	912	Skidoo
Aurora College	913	Skidoo
Aurora College	914	Skidoo
Aurora College	915	Skidoo
Aurora College	916	Skidoo
Aurora College	917	Skidoo
Aurora College	918	Skidoo
Aurora College	919	Skidoo



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1044

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO AUTHORIZE THE BORROWING OF MONIES, PASSED PURSUANT TO SECTIONS 107, 108 AND 109 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 borrow money that may be required to meet expenditures during the 2023 fiscal year;

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

1. That the Mayor and Senior Administrative Officer of the Town of Fort Smith in the Northwest Territories are hereby authorized, on behalf of the Town of Fort Smith, to borrow money;
2. That the total amount of money so borrowed shall be up to but not exceeding \$600,000 (SIX HUNDRED THOUSAND) dollars;
3. Such money shall be borrowed from the Bank of Montreal, Fort Smith, Northwest Territories and repaid thereto, together with interest at a rate mutually agreed therewith.
4. All money so borrowed shall be repaid out of and shall be a first charge upon the revenue of the Town of Fort Smith for the year 2023.
5. The estimated revenue of the Town of Fort Smith set forth on the ESTIMATES for the year 2023 are \$12,132,122.00 (Twelve Million, One Hundred and Thirty-Two Thousand, and One Hundred and Twenty-Two dollars).
6. That Bylaw #1026 is hereby repealed.

READ A FIRST TIME THIS ___ DAY OF _____, 2023 A.D.

READ A SECOND TIME THIS ___ DAY OF _____, 2023 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2023 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



BRIEFING NOTE

To: Mayor and Council

Date: February 7, 2023

Subject: Bylaw #1045 - Consolidated Rates & Fees

Purpose:

To obtain approval from Council for Bylaw #1045 - Consolidated Rates & Fees.

Background:

Administration has prepared a draft updated Consolidated Rates & Fees Bylaw for Council review and approval. This draft shows both the rates and fees set in 2022 and the recommended amended rates and fees. The Senior Management Team reviewed the previous rates and fees and identified areas in which the Town is appropriately charging based on the cost of services and considering long term capital needs. This recommended changes in rates and fees for Town services as follows:

- As we make efforts to reduce our carbon footprint and to reduce the costs related to printing and mailing, an environmental fee of \$5 will be added to every paper bill and invoice.
- A new set of fees has been added to offset the cost of our fire services as this is insufficiently funded by the GNWT. These fees are the same as those charged in other communities.
- Dog licencing fees have been amended to \$0 for spayed and neutered animals. We have added a fee for unvaccinated dogs.
- Minor changes have been made in Community Service fees, including a \$25/week increase in After School Care Fees to attempt to bring this childcare program closer to cost recovery, and swim lessons, which have been historically undercharged and this will bring them closer to cost recovery.
- The rental fee for the portable stage has been removed as we no longer have this asset.
- Solid waste tipping fees include some increases as we continue to see increased costs in managing certain types of waste and ensure that we are in compliance with the requirements of our water licence. Of important note is the inclusion of fees for hazardous waste, the

inclusion of services fees for picking up bins when the renter is in arrears, and non-resident landfill fees.

- Water and Sewer fees again see an increase of 5-10% for most fees. With recent and upcoming infrastructure renewals it is very clear that we do not sufficiently recover the costs of our water and sewer services. Additions include:
 - a monthly piped water access fee of 10%, changes to the way in which unreadable meters are to be billed, including commercial/industrial and government/institutional,
 - trucked water users will now be assessed a \$50 monthly access fee, which will bring them closer inline with the cost of service and with the cost to piped water and sewer users,
 - call outs for water delivery and sewer pump out after hours is now closer to cost recovery, considering actual staff costs, and
 - water tower accounts will have a one-time access fee.
- Rates for trucked water and sewer services outside municipal boundaries has been removed as we will no longer be providing these services once a local contractor is online. Until that time we will continue to charge as we have over the last year.
- Commercial dumping in the sewage lagoon has also been addressed in this new bylaw.
- A snow dump access fee is also recommended to offset the contracting costs of moving snow in this facility.

Other consideration for Council:

- Taxi Fees – may want to review these fees.
- Snowmobile Licensing – should we continue to offer this service, and should this bylaw be incorporated into our upcoming renewed traffic bylaw?
- Development Application Fee – should there be a separate rate for residential and commercial? This bylaw will be reviewed this year.
- Trailer Stage – this asset is rarely used and when it is it is typically donated, it has never been cost recovery and that is unlikely to change. May want to consider selling this asset.
- Dog Licencing – should we move to a one-time registration?

Recommendation:

That Bylaw #1045 – The Consolidated Rates & Fees Bylaw be adopted as presented.

That the changes come into effect on March 6, 2023.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH BY BYLAW FEES OR OTHER CHARGES FOR PRODUCTS, PROGRAMS, SERVICES, PUBLIC UTILITIES, INFRASTRUCTURE AND FACILITIES PROVIDED BY THE MUNICIPALITY FOR USE OF PROPERTY UNDER THE OWNERSHIP, DIRECTION, MANAGEMENT OR CONTROL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTIONS 70, 71, 72, 73, 74 AND 75 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 expedient and wishes to both consolidate and update the various fees and charges collected by the Town of Fort Smith;

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

1. That this Bylaw may be cited for all purposes as **“The Consolidated Rates and Fees Bylaw”**.
2. The Council of the Town of Fort Smith does now set the rates and fees for services described in the schedules attached to this by-law as Schedules A to K.
3. That Schedules “A” to “K” attached hereto form part of this bylaw.
4. Repeal:
That Bylaw 1030 with Schedules “A” to “L” is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 2023 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 2023 A.D.

READ A THIRD TIME THIS ____ DAY OF _____, 2023 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
BYLAW# 1045

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CONSOLIDATED RATES AND FEES BY-LAW

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THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

SCHEDULE "A"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

A. ADMINISTRATION FEES	<u>Fee</u>
1. Research Fees - Policy 3.2	\$ 63.25 <u>75.00</u> per hour
2. Photocopying Fees - Policy 3.2	\$ 2.00 per page
3. Land Sales Title Registration Fees	Recover actual cost of registration with Land Titles Office
4. Preparation of Residency Letters Fee	\$15.00
5. Tax Certificate Policy 4.18	\$41.25
6. Marriage License Fees - GNWT Legislated	\$66.00 (Town receives \$36.00 and \$30.00 paid to the GNWT)
7. Commissioner for Oaths	N/C
8. Maps 8 X 11 inch	\$8.25
8 X 17 inch	\$16.50
9. Request for Tax or Utility Information	\$15.00 per request
<u>10. Accounts Receivable Paper Billing</u>	<u>\$5.00 per bill</u>



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

SCHEDULE "B"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

B. PROTECTIVE SERVICES

Fee (Non-Taxable)

a) ~~Bylaw #1025—Emergency Medical Services~~

Ambulance Service

Resident

Non-Resident

In Town Service

\$500.00

\$700.00

Highway Service

\$600.00 Plus
\$2.50/km

\$1650.00 Plus
\$2.50/km

Medevac Service

\$2172.50

\$2172.50

(+ salary after 3 hours)

Hourly Standby Rate

\$65.00 per hour

Fire and Rescue Response Within Town Limits

First two (2) hours minimum Charge

\$500.00 (five hundred dollars) for each call

Each additional two (2) hours

\$200.00 (two hundred dollars)

Consumables

cost plus 10%

Fire Investigation Services

\$150.00 per incident with dollar loss

Fire and Rescue Response Outside Town Limits

Highway Response

\$1650.00 plus \$2.50 per kilometre

Frist two (2) hours minimum charge

\$500.00 (five hundred dollars) for each call

Each Additional two (2) hours

\$200.00 (two hundred dollars)

Consumables

cost plus 10%

Fire Investigation Services

\$150.00 pers incident with dollar loss

False Alarm

First response to a false alarm at the same premises

in a 12-month period.

No charge

Commented [CW1]: New section – same rates as Hay River



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045**

Second (2nd) and each subsequent response to a False Alarm at the
same premises responded to during a 12-month period \$1,000.00 per response



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
 BYLAW# 1045

SCHEDULE "C"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

C. CEMETERY FEES

Fee

~~a) Bylaw #950 – Cemetery~~

1. Burial Plot

Single Adult	\$400.00
Under 16	\$300.00
Plot Cremation	\$250.00
Plot Reservation	\$250.00
Veteran/Senior	\$300.00

2. Burial Fees

Summer Services June 1 to November 30

Adult	\$400.00
Child (0 to 16)	\$0.00
Senior	\$0.00
Cremation	\$150.00

Winter Services December 1 to May 31

Adult	\$600.00
Child (0 to 16)	\$0.00
Senior	\$0.00
Cremation	\$300.00

3. Columbarium Niche

At time of need	\$700.00
Reserved	\$1000.00

4. Disinterment and Reburial Fee

Winter	\$550.00
Summer	\$450.00

(same price for: Infant, Child, Adult, Senior)



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

SCHEDULE "D"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

D. DEVELOPMENT FEES

Fee

a) ~~Bylaw #936 - Zoning~~

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$82.50
\$5,001 to \$10,000.00	\$165.00
\$10,001.00 to \$20,000.00	\$247.50
\$20,001.00 to \$50,000.00	\$412.50
\$50,001.00 to \$100,000.00	\$577.50
Over \$100,000.00	\$577.50 plus \$5.00 per each \$1,000 over \$100,000.00

2. Amend the Zoning Bylaw

Application Fee \$500.00 plus cost for each application

3. Home Occupation Development Permits \$165.00

b) ~~Policy 4.1 - Security Deposits - Relocation Permits~~

1. Relocation Permit Fee \$ 8.25 each permit

2. Security Deposit Fee Calculation \$1.65 per square foot of building
To be relocated to maximum of \$10,000.00

Commented [CW2]: Hay River has separate rates for residential and commercial/industrial. We may want to consider this. We also need to amend the development requirements to have some oversight in actual costs of building. Right now we get very underreported costs.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

SCHEDULE "E"
CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 3

E. LICENSING FEES Fee

a) ~~Bylaw 678~~ **Dog Control**

Commented [CW3]: One time fee for registration -

1. Dog (tag) License Fees:

- 1) Un-neutered male or un-spayed female dog \$40.00
- ~~2) Unvaccinated \$40.00~~
- 2) Spayed female dog ~~\$17.50~~
- 3) Neutered male dog ~~\$17.50~~
- 4) Any animal attaining the age of 3 months after June 30, or for a new resident application after June 30 pay 1/2 the appropriate annual fee.

b) ~~Bylaw #504~~ **Business Licensing**

Resident Business

- 1. Resident Commercial Business License fee \$100.00
- 2. Home Occupation Business License fee
 - includes desk operation/telephone \$100.00
- 3. Commercial allowed in residential zone (non-conforming) \$150.00
- 4. Charitable Purposes N/C
- 5. License Change \$50.00
- 6. Resident Hawker/Peddler \$100.00
- 7. Junior Business \$1.00
- 8. Resident applications after September 1st will cost one-half of regular price.
- 9. Renewal Penalty \$38.50 (renewal received after February 15)



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
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SCHEDULE "E" *continued*

CONSOLIDATED RATES AND FEES BY-LAW

Page 2 of 3

E. LICENSING FEES (*continued*) Fee

b) ~~Bylaw #504 - Business Licencing cont'd~~

Non-Resident Business

- 1. Non-resident _____ \$350.00
- 2. Non-resident Vendor \$50.00 per weekend or up to 2 day event

e) ~~Bylaw #644 - Lottery Licensing (including Chase the Ace Style)~~

Licence Application (more than 7 days prior to the Lottery) _____ \$50.00

+ application fee as determined by total prize amount

Total Prize Amount

- ~~Less than \$1,000 or less~~ ~~\$50.00~~
- ~~More than \$1,000~~ ~~5% of total~~
- ~~Between \$1,000 and \$6,999~~ ~~\$50.00~~
- ~~Between \$7,000 and \$20,000~~ ~~\$300.00~~
- ~~More than \$20,000 and not more than \$50,000~~ ~~\$1500.00~~

~~Nevada 6 month Club Room Licence~~ ~~\$3000.00~~

Licence Application (seven or less days prior to the lottery) ~~\$65400.00~~ +
application fee as determined by total prize amount

Licence amendment more than seven days prior to the lottery \$50.00

Licence amendment seven or less days prior to the lottery \$100.00

Processing fee for incorrect or incomplete documents \$25.00

d) ~~Bylaw #988 Chase the Ace Lottery License~~

~~License Application~~ ~~\$50.00~~

~~Total Prize Amount Awarded~~

~~Less than \$1,000~~ ~~\$0.00~~

~~Between \$1,000 and \$6,999~~ ~~\$50.00~~

~~Between \$7,000 and \$20,000~~ ~~\$300.00~~

~~More than \$20,000~~ ~~\$1,500.00~~



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
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~~Licence amendment more than seven days prior to the lottery \$50.00~~
~~Licence amendment seven or fewer days prior to the lottery \$100.00~~
~~Processing fee for incorrect or incomplete documents \$25.00~~

e) ~~Bylaw # 630 – Snowmobiles/ATV~~

~~ATV/Snowmobile License Registration Fee \$44.00~~
~~ATV/Snowmobile Transfer of Ownership \$44.00~~
~~ATV/Snowmobile All other requirements not listed \$44.00~~

f) ~~Bylaw #872 – Traffic Regulation~~

Permits required under Section 42(b) and 44 \$165.00 per permit per vehicle

Commented [CW4]: We should take this out. Almost impossible to enforce and we should incorporate into Traffic Bylaw.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
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SCHEDULE "F"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

F. TAXI RATES & FEES

Fee

~~a) Bylaw #603 - Livery~~

Commented [CW5]: New fees need to be confirmed

~~FEES SCHEDULE 2~~

Taxi Cab or Livery Operator's License per vehicle per year	\$165.00
Taxi Cab or Livery Driver Operator's Licence Permit	\$ 82.50
Transfer of Taxi Cab or Livery Operator's License	\$ 16.50
Replacement of any License/Permit Issued under this bylaw	\$ 8.25



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
 BYLAW# 1045

SCHEDULE "G"
 CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

G. RENTAL FEES

Fee

a) ~~Policy 4.19~~ **Rates for Chamber Rental**

For each full day or part thereof 8:30 am to 5 pm	\$165.00
For each evening or part thereof 7 pm to 11 pm	\$99.00
Day use requiring an extension into Evening session, additional	\$55.00

b) ~~Policy 6.4~~ **Supply of Municipal Equipment and Personnel**

Personnel Callout fees:	
Minimum Fee - After Hours Callout	Callout - Up to 4 hours
Four hours or more fee	At the appropriate overtime rate
Equipment Rental fee	Per hour basis
Equipment & Personnel Rental fees	
During normal working hours	Minimum 1 hour charge
After working hours	Minimum 4 hour callout charge
Equipment Rental Rates	Current Local Market Rate Plus 20%
Equipment Rental Rates for Equipment not available locally	Alberta Rental Rates Plus 30%
Labour Rate	Fully Burdened Rate Plus 20%
Administration Fee	15% Added to all Charges



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045**

**SCHEDULE "H"
CONSOLIDATED RATES AND FEES BY-LAW**

H. RECREATION FEES

RCC/Pool "All in One" pass fees	Child	Adult	Student/Senior	Family
Daily	\$ 2.75	\$ 9.00	\$ 4.00	\$ 15.00
Punch Pass	\$ 24.75	\$ 77.00	\$ 35.00	\$125.00
Monthly	\$ 24.75	\$ 77.00	\$ 35.00	\$ 125.00
3-Months	\$ 66.00	\$ 192.50	\$ 92.50	\$ 333.00
6-Months	\$ 115.50	\$ 335.50	\$ 162.00	\$ 585.00
Yearly	\$ 198.00	\$ 577.50	\$ 278.00	\$ 998.00

RCC Rentals	Rates
Pool per hour	\$100.00
Pool Birthday– (1 hour Pool + 1 hour gym or party room)	\$125.00
Gym Birthday – (2 hours gym & foyer)	\$40.00
Gymnasium (for sports) per hour	\$30.00adult / \$ 15.00youth
Gymnasium floor covering install/removal fee	\$275.00
Room per hour	\$25.00

Arena Rentals	Rates
Youth Groups	\$ 44.00 per hour
Adult Groups	\$137.50 per hour
Youth Tournament	10+ hours \$412.50 (plus \$500 deposit) 20+ hours \$704.00 (plus \$500 deposit) 30+ hours \$924.00 (plus \$500 deposit)
Adult Tournament	10+ hours of \$1320.00 (plus \$500 deposit) 20+ hours \$2200.00 (plus \$500 deposit) 30+ hours \$3000.00 (plus \$500 deposit)

Mezzanine (Arena)	Rates
Youth Groups	38.50 per hour
Adult Groups	60.50 per hour
Birthday party rental Youth Mezzanine only 2 hours	71.50
Birthday party rental Youth Mezzanine & Ice surface 1 hour each	71.50
Youth Tournament – Mezzanine additional per day	Included in Arena Youth Tournament Fee.
Adult Tournament – Mezzanine additional per day	Included in Arena Adult Tournament Fee
Adult Group Party / Licensed event evening	550.00 (plus \$500 deposit)
Conference – Including Mezzanine & Ice surface	\$1500.00
Canteen – off season per day	165.00

Ball Diamonds	Rates
Youth Groups	\$159.50
Adult Groups	\$176.00 per 90 minute time slot per season
Youth Tournament	\$82.50
Adult Tournament	\$330.00

Institutional Swim Rates (JBT)	
Institutional	\$66.00 per hour



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045**

Instructor Lead Classes (not included in membership)	
Per class of session (must enroll in full session)	\$5.00
Afterschool / Day Camp Programs	
Weekly ASCP	\$100 25.00/week
ASCP afternoon	\$ 250 .00/child (if available)
ASCP Half Day	\$ 350 .00/child (if available)
ASCP Full Day	\$ 550 .00/child (if available)
Daycare Full Day	\$65/child
Daycare Half Day	\$32.50/child (if available)
Day Camp weekly rate	\$250 25.00/child
Swimming Instruction Rates	
Pre-school age programs	\$ 45.00 40.50 /10x30 minutes
School age programs	\$ 60.00 52.00 /10x45 minutes
Adult Lessons	\$60.00/6x45 minutes
Private Lessons	\$ 32.00/lesson
Semi-private Lessons (2-3 participants)	\$20/person/lesson
Swim Patrol / Jr. Lifeguard Club	\$ 77.00
Bronze Star	\$ 198.00
Bronze Medallion Instruction	\$ 231.00
Bronze Cross Instruction	\$ 247.50
Standard First Aid	\$ 330.00
NLS / AEC	\$ 429.00
Equipment rentals	
Table – per table rent	\$1.50
Chair – per chair rent	\$0.50
Portable Sound System - during other rental at RCC	\$15.00
Picnic Table	\$15.00
Bleachers (wood)	\$100.00
BBQ – portable small	\$50.00 (plus \$150.00 cleaning deposit)
BBQ – Trailer	\$100.00 (plus \$150.00 cleaning deposit)
Portable Stage – RCC install per event (Town of completes install and removal)	\$400.00
Trailer Stage – Each event (Town completes install and removal)	\$1000.00

Commented [CW6]: Ensure cost recovery, this program has never been cost recovery in the past.

Commented [CW7]: We no longer have a portable stage.

Commented [CW8]: This has not been cost recovery. Since we are planning to build a permanent stage in Conibear Park do we want to consider selling this stage?

Birthdays Party Packages

Gym - with equipment, 1 hour gym w/ foyer, and staff	\$80
Gym – with equipment, 2 hours gym w/ foyer, and staff	\$150
Gym - with equipment 1 hour gym w/ foyer, no staff	\$45
Gym - with equipment, 2 hours gym w/ foyer, no staff	\$85
Gym - Bouncy Castles, 1 hour gym w/foyer, and staff	\$80
Gym - Bouncy Castles, 2 hour gym w/ foyer, and staff	\$150
Gym - No Equipment, 1hr gym w/ foyer	\$25
Gym - No Equipment, 2hr gym w/ foyer	\$50
Pool - Equipment and staff, 1hr pool & 1 hour room	\$130

Library Fees

Membership Card	No charge
Replacement Card	\$1.00/each
Lost Materials	Replacement cost + \$5.00

Policy 316 Sponsorship and Donation Policy



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045**

Playground Structure Naming

Playground structures will be named for the duration of the life of the equipment. Signage will be placed on the structure where possible or top billing on any signage in proximity to the structure.

Walter's Court	\$20,000
Caribou Crescent	\$25,000
Timber Crescent	\$25,000
Kid City (co-named)	\$40,000
Kay Fergusson (co-named)	\$40,000

Facilities Naming

Facilities will be identified by the sponsor name in all Town documents/correspondence. Signage will be placed in a prominent location within each facility.

Gymnasium	\$30,000 for 20 years or \$2,000/year for 5 years
Community Rooms	\$20,000 for 20 years or \$1,000/year for 5 years
Arena Mezzanine	\$20,000 for 20 years or \$1,000/year for 5 years
Arena Dressing Rooms	\$10,000 for 20 years or \$500/year for 5 years
Curling Rink	\$30,000 for 20 years or \$2,000/year for 5 years
Skatepark	\$10,000 until replacement or \$500/year for 5 years
Landslide Snowboard Park (co-named)	\$20,000 for 20 years or \$1,000/year for 5 years

Partial Sponsorships

Applies to all indoor and outdoor facilities and playgrounds. Signage will be onsite at each facility with higher levels of donors identified at the top of the sign and donors listed in descending order by dollar value.

Diamond Sponsor (2'x4' - top of sponsor sign)	\$10,000 or more
Gold Sponsor (2'x2')	\$5,000 to \$9,999
Silver Sponsor (1'x1')	\$2,000 to \$4,999
Bronze Sponsor (list)	\$1,000 to \$1,999
Community Sponsor (list)	up to \$999

Landscaping Amenities

Each donated amenity will include a 2"x4" commemorative plaque provided by the Town of Fort Smith affixed to the amenity or posted in close proximity.

Tree (dependent on type available)	\$500
Bench	\$2,500
Picnic Table	\$3,000
Garden Boxes	\$500
Gazebo	\$5000
Flower Baskets	\$100

Advertisement Sponsorships

(All advertisement sponsorships must provide their own artwork and signs. Administration will have final say on any signs or advertisements.)

Arena Dasher Boards	
3'x6'	\$600/year for three years
3'x4'	\$400/year for three years
Ice Resurfacer	
One side	\$1,000/year for three years
Both sides	\$2,000/year for three years
In ice sign (maximum 3'x6')	\$400/year for three years
Electronic Signs and Monitors (20 second ad)	\$100/month/ad placement
Recreation Program Guide	
Full page	\$500/guide
Half page	\$400/guide
Quarter page	\$300/guide



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
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SCHEDULE "T"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

I. SERVICE CHARGES

Fees

Policy 4.17 Service Charges - Returned Cheques

Charge for NSF Cheques	\$40.00
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THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BYLAW# 1045

SCHEDULE "J"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 2

J. SOLID WASTE MANAGEMENT CHARGES

a) ~~To Amend Fee Schedule of Bylaw #659 — Garbage Solid Waste Services~~

<u>Vehicle</u>	<u>Rate Secured Load</u>	<u>Rate Unsecured Load</u>
End Dump	\$142.00	\$285.00
Tandem Dump	\$114.00	\$228.00
Single Axle Dump	\$97.00	\$194.00
Pick up Box	\$23.00	\$45.50
12 feet and under flat deck	\$63.00	\$125.00
Trailer Unit (over 8 feet to 12 feet)	\$63.00	\$125.00
Trailer Unit (over 12 feet)	\$97.00	\$193.00
Trailer Unit (8 feet & under)	\$23.00	\$45.50

There will be no charge for any residential secured load.

<u>Other Waste</u>	<u>Rate</u>
Appliances	\$25.00
CFC Appliances	\$50.00

Items requiring additional handling: batteries, microwaves, barbeques, bicycles, empty de-pressurized propane tanks, fire extinguishers etc. \$3.50

Hazardous Waste

Fluorescent Bulbs	\$2.00
Paint	\$12 per can or \$60 per pail
<u>Glycol</u>	\$12 per jug or \$60 per pail

Vehicles and Related Items

ATV's	\$28.50 <u>\$50.00</u>
Empty Used 45 gal drums	\$25.00
Empty Heating fuel tanks	\$75.00
Mobile Home Frames <u>/trailers/campers</u>	\$250.00 <u>\$500.00</u>
Regular Tires (without rims)	\$150.00

Commented [CW9]: New section to deal with hazardous waste, based on contractor prices for proper storage containers and regular disposal plan.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
 BYLAW# 1045

Regular Tires (with rims)	\$2 50 .00
Oversize Tires (without rims)	\$2 50 .00
Oversize Tires (with rims)	\$4 50 .00
Disposal of Vehicle	\$250.00

SCHEDULE "J" *continued*

CONSOLIDATED RATES AND FEES BY-LAW

Page 2 of 2

J. SOLID WASTE MANAGEMENT Fee
 CHARGES (*continued*)

b) ~~Bylaw #817~~ Solid Waste Levy

Residential	\$ 25.00 per month
Commercial/Industrial/Institutional	\$50.00 per month
Garbage Bin Rentals	\$100.00 per month per Bin
Garbage Pick-up Customer owned garbage bins	\$50.00per month per Bin

All levies include two pick-ups per week.

Additional bin pick-ups \$50.00 per Pick-up

~~Bin Removal due to Failure to Pay \$50.00 per bin~~

~~Non-resident Solid Waste Facility Use Fee \$25.00 per use~~

~~Non-resident commercial/industrial/institutional \$50.00 in addition to identified fees~~

c) Annual Cleanup

Annual Cleanup Fee \$45.50 per household for those registering for pickup

~~Snow Dump Access Fee \$25 per truck~~



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
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SCHEDULE "K"

CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 3

K. WATER & SEWER CHARGES Fees

a) ~~Policy 4.8~~ **Meter Deposits (Refundable)**

Meter - 5/8 T-10 E-CODER w/R900i M3	Market Cost
Meter - 1 T-10 E-CODER w/R900i M3	Market Cost
Meter - 1 1/2 T-10 E-CODER w/R900i M3	Market Cost
Meter - 2 T-10 E-CODER w/R900i M3	Market Cost
Meter - Any speciality size requirements are at	Market Cost

b) ~~Policy 7.5~~ **Water and Sewer Connections**

Installation of Water and Sewer Services:

Water & Sewer Installation Fee -
Domestic sized property services with
maximum 1 inch water line and
or 4 inch sewer lines (~~damage to municipal infrastructure~~)
~~\$1,840.58~~ 3000.00 Deposit

Water & Sewer Work Damage to Sidewalk Repair	\$ 613.53 <u>1500.00</u> Deposit
Road Repair	\$ 1,227.05 <u>3000.00</u> Deposit

c) ~~Bylaw #705~~ **Water & Sewer**

Schedule "A" Tariffs

Set Environmental Fee for Paper Billing \$5.00 per bill

Section A - Public Piped Service Users

<u>Piped Water Access Fee (all user categories)</u>	<u>\$10.00 per month</u>
Residential piped <u>water consumption service</u> fees month for first 18,000 litres then <u>3.15</u> per 1,000 litres	\$56.46 <u>59.28</u> per <u>\$3.00</u>
Government, Institution (Federal and liters Territorial governments, Salt River First Nation and it's Development Corporations, Fort Smith Metis Council and its Development Corporations, all P3 projects, Housing Corporation & Housing Corp.)	\$153.65 <u>161.33</u> per month for first 18,000 then \$8.10 <u>8.50</u> per 1,000 litres thereafter
Commercial/Industrial Rate (all businesses and first 18,000/litres then other establishments not covered by the thereafter above rates)	\$56.46 <u>62.10</u> per month for \$3.00 <u>3.30</u> per 1,000 litres

Commented [CW10]: New charge – inline with Hay River and can be applied directly to capital reserves

Commented [CW11]: 5% increase

Commented [CW12]: 5% increase could increase to 10%

Commented [CW13]: 10% increase

Section B - Unmetered Users/Unreadable meters



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- 1) Single family residential service from and connected to the Town's public piped service ~~\$71.49-140.84~~ per month \$140.84
- 2) Commercial/Industrial \$211.26
- 3) Government/Institutional \$242.00
- 2) ~~Unmetered users~~ \$128.04 per month

Commented [CW14]: 10% increase

SCHEDULE "K" continued

CONSOLIDATED RATES AND FEES BY-LAW

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K. WATER & SEWER CHARGES (continued) Fees

~~Bylaw # 705 – Water and Sewer cont'd~~

~~Schedule "A" Tariffs cont'd~~

~~Section C – Truck Water Delivery and Sewage Pump Out~~

Residential trucked water customers \$50.00 monthly access fee plus \$0.00837 per litre

Commented [CW15]: 5% increase

Commercial/Industrial/Institutional litre up to 17,000 litres and \$3.00 per litre thereafter \$50.00 monthly access fee plus \$0.0126 per

Commented [CW16]: 5% increase

- 1) ~~All customers outside Town boundaries~~ \$0.017 per litre up to 17,000 litres and \$0.3.00 per litre thereafter plus a \$50.00 flat rate delivery fee

Delivery requests outside of normal delivery day during normal business hours within Town boundaries \$133.38-140.05 charge outside Town boundaries \$50.00 delivery charge in addition

Commented [CW17]: 5% increase

Delivery after normal business hours within Town boundaries \$186.73-193.15 charge outside Town boundaries \$50 delivery charge in addition

Commented [CW18]: Cost recovery of 4 hour call out + 25% equipment and admin fees recovery

Water Tower Account/FOB \$50.00

Extra/Replacement FOB \$10.00

Water tower \$0.00837 per litre

Commented [CW19]: 5% increase – may want to have a fee to open account, possible \$50.00

~~Section D – Flat Rate Billing~~ Rate

Commented [CW20]: Same as unmetered users for residential

~~Unable to obtain meter readings~~ a) average actual readings from the previous six (6) months; or



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b) inadequate readings: consumption calculated on average litres. If no basis exists: calculated on 22,750 litres.

~~Section E – Summer Rates Residential Piped Only~~

~~Consumption between periods June 1 and July 31, Annually~~

~~\$56.46 month based on maximum 36,000 litres/month~~

Commented [CW21]: Why would we reduce the cost of water in the summer when people typically use more water for landscaping etc.

SCHEDULE “K” continued

CONSOLIDATED RATES AND FEES BY-LAW

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K. WATER & SEWER CHARGES (continued) Fees

Bylaw # 705 - Water and Sewer cont'd

Schedule “A” Tariffs cont'd

Section F – Connect or Disconnect Permit Fee

Connection/Disconnection Fee	\$53.35 <u>\$56.02</u>
Disconnection resulting from non-payment of account additional	\$53.35 <u>\$56.02</u>
Disconnection Notice Door Hanger	\$25.00

Commented [CW22]: 5% increase

Sewage Pump Out - within -Town Boundaries

Sewage Pump Out scheduled	\$82.16 per pump out
callout during normal business hours	\$133.38 <u>\$140.05</u> additional fee
callout after normal business hours	\$186.73 <u>\$193.15</u> additional fee

~~Sewage Pump Out outside municipal boundaries~~ — \$50.00 additional flat fee

Commercial Sewage Dumping

Truck 4500L or less	\$25.00 per dump
Truck 4501L to 9000L	\$50.00 per dump
Trucks over 9000L	\$100.00 per dump



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d) ~~Bylaw #697~~ **Service Interruption Insurance**

Charge per Equivalent Residential Unit \$~~3,504.00~~

Commented [CW23]: Significant increase in remediation costs