
















**Town of Fort Smith**  
**Community Services Committee**  
 Tuesday, February 14<sup>th</sup>, 2023, at 7:00 pm  
 Town Hall Council Chambers

**AGENDA**

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions and Values
  - d. Community Services Master Plan
  - e. Economic Development Plan
5. Directors Report
  - a. CRC Statistics – January 2023
  - b. Mary Kaeser Library
    - i. Library Statistics January 2023
    - ii. Library Patron and Circulation Statistics January 2023
6. Economic Development
  - a. Economic Development Report – February 2023
7. Advisory Boards
  - a. Community Services Advisory Board
    - i. Expression of Interest – Payton Vogt
    - Expression of Interest – Sebastien Bourke
    - Expression of Interest – Jacie Macdonald
  - b. Economic Development Advisory Board
    - i. EDAB Minutes January 19, 2023
  - c. Fort Smith Housing Plan Advisory Board
  - d. Climate Adaptation Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes January 10	 Vision and Values.pdf
 Community Services Master Plan 2020.pd	 Economic Development Plan.p
 CRC Statistics January 2023.pdf	 Library Stats January 2023.pdf
 Library Circulation Statistics January 20	 Economic Development Repor
 CSAB Payton Vogt.pdf	 CSAB Sebastien Bourke.pdf
 CSAB Jacie Macdonald.pdf	 EDAB Minutes January 19, 2023.pd



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  
Community Services Standing Committee  
Tuesday, January 10<sup>th</sup>, 2023, at 7:00 pm  
Town Hall Council Chambers

Chairperson: Cr. Fergusson  
Members Present: Mayor Daniels, Cr. Campbell, Cr. Korol (Conference Call), Cr. Tuckey, Cr. Couvrette, Cr. Pischinger,  
Regrets: Cr. Beaulieu, D/M Macdonald  
Staff Present: Cynthia White, Senior Administrative Officer  
Katie Reid, Executive Secretary

1. Call to Order  
Mayor Daniels called the meeting to order at 7:01 pm and handed the Chair to Cr. Fergusson.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Financial Interest – There were no disclosures of financial interest. Cr. Fergusson declared a conflict with the correspondence from Women’s Hockey.
3. Review
  - a. Agenda – The agenda was reviewed. Mayor Daniels requested adding appointment of Acting Mayor from January 23<sup>rd</sup>-27<sup>th</sup>, 2023.  
**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Tuckey**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The Community Services Standing Committee Minutes of December 13<sup>th</sup>, 2022, were reviewed and adopted at the Regular Meeting of Council on December 20<sup>th</sup>, 2022. Cr. Couvrette asked if there are reporting requirements for the FSDEA Town Representatives. Administration replied that there are no reporting requirements established but thinks reporting is worthwhile. She suggested quarterly reporting be requested and noted representatives on other boards that could report back to Council. She advised that the Executive Secretary could draft a reporting schedule for representatives.
  - c. Vision and Values – The Vision and Values were reviewed. Cr. Couvrette would like to review and update Council’s Vision and Values.
  - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
  - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report
  - a. CRC Statistics December 2022 – The CRC Statistics for December 2022 were reviewed. Administration reviewed CRC facilities, programming, and events for December including the youth squash and soccer programs, lifeguard training, UNW sponsored swims, Parents N’ Tots, Zumba, Boot Camp, and the Christmas MAXX Sale. She noted that work had been done on air-handling unit in the Pool and that the Figure Skating Club utilized the Fitness Room while the ice was out. She commended a young athlete using the facility to train in archery for the Arctic Winter Games and Canada Winter Games.

Administration advised that there were no statistics for the Arena in December and thanked staff who worked tirelessly over the holidays to get the ice installed.

b. Mary Kaeser Library

- i. Library Annual Report 2022 – The MKL Annual Report for was reviewed. Administration advised that the Librarian has provided a robust annual report for Library. She noted that MACA SCG instructors in from Yellowknife were pleased with the new facility.
- ii. Library Statistic December 2022 – The Library statistics for December 2022 were reviewed. Administration advised that Library has been well utilized and that Wi-Fi is available in the facility. She noted that there was Christmas and Santa Claus programming in December.

Cr. Korol asked if there will be new Pool hours with more lifeguard staff certified. She also asked if the Pool temperature was regulated. Administration confirmed there will be additional Pool scheduling and she would follow up regarding the Pool temperature.

Cr. Tuckey requested an update on the status of the hot tub and sauna. Administration replied that the hot tub pump has arrived and that the hot tub needs to be sanitized and descaled. Administration advised that the further maintenance is required for the sauna and steam room for health and safety purposes. Administration will follow up regarding this.

Mayor Daniels asked if the elevator is operational in the CRC. Administration confirmed this and advised that they are waiting for parts for the Arena elevator.

5. Economic Development

- a. Economic Development January 2023 – The Economic Development Report for January 2023 was reviewed. Cr. Couvrette was pleased to see staff performing economic development activities. He felt the Economic Development Plan needs review and updating to promote growth in the community. Further, he expressed concern that the Town may not be aiming high enough in economic development goals and what is being achieved as a community. He suggested implementing more encompassing, high-level goals to promote growth in business, industrial, manufacturing, and tourism sectors. He noted his experience on formerly the Tourism and Trade Advisory Board, and now Economic Development Advisory Board, and board discussions regarding economic development plans and attracting business industry, and suggested taking a more aggressive approach with economic development. Cr. Couvrette thinks the GNWT will not sustain the community long-term and noted the downsizing of government departments. He continued to state that Fort Smith needs to be an independent sustainable community.

Cr. Korol agreed with Cr. Couvrette comments. She asked how active the Chamber of Commerce is and if they would be better involved with the Cookie Crawl event. Cr. Fergusson replied that they are active and felt they could be involved with economic development activities. Cr. Couvrette replied that he is a member of the Chamber of Commerce but there is a lack of businesses supporting the Chamber with a membership of under twenty businesses, representing approximately 10% of businesses in the community. He asked how they could promote businesses to be more involved with the Chamber and implement active communication between the Town and Chamber moving forward. Mayor Daniels would support working towards this.

- i. 2022 Cookie Crawl Report – The 2022 Cookie Crawl Report was reviewed. Cr. Tuckey noted that the first page of the report says the event was a success but throughout the report there were multiple challenges identified. He asked how success was measured. He noted the cost for the cookies and that there was an issue receiving the cookies on time. He asked what the cost is to the Town for the event and the long-term goal. Administration replied that the event is externally funded by ITI and promotes shopping local by encouraging participants to visit more stores. She noted that more businesses participated this year which was a success.
  - ii. 2022 Shop Local Bingo Report – The 2022 Shop Local Bingo Report was reviewed.
- 6. Advisory Boards
  - a. Community Services Advisory Board – There were no Community Services Advisory Board minutes for review.
  - b. Economic Development Advisory Board
    - i. EDAB Minutes December 15<sup>th</sup>, 2022 – The EDAB minutes from December 15<sup>th</sup>, 2022, were reviewed.
  - c. Fort Smith Housing Plan Advisory Board
    - i. HPAB Minutes December 14<sup>th</sup>, 2022 – The HPAB minutes from December 14<sup>th</sup>, 2022, were reviewed.
  - d. Climate Adaptation Plan Advisory Board – There were no Climate Adaptation Plan Advisory Board minutes for review.

7. Administration

- a. Appointment Acting Mayor – Mayor Daniels requested appointing D/M Macdonald as Acting Mayor for the period of January 23<sup>rd</sup> to 27<sup>th</sup>, 2023 while he is away.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Tuckey**

**That D/M Macdonald be appointed Acting Mayor from January 23<sup>rd</sup> to 27<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

Cr. Fergusson declared a conflict, handed the Chair to Cr. Campbell, and left the meeting.

- b. Correspondence: Women’s Hockey Tournament Donation Request – The correspondence was reviewed. Administration replied that she hasn’t developed the new donation policy yet which would include an application process for donations and contributions. She noted that the Town does not donate cash prizes as per policy and asked if Council wished to donate something else. Cr. Couvrette suggested donating Town swag. Administration confirmed that swag could be donated to out-of-town players. Further, she noted that swag is purchased from the Public Relations budget.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That Mayor and Council donate up to \$300 in Town swag to the 2023 Hockey Bags Invitational Women’s Hockey Tournament.**

**CARRIED UNANIMOUSLY**

Cr. Fergusson returned to the meeting.

8. Excusing of Councillors

Administration advised that Cr. Beaulieu did not advise that she would not be attending the meeting. Cr. Couvrette asked what the consequence would be of not excusing a Councillor from a Standing Committee meeting. Cr. Campbell stressed the importance of notifying if unavailable to attend meetings of Council.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Tuckey**

**That Cr. Beaulieu and D/M Macdonald be excused of the Community Services Standing Committee meeting on January 10<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on February 14<sup>th</sup>, 2023.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Pischinger**

**That the meeting be adjourned at 7:47 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.

## Town of Fort Smith Community and Recreation Centre Stats

Jan-2023

Fort Smith Community and Recreation Centre	Dec Sessions	Dec Participants	Jan Sessions	Jan Participants
Squash	Operational for 29 days		45 Operational for 30 days	46
Pete's Gym	Operational for 29 days		741 Operational for 30 days	1248
Senior Lane Swim	8		30	12
Public Swim	of 17 (5 FREE UNW swims (212))	282		16 of 17
Family Swim	No Family Swims	-		No Family Swims
Public Lane Swim	11 of 22		37	20 of 22
Parents & Tots Swim	8 of 13	7 Parents; 5 Tots		12 of 13
Daycare Swim	3 of 9		43	7 of 9
Summer Camp Swim	-		-	-
Lifeguard Training	-		-	2
ASCP Swim	2 of 5		50	3 of 4
JBT Swim	-		-	-
PWK Swim	-		-	-
Pool Rentals	No Pool Rentals			No Pool Rentals
Swim Lessons	No Swimming Lessons			No Swimming Lessons
PWK Volleyball Tournament	-		-	-
Fort Smith Soccer Club	6		203	7 of 8
Drop-in Soccer	2		19	5
Drop-in Volleyball	6		105	5
Drop-in Badminton	3		27	4
Drop-in Sports	10		85	11
Drop-in Basketball	4		39	3
Family Drop-in Sports	3		18	4
Parents & Tots Gym	25	107 Parents; 264 Tots		26
Gym Rentals	19 of 27		528	15 of 24
Pickleball	7		59	9
Post Natal Class	-		-	-
Youth Night	6		76	8
Boot Camp (fitness room)	4		19	-
Zumba (fitness room)	5		26	8
PWK Fire Drill	1		121	1
PWK Basketball	-		-	2
PWK Gymnasium	-		-	1
Figure Skating (fitness room)	-		-	-
Archery	6		6	10
YK Soccer	5		129	-
Girl Guides (curling Lounge)	9		111	13

Comments: .

Fort Smith Centennial Arena	Dec Sessions	Dec Participants	Jan Sessions	Jan Participants
Rec Hockey		1 5 on-ice, 0 off-ice		6 110 on-ice, 58 off-ice
Womens Hockey		2 27 on-ice, 0 off-ice		10 223 on-ice, 51 off-ice
Old Timers Hockey		1 21 on-ice, 0 off-ice		7 119 on-ice, 34 off-ice
Public Skate		2 20 on-ice, 5 off-ice		4 28 on-ice, 15 off-ice
Family Skate		1 8 on-ice, 0 off-ice		3 38 on-ice, 92 off-ice
Rentals		1 3 on-ice, 0 off-ice		5 69 on-ice, 39 off-ice
Minor Hockey		11 136 on-ice, 129 off-ice		43 607 on-ice, 774 off-ice
Figure Skating		12 85 on-ice, 63 off-ice		57 547 on-ice, 512 off-ice
Youth Shiny		0 0 on-ice, 0 off-ice		2 17 on-ice, 7 off-ice
Parents N Tots		0 5 on-ice, 0 off-ice		1 2 on-ice, 1 off-ice

Comments: .

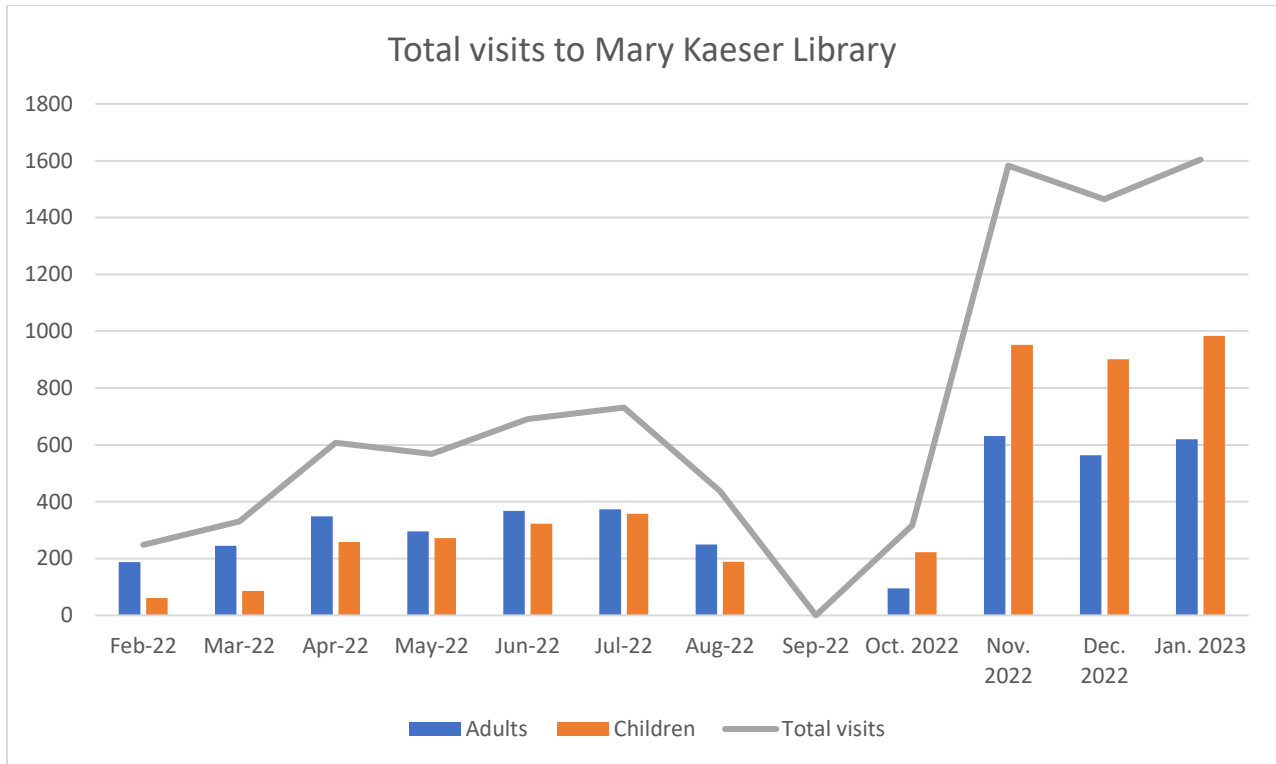
Fort Smith Child Care	Dec Sessions	Dec Participants	Jan Sessions	Jan Participants
ASCP (Summer Camp)	12	276/360; 13 Drop-ins(HD)		21 515/630; 22 Drop-ins(HD)
Daycare	16	16FT, 2HT; 13 Drop-ins(HD)		21 16FT, 2HT; 45 Drop-ins(HD)

Mary Kaeser Library  
Activity Report January 2023

	Jan-19	Jan-22	Last Month	Jan-23	YTD
Adults	758	184	564	620	<b>620</b>
Children	567	153	901	984	<b>984</b>
<b>Total attendance</b>	<b>1325</b>	<b>337</b>	<b>1465</b>	<b>1604</b>	<b>1604</b>
CAP Computer Users	666*	10	456.5	361	<b>361</b>
CAP Computer Hours	n/a	9.25	484.25	384.25	<b>384.25</b>
Wifi users	n/a	18	157	138	<b>138</b>
<b>Programming:</b>					
Family literacy	60	4	37	37	<b>37</b>
Adult programs	8	n/a	n/a	39	<b>39</b>
Seniors programs	15	n/a	n/a	n/a	
Friday Fun	39	n/a	10	36	<b>36</b>
holiday/spring break/summer reading	n/a	n/a	242	n/a	<b>n/a</b>
Teen programs	n/a	n/a	n/a	2	<b>2</b>
Class visits	n/a	n/a	n/a	n/a	<b>n/a</b>
<b>Total program Attendance</b>		<b>4</b>	<b>289</b>	<b>114</b>	<b>114</b>
<b>Other</b>					
Circulation stats	1053	428	708	809	<b>809</b>
Inter-library loan requests (MKL patrons)		12	8	13	<b>13</b>
Inter-library loan requests (NWT patrons)		18	9	12	<b>12</b>
Reference		67	57	63	<b>63</b>
YouTube Views		30	n/a	n/a	
Operational Hrs	137	89	202	217	<b>217</b>

\*we changed the way we counted computer users

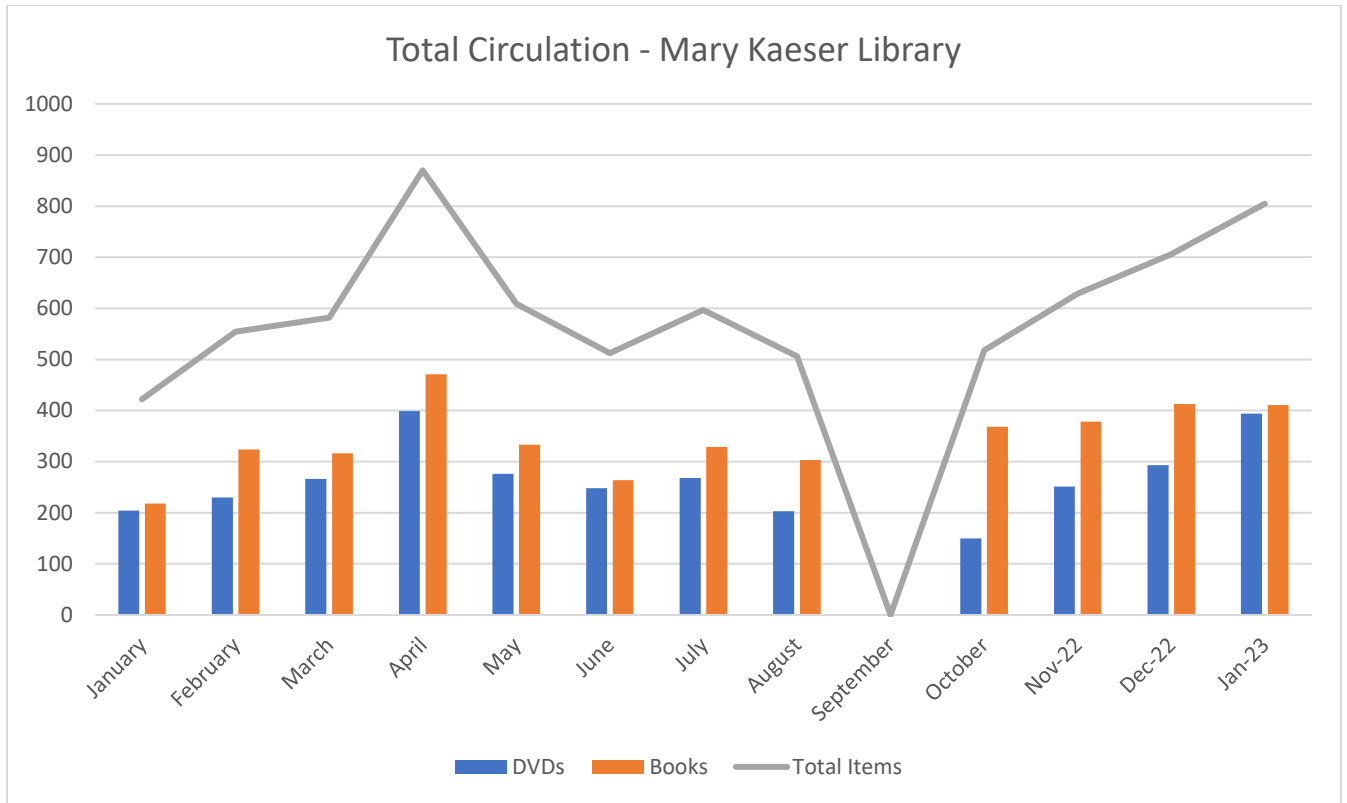
## January 2023 Stats - Mary Kaeser Library



	Adults	Children	Total visits
<b>Feb-22</b>	187	61	<b>248</b>
<b>Mar-22</b>	245	86	<b>331</b>
<b>Apr-22</b>	349	258	<b>607</b>
<b>May-22</b>	296	272	<b>568</b>
<b>Jun-22</b>	368	323	<b>691</b>
<b>Jul-22</b>	373	358	<b>731</b>
<b>Aug-22</b>	249	188	<b>437</b>
<b>Sep-22</b>	0	0	<b>0</b>
<b>Oct. 2022</b>	95	222	<b>317</b>
<b>Nov. 2022</b>	631	952	<b>1583</b>
<b>Dec. 2022</b>	564	901	<b>1465</b>
<b>Jan. 2023</b>	620	984	<b>1604</b>

\*\*Most patrons to visit in a long time! Most likely patrons returning from their first visit in November

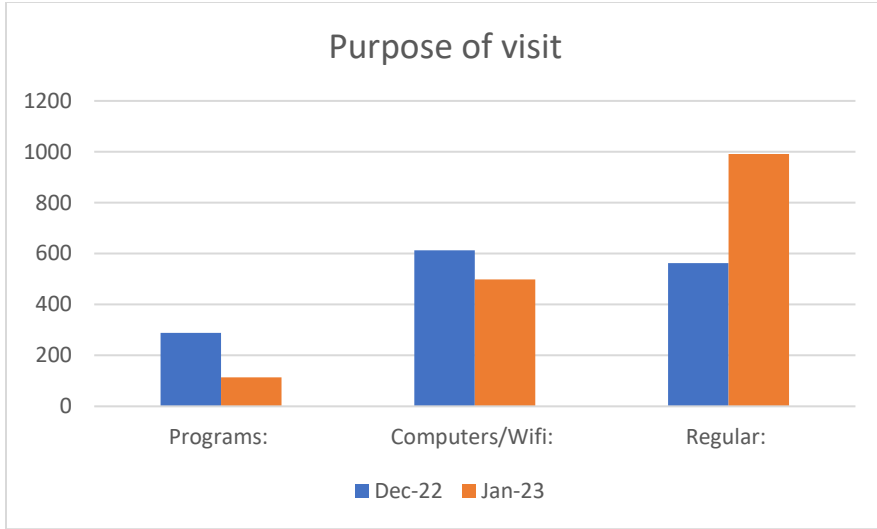
## January 2023 Stats - Mary Kaeser Library



	DVDs	Books	Total Items
<b>January</b>	204	218	422
<b>February</b>	230	324	554
<b>March</b>	266	316	582
<b>April</b>	399	471	870
<b>May</b>	276	333	609
<b>June</b>	248	264	512
<b>July</b>	268	329	597
<b>August</b>	203	303	506
<b>September</b>	0	0	0
<b>October</b>	150	368	518
<b>Nov-22</b>	251	378	629
<b>Dec-22</b>	293	413	706
<b>Jan-23</b>	394	411	805

\*\*Our DVD patrons have found us again! Book checkouts have remained the same

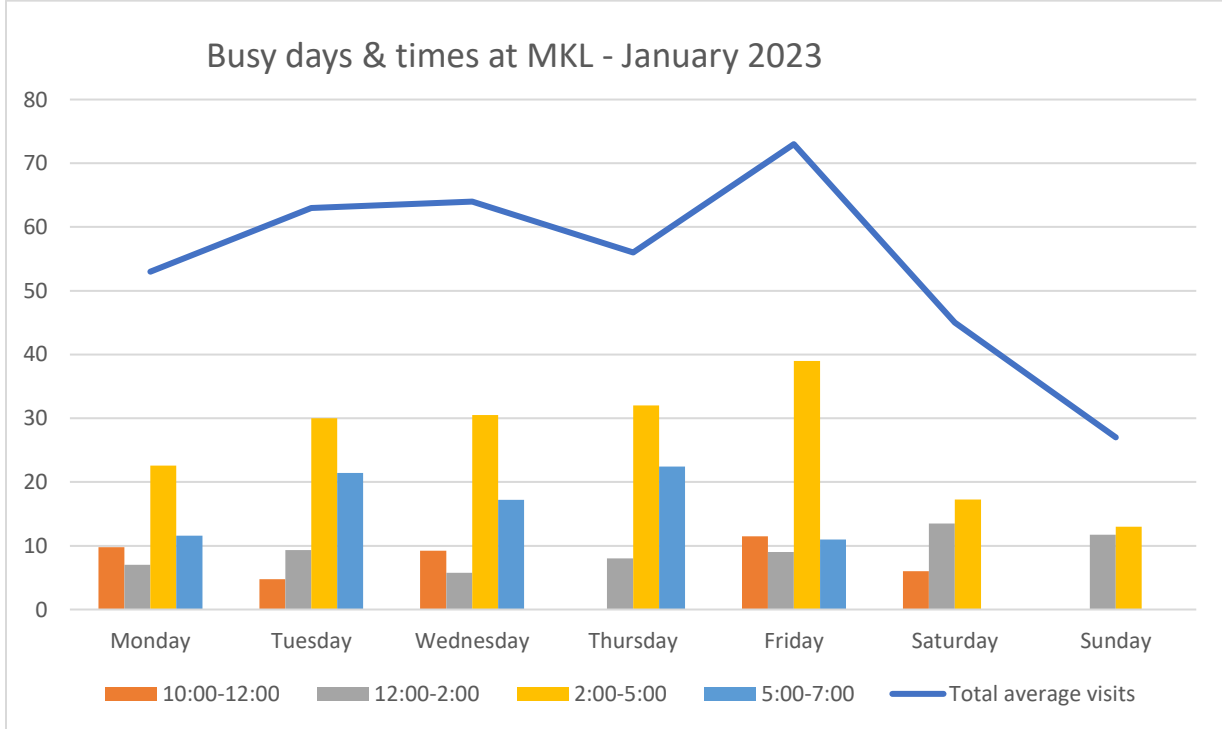
# January 2023 Stats - Mary Kaeser Library



	Dec-22	Jan-23
Programs:	289	114
Computers/Wifi:	613	499
Regular:	563	991

\*We had fewer programs in January than in December,

\*Looks like more people are coming in to check out items or just hang out in the space



Busiest times: 2:00-5:00

Busiest Day: Fridays (due to weekly program for kids)



## Tourism

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### 1. Tourism Pilot Project with Salt River First Nation

#### **Goal: To increase number of marketable tourism packages in Fort Smith**

Salt River First Nation in partnership with the Town of Fort Smith is hosting an on-the-land winter camp!

Salt River First Nation reached out to partner with the Town of Fort Smith to expand their On-the-Land camp experience into a tourism destination opportunity.

This is a pilot project targeting SRFN members and members of the community for participation with hopes to expand the program to attract out of town participants in the future.

Guided by Indigenous knowledge holders and wilderness survival experts, participants will learn about connecting with the environment through land-based teachings.

Camp Dates:

March 1-6, 2023

March 8 – 13, 2023

For more information: [www.fortsmith.ca/wintercamp2023](http://www.fortsmith.ca/wintercamp2023)

### 2. Fort Smith Brand Re-Fresh

#### **Goal: Update the brand and logo to ensure it resonates with visitors, residents, and newcomers**

The economic development staff are working with a contractor to update the look of the overall brand including the logo, the brand tone, and messaging.

The final document will be a tool kit that can be used both internally by Town of Fort Smith staff across multiple departments to ensure the Town has a collective voice and externally.

We want the brand to be used by outside organizations in terms of the brand message. The brand message is what people should believe about Fort Smith by interacting with any aspect of the community. As quoted in the document, “Together, we all contribute to what people think about Fort Smith”. This includes businesses, clubs, Indigenous Governments, and non-profit organizations.

This document is in the final review stage before being presented to council.

### 3. NWT Men's Curling Championships – Winter Attraction Campaign

**Goal: To promote Fort Smith as a winter tourism and sport destination.**

The economic development staff worked with the event organizers to assist with advertising on social media prior to the event to attract visitors from out of town and gain awareness of the event. Staff set up ToFS promotional signage in the curling rink and in the Curling Lounge.

The Town staff set up a welcome table at the opening ceremonies event to welcome athletes and hand out ToFS swag items.

The economic development staff worked with Mayor Daniels to speak at the opening ceremonies and promote the Town's support of this event in our community.

## Resident Attraction

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### 1. Fort Smith Housing Plan

**Goal: Create a community-led plan for strategic investment in housing by various levels of government and other parties.**

- We held the second board meeting January 18, 2023
- Topics included outreach and engagement with the community.
- Next steps will be a Fort Smith Housing Survey that will go out to the community at the end of February.
- The goal of the survey is to supplement the current housing data we have with additional indicators that can be measured over time. It allows us to reach a broad spectrum of the community and will provide community specific data.

### 2. Climate Change Projects

**Goal: To work towards a shift across all departments towards a net zero community.**

- Climate Change Open House – Feb. 22, 2023 – Will be held in partnership with Arctic Energy Alliance
- Energy Plan implementation project – Research on upgrading of pumps for Town facilities.
- Federation of Canadian Municipalities – Sustainable Cities Conference: Climate Change Champion was invited to be a panel speaker at the conference to discuss: Building Teams to Drive Action.
- Earth Day education campaign – April 22, 2023



## Business Development

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### 1. Youth Entrepreneur Program

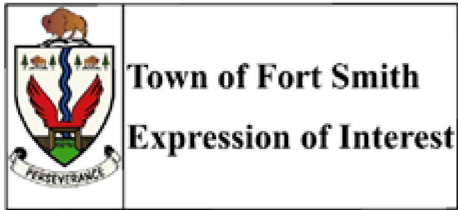
**Goal: To support business and workforce development for both the current and future economy of Fort Smith.**

The Town has partnered with PWK High School, and Powerplay Young Entrepreneurs, to implement a Young Entrepreneur Program for grades 7 -8. Economic development staff have been working with Powerplay to implement the program into our community including supporting teachers with planning, reaching out to local business partners, and assisting in the classroom.

**The program was launched on Feb. 7, 2023** and will run for the next eight weeks. The final event will be an **Entrepreneur Show on March 23, 2023** where the students will sell their products as the final piece to their business plan and product operations.

Powerplay is an organization committed to helping young Canadians prepare for the future of work.

Over the eight weeks, students will learn skills such as teamwork, networking, problem-solving, critical thinking, innovation and self-discipline.



\*\* Please send applicaton completed to executive.secretary@fortsmith.ca\*\*

Date:	friday january 20th
Name:	payton vogt

I am interested in sitting on the:	Community Services										
the Community Services Advisory Board	Advisory Board										
<p>Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.</p> <table border="1"> <tr> <td></td> <td>dancing music and art</td> </tr> <tr> <td></td> <td>passion to create positive outlets for the community through anti drug and alcohol utilizing dancing, music aswell as creating art on servile mediums .</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Email:</td> <td>Paytonvogt@gmail.com</td> </tr> </table>			dancing music and art		passion to create positive outlets for the community through anti drug and alcohol utilizing dancing, music aswell as creating art on servile mediums .					Email:	Paytonvogt@gmail.com
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	passion to create positive outlets for the community through anti drug and alcohol utilizing dancing, music aswell as creating art on servile mediums .										
Email:	Paytonvogt@gmail.com										



## Town of Fort Smith

### Expression of Interest

\*\* Please send application completed to [executive.secretary@fortsmith.ca](mailto:executive.secretary@fortsmith.ca) \*\*

Date: January 26, 2023

Name: Sebastien Stanley Bourke

I am interested in sitting on the: Community Services

Advisory Board

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

I was born and raised in the North and have lived in Fort Smith until I graduated High School in 2002. I am a member of the NWT Metis Nation (local 50) and am a proud 2-Spirit Indigenous knowledge keeper. I have been fortunate to attend University in Edmonton, and have been working on community advising and advocacy for the last 7 years in Alberta. Community services and engagement have always been a passion of mine. I have worked in mental health, with Seniors, with 2SLGBTQ+, with youth, addictions, housing, homelessness, food security and with Indigenous communities. Currently, I am working as a Mental Wellness and Addictions Recovery Worker at the Fort Smith Health Centre.

I have served on numerous boards and panels throughout my life. Two of the most notable were: 1) Serving as Treasurer and founding member of the 2-Spirit Society of Edmonton. We provided programming, education and advising to various agencies and Government. 2) Served as Indigenous Education Facilitator for Edmonton's Homelessness Community programming.

I love my hometown of Fort Smith. My family has been in this town and area since the 1800's. I have been so privileged to be immersed and knowledgeable about my Metis culture

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and know my Cree language. I understand the people and culture of the North very well, and I hear on a daily basis what we need to better serve the people of Fort Smith. I have a passion and need to help my community through advising agencies and inter-governmental groups to collaborate and work together for the betterment of the people. It takes a community to raise a raise a child.

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Email: [sebastien\\_bourke@gov.nt.ca](mailto:sebastien_bourke@gov.nt.ca)

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A handwritten signature in blue ink, appearing to be 'S. Bourke', written over a horizontal line.

Signature of Applicant



# Town of Fort Smith

## Expression of Interest

DEADLINE:

Date: January 27, 2023

Name: Jacie Macdonald

I am interested in sitting on the: CSAB

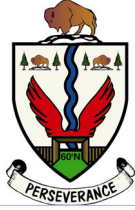
Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I work at NLSCH as a recreation therapist and I am an advocate for our residents. I have a kinisology background therefore I am knowelagble in sport and recreation and the importance of a healthy active community. I was born and rised in Fort Smith and I am familiar with how programs are run within the community. I am involved in womens hockey, minor hockey and golf and I think my knowledge would be useful for this board.

Phone Number: 8676210780

Email: Jacie\_macdonald@hotmail.com

Jacie Macdonald.  
Signature of Applicant



# Town of Fort Smith Economic Development Advisory Board Minutes January 19, 2023

Regular Meeting

**Attendees:**

Helena Katz, Chair  
Kaitlyn Belanger  
Helena Katz  
Jim Heidema  
Alyssa Etsell

**Regrets:**

Mike Keizer  
Linda Martin  
Pierre Emmanuel-Chaillon  
Cr. Dana Fergusson

**Administration:**

Diane Seals, EDO  
Katie Reid, Executive Secretary  
Mayor Fred Daniels  
Adam McNab, Director of  
Protective Services

**A. Call to Order**

Helena Katz called the meeting to order at 12:12 pm.

**B. Delegation**

- a. Adam McNab, Director of Protective Services - Zoning Bylaw Review/Business Zoning – Adam reviewed the zoning with regards to home occupation business licensing. Adam advised that homebased businesses in residential zones (R1) are a “conditional use” requiring Council approval by motion. He noted that if a proposed use/development doesn’t fit the conditions of the zone as a “permitted use” or “conditional use”, the development would be denied. He reviewed allowed businesses in specific zones and advised that all home occupation businesses in residential zones are conditional.

Adam advised that the purpose of the Zoning Bylaw, and having guidelines for specific zones, is to ensure the characteristics of the zones are met. He continued, that for home occupation business are reviewed prior to approval to ensure neighbourhoods are not negatively affected by the business. Additionally, there are square footage requirements for home occupation businesses; they must be less than half of the residence.

Diane requested an update regarding fees and permitting. She noted that the timeframe for approval for home occupation business has been brought up by the board as an impediment for start-up of home occupation businesses. Adam noted the Zoning Bylaw is due for renewal and thinks some of the wording could be made clearer especially for home occupation businesses, such as including regulations including that the homebased business would not generate traffic, and that this may improve the approval process.

Jim recognized the value of small businesses that start as a home occupation and move to commercial space. Jim noted that start up fees for homebased business when having to pay for the license and the development permit and asked what the business owner is receiving for the fees charged. Adam asked if the home occupation fee was removed, would there be incentive to move to commercial space. He also noted that seniors do not pay taxes on residences either but would for commercially owned property. Helena clarified that they want to make the approval process easier for home occupation businesses and agrees with establishing clear guidelines. Adam doesn't think the fees are unreasonable in consideration of the administrative work and advertising.

Alyssa noted previous discussion regarding home occupation microbusinesses and having a reduced rate if they make under \$30k annually. Kevin agreed with setting a threshold for income when categorizing businesses. Adam indicated, based on development applications, that individuals may undervalue for a decreased rate.

Diane would like to incentivize rather than penalize businesses and noted that affordable commercial space must be available. She noted that there are homebased food businesses that would like to move to commercial spaces but there is no space available. Adam agreed that it would be nice to have more commercial space available and agreed that cost is a barrier. Diane thinks its economically healthy to have competition amongst businesses. Jim doesn't think food service is a good example due to health requirements. Diane responded that home occupation food businesses have to follow food permitting to an extent as well. Mayor Daniels noted that Fort Smith has no commercial land available, and some owners are sitting on large parcels of land. He asked how it could be incentivized for them to build or sell, or new land may need to be identified.

Adam advised that the Town identified from the 2022 Certified Assessment Roll that there were 144 taxable undeveloped residential properties and 42 taxable undeveloped commercial properties, as well as 15 industrial, and 4 institutional.

**C. Approval of Agenda**

***MOTION***

**Moved by: Jim Heidema**

**Seconded by: Kevin Antoniak**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. Approval of Minutes**

***MOTION***

**Moved by: Alyssa Etsell**

**Seconded by: Jim Heidema**

**That the EDAB minutes of December 15, 2022, be adopted as presented.**

**CARRIED UNANIMOUSLY**

**E. New Business**

- a. Business License Review – The business license review would be continued at the next EDAB meeting.

**F. Excusing of Members**

EDAB excused Mike Keizer, Pierre Emmanuel-Chaillon, and Linda Martin from the meeting.

**G. Date of Next Meeting**

The next EDAB meeting will be on Thursday, February 16<sup>th</sup>, 2023 at 12:00pm in Council Chambers.

**H. Adjournment**

**Moved by: Kevin Antoniak**

**Seconded by: Jim Heidema**

**The meeting was adjourned at 12:56 p.m.**

**CARRIED UNANIMOUSLY**