

















**Town of Fort Smith**  
**Community Services Committee**  
Tuesday, April 11<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
  - a. FSDEA Town of Fort Smith Representative, Hilary Turko
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 – March 2023
  - b. Mary Kaeser Library
    - i. Library Statistics – March 2023
    - ii. Library Activity Report – March 2023
6. Economic Development
  - a. Economic Development Report
    - i. Youth Entrepreneurship Showcase
    - ii. South Slave Tourism Development Workshop
7. Advisory Boards
  - a. Community Services Advisory Board
  - b. Economic Development Advisory Board
    - i. EDAB Minutes March 16, 2023
  - c. Fort Smith Housing Plan Advisory Board
    - i. HPAB Minutes January 18, 2023
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note Slave River Paddlefest Donation Request
  - b. Briefing Note Fort Smith Ski Club Donation Request
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
<div> Statement of Disclosure of Interest</div>	
<div> Community Services Minutes March 14, 2</div>	<div> Vision and Values.pdf</div>
<div> Community Services Master Plan 2020.pd</div>	<div> Economic Development Plan.p</div>
<div> CRC Stats - March 2023.pdf</div>	<div> MKL Stats - March 2023.pdf</div>
<div> MKL Activity Report Stats - March 2023.p</div>	
<div> Power Play Youth Entrepreneur Showc</div>	<div> Press Release SSTDW 2023.pdf</div>
<div> EDAB Minutes March 16 2023.pdf</div>	<div> FS Housing Plan Advisory Board Minu</div>
<div> BN Slave River Paddlefest Donatior</div>	<div> BN Fort Smith Ski Club Donation Req</div>



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, March 14, 2023, at 7:00 pm  
Town Hall Council Chambers

Chairperson: Cr. Fergusson  
Members Present: D/M MacDonald, Cr. Campbell, Cr. Korol, Cr. Tuckey, Cr. Couvrette, Cr. Pischinger, Cr. Beaulieu  
Regrets: Mayor Daniels  
Staff Present: Cynthia White, Senior Administrative Officer  
Emily Colucci, Director of Community Services  
Katie Reid, Executive Secretary

1. Call to Order

D/M Macdonald wished Mayor Daniels a speedy recovery.

He called the meeting to order at 7:00 pm and handed the Chair to Cr. Fergusson.

Cr. Fergusson read the Acknowledgement of First Nations.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest – There were no declarations of financial interest.

3. Delegation

4. Review

- a. Agenda – The agenda was reviewed. Cr. Korol requested adding representation for intervention with NTPC. Cr. Couvrette requested adding the reestablishment of the Post-Secondary Education Committee.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Couvrette**

**That the agenda be adopted as amended to include representation for intervention with NTPC and the reestablishment of the Post-Secondary Education Committee.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Community Services Standing Committee Minutes of February 14<sup>th</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on February 21<sup>st</sup>, 2023. Cr. Couvrette advised that there were some questions left unanswered during the meeting with the Aurora College President and suggested revitalizing the Post-Secondary Education Committee to find internal strategies while moving forward with the Polytechnic and Board of Governors.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed.
- e. Economic Development Plan – The Economic Development Plan was reviewed.

5. Directors Report

- a. CRC Statistics February 2023 – The CRC Statistics for February 2023 were reviewed.
- b. Mary Kaeser Library
- i. Library Statistics February 2023 – The Library statistics for February 2023 were reviewed.

- ii. Library Patron and Circulation Statistics February 2023 – The Library patron and circulation statistics for February 2023 were reviewed. Cr. Fergusson noted a huge increase in Library statistics from February 2022. Administration replied that full computer usage was not available at that time and the vaccine mandate was still in affect until summer.

6. Economic Development

- a. Economic Development Report March 2023 – The Economic Development Report for March 2023 was reviewed. Cr. Couvrette asked if there is a timeline for Council to review the Housing Plan Initiative and stated that it is difficult for people trying to move to Fort Smith to find accommodations. Administration does not have a timeline and noted that they are in the community survey and consultation stage in the plan development. She noted that members of the Housing Plan Board were requested to provide feedback on the survey questions and no feedback was received. Further, she advised that the survey would be available at the Trade Show to maximize response. Administration advised that they would be reviewing the Land Administration Bylaw to reevaluate how to sell the Westgrove Subdivision lots.

Administration advised that the South Slave Tourism Development Workshop is an exciting initiative being spearheaded by the EDO that goes beyond the Town’s mandate and the Town would be filling this gap. The Director of Community Services advised that the initiative came about from the EDO attending an Economic Development Conference and making great networking connections. She indicated that it is being sponsored by SRFN and Fort Smith would be working with Hay River and ITI to bring the event together. She felt this would be exciting and important in bringing the region together to promote tourism in the north and for tourism operators to identify gaps to help the South Slave compete nationally and globally in tourism. She noted that this would be an excellent networking opportunity, chance to access funding pots, and make networking connections.

Cr. Couvrette was pleased with the update and would like ITI to send attendees from Head Quarters involved with writing legislation and tourism licensing, along with the Minister of ITI.

- b. Branding Refresh Presentation – Administration advised that the Town is doing a branding refresh to expand on the strengths of the Town’s band including subtle changes to the logo and font. She noted that the current script is difficult to resize, and they were looking for something timeless, modern, and replicable on branding products. Administration advised refresh also expands personalized messaging to the tagline, “Unexpected, Unforgettable”.

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: D/M Macdonald**

**That Council move forward with the Branding Refresh as presented.**

**CARRIED UNANIMOUSLY**

7. Advisory Boards

- a. Community Services Advisory Board
  - i. CSAB Minutes February 23, 2023 – The CSAB minutes from February 23<sup>rd</sup>, 2023 were reviewed. Cr. Korol was pleased to have new members attend CSAB and advised that the board is still looking for one member. She noted that they discussed the donation policy.

Administration advised that the CRC has seen increased abuse and a few youths were advised not to be in the facility without an adult present. Damages include fire damage and sneaking into storage rooms resulting in damages to program supplies. She noted that the intention is for community members to be safe and welcome in the Community and Recreation Centre.

8. Administration

- a. Briefing Note Slave River Paddlefest – The briefing note was reviewed. Administration advised that \$2,500 has historically been donated and that the group is requesting other items as well. D/M Macdonald suggested in-kind support be inclusive of the \$2,500. Cr. Campbell agreed.

Administration advised that the Town doesn't have qualified staff for the supervision of children in open-water and that the Town should not send staff outside of municipal boundaries to lifeguard due to liability. She noted that the group also issues cash prizes.

Cr. Couvrette would like clarity if they are requesting staff support during their licensed event to sell raffle tickets and did not think this was appropriate use of staff. Administration advised that the staff would not work a licensed event.

D/M Macdonald would like clarity on their requests to put a monetary price on town work such as moving equipment/setup and suggested tabling to the next Community Services meeting.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Korol**

**That the Town of Fort Smith donate \$2,500 to Slave River Paddlefest inclusive of in-kind support.**

**MOTION TABLED**

9. Other Business

- a. NWTAC AGM Resolutions – Cr. Korol read three resolutions to bring forward to the NWTAC AGM in June on Senior Citizen and Vulnerable People Emergency Services and Shelters; NWT Mental Health Issue Responses; and an NTPC Resolution.

**RECOMMENDATION**

**Moved by: D/M Macdonald**

**Seconded by: Cr. Couvrette**

**That the NWTAC AGM resolutions be accepted as presented.**

**CARRIED UNANIMOUSLY**

- b. NTPC Intervention Representation – Cr. Korol advised that the Public Utilities Board has put forward a hearing about the disruption and loss of the Northern Utilities Board in Hay River. She requested that Stand Alone Energy represent the Town of Fort Smith in discussion and intervention with the Public Utilities Board and that the cost will be approximately \$15,000.

D/M Macdonald advised that in the previous rate increase that NTPC put forward, the Town of Fort Smith partnered with Hay River in their interest in opposing the rate increase. He noted that in this situation Hay River and Fort Smith have different mandates as NTPC is looking to take over the Hay River power grid and supplying power to Hay River. He noted concern that this may cause a rate increase and negatively impact Fort Smith. He noted that Stand Alone Energy went to the table independently during the last rate application are well versed to represent Fort Smith's interests in pursuit of the rate application.

Administration noted that previous discussions regarding rates increases was a different issue as this is specifically related to the application for the Public Utilities Board to stop the transfer of utilities from Northland Utilities to NTPC as Northland would like to continue to be the utility provider. She noted that there are indications that this will negatively impact Fort Smith as Hay River will see a decrease in rates and may see an increase in infrastructure, while Fort Smith will not. She agreed that Stand Alone Energy is knowledgeable of the process and felt would be good representation for Fort Smith.

Cr. Campbell requested a presentation to Council. Administration confirmed that Stand Alone Energy could be requested to provide a summary of their representation.

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: D/M Macdonald**

**That Stand Alone Energy represent the Town of Fort Smith at the Public Utilities Board hearing regarding the disruption and loss of the Northern Utilities Board in Hay River; and**

**That the cost for representation would be approximately \$15,000.**

**CARRIED UNANIMOUSLY**

- c. Post-Secondary Education Committee – Cr. Couvrette requested revitalizing the Post-Secondary Education Committee to discuss issues coming forward with the proposed polytechnic development. He felt that the recent meeting with the President showed that further dialogue with the Aurora College, Board of Governors, and individuals making decisions is needed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: D/M Macdonald**

**That the Post-Secondary Education Committee be reestablished and consist of three Councillors; Cr. Couvrette, Cr. Campbell, and D/M Macdonald.**

**CARRIED UNANIMOUSLY**

10. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: D/M Macdonald**

**That Mayor Daniels be excused of the Community Services Standing Committee meeting on March 14<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

11. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on April 11<sup>th</sup>, 2023.

12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: Cr. Campbell**

**That the meeting be adjourned at 8:04 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.

WELCOMING | INNOVATIVE | SUSTAINABLE | UNIFIED | COMMITTED

## Town of Fort Smith Community and Recreation Centre Stats

Mar-2023

Fort Smith Commuity and Recreation Centre	Feb Sessions	Feb Participants	March Sessions	March Participants
Squash	Operational for 28 days	52	Operational for 31 days	39
Pete's Gym	Operational for 28 days	1237	Operational for 31 days	1186
Senior Lane Swim	11 of 12	59	9 of 13	49
Public Swim	14 of 15	190	14 of 16	243
Family Swim	No Family Swims	-	No Family Swims	-
Public Lane Swim	17 of 20	56	16 of 22	29
Parents & Tots Swim	11 of 12	19 Parents; 20 Tots	9 of 13	11 Parents; 10 Tots
Daycare Swim	7 of 8	136	5 of 9	59
Summer Camp Swim	-	-	-	-
Lifeguard Training	-	-	-	-
ASCP Swim	4	124	4	118
JBT Swim	-	-	-	-
PWK Swim	-	-	-	-
Pool Rentals	No Pool Rentals	-	No Pool Rentals	-
Swim Lessons	No Swimming Lessons	-	No Swimming Lessons	-
Frolics: Kids Carnival, Youth Outdoor Games	-	-	2	456
Fort Smith Soccer Club	8	383	4	162
Drop-in Soccer	4	53	4	73
Drop-in Volleyball	5	50	6	104
Drop-in Badminton	3 of 4	13	3 of 4	12
Drop-in Sports	11 of 12	80	13 of 14	163
Drop-in Basketball	3	32	3	36
Family Drop-in Sports	4	17	4	20
Parents & Tots Gym	24	201 Parents; 442 Tots	27	146 Parents; 414 Tots
Gym Rentals	19 of 24	507	18 of 24	409
Pickleball	11 of 12	96	9 of 10	107
Post Natal Class	-	-	-	-
Youth Night	8	109	9	162
Boot Camp (fitness room)	-	-	-	-
Zumba (fitness room)	7	49	9	64
PWK Fire Drill	1	112	-	-
Archery	-	-	12	24
Girl Guides (curling Lounge)	12	74	12	131

Comments: .

Fort Smith Centennial Arena	Feb Sessions	Feb Participants	March Sessions	March Participants
Rec Hockey	6	81 on-ice, 23 off-ice	7	391 on-ice, 294 off-ice
Womens Hockey	6	70 on-ice, 14 off-ice	5	109 on-ice, 56 off-ice
Old Timers Hockey	7	143 on-ice, 28 off-ice	8	144 on-ice, 19 off-ice
Public Skate	7	78 on-ice, 27 off-ice	6	39 on-ice, 16 off-ice
Family Skate	6	50 on-ice, 4 off-ice	4	8 on-ice, 2 off-ice
Rentals	5	47 on-ice, 51 off-ice	7	44 on-ice, 23 off-ice
Minor Hockey	41	585 on-ice, 562 off-ice	45	1085 on-ice, 858 off-ice
Figure Skating	42	381 on-ice, 327 off-ice	56	695 on-ice, 993 off-ice
Youth Shiny	3	16 on-ice, 25 off-ice	2	8 on-ice, 20 off-ice
Parents N Tots	1	1 on-ice, 0 off-ice	2	5 on-ice, 5 off-ice
Minor Hockey Tournament U13	-	-	7	297 on-ice, 206 off-ice
Frolics Hockey Tournament	-	-	10	173 on-ice, 181 off-ice
Skating Carnival	-	-	6	200 on-ice, 466 off-ice
Mixed Final Tournament	-	-	13	295 on-ice, 175 off-ice
Curling Mens Tournament	3	129	-	-

Comments: .

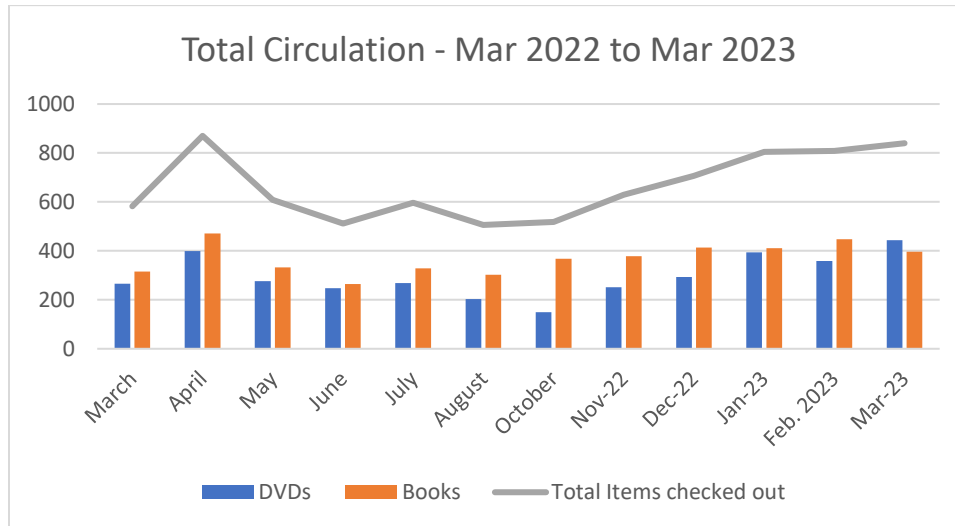
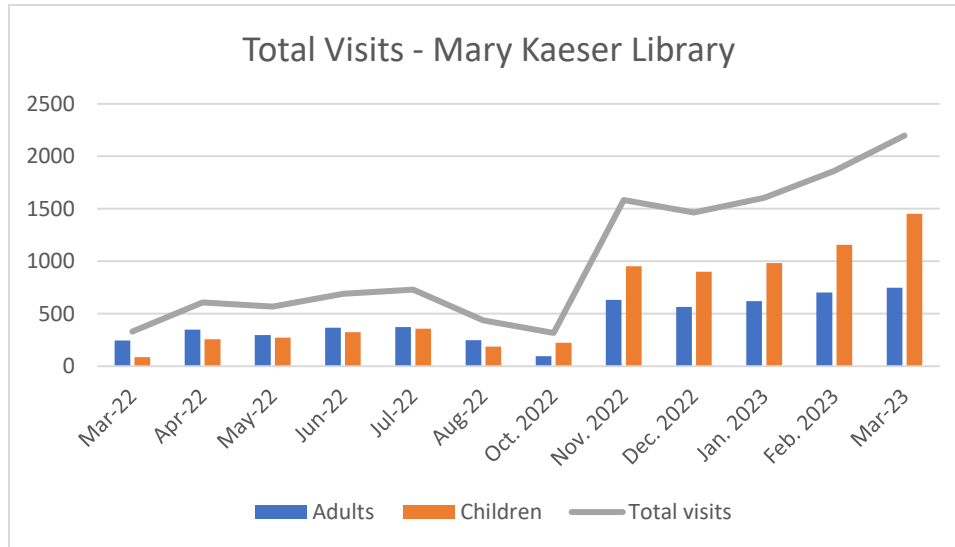
Fort Smith Child Care	Feb Sessions	Feb Participants	March Sessions	March Participants
ASCP	20	536/600; 31 Drop-ins(HD)	23	550/690; 43 Drop-ins(HD)
Daycare	20	15FT, 2HT; 52 Drop-ins(HD)	23	15FT, 2HT, 2FTI; 9 Drop-ins(HD)

Comments: .

FTI is for Full Time Infant

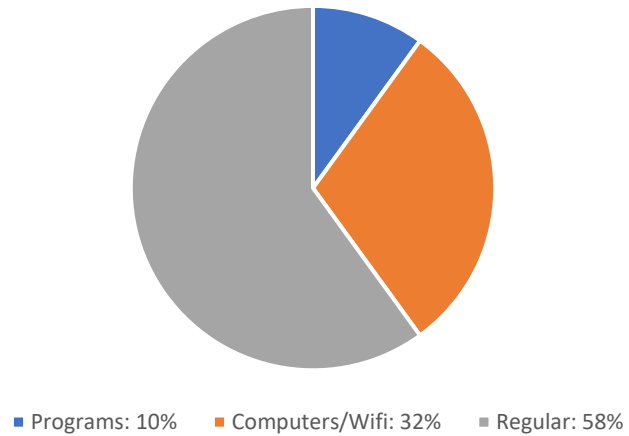


## Mary Kaeser Library March 2023 Stats

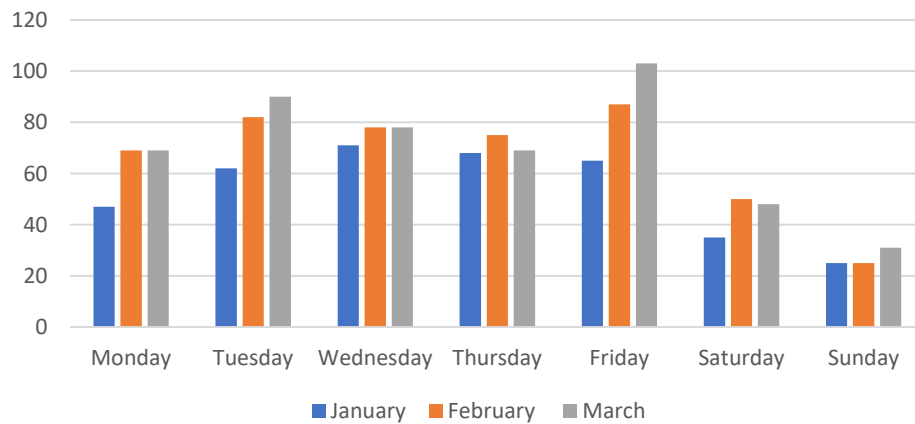


## Mary Kaeser Library March 2023 Stats

Library use: January to March 2023



Average daily visits to MKL - 2023



# Mary Kaeser Library

## Activity Report March 2023

	Mar-22	Last Month	Mar-23	YTD
Adults	245	703	747	2070
Children	86	1157	1451	3592
<b>Total attendance</b>	<b>331</b>	<b>1860</b>	<b>2198</b>	<b>5662</b>
CAP Computer Users	41	439	588	1388
CAP Computer Hours	60.5	484.5	557.25	1426
Wifi users	48	165	300	603
<b>Programming:</b>				
Family literacy	10	97	71	205
Adult programs	n/a	71	6	116
Seniors programs	n/a	1	1	2
Friday Fun	n/a	44	31	111
holiday/spring break/summer reading	n/a	n/a	82	82
Teen programs	n/a	0	0	2
Class visits	n/a	24	13	37
<b>Total program Attendance</b>	<b>10</b>	<b>237</b>	<b>232</b>	<b>555</b>
<b>Other</b>				
Circulation stats	585	807	848	2464
Inter-library loan requests (MKL patrons)	15	20	10	43
Inter-library loan requests (NWT patrons)	28	8	5	25
Reference	n/a	49	75	187
Operational Hrs	122	221	221	438

**FOR IMMEDIATE RELEASE**

## **PWK High School Students discover the world of business!**

Fort Smith, Northwest Territories, March 28, 2023 - The PWK Youth Entrepreneur Showcase has been a resounding success, with young entrepreneurs from grades 7 and 8 showcasing their innovative businesses and ideas.

The event held at PWK Gym on March 23, 2023, brought together more than 50 young entrepreneurs, who displayed their products and services to a large audience of over 250 people including, mentors, and customers.

The showcase was organized by the Town of Fort Smith in collaboration with PWK and Power Play Young Entrepreneurs, a registered charity that aims to promote entrepreneurship among young Canadians by helping them to prepare for the future of work. The organization assisted by PWK teachers provided young entrepreneurs with training, mentorship, and funding to help them launch their businesses.

The showcase featured a wide variety of businesses, including fashion, crafts, and technology. Some of the standout businesses featured items such as magnets, wooden signs, keychains, artwork and more. The event was a great opportunity for young entrepreneurs to gain exposure and build their networks. Many of the businesses received interest from customers, and some even had opportunities to further develop products. Fort Smith is the first northern community to participate in this initiative.

"We are thrilled with the success of the showcase and the amazing businesses that were showcased," said Diane Seals, the Economic Development Officer at the Town of Fort Smith. "These young entrepreneurs are the future of our economy, and we are proud to support them in their journey."

The Youth Entrepreneur Showcase is just one of the many initiatives that the Town of Fort Smith in collaboration with Power Play Youth Entrepreneur is undertaking to promote entrepreneurship among young people. The organization is committed to providing young people with the resources and support they need to turn their ideas into successful businesses. "The kids were

really excited, and they had smiles on their faces all day,” said Nathan Snell, grade 7 teacher at PWK high school.

For more information on Power Play Young Entrepreneurs and its programs, please visit [www.powerplay4success.com](http://www.powerplay4success.com).

###

END

**FOR IMMEDIATE RELEASE**

## **Fort Smith to host Workshops for South Slave Tourism Development**

*Fort Smith, Northwest Territories: March 16, 2023* – The inaugural South Slave Tourism Development Workshops in partnership with the Town of Fort Smith, Salt River First Nation, the Town of Hay River, and GNWT Industry Tourism & Investment is set to take place on April 20-22, 2023, with top industry leaders, travel experts, and government officials converging to discuss important issues related to tourism in the South Slave.

The workshops, which will be held at the Salt River Business and Conference Centre, will focus on analyzing the latest industry trends, sharing innovative ideas, and exploring ways to further develop tourism in this region. The event will also provide a unique networking opportunity for participants to gain valuable insights from each other's experiences and foster partnerships that drive growth for the industry.

"These workshops promise to be an exciting and insightful event for tourism professionals, business leaders, and decision-makers," said Diane Seals, Economic Development Officer for the Town of Fort Smith, NT. "We are delighted to host some of the most prominent thought leaders and operators in the tourism sector who will share their knowledge and expertise."

The two-and-a-half-day event will feature workshops by Firecircle, which has 30 years of experience helping new or existing business owners in rural and remote areas. Facilitator, Deneen Allen, founder, and CEO of Firecircle and her team will cover topics such as destination management, tourism marketing, sustainable tourism, and crisis management. Speakers from NWT Tourism, and local business owners will also add to the conversation sharing key northern trends, Indigenous Knowledge, and practical experience.

Participants are also invited to attend breakout sessions on relevant topics such as trends and opportunities, brand story, and understanding competition in our marketplace. There will also be a unique experience for participants to explore tourism offerings in the Fort Smith area.

Apart from the formal sessions, there will be ample opportunities for networking and building connections. Attendees will have the chance to meet influential people from different parts of the tourism industry and engage in discussions on the latest technologies, strategies, and practices that are shaping the future of tourism.

"Tourism is a vital contributor to the economic growth of any region, and these workshops are a great chance for leaders in the industry to come together and exchange ideas," added Seals. "We

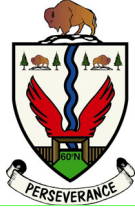
## EVENT PRESS RELEASE

hope that everyone in attendance will walk away with new insights, new connections, and a deeper understanding of the latest trends affecting tourism."

For more information on the workshops, including the schedule, speakers, and registration information, visit [\*south slave tourism development workshops \(thefirecircle.ca\)\*](http://southslave tourism development workshops (thefirecircle.ca)). For media-related inquiries and information contact [\*tourism@fortsmith.ca\*](mailto:tourism@fortsmith.ca), 867-872-8400 or [\*tourism@hayriver.com\*](mailto:tourism@hayriver.com), 867-874-6522.

# # #

[www.fortsmith.ca](http://www.fortsmith.ca)



## **Town of Fort Smith Economic Development Advisory Board Minutes March 16, 2023**

### **Regular Meeting**

#### **Attendees:**

Helena Katz, Chair  
Mike Keizer  
Kevin Antoniak  
Jim Heidema

#### **Regrets:**

Alyssa Etsell  
Linda Martin  
Pierre Emmanuel-Chaillon  
Kaitlyn Belanger

#### **Administration:**

Diane Seals, EDO  
Namiko Harris, EDA  
Cr. Mike Couvrette

#### **A. Call to Order**

Helena Katz called the meeting to order at 12:03 pm.

#### **B. Approval of Agenda**

##### ***MOTION***

**Moved by: Jim Heidema**

**Seconded by: Kevin Antoniak**

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

**CARRIED UNANIMOUSLY**

#### **C. Approval of Minutes**

##### ***MOTION***

**Moved by: Kevin Antoniak**

**Seconded by: Jim Heidema**

**That the EDAB minutes of January 19, 2023, be adopted as presented.**

**CARRIED UNANIMOUSLY**

#### **D. Business Arising from the Minutes**

Jim noted that the board had discussed recommendations for the Business License Bylaw.

Diane advised that the board would need to make a formal recommendation to Council.

#### **E. New Business**

- a. Business License Bylaw Review/Recommendation – Diane advised that they defined the benefits and purpose of the business license and she read the recommendation as brought forward by Cr. Couvrette.



Diane advised that there was discussion on fees, and she reviewed what was discussed. She noted that the Protective Services Director also delegated to the board regarding home occupation businesses. There was discussion about having a \$50.00 fee for first time home occupations and no charge or development permit required if there were no modifications to the household.

Diane had commented regarding Junior Business licensing in consideration of the Youth Entrepreneurship Program, but it was unclear if they would require a development permit for a home occupation as well. Jim thinks Junior Business licenses should be more than a dollar but include the home occupation fee. Diane advised that the Town hasn't received any applications for Junior Businesses, but the intent is to encourage business development. Helena thinks it's important for youth to understand the licensing process for businesses. Mike K. asked if there is an age limit for Junior Businesses. Diane replied, 16 and under.

Cr. Couvrette advised that he may take over as Town rep on EDAB, but it hasn't yet gone forward as a recommendation to Mayor and Council. He advised that home occupation business licensing has been a hot topic at recent meetings of Council and determining what is a home occupation. He noted that businesses have been denied because they were felt not to fit requirements of a home occupation business and some commercial businesses are moving to home occupation. He felt that a better definition of what qualifies as a home occupation is needed. He noted that there are commercial buildings sitting vacant and the need to encourage the space to be made available for commercial businesses.

Jim thinks the administrative burden should be removed from the Town by having a well-defined bylaw. He thinks when setting up a bylaw, traffic needs to be considered, which may be bothersome in a neighbourhood, and thinks the bylaw officer should be empowered to enforce the bylaw reasonably.

Helena asked how home occupation and commercial non-conforming businesses are defined and suggested definitions be clear in the bylaw. Diane agreed with defining this in the bylaw. Helena felt this would provide consistency in how applications are reviewed and approved. Diane noted that the business license bylaw ties closely with the zoning bylaw which is up for renewal.

Mike K. noted that it is important for some businesses to start as home occupation to allow for growth to commercial space. He agreed that traffic and other impacts are important to consider as well in approval. He noted a local garage that started home-based that moved commercial and is now one of the biggest businesses in Town and felt that the process shouldn't be too restrictive as to prevent this in the future. Helena thought this was a good point as new businesses do not want to over-extend themselves financially to bankruptcy and that balance is important for start-up.

Diane advised that there are rules associated with home occupations such as a certain square-footage for business use in a home and once outgrown that would require the business move commercial. Diane noted another component is the availability of affordable commercial space.

Jim asked if the Zoning Bylaw is the hierarchy in deciding if business can be approved in a location. Diane confirmed this. Jim felt that the impact of a business in Bell Rock would be different than that of a residential property/street in town. Cr. Couvrette replied that the Zoning Bylaw includes allowed uses for different zones and that in-town residential would be R1/R2 and Bell Rock would be Country Residential, and that there are other zones including commercial, industrial, town centre. He advised that applications for business licenses are reviewed by Administration and any home occupations are considered conditional use requiring Council approval. Cr. Couvrette spoke to the affordability of space and has discussed the possibility of creating a development corporation separate from the municipality, not supported by taxpayers, but would give the municipality the ability to look at appropriate and affordable housing and could include affordable commercial space such as an incubator mall.

Helena asked about food handling business licenses and suggested clarifying if they are required to show certification and to whom. Diane clarified that this information is obtained when applying for a food handling business. Helena suggested when talking about the benefits of a business license, separating benefits to the business owner vs. the benefits to the Town.

Mike K. advised that he has mixed feelings as some businesses won't expand past garage operations, but he also does not want to see industrial businesses in residential areas. Diane agreed with Mike's comments and thinks this is why the Business License Bylaw and Zoning Bylaw need to work cooperatively.

Diane asked if the Zoning Bylaw should be included in consideration of the recommendation and if there are other components to be researched/discussed before making the recommendation to Council. Jim thinks there should be enough information to put forward a recommendation. Cr. Couvrette suggested the EDO assimilate additional comments to circulate and that the board make an email recommendation. The board felt it was important to review the Zoning Bylaw as it is coming up for review. Cr. Couvrette noted that the Zoning Bylaw review also includes considerable consultation.

- b. Economic Development Priorities – Diane advised that the Town is very excited to be hosting the Tourism Development Workshops in partnership with the Town of Hay River, GNWT ITI, and SRFN. She advised that a company called Fire Circle would be coming to facilitate the workshops.

She was pleased that the NWTT Executive Director and Chief Marketing Director would be attending as well as CanNor. She advised that Brenda Dragon would also be speaking on behalf of her business and brand story, and that a lot of tourism industry leaders and funders coming to the event. She hopes that EDAB will attend and spread the word about the event. She looks forward to bringing the Region together, branding the Region and the communities, and having discussion as a larger entity.

Cr. Couvrette gave congratulations on implementing the workshop and noted that the last similar workshop was held in 2015 in Fort Smith. He noted that there is a \$100 early bird fee and \$150 regular fee and suggested including a link to GNWT ITI for funding support as some programs provide this for attending workshops. He also suggested encouraging ITI to cover participant fees, or a portion thereof, as he felt that hosting the event would fall within their mandate.

Cr. Couvrette and Mike K. had some concerns with the advertisement messages. Diane would look to improve messaging.

Diane reviewed a workplan she has provided to Administration and reminded that the advisory board can also request projects from Council. Helena thought this was great and could be used to promote membership drives by showing what the advisory board has and is working on.

Cr. Couvrette advised that Council was given a briefing on the branding refresh and that a motion to accept the branding refresh would be brought to the Council meeting next Tuesday.

Diane advised that the Town has been working with Youth Entrepreneurs and there are about 50 students in Grade 7 and 8 that have created their own product and are doing their own marketing. She noted that it has been a fun and exciting program and that they will be showcasing and selling their products at the Youth Entrepreneurship Fair on March 23<sup>rd</sup>. She invited EDAB to attend and spread the word.

Additionally, there is extra Power Play funding to do a special innovation day with students and she is currently working on scheduling dates. The Town is hoping to partner with the Aurora College on the initiative. Cr. Couvrette suggested invited the ITI Minister to both events. Diane replied that they are also looking to invite her to the Tourism Development Workshops as well.

Kevin Antoniak advised that he was appointed to the Aurora College Board of Governors and that he would report back to EDAB. Mike K. suggested having an ambassador for Fort Smith to encourage students to come to Fort Smith and thinks Fort Smith's legacy should be represented. Cr. Couvrette spoke to Jayne Murray, AC Communications, and she is willing to work with Diane to promote Fort Smith.

**F. Excusing of Members**

EDAB excused Alyssa Etsell, Pierre Emmanuel-Chaillon, Kaitlyn Belanger, and Linda Martin from the meeting.

**G. Date of Next Meeting**

The next EDAB meeting will be on Thursday, April 20<sup>th</sup>, 2023 at 12:00pm in Council Chambers. Helena will be away. Kevin advised that he would Chair.

**H. Adjournment**

**Moved by: Mike Keizer**

**Seconded by: Jim Heidema**

**The meeting was adjourned at 12:58 p.m.**

**CARRIED UNANIMOUSLY**



## **Fort Smith Housing Plan Advisory Board**

Wednesday, January 18<sup>th</sup>, 2023 at 12:00pm

Town Hall Council Chambers

### **Present**

Karen Scott, Community Member  
Adam Bathe, SDAB/Landlord/Business Owner  
Mary Pat Short, Seniors' Society  
Sujata Ganguli, COO FSHC  
Linh Nguyen, Landlord  
Dvonne Paulette, GNWT Human Resources  
Ray Tourangeau, SRFN  
Allan Heron, FSMC President  
Blaine Walterhouse, FSMC Vice President  
Kathy Lepine, GNWT  
Laura Aubrey, Aurora College  
Anna Kikoak, Landlord/Business Owner

### **Absent**

Jeremy Beamish, Landlord/Business Owner  
Claire Lehman, PWK High School

### **Administration:**

Chris Van Dyke – Housing NWT  
Diane Seals – Economic Development Officer  
Namiko Harris – Economic Development Assistant  
Adam McNab – Director of Protective Services  
Emily Colucci – Director of Community Services  
Cynthia White – Senior Administrative Officer

### **Call to Order**

The meeting was called to order at 12:00pm.

### **New Business**

Chris advised that the purpose is to develop a Housing Plan in Fort Smith by determining the needs and developing a strategy. He advised that they would be discussing broader engagement with the community, leadership, and other stakeholders, along with the engagement process and best methods for engagement.

Chris advised that minutes taken by the Town are published and there was previous discussion about confidentiality for those representing organizations. Allan had concerns with community transparency if discussions were confidential. Chris doesn't anticipate much confidential discussion but would like to give individuals the opportunity to speak freely if representing organizations while being on the public record.

Chris advised that community engagement is key to the plan to understand the housing situation in Fort Smith and to ensure what goes in and comes out of the plan is representative of Fort Smith. He would like to hear from indigenous organizations and stakeholders that are affected or have a role to play with housing and hopes to identify possible connections between groups and strengthen those already existing.

Chris presented a draft list of organizations to engage with including SRFN, SLFN, the Fort Smith Metis Council, elders and the Seniors' Society, the business community and Chamber of Commerce, the Town of Fort Smith, GNWT departments, the Fort Smith Housing Authority, and the general public. He identified other groups being homeowners and renters, builders and developers, and NWT Housing users. Other stakeholders identified included the Federal Government including WBNP, NTPC and other utility/service providers.

Chris advised that NWT Housing has used online surveys in the past to reach more members of the public. Diane replied that the Town has used surveys in the past with good success if timed properly. Mary Pat advised that not all seniors have computers or are able to complete online surveys. Chris replied that they would distribute printed surveys as well and that he would bring a draft list of questions to the advisory board to see if all aspects are captured.

Allan advised that the lack of land available to develop is a critical component to Fort Smith's housing issue and that the Town, SRFN, and the Metis Council have a working group in attempts to address this. He noted that there is a lot of undeveloped land in Fort Smith being held privately. Chris agreed that this is a challenge and will be a big focus of the project. He suggested including GNWT Lands in engagement.

Chris asked if holding a community open house to have community members put their thoughts forward on the project would be an effective tool for engagement. Kathy advised that the Thebacha Trade Show is planned for end of April and suggested utilizing this opportunity for engagement. Laura thinks an open house would be an effective engagement method even if held at the Community and Recreation Centre. Allan suggested bringing a vision to the open house to present to the public.

Anna asked if there is a cohesive vision and timeline for the advisory board. Chris replied that the timeline is the end of June with the possibility of extension, and that developing a vision and strategy would be part of the process as they look at issues and needs combined through data and feedback.

Sujata suggested expanding engagements to interview a variety of focus groups. She advised that she represents Health Centre staff, and they have their own housing experiences.

Karen thinks when engaging the public with surveys, that they need to be available everywhere including stores, organizations, and a mail drop, to get the maximum amount of feedback. Anna suggested that surveys be brought back to representatives' organizations for completion as well.

Blaine advised that the Fort Smith Metis Council are giving funding to members looking to purchase a new home for the first time and reiterated the need for land to develop. He stated that they can find investors and partners, but land needs to be identified to develop. Allan added that professionals have refused work in Fort Smith due to lack of housing. Chris suggested looking into how the Town can encourage development of properties.

Laura thinks data can be collected through engagements including determining the needs of different segments of the population. She thinks discussion topics for an open house should be clear and suggested having iPads available with information. She added that she would also support transparency through a dedicated website. She noted that a key part of the process is to understand the needs of the community before performing the work.

Chris asked if the board would like to tie their next meeting into an in-person engagement process with the community and having focus groups specific to certain topics, including land, and one-on-one opportunities to speak to topics.

Sujata was concerned that enough data wouldn't be collected through the survey and suggested doing engagements first. Allan suggested developing a vision after successful public engagements.

Emily asked if there is baseline data of housing issues, and if not, she thinks it is vital to get the information to plan later. Chris replied that the survey would gather quantitative data and that there may need to gather more. Mary Pat supports using surveys but dislikes surveys with answers listed as ABCD as it excludes input.

Anna asked if GNWT departments have statistics on housing. Sujata replied that she does not keep official statistics but does get asked when hiring about finding housing. It was suggested to write a letter to the GNWT requesting this information. Allan replied that the Fort Smith Metis Council have received many applications for housing and had six housing projects planned last year, but no lots to build on. Sujata added that the survey wouldn't capture individuals that did not move to Fort Smith due to housing. She noted that she has a checklist of people who have turned down employment due to housing. Kathy responded that she receives calls and emails frequently from individuals looking to buy or rent, and that there is nothing available for rent. Chris asked if she could compile this data. Kathy advised that she would compile data from her emails and would track phone calls moving forward. Dvonne suggested engaging at family events as well to capture statistics for that demographic. Chris replied that multiple engagements could be performed.

Sujata asked if information is already compiled on need and if that is for 1-2 bedroom units. Blaine suggested there is a need for any type of housing but it needs to be determined where the housing will be placed. Allan advised that the Fort Smith Metis Council would like to build an apartment building, homeless shelter, and aftercare housing.

It was asked how the Town is incentivizing properties not being utilized. Adam Bathe replied that the Sustainable Development Advisory Board extensively looked at how to incentivize properties by changing zoning regulations and taxations and that there is a lot of undeveloped and derelict properties in Fort Smith, and that increased taxation on these properties was suggested. Cynthia replied that there is currently a higher tax rate for undeveloped properties and that derelict properties are being addressed through the Unsightly Lands Bylaw. She added that the Town is also reviewing how to lower the cost of Town lots for disposal. Allan replied that a new homeowner would have a difficult time being approved for a loan to purchase one of the lots. Kathy advised that in the past there was a debenture to pay for the lots and the homeowner would pay \$1000 per year and properties sold for \$10-20K which was affordable for people to buy and build.

Chris summarized that the group discussed engagement, scheduling, and organizations to engage with. It was suggested that quality data would be received by engaging with specific groups and demographics and thinks safe spaces should be created when sharing personal, housing stories. Further, she noted that they need to ensure they are receiving certain information and that the information is being used.

Chris thanked for the comments and advised that he would bring forward a draft engagement plan. He felt the Trade Show would be a good engagement opportunity. Chris advised that the end goal is for an action plan.

Mary Pat requested meeting the third Wednesday of the month.

Adam B. asked if other communities had done Housing Plan studies and asked if there were sample surveys to review questions. Chris replied that a survey was put out in Hay River, and he would ask to share the survey. It was felt that Hay River's housing situation wasn't comparative to Fort Smith and asked if there are other communities experiencing similar issues. Chris will look into this. Kathy requested a copy of all surveys to see the questions to determine what the board would like to ask.

Chris thanked the board for their input and robust conversation.

### **Date of Next Meeting**

Next meeting date to be determined.

### **Adjournment**

Meeting was adjourned at 1:15PM.





## BRIEFING NOTE

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To: Community Services Standing Committee

Date: April 11, 2023

Subject: Slave River Paddlefest – Donation Request

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**Purpose:**

To brief Council on a donation request received from Slave River Paddlefest.

**Background:**

The Slave River Paddlefest is an annual weekend event held in Fort Smith over the long weekend in August. The Slave River Paddlefest Festival promotes physical activity, showcases Fort Smith's natural resources, and brings visitors to Fort Smith.

In the past, the annual contribution towards the Slave River Paddlefest was a budget line item in the amount of \$2,500. In approving the 2023 Budget all contributions/donations were amalgamated into one budget line item for review on an application basis.

The Town of Fort Smith last issued a \$2,500 contribution to Slave River Paddlefest in 2022.

**Analysis:**

The Slave River Paddlefest is planned for August 4-7<sup>th</sup>, 2023, and they are requesting \$2,500 in monetary support and separate in-kind support.

On August 4<sup>th</sup> there will be beginner paddling lessons and races at the boat launch from 10am to 4pm and they are requesting a porta-potty and garbage bin on site. (The Town has not loaned porta-potties in the past as there are contractors in town that provide this service.)

They are also requesting \$2,500 and indicated in their application that cash donations are used to support items that are not eligible through ITI SEED funding including cash prizes for contest winners, paddling instructor fees, and the purchase of new paddling gear. This year they need to purchase new stand-up paddle boards, safety leashes, as well as more youth life jackets and helmets.

The Community Contributions Budget (Previously the Donations Budget) was \$28,350.

A \$5,000 donation was issued to The Frolics, and a \$1,000 donation to the Thebacha Dog Musher's Association. The remaining Community Contributions Budget is \$22,350.

The Fort Smith Ski Club has also requested a \$5,000 contribution.

**Recommendation:**

Seeking Council's direction for this donation request.



# **SLAVE RIVER PADDLEFEST**

## **SPONSORSHIP PROPOSAL**

Fort Smith NT, Canada August 4<sup>th</sup>-7<sup>th</sup>, 2023 [SlaveRiverPaddlefest.co](http://SlaveRiverPaddlefest.co)

February 22<sup>nd</sup>, 2023

Diane Seals  
Town of Fort Smith

Dear Diane,

We first want to thank you for your continued support of Paddlefest over the years. While the Slave River may be frozen, paddlers around the world are already dreaming of the warm waters and world-class waves they find in Fort Smith over the August-long weekend. Our unique festival promotes physical activity, showcases our extraordinary natural resources, and brings visitors to Fort Smith. Last year we had 98 registrants from three countries, not including those who came by just to check it out. We expect just as many, if not more, to come out for the event this year.

Last year your generous donation totalled \$2500, and a similar donation this year will place you well into our Platinum sponsorship level. As a Platinum sponsor you will receive your logo on our t-shirts and website, as well as four Party Passes, which each include entry to the Saturday night party, meals, a t-shirt and swag bag. These make great prizes for your employees.

We'll follow up soon to discuss details and see how we can work together to support this great community event. Please call us at 867-621-2025 or email [slavepaddlefest@gmail.com](mailto:slavepaddlefest@gmail.com) if you have questions.

Thank you kindly for your time.

Robyn Brown  
Paddlefest Coordinator  
Fort Smith Paddling Club  
Box 511 Fort Smith, NT X0E0P0  
[slavepaddlefest@gmail.com](mailto:slavepaddlefest@gmail.com)





# SLAVE RIVER PADDLEFEST

## SPONSORSHIP BENEFITS

Fort Smith NT, Canada August 4<sup>th</sup>-7<sup>th</sup>, 2023 [SlaveRiverPaddlefest.ca](http://SlaveRiverPaddlefest.ca)



### **Title Sponsor: \$2500+ cash or retail value**

- All platinum sponsor benefits
- Logo placement in promotional videos
- Negotiable special benefits (named events, unique logo placement)

### **Platinum Sponsor: \$1000-\$2499 cash or retail value**

- 4 Shout-outs during Paddlefest
- Large logo on Paddlefest 2023 T-shirts\*
- Social media shout-outs and linked logo placement on website
- Four party passes\*\* to the weekend's events



### **Gold Sponsor: \$500-\$999 Cash or retail value**

- 2 Shout-outs during Paddlefest
- Medium logo on Paddlefest 2023 T-shirts\*
- Social media shout-outs and linked logo placement on website
- Two party passes\*\* to the weekend's events



### **Silver Sponsor: \$200-\$499 cash or retail value**

- Small logo on Paddlefest 2023 T-shirts\*
- Social media shout-outs and linked logo placement on website
- One party pass\*\* to the weekend's events



### **Bronze Sponsor: Up to \$200 cash or retail value**

- Social media shout-outs and linked listing on website

**\*Sponsorship pledge must be confirmed by June 1st, 2023 for logo to be included on T-shirts.**

**\*\*A "Party Pass" includes meals (Friday and Sunday dinners, Monday breakfast, snacks at the beach Saturday-Sunday), a t-shirt, a swag bag, and entry to the Saturday night party. You can exchange 2 Party Passes for 1 Paddler Pass or upgrade for \$30.**

**Paddlefest**  
**Income statement**  
**April 01 2022 to February 28 2023**

<b>Income</b>	<b>Amount</b>
ITI Seed Grant	\$ 15,596.00
Registrations	\$ 4,335.00
Merch Sales	\$ 970.00
Cash donations	\$ 4,000.00

<b>Total income</b>	<b>\$ 24,901.00</b>
<b>Net income</b>	<b>\$ 7,340.35</b>

<b>Expenses</b>	<b>Amount</b>
Pool sessions	\$ 1,350.00
Campground rentals	\$ 315.00
Website coordination	\$ 500.00
Registration software	\$ 66.33
Registration coordination	\$ 500.00
Marketing coordination	\$ 3,000.00
Advertising	\$ 3,877.00
Influence paddler	\$ 2,500.00
Merchandise	\$ 1,866.71
Employee	\$ 560.00
Food	\$ 2,241.21
Tobacco for opening ceremony	\$ 132.00
Decorations	\$ 186.32
Photo contest prizes	\$ 350.00
Micellaneous (postage, printing, firewood, etc.)	\$ 116.08

<b>Total expenses</b>	<b>\$ 17,560.65</b>
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# Town of Fort Smith Sponsorship Application Form

Donation and event request applications are required for financial and in-kind resources. Applications must be received at Town Hall at least 6 weeks in advance to allow for the Town's approval process.

Community Organization's Name

Name of club, non-profit, society, etc.

Fort Smith Paddle Club

Contact Person's Name

Robyn Brown

Contact Person's Phone Number (cell phone number)

867-621-2025

Contact person's email address

rdbrown258@gmail.com

Community Organization's Address

28 Warbler crescent, PO box 511, Fort Smith NT X0E 0P0

**Board of Director's Names and Positions**

Raphael Jeansonne-Gelinas (President), John Blyth (Vice president), Kevin Smith (Treasurer), Miles Barry (Secretary), Robyn Brown (Paddlefest Coordinator), Antoine Bertiuame (Member at large).

**What type of event are you organizing?**

- ☒ Athletic
- ☒ Festival
- ☒ Promotional
- ☐ Race / Run / Walk
- ☐ Educational
- ☐ Cultural
- ☐ Youth Event
- ☐ Other: \_\_\_\_\_

**Event Description**

Explain your schedule, timeline and what the funding / in-kind sponsorship will be used for.

Paddlefest is a festival celebrating the Slave River every year on August long weekend (August 4-7 2023). Friday August 4th we will have beginner paddling lessons and races at the boat launch from 10AM to 4PM and we request the Town provide a porta- potty and a garbage bin on site. There will be a welcome dinner at Queen Elizabeth Campground Friday evening from 6PM to 9PM.

Saturday August 5th and Sunday August 6th from 10AM to 4PM we will have paddling games and competitions at Mountain Portage rapids, where our certified paddling instructors will run events and manage safety. Sunday evening we will have an Awards Ceremony at Queen Elizabeth campground from 6PM to 10PM. Monday August 7th we will have a pancake breakfast followed by various guided paddling trips for different skill levels.

Cash donations will be used to support items that are not eligible for funding through our ITI SEED grant, such as prizes for contest winners, paddling instructor fees, and purchase of new paddling gear. This year we need to purchase new stand up paddle boards, safety leashes, as well as more youth life jackets and helmets.

**How will this event and sponsorship donation benefit the community?**

Paddlefest is a unique festival that promotes physical activity and water safety, and showcases our amazing natural resources. The event brings in tourists from across the NWT, Canada, US, and other countries to Fort Smith. Many participants stay for more than the long weekend to explore the river and community. Tourists spend dollars locally on accommodations, food, entertainment, etc. During the festival many amazing photos and videos are taken that are shared online and promote Fort Smith as a tourist destination.

How will this funding help ensure inclusivity and accessibility for all community members?

- ☐ Provide transportation
- ☒ Increase affordability by reducing / removing registration fees
- ☐ Create an open house event
- ☐ Provide free access to facility
- ☒ Provide free access to equipment
- ☐ Provide volunteer / staff training on inclusivity and accessibility
- ☐ Other: \_\_\_\_\_

Who is your target market?

- ☒ Local community members
- ☒ Northwest Territories
- ☒ Canada
- ☒ International
- ☐ Other: \_\_\_\_\_

How will the contribution be recognized?

Town of Fort Smith logo on Paddlefest website, t-shirts and event posters, and sponsor shout outs on social media and live during events (dependent on sponsorship amount).

Sponsorship Request Details



Are you requesting a cash donation, in-kind donation or both?

Are you requesting a cash donation, in-kind donation or both?

- ☐ Cash
- ☐ In-kind
- ☒ Both

Requested Cash Donation Amount

2500

**In-kind donation request**

(A Town of Fort Smith staff member will follow up with you regarding details)

- ☐ Tables
- ☐ Chairs
- ☐ Set up / Take Down of tables and chairs
- ☐ Bouncy Castle
- ☐ BBQ - small portable
- ☒ Garbage Cans
- ☐ Dumpster bin
- ☐ Community & Recreation Centre Gym
- ☐ William Schaefer Memorial Pool
- ☐ Fort Smith Centennial Arena
- ☐ Conibear Park
- ☐ Riverside Park
- ☐ Speakers / sound system for outdoor use
- ☐ Speakers / sound system for indoor use

**Total Budget**

Planned expenses and anticipated revenues. No contributions can be used for cash prizes.  
Budget can be attached separately.

Budget will be sent separately.

**Other sources of Funding**

ITI SEED grant

**Any other supporting information**  
(Can be attached separately)

Donations made by the Town of Fort Smith are not to be regarded as a commitment by the Municipality to continue such donations in the future.

**Organization Representative's Name**

Robyn Brown

**Signature and date (yyyy/mm/dd)**  
(please print document to sign)

Robyn Brown (2023/03/29)

This content is neither created nor endorsed by Google.

**Google Forms**



## BRIEFING NOTE

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To: Community Services Standing Committee

Date: April 11, 2023

Subject: Fort Smith Ski Club – Donation Request

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**Purpose:**

To brief Council on a donation request received from the Fort Smith Ski Club.

**Background:**

The Fort Smith Ski Club is a club consisting of a local board and members with the clubhouse, trails and operations just over the NWT/Alberta. The Ski Club provides lessons for children and youth, events for members and the community, and has ski trails and equipment available for use.

Programming and events include Jackrabbits and Track Attack, the Flaming Pumpkin Candlelight Ski, NWT Ski Day, and Annual Loppet. Club trails are groomed weekly through the winter once there is enough snow to groom.

In the past, the annual contribution towards the Fort Smith Ski Club was a budget line item in the amount of \$5,000. In approving the 2023 Budget all contributions/donations were amalgamated into one budget line item for review on an application basis.

The Town of Fort Smith last issued a \$5,000 contribution to the Fort Smith Ski Club in 2022.

**Analysis:**

The Fort Smith Ski Club is requesting a \$5,000 contribution to go towards clubhouse and equipment insurance, grooming gas, heat and utilities for the clubhouse, and other clubhouse expenses. The ski season is November to April. The Town logo is on the Fort Smith Ski Club website as a sponsor and supporter. The ski club operates their clubhouse and trails independently and with only volunteers. They rely on yearly Town funds to maintain operations and programming.

The Community Contributions Budget (Previously the Donations Budget) was \$28,350.

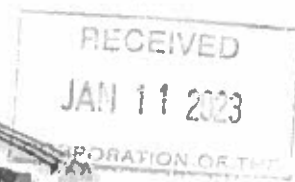
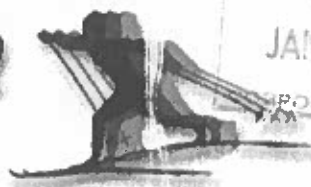
A \$5,000 donation was issued to The Frolics, and a \$1,000 donation to the Thebacha Dog Musher's Association. The remaining Community Contributions Budget is \$22,350.

The Slave River Paddlefest has also requested a \$2,500 contribution.

**Recommendation:**

Seeking Council's direction for this donation request.

# **Fort Smith Ski Club**



**Fort Smith Ski Club, Box 1226, Fort Smith, NT, X0E 0P0**

January 9, 2023

Town of Fort Smith  
174 McDougal Rd  
Fort Smith, NT  
X0E 0P0

Dear Sir or Madam,

We would very much appreciate your support again this year in the way of your annual \$5,000 contribution for operation of the ski club. The financial report for the Fort Smith Ski Club from October 1, 2021 to September 30, 2022 has been enclosed for your information. Our insurance costs have gone up by \$1,000 this year compared to last year, to a total of approximately \$11,400, so your contribution is definitely valuable and necessary to the continued functioning of the club.

Thank you in advance.

Yours truly,

Sharon Irwin  
Treasurer  
Fort Smith Ski Club

Fort Smith Ski Club  
Treasurer's Financial Report

October 1, 2021 to September 30, 2022

**October 1, 2021**

Opening Balance in chequing account	\$ 15,149.25
Opening Balance in savings account	<u>\$ 20,009.58</u>
<b>Total</b>	<b>\$ 25,158.83</b>

+ Revenues (breakdown attached)	\$ 79,233.05
- Expenses (breakdown attached)	\$ 52,414.63

**September 30, 2022**

Closing Balance in chequing account	\$ 17,028.97
Closing Balance in Savings account (saving for new grooming equipment)	<u>+\$ 49,549.48</u>

<b>Total</b>	<b>\$ 66,578.45</b>
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**Fort Smith Ski Club – Expenses October 1, 2021 to September 30, 2022**

Utilities & Heating Oil	\$ 3,797.24
Equipment Maintenance	\$ 1,720.74
Equipment	\$ 5,521.51
Building/Trail Maintenance/Improvement	\$ 9,254.05
Gas	\$ 789.28
Office supplies/Postage	\$ 0.00
Insurance	\$ 10,485.00
Loppet	\$ 11,629.42
Jackrabbits / Track Attack	\$ 5,931.60
Biathalon	\$ 0.00
Supplies	\$ 232.60
Miscellaneous	\$ 3,051.74
Decadent Desserts	\$ 0.00
Savings account service charge	\$ 1.45
<b><u>Total</u></b>	<b><u>\$ 52,414.63</u></b>

**Fort Smith Ski Club – Revenues October 1, 2021 to September 30, 2022**

Membership	\$ 14,001.50
Loppet – Registration & return of radios	\$ 1,983.65
Fundraising – Decadent Desserts auction	\$ 5,669.00
Town of Fort Smith – annual contribution	\$ 5,000.00
CCNWT (Cross Country NWT)	\$ 5,970.00
Mackenzie Rec grant	\$ 4,500.00
NWT Parks & Recreation	\$ 1,511.00
CAN Nor Economic Development Agency	\$ 29,250.00
GNWT ITI	\$ 4,410.00
Healthy Horizons	\$ 5,040.00
HR Francophone Association	\$ 500.00
Clubhouse rental	\$ 500.00
Other fundraising	\$ 355.00
Miscellaneous	\$ 252.05
Interest on savings account	\$ 290.35
<b><u>Total</u></b>	<b><u>\$ 79,233.05</u></b>





# Town of Fort Smith Sponsorship Application Form

Donation and event request applications are required for financial and in-kind resources. Applications must be received at Town Hall at least 6 weeks in advance to allow for the Town's approval process.

1. Community Organization's Name  
Name of club, non-profit, society, etc.

Fort Smith Ski Club

2. Contact Person's Name

Sharon Irwin

3. Contact Person's Phone Number (cell phone number)

867-872-1017

4. Contact person's email address

seirwin.13@gmail.com

5. Community Organization's Address

P.O. Box 1226  
Fort Smith, NT  
XOEOPD



6. Board of Director's Names and Positions

Bill Mawdsley - President  
Kevin Smith - Vice President  
Raphael Galinas - Secretary  
Sharon Irwin - Treasurer

7. What type of event are you organizing?

Check all that apply.

- ☐ Athletic
- ☐ Festival
- ☐ Promotional
- ☐ Race / Run / Walk
- ☐ Educational
- ☐ Cultural
- ☐ Youth Event
- ☒ Other: ski club

8. Event Description

Explain your schedule, timeline and what the funding / in-kind sponsorship will be used for.

- clubhouse + equipment insurance  
- grooming gas  
- heat, utilities, etc for clubhouse  
- expenses for clubhouse are year around  
- ski season is Nov - Apr



9. How will this event and sponsorship donation benefit the community?

- ski lessons for children & teens; events for members & general community; Fitness opportunity

10. Who is your target market?

Check all that apply.

☒ Local community members

☒ Northwest Territories

☐ Canada

☐ International

☐ Other: \_\_\_\_\_

11. How will the contribution be recognized?

Town logo is on our website as a sponsor/  
supporter of ski club.



### Sponsorship Request Details

Are you requesting a cash donation, in-kind donation or both?

Cash

12. Are you requesting a cash donation, in-kind donation or both?

Mark only one oval.

☒ Cash

☐ In-kind

☐ Both

13. Requested Cash Donation Amount

\$5,000.00



14. In-kind donation request

(A Town of Fort Smith staff member will follow up with you regarding details)

*Check all that apply.*

- ☐ Tables
- ☐ Chairs
- ☐ Set up / Take Down of tables and chairs
- ☐ Picnic Tables
- ☐ Bouncy Castle
- ☐ Staff to operate a station (ex: bouncy castle)
- ☐ BBQ - small portable
- ☐ Garbage Cans
- ☐ Dumpster bin
- ☐ Large stage (includes 4 hour staff set up and take down)
- ☐ Community & Recreation Centre Gym
- ☐ William Schaefer Memorial Pool
- ☐ Fort Smith Centennial Arena
- ☐ Conibear Park
- ☐ Riverside Park
- ☐ Speakers for outdoor use
- ☐ Speakers for indoor use

15. Total Budget

Planned expenses and anticipated revenues.

Budget can be attached separately.



16. Other sources of Funding

Cross-country NWT, ITI, NWT Parks & Recreation,  
membership fees, Fundraising

17. Any other supporting information  
(Can be attached separately)

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**Donations made by the Town of Fort Smith are not to be regarded as a  
commitment by the Municipality to continue such donations in the future.**

18. Organization Representative's Name

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19. Signature

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(please print document to sign)

2023-24  
**Proposed Budget for ~~2022-23~~ - Fort Smith Ski Club**

**Expenses**

Utilities/Heating Oil	3,500
Equipment/Maintenance	2,500
Building/Trail Maintenance	2,500
Gasoline	500
Insurance - Buildings	10,251
Insurance - Equipment	1,269
Office Supplies	100
Jackrabbits/Track Attack	500
Loppet	4,000
Supplies	500
Miscellaneous	<u>500</u>
	<b>\$26,120</b>

**B\_04**  
**Sass**

