












Town of Fort Smith Corporate Services Committee

Tuesday, February 7, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
7. Human Resources
 - a. Staff Recognition
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – January, 2017
 - b. License Reports – January, 2017
 - c. Briefing Note – Seniors Tax Relief Program Analysis
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
		
Corporate Services Minutes January 10,	Vision, Values and Goals	Strategic Plan
		
Accounts Paid Part I	Accounts Paid Part II	
		
	TTAB January 19, 2017	
		
Correspondence January, 2017	License Report January, 2017	BN Seniors Tax Relief Program Anal!



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, January 10, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Patti Haaima, Executive Assistant to MLA Louis Sebert

1. Call to Order

D/M Smith called the meeting to order at 7:02 pm.

2. Declarations of Financial Interest

Cr. McArthur declared a financial interest with respect to the Accounts Paid List Part II.

Cr. Kikoak entered the meeting.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of December 6, 2016, were reviewed and have been adopted at the Council meeting of December 20, 2016. Cr. Dumont asked how the Strategic Plan Survey Question about receiving low-level radioactive waste would be changed. Administration changed the question to be more specific around receiving radioactive waste at the Fort Smith Landfill Facility. D/M Smith noted that there are still break-ins happening around Town.

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

d. Strategic Plan – The Strategic Plan was reviewed.

4. Finance

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Accounts Paid Part I for the period ending December 31, 2016, totaling \$420,944.60 be approved.

CARRIED UNANIMOUSLY

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
Cr. Kikoak declared a financial interest.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That that Accounts Paid Part II for the period ending December 31, 2016, totaling \$2,365.40 be approved.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT

ABSTAINED – CR. MCARTHUR, CR. KIKOAK

CARRIED

5. Economic Development

- a. Tourism and Trade Advisory Board

D/M Smith noted that the Chamber of Commerce would be holding their AGM on February 8th.

6. Bylaw/Policy Review and Development

- a. Bylaw 969 Land Acquisition of Lot 1822, Plan 4389 and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389 – The Director of Corporate Services advised that the lots are adjacent to Westgrove Subdivision and formally known as Lot 199, Plan 14. He advised that an application was made to the GNWT in 2015 to acquire Lot 199 and that the GNWT has subdivided the lot into Lots 1821 & 1822 due to a drainage ditch occupying a portion of the lot. He noted that the request to acquire the lots was sent to the aboriginal governments and no comments were received with respect to transferring to the Town. Administration advised that the area was identified for future expansion along with another lot that the Metis have also expressed interest in. Administration advised that all land transfers require C31 consultation which delays the transfer. D/M Smith asked if the lots were subdivided for zoning purposes. The Director advised that they were initially subdivided due to drainage issues and to lease the portion used for drainage. He noted that with the lots subdivided the Town does have the option to separate zoning or hold the portion for drainage.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That Bylaw 969 Land Acquisition of Lot 1822, Plan 4389, in Fort Smith, and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389, in Fort Smith be forwarded to the Council Meeting of January 24th, 2017 for First and Second Reading.

CARRIED UNANIMOUSLY

- b. Briefing Note Bylaw 970 2017 Consolidated Rates and Fees Bylaw – Administration advised that approving the 2017 Consolidated Rates and Fees Bylaw is the next big step after approving the budget. He noted that there will be several deliverables from approving the bylaw including the revision of the Financial Management Bylaw to commit funds to reserves. He noted that there will be holistic discussion on reserves with the 2017 Capital Plan. Additionally, he advised that the Mill Rate Bylaw would mostly like be brought to Council in March, which includes School Tax information on behalf of the GNWT. He noted that property tax is charged differently per zone. He noted that the revenue requirement is 3.28% to generate a \$100,000 reserve contribution. He noted that GNWT and Institutional properties will be paying more in property tax. Administration advised that the Consolidated Rates and Fees Bylaws includes fee requirements for all bylaws. He noted that tipping fees were increased by 15% and lottery fees were increased by 10% and both rounded as required. The fees have not yet been established for the lagoon or asbestos; he noted that with the implementation of these fees comes the implementation of new policy and procedure which will require amendments to the current documents. Administration advised that the Bylaw Review Committee had met on January 6th and reviewed three

bylaws including the Lottery Licensing Bylaw for inclusion of Chase the Ace. He is hoping that the Host Society will be the first to run Chase the Ace. Additionally, they are reviewing the Water & Sewer Bylaw to introduce lagoon tipping fees.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Bylaw 970 The 2017 Consolidated Rates and Fees Bylaw, be forwarded to the Council Meeting of January 24th, 2017 for First and Second Reading.

CARRIED UNANIMOUSLY

7. Administration

Administration advised that a structural fire occurred on January 8th and was the first structural fire in 366 days. He noted that the fire occurred at 2:30 am and was extinguished by 10:30 am.

Administration advised that the Corporate Services Officer has resigned and that her last day is January 19th. He will be looking to staff the position. Additionally, he noted that Lana McNeill has worked with the Town for over twenty years and that there will be recognition with her departure.

Administration noted excellent dialogue during the O&M Budget discussions. He commended Council's ability to think forward and noted their comments regarding modifying the application of property taxes from home occupation and commercial. He noted that this may require the revision of how properties are zoned. He felt that this could be addressed through the business licensing process and Business Licensing Bylaw which has been brought to the Bylaw Review Committee. Additionally, further dialogue could be made with the Chamber of Commerce.

Administration also noted Council's need to get a high level of understanding of the budget line items. He noted that there were requests for a Finance Committee, however noted that Corporate Services Standing Committee is the Committee dedicated to finance. He suggested that more budget discussions happen during Corporate Services to get a better understanding. Administration will engage dialogue with different sections of the budget at Corporate Services each month. Also, he would like to include discussion on efficiencies that can be made throughout the year as to relieve the pressure come budget time. He noted that prior to budget discussions will be dialogue on reserves and approval of the 2017 Capital Plan.

Administration advised that correspondence from the Curling Club was distributed with the request to delegate before Council. He will try to schedule the delegation for Community Services on January 17, 2017. Additionally, he will be meeting directly with the club prior to the delegation.

Administration advised that the Day Care Society has exhausted all resources to find a location for the Day Care. They have noted that the best place for the Day Care would be in the Curling Club lounge. He noted that the space is underutilized and is a valuable space that could be put to better use. There is currently a long-standing agreement with the Curling Club and noted that there may be discussion of ice surface maintenance at the delegation. Additionally, he noted that the ice surface is leased for the whole year but only used for six months. Administration advised that Rec Staff will be attending indigenous games to coach archery and suggested the ice surface be utilized for this training. Also, if a location is not found for the community day care by March 1st the Day Care Society will not receive government funding.

D/M Smith asked for the value of the lease. Administration advised that the Curling Club is charged \$400 per month for the entire rink, ice plant, lounge and two washrooms. He noted that it costs way more to have CIMCO keep the ice plant running. Cr. McArthur asked how much money the Curling Club initially gave to the Town. Administration is unsure of the exact amount. Administration noted that the fees are highly subsidized by the Town. The Director of Corporate Services advised that both the Curling Club and Seniors Society provided a commitment to Capital contribution when the Recreation Centre was constructed, however he is unsure if both obligations were met.

8. Other Business

- a. Correspondence – The December, 2016 correspondence was reviewed. Cr. Patel requested an update on the letter received from Nick Sibbeston. Mayor Napier-Buckley advised that a description of the book was received with request to purchase.
- b. Licensing Report – The December, 2016 licensing report was reviewed.
- c. Briefing Note – DPA-046-16 Pierre Chaillon Home Occupation Permit. The Director of Corporate Services advised that Mr. Chaillon is not the property owner, however he has written permission to operate his business from the owners of the property. He noted that the business license will not be issued until the development permit is approved.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Tuckey

That DPA-046-16, submitted by Pierre Chaillon, to operate a home occupation photography and video services business from Lot 1117, Plan 1764, 8 Dickens Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

- d. Tax Relief Program – Cr. Kikoak was happy to hear that Administration would be addressing sections of the budget during Corporate Services meetings. She asked how much revenue the Town is losing from the Tax Relief Program. She asked how many seniors are signed up for the program. She also asked how many seniors have home occupation businesses that aren't being taxed on their business location. D/M Smith noted that there is a line item in the budget which represents 50% of the cost as the other 50% is provided by the GNWT. Cr. Holtorf noted that in other communities with the Tax Relief Program, seniors are unable to apply for a home occupation business license and be eligible for the program. Cr. Holtorf would like to know the trend in increases of seniors in the program. The Director of Corporate Services advised that there is a \$128,400 expense for the Tax Relief Program in the 2017 Budget which is a projection of 2016 expenses. He also noted that 50% of the taxes are received from MACA and it is not part of their regulations that they cannot hold a home occupation business license. He noted that changing the bylaw to not allow seniors participating in the program to have a home occupation business license could be challenged. Cr. Kikoak asked that there be dialogue with the Senior's Society to see if they would be willing to start paying taxes. She also would like the Business License Bylaw amended so that residents with home occupation businesses can't be tax exempt. She requested a briefing note be brought forward for further discussion and that a motion be made at the next Corporate Services meeting. D/M Smith noted that Yellowknife has a cap of \$1,000 per household whereas Fort Smith does not. Administration will prepare a briefing note with the number of seniors and direct revenue loss. It was noted that there was a cap of \$600 per household in 1999 and there was concern about jeopardizing the agreement with the GNWT. Cr. Kikoak is concerned about revenue loss regardless that the GNWT matches funds. Cr. Patel agrees with Cr. Kikoak's comments and would like to see this brought forward. She felt that the program only benefits the wealthier seniors in town. Administration does not want to be in a position of

determining need. Mayor Napier-Buckley advised that there is one tax relief program for seniors and disabled. D/M Smith felt that Cr. Kikoak does have valid concerns around businesses.

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 7, 2017.

D/M Smith advised that he would not be able to attend the February 7, 2017 Corporate Services meeting. He wished Council a Happy New Year.

10. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That the meeting be adjourned at 8:10 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

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

Values

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.



Town of Fort Smith

Goals, Strategies and Action Plan

Goal A: Operate an open, transparent and effective government

Strategy	Activity
Provide strong legislation.	Review all bylaws, policies and procedures to ensure effectiveness and relevance.
	Create new bylaws as required.
Utilize many methods of communication.	Hold an Annual General Meeting to inform and consult the public on town issues. Provide information about ICSP implementation.
	Regularly update and review Town's website.
	Continue profiling Town staff, Mayor, councilors and community volunteers in newsletter.
	Build the Open House (ideasFortsmith) into an annual event with manned displays and opportunities for public input.
	Review and update ICSP on a regular basis.

Goal B: Provide excellent municipal programs and services to the citizens.

Strategy	Activity
Implement an asset management system.	Purchase and implement works management software; inventory all assets.
Evaluate the delivery of all programs and services.	Conduct an organizational review.
	Conduct a capital asset review.
	Conduct a program/service review.

Goal C: Continue as a responsible employer

Strategy	Activity
Ensure compliance with collective agreement, labour standards and practices.	Conduct a job evaluation and classification study.
	Review and update all personnel policies.
Provide a safe workplace	Assess current qualifications. Train staff as required for their area of employment.
	Conduct monthly safety committee meetings and act on recommendations.
Improve communication with employees.	Conduct regular Senior Management committee meetings.
	Include staff participation on standing committees.
	Organize regular staff and council social activities.
	Highlight department staff in the monthly newsletter.



Town of Fort Smith

Goal D: Preserve, advocate and enhance the natural environment in the Town.

Strategy	Activity
Evaluate and assess green/open spaces to ensure they meet future requirements.	Review Recreation Master Plan to include a trail and park enhancement strategy.
	Trail development - areas to be considered: share the trail, promotion and signage, bike routing and trails, motorized and non-motorized trails; upgrade existing trails and increased snowmobile trails.
Advocate to address Slide Zone issues.	As this area is owned by the GNWT, work with GNWT to address slide zone issues.

Goal E: Maintain a safe community.

Strategy	Activity
Ensure increased and stronger bylaw enforcement.	Review Bylaws to ensure they are effective and up-to-date.
	Provide additional bylaw training.
	Assess bylaw resources.
Support the provisions of protective services.	Consult with volunteer fire and ambulance departments.
	Provide adequate resources to meet service requirements.
Implement Firesmart program.	Implement fire abatement projects in a timely manner while respecting budgetary constraints.
	Conduct campaign to ensure public participation and awareness program for fire abatement.
Ensure community wide emergency preparedness.	Review, update and practice EMO plan.
Maintain partnership with RCMP.	Continue communication and relationship building.
Ensure pedestrian and vehicular safety.	Safety audit of roads, sidewalks and streetlights.



Town of Fort Smith

Goal F: Promote our status as the education capital of the Northwest Territories.

Strategy	Activity
Seek out ways to advocate for Fort Smith's educational focus.	Town to initiate discussion and meetings with government officials i.e. Round Table and public involvement; including discussions on the status of the University of the North.
Foster our relationship with Aurora College headquarters.	Host social event for Board of Governors.
	Regular communication with the Office of the President.
	Regular communication with Campus Director.
	Offer awards for Aurora College students; assist Campus to market the community and college.
	Participate in Graduation activities, Aurora College week, orientation week, student appreciation week.
	Appoint a Council liaison person.
Foster relationship with JBT/PWK.	Offer student awards.
	Support lunch and crosswalk programs.
	Review and update Joint Use Agreement.
	Provide tournament support.
Provide support for pre-school programs.	Provide support as requested.
Participate on the District Education Authority.	Appoint 3 members to the DEA with regular reporting back to Council.

Goal G: Promote sustainable environmental practices in our community.

Strategy	Activity
Provide for an implementation strategy for the Community Energy Plan.	Implement the Community Energy Plan.
Undertake a landfill/solid waste management study to include recycling and opportunities for salvaging.	Landfill Management Study including recycling opportunities.
Strive for sustainable energy sources. Reduce greenhouse gas emissions from Town facilities/vehicles.	Implement Community Energy Plan.
Educate the public in the benefits of sustainable environmental practices.	Implement Community Energy Plan.
Maintain Community Energy Plan.	Regularly Review and update plan.
	Re-establish Sustainable Development Advisory Board.



Town of Fort Smith

Goal H: Foster a strong cohesive community spirit.

Strategy	Activity
Improve communication and dialogue with other levels of government including government agencies and boards.	Regular meetings with Salt River First Nations and Fort Smith's Métis Council to discuss areas of common concern.
Recognize and support the work of volunteers.	Profiling volunteers on Web Site.
	Special awards for youth, elders and other special targeted areas.
Work with First Nations governments to implement Municipal Service Agreements.	Formation of Joint Planning & Coordinating committees with SRFN.
	Finalize SLFN MSA.
	Support Métis with land claim negotiations.
Foster partnerships with other agencies & organizations.	Regular communication with and support of groups.
Improve communication within the community.	Develop Communication Strategy.

Goal I : Maintain a healthy, active community

Strategy	Activity
Increase community wellness and overall health, which includes active recreation, outdoor life and healthy eating.	Review and update Recreation Master Plan.
	Re-establish Recreation Advisory Board.
Upgrade and enhance recreation facilities and programs including outdoor opportunities and the Recreation Centre.	Recreation Centre upgrading, increased programming and management plan. Plan to include increased programs and events. Theater and gym are areas that require immediate attention.
	Upgrade Arena - ice plant, energy efficiency and maintenance areas.
	Longer term - New Arena Feasibility Study to include location and opportunities for multi use.
Provide ways to increase activities for youth including movies, a range of educational activities, outdoor opportunities and cultural exchange events.	Town Council to initiate a Youth Advisory board to provide information and support for youth issues in the Town.
Foster relationship with Fort Smith Health & Social Services.	Appoint two members to the Board with regular reporting back to Council; regular meetings with Board.
Respect elders and disabled citizens.	Ensure accessibility, continue tax relief program, support Senior 55+ Friendship Games, continue Elder of the Year award, support recreational programs, support societies.



Town of Fort Smith

Goal J : Grow our residential and business community

Strategy	Activity
Encourage and promote diversity of housing choice and costs within the Town.	Town to examine housing supply and begin discussions with government agencies to understand how the town can assist with housing supply for people working in the mines and living in Fort Smith. Discussions to include ways to assist with increasing the rental housing supply by reviewing barriers to potential development of residential & rental housing. Explore incentives to promote development.
Attract new residents and businesses to the community.	Develop Community Marketing and Promotion programs.
	Review Zoning bylaw.
Grow the community with planned land development.	Develop new sub-division(s).
Prepare for development of Salt River First Nation Reserve Land.	Evaluate Town infrastructure to ensure capacity to accommodate possible needs for municipal services.
Prepare for future land claims.	Communicate with groups in negotiation of land claims.

Goal K: Promote Fort Smith as a desirable destination.

Strategy	Activity
Embark on a strong Tourism promotion campaign stressing, location, quality of life, outdoor life and facilities.	Tourism Marketing Plan to include implementation strategy.
Work with other agencies to encourage visitors, professionals and students to come to the community.	Assist with recruitment programs.
	Support community sporting, arts & cultural events/festivals.
	Support museum & historical programs and their programs.

In addition to the Strategic Plan listed above, there are three additional plans that form the Integrated Sustainability Plan for the Town of Fort Smith.

- Community Energy Plan
- Human Resource Plan
- Capital Investment Plan

To be as environmentally responsible as possible, these plans will be available on the Town's website at www.fortsmith.ca on May 3. Should you wish a paper copy, please contact the Town Hall at 872-8400.



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING JANUARY 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32363	Xerox Canada Ltd.	Copier lease	\$ 566.96	AD
32364	European Cutters Limited	Sharpen Zamboni blades	\$ 220.50	Arena
32365	Cab Construction Ltd.	Boiler and compressor repairs	\$ 582.04	PW
32366	BZT General Contracting	Replace light fixtures/repair lighting and electric fence	\$ 5,920.87	Multiple
32367	TDC Contracting Ltd.	Heating oil and diesel	\$ 9,545.70	Multiple
32368	Fort Smith Women's Hockey	Donation to annual tournament	\$ 200.00	Public Relations
32369	Arctech Computers Inc.	Vadim migration, computer assistance & install software	\$ 1,968.75	AD
32370	Office Solutions	Materials and supplies	\$ 20.58	RCC
32371	Federation of Canadian Municipalities	2017-2018 municipal dues	\$ 533.32	AD
32372	NWTAC	2017 membership dues	\$ 8,265.78	AD
32373	Thyssenkrupp Elevator	Maintenance	\$ 1,181.25	RCC
32374	GNWT - Taxation Division	Cancelled - reissued		
32375	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
32376	SEE ACCOUNTS PAID LIST PART II			
32377	Judy Laviolette	Fire disaster relief	\$ 200.00	Public Relations
32378	Clark, Barbara	Refund - property tax overpayment	\$ 3,519.92	AD
32379	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
32380	Arctech Computers Inc.	Offsite back up service	\$ 262.50	AD
32381	Northwestel	Internet and cable bills	\$ 1,046.44	Multiple
32382	NWT Power Corporation	Power bills	\$ 46,157.15	Multiple
32383	Xerox Canada Ltd.	Copier usage	\$ 1,122.82	AD
32384	Globalstar	Satellite phone bills	\$ 209.78	FD/Ambulance
32385	GNWT - Health & Social Services	December marriage license fees	\$ 30.00	
32386	Bank of Montreal	J. Hood Statement	\$ 3.84	
		\$3.84 - Interest		AD
32387	Bank of Montreal	L. McNeill Statement	\$ 1,157.21	
		\$1157.21 - Bell Mobility (cell phone bills)		Multiple
32388	Paul Kaesers Stores Ltd.	Materials and supplies	\$ 1,677.20	Multiple
32389	Freund Building Supplies	Materials and supplies	\$ 2,625.56	Multiple
32390	Northern News Service	Ad for prevention services supervisor	\$ 720.51	AD
32391	Bank of Montreal	K. Morrison Statement	\$ 524.13	Multiple
		\$81.60 - Online service (Microsoft)		AD
		\$143.64 - Christmas events calendar mail drop		AD
		\$104.84 - SDAB lunch (Berro's)		Legislative
		\$55.60 - Bylaw review workshop lunch (Berro's)		Legislative
		\$55.60 - Council workshop lunch (Berro's)		Legislative
		\$82.85 - RAB lunch (Berro's)		Legislative
32392	TDC Contracting Ltd.	Materials and supplies, pressure washer repairs	\$ 3,272.28	Multiple
32393	RDV Mechanical	Bobcat repairs	\$ 210.00	PW
32394	Cam's Husqvarna Sales & Services	Helmets and safety equipment for fireworks	\$ 283.34	AD
32395	Investors Group	January contributions	\$ 400.00	
32396	Town of Fort Smith	January payroll deductions [R]	\$ 1,490.25	
32397	Receiver General	Tax/CPP/EI \$48212.64[R]	\$ 57,927.10	
32398	PSAC	January union dues [R]	\$ 4,124.96	
32399	GNWT - Taxation Division	January payroll tax [R]	\$ 5,960.16	
32400	GNWT - Maintenance Enforcement	Garnishment	\$ 1,700.00	
32401	McNeill, Lana	Money in lieu of going away dinner	\$ 1,312.50	
32402	TDC Contracting Ltd.	Heating oil and diesel	\$ 14,592.07	Multiple
32403	Infosat Communications	Phone bill	\$ 77.11	FD
32404	TOFS Employees' Association	Staff contributions for January	\$ 428.00	
32405	Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$ 201.60	WTP/Ambulance
32406	Grimshaw Trucking	Shipping	\$ 176.51	FM/WTP
32407	Paul Kaesers Stores Ltd.	Materials and supplies	\$ 729.56	Multiple
32408	Link Hardware	Materials and supplies	\$ 948.77	Multiple
32409	Northwestel	Phone bill	\$ 4,271.29	Multiple
32410	Petty Cash	Replenish town hall petty cash	\$ 145.95	AD
32411	Pitney Bowes	Lease	\$ 1,210.23	AD
32412	Town of Fort Smith	Water bills	\$ 786.25	Multiple
32413	Petty Cash	Replenish RCC petty cash	\$ 42.80	RCC

32414 Northern Store	Supplies for New Years Eve	\$	6.27	RCC
32415 Northwestern Air Lease Ltd.	Freight	\$	242.22	Multiple
32416 Yellowknife Book Cellar	Books	\$	25.16	Library
32417 TDC Contracting Ltd.	Remove and dispose of drums of waste	\$	21,105.00	Landfill minor capit
32418 Wesclean Northern Sales Ltd.	Courier service	\$	248.47	Multiple
32419 Pitneyworks	Postage meter refill	\$	2,100.00	AD/WTP
32420 Chase's Pit Stop	Gas	\$	112.00	Bylaw
32421 NU Mechanical	Hot tub repairs and boiler repairs	\$	864.32	FM
32422 Superior Sound Audiotronic	Laptop and projector	\$	1,441.63	RCC
32423 Office Solutions	Calendar	\$	42.70	WTP
32424 Aurora Ford	Water tickets	\$	719.84	WTP
32425 United Library Services Inc.	Books	\$	512.29	Library
32426 Receiver General	Payroll deductions (Tax, CPP, UIC) \$35713.13[R]	\$	45,381.25	
32427 Maskwa Engineering Ltd.	Engineering services	\$	23,424.64	Multiple
32428 AECOM Canada Limited	Water license compliance	\$	727.62	AD
32429 NWT Construction Ltd.	Holdbacks - paving and road preparation	\$	162,808.53	AD
32430 Tetra Tech EBA Inc.	Waste Management Plan services	\$	11,397.23	AD
32431 Parks Canada	Winter road maintenance	\$	5,000.00	AD
32432 Lou's Small Engines	Refill propane bottles	\$	204.75	RCC
32433 Pitney Bowes	Lease	\$	1,210.23	AD
32434 Danmax	Adaptor for radios	\$	567.84	FD
32435 MacLean, Donald W.	Travel claim - pick up town car in Hay River	\$	123.01	AD
32436 NEBS Pension Fund	January Premiums \$15535.54 [R]	\$	31,051.08	
32437 TDC Contracting Ltd.	Heating oil, diesel and gas	\$	29,593.82	Multiple
32438 Wesclean Northern Sales Ltd.	Cleaner	\$	50.35	RCC
32439 Phoenix Automotive	Bylaw truck repairs	\$	975.22	Bylaw
32440 NEBS Group Insurance Fund	January Premiums \$2130.01 [R]	\$	7,982.68	
32441 Chase's Pit Stop	Gas	\$	212.62	Bylaw
32442 NU Mechanical	Boiler maintenance	\$	577.50	WTP
32443 Rapid Petroleum Products	Cancelled - reissued			
32444 RDV Mechanical	Service and repair grader and fix dump truck pin	\$	1,375.61	PW
32445 Empire SCBA & Supplies Inc.	MSA air pack flow test	\$	102.77	FD
32446 Aurora Ford	Repair town car and purchase grader blades	\$	2,970.05	AD/PW
32447 Camsell, Donna	Refund meter deposit less outstanding utilities	\$	153.50	AD
	TOTAL	\$	<u>544,443.54</u>	



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING JANUARY 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32376	Aurora TPI Travel	Airfair -Tyler Nichol	\$ 1,263.61	RCC
		TOTAL	<u>\$ 1,263.61</u>	



Town of Fort Smith Tourism and Trade Advisory Board Minutes January 19, 2017

Regular Meeting

12 pm at Town Hall Council Chambers

Attendees:

- Kevin Antoniak, Chair
- Mike Keizer
- Michelle Keizer
- Tim Gauthier
- Cheryl Hval
- Mike Couvrette
- Anand Soochit (SLFN)

Administration:

- Diane Seals
- Cr. Kikoak
- Keith Morrison
- Katie Reid

A. Call to Order

Chair Kevin Antoniak called the meeting to order at 12:14 p.m.

B. Approval of Agenda

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Tim Gauthier

Seconded by: Mike Couvrette

That the minutes of November 17, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Cheryl asked if there are any plans for Canada 150. Tim advised that the museum will be preparing an exhibit of historic photos. He noted that the museum is open to partnering with TTAB and other local groups for the celebrations.

E. New Business

NWTT Board of Directors – It was noted that the South Slave Region is not represented on the NWTT Board of Directors and that NWTT is funded through ITI. Diane noted that Jim Heidema put his name forward for the Board of Directors although was not selected. Keith suggested more people apply for increased representation of the region. He would also like the private sector represented on the board. He noted that the current board mostly consists of government and that there are only four operators. Keith will encourage the EDO to apply for the Board of Directors if TTAB is confident that she could represent the operators in town. Mike C would like the AGM held in a different community besides Yellowknife. Michelle believes that Inuvik was chosen for 2018. Keith noted that Fort Smith has historically been unsuccessful due to capacity. He advised that the EDO is developing a conferencing package to be more responsive to future calls.

Strategic Plan Letter – Kevin noted that the last meeting was for the board to redefine their role and purpose. He noted that the board is very happy with the EDO position filled. He noted that TTAB has completed a number of projects for the Town and asked what priorities the Town and Council has for the board now. It was noted that the board took on the trade title when there wasn't a Chamber of Commerce in place and also that most of the TTAB members are in tourism work. Mike K would like to contribute more to the board.

Town Update – Keith noted concerns with Fort Smith being a government town and that multiple regional centers are being transferred to other communities or downsized. Keith advised that the Power Corporation has significantly downsized over the past years and that they shut down their office in November with even hiring a casual employee to take payments. Also, the Hospital has been downsized to a Health Centre and that positions have been downsized. He noted the portfolio for Public Works and Transportation was given to the Hay River MLA Wally Schumann and there is talk of combining the departments into one Department of Infrastructure. The Superintendent of PW does not reside in Fort Smith either and Fort Smith risks losing the whole department. In addition to this, the Superintendent of ITI does not reside in Fort Smith and ITI has been downsized and positions have been eliminated. Keith noted that Fort Smith used to be the Education Capital when Yellowknife was made the Capital City of the NWT and that Yellowknife is now considering creating a university. He noted that the President of the Aurora College also resides in Yellowknife. Keith would really like Council to lobby this or Fort Smith may need to find an alternative economy. With this, he noted that the Town has hired an EDO and is looking to build the tourism economy. However, Keith noted that there is a lack of tourism operators in town. Keith noted the need to think differently and try alternative economies. Keith noted that 60-70% of the Town's income is transferred funds proportionate to population and that population decrease would lead to reduced funding, resulting in a reduction of services.

Keith noted that the Chamber of Commerce is not the same as an economic development group as they serve existing businesses, to make sure their businesses are successful and limit businesses. For an example, they have issues with home occupation businesses. Keith noted that the Town wants more competition to ensure the best service. The Town needs economic development to serve the town and not membership. As a result, Keith asked the board to step back from tourism and to be an advisory board of economic development.

He noted that the library wasn't enough of a mandate for the Library Advisory Board and that the board had divided into a Society that fundraises and the advisory board was changed to the Advisory Board on Culture to broaden their mandate.

Mike C suggested the board do an exercise of what they see in Fort Smith's economic future in 5-20 years. Keith noted that there is funding available from ITI to develop an Economic Development Plan. He noted that the EDO is in the process of writing a plan and that he will provide a draft copy for the next meeting. Interim actions of focus include tourism, population growth and business development. Mike K was pleased with the update. Tim noted that the board wasn't tasked with input when documents were sent at Cr. Holtorf's request. They were happy to receive clarification on what the Town would like from the board. Keith noted that focuses for advisory boards are project driven or policy work. He noted that RAB and ABC have been working on policies and SDAB have been project driven. ABC has started to accumulate a list of stakeholder groups to work with and RAB works with recreation user groups. He noted that SDAB has been project orientated; they have worked in depth with the Waste Reduction Initiative and are moving towards bylaws and policies; with the Zoning Bylaw and tiny home initiative.

Cr. Kikoak entered the meeting at 12:40 pm.

Local Business Support – Keith noted that he brought local business support forward as an agenda item as he has heard comments that the Town is stifling the local business environment in regards to home occupation permits. He noted that storefront businesses are not in support of home occupation businesses and noted that there has been discussion about changing fees and reviewing the seniors discount in conjunction with this. Keith asked the board to think of ways the Town can appreciate and support local businesses. He also noted that TTAB is a more direct voice to Council than the Chamber. He noted that the Chamber is made up of local businesses and that punitive measures are requested on home occupations which may be detrimental to economic development. Cr. Kikoak felt that home occupations should pay more in taxes and that the farmers market should be charged more in fees. She noted that Seniors not paying taxes and operating bed and breakfasts isn't fair compared to commercial hotels. She also noted home occupation catering companies in town not paying the same rates as businesses like her own. Administration noted that from an economic development view, the Town needs the tools to answer these questions. Mike K noted that the board is mostly members with tourism backgrounds and felt that more membership with trade backgrounds should be considered. Mike K noted that he would be willing to step down from the board to make room for additional members with the required background to take on these tasks. Mike C would like to remain on the board and noted that he has background in tourism and economics. He would like to review the draft economic

development plan prior to the next TTAB meeting. Keith will send the draft plan out one week prior to the meeting. It was noted that the Chamber of Commerce AGM is on February 8th. Keith noted that the Town has reconsidered placing ex-officio positions on the board as Council felt that the board should be made up of community members providing advice to Council. Keith is in favour of having ex-officio on the boards although he noted it has been a struggle to get the bands involved. He noted that the Town would continue interacting with the bands on a government to government level.

F. Date of Next Meeting

The next TTAB meeting will be on February 16, 2017 at 12 noon in Town Council Chambers.

G. Adjournment

The meeting was adjourned at 1:00 p.m.

Date	From/To	Description	Filing	CC
January 10	U of S/Mayor	Delta Days Travelling Exhibit	1124	Mayor
	Aurora Research Institute/Mayor	Proposal for Multi-year Research	1841	
January 11	Aurora Research Institute/Mayor	Proposals for Multi Year Research 3650 & 3670	1841	
	NWT Liquor Commission/SAO	Social Responsibility Message – Be UnDrunk	1960	SAO
January 12	RCMP/Mayor	December Police Report	1750	Mayor and Council
	Wood Buffalo National Park/Town	Thank you letter for contribution towards construction of the winter road	1720	
	Communities in Bloom/Mayor	Invitation to participate in Canada 150 category of 2017 National Edition of Communities in Bloom		
January 13	Aurora Research Institute/Town	Notification of Multi-Year Research Renewal 16012	1841	
January 16	Aurora Research Institute/Town	Notification of Multi-Year Research Renewal 16016	1841	
	GNWT/Mayor	Invitation to the Budget Address	1824	Mayor SAO
January 24	Lois Mezenberg/Town	Reimbursement for Snow Removal	2212	
January 26	MACA School of Community Government/Town	Human Resource Planning & Development Course	1820	
January 27	Fort Smith Fury Women's Hockey Team/Town	Thank you card for \$200 donation	1131	
	ITI/SAO	Funding Regret Letter – Community Tourism Infrastructure Contribution	1851	SAO EDO Corporate Serv
January 30	GNWT Premier/Mayor	Community Consultation for Junior Kindergarten	1840	SAO Mayor Council
January 31	GNWT/Town	Employee Time Off for Community Events 2017	1801	Mayor SAO Community Services
	MACA/Mayor	Asset Management Pilot Project	1820	Mayor SAO



**Town of Fort Smith
Licensing Report
January 2017**

Business License Holder	Number	Details
Sand Environmnet Excavating	1	Firewood Sales
AECOM Canada Ltd	2	Engineering Consulting
Shanes Flooring	3	Flooring
Nivek Ltd	4	Instruction, Consulting, Dog Sled Tours
Royal Canadian Legion # 239	5	Charitable Organization
Canoe Arctic Inc	6	Guiding canoe trips
Salt River Gas Bar	7	Gas Bar
Skideaway Road Designs	8	Fabric Art Creation & Sales
SRFN Tim Hortons	9	Retail Tim Hortons Restaurant
Misty's Janitorial	10	Janitorial
JL Firewood	11	Wood Cutting
Phoenix Automotive	12	Auto/Heavy Equipment Repairs & Service
Kai Lung Trading Company Ltd	13	Restaurant
Hobart And Mum Inc	14	Accomodations
Dewolf Art Works	15	Art Creations
Root & Ruminants Inc	16	Grow and sell fresh vegetables
Mackenzie Electric Ltd	17	Electrical Contractor & Electrical Supplier
Border Cabs	18	Taxi
Poratge Cabs	19	Taxi
Duck Soup Cabs	20	Taxi
Scott Enterprises	21	Consulting & Course Instruction
Ruzicka Business Services	22	Business Services, Training and Consulting
Island Photography	23	Photography Services
Martselos Services Ltd	24	Wood Buffalo Inn, Consulting Services, Leasehold

SK Contracting	25	Construction Renos, and transport moving
Cams Husqvarna Sale & Service	26	Small Engine Sales & Services
H&R Block	27	Tax Preparation
PopnJ Creative Services Ltd	28	Photography/ Creative Services
Paul Kaeser Stores Ltd	29	Retail, Grocery, Dry Goods, Hardware
Kaeser Home Furnishing	30	Furniture & Accessories
Thebacha Helicopters Ltd	31	Helicopter Charter
Northwestern Air Lease Ltd	32	Schedule & Charter Airline & Fuel Services
Hammered Up	33	Construction and Music Recording Services
Northwind Consulting	34	Educational, Instructional Resource Development
Berro's Pizzeria	35	Restaurant
Thebacha Business Deveolpment Services	36	Business Development Services
Joans Health & Fitness Club	37	Health & Fitness, Crafts & Health Products
Little Turtles Family Day Home	38	Day Home
Travelandsave	39	Carpool Travel Service
AMT Audio Productions	40	Studio Recording, Music Services
Fort Smith Construction NT Ltd	41	Construction, General Contracting
Beavers Painting	42	Painting And Drywall Services
Precision Industries	43	Construction, Equipment Rentals
Bank of Montreal	44	Financial Institution
The Old Skillet	45	Catering
NWT Paintball Association	46	Equipment Rental, Promotional Activities
Westwell Industries	47	Information Technology Consulting Services
Blyth and Bathe Inc	48	Environmental Consulting
Whispering Pines Cottages	49	Year Round Accomodation- Hotel/Cottages
Taylor and Company	50	Mechanical Services
Thimble and Threads	51	Craft, Fabric And Quilt Supplies

The Rusty Raven Gallery and Gift	52	Retail Giftware, Coffee Bar & Food
Betty Dixon	53	Native Handcrafts & Beading Supplies
Chase's Pit Stop	54	Convenience Store and Gas Bar
Wilderness Edge Guest House	55	Guest House Accomodations
Heidema Photography	56	Full Service Photography
Something for Everyone	57	Photography
Rosa Enterprises	58	Janitorial Services
Polar Energy Solutions	59	LED Lighting Sales
Log Home Rentals	60	Monthly/Weekly Rental Accomodation
Sysco Edmonton	61	Food Distribution to Local Business
Northwood Log Homes	62	Home Renovations
The Northwest Company	63	Retail and Grocery
DHT Contracting	64	General Contracting/Heavy Equipment Training
Enlightened North	65	Video & Photography Services
Brookmar Electric	66	Electrical Contracting
Hope Holistics Inc	67	Holistic Health Consultant
Wesclean Northern Sales Ltd	68	Sales, Janitorail Supplies, Courier Service
Mackenzie Veterinary Services Ltd	69	Practice of Veterinary Medicine and Surgery
High Country Refrigeration	70	Refrigertaion & Air Conditioning
Home Hardware/Evans Electric	71	Hardware, Building Supplies, Eletrcial Contracting
Chef Selection Corporation	72	Sale of Gourmet Frozen Foods
North Raven	73	Consulting
Daitch & Associates	74	Educational Consultant & Adjudication
Northern Life Museum & Cultural Centre	75	Museum of Local, Regional & Territorial Interest
Joan Mercredi Barrister & Solicitor	76	Provide Legal Services
MiLin Enterprise	77	Janitorial & Minor Repairs
St. Cyr Enterprises	78	Carpentry

Dancing Spirits Holistic Massage Therapy	79	Wellness & Self Care
Development Permit Holder	Number	Details
Pierre-Emmanuel Chaillon	46	Home Occupation
Lottery License Holder	Number	Details
Fort Smith Woman's Hockey	1	Raffle
Fort Smith Northstars	2	TV Bingo
Seniors 55+ Games	3	Raffle
Uncle Gabe's Friendship Center	4	TV Bingo
Dog Tag Holder	Number	Details
Geri Ruzicka	6	Shihtzu
Geri Ruzicka	7	Poodle cross
Al Dumont	8	Sheti cross
Al Dumont	9	Chihuahua
Katherine Walterhouse	10	Sheba Inu
Blaine Walterhouse	11	Golden retriever
Mary Bird	12	Lab
Gail and Peter Sajo	13	Husky
Gail and Peter Sajo	14	Husky
Marnie Scott	15	Shepard/Husky cross
Isabell Lehmann	16	Schnauzer
David Lehmann	17	Lab
Tonya & Lorna Clements	18	Collie Cross
Mela MacLean	19	Pomeranian
Mela MacLean	20	Pomeranian
Daryl Grundy	21	Jack Russle
Rolf Ziemann	22	Boxer
William Reimer	23	Lab
William Reimer	24	Lab
Ski-Doo Licenses	Number	Details
Fort Smith RCMP Detachment	941	Expedition xtreme 800

Fort Smith RCMP Detachment	942	Expedition xtreme 800
Lester Shott	943	Indy 600 SP
Lester Shott	944	800 Switchback
Brian Harrold	945	Tundra 00398



BRIEFING NOTE

To: CORPORATE SERVICES COMMITTEE

From: ADMINISTRATION

Date: JANUARY 25, 2017

Subject: SENIORS/DISABLED TAX RELIEF AND HOME OCCUPATIONS

Purpose: To provide the committee with information regarding the Senior Citizen and Disabled Person Tax Relief Program (tax relief program) and home occupation business licenses.

Background: On January 10, 2017, the Corporate Services Committee requested information on the tax relief program and the home occupation business licenses as it related to claims under this program.

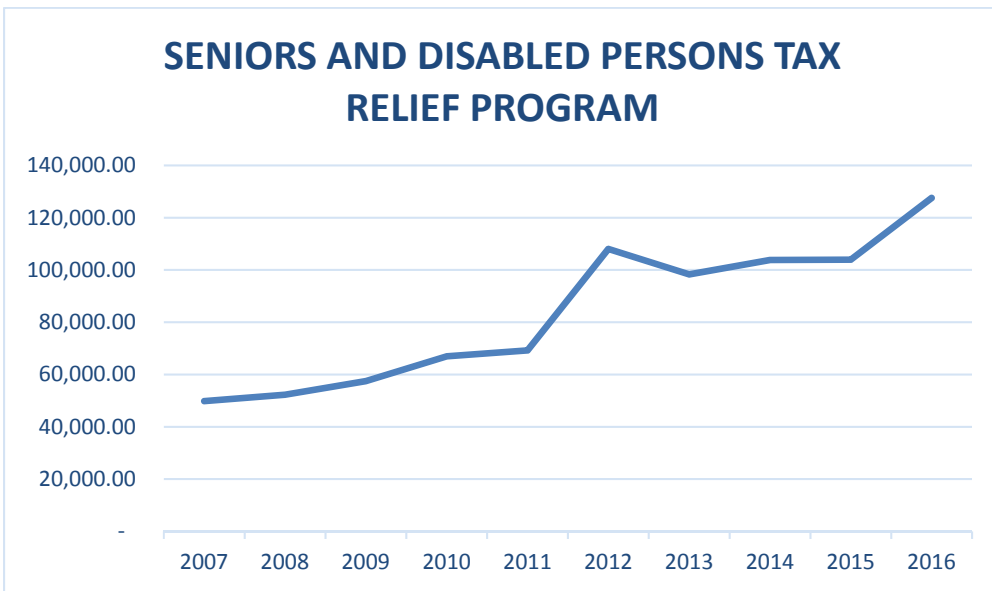
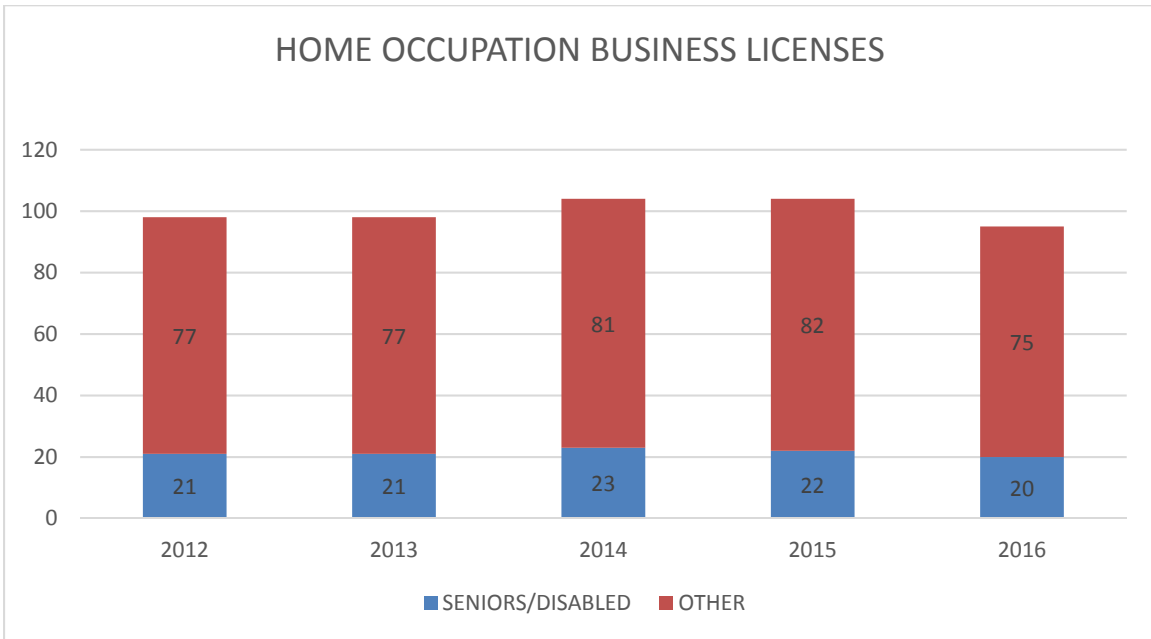
Analysis: Administration reviewed the tax relief program from 2007 to 2016 to analyze trends in the cost of the program, the assessed value of properties owned by seniors and disabled persons and the number of properties where claims have been made in relation to the total number of residential properties in town. Three charts have been provided with an analysis of this information.

Since 2007, the cost for providing tax relief under this program has gone from \$49,818.37 to \$127,553.48 per year. The trend is for this cost to continue to increase on to 2020. The average assessment value of a home under the tax relief program has increased from \$64,513.79 to \$136,389.47 which is slightly less than the average assessment for other residential properties during this same period. The average assessment for other residential properties has gone from \$74,432.37 to \$140,705.58 during this same period. The total number of residential developed properties has increased from 658 in 2007 to 736 in 2016. The number of claims under the tax relief program have also increased from 87 in 2007 to 153 in 2016. The percentage of total properties claimed under this program was 13% in 2007 and in 2016 the percentage was 21%.

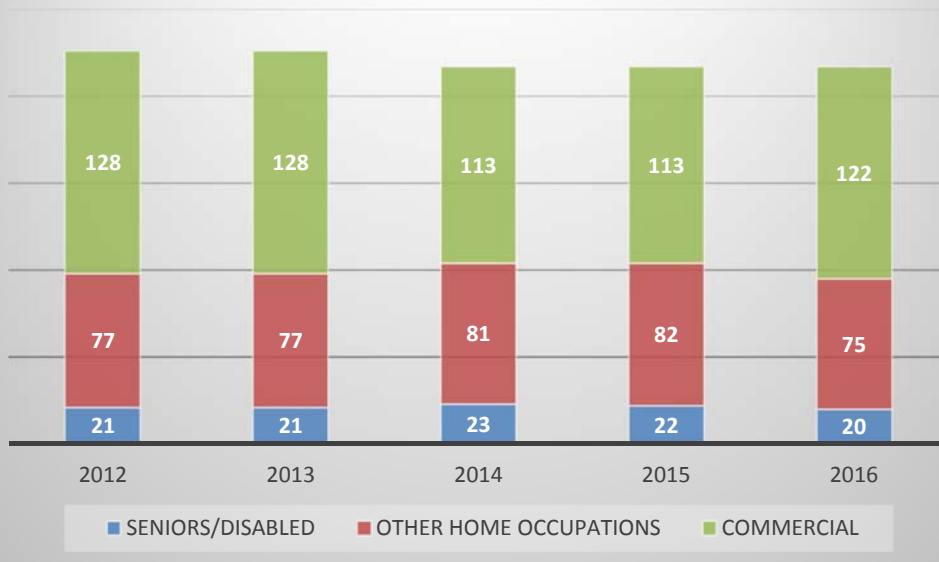
An analysis was conducted of business licenses from 2012 to 2016. The number of total business licenses issued over this period has dropped slightly from 226 in 2012 and 2013 to 217 for each of the last three years. The number of home occupation

business licenses have remained relatively constant during this period going from a low of 95 in 2016 to a high of 104 in 2014 and 2015. Approximately half of all business licenses issued are home occupation business licenses. Of the home occupation business licenses issued, 28% are to claimants under the tax relief program. The actual number of licenses range from 23 in 2014 to 20 in 2016. Charts of this information have also been provided for your review.

Recommendation: For information purposes.



TOTAL BUSINESS LICENSES BY TYPE



AVERAGE PROPERTY ASSESSMENT VALUE

