












# Town of Fort Smith Corporate Services Committee

Tuesday, March 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
8. Lands
9. Economic Development
  - a. Tourism and Trade Advisory Board
    - i. TTAB Minutes February 16, 2017
    - ii. Draft Economic Development Plan
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
  - a. Correspondence – February, 2017
  - b. License Reports – February, 2017
  - c. Briefing Note – Land Development Fund
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
		
Corporate Services Minutes February 7,	Vision, Values and Goals	Strategic Plan
		
Accounts Paid Part I	Accounts Paid Part II	
		
	TTAB Minutes February 16, 2017	
		
Correspondence February 2017	License Report February 2017	BN Land Development Fund



Town of Fort Smith  
Corporate Services Committee  
Tuesday, February 7, 2017, at 7:00 pm

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

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Declarations of Financial Interest

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

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Mayor Napier-Buckley**

**That the agenda be adopted as amended to include discussion on the Teacher Education Program.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of January 10, 2017, were reviewed and have been adopted at the Council meeting of January 24, 2017.

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. Cr. Kikoak asked for an update on a tax refund that was issued. Administration advised that tax refunds can happen for several reasons, but most likely was due to the resident becoming eligible for the Seniors Tax Relief Program.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Dumont**

**That the Accounts Paid Part I for the period January 31, 2017, totaling \$544,443.54 be approved.**

**CARRIED UNANIMOUSLY**

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Dumont**

**That that Accounts Paid Part II for the period ending January 31, 2017, totaling \$1,263.61 be approved.**

**IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. MCARTHUR**

**CARRIED**

5. Human Resources

- a. Staff and Volunteer Recognition – Administration advised that there was discussion over Christmas in regards to Staff and Volunteer gifts. He noted Cr. Holtorf's suggestion of having a policy in place, or Cr. Tuckey's idea to have money deducted from the Councillor honourarium. Mayor Napier-Buckley suggested creating a line item for Holiday Staff and Volunteer Recognition. She noted that funds based on previous years can be allocated. She is hesitant to mandate Councillors to pay from their honourarium and noted that future Councillors may not be agreeable to this. Administration advised that if a line item is created, Council must determine where the funds will be allocated from. He noted that there was lots of dialogue about Councillors being deducted \$30 per month from their honourarium and noted that approximately \$3,200 would be required to populate the budget. Administration noted that previous discussion around Council's hesitation to recognize staff at Christmas time did get back to staff and affected morale. Cr. Kikoak asked what comments were made by staff. Administration noted that staff do not receive Christmas bonus or Donny Days, and that they are hardworking and work on Christmas Eve. He noted that Staff were disappointed that Council did not want to recognize them with a \$20 gift of a turkey. Cr. McArthur felt that Town funds should not pay for the gifts and that Council needs to think of an alternative solution. Mayor Napier-Buckley noted that out of 150 Staff and Volunteers, only 32 have full benefits and pension. She also noted that there is no honourarium for the Animal Society Volunteers. Additionally, she noted that meals are provided for each advisory board meeting and that the Town holds a catered joint advisory board meeting each year. Cr. Patel asked if the Animal Society was approached to discuss recognition they would like to receive from the Town. Mayor Napier-Buckley was unable to attend the AGM although noted that each volunteer she delivered turkeys to were thankful for the recognition. Cr. Patel is in favour of contributing to the fund from her honourarium. Cr. Dumont doesn't think that their honourarium should be deducted for other volunteer's recognition. Mayor Napier-Buckley acknowledged that Fort Smith Town Council is one of the lowest paid Councils in the NWT and doesn't agree with mandating Council to pay for staff recognition. Administration noted that former Mayor Brake and the previous SAO had split the cost of turkeys; that former Mayor Hobart had purchased ornaments, that were not well received; and that former Mayor Martselos had offset Town budget with fundraising initiatives for turkeys. Cr. Kikoak suggested that Council hold a dance to fundraise and appreciate volunteers. Cr. Bell would also like to fundraise and suggested that Council honourarium pay the difference.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That all Councillors have a deduction of \$30 per month from their honourarium to be used towards holiday gifts for Town Staff and Volunteers.**

**IN FAVOUR – CR. PATEL**

**OPPOSED – CR. KIKOAK, CR. BELL, CR. DUMONT, CR. MCARTHUR**

**ABSTAINED – MAYOR NAPIER-BUCKLEY**

**MOTION DEFEATED**

6. Economic Development

- a. Tourism and Trade Advisory Board Minutes January 19, 2017 – The TTAB Minutes were reviewed. Cr. Kikoak apologized for being late to the meeting and didn't feel that the minutes were a good representation of what she was saying. Administration noted that with the government cuts and reductions to Regional Centers in Fort Smith, the Town has tasked TTAB with determining alternative economies.

7. Administration

It has been brought to Administration's attention by a River Ridge Employee that River Ridge will now only be taking sexual offenders. He suggested that this be discussed with the MLA who is also the Minister of Justice.

Administration noted that there was a Public Meeting in Council Chambers on February 6<sup>th</sup> hosted by a community member in regards to the Teacher Education Program being cut from the Aurora College Thebacha Campus. He noted that Council Chambers is available to the public for rent and that the fee was waived by the Mayor.

8. Other Business

- a. Correspondence – The January, 2017 correspondence was reviewed. Cr. Kikoak requested an update on Delta Days. Mayor Napier-Buckley advised that exhibit had stories and recipes, showing the importance of the Delta. Cr. Patel noted that it was a beautiful exhibit.
- b. Licensing Report – The January, 2017 licensing report was reviewed.
- c. Briefing Note Seniors Tax Relief Program Analysis – The briefing note was reviewed. 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 were reviewed with an analysis of this information. Administration advised that since 2007 the cost of providing tax relief under this program has increased 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 the 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 21% in 2016. Administration advised that an analysis was conducted of business licenses from 2012 to 2016. The number of business licenses issued over this period has dropped from 226 in 2012 and 2013 to 217 for 2014, 2015 and 2016. 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 of the tax relief program. The actual number of licenses range from 23 in 2014 to 20 in 2016. Charts of this information were reviewed. Administration noted that the GNWT matches 50% of the tax fees that are forgiven and that the program is available to all communities. He noted that some communities have chosen not to participate. Administration noted that the program makes it easier for seniors to stay in the north with increased living expenses and noted that the program is also a way for the GNWT to avoid building seniors housing. It is less expensive for the GNWT to subsidize taxes than build seniors housing. There was an initial cap on the program of \$600 which was removed in 1999. Administration noted that the on

average lower property assessment value of seniors implies that seniors are staying in their homes and that less housing is available to tax paying residents and families. He noted that the need for senior housing has impacted that real estate and rental market in Fort Smith, and as a result leaves no room for new people to join the economy in Fort Smith. Administration does not feel the solution is to remove the program or to tax seniors but to create further housing options with zoning and building requirements. He noted that the Town looks forward to working with developers to meet the housing needs of seniors and new residents. Cr. Kikoak thinks the Town could lobby ITI to create a special development fund for developers to build small homes for seniors. She likes the idea of small storefront businesses in the tiny home initiative. Administration advised that there could be one storefront that serves multiple businesses. Cr. Kikoak noted that in knowing this, seniors may be more open to a cap on their forgiven tax amount. Administration noted that maintenance can be costly for seniors in large, old homes and noted that there are multiple burdens not having designated housing for them. With respect to business licenses, Administration advised that twenty business licenses or 10% of all licenses were issued to seniors in 2016. He asked if this is enough of a problem to revise the program. He asked how many seniors are in direct competition of commercial businesses and how many run a business to scale that if charged taxes wouldn't affect their operations. He also asked how the town would operate if they ceased operations of their businesses. Administration suggested that instead of imposing punitive measures, to implement positive action to support the business community through the EDO. Cr. Dumont thanked Administration for the knowledgeable presentation. Cr. Kikoak asked if home occupation businesses can claim their taxes back. Cr. Dumont noted that only a portion of the home, often less than 25%, can be claimed back. Cr. McArthur noted that the Town is lacking in commercial space which is why many residents have to open home occupation businesses. It noted that many home occupation businesses would not be viable as a storefront business.

- d. Aurora College Teacher Education Program – Cr. Kikoak advised that community members held a Public Meeting to discuss the GNWT cutting the Teacher Education Program and devised an action plan to save the program in Fort Smith. She noted that the first goal is to lobby the MLAs to not pass the budget, cutting the program. Cr. Kikoak advised that if that doesn't work, they will continue to fight for them to change their minds for the next budget to put the funding back in place. With either action in place, Cr. Kikoak would like the Town to use its resources to get a brief written. She suggested a clear message be written by the Mayor and Councillors to communicate with the MLAs across the territory and other interested parties that may be able to support the cause. She requested that the brief be written soon to be brought back to Cabinet. Cr. Tuckey noted that she was also at the meeting and that calls of actions were to petition MLAs and let them know that the community wants TEP to remain in Fort Smith. Also, to flood MLAs with letters, videos, statements and phone calls to achieve this, among other efforts. She noted that with the Mayor currently sitting on the Aurora College Board of Governors she may not be able to draft the letter. Administration noted that the meeting that was held, even though in Council Chambers, was not a Council Meeting. He also noted that as this is the first time it has been brought up, he is unsure if Council has a position on the issue yet. He also noted that the Town does not have the capacity to do this and suggested that there may be opportunity to hire a consultant to develop the document. He noted that the letter truly should be written by the Mayor. Administration noted that Council was forewarned of the cuts for months now. Cr. Kikoak doesn't think Council was forewarned about the Teacher Education Program being removed. Cr. Kikoak does think that the Town is nearly fully staffed and does have capacity and resources to prepare the document and felt that immediate effort is required. Cr. Dumont noted that in 1988 the government had cut the HEO program at the college and that the town had to fight to have the program reinstated. Cr. McArthur noted that most the

teachers in Fort Smith attended the Teacher Education Program. He doesn't expect the Town staff to write the letter or the Mayor due to conflict, he asked if D/M Smith could write the letter or a concerned citizen. Administration noted that there is budget available at the Mayor's discretion to fund a consultant to prepare the letter. Mayor Napier-Buckley advised that that the full board was not advised at the last Board of Governors meeting and that only the executive was advised of budget reduction targets. She noted that the board had no input on the cuts. Mayor Napier-Buckley advised that she is fully in support of the public meeting that was held to work to have the program reinstated. Cr. Patel noted that the Minister of ECE had made a statement on CBC that the decision was that of the Board of Governors, which looks bad as though the Mayor was involved in the decision. Cr. Kikoak doesn't see the Board of Governors protecting Fort Smith's interests. Mayor Napier-Buckley noted that the full Board of Governors were not advised of the cuts and that the issue is being discussed by the Legislative Assembly. Cr. Dumont noted that Mary Pat Short was the original facilitator of the program and maybe able assist in writing the document. Administration noted the need for Council to fight stronger than ever for all government cuts that Fort Smith has received.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. McArthur**

**That Council create messaging to communicate our message of disapproval to the MLAs and other varying forms of government of the cancellation of the Teacher Education Program.**

**CARRIED UNANIMOUSLY**

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. McArthur**

**That D/M Smith and Cr. Holtorf be excused from the Corporate Services Standing Committee meeting of February 7, 2017.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

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

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

**That the meeting be adjourned at 8:55 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](http://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 February 28, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32448	GNWT	Water testing	\$ 1,233.75	WTP
32449	Outcrop Communications Ltd.	Website development	\$ 572.25	AD
32450	Cole-Parmer Canada Inc.	Turbidimeter and ph probes	\$ 951.23	WTP
32451	Manitoulin Transport	Freight - zamboni blades	\$ 362.23	Arena
32452	Rapid Petroleum Products	Gas	\$ 886.52	Multiple
32453	GNWT - Taxation Division	December school tax remittance	\$ 869.97	AD
32454	Vadim Software	Kit installation assistance	\$ 1,048.95	AD
32455	CIMCO Refrigeration	Patch and epoxy for brine leak	\$ 377.15	Arena
32456	GNWT	Annual elevator inspections	\$ 429.00	RCC/Arena
32457	Receiver General	Payroll deductions (Tax, CPP, UIC) \$31877.09 [R]	\$ 41,040.59	
32458	Northern News Service	Job ads for Finance Clerk and Corporate Services Officer	\$ 1,441.02	AD
32459	The Old Skillet	Catering for zamboni course	\$ 900.00	Arena
32460	CAB Construction	Annual sprinkler system inspection	\$ 1,050.00	RCC
32461	Fire Prevention Services Ltd.	Semi annual kitchen inspections	\$ 1,015.46	RCC/Arena
32462	Pelican Restaurant	TTAB lunch meeting	\$ 85.43	Legislative
32463	GNWT - Taxation Division	January school tax remittance	\$ 6,762.28	AD
32464	GNWT - Health and Social Services	January marriage license fee	\$ 30.00	AD
32465	TDC Contracting Ltd.	Repairs and heating oil	\$ 17,812.72	Multiple
32466	SEE ACCOUNS PAID LIST PART 2			
32467	Chase's Pit Stop	Gas	\$ 24.70	AD
32468	Rapid Petroleum Products	Gift card for Lana and gas	\$ 1,549.15	Multiple
32469	Arcotech Computers Inc.	Computer support	\$ 787.50	AD
32470	Office Solutions	Materials and supplies	\$ 630.07	Multiple
32471	Transition Industries	Building snowboard park	\$ 2,100.00	AD
32472	862116 NWT Ltd.	Catering - infrastructure announcement	\$ 630.00	AD
EFT	Caterpillar Financial Services Ltd.	Lease payment	\$ 3,281.79	PW
32473	Premier Industrial Ltd.	RL70/2 Riello burner	\$ 10,605.00	WTP
32474	Cascade Graphics	Business cards and Council newsletter template	\$ 365.40	AD/Legislative
32475	Yellowknife Book Cellar	Books	\$ 76.81	Library
32476	Clear Water Controls Inc.	Emergency repairs on chlorine room	\$ 11,332.30	WTP
32477	Bank of Montreal	L. McNeill Statement	\$ 1,512.62	
		\$1512.62 - cell phone bill (Bell Mobility)		Multiple
32478	Cascade Graphics	Tipping fee forms	\$ 560.44	AD
32479	Paul Kaesers Stores Ltd.	Materials and supplies	\$ 2,702.40	Multiple
32480	Lou's Small Engines	Propane refills	\$ 409.50	RCC
32481	Link Hardware	Materials and supplies	\$ 1,637.52	Multiple
32482	Northwestel	Internet bills	\$ 986.85	Multiple
32483	Territorial Beverages Ltd.	Beverages for vending machine	\$ 883.30	RCC
32484	NWT Power	Power bills	\$ 52,402.11	Multiple
32485	Freund Building Supplies	Materials and supplies	\$ 839.84	Multiple
32486	Xerox Canada Ltd.	Copier usage	\$ 629.18	AD
32487	Lifesaving Society	Exam fees	\$ 238.00	Pool
32488	Northern News Service	Job ads for Finance Clerk/Corporate Officer 2nd week	\$ 1,441.02	AD
32489	Bank of Montreal	J. Hood Statement	\$ 1,255.75	
		\$1066.80 - online training (Vadim)		AD
		\$188.95 - replacement headset (1800 Headsets)		AD
32490	Yellowknife Book Cellar	Books	\$ 98.66	Library
32491	Globalstar Canada Satellite Co.	Satellite phone bills	\$ 209.78	FD/Ambulance
32492	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
32493	Mercury Sign Art & Design	No smoking signs	\$ 296.60	RCC
32494	TDC Contracting Ltd.	Materials and supplies, heating oil and diesel	\$ 15,294.39	Multiple
32495	Wesclean Northern Sales Ltd.	Materials and supplies, freight	\$ 1,403.43	RCC/PW
32496	Infosat Communications	Satellite phone bill	\$ 77.11	FD
32497	RDV Mechanical	Repairs and service vehicles	\$ 5,763.11	PW/Ambulance
32498	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
32499	Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$ 201.60	WTP/Ambulance
32500	Fort Smith Snow and Ice Club	Cancelled - reissued		
32501	Tourangeau, Shawn	Cancelled - reissued		
32502	MacDonald, Chris	Cancelled - reissued		

32503	Fort Smith Snow and Ice Club	Advertising - snow event	\$	750.00	AD
32504	Tourangeau, Shawn	Reimbursement - safety boots	\$	225.75	RCC
32505	MacDonald, Chris	Reimbursement - safety boots	\$	229.95	RCC
32506	Bank of Montreal	K. Morrison Statement	\$	9,460.07	
		\$55.60 - RAB lunch (Berro's)			Legislative
		\$532.17 - EZ Facility key fobs (Plasticprinters)			RCC
		\$231.00 - Staff training (MacEwan University)			Pool
		\$100.01 - Stamps (Canada Post)			RCC
		\$142.64 - Going away party for Lana (Berro's)			AD
		\$101.80 - Going away party for Theron/Logan (Berro's)			RCC
		\$55.60 - Bylaw review lunch (Berro's)			AD
		\$740.17 - Hook up power snowboard park (NWT Power)			Downtown Dev.
		\$16.74 - Customs charge (Plasticprinters)			RCC
		\$7484.34 - sports equipment (Ernie's Sports Experts)			RCC
EFT	Caterpillar Financial Services Ltd.	Lease payment	\$	3,281.79	PW
32507	Investors Group	February contributions	\$	400.00	
32508	Northwestel	January phone bills	\$	4,243.55	Multiple
32509	Pitney Bowes	Postage meter supplies	\$	550.14	AD
32510	Town of Fort Smith	February payroll deductions	\$	1,261.00	
32511	Receiver General	Tax/CPP/EI \$35139.914[R]	\$	45,017.65	
32512	Public Service Alliance of Canada	February union dues [R]	\$	4,006.60	
32513	GNWT - Taxation Division	February payroll tax [R]	\$	5,836.59	
32514	NEBS Pension Fund	February Premiums \$15462.67 [R]	\$	30,925.34	
32515	GNWT - Maintenance Enforcement	February garnishment	\$	1,700.00	AD
32516	St. Cyr, Yves	Refund property taxes	\$	1,516.74	AD
32517	Fort Smith Animal Society	Reimbursement - euthanasia fees	\$	300.00	AD
32518	TDC Contracting Ltd.	Heating oil and ambulance repairs	\$	5,584.81	Multiple
32519	Northern Frontier Visitors Association	2017 membership fees	\$	157.50	AD
32520	NEBS Group Insurance Fund	February Premiums \$2054.46 [R]	\$	7,832.17	
32521	Van Mourik, Saskia	Membership fee - Alberta College of Paramedics	\$	584.00	Ambulance
32522	Arctech Computers Inc.	Symantec Endpoint Protection yearly renewal	\$	1,002.96	AD
32523	McLennan Ross	Legal fees	\$	993.30	AD
32524	NAPEG	Cancelled - reissued			
32525	Morrison, Keith	Reimbursement - NAPEG annual membership fee	\$	357.00	AD
32526	CAB Construction	Installation of bar & storage at Arena, lift station repairs	\$	70,492.29	Arena/WTP
32527	Maskwa Engineering Ltd.	J. Stock sewer replacement and work on curb stop	\$	1,155.00	AD
32528	Tetra Tech EBA Inc.	Waste management plan	\$	8,557.52	AD
32529	David Naire & Associates Ltd.	Strategic plan	\$	11,119.66	AD
32530	SWANA	B. Gudeit membership renewal	\$	212.00	Landfill
32531	Lou's Small Engines	Propane refills	\$	341.25	Arena
32532	Wally's Drugs	ASCP supplies	\$	43.38	RCC
32533	Northwestern Air Lease Ltd.	Freight	\$	300.86	Multiple
32534	Thebacha Business Development Ser.	Trade show booth rentals	\$	1,098.00	AD
32535	Premier Industrial Ltd.	Freight	\$	367.50	WTP
32536	TDC Contracting Ltd.	Heating oil, gas and diesel	\$	13,115.78	Multiple
32537	Wesclean Northern Sales Ltd.	Materials and supplies	\$	1,451.78	RCC
32538	Jones, Anthony	Reimbursement - vaccination and drivers medical fees	\$	430.00	Bylaw/Ambulance
32539	AECOM Canada Limited	Water license compliance	\$	1,555.57	AD
32540	RDV Mechanical	Service water truck	\$	1,910.20	WTP
32541	Whooping Crane Guest House	Author visit	\$	325.50	Library
			\$	<u>438,367.48</u>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING FEBRUARY 28, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32466	Aurora TPI Travel	Travel - Jeff S./J. Kikoak/Mayor	\$ 3,465.00	Multiple
		TOTAL	<u>\$ 3,465.00</u>	



# Town of Fort Smith Tourism and Trade Advisory Board Minutes February 16, 2017

Regular Meeting  
12 pm at Town Hall Council Chambers

**Attendees:**

- Kevin Antoniak, Chair
- Mike Couvrette
- Tim Gauthier
- Cheryl Hval

**Administration:**

- Diane Seals
- 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 January 19, 2017, be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. New Business**

Chamber of Commerce – Keith advised that Denise Yuhas is the new President of the Chamber of Commerce and that Sandra Robichaud is Vice President. Denise has advised that she would like to reinvigorate the Chamber. He noted that there are currently only eleven members of the Chamber out of 220 business licenses issued. He noted that half of the business licenses are home occupations. Kevin will get in touch with Denise. He attended Chamber meetings in the past although didn't feel he had much to contribute.



TTAB Powers and Duties Policy – Keith asked if the board would like to review the powers and duties policy or change the boards name. He noted he is waiting for feedback before updating the policy. The board would be interested in changing their name to the Economic Development Advisory Board. Keith will bring a draft policy to the next meeting for review. Tim felt that the changed name would broaden the mandate.

EDO Strategic Plan – Keith advised that the document was prepared by the EDO and not a consultant. He noted that consultants cost around \$50,000 and would consult with businesses for the document, which could take up to a year to compile. Keith advised that the document is very specific and includes a shopping list, mission statement, values and visions. He noted that the document isn't complete as the Town would like to add deliverables identified by TTAB. The deliverables currently identified include having a newspaper, a road south, major carriers to Town and to reduce the barrier to the community. Other deliverables include youth retention and biomass development. He asked the board how the Town can get information on this and what the next steps are. Keith noted that the three economic development drivers include tourism, business development and zoning. He advised that SDAB has been tasked with zoning initiatives. Population growth is also a focus in the document in order have critical mass to support alternative industries. Keith noted that the Town promotes economic development to generate more tax revenue to provide higher levels of service. Keith felt that the next step would include community engagement through ITI, businesses, the Chamber of Commerce, and residents. He asked if TTAB is interested in being involved in this level of engagement or focusing on certain aspects of the document.

Mike was pleased with the document. He noted that the document was well laid out and a great stepping stone. He suggested that the board focus on one item from each section that can be actioned quickly. He suggested inviting the Chamber to review the priorities which will lead to quick success. Kevin would like to focus on deliverables outside of regular meetings. Keith noted that the board can discuss items via email also.

Keith advised that SDAB is looking to create more industrial and agricultural land. He noted that the General Plan identifies that agriculture can happen in Town parks. SDAB is also working with tiny home developers to develop tiny home guidelines.

Keith would also like to support local businesses and advised that some business owners felt the Town was subsidizing seniors who operate home occupation businesses. He noted that home occupations generate less overhead and even less for seniors. He noted that the Seniors Tax Relief program was originally put in place by the GNWT to avoid building seniors housing. Keith advised that claimants in the program have increased from 13% to 21% and that the Town is losing revenue and the ability to house tax payers. Seniors are staying in

their homes longer and few new homes are being built. He noted the need to build new homes for seniors and to make available more store front space.

Mike noted that the government telephone directory on their website does not list anything related to Health and Social Services in Hay River. The website states that Fort Smith has 513 employees and does not specify the number of positions in Hay River. Keith noted that number of positions from Fort Smith have been transferred to Hay River and Inuvik. There were concerns about all efforts being placed in the removal of the Bachelor of Education Program and not the other position cuts. Mike felt that the GNWT is discriminating Fort Smith with the multiple program and position cuts. He noted that Hay River is as much of a government town as Inuvik and that 90% of the decentralization has gone there. Keith noted that MACA has declared Hay River the South Slave Regional Centre. He noted that the Chamber president blamed the MLA for the losses, although the previous MLA had lost the Power Corporation and the Hospital. He felt that the GNWT is taking advantage of Fort Smith as there is no local newspaper. He noted that the GNWT had tried to downsize the hospital in Inuvik but were unsuccessful as they fought hard against it. He would like Council to actively pursue the loss of positions. He noted that the loss in positions and programs are imperative to economic development. Fort Smith has been trying to make new economies for the past twenty years with no success. Keith noted that Council doesn't anticipate winning the war on the budget although will try to fight the Bachelor of Education program cut as it is a four-year phase out. He noted that there were four job losses as part of the first round of job losses and two the second round. The board can acknowledge this and recommend Council's discussion on the matter. Mike will be bringing a recommendation forward to the next TTAB meeting. Tim felt that the situation is frustrating as Fort Smith is one of the best run communities. He noted that mismanagement in Hay River and Inuvik is always awarded by the GNWT. Keith is seeing this with AWGs and Fort Smith being more organized than Hay River. Diane looks forward to more informal dialogue.

**E. Date of Next Meeting**

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

**F. Adjournment**

The meeting was adjourned at 12:51 p.m.

Correspondence – February, 2017

February 6	Canadian Postmasters and Assistants Association/Mayor	Postal Banks	1124	Copied to Mayor
	Fort Smith Ski Club/Town	Request for Silent Auction Items – Decadent Desserts	3510	
February 7	Alfred Moses/Mayor	Junior Kindergarten	1810	Mayor and Council
	Aurora College/Mayor	Invitation to the Aurora College Week 2017 Open House	1840	Mayor
	GNWT/Town	National Wildfire Community Preparedness Day May 6 <sup>th</sup>	1852	
February 13	Aurora Research Institute/Town	Proposal for Single Year Research #3651	1841	
February 20	RCMP/Town	January Police Report	1750	Mayor and council
	Locust Mowing/Mayor	Notice of Land Use Permit Application	1961-4	
February 21	Brian Heron/Town	Complaint: Witnessed two people slip and fall due to lack of sand on roads	2313	SAO
February 22	Irene Fraser/SAO	Sewer Main Froze on Raven causing Sewer Back-Up	2141	SAO
February 24	MACA School of Community Gov/Town	Planning at the Community Level Course March 2017	1820	
February 26	Legislative Assembly of the NWT/Town	Order of the NWT: Now Accepting Nominations	1810	Mayor and Council
February 27	Mayor/NLMCC	Letter of Support: AWG Travelling Exhibit	3615	
	Mayor/Arts Council	Funding Application Support Letter: Summer Splash Arts Festival	3615	
February 28	Mayor/Arts Council	Funding Application Support Letter: MAX Art Series	3615	
	Minister of ECE/Mayor	Appointment of FS DEA Members	1840	Mayor and Council



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

<b>Business License Holder</b>	<b>Number</b>	<b>Details</b>
Whooping Crane Guest House	80	Guest house
Hayze Electric	81	Electrical contracting
Jacobson Suite Rental	82	Accommodation & short term rental
Dezron Inc	83	Commercial rental property
Nu Mechanical Inc	84	Heating and plumbing services
Fort Smith Daycare Society	85	Daycare
Fort Smith Minor Hockey	86	Concession stand & hockey equipment retail
A Touch of Heaven Hair & Body Studio	87	Hair, Nails & Body services
Stand Alone Energy Systems Ltd	88	Property Development
High Arctic Seafoods Inc	89	Sale of frozen seafoods
Canada North Agencies Ltd	90	Lease/rent buildings
Fields Enterprises Ltd	91	Retail
RTL Recycling	92	Beverage & electronics collection
Aurora TPI Travel	93	Travel Agency
Uncle Gabes Friendship Centre	94	Non-profit organization
Northern Healthy Living	95	Dine in/take out catering
L.B Consulting	96	Consultation services
Marvil Construction	97	Construction & Maintenance jobs
Maskwa Engineering Ltd	98	Engineering, Consulting
Armagh Construction	99	Water/sewer services
Action Synergy Inc/DBA Paddle Performance	100	white water, first aid, swift water, safety certificates
Desnede Farmers Market	101	Farmers market
Freds Caretaking & Custodial Services	102	Custodial caretaker services
T.O.T.A.L Training & Services	103	Training for driving and safety programs

<b>Cascade Publishing Ltd</b>	<b>104</b>	<b>Northern journal cascade graphics</b>
<b>Mercury Sign Art &amp; Design</b>	<b>105</b>	<b>Custom sign and artwork design</b>
<b>David Nairne &amp; Associates Ltd</b>	<b>106</b>	<b>Architectural, civil, structural engineering planning</b>
<b>943599 NWT LTd</b>	<b>107</b>	<b>Property Management</b>
<b>TnT Dynamite Hair Services</b>	<b>108</b>	<b>Hair Services</b>
<b>Western Willow Ventures Inc</b>	<b>109</b>	<b>Video &amp; internet production, graphic artwork design</b>
<b>Daniels Painting Interior Decorating</b>	<b>110</b>	<b>Painting &amp; Interior decortaing</b>
<b>TDC Contracting Ltd</b>	<b>111</b>	<b>Automotive &amp; Heavy Equipment repairs, etc</b>
<b>Looking Back</b>	<b>112</b>	<b>Genealogy &amp; history research services</b>
<b>Sun Dog North Inc</b>	<b>113</b>	<b>Liquor store</b>
<b>P&amp;T Janitorial Contracting</b>	<b>114</b>	<b>Janitorial contracting services</b>
<b>Wally's Drugs</b>	<b>115</b>	<b>Retail Pharmacy</b>
<b>Office Solutions</b>	<b>116</b>	<b>Sale of office supplies</b>
<b>Lou's Small Engines</b>	<b>117</b>	<b>Sale of ski-doo, atv's, snowmobiles &amp; courier services</b>
<b>Rapid Petroleum</b>	<b>118</b>	<b>Delivery of home heating oil, cardlock automobile fuel</b>
<b>Ransom Developments</b>	<b>119</b>	<b>General contracting &amp; maintenance</b>
<b>Debbie's Sewing</b>	<b>120</b>	<b>Sewing services</b>
<b>Corwin's Painting &amp; More</b>	<b>121</b>	<b>Construction services</b>
<b>Terry's Carpentry Service</b>	<b>122</b>	<b>Carpentry &amp; drywall &amp; painting</b>
<b>Treestone Holdings Ltd</b>	<b>123</b>	<b>Rental Property</b>
<b>P&amp;A -862116 NWT Ltd/Street Treats</b>	<b>124</b>	<b>Office management &amp; consulting/food truck</b>
<b>Shear Fun</b>	<b>125</b>	<b>Hair salon &amp; retail</b>
<b>AAG Landscaping</b>	<b>126</b>	<b>Landscaping</b>
<b>Fort Smith Janitorial</b>	<b>127</b>	<b>Janitorial Services</b>
<b>The Establishment</b>	<b>128</b>	<b>Artist/event promotion &amp; production retail, constructi</b>
<b>Skyhigh Enterprises</b>	<b>129</b>	<b>Carpentry, Reno's, framing etc</b>
<b>B.Z.T Contracting</b>	<b>130</b>	<b>Electrical contracting</b>

<b>Circle of Friends</b>	<b>131</b>	<b>Charity for local residents</b>
<b>Flat World Associates</b>	<b>132</b>	<b>Business mangement &amp; consultant</b>
<b>Flat World Alpaca Farm</b>	<b>133</b>	<b>Agriculture, farm gate sales, alpaca product sales</b>
<b>Dave's Home Repair</b>	<b>134</b>	<b>Reno's, roofing fencing, drywall etc</b>
<b>Under The Northern Lights</b>	<b>135</b>	<b>Book keeping services, sale of northern arts &amp; crafts</b>
<b>Axe Handle Guest House</b>	<b>136</b>	<b>Accomodations</b>
<b>C.A.B Construction Ltd</b>	<b>137</b>	<b>General Contractor, commercial, residential</b>
<b>C.A.B Construction Room Rental &amp; Office Spa</b>	<b>138</b>	<b>Room &amp; office space rental</b>
<b>Fire Prevention Services (2016) Ltd</b>	<b>139</b>	<b>Fire prevention services</b>
<b>Freund Building Supplies</b>	<b>140</b>	<b>Retail, general contracting, property management</b>
<b>Taiga Tour Company</b>	<b>141</b>	<b>Tourism general contracting</b>
<b>Enchanted learning Family Day Home</b>	<b>142</b>	<b>Child care</b>
<b>Polar Creations</b>	<b>143</b>	<b>Create Art, teach art, sell art etc</b>
<b>Melody Jones</b>	<b>144</b>	<b>Du North leggings</b>
<b>Fort Smith Metis Council</b>	<b>145</b>	<b>Aboriginal organization</b>
<b>994481 NWT Ltd</b>	<b>146</b>	<b>Building rentals</b>
<b>4947 NWT Ltd</b>	<b>147</b>	<b>Provide forest fire management crews</b>
<b>RDV Mechanical</b>	<b>148</b>	<b>Automotive &amp; heavy duty equipment repairs</b>
<b>South Slavey Safety</b>	<b>149</b>	<b>Industrial &amp; workplace safety training</b>
<b>Midnight Ironworks</b>	<b>150</b>	<b>Create &amp; manufacture wood &amp; metal art</b>
<b>Dirty O'Fergies</b>	<b>151</b>	<b>Bar, pub &amp; food</b>
<b>Pelican Rapids Development Ltd</b>	<b>152</b>	<b>Hotel/restaurant conference room &amp; catering</b>
<b>Aurora Heat</b>	<b>153</b>	<b>Production &amp; distribution of fur products</b>
<b>Brandy Wilson Fine Art</b>	<b>154</b>	<b>Fine art artist</b>
<b>Cutting Edge Contracting</b>	<b>155</b>	<b>General yard maintenance</b>
<b>Sundog Maintenance Services</b>	<b>156</b>	<b>Construction &amp; renovations</b>
<b>North Country Rock</b>	<b>157</b>	<b>Sound equipment rentals, recordings, meetings</b>

<b>Chepelsky's consulting</b>	<b>158</b>	<b>Coordination of programs &amp; private tutoring</b>
<b>Beckie Linaker Janitorial Services</b>	<b>159</b>	<b>Janitorial Services</b>
<b>Kristie's Kiddie Garden Day Home</b>	<b>160</b>	<b>Day home</b>
<b>KC Plumbing &amp; Heating</b>	<b>161</b>	<b>Plumbing &amp; Heating, installations &amp; repairs gas fitting</b>
<b>Al's repairs</b>	<b>162</b>	<b>Micro computer &amp; processor repairs</b>
<b>Cuddley Cuts Pet Grooming</b>	<b>163</b>	<b>Pet grooming services</b>
<b>Petro Canada</b>	<b>164</b>	<b>Gas station</b>
<b>Dr. Kobaisy Dental Clinic</b>	<b>165</b>	<b>Dental clinic</b>
<b>You Wash We Wash</b>	<b>166</b>	<b>Car wash</b>
<b>S06624 NWT Inc Cote Contracting</b>	<b>167</b>	<b>Home reno's, event coordinating</b>
<b>DW Tool Sales ( MAC Tools)</b>	<b>168</b>	<b>Tool sales</b>
<b>S.P.F Construction</b>	<b>169</b>	<b>General construction</b>
<b>Ken's Construction</b>	<b>170</b>	<b>General contracting</b>
<b>933318 NWT Ltd jr Enterprises</b>	<b>171</b>	<b>Real estate rentals</b>
<b>1999017 Alberta Ltd</b>	<b>172</b>	<b>Residential rental units</b>
<b>Locust Mowing Inc</b>	<b>173</b>	<b>Mowing, heavy equipment rental</b>
<b>Compass North Child &amp; Family Consulting</b>	<b>174</b>	<b>Occupational therapy, child &amp; family wellness</b>
<b>Snap on Tools</b>	<b>175</b>	<b>Tool sales</b>
<b>Development Permit Holder</b>	<b>Number</b>	<b>Details</b>
<b>Jon Labine</b>	<b>2</b>	<b>Home Occupation</b>
<b>Jeremy Beamish</b>	<b>3</b>	<b>Home Occupation</b>
<b>Lottery License Holder</b>	<b>Number</b>	<b>Details</b>
<b>Wood Buffalo Frolics-King Contest</b>	<b>5</b>	<b>Raffle</b>
<b>Butterflies Relay For Life Team Woob Buffalo</b>	<b>7</b>	<b>Raffle</b>
<b>Thebacha Dog Mushers Association</b>	<b>8</b>	<b>Hall Bingo</b>
<b>Thebacha Dog Mushers Association</b>	<b>9</b>	<b>Hall Bingo</b>
<b>Thebacha Dog Mushers Association</b>	<b>10</b>	<b>Nevada Ticket Sales</b>

<b>Thebacha Dog Musers Association</b>	<b>11</b>	<b>Nevada Ticket sales</b>
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Details</b>
<b>Sydney O'Sullivan</b>	<b>25</b>	<b>Heinz 57</b>
<b>IB Kristensen</b>	<b>26</b>	<b>Border Collie</b>
<b>Stephanie Laviolette</b>	<b>27</b>	<b>Lab</b>
<b>Jane Peterson</b>	<b>28</b>	<b>Shepard/Dane</b>
<b>Ski-Doo Licenses</b>	<b>Number</b>	<b>Details</b>
<b>Jeff Dixon</b>	<b>946</b>	<b>GT500</b>
<b>Troy Ellsworth</b>	<b>967</b>	<b>Freeride 800 R</b>





## BRIEFING NOTE

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**To:** CORPORATE SERVICES COMMITTEE

**From:** ADMINISTRATION

**Date:** MARCH 2, 2017

**Subject:** LAND DEVELOPMENT FUND

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**Purpose:** To provide the committee with information regarding the Land Development Fund

**Background:** Every year Council approved a budget for four areas of operations, General Operations (O&M Budget), Utility Fund, Environmental Fund (Landfill) and the Land Development Fund. This briefing note will explain the purpose and use of the Land Development Fund.

**Analysis:** The purpose of the Land Development Fund is to record the transaction related to the acquisition and disposal of land by the Town. The Town is required to sell land for the cost of acquisition or development and this fund ensures those transactions are recorded appropriately without creating a surplus or deficit in the General Operating Fund.

Revenue is generated from two sources, the sale of land and the lease of other parcels to adjacent property owners for their use. Land sales are almost exclusively from residential lots in Westgrove Subdivision. Lease revenue comes from the lease of four parcels of land to adjacent property owners. These parcels are the laneway between 19 and 21 Pine Crescent, a portion of the laneway between 36 and 38 McDougal Road, a portion of the laneway between 19 and 21 Poppy Crescent and a lot adjacent to the liquor store on McKenzie Avenue.

The price the town charges for residential land is based on the cost to develop that land and is 100% recoverable. The town does not profit from the sale of residential land. To determine the sale price of a parcel, all costs incurred by the town from the acquisition of the raw land to the point the lot is ready for sale are tracked and used to calculate the sale price. This includes the cost to acquire the land, the cost to survey the parcel into appropriately sized lots, the cost of servicing those lots with buried water and sewer services to the property line, installation of buried power and phone lines, street lighting and paving of streets. The price for each individual lot is

**determined by taking the total development costs and dividing it by the total area of all lots then multiplied by the area of each lot.**

**There are transfers to and from reserves to offset the revenue generated from leases and the amount paid for land leased from the GNWT. This is required as the fund must balance and not show a surplus or deficit.**

**Recommendation: For information purposes.**

**TOWN OF FORT SMITH  
2017 BUDGET PREPARATION  
LAND DEVELOPMENT FUND**

**2017  
APPROVED BUDGET**

**REVENUE**

**SALE OF LAND**

4-1-5105-250 SALE OF LAND

**TOTAL SALE OF LAND**

\_\_\_\_\_

-

**LAND LEASE REVENUE**

4-1-5110-251 LAND LEASE REVENUE

**TOTAL LAND LEASE REVENUE**

-                    500

-                    **500**

Revenue from the lease of four parcels of land to adjacent property owners for use of that land.

**FORFEITED DEPOSITS**

4-1-5115-252 FORFEITED DEPOSITS

**TOTAL FORFEITED DEPOSITS**

\_\_\_\_\_

-

**TRANSFER TO RESERVES**

4-1-5120-253 TRANSFER TO RESERVE

**TOTAL TRANSFER TO RESERVES**

-                    5,000

-                    **5,000**

This amount is to offset the cost of land leases the town pays to the GNWT for property where the town has an interest either because of assets on the property or other use of the land.

**EXPENSES**

**TRANSFER TO CAPITAL FUND**

4-2-2005-095 TRANSFER TO CAPITAL FUND

**TOTAL TRANSFER TO CAPITAL FUND**

\_\_\_\_\_

-

**TRANSFER TO/FROM OTHER OPERATIONS**

4-2-3370-616 TRANSFER TO/FROM OTHER FUNDS

4-2-3370-617 TRANSFER TO/FROM RESERVES

**TOTAL TRANSFER TO/FROM OTHER OPERATIONS**

\_\_\_\_\_                    500

\_\_\_\_\_                    **500**

This amount is to offset the revenue generated from the lease of town land to adjacent property owners.

**SALE OF CAPITAL ASSETS**

4-2-3800-400 (GAIN)/LOSS ON SALE OF CAPITAL ASSETS

**TOTAL SALE OF CAPITAL ASSETS**

\_\_\_\_\_

-

**AMORTIZATION**

4-2-3900-400 AMORTIZATION EXPENSE

**TOTAL AMORTIZATION**

\_\_\_\_\_

-

**COST OF LAND SOLD**

4-2-5150-042 COMPUTER SOFTWARE - LANDS

4-2-5150-140 COST OF LAND SOLD

**TOTAL COST OF LAND SOLD**

\_\_\_\_\_

-

**LAND FOR TOWN USE**

4-2-5155-141 COST OF LAND - TOWN USE

**TOTAL LAND FOR TOWN USE**

\_\_\_\_\_                    5,000

\_\_\_\_\_                    **5,000**

This is the amount the town pays to the GNWT for land leased for town use as stated above.

**DEBENTURE INTEREST**

4-2-5160-109 DEBENTURE INTEREST

**TOTAL DEBENTURE INTEREST**

**TOTAL LAND FUND REVENUE**

**TOTAL LAND FUND EXPENSES**

\_\_\_\_\_

-                    5,500

-                    **5,500**