

MG provided a brief background to the project and highlighted the project objectives which include looking at the existing Strategic Plan, reviewing and confirming vision, values and goals and developing strategic to meet key issues identified through the process. The community, Mayor and Council and community stakeholders will be engaged in the process.

KN asked participants to introduce themselves and identify their current roles on Standing Committees and Advisory Groups.

Cllr. Kikoak sits on both the Tourism and Trade Committee and the Bylaw Review Committee. She is interested in this process because she sees plans for infrastructure but strategic planning is about strategy for this Corporation. She is interested in this process.

Cllr. Dumont is in his second term on Council. He is the Chair of the Municipal Services Standing Committee and sits on the Human Resources Committee and Bylaw Review Committee.

Cllr. Patel is in her first term on Council. She sits on the Sustainable Development Standing Committee and the Arctic Games Host Society.

D/M. Smith is in his third term on Council. He is the Chair of the Corporate Services Standing Committee and Arctic Games Host Society. This is the third strategic planning process he has participated in.

The Mayor is in her second term; she had one term on Council and now this term as Mayor. She does victim services work in the community, and sits on the Fort Smith Metis Council Board and the Aurora College Board.

Cllr. McArthur is in his second term on Council. He sits on the Recreation Advisory Board and the HR Committee.

Cllr Tuckey is the Chair of the Community Services Standing Committee. She also sits on the Wellness Committee which is an interagency committee focused on youth and the Emergency Management Committee as well as the Housing Association Board.

Cllr. Bell sits on the Advisory Board on Culture and the Bylaw Review Committee.

Keith Morrison is the SAO. He gave the group an overview of Standing Committees and Advisory Boards.

Three Standing Committees: Corporate Services, Community Services & Municipal Services and Recreation.

Other Committees: Bylaw Review Committee, Human Resources Committee and Emergency Management Committee.

Four Advisory Boards: Trade & Tourism, Recreation, Culture, Sustainable Development

There are many other Boards that Council sits on including Northern Lights College, Chamber of Commerce, Housing Association, Community Wellness, District Education and Arctic Winter Games.

Councillors are very actively involved in the community.

KN explained the post it note exercise to the group. Each person was given 3 post it notes and asked to provide 3 answers to the question "What are the three most important issues facing Fort Smith today?". MG assisted Cllr Bell to complete this exercise.

When all the post it notes were complete, they were posted up and KN read them out to the group. The group then engaged in a process to sort the post it notes into groups

or themes. The themes are as follows: Infrastructure, Communication, Environment, Wellness, GNWT, Economic/Economic Development and Unity.

KN then asked the group to identify any critical issues that were missing. The following were added: Finance, Wildfires and Education.

KN then moved to the community engagement agenda item. She explained that the DNA proposal included a survey and two open houses. She further explained that she has heard that exploring opportunities to go where people area, e.g., the pool on Saturday, Christmas Craft Fairs, etc. may be an alternative approach. She also mentioned that during the interviews earlier that day she had discussed what had worked in the past and what hadn't worked.

KN mentioned that the schedule would flow from the direction we get on the engagement schedule. She suggested breaking the project down phase by phase and considering alternatives at that time.

The engagement process has started today with interviews of the three Directors and the SAO as well as the Mayor, Deputy Mayor and two Councillors.

KN also mentioned the suggestion from Cllr. Kikoak that all Town staff be engaged in the process and be allowed to provide input. This led to a discussion about the best way to connect with staff. The decision was made to provide posters with the link to the survey to all staff and encourage everyone to complete it. Paper copies will also be provided for staff that do not have access to the internet or prefer a paper version.

The group decided to have one survey and ask staff to identify themselves in the demographic portion of the survey. A suggestion was made to have four or five core questions and then customize some additional questions for staff, seniors and youth.

Cllr Patel suggested hand delivering hard copies of the survey to community members who may not fill in a survey. Suggestions for doing this were discussed, including a mail drop of the Town. This possibility will be implemented. The mail out will include a letter from the Town explaining the survey and with the link to the online survey. It will also include a paper copy and information on how to get more paper copies, as needed.

All agreed that it was important to reach out to the citizens who the Town does not normally hear from.

The SAO asked what was preventing someone from submitting 50 surveys. RY said that the survey is not a vote; rather a way to identify hot button issues and priorities.

Ways to increase response to the survey were discussed include: creating posters which have the link to the survey, mail drop, having surveys available at public locations throughout the Town, and offering incentives such as rec centre family passes, pool rental, Mayor for a Day, Town briefcases, etc. The survey will also be advertised on the Town website, FB page and Town newsletter.

KN also mentioned that DNA has budget to hire a local project representative to assist with the engagement. Councillors agreed to email names of possible candidates for the position to DNA who will contact them and hire someone. The possibility of delivering the surveys door to door was discussed. It was decided to maybe take the survey to elders or people with disabilities who could not get out to complete the survey.

The possibility to take the survey to community groups such as "Our Babies, Our Futures" was mentioned as well as taking it to students at both schools.

The Mayor and Councillors all agreed to support the strategic planning process by getting the survey out to the community and being available at places that community members frequent. Suggestions include late night shopping, arena, schools, college, Lunch with the Bunch, etc.

5 MINUTE BREAK

Stakeholders have two key roles in the strategic planning process. Firstly, they will be asked to get the surveys out to their members. Secondly, they will be invited to stakeholder workshops to provide input on the Strategic Plan.

The SAO also mentioned that Advisory Boards will be directly involved in this process as well.

The group generated a list of stakeholders. KN confirmed that this is not a definitive list and that it will be added to as we go through the process. Identified stakeholders include:

- Seniors Society
- Advisory Boards
- Aurora College
- Metis Nation
- Salt River First Nation
- Smith's Landing First Nation
- Francophone Association
- Chamber of Commerce
- GWNT Agencies: Housing, Community Wellness
- RCMP
- Parks Canada
- Youth/Students
- Volunteers – Fire, Ambulance, Fireworks, Animal
- South Slave Divisional Education Council
- Friends of the Slave River
- Sports groups – hockey, curling etc.

KN said that the brainstorm had resulted in a detailed plan for getting the survey out to community. She suggested that we look at the steps and time frame for the survey and review the results and do additional planning for the next steps in January.

- DNA will prepare a draft letter, survey and poster and send it to the SAO for review and comment by early next week
- Keith will review the materials and circulate to Council for comment
- A draft or final survey will be available for the November 19th craft fair. If a draft survey, we can revise the survey based on feedback received on the 19th.
- Keith will get the posters and surveys out to public locations.
- He will also get two boxes for each location (one for survey and one for prize draw entry).

Plan is to have all surveys out to the community by late November/early December so that results should be available in early January. This may be revised if we need more time to get more responses.

The SAO asked about the vision for the survey. KN said that it would include the question about important issues as well as a question for each of the theme areas from the existing strategic plan. The survey will also collect basic demographic information.

As a wrap up, participants were asked to identify what they would do to support the process. This is summarized below:

Cllr. Kikoak said that she would take the surveys to the Mac Sale at the Museum next Saturday.

Cllr. Dumont said that he would bring the survey to the next seniors luncheon.

Cllr. Patel said she would help distribute the survey to different places in the community.

D/M. Smith said that he will work to help ensure that we hear from the people and groups that we don't usually hear from.

The Mayor said she will work with admin to advertise the process on FB, through the newsletter, make sure posters are displayed and attach information to the water bill.

Cllr. McArthur offered to get the survey out to his family.

Cllr. Tuckey will take the survey to the elementary and high school. She will talk to both students and teachers.

Cllr. Bell will work with the high school and college to get the word out. She will also help to work with the Advisory Groups.

Decision was made to have different prizes for different groups, e. g., Mayor for the Day for students, one prize for paper surveys and one prize for online surveys.

KN then said that the workshop was finished and that it was a good start to the process.

D. **ABSENCE OF COUNCIL MEMBERS**

16-228 Moved by: Cr. Tuckey
Seconded by: Cr. Dumont

That Cr. Holtorf be excused from the Special Meeting of Council on November 9th, 2016.

CARRIED UNANIMOUSLY

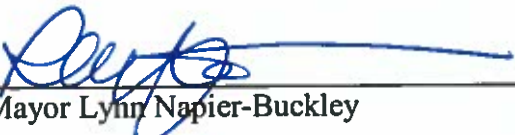
E. **ADJOURNMENT**

16-229 Moved by: Cr. Patel
Seconded by: Cr. McArthur

That this meeting be adjourned at 9:00 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of November, 2016.



Mayor Lynn Napier-Buckley



Certified Correct by Keith Morrison
Senior Administrative Officer

F. **QUESTION PERIOD**