








# Town of Fort Smith Municipal Services Committee

Tuesday, February 14, 2017, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. 2016 Capital Plan
  - e. 2017 Capital Plan
  - f. 20 Year Capital Plan
  - g. Financial Management Bylaw
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
  - a. Sustainable Development Advisory Board
11. Protective Services
  - a. Fire Department
    - i. January, 2017 Statistics
  - b. Ambulance Department
    - i. January, 2017 Statistics
  - c. Bylaw Department
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
   Municipal Services Minutes January 17, Vision, Values and Goals.doc 2016 Capital Plan
  Fire Department Stats January, 2017 Ambulance Statistics January, 2017



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 17, 2017 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel,  
D/M Smith, Cr. McArthur  
Regrets: Cr. Holtorf  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid,  
Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:56 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Mayor Napier-Buckley**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 13, 2016, were reviewed and were adopted at the Council meeting of December 20, 2016. Cr. Kikoak requested an update on the fire break work happening in SLFN. She asked if the Town has a schedule for the work. Administration advised that he has forwarded all correspondence to Council. Cr. Kikoak asked if there has been any discussion with ENR about fire abatement. Administration advised that there has been no discussion with ENR. He noted that a fire season preparation meeting happened between MACA and ENR and the Town wasn't included in discussions. There will be an upcoming meeting where the Town will be included. Administration will be working to update the Community Wildfire Plan. Mayor Napier-Buckley advised that she had met with ENR in regards to fire smarting Commissioner's land. She noted that the best preventative measure from a wild fire would be to fire smart properties in the community. Administration advised that fire breaks serve to defend from fires. He noted that wind can take coals and embers past a fire break. He also noted that areas outside of the municipal boundary are not the direct municipal responsibility and are outside of the Town's legislated area. He noted that the Town still has interest but would lobby or have government to government conversations to address concerns. Administration advised that the Community Wildfire Plan identifies the community's responsibility for fire smarting. He also noted that the GNWT is the largest land owner in Town, Commissioner's land. He was disappointed in the lack of initiative ENR has taken in fire smarting Commissioner's land. D/M Smith felt that it is the Department of Land's mandate to fire smart. He noted that MACA was given a failing grade in providing emergency measures for fires and with the School of Community Government, although has done good in supporting drinking water. Cr. Kikoak would like to request more support from MACA in regards to emergency wildfire protection. Cr. Kikoak asked if she needs to make a motion or if the Mayor will write a letter in the next week. She also asked if this could be brought up in the Budget Address. Administration is unsure if the Town officially speaks at the Budget Address. Administration didn't feel a motion is required and noted that a letter still has to be written for the last motion to solicit ENR. Mayor Napier-Buckley will follow up with MACA and ENR. Cr. Kikoak would like discussion on resources, labour, consultation and to request a schedule of when they will be fire abating Commissioner's land. She would also like to offer partnership and offer

Town services to assist in fire abatement. D/M Smith noted that MLA Louis Sebert is the Minister of Lands and suggested he be a good place to begin discussions.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. Administration advised that there wasn't a lot of progress. He will provide a more detailed summary when reviewing the 2017 Capital Plan.

### 3. Sustainable Development

#### a. Sustainable Development Advisory Board

- i. SDAB Minutes January 12, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that Administration is getting value from the board by tasking them with establishing guidelines for the tiny homes initiative. She noted that Administration is taking proactive measures with three developers with different tiny home strategies. Cr. Kikoak was pleased with the discussion and that zoning issues were identified. She would like a vision on how Council would like to see the community grow with different zones in the future. Mayor Napier-Buckley noted from the minutes one entrance for multiple highway properties is permitted. She identified the need for an emergency road. Administration noted that emergency roads are included in the Zoning Bylaw. Administration advised that the development of tiny homes does not abide by the current Zoning Bylaw. Additionally, he noted that industrial land may come available from SRFN developments.

### 4. Protective Services

#### a. Fire Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration was pleased that there hasn't been a structural fire in 366 days.

#### b. Ambulance Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration noted that the Ambulance Department had ten calls over the past weekend. He noted a very busy start to 2017. He noted that salaries and wages from last year will have exceeded the 2016 Budget.

#### c. Bylaw Department

- i. Bylaw Statistics Report – The December, 2016, statistics report was reviewed. Administration was happy that the Bylaw Officer has returned to work. He noted that he will be at work more regularly now. An update on the Prevention Services Supervisor was requested. Administration advised that there are strong applicants and that he needs to prepare interview criteria.

### 5. Excusing of Councillors

#### **RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Cr. Holtorf be excused from the Municipal Services Standing Committee Meeting on January 17, 2017.**

**CARRIED UNANIMOUSLY**

### 6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 14, 2017.

### 7. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That the meeting be adjourned at 9:37 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  
2016 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2016	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 143,000</b>		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 30,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers	CPI
Vadim	\$ 13,000	Purchase of upgrades Vadim software.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compliation and assembly of ICSP.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 2,713,000</b>		
<b>Public Works</b>	<b>\$ 1,125,000</b>		
Drainage	\$ 50,000	Complete work to fix drainage issues previously identified in Drainage Plan.	GAS TAX
Paving	\$ 1,000,000	Pave existing pavement cuts.	GAS TAX
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	GAS TAX
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 510,000</b>		
Fire Abatement	\$ 10,000	Continued Fire Abatement.	CPI
Ambulance Building	\$ 350,000	Construction or purchase/renovation of Ambulance Building.	CPI
Street Lighting	\$ 75,000	NTPC isntallation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life.	CPI
Animal Shelter Minor Capital	\$ 25,000	Upgrades to building, covers for pens and creation of a quarantine kennel.	CPI
<b>Environmental</b>	<b>\$ 225,000</b>		
Waste Reduction Initiative	\$ 50,000	Initiative put forward by SDAB to reduce the amount of waste going to the Landfill in order to extend the life of the facility.	CPI
Landfill Expansion Design	\$ 150,000	Design services for Landfill expansion.	GAS TAX
Landfill Minor Capital	\$ 25,000	Upgrades to facility and burn pit, fencing, removal of recyclables, transport of hazardous waste.	GAS TAX
<b>Utility Infrastructure</b>	<b>\$ 853,000</b>		
Fire Hydrant Replacement	\$ 60,000	Replacement of six hydrants that are not operational.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. It will be retained as a backup to the new unit.	GAS TAX
Lift Station and WTP Repairs	\$ 400,000	Replacement of various system components including: pumps and pump controllers, explosion-proof lighting. Also WTP heat exchanger and associated piping, boiler burners and building envelope upgrades. Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrades	\$ 133,000	Design services for upgrades to the Water Treatment Plant and Intake.	GAS TAX
Shoring Box and Boring Jigs	\$ 30,000	Purchase shoring box to ensure safety in excavations and boring jigs to complete minor water and sewer maintenance.	GAS TAX

**TOWN OF FORT SMITH  
2016 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2016	Project Details	
		(Details, issues, comments)	Funding Source
Environmental Studies	\$ 50,000	Consulting fees for completion of Water Licence deliverables.	UTILITY RESERVE
<b>Community Services</b>	<b>\$ 467,000</b>		
Christmas Decoration Replacement	\$ 20,000	Replace remaining pole mounted Christmas decorations.	RECREATION RESERVE
Downtown Development	\$ 100,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace boardwalk and lookout, Arena landscaping, potential Riverside Park development, Marine Drive Fire Abatement and Design Standards development.	RECREATION RESERVE
Recreation Program Equipment	\$ 50,000	Goods and services required to complete development of the track and field facility.	RECREATION RESERVE
Irrigation System	\$ 20,000	Install irrigation system for track infield.	RECREATION RESERVE
Parks and Playgrounds	\$ 27,000	Replace equipment as per the 5 year plan recommended by RAB.	RECREATION RESERVE
Parks Signage	\$ 10,000	Signage with names of each park in the community and the history of the name where applicable.	RECREATION RESERVE
Ballparks	\$ 25,000	Renovation of two existing Ballparks including dugout construction, fence repair and infield expansion.	RECREATION RESERVE
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades.	RECREATION RESERVE
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially including Mezzanine fit-up, additional painting, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	RECREATION RESERVE
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.	RECREATION RESERVE
<b>Capital Project Total Summary</b>	<b>\$ 3,323,000</b>		
2015 Reserves, Gas Tax and CPI	\$ 3,785,424	Projected balance at year-end 2015	
2016 Capital Funding	\$ 1,977,000	Gas Tax and CPI Funding	
<b>Projected funds available</b>	<b>\$ 5,762,424</b>		
<b>Projected Balance</b>	<b>\$ 2,439,424</b>		



**Town of Fort Smith  
Fort Smith Volunteer Fire Department  
Activity Report  
January 2017**

<b>Date</b>	<b>Start Time</b>	<b>Incident/Activity</b>	<b>Address</b>	<b># of FF</b>	<b>End Time</b>	<b>Comments/Issues</b>
<b>Date</b>	<b>Start Time</b>	<b>Incident/Activity</b>	<b>Address</b>	<b># of FF</b>	<b>End Time</b>	<b>Comments/Issues/ SCBA/</b>
3-Jan-17	1:45	Structure Fire	6 Caribou Court	11	8:10	Complete Loss - Trailer
3-Jan-17	9:15	Structure Fire - Mop Up	6 Caribou Court	3	11:00	Mop-up of a couple of hot spots
4-Jan-17	10:15	Fire Investigation	6 Caribou Court	2	14:30	Assisting Assistant Fire Marshall
4-Jan-17	19:00	Regular Practice	Hall	10	20:45	Hall/gear cleanup - extended debrief
8-Jan-17	2:40	Vehicle Fire	Sunset Chalet	9	4:40	Ford Focus - electrical fire
11-Jan	19:00	Regular Practice	Hall	11	21:10	Salvage covers/ropes, knots, etc
12-Jan	11:14	Carbon Monoxide	32 Warbler	7	12:31	Carbon Monoxide Investigation
12-Jan	13:15	Carbon Monoxide	32 Warbler	2	14:00	Follow-up on CO call.
18-Jan	19:00	Regular Practice	Hall	10	21:00	College Tour
21-Jan	15:30	Carbon Monoxide	32 Warbler	4	16:20	Another follow-up/CO investigation
22-Jan	18:00	Carbon Monoxide	32 Warbler	2	18:30	Another follow-up/CO investigation

\* A fairly busy January. Repeated calls regarding Carbon Monoxide due to faulty propane boiler system. System replacement is in the works.





## Fort Smith Volunteer Ambulance January 2017 Report

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
01-Jan	20:00	Code 1	3	21:30	
03-Jan	2:09	Code 3	3	6:45	Fire Assist
05-Jan	4:00	Code Medevac	3	7:30	
12-Jan	14:30	Code Medevac	2	16:45	
14-Jan	16:45	Code Medevac	2	19:00	
14-Jan	9:48	Code 2	2	11:15	
14-Jan	21:03	Code 1	3	22:20	
15-Jan	12:02	Code 1	2	13:15	
15-Jan	15:19	Code Medevac	2	17:26	
15-Jan	21:00	Code 1	3	22:00	
16-Jan	5:24	Code Medevac	2	7:35	
16-Jan	7:30	Code medevac	1	9:00	
15-Jan	16:12	Code 1	2	18:00	
16-Jan	23:05	Code Medevac	2	0:30	
18-Jan	19:32	Code 1	2	20:30	
18-Jan	22:30	Code Medevac	2	0:25	
22-Jan	0:32	Code Medevac	2	3:30	
23-Jan	14:00	Code 2	2	15:30	
23-Jan	14:32	Code Medevac	2	18:00	
24-Jan	20:16	Code Medevac	2	21:40	
30-Jan	6:20	Code 1	2	7:20	
31-Jan	4:40	Code 1	2	5:45	
02-Jan	19:00	Ambulance Weekly Meeting		20:00	
09-Jan	19:00	Ambulance Weekly Meeting		20:00	
16-Jan	19:00	Ambulance Weekly Meeting		20:00	
23-Jan	19:00	Ambulance Weekly Meeting		20:00	
30-Jan	19:00	Ambulance Weekly Meeting		20:00	

**Additional Comments:**

Dec 2016			Dec-16	Jan-16
Month	Year to Date	Type of Call	Last Month	Pre Yr
calls - 8	8	Code 1 = Life treating incident	8	12
calls - 2	2	Code 2 = non Life threatening incident	1	0
calls - 1	1	Code 3 = Fire support	0	1
calls - 1	11	Code Medevac = Medevac flight support	7	7
call - 0		Code Transfer = Transfer of patient	1	0
call - 0		Code Zulu = Transfer of deceased person	1	1
Total # of Calls for Month			18	21
Total # of Calls Year to Date			0	21
Total Responders			14	15
Total time on calls			32.98	39.32