









# Town of Fort Smith Municipal Services Committee

Tuesday, July 11, 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. 2017 Capital Plan
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. June, 2017 Statistics
  - b. Ambulance Department
    - i. June, 2017 Statistics
  - c. Bylaw Department
    - i. June, 2017 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Briefing Note Fire Abatement
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
 Municipal Services Minutes June 13, 20	 Vision, Values and Goals.doc	 2017 Capital Plan
 Fire Department Stats June, 2017	 Ambulance Stats June, 2017	 Bylaw Stats June, 2017



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, June 13, 2017 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, D/M Smith, Cr. McArthur, Cr. Holtorf (Conference Call)  
Regrets: Cr. Patel  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services

1. Call to Order

Cr. Dumont called the meeting to order at 8:39 pm. Cr. Dumont welcomed the new Director of Municipal Services, Paul Kaeser.

2. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That the agenda be adopted as amended to include discussion on Canada Day, the Everbridge System, the Daycare Society, and Report for AWG expenses.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of May 9, 2017, were reviewed and were adopted at the Council meeting of May 16, 2017. Cr. Bell noted that the rainbow crosswalks are hard to see as the white lines on the outside have not yet been painted.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that a lot of the projects are underway. Some of the smaller Capital Projects will be given to the Director of Municipal Services. He noted that there are funds available for project management to potentially hire a two-year term project manager. He will approach Council with more information on initiative. Cr. Bell asked if the Town is considering a dump site with water and sewer for RVs in conjunction with downtown development as the dump site at Queen Elizabeth Park is only for campers at the park. Administration is looking at the issue and the ownership of the area. Cr. Dumont noted that there is a dumping station in Yellowknife that is open to everyone. Cr. McArthur noted that the Visitor Information Centre in Hay River has free water fill-up and dumping. Administration advised that there is a Bylaw in Fort Smith that states that you must be tied in to water and sewer to receive services in order to not promote backyard camping. He does want to support camping services for residents however, and is in discussion with the Director of Corporate Services and the Superintendent of ITI about the issue. Cr. Kikoak is hoping that seat heaters be installed at the arena in conjunction with improvements. Administration advised that it is not included in the scope of work although there are heaters around the seats which could be turned-up. Cr. Kikoak was disappointed to hear that the seats weren't turned-up as she had heard numerous complaints. Cr. Tuckey noted that some arenas with heated seating are kept at a certain temperature to maintain ice quality and suggested this be tracked. Mayor Napier-Buckley asked for a timeline for installation of the library basement carpet. Administration advised that the contract installation has been awarded to CAB Construction and that work would commence this summer, along with the potential construction of a storage shed attached to the building.

### 3. Protective Services

#### a. Fire Department

- i. Statistics Report – The May, 2017, statistics report was reviewed. Administration advised that the fire department has been busier with exercises and prescribed burns. He noted that a lot of energy is going into fire abatement and that the Town is working with ENR on the initiative. A draft fire break has also been designed for around the community.

#### b. Ambulance Department

- i. Statistics Report – The May, 2017 statistics report was reviewed. Administration has seen a reduction of ambulance revenue although noted twenty-five calls in May. Administration advised that the Cozy Carpets building has come up for sale from the owner to the government. He is corresponding with the MLA to transfer the building to the Town as the GNWT has policy to surplus the infrastructure to partner governments before the public. Administration has a meeting with AMS, Advanced Medical Services, who provide contract ambulance services for the Delta Region and Beh Choko, and that they are interested in taking over the provision of ambulance services in Fort Smith.

#### c. Bylaw Department

- i. Bylaw Statistics Report – The May, 2017 statistics report was reviewed. Administration advised that the Town has lost their Casual Bylaw Officer as he has taken a contract position with his other employer. He advised that there will be gaps in the bylaw coverage although he is working on a solution to resolve this.

Administration provided an update on the Municipal Services Department. He noted that the Public Works Department has been busy setting up for events, by moving picnic tables, bleachers and barbeques, etc. They have completed line painting but may need to revisit. They will be moving onto crack sealing and sewer flushing next. Administration advised that Public Works has also been busy preparing cover material for the landfill in efforts to compact and cover.

Administration advised that the Water Plant staff are currently doing renovation work on pumps and are short-staffed.

Facilities Maintenance is understaffed with two employees on short term disability and their Supervisor on holidays. In response, the Town has hired two summer students to offset the staffing shortage which will catch up on mowing.

Cr. Tuckey commended the Protective Services Supervisor on the more detailed reporting. D/M Smith noted that AMS is a potential sponsor of in-kind ambulance services for the AWGs.

### 4. Other Business

- a. Canada Day – Mayor Napier-Buckley would like a Subcommittee of Council to meet later in the week to plan for Canada Day. Councillors Bell, Tuckey, and Kikoak are available to plan for Canada Day.
- b. Daycare Society – Mayor Napier-Buckley advised that the President of the Daycare Society is interested in meeting with the Town and the Aurora College to discuss the next steps of establishing the Daycare Society.

- c. Everbridge System – Mayor Napier-Buckley advised that training has occurred for the Everbridge System and that they have begun uploading data into the system. Mayor Napier-Buckley is looking to reschedule the meeting that was planned for last week. She is looking into ways to have people register for the mass notification system.
- d. Report for AWG Expenses – Cr. Kikoak would like to identify the needs and services for the AWGs and budget for them. It was suggested a duty list be created in collaboration with the Host Society. Mayor Napier-Buckley thought this was a good idea. Administration advised that the needs have yet to be determined by the Host Society. Additionally, he advised that lines of communication need to be in place with the Host Society. He noted that lack of communication of their needs has also resulted in work that may be required being missed on the 2017 Capital Plan. Cr. Kikoak requested the Host Society log their required services as they are determined.
- e. In-Camera Session *CTV Act Section 23(3)(e) Contract Review*. Administration requested the recommendation be tabled due to lack of time left in the meeting and as new information is to be received later in the week.

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That Cr. Patel be excused from the Municipal Services Standing Committee Meeting on June 13, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on July 11, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 9:40 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  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 120,000</b>		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; \$10,000 spent in 2016.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compilation and assembly of ICSP. Some spending occurred in 2016.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 2,045,000</b>		
<b>Public Works</b>	<b>\$ 160,000</b>		
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	CPI
F150 4x4	\$ 35,000	Replacement of 2011 2WD Works truck; old truck will go to Community Services and 2003 Community Services truck surplus.	CPI
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 530,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement; hire contractor or purchase brushing attachment for skidsteer.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement by 2019 and procurement takes approximately one year, required that the Fire Truck be ordered in 2017.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	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. Some spending occurred in 2016.	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 metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
<b>Utility Infrastructure</b>	<b>\$ 1,130,000</b>		
Fire Hydrant Replacement	\$ 70,000	Upgrade seven hydrants.	UTILITY RESERVE
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. Existing truck will be retained as a backup to the new unit.	GAS TAX

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
CWWF Design	\$ 250,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M. Design work is estimated at 5% of project cost.	UTILITY RESERVE
Water and Sewer System Upgrades	\$ 125,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, welding repair.	UTILITY RESERVE
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 150,000	New burners (purchased in 2016) require installation. Electric boiler requires to be purchased and incorporated into system. Glycol piping and control valves require upgrading. One boiler requires major repair. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant, Intake, Reservoir, Riser Tower and Pump Station.	GAS TAX
Sewer Flusher	\$ 30,000	Replace existing sewer flusher which has reached the end of its useful life. Existing unit will be retained as a backup to the new unit.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
<b>Community Services</b>	<b>\$ 835,000</b>		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Budget value established in anticipation of receiving third-party funding to support \$20,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development. Some spending occurred in 2016.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details		Funding Source
		(Details, issues, comments)		
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 utilizing SCF Federal funding.		CPI
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors. Some spending occurred in 2016, including Storage Room and Mezzanine fit-up.		CPI
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.		CPI
<b>Capital Project Total Summary</b>	<b>\$ 3,000,000</b>			
<b>2016 Audit Balances</b>				
		<b>Proposed 2017</b>		<b>Balances</b>
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
<b>Total CPI</b>	<b>\$ 3,086,196</b>	<b>\$ 1,695,000</b>		<b>\$ 1,391,196</b>
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
<b>Total Gas Tax</b>	<b>\$ 863,000</b>	<b>\$ 860,000</b>		<b>\$ 3,000</b>
Municipal	\$ 159,353			\$ 159,353
Mobile Equipment	\$ 196,863			\$ 196,863
Recreation	\$ 42,143			\$ 42,143
Emergency Equipment	\$ 412,195			\$ 412,195
Computer	\$ 27,971			\$ 27,971
<b>Total General Reserves</b>	<b>\$ 838,525</b>	<b>\$ -</b>		<b>\$ 838,525</b>
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
<b>Total Utility Reserves</b>	<b>\$ 1,838,082</b>	<b>\$ 445,000</b>		<b>\$ 1,393,082</b>
<b>Total Capital and Reserves</b>	<b>\$ 6,625,803</b>	<b>\$ 3,000,000</b>		<b>\$ 3,625,803</b>





**Town of Fort Smith  
Fort Smith Volunteer Fire Department  
Activity Report  
June 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>
7-Jun-17	19:00	Training	Fire hall	15	21:10	Wildland Interface, Pumps, Sprinkler systems
14-Jun-17	19:00	Training	Fire Hall	9	21:30	Vehicle Extrication theory, Airbags.
17-Jun-17	12:45	Airshow	Airport	5	18:30	Standby for Airshow
19-Jun-17	19:45	Fire Call	Behind Petrocan	1	20:30	Report of campfire. Found extinguished.
28-Jun-17	19:00	Training	Landfill	12	21:45	Vehicle Extrication - practical (Stabilization, roof removals).

- Close Call on July 1st...small brush fire near water intake building. Found and actioned by ENR helicopter on smoke patrol. Started due due to campfire.
- Residential FireSmart assessments completed on 3 properties.
- Commercial FireSmart assessments completed on 2 properties (Kaesers, Town Hall).
- Wildland Sprinklers on hand for distribution.
- All town Satellite telephones tested and inventoried.



## Fort Smith Volunteer Ambulance Monthly Report June 2017

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2017-Jun-04	2:00	Code 1	2	3:15	
2017-Jun-05	0:55	Code 1	2	1:22	
2017-Jun-05	19:25	Code Medevac	2	22:00	
2005-Jun-17	19:25	Code Medevac	2	22:00	Second patient
2017-Jun-07	9:18	Code Medevac	2	17:00	
2017-Jun-10	21:08	Code 1	3	22:00	False Alarm - Autodialer
2017-Jun-13	11:05	Code 1	2	12:30	
2017-Jun-13	13:40	Code Medevac	2	16:45	
2017-Jun-16	11:19	Code Medevac	2	14:00	
2017-Jun-17	17:17	Code 1	3	18:19	
2017-Jun-23	8:08	Code 1	3	10:00	
2017-Jun-23	23:05	Code 1	3	0:05	
2017-Jun-25	7:22	Code 1	3	8:15	
2017-Jun-26	22:05	Code 1	3	23:00	
2017-Jun-27	17:29	Code 1	3	18:00	

Type of Call	June 2017	Year to Date	Last Month	June 2016	Last Year to Date
Code 1 = Life treating incident	10	50	9	5	44
Code 2 = non Life threatening incident	0	9	5	3	9
Code 3 = Fire support	0	1	0	0	1
Code Medevac = Medevac flight support	5	45	10	16	52
Code Transfer = Transfer of patient	0	0	0	3	4
Code Zulu = Transfer of deceased person	0	3	1	1	1
<b>Total</b>	<b>15</b>	<b>108</b>	<b>25</b>	<b>28</b>	<b>129</b>

Total Number of Responders	17 (7 on schedule)
Total Estimate Person Hours	50.5

**Additional Comments:**



# Bylaw Monthly Report

Jun-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV						a lot of atv 's riding after 5pm
Dogs at Large		1			\$50.00	pitbull at large
Unregistered Dog		1			\$85.00	unregistered pitbull
Dogs in pound		7			7	
Speeding	5	2			\$100.00	45 in 30 zone
Stop work Order					0	
Unregistered vehicle					0	
Unsightly Lands	2				2	st anns street housing to clean up
Traffic Issue	1				1	TLE down town traffic along road way
Non emergency call	3				3	
Dev permits	2				0	
RCMP Matters					1	
Fire calls					0	
Ambulance assist					2	driver for medivacs
general complaints	6				6	dog complaints
Stop work Order					0	
Business license						

**Additional Comments:** 1 Dog seized