









Town of Fort Smith Municipal Services Committee

Tuesday, June 13, 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. May, 2017 Statistics
 - b. Ambulance Department
 - i. May, 2017 Statistics
 - c. Bylaw Department
 - i. May, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. In-Camera Session *CTV Act S.23(3)(e)*
Contract Review
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
		
Municipal Services Minutes May 9, 2017	Vision, Values and Goals.doc	2017 Capital Plan
		
Fire Department Stats May, 2017	Ambulance Stats May, 2017	Bylaw Stats May, 2017



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, May 9, 2017 at 8:01 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley (Conference Call), Cr. Bell, Cr. Kikoak, Cr. Tuckey (Conference Call), Cr. Patel, D/M Smith, Cr. Holtorf (Conference Call)
Regrets: Cr. McArthur
Staff Present: Chris Bird, A/SAO; Katie Reid, Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:01 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That the agenda be adopted as amended to include discussion on communication.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of April 11, 2017, were reviewed and were adopted at the Council meeting of April 18, 2017. Cr. Bell asked if the Town will be partnering with organizers to rainbow-paint the crosswalks. Also, she had concerns about the recent line painting and felt the lines were too thin. Administration advised that a gay/straight alliance has formed at the high school and that they are looking to get involved with the painting. Additionally, the UNW is involved with the project. On May 13th, they will be painting the crosswalk in front of the post office and the high school. Cr. Patel asked if there was progress in ordering the new LCD sign and noted that she has concerns with the brightness of the sign with residents living on King Street. It was asked if third party funding was found to fund the additional \$5,000. Administration confirmed that the NWT Metis Nation will fund the additional \$5,000 and that the sign would be multilingual. They would also help with translations.

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

d. 2017 Capital Plan – The Capital Plan was reviewed. Cr. Holtorf noted that \$50,000 is budgeted for ICSP and asked if an HR Plan and other plans are being developed in conjunction. Administration will forward the question to Mr. Morrison.

3. Environmental

a. Briefing Note Landfill Earthworks Tender – The briefing note was reviewed. Administration advised that a contract is awarded annually to compact and cover waste at the Landfill Facility. He noted that additional work is also required in 2017 for extra sand and a dozer required to stockpile the sand. Maskwa Engineering has recommended the tender be awarded to the lowest bidder, Locust Mowing. D/M Smith asked if the Town was happy with the scope of work done by the contractor in 2016. Administration advised that the additional work is required as the Landfill is not currently in compliance with the water license. Cr. Holtorf would be more comfortable with amending the recommendation that Council approves based on the recommendation from Maskwa Engineering. Cr. Tuckey felt that the amendment would be redundant as all tenders are reviewed by the consultant. Cr. Patel is not in favour of amending the recommendation.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Council award the 2017 Landfill Earthworks contract to Locust Mowing for the tendered price of \$53,400.

CARRIED UNANIMOUSLY

4. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes April 13, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that the majority of the meeting was a presentation from CAB Construction on their tiny home proposal. She noted that the project is only worth moving forward with if profitable.

5. Protective Services

a. Fire Department

- i. Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that April was a quiet month for the Fire Department. He noted that there were four training meetings and two CO2 investigations. Additionally, there was prescribed burning of brush piles on April 23rd. He was pleased with the fire abatement.

b. Ambulance Department

- i. Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that April was a quiet month for the Ambulance Department. He noted that there were less than half the calls in April from the previous month and year.

c. Bylaw Department

- i. Bylaw Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that there were a number of dogs at large in April and one dog taken to the pound. He noted that there were a few speeding incidents for first offenders and warnings issued.

Cr. Patel asked if the communications phone system is ready to use for fire season. She noted that the GNWT has an emergency phone system and suggested it be integrated with the Towns. Administration will forward comments to Mr. Morrison. Mayor Napier-Buckley had called out to Councillors interested in training for the software. She noted that the software has to be populated with phone numbers. She has received two responses from Councillors interested in training with the new Protective Services Supervisor.

6. Administration

- a. Communications – Cr. Kikoak has heard concerns from residents about the website. Cr. Kikoak has also signed up for website notifications and has not been receiving any. She is unsure if this service is still working. She also has concerns about having the new LCD sign up at the RCC and giving the impression that the RCC is where Town Hall communicates. She was wondering if the front desk at the RCC should be mirrored to the front desk at Town Hall. Administration thanked Cr. Kikoak for her concerns with the website. He advised that he is also subscribed and receives notifications and will help her in rectifying the issue.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on May 9, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 13, 2017.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Patel

That the meeting be adjourned at 8:36 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
Corporate Services	\$ 120,000		
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
Municipal Services	\$ 2,045,000		
Public Works	\$ 160,000		
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
Protection	\$ 530,000		
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
Environmental	\$ 225,000		
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
Utility Infrastructure	\$ 1,130,000		
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
Community Services	\$ 835,000		
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
Capital Project Total Summary	\$ 3,000,000			
2016 Audit Balances				
		Proposed 2017	Balances	
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
Total CPI	\$ 3,086,196	\$ 1,695,000		\$ 1,391,196
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
Total Gas Tax	\$ 863,000	\$ 860,000		\$ 3,000
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
Total General Reserves	\$ 838,525	\$ -		\$ 838,525
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Utility Reserves	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Capital and Reserves	\$ 6,625,803	\$ 3,000,000		\$ 3,625,803



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

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
3-May-17	19:00	Training	NWAL	14	21:10	Tour of NWAL and airport Facilities/aircraft
8-May-17	13:45	Call	Boat Launch	2	14:15	Dog trapped on river ice (limited response)
10-May-17	19:00	Training	Rec Center/Museum	12	21:00	Prescribed burn of field between Rec Center & Museum
11-May-17	11:01	Airport Exercise	Airport	10	13:10	Airport Mock Disaster
12-May-17	18:00	Prescribed Burn	Mackenzie Avenue	5	21:00	Prescribed burn with ENR.
17-May-17	19:00	Training	Fire Hall	13	21:00	Practical Skills review before testing in Hay River
20-May-17	8:55	MVA	Salt Mountain	9	10:15	ATV accident, Ambulance assist
24-May-17	19:00	Training	Fire Hall	4	20:15	Practical Skills and Hall Cleanup
26-May-17	20:10	Grass Fire	Behind JBT	9	21:00	Small fire, extinguished by passerby (JBT school dance)
31-May-17	19:00	Off Night Practice	Fire Hall	3	20:00	Hall Cleanup

* Two prescribed burns were very successful in removing substantial fuel loads in those areas. ENR cut down any hazard trees in the Mackenzie Avenue burn.



Fort Smith Volunteer Ambulance Monthly Report May 2017

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2017-May-01	22:00	Code Zulu	2	23:00	
2017-May-02	13:47	Code 1	2	15:00	
2017-May-02	16:00	Code 1	2	17:30	
2017-May-08	11:30	Code 2	2	12:50	
2017-May-08	7:40	Code 2	2	9:00	
2017-May-11	11:00	MOCK DISASTER		13:00	
2017-May-14	4:00	Code 1	2	5:15	
2017-May-14	21:52	Code Medevac	2	0:22	
2017-May-15	19:20	Code Medevac	2	21:00	
2017-May-16	14:00	Code 1	2	17:00	
2017-May-16	23:00	Code Medevac	2	2:25	
2017-May-17	2:30	Code Medevac	2	4:30	
2017-May-18	7:46	Code 2	2	8:40	
2017-May-20	8:52	Code 1	4	11:15	MVA
2017-May-20	14:13	Code Medevac	2	17:20	
2017-May-22	19:49	Code 1	2	21:00	
2017-May-23	2:00	Code Medevac	2	4:00	
2017-May-23	20:53	Code 1	3	22:00	
2017-May-24	0:20	Code Medevac	2	3:30	
2017-May-24	2:10	Code Medevac	2	3:30	
2017-May-24	20:52	Code Medevac	2	23:30	
2017-May-25	16:40	Code 1	2	17:40	
2017-May-27	18:12	Code Medevac	2	20:20	
2017-May-30	12:50	Code 1	3	1:50	
2017-May-31	3:20	Code 2	2	4:45	
2017-May-31	5:10	Code 2	2	7:00	

Type of Call	May 2017	Year to Date	Last Month	May-16	Last Year to Date
Code 1 = Life threatening incident	9	40	5	11	39
Code 2 = non Life threatening incident	5	9	0	1	6
Code 3 = Fire support	0	1	0	0	1
Code Medevac = Medevac flight support	10	40	7	4	36
Code Transfer = Transfer of patient	0	0	0	1	1
Code Zulu = Transfer of deceased person	1	3	0	0	1
Total	25	93	12	17	101

Total Number of Responders	9-12
Total Estimate Person Hours	133.8

Additional Comments:



Bylaw Monthly Report

May-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	1				1	helmet warning
Dogs at Large	2					2/dogs
Unregistered Dog	2				2	
Dogs in pound	3					3 dogs in pound one escaped
Speeding	4	2			\$100.00	over 30 in 30 zone
Stop work Order	1				0	
Unregistered vehicle	0				0	
Unsightly Lands	0				0	
Traffic Issue	1				1	fail to yield
Non emergency call	0				0	
Dev permits	5				6	post permits
RCMP Matters	1				1	loud vehicles
Fire calls	0				0	
Ambulance assist	0				0	
general complaints	7				7	dog complaints
Business license						
					\$400.00	

Additional Comments: