










# Town of Fort Smith Municipal Services Committee

Tuesday, April 10, 2018, 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. 2018 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. March, 2018 Statistics
  - b. Ambulance Department
    - i. March, 2018 Statistics
  - c. Bylaw Department
    - i. March, 2018 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Briefing Note – DPA-007-18 Corwin Hann
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Municipal Services Minutes March 6, 20         </div> <div style="text-align: center;">             Vision, Values and Goals.doc         </div> <div style="text-align: center;">             2018 Capital Plan         </div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Fire Dept Stats March 2018         </div> <div style="text-align: center;">             Ambulance Stats March 2018         </div> <div style="text-align: center;">             Bylaw Stats March 2018         </div> </div>
<div style="text-align: center;">             BN-DPA-007-18 Corwin Hann         </div>



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, March 6, 2018 at 8:15 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:45 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 13, 2018, were reviewed and were adopted at the Council meeting of February 20, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed.

3. Protective Services

a. Fire Department

i. Statistics Report – The February, 2018, statistics report was reviewed. Administration thanked TDC for providing space and assistance to complete the fire training exercises for the fire fighters. He advised that the Fire Department has purchased extra equipment with funding provided by GNWT.

b. Ambulance Department

i. Statistics Report – The February, 2018, statistics report was reviewed. Administration advised that it has been a more quiet month. He indicated that the Town is in the final stages of hiring a

Protective Services Supervisor and anticipates the successful candidate to start in April.

c. Bylaw Department

- i. Bylaw Statistics Report – The February, 2018, statistics report was reviewed. Administration advised that the Bylaw department is focusing on providing tickets for speeding and dog tags. He indicated that the Bylaw Department received many complaints regarding snow removal. He advised that staff are working on the snow removal. He advised that two employees have been hired to get the Town ready for AWG and staff are working 60 hour weeks with overtime. He advised that facility maintenance also hired casuals that are working on improving buildings and ensuring all emergency equipment are up to date. He advised that the Water Treatment Plant staff are working on a shift schedule to effectively process and produce water faster to meet the demands during AWG. Cr. McArthur asked if there will be one last sweep of MacDougal Road down to Pine Crescent. He commended Robert Mills of the Town crew for cleaning side roads. Administration advised that the snow removal crew is working 60 hour weeks to try and keep up with the snow removal. He advised that they may complete MacDougal Road before the snow melts but he can't guarantee it will be done.

4. Administration

- a. Downtown Development Plan – The Downtown Development Plan was reviewed. Administration advised that the document presented is the same plan that was previously presented to Council. He indicated that the only change is that the paving was removed and put in a separate line item. He advised that the paving will be completed when a crew can be hired and will not commence without the phases being reviewed and approved by Council. Cr. Kikoak does not agree with a permanent stage being installed at the Riverside Park. Cr. Holtorf suggested prioritizing the projects and start development on the Riverside Park and focus on developing the downtown area. He also suggested consulting with local organizations on the development plan. Cr. Dumont suggested to have a portable stage that can be moved between venues and he agreed with Cr. Kikoak. Cr. Kikoak indicated that there is a intimate stage at Conibear Park and that a permanent stage at Riverside Park is not necessary. Mayor Napier-Buckley advised that the outdoor permanent stage at Riverside Park opens the possibility of having events outdoors in the winter. Cr. McArthur doesn't think its plausible to spend \$150,000 for a permanent stage at the Riverside Park and not receive any revenue from it. Cr. Bell is also opposed to building the permanent stage as it is unsafe and suggested building at Conibear Park for a cheaper cost. D/M Smith commended the detail of the Downtown Development Plan and thinks it is a good way to meet resident's needs and offers good opportunity to host events. He suggested embracing the project and build on it to provide a solution together, as hosting events in the current outdoor venues is difficult with

no power or water. Cr. Bell commended the hard work done on the Downtown Development Plan and Snowboard Park. She commended the development at the Arena and noted that the snow sculptures are amazing along with the lights on the trees. He indicated that the document is what is used to obtain funding and mainly used as a guiding document to get projects completed.

5. Other Business

- a. Briefing Note – DPA-005-18 Marion Berls and Dave Purchase. Administration advised that the briefing note and application is a standard home occupation permit application. He advised that the applicants own their home and will not attract additional traffic to their home.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Holtorf**

**That DPA-005-18, submitted by Marion Berls and Dave Purchase, to operate a home occupation to sell arts and crafts, provide bookkeeping services, repair electronics, and provide forest fire consulting services from Lot 395, Plan 207, 38 Polar Crescent in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

Briefing Note – Water and Sewer Infrastructure Replacement Engineering Services. Administration advised that on January 23, 2018 Council approved the \$5,000,000 Clean Water and Waste Fund Project. He advised that this is a replacement of the water and sewer infrastructure in the downtown core. He advised that it is funded by the federal CWF of \$3,750,000 and the balance is made up of \$1,250,000 of Town funds. He advised that serious water and sewer failures have occurred in the downtown and that the main lines are 70 years old. He noted that efforts to deal with the break and replacement found that valves are not functional. He advised that the most problematic area is the main downtown section where the pipes and valves have not yet been replaced. He noted that there are six main lines that intersect in that area where only one or two valves are functional. He indicated that the project is very complicated as it affects the water to the community that is coming from the water tower. He indicated that with the project being so difficult and in order to complete without interrupting water services to the community, the intersections at Portage Ave and MacDougal Road along with the intersection at Breynant and MacDougal Road will have to be dug up. He advised that the project will also allow for the replacement of drainage and ditches in the downtown area. He indicated that the purpose of completing the request for proposals is to hire engineering services to design the completion of the project. He advised that on February 05, 2018, the Town issued a Request for Proposals for Engineering Services to design this project. He indicated that the RFP was advertised locally and in News North, and because of this it was also advertised in the GNWT Construction Association tender registry and MERX registry. He noted that the RFP closed on February 23, 2018, and four proposals were

received; from Maskwa Engineering, AECOM, Stantec, and KGS Group. He advised that the proposals were reviewed by a proposal evaluation committee on March 02, 2018, as per the criteria indicated in the RFP document, and the proposal from AECOM was found to rank the highest. Cr. Kikoak indicated that there is a letter attached to the briefing note and asked if the letter will be addressed. Administration suggested going in camera to discuss the letter or if the discussion will be in general it can be addressed. Cr. Kikoak requested more time to hear the concern from the local contractor to make a more informed decision. Administration noted that Maskwa Engineering was partners with REV North and suggested that Cr. Kikoak should consider conflict of interest. Cr. Kikoak advised that the letter has brought back feelings from the past of contracts being awarded to outside competitors when local contractors have the capacity to complete the projects. She indicated that she doesn't think she is in conflict as REV North is not identified in the letter or briefing note. D/M Smith indicated good decision will not happen unless it's done in camera.

In-Camera Session S.23(3)(e)

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. McArthur**

**That Council move in-camera to have discussion on the Water and Sewer Infrastructure Replacement Engineering Services briefing note in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. McArthur**

**That Council move out of in-camera at 10:09 pm and that the meeting continue past 10:00 pm.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Holtorf**

**That the Water and Sewer Infrastructure Replacement Engineering Services RFP contract be awarded to AECOM in the amount of \$358,675.00 plus GST.**

**CARRIED UNANIMOUSLY**

Briefing Note – Landfill Expansion Engineering Services RFP. Administration advised that on January 23, 2018, Mayor and Council approved the \$1,500,000 Landfill Expansion project, which is required to address capacity issues at the Landfill, as well as implement Water License and Waste Management Plan requirements. He advised that on February 05, 2018, the Town issued a Request for Proposals for Engineering Services to design this project. He indicated that the RFP was

advertised locally and in News North, and because of this it was also advertised in the GNWT Construction Association tender registry and MERX registry. He advised that the RFP closed on March 02, 2018, and three proposals were received; from REV North, Tetra Tech, and BCL. He noted that the proposals were reviewed by the proposal evaluation committee on March 05, 2018, as per the criteria in the tender bylaw, and the proposal from REV North was found to rank the highest. Administration advised that the REV north president is brother of Cr. Kikoak and suggested that she consider conflict of interest. Cr. McArthur agreed with Administration and doesn't think Cr. Kikoak can second that motion. Cr. Kikoak advised that she doesn't see herself in conflict and that her household is not benefitting from this. Mayor Napier-Buckley recommended that until the implications are clear if this is conflict or not your safest bet is to declare a conflict. Cr. Kikoak declared a conflict of interest.

**RECOMMENDATION**

**Moved by: Cr. Smith**

**Seconded by: Cr. McArthur**

**That the Landfill Expansion Engineering Services RFP contract be awarded to REV North in the amount of \$177,756.00 plus GST.**

**IN FAVOUR – MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. BELL, CR. HOLTORF, CR. MCARTHUR, CR. DUMONT  
ABSTAINED – CR. KIKOAK**

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Mayor Napier-Buckley**

**That Cr. Patel and Cr. Tuckey be excused from the Municipal Services Standing Committee Meeting on March 6, 2018.**

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on April 10, 2018.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Holtorf**

**That the meeting be adjourned at 10:20 pm.**



# 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  
2018 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 80,000</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; 2018 includes \$10k carry-over from 2017.	CPI
Integrated Community Sustainability Plan	\$ 10,000	Funding to complete contract for Strategic Planning.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 8,325,000</b>		
<b>Public Works</b>	<b>\$ 375,000</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	\$ 105,000	Replace 2011 2WD Works truck; existing unit will go to Community Services and 2003 Community Services truck surplus. Replace 2006 FM truck; existing unit will be surplus. Replace 2006 Works truck; existing unit may be added to FM fleet or surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 550,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	CPI
Mower	\$ 20,000	Replace 2002 Mower with unit robust enough for fire abatement maintenance. Existing unit will be surplus.	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 contract for mid-life retrofit of building.	CPI
<b>Environmental</b>	<b>\$ 1,575,000</b>		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI



**TOWN OF FORT SMITH  
2018 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	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.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Gylcol piping requires upgrading. 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.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplusd.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	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>\$ 780,000</b>		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 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.	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, and jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH  
2018 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2017	(Details, issues, comments)	Funding Source
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 utilising SCF Federal funding.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations 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.	CPI
Library Renovations	\$ 10,000	The Library is in need of basement carpet and fence repair.	CPI
<b>Capital Project Total Summary</b>	<b>\$ 9,185,000</b>		
	<b>2016 Audit Balances</b>	<b>Proposed 2018</b>	<b>Balances</b>
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
<b>Total CPI</b>	<b>\$ 4,200,196</b>	<b>\$ 3,660,000</b>	<b>\$ 540,196</b>
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
<b>Total Gas Tax</b>	<b>\$ 1,776,000</b>	<b>\$ 1,775,000</b>	<b>\$ 1,000</b>
Municipal	\$ 159,353		
Mobile Equipment	\$ 196,863		
Recreation	\$ 42,143		
Emergency Equipment	\$ 412,195		
Computer	\$ 27,971		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total General Reserves</b>	<b>\$ 1,038,525</b>	<b>\$ -</b>	<b>\$ 1,038,525</b>
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total Utility Reserves</b>	<b>\$ 2,038,082</b>	<b>\$ -</b>	<b>\$ 2,038,082</b>
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total Environmental Reserves</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
<b>Total Federal Funding</b>	<b>\$ 6,250,000</b>	<b>\$ 3,750,000</b>	<b>\$ 2,500,000</b>
<b>Total Capital and Reserves</b>	<b>\$ 15,502,803</b>	<b>\$ 9,185,000</b>	<b>\$ 6,317,803</b>



**Fort Smith Volunteer Fire Department  
Monthly Report  
March 2018**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
7-Mar-18	19:00	Training	Firehall	11	21:10	SCBA Checklists, donning/doffing, bottle changes
12-Mar-18	18:34	Liberty - False Alarm	52 Pine Cr	8	19:00	Checked in with homeowner - False Alarm
14-Mar-18	19:00	AWG Review	Firehall	10	20:30	
16-Mar-18	23:53	Chimney Fire	50 Pelican	10	1:15	
28-Mar-18	19:00	Extra Practice	Firehall	2	20:00	Hydrants

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	3	11	4	5	12
Callout	2	10	4	0	8
Other (Event/Investigation)	0	1	1	0	4
Total	5	22	9	5	24

# Active Members (end of month)	20
# Of Person-Hours	58.0

**Comments**

Two EMS staff used the firehall as residence during AWG. Fire Department is planning a recruitment drive along with Ambulance Department at the tradeshow.



## Fort Smith Volunteer Ambulance Monthly Report Mar-18

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Mar-01	8:52	Code 1	2	9:34	No transport
2018-Mar-02	23:55	Code 1	2	0:20	
2018-Mar-05	19:20	Code Medevac	2	21:00	
2018-Mar-08	13:14	Code 1	2	14:20	
2018-Mar-08	17:30	Code Medevac	2	19:00	
2018-Mar-11	6:15	Code Medevac	2	9:30	
2018-Mar-11	10:20	Code Medevac	2	1:20	
2018-Mar-11	14:25	Code 1	2	15:30	
2018-Mar-11	14:50	Code 1	2	16:30	
2018-Mar-12	4:38	Code 1	2	6:38	
2018-Mar-13	11:18	Code 2	2	11:40	
2018-Mar-13	13:20	Code Medevac	2	16:00	
2018-Mar-13	22:08	Code 2	2	23:35	
2018-Mar-14	6:02	Code 1	2	7:50	
2018-Mar-14	9:14	Code Medevac	2	12:15	
2018-Mar-14	16:30	Code Medevac	2	19:00	
2018-Mar-15	19:20	Code 2	2	20:20	
2018-Mar-16	12:00	Code 1	2	13:00	
2018-Mar-16	15:45	Code 1	2	17:45	
2018-Mar-17	11:39	Code 1	3	12:45	
2018-Mar-17	15:45	Code Transfer	2	17:00	
2018-Mar-19	16:50	Code Medevac	2	18:30	
2018-Mar-22	14:10	Code 1	2	15:20	
2018-Mar-22	15:27	Code 1	2	16:30	
2018-Mar-23	15:30	Code 1	2	16:30	
2018-Mar-23	18:52	Code Medevac	2	5:30	
2018-Mar-23	23:20	Code 1	2	0:20	
2018-Mar-24	18:52	Code Medevac	2	5:30	
2018-Mar-25	0:20	Code 1	3	1:20	2 Patients
2018-Mar-25	0:20	Code 1	3	1:20	2 Patients
2018-Mar-28	18:25	Code Medevac	2	21:00	
2018-Mar-29	1:03	Code Medevac	2	3:03	
2018-Mar-31	17:31	Code 1	2	18:31	

Type of Call	Mar-18	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	17	32	5	5	31
Code 2 = non Life threatening incident	3	8	2		4
Code 3 = Fire support					1
Code Medevac = Medevac flight support	12	31	7	7	30
Code Transfer = Transfer of patient	1	1			0
Code Zulu = Transfer of deceased person					2
Total	33	72	14	12	68

Total Number of Responders	13
Total Estimate Person Hours	165.6

**Additional Comments:**



# Bylaw Monthly Report

Mar-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	0					
Dogs at Large	5	2			\$100.00	two owners payed for dogs
Unregistered Dog	4					
Dogs in pound	2					and alot of cats
Speeding	3	3			\$150.00	speeding in school zone
Stop work Order	0					
Unregistered vehicle	1					given to RCMP
Unsightly Lands	0					
Traffic Issue	2					road closeed on conibear/awg games
Non emergency call	2					smoking near entrances at awg games
Dev permits	1					ncpc trailer on highway 5
RCMP Matters	0					
Fire calls	0					0
Ambulance assist	3					codes 1-2 and medivacs/ driver
general complaints	2					grader compliants /snow
Stop work Order	0					
Business license	0					
					\$488.00	

Additional Comments:



## BRIEFING NOTE

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**To:** Mayor and Council

**Date:** March 29, 2018

**Subject:** Corwin Hann DPA-007-18 – Home Occupation Permit

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**Purpose:**

Corwin Hann have submitted a Home Occupation Development Application, DPA-007-18, to operate a construction business from Lot 785, Plan 490, 23 Tamarac Crescent in Fort Smith. The property is owned by the applicant.

**Background:**

The property is zoned RMH Manufactured Home Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

**Analysis:**

Corwin Hann have applied to operate a construction business. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

**Recommendation**

Administration recommends that DPA-007-18 be approved.

Jim Hood  
Development Officer







TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, XOE OPO
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. DPA-007-18

FORM A:

RECEIVED
MAR 28 2013
CORROBAT ST...

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Corwin Hann Interest (if not owner): owner
Telephone: 072-0192 Email: corwin\_construction@fortmail.com
Mailing Address: Box 1439

Owner Information (if different than applicant):

Registered Owner's Name: same as above
Telephone: Email:
Mailing Address:

Property Information:

Civic Address to be Developed: 23 Tamora Cr.
Zoning: RMH Lot# 785 Block# Plan# 490
or Certificate of Title:
Lot Width: metres Lot Depth: metres Lot Area: square metres
Type of Lot (check one): [X] Street Facing [ ] Corner [ ] Interior [ ] Other
Existing Use(s) of Property: residential
Proposed Use(s) of Property (if applicable): residential/home occupation

Estimated Cost of Project: \$ N/A

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Corwin Hann
Applicant's Signature

March 28/2013
Date

Owner's Signature (if different than applicant)

Date



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

#### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

2 sets of floor plans (minimum 1:100 scale)

2 sets of elevations (minimum 1:100 scale)

2 sets of sections (minimum 1:100 scale)

Statement of Uses (on Page 1)

Statement of ownership of land and interest of the applicant therein (on Page 1)

Estimated commencement date \_\_\_\_\_

Estimated completion date \_\_\_\_\_

Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



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## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: \_\_\_\_\_
- From: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- To: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- Proposed Route: \_\_\_\_\_  
\_\_\_\_\_
- Planned Date of Move: \_\_\_\_\_

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: \_\_\_\_\_
- Demolition Methods to be used: \_\_\_\_\_  
\_\_\_\_\_
- Planned Demolition Start Date: \_\_\_\_\_
- Planned Demolition Finish Date: \_\_\_\_\_



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## 5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
  - Sign location
  - Dimensions (Height, Width, and Thickness)
  - Size of letters
  - Projection from building face
  - Height above average ground level at the building face
  - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: \_\_\_\_\_
- Installation Contractor: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Planned Installation Date: \_\_\_\_\_

## 6. HOME OCCUPATION

- Type of Home Occupation proposed: Carpentry/renovations/construction
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- Is this Home Occupation incidental and subordinate to the residential use? subordinate
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: asap



# THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 to make payment arrangements.

Date of Application		New Application <input type="checkbox"/>		Renewal <input type="checkbox"/>		<b>RECEIVED</b>	
Name of Applicant <b>CORWIN HANN</b>		Name of Business <b>C+C Construction Services LTD</b> <span style="float: right; border: 1px solid black; padding: 2px;">MAR 28 2018</span>					
Business Street Address <b>23 Tamarac Crescent</b>		Legal Address Lot: <b>785</b> Plan: <b>490</b>		Mailing Address <b>Box 1439</b> <span style="float: right; border: 1px solid black; padding: 2px;">CORPORATION OF THE TOWN OF FORT SMITH</span>			
Phone Number <b>867-872-0192</b>		Fax Number		Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Email Address <b>Corwin_Construction@hotmail.com</b>				Web Page Address			
Type of Business: <b>RESIDENT</b>				Type of Business: <b>NON-RESIDENT</b>			
<input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794))		\$75.00		<input type="checkbox"/> Hawker/Peddler		\$285.00	
<input type="checkbox"/> Home Occupation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Contractor		\$225.00	
<input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Charitable Purposes		no charge	
<input type="checkbox"/> Hawker/Peddler		\$125.00		<b>COPY</b>			
<input type="checkbox"/> Junior Business		\$1.00					
<input type="checkbox"/> Charitable Purposes		no charge					
Please Note: Resident business applications after September 1 will cost one half the regular price							
<input type="checkbox"/> Change Fee for any license		\$35.00		<input type="checkbox"/> Late Fee (if renewal received after February 15)		\$35.00	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: <b>PLEASE INDICATE ALL AREAS OF OPERATION</b> <b>Carpentry, Building maintenance, concrete, Drywall/Plastering, painting, Flooring renovations, roofing, Building construction</b>							
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):		Number of Employees			
				Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/>			

I, Corwin Hann, hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 1 (or      person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

**\*Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

Corwin Hann  
Signature of Applicant

C+C Construction Services LTD  
On Behalf of (Name of Business)

License Approved: \_\_\_\_\_  
Signature of SAO or Development Officer

Date: March 28/2018

COPY