



# Town of Fort Smith Municipal Services Committee

Tuesday, April 9, 2019, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. 2018 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Dept – March 2019 Statistics and Training Report
  - b. Ambulance – March 2019 Statistics
  - c. Bylaw – March 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes March 7, 2019
    - ii. SDAB Reappointment John Gray
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note Capital Planning
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Minutes March 12, 2	 Vision and Values	 2018 Capital Plan
 Fire Department Statistics March, 201	 Ambulance Department March 2	 Bylaw Statistics March, 2019
 SDAB Minutes March 7, 2019	 SDAB Reappointment John Gray	



Town of Fort Smith  
*Code of Conduct for Council Members*

ATTACHMENT A

**STATEMENT OF DISCLOSURE OF INTEREST**

Name of Council Member: \_\_\_\_\_

Date of Disclosure: \_\_\_\_\_

Council Meeting or \_\_\_\_\_

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest:            Personal   

                         Pecuniary   

Conflict of Interest:   

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Councillor: \_\_\_\_\_

**Office Use Only:**

Recorded by \_\_\_\_\_ at: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, March 12<sup>th</sup>, 2019 at 8:34 pm.

Chairperson: Cr. Westwell  
Members Present: D/M Smith, Cr. McArthur, Cr. Campbell, Cr. Couvrette, Cr. Cox,  
Cr. Pischinger, Cr. Beaulieu  
Regrets: Mayor Napier-Buckley  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Cynthia White, Director of  
Community Services; Katie Reid, Executive Secretary

1. Call to Order

Cr. Westwell called the meeting to order at 8:34 pm.

2. Declaration of Financial Interest

a. Statement of Disclosure of Interest

3. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 12<sup>th</sup>, 2019, were reviewed and were adopted at the Council meeting of February 19<sup>th</sup>, 2019.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the 2019 Capital Plan is underway. He recently reviewed the report on renovation costs for Recreation and Community Centre retrofit which ties to Library and Town Hall renovations and Fire Hall renovations. He noted that there will be a few major projects underway in the summer with a \$5 million dollar project for water and sewer awarded last year and for two-thirds of work on the landfill project.

Administration indicated that transfer stations would be constructed at the landfill so that residents will not have to enter waste pits and that the existing landfill will be capped. The work was scheduled to occur in 2018 although the cost received was double the budget at \$3 million. Administration advised that the cells needs to be covered with an engineered layer with a base and engineered membrane then covered. The intent is to prevent leachate flow from dumping in the river. The cap needs to be an impermeable membrane with a grade to prevent water from pooling and that the grade on the cap is constructed with fill. He noted that there is at least a year of life left which is why capping wasn't done right away. Additionally, the cap cost is \$1.5 million on the existing fill and \$1.5 million is budgeted to build the transfer station. Administration advised that there is new Federal funding available specifically for landfills and that the Town will apply for funding to do the portion of the work in capping the existing landfill and that the cap will most likely be implemented in 2020.

Administration advised that new holes also require a special impermeable membrane to prevent leaking. Any water in the landfill is caught and treated and sprayed back until evaporation. He noted that the size of the landfill needs to be managed in order to manage water. He also noted that the holes dug need to be appropriately sized as they are costly to developed as each cell has an engineered layer to prevent leachate.

Another large project underway is the recycling project as the previous Council approved implementation of waste management through the Sustainable Development Advisory Board. To implement a successful program, buy-in from the public is required. With this, ENR has funded \$40,000 to hire Ecology North to run an education campaign and to help design the program. Administration noted that Ecology North has recommended that the Town not perform recycling as China has stopped buying recyclables from North America. The only direction received was to keep cardboard as it can be used to compost, and that the Town should not start compost collection until a composting pad is completed. Administration doesn't foresee implementation of the program until late 2020. Additionally, the Town will perform procurement for special vehicles to handle the recycling and that the Town is looking for local groups to accept the compost.

Administration indicated that he would most likely not have the completed analysis for the Recreation facility renovations for the 2019 Capital Plan which includes renovations for the Recreation and Community Centre, Town Hall, Library and Fire Hall. He noted that the intent is to move the Library to the upstairs of the Recreation and Community Centre and that the fitness rooms would be relocated to the basement of the building. Town Hall and the Library would be repurposed so that Council Chambers would be moved to the Library. The Fire Hall would be a standalone facility with combined protective services including the Ambulance Department. He noted that there is no room in the current Fire Hall to relocate ambulance services to the building. Administration advised that cost estimates for the work to the Recreation facility, Town Hall and Library is approximately \$2.5 million dollars and that \$2 million in Federal funding has been approved for the project. He noted that the Fire Hall project is expected to be \$5 million and is currently unfunded. Council must discuss potentially borrowing the money and going to plebiscite or waiting until the arena debenture is complete to borrow the money. He noted that there is currently not enough in reserves or Federal funding to support the \$5 million project. As the decision to borrow would impact resident's property tax after Council's term there would be the need for plebiscite or advised that additional Federal funding may come available.

Administration advised that the water and sewer project and landfill project, will be included in the Capital Plan and noted that he would like to have the Recreation facility work included as there is a deadline for the Federal funding of 2021. He noted that a temporary location will need to be found for recreation services and that the arena would be the ideal solution although work would need to commence in the summer. He noted that most contractors would prefer to do inside work on the facility during the winter.

Administration advised that there will be more fleet procurements to replace aging vehicles as maintenance costs increases.

Administration noted that the Town continues to struggle without a dedicated IT person. The Town currently utilizes Arch Tech on an as and when basis for approximately \$35,000 per year for an IT person located in Hay River. He suggested the HR Committee be tasked with determining if Council would support a part-time IT position and noted that there is IT funds available.

Administration advised that there would be a paving project occurring in the summer in conjunction with the water and sewer project. He noted that the intent is to pave the cuts made to the pavement but will most likely not be bringing further paving work forward.

Administration advised that there would be a valve replacement and repair program to be tendered and that he expects competitive bidding with a large contractor in town performing the water and sewer work.

Administration anticipates that the 2019 Capital Plan will be brought to Council for the Municipal Services meeting in April and that there will be \$7 million in Capital Projects for 2019.

Additionally, Administration noted that there is funding available for the development of a Climate Change Adaptation Plan.

#### 4. Directors Report

Administration advised that the Director of Municipal Services had been attending Verbal Judo training this week.

The Director of Municipal Services indicated that staff will be attending a composting course and undergoing training for the landfill. Additionally, four employees are taking an ozone protection course which will lead to removal of refrigerants out of household appliances along with practical training taken last month. He noted that white metals are being bailed and recycled.

The Director advised that Public Works is working diligently with snow removal and that they have just completed snow removal initiatives on King Street. Notifications of location of snow removal are posted on social media.

Additionally, the Pool was closed for a week to make repairs to the liner. He noted that the repair itself didn't take as long as filling and heating the water.

He noted that CIMCO would be coming to Fort Smith soon to shut down the ice plants for both the Arena and Curling Rink, and that the Arena would be prepared for the Trade Show.

Cr. McArthur asked when the intersection of Calder Avenue and Field Street would become a four-way stop. The Director replied that the Town ran out of multilingual stop signs and four-way notices, and that more have been ordered through a local contractor. He noted that the contractor was away due to illness and the order was lost but it has been reordered. Cr. Pischinger asked who decides where four-way stops are placed. It was noted that the last Council decided to implement a four-way stop at that location.

#### 5. Protective Services Report

Cr. Cox approved of the new format and the detail involved in the reports. Administration advised that new software was purchased to better track and report bylaw infractions.

Cr. Westwell asked if including the addresses on the Fire Department report is a privacy concern. Administration doesn't believe it is a privacy concern.

Administration advised that there is an underground fire at the Hay River landfill that has come to the surface. He noted that typically a hole is dug and when full the hole is capped. He indicated that the Hay River landfill is full, with no new areas to dig holes, and as a result have been mounding garbage on the existing hole rather than capping. He noted that crews had to dig twenty-five feet and tier the garbage to expose the fire. He noted that the wind began blowing to Town causing breathing issues. Administration advised that after seven to eight days crews are timed out and indicated that they will be fighting the fire for the next month. As a result, the Protective Services Supervisor and crew members have been sent to Hay River to provide night shift support, along with two Town vehicles. He advised that Hay River has declared a state of emergency and that they are able to access Territorial emergency funds. He also noted that GNWT employees are seconded to assist in extinguishing the fire and will receive their salary. The Town of Hay River has enough volunteers to support the response and a replacement crew has been developed. In addition to this a group of volunteers from Yellowknife would be going to assist and the Town of Hay River would be reaching out to Saskatchewan.

- a. Fire Department – The February 2019 statistics and training report was reviewed.
- b. Ambulance Department – The February 2019 statistics reports were reviewed.
- c. Bylaw Department – The February 2019 statistics report was reviewed.

6. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Westwell advised that there was an SDAB meeting last week and that there was quorum. He noted that there was good discussion and that they are trying to complete the affordable housing summary and that the board reviewed the second version of the draft. He noted that the board would be calling a special evening meeting in April to further review the document. Additionally, there would be a board member resigning his seat and there would be vacancies for new members. He indicated that the board would move on to make recommendations for agricultural land and high-density housing. The EDO provided valuable discussion on economic development.

7. Administration

Administration informed Council that the Federation of Canadian Municipalities AGM is upcoming in May and that the Town sees great value in sending Councillors. He will review the Council travel budget and requested Councillors determine if they are interested in attending. Additionally, he noted that the Director of Corporate Services is on the National Asset Management Board.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Couvrette**

**That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on March 12<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on April 9<sup>th</sup>, 2019.

Cr. McArthur advised that he would be away for both the Community Services and Municipal Services meetings on April 9<sup>th</sup> and for the Council meeting on April 16<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 9:23 pm.**

**CARRIED UNANIMOUSLY**

## Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

**The Town of Fort Smith will work with our 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

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

**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 surplus.	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>



# Town Of Fort Smith Protective Services

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Apr 2 19

## Incident Summary From Mar 1 19 to Mar 31 19

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
<b>Town of Fort Smith</b>					
Mar 5 19	10:28:00 79 Breynat Street (Northern Store), FORT SMITH	47	12		
19-009	<b>False Alarm (Good Intent)</b>				
<hr/>					
1 incidents for	Town of Fort Smith	0 hrs 47 mins	12		
<hr/>					
		0 hrs 47 mins	12		



**Training Summary Report Continued**  
**From Mar 1 19 to Mar 31 19**

**Units:** 24.00      **# of Personnel:** 12

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**Date:** Mar 27 19      **Session Hours:** 2.00  
**Location:** Fire Hall

**Start:** 27 Mar 19 00:00:00  
135 - Ropes & Knots  
(FF Doherty Jody)

**Units:** 40.00      **# of Personnel:** 20

**4 sessions printed for these parameters**  
**9 Subjects Covered**  
**8.00 total session hours**  
**112.00 total staff hours**  
**0.00 total Instructor hours**  
**0 Meeting sessions**  
**4 Training sessions**  
**0 Special Train sessions**



## Fort Smith Volunteer Ambulance Monthly Report Mar-19

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
March 1	7:32	Code Zulu	3	8:30	
2019-Mar-01	18:17	Code 2	3	18:42	Did not Transport
2019-Mar-04	7:00	Code 1	2	8:30	
2019-Mar-04	10:45	Code Zulu	2	11:45	
2019-Mar-06	18:44	Code 2	2	19:09	
2019-Mar-07	16:12	Code Medevac	2	18:00	
2019-Mar-08	11:30	Code Medevac	3	13:15	
2019-Mar-09	11:45	Code 1	3	12:25	
2019-Mar-11	11:03	Code Medevac	2	12:22	
2019-Mar-11	18:53	Code Medevac	2	20:24	
2019-Mar-12	23:36	Code 2	3	0:05	Did not Transport
2019-Mar-13	22:15	Code 2	2	22:47	Did not Transport
2019-Mar-15	22:42	Code 2	2	23:44	
2019-Mar-16	12:00	Code 2	2	13:00	Did not Transport
2019-Mar-16	15:00	Code 2	4	17:00	
2019-Mar-17	13:40	Code 1	3	14:31	
2019-Mar-20	18:00	Code Zulu	2	20:00	
2019-Mar-21	17:10	Code 2	2	18:08	
2019-Mar-22	4:10	Code 2	3	6:10	
2019-Mar-23	6:05	Code 2	3	8:30	
2019-Mar-23	21:40	Code 2	3	23:05	
2019-Mar-26	20:55	Code Medevac	3	23:00	
2019-Mar-27	14:42	Code Medevac	2	17:00	
2019-Mar-30	0:35	Code 2	3	1:35	Did not Transport
2019-Mar-30	7:10	Code 1	3	8:07	
2019-Mar-30	11:43	Code 1	3	12:20	Did not Transport
2019-Mar-31	21:51	Code Medevac	2	0:45	
2019-Mar-31	6:58	Code 2	2	4:47	Did not Transport

Type of Call	Mar-19	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life threatening incident	5	19	6	17	32
Code 2 = non Life threatening incident	13	24	6	3	8
Code 3 = Fire support	0	0		0	0
Code Medevac = Medevac flight support	7	17	4	12	31
Code Transfer = Transfer of patient	0	5	3	1	1
Code Zulu = Transfer of deceased person	3	6	2	0	0
<b>Total</b>	<b>28</b>	<b>71</b>	<b>21</b>	<b>33</b>	<b>72</b>

Total Number of Responders	24
Total Estimate Person Hours	133.5

**Additional Comments:**



# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Apr 3 19

## Bylaw Infractions

Date	Bylaw Inci... Bylaw	Infraction	Fine Amount
Mar 11 2019	19-029	traffic bylaw	0.00
Mar 12 2019	19-030	traffic bylaw	50.00
Mar 14 2019	19-031	Animal Control Bylaw	0.00
Mar 14 2019	19-032	Animal Control Bylaw	0.00
Mar 15 2019	19-033	traffic bylaw	0.00
Mar 20 2019	19-035	Animal Control Bylaw	0.00
Mar 20 2019	19-034	traffic bylaw	50.00
Mar 25 2019	19-036	Animal Control Bylaw	0.00
Mar 25 2019	19-037	traffic bylaw	50.00
Mar 25 2019	19-038	Animal Control Bylaw	0.00
Mar 27 2019	19-039	traffic bylaw	50.00
Mar 28 2019	19-040	traffic bylaw	0.00
Mar 28 2019	19-041	traffic bylaw	0.00
Mar 28 2019	19-042	traffic bylaw	0.00
Mar 29 2019	19-043	traffic bylaw	0.00
Mar 29 2019	19-044	traffic bylaw	0.00

16 Records Printed



# Town of Fort Smith Sustainable Development Advisory Board Minutes March 7, 2019

Regular Meeting

12:00 pm in Council Chambers

**Attendees:**

- Tim Gauthier (Interim Chair)
- Cam Zimmer (Conference call)
- Adam McNab
- Adam Bathe
- Jeff O'Keefe
- Kristielyn Jones

**Absent:**

- Frank Lepine
- Keith Hartery
- James Douglas
- John Gray

**Administration:**

- Diane Seals
- Katie Reid

## A. Call to Order

Chair Tim Gauthier called the meeting to order at 12:12 p.m.

## B. Approval of Agenda

**MOTION**

**Moved by: Jeff O'Keefe**

**Seconded by: Adam McNabb**

**That the agenda be adopted as amended to include discussion on NWT Housing Plans.**

**CARRIED UNANIMOUSLY**

## C. Approval of Minutes

**MOTION**

**Moved by: Adam Bathe**

**Seconded by: Adam McNabb**

**That the minutes of January 10, 2019 be adopted as presented.**

**CARRIED UNANIMOUSLY**

## D. Business Arising from the Minutes

- a. Housing Affordability and Need Draft Document – Chris presented the document he drafted on Housing Affordability and Need. He advised that the document continues discussion on improved zoning and land identification. He presented maps to the board to review land available and different zones. He noted that the report also includes a summary on agricultural land.

Chris advised that with inflation and increased construction costs over the past ten years, smaller developed lots would be close to the cost of existing lots available and noted the demand for more residential houses. He noted the need for more zoning and incentives to develop high density solutions.

Jeff asked if it was considered identifying or disburdening desolate properties in town. He noted that the GNWT should dispose of desolate properties although the cost to dispose or demolish is higher than to develop a vacant lot. Chris advised that disposal, demolition, and new regulations have restricted the process of demolition and leave properties unfit for use and left in place. It was also identified that the lack of a building inspector in the community is a concern due to properties with mold.

Tim suggested that the board take the document home to review as it has been substantially revised and either discuss at the next meeting or plan a special meeting to focus on the document. Chris noted that the document does require further work and that he has received a number of calls from contractors requesting the document.

Tim noted that the lack of zoning of industrial and agricultural land is not addressed in the document and advised that he is unaware of the demand for the land. He felt that this would need to be determined before rezoning. He also indicated that the GNWT has an agricultural strategy. He requested an update from Adam McNabb on the strategy. Adam M advised that outside of greenhouses, land available within the municipality is either poor or flooded; sand or flooded swamp. He noted that the soil is poor in NWT although there is decent soil past the Alberta border. He is unsure if land should be zoned for agricultural use unless it being used for a greenhouse or hydroponics. He advised that there are studies in place that support this.

Chris informed of the lack of response from MACA on the community boundary expansion. He felt that the land expansion would be good incentive to re-extend the community boundary, as it extended further in the past. He noted that the Town has been pursuing the land for a number of years and that the Metis Nation had also expressed interest in the land. He suggested that the area of land identified in the boundary expansion by Bell Rock could potentially be used for agricultural use, although he is unfamiliar with the quality of the land/soil.

Jeff has met with Can Nor and indicated that they can help business ventures and suggested facilitating Can Nor information to people trying to pursue a business venture.

Diane hasn't had anyone ask about business ventures but noted that if the Town does go after business investments it would be good to track potential business ventures and determine what land is available to be presented to people.

Chris noted that if there is a developer seeking a large portion of industrial land, they haven't approached Town Council or Administration to acquire. He felt that the lack of industrial land has always been a perceived issue but may not be as much of an issue as perceived. He noted that the most recent acquisition of land on the highway indicates there is the need to hold industrial lands. He noted that the issue is recent as there were large lots of industrial land for sale, but they have sold. He believes that there may still be smaller lots of industrial land for sale.

Tim is unsure of current available industrial lots for sale and suggested some sort of inventory be kept for people to see what is available. He would like to be able to make an informed decision, by knowing what is available and the demand, before rezoning land industrial excessively.

Jeff agreed that there is a barrier in not knowing what is available and that should be determined before making the decision to rezone additional land industrial. He also noted the challenge in Fort Smith of the lack of non-government ventures. His concern that if the GNWT continues to make reductions in Fort Smith, what would be left for employment opportunities and income generation. He is unfamiliar with the Town's economic development strategy but felt that a strategy would need to be developed to recruit industry, business and/or ventures in Fort Smith. He noted that Hay River is developing a wood pellet business and asked if similar ventures to create employment opportunities are being developed in Fort Smith. Diane advised that there are multiple goals outlined in the Economic Development Strategy including identifying this.

Chris advised that Council had previous discussions on implementing special economic zones in which surplus power could be accessed for industrial use. However, he noted that they will only sell cheap, interruptible power and that a back-up power source would be needed in the case of a power interruption specifically for agricultural.

Jeff asked if the Town has ever considered releasing a call for proposals for economic ventures. Tim suggested holding an economic expo.

Adam M advised that Northwestern Air Lease is developing a comprehensive benefits package to keep people in the community.

Diane advised that TTAB has been discussing compiling basic statistics about the community and how to present them.

Chris noted that it had previously been discussed creating an availability index for land and housing, and a why here document for the community. Diane asked if a “why here?” document should target a specific audience; for example, specific businesses, mine workers or seniors.

Chris advised that it was discussed during a Council meeting to host an economic summit to bring people to the community and show them why in person.

Chris indicated that there are multiple programs and funding opportunities through the NWT Housing Corporation and the Federal Government for housing plans in NWT communities. He noted that they coincide with the draft recommendation that the Town seek the development of a comprehensive community housing strategy. Additionally, he advised that it is recommended that communities establish not-for-profit societies made up of partner organizations; for example, the Town SAO, NWT Housing Manager, representatives from the Indigenous bands, etc. that apply to develop the resources and increase the likeliness of receiving funding. He noted that southern communities have seen great success in establishing not-for-profit organizations.

Tim suggested a special meeting to further discuss the housing affordability and need summary.

Jeff advised that he would be leaving Town for a year and would be resigning his seat after the next SDAB meeting.

**E. Date of Next Meeting**

The next SDAB meeting will be held on April 4, 2019 at 12:00 pm in Town Hall Council Chambers.

**F. Adjournment**

***MOTION***

**Moved by: Adam Bathe**

**That the meeting be adjourned at 12:57 pm.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith

## Expression of Interest

Date:

April 4/2019

Name:

JOHN GRAY

I am interested in sitting on the:

STAB

Advisory Board/Working Group/Focus Group/Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

Re Appointment

Email:

Signature of Applicant