





# Town of Fort Smith Municipal Services Committee

Tuesday, August 13, 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. 2019 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Department – July 2019 Statistics and Training Report
  - b. Ambulance Department – July 2019 Statistics
  - c. Bylaw Department – July 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
  - a. Bylaw 998 Appoint Bylaw Officer Gavin Burke
9. Administration
10. Other Business
  - a. Council Priorities Review
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
   Municipal Services Minutes July 9, 2019    Vision and Values    2019 Capital Plan	
   Fire Department Statistics July 2019    Ambulance Statistics July 2019    Bylaw Statistics July 2019	
  Bylaw 998    Council Priorities Review	



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, July 9<sup>th</sup>, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:24 pm.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest – There were no disclosures of financial interest.

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of June 11<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of June 18<sup>th</sup>, 2019.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Administration provided an update on projects underway including the Water and Sewer Infrastructure Replacement Project and made note that Cr. Campbell is a subcontractor but felt that as he is only providing information, a conflict of interest would not be required.

Administration advised that the RFP for the Community Services Master Plan update is complete, and procurement is underway. He noted that the RFP document for a booklet recreation calendar has been completed. Administration advised that the Town is in the process of preparing park equipment for installation and that the work would advance when the Director of Community Services returns.

Administration advised that the Bylaw SUV tender competition has completed, and new helmets were purchased for fire fighters. He noted replacement breathing apparatus were purchased in error above spending authority for the Ambulance Department and indicated a briefing note would be brought to Council to approve the purchase.

Administration advised that the Water and Sewer Infrastructure Replacement Project is a big upcoming project to complete the replacement of water and sewer mains including downtown McDougal Road, Breynat Street through Rupert Avenue, through the main four-way down Mercredi Avenue passed the Water Tower to Portage Avenue and up Portage Avenue back to McDougal Road. He noted that the project cost is \$5.5 million in which \$3.7 million is funded by the Federal Government. He advised that the work will impact traffic and that he is still waiting for a finalized traffic schedule from the contractor to inform affect residents how and when they will be impacted. Administration advised that the first portion of work would occur on Mercredi Avenue and that he is still waiting on a work schedule and traffic controls. He noted that the last schedule he received had paving starting mid-august and is unsure if that is an accurate deadline. He is hoping to have paving done by September, however if work is not complete, the paving project would potentially be moved to 2020. Administration advised that work would commence tomorrow to remove asphalt and implement temporary water lines. He added that they are making sure they can divert the sewage lines around the construction site and that water can be distributed without water tower operations.

Cr. Cox asked if pedestrians will be able access the streets that work is occurring on. Administration replied that he has not received the traffic control plans but thinks one side of the street will be open for pedestrians. She asked if the contractor would be digging sidewalks too. Administration advised that in some places the sidewalk may be required to be dug up if water/sewer lines run down the side of the road.

Cr. Westwell asked if one contractor would be doing the water and sewer work and paving. Administration replied that there was one tender award and that work is contracted through them. He added that CAB Construction would be accessing the paver to pave the cut made across from the new Corrections Facility on McDougal Road as well as the facilities parking lot. He added that SRFN would also be paving the parking lot of their new building. He noted that there are also several entities that wish to take the opportunity to change or improve their water lines.

#### 4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director advised that the first section of work to be completed is on Mercredi Avenue and that the Water Tower would be shut down during this portion of the work. He noted that all pressure and reservoir water is held in the Water Tower and that the Town will need to provide water pressure without the use of the Tower. He noted that it is possible, but the Water Department crew will be working 24/7 to monitor the flow while the work occurs over approximately a seven to ten-day period. The Director advised that he has been working with the contractor to implement a plan to provide water to the Town which will require running external hoses above ground from hydrant to hydrant. He added that the WTP Supervisor is on holidays and three Operators would be working the plant 24/7. He noted that an additional Facilities Maintenance employee would be transferred to the WTP to assist with day to day operations during this time which will impact the Facilities Maintenance Department operations.

The Director advised that new WSCC safety requirements no longer allow garbage pickers to ride on the back of garbage trucks. He added that the department is assisting with garbage pick-up using pick-up trucks.

The Director noted that the Facilities Maintenance Department has also been busy with grass cutting and requested patience with mowing as the department is having difficulty keeping up as result of the new garbage pick-up requirements and the ongoing water and sewer work. He added that the department had also prepared Riverside Park for Canada Day, although the weather wasn't permitting, and the event was relocated to the Arena.

The Director advised that the Public Works Department placed new stop signs on Calder Avenue at the intersection of Field Street. Additionally, he advised that the department is still assisting residents with clean-up due to the tornado. The Director advised that two employees are taking a Mobile Equipment Training Course being held by MACA School of Community Government.

Cr. Cox asked if there is a long-term plan for garbage pick-up. Administration replied that they are still gathering information on how to address the issue and are pricing aftermarket seats for the pickers to ride on the back of the garbage truck. He added that as a result of the new requirements, it takes approximately fourteen hours to pick-up the town's garbage. He noted that it is being determined if the Town should reduce the level of service through garbage pick-ups, perform a capital investment in a new garbage truck or coordinate with the composting initiatives by purchasing a truck that meets the modern needs of garbage collections.

D/M Smith noted that with the magnitude of planned work during the summer including disruptions, he suggested the need for a thorough public information document to explain the scope of the Water and Sewer Infrastructure Replacement Project and what disruptions residents and businesses could expect. Administration replied that he doesn't have the information to communicate and advised that the contractor has had the information since August 2018 but hasn't relayed a traffic plan on how businesses will be impacted or how disruptions would occur. He added that there would be no impact to water and the WTP is testing for mechanisms to ensure water pressure is maintained. He noted that residents may see a decrease in water pressure but should not be alarmed. He noted that public notices released recently are for testing so there will not be an impact to water services during the work. He advised that public notices would be released for non-local traffic and alternative routes for all businesses affected.

D/M Smith suggested signage could be placed notifying how tax dollars are spent and of projects upcoming. Cr. Couvrette advised that a business owner approached him about receiving further notification details and is assuming that Administration will provide more information once finalized. Administration replied that the EDO has spoken with all business and indicated that the message was that the work is coming and that the Town doesn't have all the information, but that directly impacted business would be contacted by the Town. Administration advised that there is opportunity for a Council to create communications but noted that Communications Committee members would not be able to address this until back from vacation. He added that the Communications Committee could revisit other initiatives including the Aurora College. Alternatively, he suggested that a contractor could be hired to develop the communications with the communications template created by Cascade Graphics.

## 5. Protective Services Report

- a. Fire Department – The June 2019 statistics and training report was reviewed. Administration advised that there were false alarms tied directly to the new security systems that notify the Fire Department. He noted that the department has partnered with local business TDC who has made vehicles available for extraction training. Administration was pleased with approximately nine of twenty-five fire fighters receiving certification. He added that certification training occurred in Hay River where they practice building searches in a metal simulated fire tower that is set on fire.

- b. Ambulance Department – The June 2019 statistics report was reviewed. Administration advised that the Ambulance Department responded to a standard number of monthly calls. He was pleased with the crossover between the Ambulance and Fire Departments.
- c. Bylaw Department – The June 2019 statistics report was reviewed. Administration advised that warnings and tickets have been issued for speeding in the school zone. He noted that one larger ticket was issued under the Motor Vehicle Act for failure to secure a child. Administration advised that this past weekend, a local person was caught doing illegal dumping and was issued a stop work order. Administration advised that the Town’s longest serving employee, Bylaw Enforcement Officer Ronnie Schaefer, would be retiring on August 31<sup>st</sup> and are looking to hire a replacement as soon as possible to begin crossover training and that the new Enterprise Bylaw Enforcement Officer would be trained at the same time. Cr. Cox asked how long Mr. Schaefer has been working with the Town. Administration replied approximately twelve to fifteen years. Cr. Couvrette asked if revenue is generating through third party training. Administration replied that there is no financial gain although the Town will receive additional Bylaw coverage. He added that the Town is ensuring that it is indemnified and not exposed to risk. Cr. Westwell suggested revising the fines structure and noted that the fees are the same for different speeding violations.

6. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. SDAB Minutes June 13<sup>th</sup>, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that he was unable to provide the recommendations on time for the Housing Summary and noted that the intent was for the board to provide an email motion for this meeting. He noted that the meeting provided input on the Strategic Plan and how SDAB fit into the goals. Cr. Westwell advised from discussions through the NWTAC, that there is funding through the NWT Housing Authority to develop a comprehensive housing strategy. Cr. Westwell advised that bridge construction on Highway 5 was also discussed and that it has prevented bringing modular homes into the community. Cr. Campbell advised that SRFN recently brought two-piece modular homes into the community. Cr. Westwell added that the board was in favour of tax incentives for derelict or vacant lands.

7. Other Business

- a. Briefing Note GNWT Land Transfers – The briefing note was reviewed. Administration advised that in September 2012 the Community Services Master Plan was completed and that the Plan was a result of resident, Advisory Board, and Council input. Item 4.7.3 of the Plan requires the develop of a large festival/event site potentially at Riverside Park.

Subsequently, in March 2018 the Downtown Development Plan was completed and the Plan, funded by the GNWT, was a result of resident, Advisory Board, and Council input. The intent of the Plan was to incorporate a number of pressing needs including the development of Riverside Park, the development of a legacy Snowboard Park resulting from the upcoming Arctic Winter Games, the need for revitalization of the Lookout and Boardwalk, Arena renovation landscaping requirements, Cemetery expansion requirements, and Firesmart requirements.



Administration indicated that to advance these projects, the Town began work to acquire land in the area and included a number of documents including (a) NTPC approved transfer of ownership of Lot 52 to the Town where the Snowboard Park run is located, dated November 2016; (b) the GNWT granted the Town a lease for Lot 51 (Riverside Park), dated June 30<sup>th</sup>, 2016; (c) the Town's application to the GNWT for ownership of Lots 53-23/24/25 where the Snowboard Park run is located, dated August 26<sup>th</sup>, 2016; and (d) The Town's application to the GNWT for ownership of Lot 1688 which is the lot adjacent to Riverside Park, dated October 19<sup>th</sup>, 2017.

Administration advised that regarding Lots 53-23/24/25, subsequent to the Town's application for ownership of this property, the GNWT replied on February 23<sup>rd</sup>, 2017 that the applications for Lots 53-23, 53-24 and 53-25 have completed the consultation process and to prepare the necessary acquisition bylaws to proceed with transferring the titles to the Town. On December 18<sup>th</sup>, 2017, the Town passed the bylaws required and provided them to the Department of Lands. He noted that no further correspondence from the GNWT was received on the issue. He added that there are no structures on these lots and the Town has no intent to put structures on these lots.

Regarding Lot 1688, on November 3<sup>rd</sup>, 2016, the Town inquired into the temporary use of the lot for the placing of portable washrooms and changerooms during the Arctic Winter Games. This was due to an existing power pole at the location allowing the Town to reduce installation costs. The GNWT replied February 14<sup>th</sup>, 2017 that it would most likely be unable to entertain a lease in the Environmental Zone without rezoning. As a result, the Town applied for ownership of the land on October 19<sup>th</sup>, 2017. At this point the finalized Downtown Development Plan had to yet to be approved and the permanent requirements for this lot yet to be determined. No further correspondence from the GNWT was received on the issue.

Administration advised that historically, the Town has been able to acquire ownership of Commissioner's Land within municipal boundaries with minimal effort. The process experienced in the past was to (a) submit a written application from the Town using the standard GNWT form; (b) the GNWT processes the application; confirms the survey information; and consults with stakeholders; and (c) the GNWT advises the processing is complete and the Town develops Land Acquisition Bylaws for Council approval.

Administration noted that this process has been followed in the past with no problems experienced. He indicated that there is no definitive wording in the Territorial Acts or Regulations (either the Lands Act or Commissioner's Land Act) dictating requirements for transfer of ownership to municipalities and further, the block of lands around Fort Smith which were transferred from the Federal Government to the GNWT were for municipal use.

Administration advised that the Town does not typically lease lands, but rather acquires ownership once need is established. Leasing requires continued oversight by the GNWT of the usage and administration of the property, while ownership puts the most control including responsibility for management of development with the Town, as per Territorial Community Planning and Development Act (with the exception of subdivisions which remains a Territorial responsibility unless the Town requests transfer of authority). He noted that Town only holds a lease on Riverside Park because at the time need had not yet been established and the Town was being required to apply for special use permitting every Canada Day.

As stated, all communications from the GNWT regarding the acquisition of these lots ceased, and verbal inquiries were deferred. On March 15<sup>th</sup>, 2018, the GNWT issued a temporary use permit for the identified lots, presumably to allow use during the Arctic Winter Games. The assumption at that point was that this was an administrative exercise by the GNWT to allow Town use of the lots while they continued to process the transfer applications. As such, the portable washrooms and changerooms were not removed once the temporary use permit expired; the assumption was that the lot would be eventually transferred, and the Town could save the approximate \$5,000 relocation cost.

On January 19<sup>th</sup>, 2019, the Town received an order to move the portable washrooms and changerooms. At this point the status of the applications to acquire these lots was again checked and the GNWT advised that no applications were being processed. Concerned, the Town unofficially advised the MLA of the situation on February 8<sup>th</sup>, 2019 and at the beginning of May the GNWT contacted the Town and requested to delegate to Council on the issue. As per the Town Delegation Policy, a written presentation was requested; this presentation was received May 10<sup>th</sup>, 2019 and is attached to the briefing note.

The presentation presents GNWT concerns with the transfer of the lands and proposes a solution. It begins by stating concerns regarding the continued presence of the Town portable washrooms and changerooms on the lot. Administration stated previously; these portable trailers were kept in place to avoid approximate \$5,000 relocation fee pending the transfer of the land to Town ownership. Finally, the Town assumed that the presence of these trailers on the lot should have no bearing on the decision by the GNWT to transfer ownership of the lots.

Next, the presentation expresses concern over the development proposed to occur on the lots. Note that the GNWT never requested information from the Town on what development was proposed for these lots. The only information provided by the Town was contained in the application form which read “no new improvements are planned at this time” and existing buildings consisted of a “portable washcar/changeroom”. Further, the Territorial Community Planning and Development Act clearly states that the Town is responsible for the management of all development within municipal boundaries; this is not a GNWT responsibility. As previously noted, the GNWT would manage use of the property in a lease situation.

Specifically, the presentation states that no development is to occur within the Environmental Reserve. Note that this development zone is established by the Town as part of the Community Plan Bylaw and Zoning Bylaw, which are documents developed under the authority of the Territorial Community Planning and Development Act and approved by the GNWT, designed to restrict development in the slide zone. Administration provided some history on the issue: (a) in 1968 there was a landslide that resulted in one death; (b) approximately ten years later the slope in the area of the slide was stabilized by reducing the slope to a lower angle and there have been no slides in the treated area since the work was complete. He added that areas along the river where this treatment has not occurred continue to be active; and (c) the Environmental Reserve was established to limit development in this potentially hazardous area.



The Community Plan requires that “Council shall support only low impact recreation in the Environmental Reserve that does not lead to or increase erosion of the riverbank slope” and to “take advantage of the area’s scenic natural features”. Further the Community Plan states that “no structure, temporary or otherwise, involving human habitation or occupancy shall be permitted” and further acknowledges the work done to treat the area of the original landslide by stating that “recreation facilities such as walking paths and viewing platforms are acceptable in the portion of the Environmental Reserve west of Breynat Street”. The Zoning Bylaw adds picnic areas or boat ramps to that list.

Administration noted that “human habitation or occupancy” refers to living and sleeping on a site, versus temporary recreation/traversing/congregation on a site. The intent as per the Community Plan Bylaw is to “minimize the danger to people and property” where living, or regularly working for long periods on a site increases exposure to risk and limits ability to respond if asleep. The Community Plan Bylaw and Zoning Bylaw clearly allows recreation, traversing (roads, paths) and congregation (viewing platforms, picnic tables). He noted that Town proposed developments for the site only allow for recreational use (snowboarding), congregation (events; as previously approved by Lands) and traversing (paths with picnic tables). He added that the only structures proposed by the Downtown Development Plan are not for habitation or occupancy, but rather to support recreation use through washrooms, an arbour to shelter elders from the sun, and a rope tow on the snowboard/sliding hill to reduce vehicular use. From a safety perspective, an arbour and washrooms pose no more risk than a portable tent and porta-potties previously allowed by the GNWT on multiple occasions and fit well within any informed interpretation of the Community Plan Bylaw and Zoning Bylaw. Regardless, the Territorial Community Planning and Development Act gives full authority for interpretation of these Bylaws to the Town.

Finally, the presentation offers a solution whereby the GNWT would only allow a lease for both sites, only provided no structures whatsoever are erected. The GNWT was contacted on May 22<sup>nd</sup>, 2019 and advised that they could delegate to Committee on June 11<sup>th</sup>, 2019. There has been no communication from them regarding the delegation since and the status of this is unknown.

Most recently, official written correspondence from the GNWT was received on June 28<sup>th</sup>, 2019 which appears to modify the previous GNWT position on the issue. This letter commits to the transfer of Lots 53-23/24/25, requires the removal of the portable structures currently on Lot 1688, and refers to proceeding “with either a lease or sale of the lot”.

Administration is seeking direction from Council. If the GNWT does proceed with transfer of Lot 1688, the Town would have been required to remove the portable structures only to have to relocate them back to site at a considerable expense and would most likely not occur soon enough to have facilities in place for the Winter 2019/20 recreation season. If the GNWT insists on maintaining their lease-only position, and continues to insist on no structures, then the future of the Snowboard Park is uncertain; this facility cannot be operated in an effective manner without washrooms (porta-potties do not function in winter) and further, the tow rope could not be installed. He noted that the next step in the Downtown Development initiative includes acquisition of the Riverside Park lot and construction of an arbour and associated infrastructure required for festival site development. He noted that this would not occur in a lease-only, no structures situation.

Administration advised that the Town received \$165,000 from the Federal Government Climate Change Fund for slope stabilization within municipal boundaries. He noted that slope failure is due to the river-toe fluctuating water levels and ground water flow due to changes in precipitation patterns which is why the Town was able to access funding. He advised that the intent is perform an analysis to provide to an engineer to do the design work and hire a contractor to perform the work.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Couvrette**

**That the meeting continue past 10:00pm.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Mayor Napier-Buckley respond to the Minister of the Department of Lands with a formal letter to restate the intent to purchase the Snowboard Park lots; and**

**That Mayor Napier-Buckley and the SAO initiate a meeting with the Minister of the Department of Lands and necessary staff to resolve the issue in short order prior to the closure of Government Business due to upcoming elections.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Cr. McArthur and Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on July 9<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 13<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 10:07pm.**

**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  
2019 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2019	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 175,000</b>		
IT Plan	\$ 25,000	Complete IT Plan and upgrade as required to connect all Town facilities.	CPI
IT Evergreen	\$ 50,000	Annual IT replacement; \$10,000 annually for computers and \$10,000/\$20,000 every five years for servers; 2019 includes \$10k carry-over from 2018.	CPI
Performance Reviews	\$ 25,000	Retain a consultant to review Town performance evaluation processes and criteria to ensure consistency across departments and support supervisors in performing this task.	CPI
Engineering Standards	\$ 25,000	Develop Engineering Standards for utility installations, as well as property developments such as drainage and driveways.	GAS TAX
Climate Change Adaptation Plan	\$ 25,000	Retain a consultant to develop a Climate Change Adaptation Plan as required by the Strategic Plan.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for the Asset Management System.	GAS TAX
<b>Municipal Services</b>	<b>\$ 7,960,000</b>		
<b>Works</b>	<b>\$ 515,000</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.	GAS TAX
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	GAS TAX
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	GAS TAX
Attachments	\$ 80,000	Replacement Grader circle. Existing Grader is in good condition although at end of life. Replacement Grader estimated to cost \$500,000.	CPI
Bobcats	\$ 15,000	Annual Bobcat trade-in.	CPI
Dump Truck	\$ 150,000	Replace 2002 Tandem Dump Truck. Existing unit will be 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
<b>Facility Maintenance</b>	<b>\$ 120,000</b>		
F150 4x4	\$ 35,000	Replace 2009 Facility Maintenance truck; existing unit will be surplus.	CPI
Tool Van	\$ 35,000	Add new Facility Maintenance Tool Van to fleet to add functionality to department and address increased transportation requirements given increased number of staff.	CPI
Mowers	\$ 50,000	Replace \$30,000 2002 4WD Mower and \$20,000 2011 Mower. Existing units will be surplus.	CPI
<b>Protective</b>	<b>\$ 890,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	RESERVE

**TOWN OF FORT SMITH  
2019 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Fire Truck	\$ 550,000	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.	RESERVE
Emergency Equipment	\$ 140,000	All Breathing Apparatus require replacement.	RESERVE
SUV	\$ 55,000	Replace 2009 Bylaw Truck with SUV; existing unit will be surplus.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
<b>Environment</b>	<b>\$ 25,000</b>		
Landfill Minor Capital	\$ 25,000	Removal of hazardous and diverted items (soil, batteries, electronics, whites, car hulks, scrap metal, oil tanks and drums).	RESERVE
<b>Utility</b>	<b>\$ 6,410,000</b>		
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	\$ 5,500,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.75M by the Town, for a total project value of \$5.5M. Approximately \$500,000 of this was expended in 2018, however, additional funds may be required for additional paving and storm sewer, as well as a potential district electric heating initiative.	GAT TAX / FEDERAL
Water and Sewer System Upgrades	\$ 250,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair, manhole insulation, trucked and piped water metering upgrades.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
Sewer Flusher	\$ 145,000	Replace 2002 Sewer Flusher. Existing unit will be retained as 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.	GAS TAX
<b>Community Services</b>	<b>\$ 8,085,000</b>		
Community Services Master Plan	\$ 50,000	The current Community Services Master Plan was completed in 2012 and requires updating.	CPI

**TOWN OF FORT SMITH  
2019 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Downtown Development	\$ 100,000	Seed money to facilitate ITI and CanNor funding. Work to include Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, Cemetery expansion, community art initiatives, and Design Standards development.	CPI
Riverside Utility Extension	\$ 200,000	Water and sewer infrastructure required for Riverside Park and Snowboard Park development.	GAS TAX
Track Development	\$ 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. Funds would also be used for Tennis Court and Skate Park upgrades.	CPI
Parks and Playgrounds	\$ 50,000	Replace equipment as per the Parks Plan. \$90,000 worth of equipment was purchased in 2018 and requires installation in 2019.	CPI
TAG Report	\$ 7,500,000	Consultant as estimated costs to renovate Library at \$2M, Town Hall at \$3.4M and RCC at \$2M with an additional funds required for Pool upgrades. Projects are interrelated as Consultant recommends relocating Library to RCC and expanding Town Hall into Library building. \$2.5M will be funded by the Federal Small Communities Fund. Majority of funds to be expended in 2020, however intent is to use Arena as temporary RCC location Summer 2020 which would require Design Build contract award late 2019.	CPI / FEDERAL
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, purchase of furniture and equipment, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, exterior landscaping, DHW, board replacement, and fall arrest anchors.	CPI
Recreation Program Equipment	\$ 10,000	Fitness and gym equipment requires replacing, and software requires updating.	CPI
<b>Capital Project Total Summary</b>	<b>\$ 16,220,000</b>		
<b>2017 Audit Balances</b>		<b>Proposed 2019</b>	<b>Balances</b>
Unspent CPI	\$ 2,886,753		
2018/19 CPI	\$ 1,114,000		
2019/20 CPI	\$ 1,251,000		
<b>Total CPI</b>	<b>\$ 5,251,753</b>	<b>\$ 5,920,000</b>	<b>-\$ 668,247</b>
unspent Gas Tax	\$ 814,545		
2018/19 Gas Tax	\$ 913,000		
2019/20 Gas Tax	\$ 913,000		



**TOWN OF FORT SMITH  
2019 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2019	(Details, issues, comments)	Funding Source
2019 Gas Tax Top-up	\$ 913,000		
<b>Total Gas Tax</b>	<b>\$ 3,553,545</b>	<b>\$ 3,135,000</b>	<b>\$ 418,545</b>
General	\$ 963,526		
2018 Contribution	\$ 125,000		
2019 Contribution	\$ 125,000		
<b>Total General Reserves</b>	<b>\$ 1,213,526</b>	<b>\$ 890,000</b>	<b>\$ 323,526</b>
Utility	\$ 1,909,131		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total Utility Reserves</b>	<b>\$ 2,109,131</b>	<b>\$ -</b>	<b>\$ 2,109,131</b>
Environmental	\$ -		
2017 Contribution	\$ 150,000		
2018 Contribution	\$ 150,000		
<b>Total Environment Reserves</b>	<b>\$ 300,000</b>	<b>\$ 25,000</b>	<b>\$ 275,000</b>
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
<b>Total Federal Funding</b>	<b>\$ 6,250,000</b>	<b>\$ 6,250,000</b>	<b>\$ -</b>
<b>Total Capital and Reserves</b>	<b>\$ 18,677,955</b>	<b>\$ 16,220,000</b>	<b>\$ 2,457,955</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

Jul 31 19

## Incidents

Number	Date	Alarm Time	Response Type Description	Address
19-028	Jul 26 19	16:08:00	Motor Vehicle Accident	Pine Lake Road
19-027	Jul 19 19	07:05:00	False Alarm (Good I...	114 Conibear Cr, Town of Fort Smith
19-026	Jul 12 19	07:12:00	Motor Vehicle Accident	Cemetery, FORT SMITH

3 Records Printed



# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

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Page 1 of 1

Date

Aug 7 19

## Meeting/Training List

Date	Number	Subject/Meeting Type	Instructors
Jul 31 19	19-035	Pre-Planning	FC Moore TJ
Jul 24 19	19-034	Wildland URban Inte...	
Jul 17 19	19-033	FF Survival & Rescu...	CPT Panter Jason
Jul 10 19	19-032	Ventilation	CPT Turner Jeff
Jul 6 19	19-031	Auto Extrication	FC Moore TJ
Jul 3 19	19-030	Wildland URban Inte...	CPT Starling Brent

6 Records Printed





# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

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PH : 867-872-2674

Page 1 of 1

Date

Jul 31 19

## Bylaw Infractions

Date	Bylaw Inc...	Bylaw	Infraction	Action	Fine Am...
Jul 3 2019	19-099	Animal Contro...	16.8 Any owner that abandons a dog or neglects a...	File made, no further action	0.00
Jul 17 2019	19-100	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	SOTI Issued	50.00
Jul 23 2019	19-101	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound	0.00
Jul 30 2019	19-102	Animal Contro...	16.8 Any owner that abandons a dog or neglects a...	File made, no further action	0.00

4 Records Printed



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 998**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A BYLAW ENFORCEMENT OFFICER, PASSED PURSUANT TO SECTIONS 70 AND 137 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T. 2003, c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Gavin Burke be appointed Bylaw Enforcement Officer for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That Bylaws 712 and 990 be hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019 A.D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019 A.D.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER



## To retain existing and attract new residents.

### Support the development of affordable housing within the town

Actions	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the College to explore feasibility of renovating and renting vacant student housing			G
Work with the GNWT to explore the feasibility of renovating and renting the RCMP homes being replaced			G
Lobby GNWT, Minister, and Federal Government for support to develop housing			G

### Develop a road connecting Fort Smith with the south

Actions	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the GNWT, Government of Alberta, the Federal Government and Indigenous Governments in and around Wood Buffalo National Park to create the connection			G

## To be the healthiest community in the Northwest Territories.

### Increase community wellness and overall health

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with partners to update the Community Wellness Plan	G		
Work with partners to identify funding for a Community Wellness Coordinator	G		
Member of Council to attend the Seniors' lunch program to develop awareness of elder needs	G		

### Ensure the safety of our residents

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Organise and attend monthly meetings with RCMP and quarterly meetings with Ambulance and Fire Department	G		
Increased and stronger bylaw enforcement presence (speeding, dog control, contamination and littering)		G	
Work with inter-agency to address youth crime	G		
Citizens on Patrol in Town (work with RCMP and Indigenous Governments)	G		

## To grow our role as the education leader in the NWT.

### Lobby the GNWT to maintain and grow Fort Smith’s educational campus status in the Northwest Territories

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Aurora College to initiate discussions with the GNWT about current and future plans for post-secondary education in the Northwest Territories	G		

### Build strong relationships with the Aurora College Student Community

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Connect high school students within and outside the community with College offerings	G		
Lobby the GNWT to replace Breynat Hall and replace/upgrade student housing	G		

### Maintain the headquarters for NWT post-secondary education in Fort Smith

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Communicate regularly with the Campus Director	G		
Become closer to the governance of the College; communicate with the Office of the President	G		
Appoint a Council liaison person	G		
Lobby the GNWT to ensure that Aurora College headquarters remain in Fort Smith, to reestablish appropriate governance of Aurora College, and to reinstate programs recently abolished (teacher education, social work)	G		
Work with other territorial governments (municipal, Indigenous) GNWT Ministers and MLAs to emphasise the benefits of having Aurora College headquarters in Fort Smith, and the dangers of GNWT centralisation	G		

### Foster relationship with our schools – Joseph Burr Tyrrell Elementary School and Paul William Kaeser High School

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Transition to elected members to the District Education Authority (DEA) with regular reporting back to Council	G		
Offer student awards	G		
Support lunch and crosswalk programs	G		
Hold annual youth visioning workshop	G		
Create a youth voice on advisory boards	G		

## To operate a responsive and transparent government.

### Continue to provide high quality programs and services to our citizens

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Continue tax relief program for seniors and disabled persons		G	
Coordinate annual meeting of all Advisory Boards; facilitate sharing of information between Boards; quarterly Chair meetings	G		
Recognise and support the work of volunteers	G		

### Implement the calls to action for municipal government from the Truth and Reconciliation Commission

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Fully adopt and implement the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> as the framework for reconciliation	G		
Reform policies and bylaws in support of decolonisation	G		

### Be the employer of choice in the NWT

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Highlight staff achievements	G		
Maintain a safe and respectful workplace	GA		
Maintain stability in management	GA		

### Maintain and improve existing community infrastructure

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Lobby GNWT and Federal Government to stabilise the slide zone		G	

### Ensure residents, college students and visitors are well-informed

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Develop community communications guidelines and policies	G		
Host an annual Open House to provide an update on Town activities and provide opportunities for public input	G		

**Improve communication and dialogue with other levels of government including Indigenous governments**

<b>Actions</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>6+ Yrs</b>
Work with Indigenous governments to implement Municipal Service Agreements	G		
Foster partnerships with other agencies and organisations	G		
Regular meetings with Smith’s Landing First Nation, Salt River First Nation and the Fort Smith Métis Council to discuss areas of common concern and provide support where applicable	G		