











# Town of Fort Smith Municipal Services Committee

Tuesday August 14, 2018, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
  - a. Lorraine Tordiff
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
    - i. SDAB Minutes July 5, 2018
11. Protective Services
  - a. Fire Department
    - i. June 2018 Statistics
    - ii. July 2018 Statistics
  - b. Ambulance Department
    - i. July 2018 Statistics
  - c. Bylaw Department
    - i. July 2018 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
  - a. Briefing Note – Four-way Intersection Request
  - b. Appointment of Acting SAO
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
   Municipal Services Minutes July 10, 201 Vision, Values and Goals.doc 2018 Capital Plan
 SDAB Minutes July 5, 2018
   Fire Dept Stats June 2018 Ambulance Dept Stats July 2018 Bylaw Dept Stats July 2018
 BN - Four-way Intersection



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, July 10, 2017 at 8:15 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: D/M Smith, Cr. Kikoak, Cr. Patel, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Tuckey, Cr. Bell, Cr. Dumont  
Staff Present: Cynthia White, Acting Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary

Guest:

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:50 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of June 12, 2018, were reviewed and were adopted at the Council meeting of June 19, 2018.

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

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

3. Public works – The Director of Municipal Services advised that work will be completed on paving the road. Employees are continuing with installing multilingual stop signs after receiving confirmation of translation from the Fort Smith Metis. He indicated that the department was short staffed but are now fully staffed and working on getting caught up with work that they were unable to complete. He added that they will review ways to have the track cleaned. Cr. Holtorf indicated that there are a number of pot holes around businesses that are problematic and asked if assistance is provided to businesses to resolves those issues. The Director of Municipal Services thinks that is the responsibility of the businesses and thinks that the Town could provide support but doesn't want to comment to that statement. Cr. Holtorf thinks that some of the problematic areas are on Town property and thinks it would be great to let businesses know that can get help. Cr. McArthur asked if the Town be interested in selling the businesses the supplies to complete the work. Administration advised that would be outside of policies and would have to be reviewed but would likely be seen as a

interfering with potential private business markets. Mayor Napier-Buckley indicated that turning right on the street corners are the most problematic areas because the angles are too sharp and asked if it can be filled in a bit so that back tires of vehicles don't go into the ditch. The Director of Municipal Services advised that he is aware of that problem that is breaking away pavement and they do drop gravel off but with rain and other unforeseen circumstances it is a battle. He was unsure of a long term solution but advised that they are doing what they can to temporally correct the issues. Cr. Holtorf asked if Council knows of any pavers coming into town. Administration advised that she is not aware of any scheduled arrivals. The Director of Municipal Services advised that he is also unaware.

4. Facility Maintenance - The Director of Municipal Services advised that the department was short staffed but are now fully and staffed and are working on maintaining the ditches. They are working to get caught up on beautifying the community.
5. Sustainable Development
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes June 7, 2018 – The SDAB minutes were reviewed. Cr. Patel advised that there have been a lot of good discussion in terms of zoning and make a climate in Fort Smith. SDAB is also discussing ways to help the market for people looking for rental and permanent units and that they have many ideas. They have identified servicing costs as an issue and are looking at pushing private lands. She thinks SDAB will meet again before coming back with recommendation on affordable housing. D/M Smith thinks it's a great discussion and wanted to point out that there is a park close to the lots purchased for the RCMP, which is the Kay Fergusson Park located on Calder Ave. He indicated that the Town has many lots that are currently not selling and may not support the purchase of other lots for the pilot project without the current lots being sold. He values the work being completed by the SDAB board. Cr. McArthur asked when the development start on the RCMP lots. The Director of Municipal service was unaware but advised that he will check for a development permit.
6. Protective Services
  - a. Fire Department – Administration advised that there are no statistics available for the fire department as both the fire chief and deputy fire chief are out of town.
  - b. Ambulance Department
    - i. Statistics Report – The June 2018 statistics report was reviewed. Administration advised that there are no particularly odd number of calls for ambulance and is similar to May and the previous year.

c. Bylaw Department

- i. Bylaw Statistics Report – The June 2018 statistics report was reviewed. Administration advised that we are working with a new bylaw officer and that there was a lot of training happening. There are potential warnings issued. First offence issued for ATV and increased number of Bear calls. Mayor Napier-Buckley asked if the bylaw officer is trained on the radar gun. Administration advised that she is working on getting her radar gun training in the meantime she is still giving speed warnings. Cr. Holtorf asked if the helmets bylaw is being enforced. Administration advised that the helmet bylaw is a difficult bylaw to enforce as tickets are given to parents and helmets are expensive. The Bylaw officer is excited on finding innovative ways to enforce that bylaw. Cr. Holtorf asked if the volunteers from the Fire dept and Animal shelter are invited to the staff appreciation BBQ and the long service awards. Administration advised that the staff appreciation BBQ is scheduled for July 18, 2018 and confirmed that the invitation has been extended to the volunteers from the fire department, animal shelter, and ambulance. Mayor Napier-Buckley asked for volunteers for the staff appreciation BBQ and advised that staff members will also be receiving letters of commendation.

7. Administration

- a. Briefing Note DPA-022-18 Pam Walsh – The briefing note was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Holtorf**  
**Seconded by: Cr. Pate**  
**That DPA-022-18 submitted by Pam Walsh to operate an online clothing sales business from Lot 25, Block 18, Plan 212, 22 Ptarmigan Street in Fort Smith be approved.**  
**CARRIED UNANIMOUSLY**

8. Other Business

Strategic plan – Mayor Napier-Buckley advised that the consultants are set to meet with Council in August to finalize Council’s comments for the strategic plan. Cr. McArthur asked if the meeting will be done through video conference. Mayor Napier-Buckley advised that the consultant is scheduled to fly to Fort Smith and that is included in the budget. Cr. Holtorf indicated that Administration previously requested an increase to the budget for the consultant fees for her travel and indicated that it would be inexpensive to video conference. Cr. Kikoak asked if the most recent draft strategic plan was sent to Council. D/M Smith asked if there is a meeting date. Mayor Napier-Buckley advised that she needs feedback to be included in the strategic plan. D/M Smith advised that one of the things is it doesn’t provide planning context and challenges. Cr. Holtorf agreed with D/M Smith as there is no mention of key responsibilities. He added that the previous plan did include those items along with the infrastructure deficit. Administration advised that the date of the meeting has not yet been set but will follow up and provide to Council. Also suggested that a skype or teleconference prior to the next in person meeting might help to prepare for the final meeting.

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Patel**

**That Cr. Tuckey, Cr. Dumont, and Cr. Bell be excused from the Municipal Services Standing Committee Meeting on July 10, 2018.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 14, 2018.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Kikoak**

**That the meeting be adjourned at 9:20 pm.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith

## Vision, Values and Goals

Approved: August 16, 2011

**Vision** The Town of Fort Smith will work with its partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

### Values

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

### Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.

**TOWN OF FORT SMITH  
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. Glycol 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 Sustainable Development Advisory Board Minutes July 5, 2018

Regular Meeting  
12:00 pm in Council Chambers

Attendees:

- Chris Westwell, Chair
- John Gray
- Keith Hartery
- Tim Gauthier
- Cam Zimmer
- Jeff O'Keefe
- Adam Bathe
- Mayor Napier-Buckley
- Cr. Patel
- Keith Morrison
- Paul Kaeser
- Cynthia White
- Lisa-marie Pierrot

**A. Call to Order**

Chair Chris Westwell called the meeting to order at 12:08 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Cam Zimmer**

**Seconded by: Keith Hartery**

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

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Adam Bathe**

**Seconded by: Jeff O'Keefe**

**That the minutes of June 7, 2018 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. Business Arising from the Minutes**

- a. Municipal Incentive Programs - Chris indicated that the municipal incentive programs information is related to the agenda item titled, development incentives for privately held vacant lands. He advised that the most common incentives provided by municipalities, cities, and towns are tax rebates, tax credits, and/or grants for development. He advised that he has been doing some research and found that everyone is pretty much doing the same thing and offering the same incentives. He

added that most places don't identify development options and focus on taxation incentives.

- b. Continued Discussion on Zoning and Development options
  - i. Pilot Project creating smaller lots by splitting large lots
  - ii. Identifying potential existing Lots to convert from R1 to R2
  - iii. Zoning and land identification for higher density housing\apartments

Chris indicated that the conclusion from the last meeting was that the pilot project creating smaller lots by splitting large lots will cost more. He added that the pilot project only works with existing small lots that have already been serviced and surveyed which will require minimal costs for the project. Keith advised that the cost to split the lot is an estimate of \$10,000 per lot plus an additional \$10,000 to \$15,000 to add additional services to the second lot. Jeff asked if we know if there are any barriers that have been identified. Chris indicated that if we take the average price and add the additional costs to split the those lots it would work out to the same price but smaller lots. He added that would be for the lots that have been previously identified on Calder Avenue. Chris clarified that with the discussion from last meeting the board agrees that the lots identified on Calder Avenue is not the solution to the problem and would conclude that discussion.

John asked if the lots that are indicated in the new development for west grove been purchased. Chris advised that there are twelve lots currently available in the west grove development area. Jeff asked about the RCMP lots and if there are plans to develop duplexes and have to be rezoned from R1 to R2. Keith advised that rezoning those lots are not required for duplexes to be developed but is a conditional usage of an R1. That means that the lot is required to have Council approval to develop duplexes and will not require rezoning which has to be approved by the minister after it has been presented at a community meeting. He advised that when Council approves the duplexes on R1 lots they consider the affects on the character of the neighbourhood. In the case of the RCMP they concluded that RCMP members would be the ideal neighbours to have in the requested area. He added that the Bylaw requires the duplexes to have separate water and sewer which will be added by the housing corporation. The Town provides one service per lot therefore the housing corporation will have to install the second service for the duplex.

Chris indicated that the feeling was generally spending more money to alter the lots didn't seem like the solution. There was also discussion and identifying other existing lots to change from R1 to R2. With that information developers can request approval from Council to change lots from R1 to R2 and develop

duplexes. He added that with all the discussion maybe there is no need to change anything but provide a recommendation that education is what is required to the public. That residents and developers need to be educated on what is available to them.

#### **E. New Business**

- a. Development incentives for privately held vacant lands
- b. Taxation of vacant and undeveloped lands.

Chris provided information on housing and affordability need. Chris indicated that with the existing map of lot ownership with water services under separation, there isn't a lot of space that we can just get but there is a lot of land that is owned. Which are vacant derelict or undeveloped.

Jeff advised that there will be challenges when addressing the abatement of derelict buildings on these lots with WSCC regulations. Its almost more effective to just leave derelict buildings up as it is so expensive to tear them down and very few resources and businesses in town that will do the work. He added that is the challenge they are finding with college housing is that they can't find contractors to do the work. Keith advised that it would be nice to just walk away from the derelict houses and that we can do more enforcement of the unsightly property's and add an incentive. In that case the only thing we can do is to send letters and if people are walking away from their property then they will also walk away from their property tax which becomes an issue for the Town. We have an aging stock in this community, there is also a huge cost for the abatement of derelict houses and no space for it to be disposed in the landfill. There is a landfill expansion project currently underway that will add ten years of capacity to the landfill. We are trying to encourage local businesses to get into the abatement businesses. We are trying to work with ENR as they are the enforcement agent on disposing of hazardous material. John indicated that with the absence of building inspectors, houses are not being inspected which is evident with the presence of mold after 15 years. Jeff advised that he received a quote of \$130,000 for the demolition of a derelict building. He noted that would be a challenge for a developer to buy a property with a derelict building on it and have to spend \$130,000 to demolish the building along with the cost of the property before they could develop on the property. Adam asked if there is a map that includes derelict buildings. Chris advised that there is no map available with that information. Adam indicated that there is the option of creating a map that identifies those buildings on the lots. John asked if after a building is burnt down, if GNWT is obligated to stabilize the property and declare it a safety hazard.

Adam thinks that property taxes should be included in the discussion. Chris indicated that the information provided in the document sets parameters on what qualifies as a taxable vacant property. He noted that there are properties and parameters that make it difficult for the Town to charge and collect property taxes. He indicated that the parameters also set the values of the properties. He indicated that included in previous discussion was a number of commercial properties that is owned by the Town located on a road that is owned by a private party making it difficult to tax because of the lack of connected road for service. Which will mean the Town will have to get creative if they decide to go this way. He advised that several of the downtown properties are vacant but also end up with service issues. Chris indicated that if 1-2 affordable units are what is required to address the issue then identifying properties in the downtown area or close to services would be ideal as those target residents would prefer to be close to amenities.

Keith commended Chris on the information that he provided and suggested that the discussion on affordable housing be concluded and that assessible housing be considered. The board agreed and indicated that accessibility maybe the issue with housing. John highlighted that the information sheet indicates that the average cost of shelter in Fort Smith is \$805.00 per month which is affordable. He added that if people are complaining that is too expensive then that is a problem for the developer providing those shelters as that is not enough to cover expenses for the developer. He noted that \$1,500.00 a month for a stand alone one bedroom would be more realistic. Jeff indicated that there is a mindset in Fort Smith that resists price changing. He added that residents that are just moving to Fort Smith will have a different perspective of these prices and that they are a good deal but those that have lived here a long time are resistant to changes in prices. Chris indicated that after many months of research and discussion we have come to the conclusion that it is accessibility of housing that needs to be addressed. He added that there is still the 10% of tenant households spending 30% or more of its income on shelter costs however that is an average amount. He added that there could also be people that make over three hundred thousand a year in income who happen to have houses they can't afford. Keith indicated that the 10% could be the friction that contractors experience and suggested on focusing on the availability and not the affordability issue.

Chris indicated that the 40% of tenant's households are in subsidized housing which is interesting as that is a huge number. Jeff asked if that percentage includes college housing. Chris didn't believe that the college housing is included in those statistics as there is a definition of who is included in the statistics. He added that the information sheet includes the definition that states private dwellings occupied by usual residents refers to a private dwelling in which a person or a group of persons is permanently

residing, also included are private dwellings whose usually residents are temporarily absent. He indicated that there is a gap there of about 90 units that people don't have permanent residency and is not sure what that accounts for. He was not sure how much units that the college has which could account for the 90 units. Jeff advised that the college has 132 individual units which includes about 50 in Breynat Hall. Chris indicated that there is a gap there of about 90 unit and that Statistics Canada does not explain the gap.

Chris indicated that there is a lot of large residential land holders who have collected large holdings of land who may not be fairly taxed and need to be incentivized to do something with their lot. Jeff asked for clarification on incentivizing land owners. Chris advised that there is a number of people who hold large lots near the downtown area. How do we incentivise them enough for them to sell their property's so that the vacant lots are not just sitting there. Jeff indicated there are currently a number of home and lots advertised for sale and are not selling. He asked why those property's are not selling and wondered if they are priced too high as there is a mindset of pricing in the community. He indicated that people come to Fort Smith with the intend to stay for a couple of years and rent places to stay but after staying for a couple of years they are incentivized to stay longer and consider buying a house. At what point in time do they go from a renter to a home owner. Keith indicated that there are people that come to Fort Smith and their needs change over time, when they first come they don't need a big house and are only renting one to two-bedroom accommodations. Then they have children and now need a bigger home. With that need for them to rent or buy the smaller units they need the third-party developer. The developer has indicated though that it is just not cost effective to build smaller units when they can build a five-bedroom house. Chris advised that when he was a member of the housing board they were terminating the leases on a couple of three-bedroom units because the housing corporation would not support them with the income to keep those places open because they had so many three bedrooms that was unfilled. Meanwhile, there was a 50 person waiting list for one and two-bedroom units. Chris indicated that we need houses for those people that are most at risk being those renting one to two bedroom units. Everyone wants the family renters but there is a over stock of multi family homes and a shortage of single resident homes. He added that if the Town is to move forward we would have to solve the issue of having more multi units developed for single renters as there are long waiting lists and no other alternative renting options for them. He thinks this is also a lobbying issue to try and get the housing corporation to focus more on those single-family units to solve the housing issue in Fort Smith. Cam highlighted that from the information provided 40% of tenant households are in subsidized housing. He feels that there may be an issue with how those units are allocated and what the housing authority is doing and thinks

that the board does not have to focus on building for that group of residents. He added that 40% of the housing in Fort Smith is already set aside for lower income families and he suggested to focus on those that are coming to the community on short terms such as nurses, pilots, teachers and provide rental options for them. He added that the housing market is not meeting the needs for those types of renters that are not low income and are not looking to purchase a house. John advised that it is expensive to provide rental units for developers and renters. He added that people think that rental units will be cheaper and have that expectation when they move to Fort Smith. Jeff thinks that providing rental units should not cost more. He added that people are resistant to rental increases and has been told that a furnished two-bedroom home for \$1,200/month is too expensive. John agreed that people are resistant to price increases for rental units and that accessibility is not the issue, but that people don't want to pay the money for the units. Jeff advised that part of the problem is that people are requesting one bedroom and bachelor units making it difficult to rent out a two-bedroom house. John asked if he was informed on what will be an acceptable amount for the bachelor unit. Jeff indicated that he did not ask them that question. Chris advised that he will email the information that he has provided which also includes the links to the websites where he obtained the information.

Chris highlighted that the board has identified that there is a perception problem, there is a perception that things cost too much when realistically, it is on average, better than other places. There is also the issue of many vacant lands and derelict properties.

Jeff asked what is going to happen with the RCMP units. Chris indicated that the RCMP don't want to leave those units. John advised that housing is going to take over the RCMP units as they don't want to sell them all. Adam indicated that what has happened in Fort Simpson is that the houses were offered to other federal agency's and proceeded down a priority list and could eventually go on the private market. John advised that he was made aware that they were concerned with flooding the housing market with all of these units. He added that the Housing Authority will now be maintaining the RCMP units and that Parks Canada is now maintaining some of their own units in that section. Cam advised that in that process federal public works got rid of all public works housing units. He added that those federal departments had the option of obtaining those units and if they refused then the units were offered to other organizations through a priority list.

Chris highlighted that if our idea is to incentivize development, do we need to incentivize development. Jeff thinks that identifying the target residents that the incentives would be provided to would be beneficial. He noted incentivizing the

purchases of homes for the late 20 to 30 year old would free up rental units for short term residents. Chris indicated that one of the challenges that we have identified is that perception is a problem. He highlighted that does the market need to be flooded so that the prices can drop to the prices that residents will be to buy them at. Cam indicated that if we can't get pilots to move to Fort Smith because they can't find accommodations then there is a problem even if it is a perception problem. Keith asked Jeff if he experiences the same problem when recruiting instructors and if the college provides accommodations for instructors. Jeff advised that the college does not provide accommodations for instructors but does make an effort to connect them with landlords as the college is aware that housing is an issue. He indicate that the GNWT creates a barrier by hiring term positions as people will not come to the community and buy a house if they are only committed to their job for one year. He also highlighted that positions that are vacant are being filled with new residents and those that have vacated the positions are not leaving the community creating a housing shortage. John advised of a past government incentive which guaranteed employees their investment back if they bought a house in the community and left after their term was completed. He added that this incentive stopped developers from building new homes. Keith highlighted that the discussion includes housing incentive programs versus taxation changes which are separate topics and to keep that in mind when discussing. He added that there is a difference between a builder and a landlord and that a landlord may bring a different perspective to this discussion. He wondered if a discussion with a landlord would be beneficial as part of the process. Jeff highlighted that developers are getting older and don't want to be owner operators. John indicated that as a landlord and a developer it all comes down to the same thing and that is making money, there is no money being made as a developer and landlord.

Chris indicated that the discussion of zoning and development options is not yet concluded and have now added two items which include; taxation and housing incentive programs. Cynthia advised the board to keep in mind the movement being made by Health and Social Services aging in place although we maybe building additional places for smaller units, lots of resources are put into keeping elders in their own homes. Cam noted that in some case elders are holding onto large homes that they don't need. Cynthia added that there are a lot of support from Health and Social Services for them to hold onto their homes as well. Chris noted that one of the community's largest growing demographic numbers is becoming the largest number of none tax paying. Keith advised that the Town has completed a lot of analysis on this issue and that the aging in place is very expensive for municipalities. The senior and tax relief program is actually a government initiative designed to keep seniors in the home. That initiative along with the heating fuel subsidy because GNWT at the time was not able to provide adequate housing for elders. The problem is that now all



the large homes that made sense in their thirty's but now their kids are all grown now don't make sense for them and are getting them tax free. This has proven to be one of the major impediments to other people entering the real estate market. He acknowledged that Health and Social Services has many wellness considerations when providing this support. Chris advised that there is more information within the document that he is providing and will send out the email that includes the links to the websites. Tim asked what are the taxes that are paid on the large vacant lands and if it is low enough for people to just hang on to those vacant lands. John advised that in Norman Wells the Town charges taxes for vacant lands.

**F. Date of Next Meeting**

The next SDAB meeting will be held on September 6, 2018, at 12:00 pm in Town Hall Council Chambers.

**G. Adjournment**

*MOTION*

**Moved by: Tim Gauthier**

**That the meeting be adjourned at 1:00 pm.**

**CARRIED UNANIMOUSLY**

## Housing Affordability and Need

According to the Canada Mortgage and Housing Corporation (CMHC), housing affordability is directly correlated to a household's level of income. The CMHC defines affordable housing as suitably-sized ownership housing that costs no more than 32 percent of a household's gross annual income, and no more than 30 percent of gross annual income for rental accommodations.

### Example

Based on average figures, a household would have required an income of roughly \$55,000 per year to afford a \$217,000 single-detached house.

Given that 35.7 percent of St. Albert households earn less than \$50,000 per year, these housing prices create a challenge to St. Albert's housing affordability. Similarly, household incomes of roughly \$32,500 and \$37,500 would be required to purchase an affordable condominium or duplex housing unit in St. Albert

### Fort Smith - 2016 STATS CANADA DATA

Average total income in 2015 among recipients	\$ 63,264
Average employment income in 2015 for full-year full-time	\$ 85,895
Average total income of households in 2015	\$ 125,125
Average total income of one-person households in 2015	\$ 65,873

Total private dwellings	855
Private dwellings occupied by usual residents	766

'Private dwelling occupied by usual residents' refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent

Spending less than 30% of income on shelter costs	700
Spending 30% or more of income on shelter costs	65
% of tenant households spending 30% or more of its income on shelter costs	9.9 %
Average monthly shelter costs for owned dwellings	\$ 1,242
Average value of dwellings	\$ 256,677
% of tenant households in subsidized housing	% 40.3
Average monthly shelter costs for rented dwellings	\$ 861



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

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
1-Jun-18	11:36	Liberty Alarm	36 Polar Cr.	8	11:50	False Alarm
6-Jun-18	19:00	Training	Fire Hall	16	20:15	Tour of new Salt River Facility
6-Jun-18	20:15	Officer Meeting	Fire Hall	6	20:41	
13-Jun-18	19:00	Training	Fire Hall	15	20:30	Hydrants & Truck operations
17-Jun-18	10:36	Vehicle Fire	Kaesers Canal	13	11:45	Vehicle total loss.
20-Jun-18	19:00	Training	Old water plant	8	20:45	Hose work, monitor operation, pumper operations.
27-Jun-18	19:00	Training	Fire Hall	10	20:30	SCBA drills

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	4	24	5	3	26
Callout	2	23	5	1	14
Other (Event/Investigation)	1	2	0	1	5
Total	7	49	10	5	45

# Active Members (end of month)	22
# Of Person-Hours	90.9

**Comments**

Karl Cox is no longer Fire Chief as of June 15th, but continues to serve on the fire department. Jami Short is acting Chief until the new Protective Services person assumes the role.

One firefighter was hurt slightly in a slip during training. WSCC paperwork was completed and worker has returned to work.



## Fort Smith Volunteer Ambulance Monthly Report Jul-18

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Jul-01	13:04	Code 1	4	14:00	
2018-Jul-01	17:18	Code 1	2	18:00	
2018-Jul-04	12:18	Code 1	2	13:07	
2018-Jul-05	14:23	Code Medevac	2	16:00	
2018-Jul-07	13:19	Code 2	2	13:58	No Transport
2018-Jul-11	0:07	Code 2	3	1:10	
2018-Jul-11	14:45	Code Medevac	2	16:43	
2018-Jul-11	16:16	Code Medevac	3	18:30	
2018-Jul-12	14:27	Code 2	2	15:03	
2018-Jul-13	7:58	Code 2	2	8:24	
2018-Jul-13	10:44	Code Medevac	2	12:59	
2018-Jul-17	15:17	Code 2	2	15:55	
2018-Jul-18	9:35	Code 2	2	10:38	
2018-Jul-18	11:40	Code Transfer	2	13:20	
2018-Jul-20	20:28	Code 2	3	21:11	
2018-Jul-20	21:28	Code Transfer	4	22:07	
2018-Jul-21	14:21	Code 1	3	15:11	
2018-Jul-21	20:00	Code Medevac	4	21:17	Lift Assist
2018-Jul-22	5:10	Code Medevac	3	6:56	
2018-Jul-23	0:10	Code Medevac	2	2:15	
2018-Jul-24	2:45	Code 2	3	3:43	
2018-Jul-24	8:05	Code 1	2	9:05	
2018-Jul-24	15:00	Code Medevac	2	17:39	
2018-Jul-24	15:00	Code Medevac	2	17:44	
2018-Jul-28	9:20	Code Medevac	3	10:56	
2018-Jul-28	16:35	Code Medevac	3	18:30	
2018-Jul-29	22:46	Code Medevac	3	1:30	
2018-Jul-31	18:47	Code 2	2	19:32	

Type of Call	Jul-18	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	5	65	10	9	65
Code 2 = non Life threatening incident	9	29	5	1	11
Code 3 = Fire support	0	0	0	0	1
Code Medevac = Medevac flight support	12	69	11	10	55
Code Transfer = Transfer of patient	2	6	2	0	0
Code Zulu = Transfer of deceased person	0	2	1	0	3
<b>Total</b>	<b>28</b>	<b>171</b>	<b>29</b>	<b>20</b>	<b>137</b>

Total Number of Responders	18
Total Estimate Person Hours	96.1

**Additional Comments:**



## Bylaw Monthly Report

Jul-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	4					
Dogs at Large	8					
Unregistered Dog	6					
Dogs in pound	8					
Speeding	0					
Stop work Order	0					
Unregistered vehicle	4					Gave descriptions to R.C.M.P
Unightly Lands	0					
Traffic Issue	2					Blocked traffic for TFS/Vehicle left on Road
Non emergency call	4					Dogs, bikes,
Dev permits	1					
RCMP Matters	0					
Fire calls	0					
Ambulance assist	0					
general complaints	6					Stolen bikes
Stop work Order	0					
Business license	1					Amendment to Dirty O'Fergies
						Lottery License

**Additional Comments:**



## BRIEFING NOTE

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**To:** Community Services Committee

**Date:** August 9, 2018

**Subject:** Request for four-way intersection

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**Purpose:** To provide information to Council with respect to the request to change the intersection of Field Street, Klondike Ave, and Winter Street to a 4-way stop intersection.

**Background:** Jeremy Beamish and Kristen Froese have submitted a suggestions/concerns form requesting to have the intersection of Field Street, Klondike Ave, and Winter Street changed to a four-way stop intersection.

There are currently two yield signs placed at the four-way. Both yield signs are directed to oncoming traffic from Field Street. The yield signs stop traffic from both directions on Field Street and there are no signage stopping the flow of traffic on Klondike Avenue and Winter Street.

**Recommendation:**

For Council review and direction.

Respectfully,

Lisa-marie Pierrot  
Executive Secretary

This Yield Sign is facing traffic coming from Field Street



This Yield sign is facing traffic coming from Field Street

The Yield Sign do not affect the flow of traffic on Winter Street and Klondike Ave.



THE CORPORATION OF THE TOWN OF FORT SMITH

CONCERNS AND SUGGESTIONS FORM

REV. 20 2003

CS.FS.TM

Kristen Frase

NAME: Jeremy Beamish PHONE #: 8676210515

CONCERN OR SUGGESTION: We are suggesting that the intersection of field, Winter, and Klondike Ave be switched from having two yield signs to becoming a 4-way stop. People are not yielding, they are driving excessively fast and there are a lot of children playing in this area. A 4-way stop would slow people down at this intersection

CONCERN/SUGGESTION ACTIONED BY: \_\_\_\_\_ (Name of Employee)

and provide safety for children.

ACTION TAKEN OR RESPONSE: \_\_\_\_\_

PERSON FILLING OUT FORM ADVISED/NOTIFIED ON: \_\_\_\_\_

copy to ms