










# Town of Fort Smith Municipal Services Committee

Tuesday, February 13, 2018, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. 2017 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes February 1, 2018
11. Protective Services
  - a. Fire Department
    - i. January, 2018 Statistics
  - b. Ambulance Department
    - i. January, 2018 Statistics
  - c. Bylaw Department
    - i. January, 2018 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
		
Municipal Services Minutes January 16,	Vision, Values and Goals.doc	2017 Capital Plan
		
SDAB Meeting Minutes February 1,		
		
Fire Stats January 2018	Ambulance Stats January 2018	Bylaw Stats January 2018



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 16, 2018, at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary; Lisa-marie Pierrot, Executive Secretary  
Guests: Patti Haaima, Don Jaque

1. Call to Order

Cr. Dumont called the meeting to order at 7:41 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 12, 2017, were reviewed and were adopted at the Council meeting of December 18, 2017. D/M Smith asked if the Town requested that ENR hold a public engagement workshop on the Waste Reduction Strategy in Fort Smith. Administration confirmed that an invitation was sent to ENR, but to attend a meeting with SDAB. He noted that a letter was received, indicating that the meeting in Hay River was planned in conjunction with the NWTAC AGM and that they would fund up to two delegates from Fort Smith to attend the meeting in Hay River. He noted that a response was not received with respect to the meeting invitation with SDAB, and advised that the Town may send up to two delegates from SDAB to attend the meetings in Hay River. He requested that any Councillors wanting to attend the Waste Reduction Strategy meeting contact him to make arrangements to extend their stay in Hay River for the NWTAC AGM by a day earlier. Administration also advised that he would be attending the meeting in Hay River.

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

d. 2017 Capital Plan – The Capital Plan was reviewed.

e. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the draft document is for discussion only and that he would bring a modified document to the Council Meeting of January 23<sup>rd</sup> for approval. He noted that the Capital Plan includes job statuses and recommendation for carry-over for projects not completed in 2017. Administration advised that there are big projects upcoming in 2018 including water and sewer infrastructure work, Recreation Centre renovations, and the Landfill expansion. Administration reviewed proposed projects for inclusion in the 2018 Capital Plan.

IT Recommendation – \$25,000 is budgeted and carried over from 2017 to update systems via the approved IT Plan to connect facilities through an intranet system. Administration advised that this work has not yet commenced.

IT Evergreen – \$20,000 is budgeted to replace ten computers; five computers that were not replaced in 2017, and five computers for 2018. He noted that \$10,000 is annually budgeted for the replacement the servers were replaced in 2017. Additionally, he advised that each computer and server are due for replacement every five years.

Integrated Community Sustainability Plan – \$10,000 is being carried from 2017 as the Strategic Plan has not yet been completed.

Asset Management System – \$25,000 is being carried over pending the implementation of MACA's asset management system software. Administration advised that satisfactory progress has not been made and that he is looking to use the money to hire an individual to inventory Town assets.

Drainage – \$50,000 is budgeted annually for capital drainage work. He noted that the design work is being developed prior to construction.

F150 4x4 – \$35,000 is budgeted and carried over from 2017 to replace the 2011 2WD Public Works truck. Procurement will go out in 2018.

Sidewalk Repairs and Improvements – \$25,000 is carried over from 2017 to replace a failing retaining wall on McDougal Road. He noted that an extra \$75,000 is being added for additional sidewalk work in conjunction with the water and sewer work planned for 2018.

Engineering Services – \$50,000 is budgeted annually for when engineering services are required.

Fire Abatement – \$10,000 is annually budgeted for fire abatement work. He noted that a good portion was spent in 2017 to burn brush piles and purchase sprinkler systems. D/M Smith asked if ENR has been performing winter fire abatement work. Administration hasn't heard any updates from them with respect to winter fire abatement work. He advised that the last meetings with ENR was in the summer of 2017, in which an agreement was made to advance fire abatement work on Commissioner's land within municipal boundaries. He noted that as a result of the agreement, the Town has seen a lot of fire wood harvesting in the community. However, he hasn't heard any communication of fire abatement of private properties.

Fire Truck – \$350,000 is budgeted for the replacement of the fire truck which is legislated to be replaced by 2019. Administration advised that the Fire Chief is in the process of finalizing the order for the machine.

F150 4x4 – \$35,000 is budgeted for the purchase of a truck for the Fire Chief. He noted that this would allow the Fire Chief/Protective Services Supervisor to perform Bylaw duties as required. He noted that there currently isn't a location identified for indoor parking for the vehicle.

Street Lighting – \$75,000 is being carried over from 2017. He noted that areas requiring lighting need to be identified and advised that the initiative may be put on hold until a new Protective Services Supervisor is hired.

Communications Equipment – \$50,000 is being carried over from 2017 for the purchase of communications equipment. Administration advised that current radios and communications systems are dated at the end of useful life. He noted the purchase of a new system requires review as a more durable, long lasting system is required.

Animal Shelter Minor Capital – \$10,000 is budgeted for the completion of the mid-life retrofit of the building, including the construction of a quarantine pen and additional work at the back of the building.

Waste Reduction Initiative – \$50,000 was carried over to allow for the purchasing of blue bins for recycling and possibly additional consultation and procurement. He noted that the amount budgeted is arbitrary as he is unsure of the actual amount that would be required.

Landfill Expansion Design – \$150,000 was carried over from 2017 for the design services for the Landfill Expansion project and an additional \$1.35 million is being added to the 2018 Capital Plan to cover construction costs. He noted that the RFP has been prepared for the work.

Landfill Minor Capital – \$25,000 is being carried over from 2017 to upgrade the facility with a new burn pit, fencing and the removal of white metals. He noted that the Town will be soliciting a five-year contract with a contractor that will be removing large, heavy metal items for free of charge in agreement that the contractor is the only receiver of the goods for that period. He is also inquiring about having the contractor collect other large metal items located in the community.

Fire Hydrant Replacement – Administration advised that the budget has been reduced from \$70,000 to \$10,000 as it has been determined that six of the seven hydrants can be repaired rather than replaced.

Vacuum Truck Replacement – \$180,000 is being carried over from 2017 to replace the existing vacuum truck. The existing truck will be retained as a backup to the new unit.

CWWF Design – \$5 million is budgeted for a complete rebuild of water and sewer lines at the downtown intersection of Breynat Street and McDougal Road. He noted \$3.75 million was approved as part of the Clean Water and Wastewater Federal Funding initiative and that a \$1.25 million contribution is required by the Town. Design work is estimated at 5% of the total project cost. Administration advised that there was a significant failure a few years ago, and that the lines are determined to be seventy years old and in a fragile state. Since the failure, the Town has been making spot repairs to valves to get better controls in place.

Water and Sewer System Upgrades – Administration advised that the budget has been partially expended by \$25,000, bringing the new budget to \$100,000 for the replacement and upgrades of various system components, including pumps and pump controllers, building improvements, valve repair, and welding repair that would exceed O&M budget expenditures.

Water Truck Fill Station – \$75,000 is being carried over from 2017 to construct an appropriate water truck fill station. He noted that the current station has safety issues as it overflows and creates ice in the winter. He advised that a consultant has been solicited for design work.

Water Treatment Plant Heating System – \$100,000 is being carried over from \$150,000 to get the third electric boiler system in place. He noted that both boiler burners were replaced in 2017. Additionally, an RFP for the work will need to be prepared and third-party funding could be solicited.

Water Treatment Plant Upgrade Design – \$200,000 is being carried over from 2017 for design services for upgrades to the Water Treatment Plant, Intake, Reservoir, Riser Tower, and Pump Station. Based on the condition report of the Water Treatment Plant, there are no issues with the facility. Work will consist of modernization, housekeeping, and design.

Sewer Flusher – \$50,000 is proposed for the 2018 Capital Plan budget for the replacement of the sewer flusher which has reached the end of its useful life. The current unit is at the point of being non-functional. The budget was increased by \$20,000 for procurement.

Environmental Studies – \$25,000 is being carried over from the \$50,000 budget from 2017 for consulting and contracting fees for completion of water license deliverables. There are currently two outstanding reports.

RCC Electronic Sign – \$15,000 is being carried over from 2017. Administration advised that funding was received from the Cree Language Program to purchase the sign, but the Town is in the process of rescoping the work. He noted that the intent was to mount the sign on the Recreation Centre although there is concern that the sign will not be big enough. Purchase of a new sign will need to be further discussed with user groups and may not be in place for the AWG.

Downtown Development – \$500,000 is being budgeted with the confirmation of a new scope of work. Final payment to the consultant for his work will be issued in 2018 and there is the need to go to tender to implement portions of the plan. Administration advised that further dialogue needs to occur to determine what projects to prioritize. He noted that he hasn't received feedback from Council with respect to the plan. He noted that the Toboggan Hill has been constructed and that the Marine Drive will be closed during events at the Snowboard Park. He noted that the functionality of the Riverside Park area will be changed slowly with the redesign of the Lookout, installation of the washroom facility, and installation of water and sewer lines to the site. He noted that the intent is to take the document developed by the consultant and issue design RFPs for portions of the work.

Recreation Program Equipment – \$75,000 is unspent and carried over from 2017 to develop the Track and Field Facility. Administration advised that the money has gone unspent for a number of years and the item is reoccurring on the Capital Plan. He noted that there hasn't been any engagement from the Track and Field Society. He also has heard feedback from Council that they would like additional lighting for the soccer field. He asked if Council is still interested in pursuing further work on the facility. Cr. Bell suggested the possibility of hosting track meets in Fort Smith every second year be discussed with Hay River Town Council. She felt that this should be in place before pursuing further upgrades. She also suggested engaging PWK High School and JBT Elementary School in the discussion. D/M Smith noted that the GNWT Department of Infrastructure manages the Hay River track facility opposed to operations in Fort Smith. He noted that the Fort Smith facility is strongly used for track and field, soccer, and walking, and thinks that the facility should be completed. He noted that further landscaping work and integration of the tennis courts and javelin pit should be completed. He noted the success in calling an ice user group meeting when renovating the Arena, and suggested hosting another user group meeting for the track facility to pursue further upgrades. He noted that the track facility user groups have not yet been unified and there is no direct programming happening at the site besides soccer and some youth camps. He noted that RAB could also be included in conjunction with user groups for feedback rather than waiting for a society to reestablish. D/M Smith would be pleased to see the facility completed in some capacity. Cr. Kikoak suggested that both schools be engaged as well during consultations for the facility. Administration will leave the budget as is and will review ways to scope the work. He suggested that further work could be incorporated with the downtown development concept and funds from downtown development could be augmented.

Parks and Playgrounds – \$30,000 is annual capital money for Parks and Playgrounds. He noted that money is being spent on parks but not according to the plan. He noted the need to move forward in accordance with the plan and rehabilitate the parks.

RCC Master Planning – \$50,000 is being carried over with an additional \$50,000 being added to the budget to cover design work. He noted that an analysis of the facility space will need to be performed in preparation for design and construction of facility upgrades. He noted that mechanical work will include the addition of a cooling system to the building. \$3.5 million in Small Communities Fund Federal Funding has been approved for the work with a contribution from the Town of \$1 million. He would like Council to reaffirm their want to use the SCF Federal Funding for the Recreation Centre retrofit rather than the construction of an Ambulance building. He noted that the funding is due to be spent by December 31, 2022.

Arena Additions – \$125,000 is being carried over from the \$150,000 budget from 2017 for the completion of interior Arena renovations. He noted that additional locks have been added to doors and the sideboards have been refinished to look new. He advised that a contract has been issued to restrain the exposed exterior wood beams and that the work would not commence until summer. Another contract has been issued to build additional storage cages for the AWGS, additional cubbies for change rooms, and expand them if required. He noted that external power boards were installed to support the Christmas Park and Farmer's Market at the Arena Park.

Library Renovations – \$10,000 of \$15,000 is being carried over to address the carpet in the basement of the facility. He noted that work completed in 2017 includes the construction of a storage room and barrier free door.

Administration advised that a review of the draft 20 Year, Long-term Capital Plan indicates that most requirements are for fleet replacement valued at \$880,000. Prioritization and risk management processes are currently underway. Administration will provide more information at the Council meeting of January 23<sup>rd</sup>. Administration provided an overview of fleet requiring replacement. He advised that the grader is at end of life and is a \$175,000 cost for replacement; three new pick-up trucks for replacement are valued at a combined total of \$105,000; two dump trucks are at end of life are valued at combined total of \$300,000; two flat-bed trucks are near replacement and valued at a combined total of \$100,000; the wood chipper is at end of life, but still works fine, valued at \$15,000; three trailers at end of life, but rarely used, valued at \$30,000 combined; sprinkler reel is at end of life valued at \$15,000 for replacement; sand spreader requires replacement and valued at \$20,000; two water pumps valued at \$80,000; and two mowers valued at \$40,000. He noted that the Town is not saving money by not replacing aged fleet as it puts extra onus on the O&M Budget, however the Town does not have the capacity or funds to purchase all items and as a result will risk manage.

Administration advised that other 2018 Capital Plan additions include a bi-annual amount for de-sludging of the Sewage Lagoon and the need to begin planning for the 2019 retrofit of the Fire Hall. He noted that the planning should include consideration that there is a requirement for an Ambulance Building; that Town Hall and the Library are due for replacement by 2020; and that the \$3.5 million SCF Federal Funding currently allocated for the RCC renovations could be repurposed for these initiatives. He noted that the decision doesn't need to be finalized before the approval of the 2018 Capital Plan.

Administration advised that there was a carry-over of 2017 Capital Projects with a proposed cost of \$9.015 million and that proposed 2018 Capital Projects are totaled at \$905,000, giving the 2018 Capital Plan a total of \$9.920 million. He advised that 2016 balances indicate \$6.626 million available, with additional 2018 funding of \$6.153 million in CPI, Gas Tax, CWWF, and reserve contributions. Administration advised that initial analysis indicates funds are available, however human capacity will need to be assessed as it takes considerable manpower to spend \$10 million across multiple projects. He also noted that the balances provided are unaudited and will change, and that the balances provided are a summary of various funding sources, all of which have specific requirements for spending. He also noted that cost estimates may be revised as scopes are assessed and fleet is risk managed.

Cr. McArthur suggested building a combined Ambulance Bay and Fire Hall where the Mary Kaeser Library is located, moving the Library to the Fire Hall, and renting the new building by the McDougal Centre to be used as Town Hall. Administration advised that the Town owns the property adjacent from the Health Centre and suggested that may be a prime location for the Ambulance Bay. He noted that it may be essential to have emergency services located downtown, but may not be necessary for Town Hall to be located downtown. He noted that further discussion should be driven by Council.

Cr. Holtorf asked with respect to Downtown Development, if the Town is aware of the GNWT's initiative to finish development of Mission Park. Administration advised that the consultant was asked to consider Mission Park as an important historical and cultural component in consideration of Downtown Development initiatives. He advised that the consultant made many attempts to engage ITI in initial dialogue and received no response.

D/M Smith suggested that projects in the Downtown Development Plan could be integrated and that many would be eligible for green funding and grants. Administration noted that capacity within Town Hall is an issue when applying for funding. D/M Smith felt that Federal free-flowing infrastructure funding may not be as readily available for long term projects and suggested Council be creative in pursuing any alternative funding. He suggested that an employee be tasked with pursuing funding opportunities for Capital projects. Administration advised that there is the opportunity to access MACA/LGAP funding to hire an additional trainee SAO to assist in SAO duties including bylaw writing and to pursue funding opportunities. He also noted the need to prioritize the Capital Projects and that there are additional strains and reporting required to access some funding. He noted that the EDO has been utilized to pursue additional funding opportunities and has been successful, but noted that this draws her away from her other tasks. Administration would suggest against borrowing additional money for the completion of projects as the commitment to remit funds would be placed on future Councils. He felt that the Town should not be dependent on borrowing money. He also noted that MACA has a \$10 million borrowing maximum on municipalities and that the Town has already expended this for Arena renovations. Cr. Tuckey advised that the FCM has loans and grants available to apply for, but the application process is highly competitive.

Mayor Napier-Buckley thanked Administration for his work in producing the 2018 Capital Plan. Administration would request feedback on prioritization of the execution of projects as he is not confident that the Town has the capacity to complete \$10 million in Capital Projects in 2018. He noted that some projects are required by legislation to be completed and that there are some deadlines for funding, including for the Landfill Expansion.

Cr. Kikoak's priorities for the Capital Plan include community health, and keeping services and capital expenditures that grow the economy. She felt that the Sewage Lagoon should be legislated to be moved for the overall wellbeing of the community. She would be in favour of removing a few projects from the plan due to the large amount of projects included. She suggested that purchasing communications equipment be removed but evergreen remain. She would suggest prioritizing spending to help the economy and provide a safe community.

D/M Smith is in favour of spending Capital funds to remove any onus from the O&M Budget and for green spending. He noted that the Town spends lots on heating oil and suggested this be taken into consideration. He suggested that the purchase of communications equipment should remain in the budget as it is for emergency measures.

Mayor Napier-Buckley asked if it is possible to construct a garage at the Water Treatment Plant and incorporate the water fill station at the location. Administration advised that the fill station is open to the public and associated with the reservoir.

Cr. Holtorf asked if a priority matrix would be submitted, categorized by legislation, etc. He is in favour of keeping projects associated with the delivery of water, sewer and garbage services, and Landfill Management in the Capital Plan as they are priority for the successful delivery of future services. He would also like projects associated with safety and protective services left in the plan. Administration advised that the priority matrix will be brought to Council with the final Capital Plan.

3. Public works

Administration advised that Public Works is undergoing snow removal initiatives after the steady heavy snowfalls over the holidays. He noted that there have been some equipment failures due to the -40 weather conditions. He noted that extreme weather is hard on equipment.

4. Facility Maintenance

Administration advised that Facilities Maintenance and the Water Treatment Plant have been busy preparing facilities for events happening over the weekend.



5. Sustainable Development

a. Sustainable Development Advisory Board

i. SDAB Minutes January 4, 2018 – The SDAB minutes were reviewed. Administration advised that SDAB is preparing to make recommendations to Council based on testimonies from local developers to facilitate housing development. He advised that it has been heard from various community groups, the need for additional housing in the community. He noted that SDAB was not prepared to make a recommendation at their last meeting but they discussed potential changes that could be made to the Zoning Bylaw. He noted that it was asked what is affordable housing and the rationalization of the Housing Corporation's housing against the needs of the Aurora College and large employers in the community. He noted that the board would be meeting again on February 1<sup>st</sup> to review possible recommendations to be made to Council. Administration advised that SDAB will also be choosing board members at that meeting to attend the Regional Waste Management Strategy meeting in Hay River on February 14<sup>th</sup>.

ii. SDAB Reappointments

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That Chris Westwell, Tim Gauthier, Keith Hartery, and Frank Lepine be reappointed on the Sustainable Development Advisory Board for a term ending December 31, 2019.**

**CARRIED UNANIMOUSLY**

6. Protective Services

a. Fire Department

i. Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that there were no major fire calls in the month of December.

b. Ambulance Department

i. Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that there were many ambulance calls for the month of December.

c. Bylaw Department

i. Bylaw Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that Bylaw will be addressing cold weather enforcement such as animal control in extreme weather conditions. He noted that the Town will be developing policies which respond to various operations during extreme weather conditions. Cr. Bell noted that there was a warning issued for an unregistered/stolen vehicle at the Water Treatment Plant and requested an update. Administration advised that the matter would have been handed to the RCMP as the Town does not enforce unregistered vehicles and that revenue is not generated for enforcement of the Motor Vehicle Act.

7. Other Business

- a. Briefing Note DPA-039-17 Paul McAdams Home Occupation Permit – The briefing note was reviewed. Administration advised that there is additional correspondence from Mr. McAdams with respect to the business license/development permit, advising that the business will not be operating as a storefront and that any retail business in the community will not be conducted from his home, but from the purchaser's home. Administration advised that in knowing this, there would be no significant increase to traffic and that the characteristics of the neighbourhood would not be changed. With respect to questions asked regarding territorial legislation, the Town does not enforce territorial legislation, but can incorporate a notation on the business license and development permit. Cr. Holtorf appreciated the clarification and felt that more consideration would still be required prior to approval. He would also like more detail on preserving the character of the neighbourhood in future. Mayor Napier-Buckley has the same concerns as Cr. Holtorf in regards to the type of business and how the business will be operated. She advised that a notice would be placed at his household and given to neighbours advising of the business, pending approval of a fourteen day appeal process. D/M Smith has concerns about the sales of smoking accessories, and if it will be enforced through territorial legislation, but doesn't see a reason to vote in opposition of the application.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That DPA-039-17, submitted by Paul McAdams, to operate a home occupation smoking accessories sales business from Lot 272, Plan 207, 25 Pine Crescent in Fort Smith be approved.**

**IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. HOLTORF**

**CARRIED**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 13, 2018.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Buckley**

**That the meeting be adjourned at 9:15 pm.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith

## Vision, Values and Goals

Approved: August 16, 2011

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

### Values

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

### Goals

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

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 120,000</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; \$10,000 spent in 2016.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compilation and assembly of ICSP. Some spending occurred in 2016.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 2,045,000</b>		
<b>Public Works</b>	<b>\$ 160,000</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	\$ 35,000	Replacement of 2011 2WD Works truck; old truck will go to Community Services and 2003 Community Services truck surplus.	CPI
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 530,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement; hire contractor or purchase brushing attachment for skidsteer.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement by 2019 and procurement takes approximately one year, required that the Fire Truck be ordered in 2017.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	CPI
<b>Environmental</b>	<b>\$ 225,000</b>		
Waste Reduction Initiative	\$ 50,000	Initiative put forward by SDAB to reduce the amount of waste going to the Landfill in order to extend the life of the facility. Some spending occurred in 2016.	CPI
Landfill Expansion Design	\$ 150,000	Design services for Landfill expansion.	GAS TAX
Landfill Minor Capital	\$ 25,000	Upgrades to facility and burn pit, fencing, removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
<b>Utility Infrastructure</b>	<b>\$ 1,130,000</b>		
Fire Hydrant Replacement	\$ 70,000	Upgrade seven hydrants.	UTILITY RESERVE
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. Existing truck will be retained as a backup to the new unit.	GAS TAX

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
CWWF Design	\$ 250,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M. Design work is estimated at 5% of project cost.	UTILITY RESERVE
Water and Sewer System Upgrades	\$ 125,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, welding repair.	UTILITY RESERVE
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 150,000	New burners (purchased in 2016) require installation. Electric boiler requires to be purchased and incorporated into system. Glycol piping and control valves require upgrading. One boiler requires major repair. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant, Intake, Reservoir, Riser Tower and Pump Station.	GAS TAX
Sewer Flusher	\$ 30,000	Replace existing sewer flusher which has reached the end of its useful life. Existing unit will be retained as a backup to the new unit.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
<b>Community Services</b>	<b>\$ 835,000</b>		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Budget value established in anticipation of receiving third-party funding to support \$20,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development. Some spending occurred in 2016.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details		Funding Source
		(Details, issues, comments)		
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilizing SCF Federal funding.		CPI
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors. Some spending occurred in 2016, including Storage Room and Mezzanine fit-up.		CPI
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.		CPI
<b>Capital Project Total Summary</b>	<b>\$ 3,000,000</b>			
<b>2016 Audit Balances</b>				
		<b>Proposed 2017</b>		<b>Balances</b>
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
<b>Total CPI</b>	<b>\$ 3,086,196</b>	<b>\$ 1,695,000</b>		<b>\$ 1,391,196</b>
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
<b>Total Gas Tax</b>	<b>\$ 863,000</b>	<b>\$ 860,000</b>		<b>\$ 3,000</b>
Municipal	\$ 159,353			\$ 159,353
Mobile Equipment	\$ 196,863			\$ 196,863
Recreation	\$ 42,143			\$ 42,143
Emergency Equipment	\$ 412,195			\$ 412,195
Computer	\$ 27,971			\$ 27,971
<b>Total General Reserves</b>	<b>\$ 838,525</b>	<b>\$ -</b>		<b>\$ 838,525</b>
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
<b>Total Utility Reserves</b>	<b>\$ 1,838,082</b>	<b>\$ 445,000</b>		<b>\$ 1,393,082</b>
<b>Total Capital and Reserves</b>	<b>\$ 6,625,803</b>	<b>\$ 3,000,000</b>		<b>\$ 3,625,803</b>



# Town of Fort Smith Sustainable Development Advisory Board Minutes February 1, 2018

Regular Meeting  
12:00 pm in Council Chambers

Attendees:

- |                         |                      |
|-------------------------|----------------------|
| • Chris Westwell, Chair | Mayor Napier-Buckley |
| • John Gray             | Keith Morrison       |
| • Adam Bathe            | Paul Kaeser          |
| • Tim Gauthier          | Lisa-marie Pierrot   |
| • Jeff O'Keefe          | Diane Seals          |

**A. Call to Order**

Chair Chris Westwell called the meeting to order at 12:09 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Jeff O'Keefe**

**Seconded by: Tim Gauthier**

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

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Tim Gauthier**

**Seconded by: Adam Bathe**

**That the minutes of January 4, 2018 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. New Business**

- a. Response Letter from ENR – Engagement on the Development of a Waste Resource Management Strategy for the Northwest Territories. Keith advised that ENR offered to come meet with SDAB and would also like to have a community consultation session afterwards. Mayor Napier-Buckley suggested scheduling the meeting for February 8, 2018 if members are available. Jeff, Chris, Tim, John and Adam all confirmed they will be available and requested confirmation from ENR for that date.

- b. SDAB Delegates to Attend the Waste Resource Management Strategy Meetings Hay River on February 14<sup>th</sup>, 2018 – Chris asked what the idea on travel arrangements are. Mayor Napier-Buckley advised it would be valuable to have an SDAB member involved in the meeting in Hay River after the ENR meeting on February 8, 2018. She advised that flying or driving are both options but to fly the SDAB member would miss the last hour of the meeting. Keith indicated that ENR will be covering the costs for two SDAB members to attend the meeting. Chris advised that he must check if he is available for those dates. Tim indicated that with the ENR meeting on February 8<sup>th</sup> he doesn't see the need to send two members. Chris suggested sending SDAB members with the longest term. Keith suggested sending Adam Bathe and Adam MacNab. Adam Bathe indicated that he is not available. Chris suggested Tim Gauthier. Tim advised that he won't be available. Keith suggested checking with Cam and Adam MacNab and let him know their response, so he can get travel arrangements completed.
  
- c. Affordable Housing/Small Home Development – Zoning Bylaw Discussion
  - i. 7.1 R1 – Single Detached Dwelling Residential - Page 31
  - ii. 7.2 R2 – Multi Dwelling Residential - Page 32
  - iii. 7.3 RMH – Manufactured Home Residential - Page 34
  - iv. 7.5 TC – Town Centre - Page 36

Chris indicated that last meeting there was discussion on what is the actual goal and recommendation regarding housing. He advised that there are multiple components on zoning and bylaws and suggested starting in increments. He suggested starting the discussion with zoning bylaws. He noted that there are four relevant zones included in the zoning bylaws which are sections 7.1, 7.2, 7.3, and 7.5. He indicated that from the recommendations received from developers one was for restrictions to be reduced. He indicated that there are set backs within the zones. He indicated that the questions of additional zones, more land, developing more zones have been brought forward. He noted that another consideration is to rezone existing lots and fill more zones. He advised that neither developer indicated that zoning was a huge setback. He noted that if the town doesn't have to develop a new area it will keep costs down and would have to adjust what is already in place. He advised that another option would be to decrease the size of existing lots. Chris asked what the boards opinion is on affordable housing and how can it work. Keith advised on the zoning requirements and asked if lots should be made smaller. John indicated that the requirements allow for a decent size property but the driveway dimensions are not big enough for vehicle parking resulting in vehicles being parked on the side walks. Keith suggested that the lots don't need to be smaller. John indicated that the requirements already allow for a huge lot. He asked is there a need to have to smaller lots. Tim noted that the height requirement is indicated in the requirements. Keith indicated that if the costs for lots are a problem we can allow the lot to be smaller. John indicated that costs will be more by splitting the lots. Keith advised that on a new development the cost is not putting the road in but installing the main in the road therefore a smaller lot would be cheaper. He indicated that the cost savings would not be proportionally cheaper, but it is cheaper. John indicated that the point of developing lots is to sell them. Tim



advised that availability is a consideration as well, the Town would have to find new lots. He advised that he rather see this left to a developer to decide how to development. Chris asked should the board come up with development guidelines. John suggested to consider building small to accommodate smaller lot size. He asked if there is a chance for the lot on Calder Crescent to be used as an experimental project, splitting the lot into two and would find out the costs and the value of the lots once its sold. Jeff asked do we have a sense of what we are short of. He indicated that the College is continually struggling to find rental properties. He noted that short term small apartments such as for professionals is difficult to find. He advised that the challenge is single professionals taking up family units in town. He suggested creating the environment to build and that could engage developers. John advised that it is hard to build a single unit that you can rent it as the rental market is high. He suggested building a duplex as its economically better. Keith indicated that was the thesis going into the discussions as young professionals don't need yards. He noted that small easily maintainable homes are ideal which can also be considered for elders. He advised this would give the opportunity to elders that are currently living in 5 bedrooms places an option to move into a smaller place making their huge homes available to families. He indicated that the costs are the same from a small house to a five bedroom house. He indicated that there are problems with developing those types of properties and that they need to be built in different areas in the community. He indicated that Pine Crescent is good example of mixed development. Chris asked if the Town has properties in Westgrove as he would like to suggest that three lots in Westgrove be used to submit as projects for R2 lots. Keith advised that applications have already been submitted for those lots. He indicated that R1 zones can be converted to R2 zones with approval from housing. He advised that secondary suites are allowed. John asked for clarification on the service requirements for a duplex and secondary suite. Keith advised that the duplex would require services for both tenants and the secondary suites requires one service and tenants would share those services. Jeff asked if there is lots of demand for secondary suites. Keith advised that there is not but he advised that there could still be properties with secondary suited as it's a permitted use they are not required to submit that information. Chris indicated that generally there is no need to change anything. Keith indicated that the Westgrove lots can be changed to smaller lots in order to make them more affordable. John suggested to try that with the current lots and see if its feasible. Chris suggested to try with lots that don't need massive changes. Jeff asked what would make someone say 60 thousand now is worth paying for a lot. Tim advised that nobody wants to stay in 60 thousand dollar lots with a tiny home. Adam noted that those lots could be turned into five lots and could be sold cheaper. John agreed and suggested trying with one big lot. Jeff indicated that if that is done who is our market for those places and is that for people looking to develop or those wanting to buy their forever home, is that our goal. Chris indicated that more rental places are required. John noted that just to build a place to rent it will require the renters to pay two thousand in rent and the only other option is renting out older places at a cheaper rent. Chris indicated that an apartment building would be the best. Keith advised that young professional people come to Fort Smith and stay in older places for a year and then leave as they can't find any places to rent for long terms.

Jeff indicated that developers can request for a deposit from a buyer prior to building to secure the demand is met. Chris advised that a developer did try that in the past and received a negative response. Chris asked would everyone agree we want affordable R1s and that we have to make changes to zoning to lower possible prices but that doesn't fit the R2 rental properties where do we get land. Keith indicated that Westgrove is available. Chris suggested the lot across from the hospital. Keith advised that the lot across from the hospital is not available. Keith advised that there was a good discussion and we can move forward.

d. Arctic Energy Alliance - Expression of Interest

Chris asked if the Arctic Energy Alliance is providing services for free. Keith confirmed. Keith asked if SDAB would want to take the application indicating that Chris has history with Energy Alliance. John asked what the actual cost for an audit will be. Keith indicated that they play their own game and they set their own cost. Jeff asked if there would be a requirement to do the building inspections. Keith confirmed. Diane asked if the museum would be able to be included in it. Keith confirmed. Chris advised that there are 6 or 7 buildings in town that are targets and this is a great idea. John asked if its possible to retroactively figure out audit costs. Chris indicated that all the audit really needs is the power plants usage and garage power usage as they use all the energy. Keith indicated that instead of paying ten thousand in travel for someone to come to Fort Smith and completed that it can be completed by a local and save costs. Keith advised that he will proceed to have this completed.

***MOTION***

**Moved by: Adam Bathe**

**Seconded by: John Gray**

**That an expression of interest application be completed and submitted to the Arctic Energy Alliance for the Community Government Building Energy Audit Project.**

**CARRIED UNANIMOUSLY**

**E. Date of Next Meeting**

The next SDAB meeting will be held on March 1<sup>st</sup>, 2018, at 12:00 pm in Town Hall Council Chambers.

**F. Adjournment**

***MOTION***

**Moved by: Adam Bathe**

**That the meeting be adjourned at 1:01 pm.**

**CARRIED UNANIMOUSLY**



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

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
3-Jan-18	19:00	Fire Training	Fire Hall	9	20:50	SCBA Drills, Ropes/Knots, Drags/carries
4-Jan-18	14:05	Vehicle Fire	PetroCan	9	15:05	Pickup truck engine fire in parking lot
10-Jan-18	19:00	Fire Training	Fire Hall	10	21:12	Hose Tower - Training Drills
13-Jan-18	7:21	Chimney Fire	12 Camsell	9	8:00	
17-Jan-18	19:00	Fire Training	Fire Hall	13	20:30	Elevators, Accountability systems
24-Jan-18	19:00	Vehicle Inspections	Fire Hall	11	20:15	
26-Jan-18	21:14	Dumpster Fire	Breynant Hall	13	22:14	40' Dumpster of furniture - fully involved
31-Jan-18	18:25	False Alarm	52 Pine Cres	10	18:40	False alarm - called off before rolling trucks - Liberty

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

# Active Members (end of month)	20
# Of Person-Hours	102.1

Comments



## Fort Smith Volunteer Ambulance Monthly Report January 2018

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
Jan 4	0:30	Code Medevac	2	2:40	
Jan 6	5:00	Code 1	2	7:30	
Jan 6	9:45	Code Medevac	2	13:10	
Jan 6	17:15	Code Medevac	2	20:00	
Jan 8	1:29	Code 2	2	3:30	
Jan 9	9:00	Code 2	2	10:00	
Jan 9	14:53	Code Medevac	2	17:00	
Jan 13	8:07	Code 1	2	9:30	
Jan 14	5:50	Code 2	3	7:00	
Jan 17	17:25	Code Medevac	2	20:40	
Jan 18	20:00	Code Medevac	2	22:00	
Jan 19	13:44	Code 1	2	15:00	
Jan 19	9:00	Standby	2	16:00	AWG Snowboard trials
Jan 19	17:45	Code Medevac	2	22:00	
Jan 20	10:15	Code Medevac	2	11:55	
Jan 20	12:00	Code Medevac	2	14:00	
Jan 20	9:00	Standby	2	13:00	AWG Snowboard trials
Jan 20	13:15	Code 1	2	16:00	
Jan 20	19:15	Code Medevac	2	22:00	
Jan 21	10:49	Code 1	3	12:30	
Jan 22	9:08	Code Medevac	2	11:30	
Jan 23	17:10	Code 1	2	18:30	
Jan 24	8:25	Code 1	2	9:00	No patient
Jan 24	18:50	Code 1	3	20:15	
Jan 29	19:15	Code Medevac	2	22:30	

Type of Call	January 2018	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life threatening incident	8	8		8	8
Code 2 = non Life threatening incident	3	3		2	2
Code 3 = Fire support	0	0		1	1
Code Medevac = Medevac flight support	12	12		11	11
Code Transfer = Transfer of patient	0	0			
Code Zulu = Transfer of deceased person	0	0			
<b>Total</b>	<b>25</b>	<b>25</b>		<b>22</b>	<b>22</b>

Total Number of Responders	13
Total Estimate Person Hours	124.4

**Additional Comments:**



# Bylaw Monthly Report

Jan-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	1					abandon ski-doo at landslide
Dogs at Large	3	1			\$50.00	owner payed ticket
Unregistered Dog	2					
Dogs in pound	4					and alot of cats
Speeding	5	5			\$250.00	speeding in school zone
Stop work Order	0					
Unregistered vehicle	0					
Unsightly Lands	0					
Traffic Issue	1					parking in bus zone at school
Non emergency call	1					dog to be surrendered
Dev permits	4					trailer and business dev permits
RCMP Matters	1					dogs neglected at thebacha
Fire calls	0					0
Ambulance assist	0					
general complaints	6					snow / parking/ dogs
Stop work Order	0					
Business license	3					residential business
					300	

Additional Comments: