











Town of Fort Smith Municipal Services Committee

Tuesday, June 11, 2019, at 8:15 p.m.

AGENDA

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

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Minutes May 14, 201	 Vision and Values	 2019 Capital Plan
 Fire Department Statistics May, 2019	 Ambulance Department Statistic	 Bylaw Department Statistics May, 2019
 SDAB Minutes May 9, 2019		



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or
Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

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

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, May 14, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:41 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 9th, 2019, were reviewed and adopted at the Council meeting of April 16th, 2019.
- c. Vision and Values – The Vision and Values were reviewed.
- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. Westwell indicated that the 2019 Capital Plan was approved at the Special Meeting of April 29th.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. He indicated that over the past month the Water Treatment Plant has been using the ponds to settle sediments out of the water due to the spring break-up and high turbidity of the water. He noted that the ponds are filled then pretreated prior to switchover.

The Director advised that Maintenance Crews are wrapping up for the summer and that seasonal workers have started. He noted that Spring Clean-up started today for next twelve days and that the Landfill will be open over the long weekend. Additionally, there would be no changes to Municipal Services operations over the long weekend. He added that Public Works has been busy working at the Landfill as Contractors would be working to spread and compact the refuse, then cover with sand, after Spring Clean-up. He noted that this occurs twice per year.

Cr. McArthur asked if the Town would be expecting a new fire truck this year. Administration confirmed that the fire truck is currently being built and is scheduled to be delivered in the fall.

Cr. McArthur requested an update on the request for a 4-Way Stop at Calder Avenue and Field Street. The Director advised that Stop signs were ordered through a local contractor who is getting them made through a company down south. He noted that they should be arriving soon. Administration advised that historically the Town has purchased signage through an Alberta company but is now trying to procure the work locally to support businesses within the community. Cr. McArthur suggested that the maximum speed on Calder Avenue should be reduced as a result of multiple complaints. Cr. Westwell noted that previous Councils and Administrations started to develop a Speed Plan that identified 40km/h as the common speed zone although it was never completed or implemented. Administration indicated that it was discussed with the last Council that traffic flow should be considered in conjunction with a larger traffic study before making decisions to place Stop signs. He suggested that this would go before the Bylaw Review Committee once they have completed the suite of bylaws they are currently reviewing. He noted that there are currently more pertinent bylaws for review and if Council wanted to perform a traffic study a consultant would need to be hired. He suggested considering incorporating this with funding into the 2020 Capital Plan. D/M Smith indicated that passing motions to implement the signage gets the work done rather than putting it off and agreed that a community wide study should be performed. He noted that the community's road surfacing is in good shape which increases speeding and has required additional Stop signs to be placed. He added that this is also an enforcement issue.

Cr. Westwell was pleased with the amount of recycling work done at the Landfill facility.

5. Protective Services Report

- a. Fire Department – The April 2019 Fire Department incident and training report was reviewed. Administration advised that the Protective Services Officer has a new truck which he takes home at night unlike other Town vehicles. He noted that this is the first step for first responder 24-hour coverage.

Administration advised that the Fireman's Ball was the first combined gala with the Ambulance Department. He noted that both departments have new uniforms purchased with Ground Ambulance Highway Rescue funding. He has heard the gala was a great success.

Administration indicated that the new protective services tracking software is being used to develop the statistics although Ambulance stats have not yet been incorporated. He noted that there were minimal fire calls in April.

- b. Ambulance Department – The April 2019 Ambulance report was reviewed. Administration advised that the number of Ambulance calls has decreased from the regular amount. He noted that the airport will be shut down at night while new LED lighting is installed. He added that with one-hour notice the runway can be cleared for medivacs. Additionally, ENR has been working with the airport to accommodate late operating hours of water-bombers. He clarified that these conversations are happening so that the airport work does not impact public safety. D/M Smith requested the date of the airport closure. Administration replied that the work will commence May 20th and is expected to be finished in August or September and that work is only to occur during the night.

D/M Smith noted that the river is exceptionally low and that the radio spoke to dry conditions in the South Slave. He asked if the Town is taking any further wildfire preparedness or public education. Administration replied that notification was published that a fire permit is required for burning outside a firepit. He advised that there was a prescribed burn around the schools and that they may do a prescribed burn by the riverbank although with dry conditions it may be risky. Administration is in the process of reviewing the new GNWT Emergency Measures Act and the Protective Services Officer is working on the roll-out of the mass emergency notification system. Administration is also determining how to spend fire abatement money and indicated that a brusher was purchased last year for the Bobcat and that the 2019 funds could be used to hire additional staff to perform fire abatement and brushing. He identified the area around Tamarac Crescent requiring additional fire abatement treatment. He is also working with ENR to obtain additional fire abatement funding. He anticipates leaving the majority of funding for a fire smart roll-out and training session with the fire abatement instructor who authored the Community Protection Plan. Administration added that there is already a fire out of control by Meander River. D/M Smith was confident initiatives were underway.

Cr. Westwell has heard positive comments about the number of Ambulance members and their response to calls.

- c. Bylaw Department – The April 2019 Bylaw report was reviewed. Administration advised that the bylaw report has been developed with the new reporting software. Cr. Westwell was happy to see speed warnings being issues and reported on the report. Administration advised that most speed enforcement is around the schools as they are high risk areas. Mayor Napier-Buckley would like to know the cost to implement photo radar.

6. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes April 4th, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that SDAB has been diligently working on zoning and housing initiatives and will transition to the Strategic Plan and next phase of zoning recommendations.

Cr. Couvrette asked if SDAB has reviewed the NWT Agricultural Strategy. Cr. Westwell confirmed and indicated that reviews from the board weren't good from people involved with agriculture. He added that what the plan commits and what the GNWT come forward with differentiate. D/M Smith noted the lack of agricultural land unless on Crown land which is not accessible. Administration added that MACA has not advanced the request to extend municipal boundaries.

Cr. Westwell noted that a few board members have resigned.

7. Other Business

- a. DPA-007-19 Fort Smith Metis Council – The development permit application was reviewed. Administration advised that the Fort Smith Metis Council wish to build a house in RMH zoning. He noted that this is permitted although overall size requirements are different. He noted that they originally planned to replace the current structure with a trailer but were unable to transport one with the bridge work ongoing by Hay River. Administration advised that the development permit application meets the conditions but requires conditional approval. Administration added that the side-yard requirements are being met for the development.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That DPA-007-19 submitted by the Fort Smith Metis Council to demolish an existing trailer and construct on site a similar unit on Lot 1358, Plan 1788, 64 Caribou Crescent, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. DPA-008-19 Gordon Rothnie – The development permit application was reviewed. Administration advised that Mr. Rothnie owns the property and that a home occupation permit requires conditional approval from Council. He recommended the development permit be approved.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Mayor Napier-Buckley

That DPA-008-19 submitted by Gordon Rothnie to operate a lawn care/landscaping home occupation business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

Mayor Napier-Buckley noted that Cr. Campbell advised that he was on holiday.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on May 14th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 11th, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:22 pm.

CARRIED UNANIMOUSLY

Vision

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

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

Values

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

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

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

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

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

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Fire Truck	\$ 550,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	RESERVE
Emergency Equipment	\$ 140,000	All Breathing Apparatus require replacement.	RESERVE
SUV	\$ 55,000	Replace 2009 Bylaw Truck with SUV; existing unit will be surplus.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
Environment	\$ 25,000		
Landfill Minor Capital	\$ 25,000	Removal of hazardous and diverted items (soil, batteries, electronics, whites, car hulks, scrap metal, oil tanks and drums).	RESERVE
Utility	\$ 6,410,000		
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	\$ 5,500,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.75M by the Town, for a total project value of \$5.5M. Approximately \$500,000 of this was expended in 2018, however, additional funds may be required for additional paving and storm sewer, as well as a potential district electric heating initiative.	GAT TAX / FEDERAL
Water and Sewer System Upgrades	\$ 250,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair, manhole insulation, trucked and piped water metering upgrades.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
Sewer Flusher	\$ 145,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	GAS TAX
Community Services	\$ 8,085,000		
Community Services Master Plan	\$ 50,000	The current Community Services Master Plan was completed in 2012 and requires updating.	CPI

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

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Downtown Development	\$ 100,000	Seed money to facilitate ITI and CanNor funding. Work to include Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, Cemetery expansion, community art initiatives, and Design Standards development.	CPI
Riverside Utility Extension	\$ 200,000	Water and sewer infrastructure required for Riverside Park and Snowboard Park development.	GAS TAX
Track Development	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements. Funds would also be used for Tennis Court and Skate Park upgrades.	CPI
Parks and Playgrounds	\$ 50,000	Replace equipment as per the Parks Plan. \$90,000 worth of equipment was purchased in 2018 and requires installation in 2019.	CPI
TAG Report	\$ 7,500,000	Consultant as estimated costs to renovate Library at \$2M, Town Hall at \$3.4M and RCC at \$2M with an additional funds required for Pool upgrades. Projects are interrelated as Consultant recommends relocating Library to RCC and expanding Town Hall into Library building. \$2.5M will be funded by the Federal Small Communities Fund. Majority of funds to be expended in 2020, however intent is to use Arena as temporary RCC location Summer 2020 which would require Design Build contract award late 2019.	CPI / FEDERAL
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, purchase of furniture and equipment, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, exterior landscaping, DHW, board replacement, and fall arrest anchors.	CPI
Recreation Program Equipment	\$ 10,000	Fitness and gym equipment requires replacing, and software requires updating.	CPI
Capital Project Total Summary	\$ 16,220,000		
2017 Audit Balances		Proposed 2019	Balances
Unspent CPI	\$ 2,886,753		
2018/19 CPI	\$ 1,114,000		
2019/20 CPI	\$ 1,251,000		
Total CPI	\$ 5,251,753	\$ 5,920,000	-\$ 668,247
unspent Gas Tax	\$ 814,545		
2018/19 Gas Tax	\$ 913,000		
2019/20 Gas Tax	\$ 913,000		

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

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



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

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Date
May 30 19

Incidents

Number	Date	Alarm Time	Response Type Description	Address
19-016	May 29 19	02:46:00	False Alarm	36 Poppy Cr, FORT SMITH
19-015	May 18 19	21:48:00	Grass	17 Wandering Spirit St, Town of Fort Smith
19-014	May 18 19	14:15:00	Grass	Town Town Dump Site, FORT SMITH
19-013	May 4 19	17:21:00	False Alarm (Good I...	119 Carl's Dr, FORT SMITH

4 Records Printed



Fort Smith Volunteer Ambulance Monthly Report May-19

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2019-May-01	12:57	Code 1	3	13:32	
2019-May-02	19:15	Code Medevac	2	21:00	
2019-May-03	8:30	Code Medevac	2	9:51	
2019-May-03	18:52	Code Medevac	2	21:00	
2019-May-06	7:33	Code 1	3	8:30	
2019-May-07	20:20	Code Medevac	3	21:51	
2019-May-08	10:35	Code Medevac	2	13:50	
2019-May-11	19:58	Code 1	3	20:55	
2019-May-12	9:49	Code 2	2	10:43	
2019-May-12	16:45	Code Transfer	2	17:25	
2019-May-13	14:20	Code 2	2	14:46	
2019-May-14	1:30	Code Medevac	2	4:15	
2019-May-15	4:45	Code 1	4	6:48	
2019-May-17	14:19	Code 1	3	15:07	
2019-May-18	13:35	Code Medevac	2	15:02	
2019-May-18	20:10	Code Medevac	2	22:15	
2019-May-18	22:55	Code 1	4	0:00	
2019-May-20	22:08	Code Medevac	2	2:00	
2019-May-23	15:52	Code 1	3	16:45	
2019-May-23	20:30	Code Medevac	2	22:30	
2019-May-23	23:10	Code Medevac	2	0:10	
2019-May-25		Code 1	2		
2019-May-26		Code 1	2		
2019-May-30	15:20	Code 2	2	15:50	

Type of Call	May-19	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	9	35	7	9	50
Code 2 = non Life threatening incident	3	29	2	3	15
Code 3 = Fire support	0	0	0	0	0
Code Medevac = Medevac flight support	11	32	4	9	46
Code Transfer = Transfer of patient	1	6	0	0	2
Code Zulu = Transfer of deceased person	0	6	0	1	1
Total	24	108	13	22	114

Total Number of Responders	25
Total Estimate Person Hours	77.9

Additional Comments:



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT
 Fort Smith NT X0E 0P0
 PH : 867-872-2674

Bylaw Infractions

Date	Bylaw Inc...Bylaw	Infraction	Action	Fine Am...
May 30 2019	19-081	traffic bylaw	File made, no further action	0.00
May 27 2019	19-079	traffic bylaw	Warning Only	0.00
May 15 2019	19-078	Animal Contro... 5.1 No owner shall allow their dog to run at large	Animal transported to pound	0.00
May 14 2019	19-077	traffic bylaw	SOTI Issued	50.00
May 14 2019	19-076	traffic bylaw	SOTI Issued	50.00
May 13 2019	19-075	Animal Contro... 5.1 No owner shall allow their dog to run at large	Animal transported to pound	0.00
May 13 2019	19-074	Garbage By-Law10(a) Every person shall be responsible for taki...	File made, no further action	0.00
May 9 2019	19-073	Animal Contro... 5.1 No owner shall allow their dog to run at large	Warning Only	0.00
May 9 2019	19-072	traffic bylaw	SOTI Issued	50.00
May 7 2019	19-071	Animal Contro... 5.1 No owner shall allow their dog to run at large	Animal seized	100.00
May 7 2019	19-070	Animal Contro... 5.1 No owner shall allow their dog to run at large	File made, no further action	0.00
May 7 2019	19-068	traffic bylaw	SOTI Issued	50.00
May 7 2019	19-069	Animal Contro... 3.5 Dog license fees refer to bylaw for prices	File made, no further action	0.00
May 6 2019	19-067	traffic bylaw	Vehicle towed	0.00
May 3 2019	19-066	Animal Contro... 5.1 No owner shall allow their dog to run at large	Animal transported to pound	130.00
May 28 2019	19-080	Garbage By-Law3. Every householder shallf keep good order and ...	Warning Only	0.00

16 Records Printed



Town of Fort Smith Sustainable Development Advisory Board Minutes May 9, 2019

Regular Meeting

12:00 pm in Council Chambers

Attendees:

- Cam Zimmer, Chair
- John Gray
- Keith Hartery
- Adam Bathe
- James Douglas
- Cr. Christian Westwell

Regrets:

- Adam McNab
- Kristielyn Jones
- Tim Gauthier

Administration:

- Paul Kaeser
- Katie Reid

A. Call to Order

Chair Cam Zimmer called the meeting to order at 12:13 p.m.

B. Approval of Agenda

Cam added discussion on the board taking a summer break in July and August under new business. He suggested discussing the Strategic Plan at the next SDAB meeting.

MOTION

Moved by: Adam Bathe

Seconded by: James Douglas

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. Approval of Minutes

MOTION

Moved by: James Douglas

Seconded by: Adam Bathe

That the minutes of April 4th, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Housing Affordability Summary – Cam asked the board if they would like to make comments or revisions to the document. He noted that Council is looking for recommendations identifying areas for improvements to address the needs of the community. Cam added that there is an area in the document to incorporate opportunities and recommendations.

Cam provided his perspective and summary. He felt that through the delegation process there wasn't much information received on what could be changed. He noted that easement changes could be requested from Council. With regard to encouraging development, he felt there would not be much savings in splitting lots. He suggested the board make recommendations on how to deal with vacant and derelict lots.

Cam advised that affordability through economy of scale is an identified obstacle as there is no defined market and housing rate. John noted that there is a perception of risk as a bank would be more eager to lend money if the economy was booming. Cam suggested that documented rental rates could be presented to the bank. John noted the missing link in purchasing homes is a real estate agent and wondered why Hay River's real estate agent doesn't service the market in Fort Smith specifically for people moving to the community that don't know how to connect. Adam advised that Coldwell Banker from Hay River does some work in the community but agreed that it would be easier to have an agent committed to Fort Smith. Chris suggested that attracting a real estate agent would be an Economic Development initiative. John noted that usually you do not have to attract a real estate agent and is surprised that no one has made the effort for an open market.

Cam noted that there were no opportunities listed under the opportunities and recommendations section of the document. He suggested there is opportunity to share information with the community and developers regarding Town Bylaws and Policies. He indicated that zoning and bylaw changes can be made upon request and shouldn't be considered a barrier.

Cam advised of many derelict and vacant properties around the community and in the downtown core. He suggested a recommendation be made to help make those properties available possibly through a tax incentive. He added that it is currently cheaper to let the property dilapidate rather than cleaning it up. John suggested involving environmental agencies to enforce clean-up particularly with asbestos and leaching properties rather than the unsightly aspect. He added that involving a third-party in the clean-up would remove the conflict from the Town.

Chris indicated that the Town's Community Plan Bylaw states that the Town will not create more downtown or commercial properties until vacant abandoned properties are dealt with.

John suggested a five to ten-year timeframe be determined for properties identified as in poor condition to be addressed, and if not addressed, be torn down or double property tax be implemented as incentive to fix the property or have the property go to tax sale. He clarified that the timeline should allow enough time for property owners to take action. Chris replied that the weight of the Mill Rate could be adjusted for derelict property.

Chris suggested that a recommendation be made to make the community and developers aware that Council is open for discussion and accepting of proposed changes. He also suggested that there is the opportunity to encourage the establishment of a realtor or rental/mortgage market.

Chris advised that the GNWT Housing Affordability document established a market rate which doesn't reflect the actual market. John noted that every transfer goes through the Land Titles office and that the bank appraiser has access to this information however there is no record how long properties were on the market.

Cam suggested the recommendation to lobby the GNWT to acknowledge shortages in the housing rental market. John requested a letter be requested that they construct more buildings/units. John had previously approached the GNWT with respect to this and responded that they would need to release an RFP for the work and that they are unable to sole source. He noted that the discussion never furthered.

Chris agreed to make the final changes to the Housing Affordability Study, including the discussed opportunities and recommendations and to get that out by e-mail to the board. The study would then be concluded and ready for presentation to council.

E. New Business

SDAB Summer break - The board agreed to meet in June to discuss the Strategic Plan then plan their next meeting for September.

F. Date of Next Meeting

The next SDAB meeting will be held on June 13th, 2019 at 12:00 pm in Town Hall Council Chambers.

G. Adjournment

MOTION

Moved by: Adam Bathe

That the meeting be adjourned at 1:00 pm.

CARRIED UNANIMOUSLY