










Town of Fort Smith Municipal Services Committee

Tuesday, March 12, 2019, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. 2018 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire – February 2019 Statistics & Training Report
 - b. Ambulance – February 2019 Statistics
 - c. Bylaw – February 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
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 February 12	 Vision and Values	 2018 Capital Plan
 Fire Stats and Training Report Feb	 Ambulance Statistics February 2	 Bylaw Statistics February, 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, February 12, 2019 at 8:06 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:06 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of January 15, 2019, were reviewed and were adopted at the Council meeting of January 22, 2019.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. how do community gov budget and plan.

3. Directors Report

a. Fire Department – The January 2019 statistics report was reviewed. Cr. Westwell requested an update on the new fire truck. Administration advised that the truck is being built and that it takes 9-12 months. He noted that the Town is legislated to replace emergency response vehicles at their end of life date. Administration will bring the 2019 Capital Plan to the March Municipal Services meeting.

Administration advised that the Public Works crew has begun snow removal initiatives. He advised that the roads are cleared after a snowfall and that emergency response routes are cleared first. He noted that bus routes are cleared next, followed by secondary roads and cul de sacs. After snow clearing is performed, pushing the snow into the ditches, the snow is then removed from the ditches and brought to snow dumps. He advised that strong snow removal efforts help reduce the amount of water on roads and in ditches in the spring.

Administration advised that recent cold snaps have pushed some frost into resident's water and sewer services. He noted that bad practices were performed in the past, as services are to go into the main line where the main lines are below frostlines and that some services were connected to the manholes which are more open and exposed to the weather allowing frost in the lines in multiple locations. He noted that the Town is also seeing frost freeze water lines under trailers and is hoping that the freezing will discontinue with the pass of the cold snap. He also advised that in the spring when the snow melts, but it is still cold, the frost continues to grow into the ground and the Town will often see another wave of freezing of services in April. However, he noted that the Town has lots of snow this year which serves as an insulating barrier keeping the frost from moving into the ground further.

Administration advised of gaps in coverage as a few employees are off-work with illness. He advised that there are multiple training initiatives ongoing; fall arrest training, confined space training, and instructor mask fitting training.

Administration reviewed the Fire Department Statistics Report for January. Administration was pleased with the training the department is undergoing. He advised that the new Fire Chief has been certified as an NFPA instructor and that nine firefighters are undergoing NFPA certification.

- b. Ambulance Department – The January 2019 statistics reports was reviewed. Administration advised that there were two ambulance calls over the past weekend at the same time and that both ambulance vehicles were being utilized. He noted that January was a standard busy month for the Ambulance Department.
- c. Bylaw Department – The January 2019 statistics report was reviewed. Administration advised that in the January Bylaw Statistics Report, the Bylaw Officer responded to speeding, dogs at large, unregistered ATVs, and general complaints. He noted that the Bylaw Officer was also engaged in an air traffic control emergency and traffic control during a mid-day fire call response on McDougal Road.

4. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes January 10, 2019 – The Sustainable Development Advisory Board minutes from January 10, 2019 were reviewed. Cr. Westwell advised that he spoke at length about the meeting already at a previous Council meeting. He advised that the board was to meet last Thursday however there was not quorum.

Administration briefed Council on a cannabis seminar he attended in Yellowknife. He noted that primary information received from the seminar is that they have released a hazard policy that allows for retail sale in the community beyond the liquor store. He noted that residents can apply to retail cannabis at a secondary location. He advised that retail cannabis would require review of the Zoning Bylaw to ensure it is robust enough to allow for this. He asked if it should also be looked into to better regulate the sales of cigarettes and alcohol. He advised of the requirement for public engagement to retail cannabis and noted that any revision of the Zoning Bylaw would also require public engagement. He suggested that Council task SDAB with the initiative once they have completed their affordable and accessible housing initiative.

Cr. Cox asked if TTAB could be tasked with the initiative as well. Administration advised that the first step required in the policy from the Department of Finance is that community engagement be performed to see if the community supports the initiative. He advised that the Department would not accept an answer from Council until community engagement has been performed. If the community and Council approved the request, the Department of Finance would perform an audit of the business followed by an economic impact assessment. When approved by the Department of Finance, the business application would be brought back to the Town for normal processing. He advised that the Town would need to ensure that current zoning regulations would allow for the business. He felt there may be a potential role for TTAB although the economic impact assessment would be performed by the Department of Finance. He noted that the Town does have a definition of a retail store but that it does not define what could be sold. Retail stores are allowed in Town Centre and Commercial zones but are a conditional use in Residential zones.

Administration advised that he has expressed his concern to the Departments in reviewing the Zoning Bylaw now, when there will be a policy established for edibles in nine-months, resulting in the Zoning Bylaw requiring review again. Administration has asked MACA to provide insight of the policy allowing edibles so that the process can be completed together.

Administration advised that a separate entrance is required for entrance into an existing retail store selling cannabis, and that it must be controlled so that only people nineteen or over can sell the product.

Administration also advised that the Department of Finance may issue special use permits for cannabis. He sees this as problematic as the wind cannot be controlled, whereas a fence can be placed around an area where alcohol is being sold.

Cr. Couvrette noted that SDAB is already involved in the affordable housing project and asked if they are ready to take this on now or if Council should wait to task them with this. Administration advised that the affordable housing summary is pending for Council review.

5. Other Business

- a. Briefing Note DPA-002-19 Home Occupation Permit Frank Lepine – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That DPA-002-19, submitted by Frank Lepine, to operate a consulting - wildland fire planning home occupation business from Lot 1002, Plan 1260, 3 Winter Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on February 12, 2019.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 12, 2019.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:34 pm.

CARRIED UNANIMOUSLY

Vision

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

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

Values

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

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

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 80,000		
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
Municipal Services	\$ 8,325,000		
Public Works	\$ 375,000		
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.	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
Protection	\$ 550,000		
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
Environmental	\$ 1,575,000		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Gylcol piping requires upgrading. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplus.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
Community Services	\$ 780,000		
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
Capital Project Total Summary	\$ 9,185,000		
2016 Audit Balances			
		Proposed 2018	Balances
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
Total CPI	\$ 4,200,196	\$ 3,660,000	\$ 540,196
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
Total Gas Tax	\$ 1,776,000	\$ 1,775,000	\$ 1,000
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		
Total General Reserves	\$ 1,038,525	\$ -	\$ 1,038,525
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Utility Reserves	\$ 2,038,082	\$ -	\$ 2,038,082
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Environmental Reserves	\$ 200,000	\$ -	\$ 200,000
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
Total Federal Funding	\$ 6,250,000	\$ 3,750,000	\$ 2,500,000
Total Capital and Reserves	\$ 15,502,803	\$ 9,185,000	\$ 6,317,803



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date
Mar 4 19

Incident Summary From Feb 1 19 to Feb 28 19

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Town of Fort Smith					
Feb 4 19 19-005	11:50:00 203 McDougal Rd, FORT SMITH Vehicle Fire	85	15		
Feb 10 19 19-006	10:38:00 36 Poppy Cr, FORT SMITH False Alarm (Good Intent)	12	12		
Feb 18 19 19-007	16:23:00 100 McDougal Rd, FORT SMITH Chimney Fire	32	13		
Feb 21 19 19-008	13:40:00 Highway Highway 5, FORT SMITH Motor Vehicle Accident	10	2		
<hr/>					
4 incidents for	Town of Fort Smith	2 hrs 19 mins	42		
<hr/>					
		2 hrs 19 mins	42		

Training Summary Report Continued

Start: 20 Feb 19 00:00:00
040 - Fire Extinguishers
(FF Doucet Mathieu)

Units: 0.00 **# of Personnel:** 16

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

Start: 27 Feb 19 00:00:00

Units: 28.00 **# of Personnel:** 14

10 sessions printed for these parameters
7 Subjects Covered
15.50 total session hours
207.00 total staff hours
0.00 total Instructor hours
4 Meeting sessions
6 Training sessions
0 Special Train sessions



Fort Smith Volunteer Ambulance Monthly Report February 2019

Date	Incident Type	Priority	# of Crew	Call #	Comments/Issues
2019-Feb-02	Lift Assist	2	3	23	
2019-Feb-02	Lift Assist	2	3	24	
2019-Feb-03	Syncope/Cardiac	1	3	25	
2019-Feb-08	Seizure	1	3	26	Call 26 and 27 came in at the same time
2019-Feb-08	Hypotensive	1	2	27	and required both ambulances to respond
2019-Feb-08	Medivac	Medivac	3	28	
2019-Feb-11	Transfer	Transfer	2	29	Transfer back to residence (NLSCH)
2019-Feb-12	Medivac	Medivac	2	30	
2019-Feb-15	Zulu	Zulu	3	31	
2019-Feb-16	Zulu	Zulu	3	32	
2019-Feb-17	Medivac	Medivac	2	33	
2019-Feb-19	Medical Issue	1	3	34	
2019-Feb-21	Abdo Pain	1	3	35	
2019-Feb-21	Mental Health	2	3	36	
2019-Feb-21	Motor vehicle crash	1	3	37	
2019-Feb-22	Medivac	Medivac	2	38	
2019-Feb-23	Medical issue	2	3	39	
2019-Feb-24	Medical Issue	2	2	40	
2019-Feb-26	Transfer	Transfer	3	41	Transfer back to residence
2019-Feb-27	Transfer	Transfer	3	42	Transfer back to residence (NLSCH)
2019-Feb-28	Minor trauma	2	3	43	

Type of Call	February 2019	Year to Date	Last Month	February 2018	Last Year to Date
Code 1 = Life threatening incident	6	14	8	5	15
Code 2 = non Life threatening incident	6	11	5	2	5
Code 3 = Fire support	0	0	0	0	0
Code Medivac = Medivac flight support	4	10	6	7	19
Code Transfer = Transfer of patient	3	5	2	0	0
Code Zulu = Transfer of deceased person	2	3	1	0	0
Total	21			14	39

Total Number of Responders	25
Total Estimate Person Hours	

Additional Comments:



Town Of Fort Smith Protective Services

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

Date
 Mar 4 19

Bylaw Infractions

Officer	Date	Bylaw Incident N...	Name	Bylaw	Infraction
Ronnie Schaefer	Feb 1 2019	19-004		traffic bylaw	33 Unauthorized parking on a roadway
Ronnie Schaefer	Feb 1 2019	19-005		traffic bylaw	11 Speeding (1-15 KPH over limit)
Ronnie Schaefer	Feb 4 2019	19-006		traffic bylaw	
Ronnie Schaefer	Feb 5 2019	19-007		traffic bylaw	
Ronnie Schaefer	Feb 6 2019	19-008		traffic bylaw	
Ronnie Schaefer	Feb 7 2019	19-009		traffic bylaw	
Ronnie Schaefer	Feb 8 2019	19-010		traffic bylaw	
Ronnie Schaefer	Feb 11 2019	19-011		Animal Control B...	Animal Surrender
Ronnie Schaefer	Feb 12 2019	19-012		traffic bylaw	35 Park vehicle in no parking zone
Ronnie Schaefer	Feb 14 2019	19-013		traffic bylaw	53 Racing
Ronnie Schaefer	Feb 14 2019	19-014		Animal Control B...	5.1 No owner shall allow their dog to run at...
Ronnie Schaefer	Feb 14 2019	19-015		traffic bylaw	11 Speeding (1-15 KPH over limit)
Ronnie Schaefer	Feb 14 2019	19-016		traffic bylaw	11 Speeding (1-15 KPH over limit)
Ronnie Schaefer	Feb 15 2019	19-017		traffic bylaw	
Ronnie Schaefer	Feb 18 2019	19-018		Fire Protection	8(b) notwithstanding section 7(a) (i&iii), n...
Ronnie Schaefer	Feb 18 2019	19-019		traffic bylaw	
Ronnie Schaefer	Feb 19 2019	19-020		Animal Control B...	5.1 No owner shall allow their dog to run at...
Ronnie Schaefer	Feb 20 2019	19-021		traffic bylaw	58 Fail to yield right of way to pedestrian
Ronnie Schaefer	Feb 21 2019	19-023		Fire Protection	8(h) No person at an incident shall impede,o...
Ronnie Schaefer	Feb 21 2019	19-024		traffic bylaw	
Ronnie Schaefer	Feb 21 2019	19-022		traffic bylaw	
Ronnie Schaefer	Feb 22 2019	19-025		traffic bylaw	
Ronnie Schaefer	Feb 26 2019	19-026		traffic bylaw	11 Speeding (1-15 KPH over limit)
Ronnie Schaefer	Feb 27 2019	19-028		Animal Control B...	Animal Surrender
Ronnie Schaefer	Feb 27 2019	19-027		traffic bylaw	34 (j) Park Vehicle opposite direction headed

25 Records Printed