



# Town of Fort Smith Municipal Services Committee

Tuesday, May 14, 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 – April 2019 Statistics and Training Report
  - b. Ambulance Department – 2019 Statistics
  - c. Bylaw Department – 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes April 4, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
  - a. DPA-007-19 Fort Smith Metis Council
  - b. DPA-008-19 Gordon Rothnie
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
   Municipal Services Minutes April 9, 2019    Vision and Values    2019 Capital Plan
   Fire Statistics and Training Report    Ambulance April Statistics Report    Bylaw Statistics April 2019
 SDAB Minutes April 4, 2019
  DPA-007-19 FS Metis Council    DPA-008-19 Gordon Rothnie



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

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:30 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of March 12<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of March 19<sup>th</sup>, 2019.

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

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

4. Directors Report

The Director of Municipal Services indicated that due to the early snow melt, water management has been moved three weeks ahead of schedule. He noted that there was a melt in March while Public Works was performing snow removal. He added that snow removal initiatives have been completed but water management is still underway. Additionally, Public Works has been clearing culverts that usually get dammed with ice as part of the water management process. He noted that a steamer is used to melt the ice in the culverts for clearing and that pump trucks remove the excess water in shallow ditches.

The Director advised that himself and a few employees attended a two-day waste recycling and composting course in Hay River in March. He noted that the course was more about composting which was very interesting and informative.

He indicated that the Water Treatment Plant is preparing for the season change and will be using ponds depending on the turbidity of the river water. He noted that the turbidity of the water tends to increase when the ice releases.

Administration advised that the Director also attended the Salt River Delta Partnership (SRDP) workshop that occurred at the end of the March. He indicated that the drinking water is drawn from the Slave River which is covered by a variety of jurisdictions including the Alberta Government, Federal Government and GNWT Department of Environment and Natural Resources (ENR). He indicated that making of drinking water is legislated by GNWT Municipal and Community Affairs (MACA) and monitored by GNWT Health and Social Services. He noted the Department of ENR facilitated the SRDP working group in which the Director attended a governance workshop. He advised that the Town works with a number of jurisdictions to produce the best quality drinking water in the NT.

The Director advised on behalf of the Municipal Services department, that he looks forward to showing Mayor and Council operations during the Infrastructure Tour and would answer any questions they may have.

D/M Smith advised that the SRDP working group was founded in 2010 and that he was a founding member on behalf of the Aurora College. He noted that the group does not exist through legislation but through a partnership of Indigenous governments linked to the Slave River. He felt that SRDP is only group where multiple organizations work cooperatively without much politics. He noted that the water effects everyone equally and the Town has an interesting role with the partnership as it is the only license holder on the Slave River. He advised that the partnership had not met in a couple years and the past meeting in March was an opportunity to discuss governance and to determine if he can revive the working group as part of his role working with ENR and give it direction. He indicated that there was also a large body fish monitoring program which is part of the transboundary agreement between the Northwest Territories and Alberta which is being coordinated by Kelly McKindrick out of the Wilfred Laurier University who is a world leading expert. He noted that there would be a fish camp held in the fall as part of the program in which schools will be engaged and there will be opportunity to build a network and compile further data. D/M Smith further advised that Dr. Paul Jones from the University of Saskatchewan seemed clear in his work that the contaminants in fish at Peace Point had decreased in 2013 to 2016 from 2010 to 2012. He noted that there are contaminants in fish but not of human concern.

Mayor Napier-Buckley thanked the Director and the department for their hard work and is looking forward to the infrastructure tour.

#### 5. Protective Services Report

- a. Fire Department – The March 2019 statistics and training report was reviewed. Administration indicated that the report is different due to new tracking software. He noted that nine firefighters have received training and were presented an award by the Mayor to congratulate them. He was pleased with the Protective Services Supervisor’s update that emergency services volunteer groups are full. He noted that the Town wasn’t always in such a positive position and that a large percentage of ambulance volunteers are firefighters. He was pleased with the crossover and noted that it is the first step to the integration of the two departments.
- b. Ambulance Department – The March 2019 statistics report was reviewed. Administration advised that seven calls to the Ambulance department were to assist a resident who was falling at home and couldn’t get up. They assisted in helping the person up but they refused to seek further service. He noted that the Town has the ability to speak with the Health Centre to ensure the resident is receiving appropriate care. He advised that March was another busy month for the Ambulance department.

- c. Bylaw Department – The March 2019 statistics report was reviewed. Cr. Cox asked if the number of speeding tickets issued in March is standard for a month. Administration noted that with the changeover to better tracking software there is better accounting for infractions. He noted that there tends to be more animal control than speeding and noted that the excess in speeding may be a result of the warm weather. He indicated that mostly warnings are given although there are a number of fines issued in March.

6. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes March 7, 2019 – The SDAB minutes were reviewed. The Director of Municipal Services advised that the board is in the final stages of finishing their affordable housing summary report. He noted that there was discussion on agricultural and industrial land, as well as why developers do not want to move forward with housing developments. He thinks that the board may schedule an evening meeting to finalize the draft for submission to Council. D/M Smith was pleased to see that an advisory board member had conference called in for the meeting.
- ii. SDAB Reappointment John Gray – The expression of interest was reviewed. Administration was pleased with Mr. Gray’s membership as he represents the private sector. He noted that the majority of board members consist of government employees. He also noted that Jim Heidema sits on the Tourism and Trade Advisory Board which is a valuable asset to the Town.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That John Gray be reappointed to the Sustainable Development Advisory Board for a term ending December 31<sup>st</sup>, 2020.**

**CARRIED UNANIMOUSLY**

7. Administration

- a. Briefing Note Capital Planning; 2019 Capital Projects; 20 Year Asset Replacement Schedule 2019-2038; Mid-life Retrofit Spreadsheet; Municipal Services Space Use Analysis Report March 2019; Municipal Building Tech Report March 2019; Bylaw 972 The Financial Administration Bylaw - The briefing note, and accompanying documents were reviewed. Administration started with the review of the 20-year Long-term Capital Plan. He indicated that a draft version had been reviewed by previous Councils in the past and the document before Council is the final version. He was confident that no other community has a 20-year Capital Plan and suggested that Fort Smith has the best planning information. He indicated that the Town currently has an infrastructure inventory of \$170 million including buildings, fleet and linear infrastructure. The Town has limited ability to borrow money with a \$10 million borrowing cap and \$4 million already committed to the Arena renovations. In knowing this, all funds for the renovation and replacement of current infrastructure should be made available through annual contributions to Town reserves or through conditional Territorial and Federal grants. As a result, the Town requires a long-term plan to determine revenue requirements throughout the lifetime of infrastructure. He indicated that the plan includes all Town infrastructure, their lifetimes, construction and replacement values, and mid-life retrofits which determines accurate annual revenue requirements into reserves. He added that most values are determined by GNWT insurance appraisals and that the lifetimes used in the Plan are industry standard.

Administration indicated that multiple assets are coming to end of life in the next few years. He noted that this is an issue across North America. Given that most assets are aged with no commensurate reserve allocations, annual contributions are equal to replacement value or the remaining value which is a considerably larger amount.

Administration clarified that linear infrastructure includes roads, ditches, sidewalks, trails, and water and sewer lines which are measured by the meter. He noted that mid-life retrofits acknowledge renovations half-way through life expectancy. Additionally, the most expensive assets are buildings.

Administration advised that the 20-year Capital Plan identifies \$23.5 million revenue requirement for 2019. Revenues for 2019 are expected to be \$10.5 million; \$8.35 million in reserve and \$2.16 million in Gas Tax and CPI contributions. He noted that this results in a significant shortfall of \$12.9 million in 2019. As a result, the Town is required to risk manage asset replacement by not replacing some infrastructure right away at end of life and that some assets are considered surplus and will not be replaced at all at end of life. He indicated that this shortfall continues with a total infrastructure debt of \$28 million by 2038. Administration noted the hazards of risk managing infrastructure at end of life; operation and maintenance costs significant increase impacting the O&M Budget, decreasing quality of service to residents, unplanned failures of assets have direct consequence on residents, and reactive repair of unplanned failures is much more expensive than preventative replacement.

D/M Smith asked if the amounts calculated for replacement are appraised value or replacement value. Administration advised that they are appraised values. He noted that for the fire truck, the actual replacement value is nearly double the appraised value. He indicated that the appraised value may not reflect the replacement value and that he is attempting to reconcile this. Additionally, the cost of steel has increased 50% in value.

Administration advised that Town revenues consist of annual GNWT Community Public Infrastructure (CPI) funding of \$1.251 million; annual Federal Gas Tax funding of \$913,000; and any contributions to reserves that occur. He noted that the Financial Administration Bylaw 972 requires a \$100,000 contribution to each the General, Utility, and Environmental reserves annually. Further, the bylaw requires that any unused surplus in the O&M fund be transferred to reserves after one year. He noted that the Town's ability is limited to respond to crisis if operating funds are committed to capital expenses.

Administration advised that review of the Plan indicates the following objectives, information and findings. An additional \$1.5 million annual revenue to allow for "as and when" Federal and GNWT capital funding that occasionally becomes available. A \$6 million debenture is indicated which would result in a 20% tax increase for all residents and once the debenture expires, the debt payments would be converted to reserve contributions. By 2036 expenses and revenues will have reached equilibrium, expenses are at \$4.9 million annually, which does not allow for new assets or replacement of assets. The Plan uses insurance replacement costs to establish asset values whereas replacement costs are proven to be significantly higher as a result of rising steel costs, the devalued Canadian dollar, and other pressures. The Auditor has valued the depreciation of Town assets at \$1.5 million annually, which does not allow for mid-life retrofits, resulting in the Town's annual depreciation value of \$4.9 million. Further, the Auditor does not use the same definition of capital assets as the Town, however the Town has leeway with reserve funds from the O&M Budget. Lastly, the actual infrastructure funding shortfall identified by the GNWT when they



performed the Funding Formula review in 2014 which determined that Fort Smith is underfunded by \$3.5 million annually and can be attributed to Operating Budget underfunding.

D/M Smith asked how much money is outstanding on the Arena debenture. Administration is unsure if MACA is aware and advised that he is in an informal working group with other Senior Administrative Officers in the NT. He noted that Hay River specifically is struggling with their debt limit for their Arena and MACA is unable to advise. D/M Smith thinks it seems responsible to borrow funds to build a new emergency services building and possibly rent a building for Town Hall in the future to eliminate the capital cost. Administration indicated that if the lease is a capital cost it would still be identified in the Plan.

Administration noted that as the GNWT guarantees funding of \$1.2 million annually, it could be requested that they advance five years of funding rather than forcing the municipality to go to debenture or sign a letter guaranteeing the borrowing of money for ten additional years.

D/M Smith was pleased that the Federal Government is doubling Gas Tax funding for 2019 with an additional \$913,000 and suggested the additional funds could be used for the upcoming water and sewer project this year.

Administration proceeded to review the 2019 Capital Plan. He indicated that there are multiple projects from 2018 carrying over, new projects identified for 2019 that are identified in the 20-year Capital Plan, work identified by the current Council as indicated in the Strategic Plan, and smaller capital items not captured in the 20-year Capital Plan.

Administration advised that two major capital projects were initiated in 2018; the \$5.5 million CWWF downtown water and sewer rebuild, and the \$1.5 million Landfill expansion. He indicated that downtown water and sewer rebuild project is underway with approximately \$500,000 expended and the remainder of the work to be completed in 2019. He indicated that the Landfill expansion project has been delayed as design costs came in double the budget at \$3 million. He added that additional Federal funding programs have come available, the ICIP program, which is designated specifically for landfills and the intent is to apply for these funds for the Landfill expansion and waste management/composting initiatives in 2020. He added that there is a final intake for the ICIP Program in 2021, and the intent is to access the fund for a combined energy efficiency/electrification initiative and incorporate the findings of the Town's recent Arctic Energy Alliance facility audit, as well as energy efficient heating for facilities identified in the TAG report and the pending 7-bay Garage retrofit. He indicated that there is also consideration of transforming Town lands located adjacent to the NTPC substation on the highway into an industrial zone with access to inexpensive interruptible electric power.

Administration advised that a review of the 2019 Capital Plan indicates planning for IT, Asset Management, Climate Change Adaptation, Community Services, Performance Reviews, Engineering, Standards, and Engineering Design. Additionally, it includes the replacement of equipment, computers and fleet where identified or legislated. The Plan includes linear infrastructure replacement of street lighting, hydrants, drainage, and sidewalks. It includes risk managed mid-life retrofits to the Animal Shelter, Landfill, Water and Sewer System Upgrades, and the Water Truck Fill Station to ensure facility functionality. Also, the completion of 2018 projects including the Arena, Park equipment installation, Track Development, Downtown Development and Riverside Utility Extension, as well as the two major projects.

Administration noted that the CWWF downtown water and sewer rebuild is valued at \$5.5 million and that \$500,000 was expended in 2018. He noted that the budget in the Plan remains at \$5.5 million to allow for additional work, that hasn't been estimated, including additional paving to address asphalt cuts throughout town, potential storm sewer and curb/gutter installation, and a district heating initiative.

Mayor Napier-Buckley advised that it was 10:00 pm and a unanimous motion of Council would be required to continue the meeting. Cr. Couvrette indicated that he would not be prepared to make a recommendation on the both Plans at this meeting.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the Municipal Services Standing Committee meeting on April 9<sup>th</sup>, 2019, be extended past 10:00 pm.**

**CARRIED UNANIMOUSLY**

Administration advised that the second major project is the implementation of the TAG Report. He noted that the document reviews the current condition of the Recreation and Community Centre, which is due for midlife retrofit and funded \$2.5 million by the Federal Small Communities Fund (SCF), as well as the Library and Town Hall, which are both due for replacement, and the Fire Hall and Ambulance Bay. He noted that the Fire Hall is also due for mid-life retrofit and the Town is lacking an Ambulance Bay. He indicated that the report recommends relocating the Library to the Recreation and Community Centre and expanding Town Hall to the Library for a barrier-free Council Chambers. TAG estimates the cost for the work at \$3.4 million for Town Hall, \$2 million for the Library and \$2 million for the Recreation and Community Centre. He noted that the 2019 Capital Plan indicates \$7.5 million, which includes an allowance for work at the Pool, including liner replacement.

Administration advised that given that the scope of work for the Library, Town Hall, and Recreation and Community Centre are interrelated and that proponents may have other solutions to address the needs of the Town, the intent is to issue the entire TAG scope of work as one project, with the exception of the Fire Hall and Ambulance Bay. He noted that timing is dictated by the fact that SCF funds expire in 2022, and that the Recreation facility renovations should occur in the summer to allow for temporary relocation of services to the Arena. He anticipates awarding of the work to be scheduled to occur in 2019, although most funds would not be expended until 2020.

Administration indicated that the \$6 million Fire Hall/Ambulance Bay is currently unfunded, with no opportunity for funds to be available in the foreseeable future. It is recommended that a debenture that utilizes the remaining borrowing capacity of the Town be the mechanism to fund this project. He added that additional funds would come available from the potential sale of the current Fire Hall property, as well as the approximate \$35,000 annual Ambulance Bay rent payments. He noted that borrowing money requires a plebiscite and resident approval, however the expectation is that a new Fire Hall would be acceptable to the community.

Administration advised that an analysis of available funds is provided which mirrors that of the 20-year Long-term Capital Plan. He noted that incorporating the entire value of the TAG Report work in 2019 results in CPI deficit and that the majority of these funds would actually be expended in 2020 once funding for that fiscal year had been received. He indicated that even with the 2020 capital funding considered, reserves and conditional capital funds would be depleted. Additionally, third-party funds may be available to support projects identified in the 2019 Capital Plan for climate change, energy efficiency, renewable, etc. but have not be considered until confirmed.



8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

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

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 14<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

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

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

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Fire Truck	\$ 550,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	RESERVE
Emergency Equipment	\$ 140,000	All Breathing Apparatus require replacement.	RESERVE
SUV	\$ 55,000	Replace 2009 Bylaw Truck with SUV; existing unit will be surplus.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
<b>Environment</b>	<b>\$ 25,000</b>		
Landfill Minor Capital	\$ 25,000	Removal of hazardous and diverted items (soil, batteries, electronics, whites, car hulks, scrap metal, oil tanks and drums).	RESERVE
<b>Utility</b>	<b>\$ 6,410,000</b>		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,500,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.75M by the Town, for a total project value of \$5.5M. Approximately \$500,000 of this was expended in 2018, however, additional funds may be required for additional paving and storm sewer, as well as a potential district electric heating initiative.	GAT TAX / FEDERAL
Water and Sewer System Upgrades	\$ 250,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair, manhole insulation, trucked and piped water metering upgrades.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
Sewer Flusher	\$ 145,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	GAS TAX
<b>Community Services</b>	<b>\$ 8,085,000</b>		
Community Services Master Plan	\$ 50,000	The current Community Services Master Plan was completed in 2012 and requires updating.	CPI

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

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

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

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





# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Apr 29 19

## Incident Summary

From Apr 1 19 to Apr 30 19

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
<b>Town of Fort Smith</b>					
Apr 19 19 02:58:00	79 Breynat Street (Northern Store), FORT SMITH	0	7		
19-010	<b>Rubbish</b>				
Apr 22 19 16:30:00	51 Caribou Cr, FORT SMITH	5	1		
19-011	<b>False Alarm (Good Intent)</b>				
Apr 22 19 19:01:00	60 McDougal Rd, FORT SMITH	119	12		
19-012	<b>Structual Fire</b>				
<hr/>					
3 incidents for	Town of Fort Smith	2 hrs 4 mins	20		
<hr/>					
		2 hrs 4 mins	20		



**Training Summary Report Continued**

**From Apr 1 19 to Apr 30 19**

**4 sessions printed for these parameters**

**1 Subjects Covered**

**0.00 total session hours**

**0.00 total staff hours**

**0.00 total Instructor hours**

**1 Meeting sessions**

**3 Training sessions**

**0 Special Train sessions**



## Fort Smith Volunteer Ambulance Monthly Report Apr-19

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2019-Apr-02	22:30	Code 1	4	23:13	
2019-Apr-04	8:00	Code 1	4	9:40	
2019-Apr-07	12:48	Code Medevac	2	14:00	
2019-Apr-08	15:30	Code 2	2	16:30	
2019-Apr-09	14:40	Code Medevac	4	17:00	
2019-Apr-12	19:45	Code Medevac	2	21:15	
2019-Apr-13	8:20	Code 1	4	9:45	
2019-Apr-14	1:36	Code 1	3	3:00	
2019-Apr-21	6:21	Code 1	3	7:30	
2019-Apr-26	7:56	Code 2	3	8:48	
2019-Apr-26	18:25	Code Medevac	2	21:20	
2019-Apr-28	14:19	Code 1	3	15:15	
2019-Apr-29	2:06	Code 1	3	2:21	

Type of Call	Apr-19	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	7	26	5	9	41
Code 2 = non Life threatening incident	2	26	13	4	12
Code 3 = Fire support	0	0	0	0	0
Code Medevac = Medevac flight support	4	21	7	6	37
Code Transfer = Transfer of patient	0	5	0	1	2
Code Zulu = Transfer of deceased person	0	6	3	0	0
<b>Total</b>	<b>13</b>	<b>84</b>	<b>28</b>	<b>20</b>	<b>92</b>

Total Number of Responders	24
Total Estimate Person Hours	51.6

**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

May 8 19

## Bylaw Infractions

Date	Bylaw Inc...Bylaw	Infraction	Action	Fine Am...
Apr 1 2019	19-045	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound 85.00
Apr 2 2019	19-046	traffic bylaw	11 Speeding (1-15 KPH over limit)	Warning Only 0.00
Apr 2 2019	19-047	traffic bylaw	11 Speeding (1-15 KPH over limit)	Warning Only 0.00
Apr 3 2019	19-048	traffic bylaw	58 Fail to yield right of way to pedestrian	Warning Only 0.00
Apr 4 2019	19-049	traffic bylaw	11 Speeding (1-15 KPH over limit)	Warning Only 0.00
Apr 5 2019	19-050	Animal Contro...	5.1 No owner shall allow their dog to run at large	File made, no further action 0.00
Apr 5 2019	19-051	traffic bylaw		File made, no further action 0.00
Apr 9 2019	19-052	traffic bylaw	11 Speeding (16-30 KPH over the limit)	SOTI Issued 50.00
Apr 9 2019	19-053	traffic bylaw	11 Speeding (1-15 KPH over limit)	SOTI Issued 50.00
Apr 12 2019	19-054	traffic bylaw	31 Fail to obey stop sign	Legal action required 0.00
Apr 15 2019	19-055	traffic bylaw	34 (c) Park on a sidewalk	File made, no further action 0.00
Apr 16 2019	19-056	Animal Contro...	5.1 No owner shall allow their dog to run at large	File made, no further action 0.00
Apr 16 2019	19-057	traffic bylaw	33 Unauthorized parking on a roadway	File made, no further action 0.00
Apr 17 2019	19-058	Animal Contro...	16.6 No parson shall intentionally provoke any d...	File made, no further action 0.00
Apr 24 2019	19-059	Animal Contro...	5.1 No owner shall allow their dog to run at large	File made, no further action 0.00
Apr 24 2019	19-060	traffic bylaw	11 Speeding (1-15 KPH over limit)	File made, no further action 0.00
Apr 26 2019	19-062	traffic bylaw	34 (c) Park on a sidewalk	Warning Only 0.00
Apr 26 2019	19-063	Animal Contro...	5.1 No owner shall allow their dog to run at large	SOTI Issued 65.00
Apr 26 2019	19-061	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound 0.00
Apr 29 2019	19-064	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound 0.00
Apr 30 2019	19-065	traffic bylaw	33 Unauthorized parking on a roadway	Vehicle towed 0.00

21 Records Printed



# Town of Fort Smith Sustainable Development Advisory Board Minutes April 4, 2019

Regular Meeting

12:00 pm in Council Chambers

**Attendees:**

- Cam Zimmer, Chair
- Tim Gauthier
- Adam McNab
- Adam Bathe
- Keith Hartery
- Kristielyn Jones
- John Gray
- Cr. Christian Westwell

**Regrets:**

- Frank Lepine
- James Douglas

**Administration:**

- Paul Kaeser
- Katie Reid

**A. Call to Order**

Chair Cam Zimmer called the meeting to order at 12:08 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Adam McNab**

**Seconded by: Keith Hartery**

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

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Tim Gauthier**

**Seconded by: Keith Hartery**

**That the minutes of March 7, 2019 be adopted as presented.**

**CARRIED UNANIMOUSLY**



#### **D. Business Arising from the Minutes**

Tim asked if there were any updates on the recycling plan.

Housing Affordability Summary – Cam thanked Chris for the document and noted that it is close to completion. He requested that the word version be distributed for digital commenting to finalize the document. He also noted that there was discussion of holding an evening meeting to complete the document and indicated that he would be away the rest of the month. He suggested the document be finalized and presented to Council for approval, then distributed to developers. The board agreed to digitally review the document.

Continued Discussion on Zoning and Development Options – Cam asked if developers can directly approach Council to request a zoning change. He asked the board if there are any areas that have been identified to proactively change the zoning. Additionally, he asked if the board is expected to make a recommendation. Chris advised that there is a process in place and that there is a zoning need for high density apartments. John felt that the Town should wait until there is an expression of interest to develop a property before changing the zone. Chris indicated that the lack of zoning may be a perceived concern and that the Town has no recent communication from developers being unable to develop due to lack of zoned land. Cam suggested that rather than changing zones, it be communicated to the public that zones can be changed. John agreed that people should be made aware and that requesting a zone change in Fort Smith, compared to in the south, is considerably easier. Cam suggested that this information could be included in a Town newsletter.

John is unsure if it would be proactive to change the zoning of land on a perceived lack of land. Chris indicated that there are no lots available for sale and that many are held by private owners. John suggested that just because the land is being held privately doesn't mean that it's not for sale. He felt that a lot of the issues discussed by SDAB suggests the need for a real-estate agent. He noted that the Town does advertise land for sale at the request of private owners although there is no incentive. Chris also noted the lack of record keeping of available land.

John asked if there is designated agricultural land in Fort Smith. Chris indicated that there is only country residential land available at Bell Rock. John noted that there is no quality agricultural land in Fort Smith and felt the only agricultural economy that would make sense would be the growing of cannabis due to cheap interruptible power rates. He also indicated that transporting a truckload of cannabis would be less weight and cheaper than transporting pellets for example. He noted that intermittent power outage would be an issue and a back-up generator would be required. He also indicated that hemp could be grown and bailed although it is not worth as much as cannabis. He suggested that to start a cannabis growing industry funds or government assistance would be required.

Adam M felt that the issue isn't with the availability of land but the concern of investing capital funds to build a house if: (a) only in the community on term; (b) due to the uncertainty with GNWT jobs in the community; or (c) the lack of industry in the community. He noted that there is land available, but it costs \$600,000 to build and there is no employment certainty. John agreed with Adam's comments.

Chris indicated that there is a cannabis industry currently in Yellowknife and noted that Fort Smith would be a more ideal location for a cannabis industry with cheaper land, water, power and transportation costs than Yellowknife. John added that the GNWT would buy all products from a cannabis distributor in the NWT considering the cannabis would be grown locally with green energy. Keith indicated that Jordan Harker has the cannabis industry in Yellowknife and suggested approaching him to start industry in Fort Smith. John suspects he already has received his funding from the GNWT. He suggested that the Department of ITI may support the initiative in Fort Smith. Adam B replied that the ITI isn't willing invest in new businesses and only in business that have had successful operations for a few years. John noted that creating a cannabis industry in Fort Smith would create employment opportunities. Tim noted that it was discussed at a previous meeting that Can Nor would fund the initiative.

Chris noted that Keith Morrison indicated at a previous meeting that the Town could identify industrial areas as a special economic zone with cheap interruptible power. Paul indicated that there are conditions of industrial zones which means they cannot be placed anywhere, specifically next to residential zones. Cam asked if there is a specific economic zone the Town wants to focus on. John asked if there is a firm commitment from NTPC to sell cheap interruptible power in industrial zones.

Paul advised that there is a hydropower expansion project committed to Fort Smith. He indicated that \$12.5 million is allocated to perform a feasibility study and to develop a road to the hydro plant and determine how much industry the community would receive. Adam B suggested advertising this and discussing it further.

Cam asked how the board can promote development in the community. Chris indicated that land is being held by private developers and that prioritization work has been done. He suggested developing a Fort Smith fact sheet. Tim suggested a "why here" statement. Kristielyn advised that she had sent an email to the board about a consultant that helps communities build their economic capacity. She had previously met with him and recommended him to the board due to the issues the board is working with. She suggested that he could be invited to delegate or the board encourage a not-for-profit board be established to receive funding to build economy. Chris agreed that promoting access to funding through partnerships from a not-for-profit society has been successful in the south. Chris added that the

EDO is looking at outside consultants and public speakers to fix the community's economy and in partnering with the Chamber of Commerce and Thebacha Business Services.

Cam suggested that agenda items: (b) Develop incentives for privately held vacant lands; and (c) Taxation of vacant and undeveloped lands, be brought forward and discussed at the next SDAB meeting.

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

NWT Housing Plan – Cam felt that that most of the work in developing a housing plan has been done through the housing affordability summary drafted by SDAB. Chris indicated that the Town can leverage funding to develop land from NWT Housing and can even work with them to develop a comprehensive plan. Cam asked if the next step would be to make a recommendation for the Town to reach out to NWT Housing to make a document that is more comprehensive than the advisory board document. Cam hopes the document will help developers. Chris' interpretation from discussions with developers is that there is a risk in developing land due to lack of salesmanship in the community.

Cam noted that there may be people in the community holding vacant properties until sale prices increase. Chris noted that there are many good properties in the community that are downtown and on the highway that are derelict. John advised that he sits on the Board of Revision and that there is no incentive to tear down derelict properties through taxation. He would like to see derelict properties charged more in taxes. Chris indicated that there is an unsightly lands bylaw. John replied that the bylaw isn't enforced. Chris agreed that issuing fines has not worked to prevent unsightly properties and that there are communities that charge more in taxes for derelict properties.

#### **F. Date of Next Meeting**

The next SDAB meeting will be held on May 9, 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**



## BRIEFING NOTE

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**To:** Mayor and Council

**Date:** May 1, 2019

**Subject:** Fort Smith Metis Council DPA-007-19 – Single Detached Dwelling in RMH Zone

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**Purpose:**

The Fort Smith Metis Council has submitted an application for development to demolish the existing trailer and construct on site a similar unit on Lot 1358, Plan 1788, 64 Caribou Crescent.

**Background:**

The property is zoned RMH – Manufactured Home Residential and a single detached dwelling is a permitted use in the zone.

**Analysis:**

The Fort Smith Metis Council has submitted an application for development for 64 Caribou Crescent. They intend to demolish the existing 16ft x 60ft trailer currently located on the site and replace it with a 20ft x 64ft unit constructed on site. Because this unit will be constructed on site, it is considered a single detached dwelling. The lot dimensions for a manufactured home and a single detached dwelling are different and as a result, the proposed development does not meet the requirements of the Zoning Bylaw 936.

The Zoning Bylaw requires a minimum site area of 557 sq. m for a single detached dwelling. Lot 1358 measures 462.2 sq. m and therefore does not meet the minimum site requirements and make it a substandard size lot for the permitted uses in this zone.

Section 6.1(1) states that “With the approval of the Council, development may be permitted in any zone on a lot which is substandard in terms of width, depth or area, provided that such a lot was legally registered and existing at the time of final passage of this Bylaw, and provided the development meets all other requirements of this Bylaw regarding the zone.” This proposed development does meet all other requirements of the zone with the exception of minimum site area.

**Recommendation**

Administration recommends that DPA-007-19 be approved.

Jim Hood  
Development Officer



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. 007



FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: FOOT SMITH METIS COUNCIL Interest (if not owner):
Telephone: 867 872 2643 Email: Cell 867 621-0950
Mailing Address: PO Box 1107 Fort Smith NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: FOOT SMITH METIS COUNCIL
Telephone: 867 872 2643 Email: Cell 867-621-0950
Mailing Address: PO Box 1107 Fort Smith NT X0E 0P0

Property Information:

Civic Address to be Developed: 64 CARBON CREEK
Zoning: RRMH Lot# 1358 Block# Plan# 1788
or Certificate of Title:
Lot Width: 14 metres Lot Depth: 36 metres Lot Area: 462.2 square metres
Type of Lot (check one): [X] Street Facing [ ] Corner [ ] Interior [ ] Other
Existing Use(s) of Property: RESIDENTIAL
Proposed Use(s) of Property (if applicable): CONSTRUCT 4 70 X 144 UNIT ON SITE

Estimated Cost of Project: \$ 100,000

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

[Signature]
Applicant's Signature

15-041 2019
Date

Fort Smith Metis
Owner's Signature (if different than applicant)

Date



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: 20 FT Length: 64 FT Height: 12 FT Area: \_\_\_\_\_

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

2 sets of floor plans (minimum 1:100 scale)

2 sets of elevations (minimum 1:100 scale)

2 sets of sections (minimum 1:100 scale)

Statement of Uses (on Page 1)

Statement of ownership of land and interest of the applicant therein (on Page 1)

Estimated commencement date MAY 30 2019

Estimated completion date MAY 30 2020

Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)





# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. PROPOSED RELOCATION

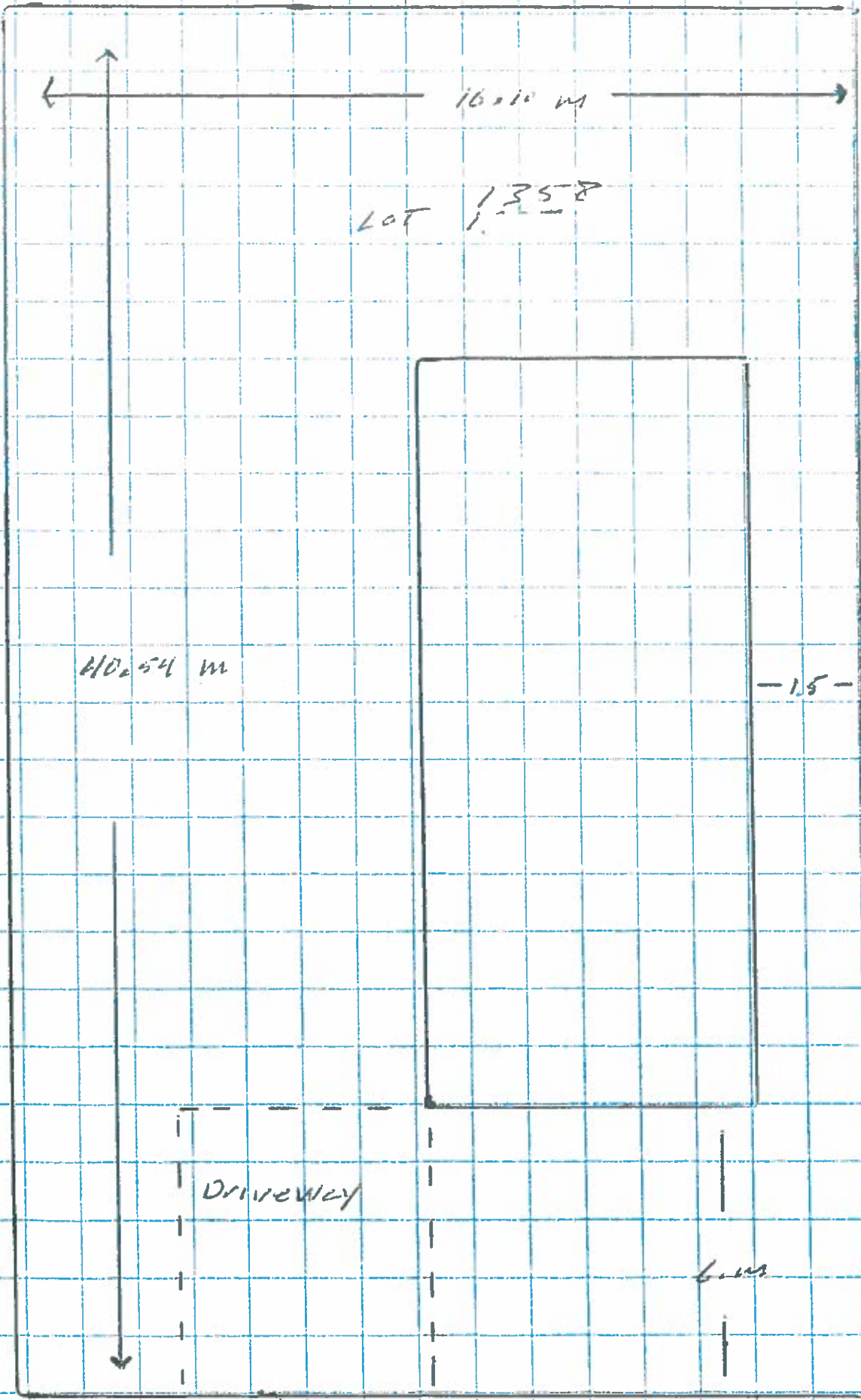
- Type of Building or Structure to be Relocated: \_\_\_\_\_
- From: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- To: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- Proposed Route: \_\_\_\_\_  
\_\_\_\_\_
- Planned Date of Move: \_\_\_\_\_

The following CONDITIONS apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for Northwestel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: 16 x 10 TRAILER SITTING ON THE EXISTING LOT
- Demolition Methods to be used: Man Power and Backhoe
- Planned Demolition Start Date: MAY 15 2019
- Planned Demolition Finish Date: JUNE 30 2019



16.10 m

LOT 1358

40.54 m

-15-

DRIVEWAY

6.00 m

Curbau Crescent Road

64'-0"

11'-9"

9'-7"

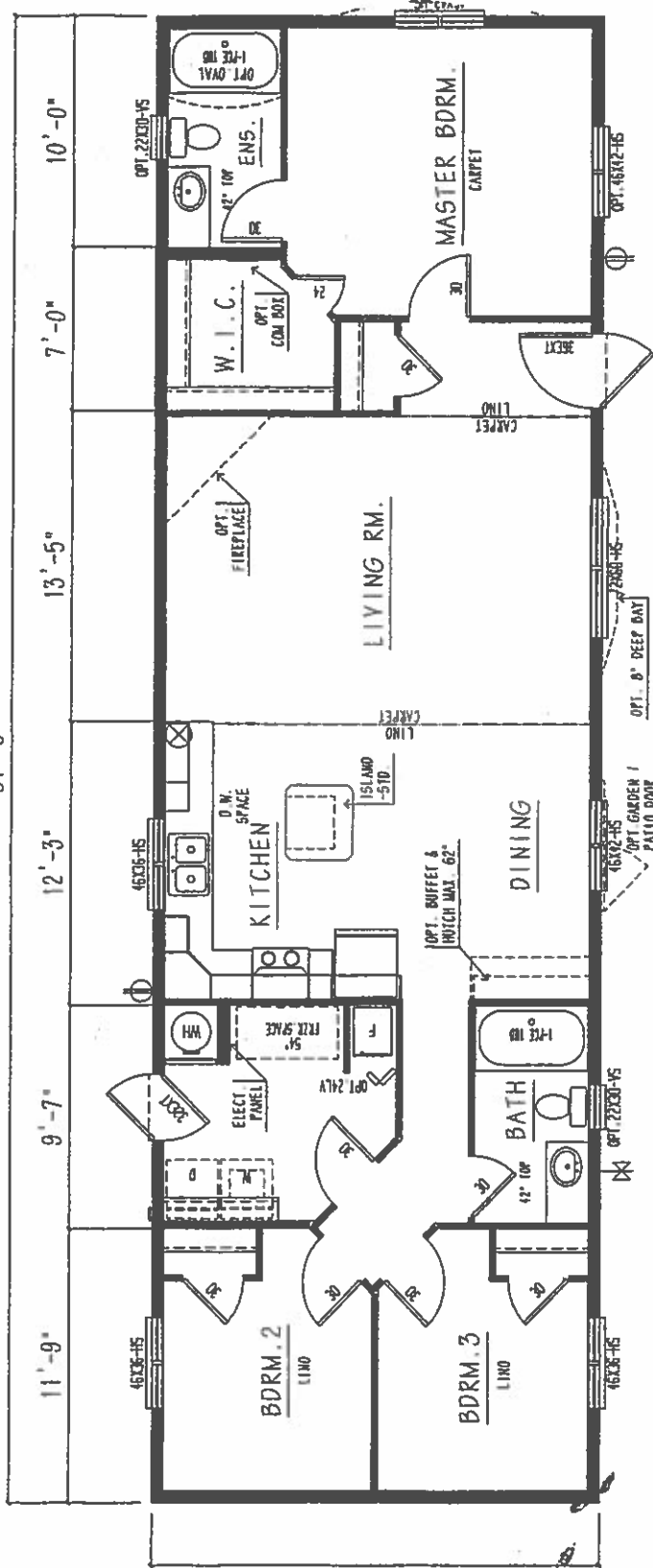
12'-3"

13'-5"

7'-0"

10'-0"

19'-8"



64'-0"

11'-9"

9'-7"

12'-3"

13'-5"

7'-0"

10'-0"

6535-115

6535-115

6535-115

6535-115

6535-115

6535-115

BDRM. 2  
LINO

BATH  
41" 10"

KITCHEN  
D.W. SPACE  
ISLAND 5'-0"

LIVING RM.  
OPT. FIREPLACE

W.I.C.  
OPT. 1' COM CABINETS

BDRM. 3  
LINO

OPT. BUFFET & HUTCH MAX. 62"

DINING

MASTER BDRM.  
CARPET

ENS.  
42" 10"

OPT. OVAL  
1-1/2' 10"

19'-8"

6535-115

6535-115

6535-115

6535-115

6535-115

6535-115

OPT. GARDEN / PATIO DOOR

OPT. 8" DEEP BAY

OPT. 8" DEEP BAY

OPT. 8" DEEP BAY

OPT. 8" DEEP BAY

6535-115

6535-115

6535-115

6535-115

6535-115

6535-115



## BRIEFING NOTE

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**To:** Mayor and Council

**Date:** May 8, 2019

**Subject:** Gordon Rothnie DPA-008-19 – Home Occupation Permit

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**Purpose:**

Gordon Rothnie has submitted a Home Occupation Development Application, DPA-008-19, to operate a lawn care/landscaping business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith. The property is owned by the applicant.

**Background:**

The property is zoned R1 Single Detached Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

**Analysis:**

Gordon Rothnie has applied to operate a lawn care/landscaping business as stated above. This is the second application for a home occupation business at this location. The previous application was for the operation of a natural health products, jewelry and wellness consulting business and was approved in April 2019. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

**Recommendation**

Administration recommends that DPA-008-19 be approved.

Jim Hood  
Development Officer

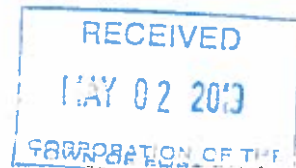


**TOWN OF FORT SMITH**  
 Post Office Box 147, Northwest Territories, XOE OPO  
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. 008-19

**FORM A:**

**APPLICATION FOR DEVELOPMENT**



**Applicant Information:**

Name: Gordon Rothnie Interest (if not owner): \_\_\_\_\_  
 Telephone: (867) 621-0120 Email: Contact@Timberwolves365.com  
 Mailing Address: Box 912 Fort Smith NT XOE OPO

**Owner Information (if different than applicant):**

Registered Owner's Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: 128 Carl's Drive  
 Zoning: R1 Lot# 1145 Block# \_\_\_\_\_ Plan# 1711  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: Residential and home business  
 Proposed Use(s) of Property (if applicable): Additional business  
(storing landscaping equipment)

Estimated Cost of Project: \$ 0

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

**SIGNATURE:**

[Handwritten Signature]

Applicant's Signature

2 May 2019  
Date

Owner's Signature (if different than applicant)

\_\_\_\_\_  
Date





# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

- 2 sets of site plans showing:
  - Building outlines;
  - Legal description
  - Yards/Setbacks (front, rear, and side)
  - Provisions for off-street loading, parking, and access and egress points (if applicable)
  - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date \_\_\_\_\_
- Estimated completion date \_\_\_\_\_
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



## TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

### 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

### 3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: \_\_\_\_\_
- From: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- To: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- Proposed Route: \_\_\_\_\_  
\_\_\_\_\_
- Planned Date of Move: \_\_\_\_\_

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

### 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: \_\_\_\_\_
- Demolition Methods to be used: \_\_\_\_\_  
\_\_\_\_\_
- Planned Demolition Start Date: \_\_\_\_\_
- Planned Demolition Finish Date: \_\_\_\_\_



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

## 5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
  - Sign location
  - Dimensions (Height, Width, and Thickness)
  - Size of letters
  - Projection from building face
  - Height above average ground level at the building face
  - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: \_\_\_\_\_
- Installation Contractor: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Planned Installation Date: \_\_\_\_\_

## 6. HOME OCCUPATION

- Type of Home Occupation proposed: Landscaping business
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: As soon as possible



# THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

RECEIVED  
MAY 02 2019  
CORPORATION

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application <b>1 May 2019</b>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <b>Gordon Rothnie</b>		Name of Business <b>Timber Wolves</b>	
Business Street Address <b>128 Carl's Drive</b>		Legal Address Lot: <b>1145</b> Plan: <b>1711</b>	Mailing Address <b>Box 912</b>
Phone Number <b>(867) 621-0120</b>		Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <b>Gord@Timberwolves365.com</b>		Web Page Address	
Type of Business: <b>RESIDENT</b>  <input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794))      \$75.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone)      \$125.00 <input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone)      \$125.00 <input type="checkbox"/> Hawker/Peddler      \$125.00 <input type="checkbox"/> Junior Business      \$1.00 <input type="checkbox"/> Charitable Purposes      no charge Please Note: Resident business applications after September 1 will cost one half the regular price		Type of Business: <b>NON-RESIDENT</b>  <input type="checkbox"/> Hawker/Peddler      \$285.00 <input type="checkbox"/> Contractor      \$225.00 <input type="checkbox"/> Charitable Purposes      no charge	
<input type="checkbox"/> Change Fee for any license      \$35.00		<input type="checkbox"/> Late Fee (if renewal received after February 15)      \$35.00	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: <b>PLEASE INDICATE ALL AREAS OF OPERATION</b> <b>Lawn care, Pruning, tree removal.</b> <b>Fencing, box garden construction.</b> <b>General yard clean up and maintenance.</b>			
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):	
		Number of Employees Full Time:      Part Time:	

I, Gordon Rothnie hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be \_\_\_\_\_ (or \_\_\_\_\_ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

**\* Note: We accept applications via email. If you wish to submit this application via email please send to [reception@fortsmith.ca](mailto:reception@fortsmith.ca)**

Signature of Applicant

Timber Wolves  
On Behalf of (Name of Business)

License Approved: \_\_\_\_\_  
Signature of SAO or Development Officer

Date: May 2 - 2019