










# Town of Fort Smith Municipal Services Committee

Tuesday, May 8, 2018, at 8:15 p.m.

## AGENDA

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

Attached Documents		
		
Municipal Service Minutes April 10, 20	Vision, Values and Goals.doc	2018 Capital Plan
		
SDAB Minutes April 12, 2018		
		
Fire Dept April 2018	Ambulance Dept April 2018	Bylaw Dept April 2018



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, April 10, 2018 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Cr. Bell, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. Holtorf  
Regrets: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Lisa-marie Pierrot, Executive  
Secretary  
Guest: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Dumont called the meeting to order at 9:11 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of March 6, 2018, were reviewed and were adopted at the Council meeting of March 13, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the RFP contracts have been awarded and that work is underway. Cr. Holtorf asked for an update on the development of the asset management system. Administration advised that there will be a summer student hired to gather data as indicated in the capital plan. He added that the Director of Corporate Services is the lead on that project and is currently in asset management training and that plans are underway on implementing the software. Cr. Holtorf asked what is the minimum value of asset for it to be listed in the software. Administration advised that the quality of the data received from the software will depend on the quality of data entered into the software; the intent is to have as many assets as possible entered.

3. Public works – The Director of Municipal Services advised that the all public works resources were focused on AWG and are now catching up on work that was not completed during AWG. Special consideration is being given to preparation for spring melt
4. Facility Maintenance – The Director of Municipal Services indicated that the facility maintenance workers are concentrating on cleaning up after AWG. The water treatment is short staffed as staff are participating in training for the week. He advised that the remaining staff are removing the ice from the Arena and preparing for summer and catching up on maintenance after the AWG.
5. Environmental – Administration advised that the spring cleanup is usually scheduled for May long weekend and that the landfill has been made available to commercial businesses with no tipping fees, which that has caused a significant reduction in revenues. He added that businesses are stock piling their waste waiting for free tipping fees. He requested feedback from Council regarding the tipping fees. Cr. Holtorf suggested charging a smaller commercial tipping fee. Cr. Patel thinks that commercial fees should be reinstated but at a reduced rate for spring cleanup to prevent stock piling. D/M Smith requested more information on additional waste. Administration advised that the additional waste is not interfering with staff abilities and the only issue is a loss in revenue. D/M Smith asked if there is an estimate on the loss of revenue. Administration advised that the environment revenue is down about \$30,000 but could provide a briefing note. D/M Smith would like the waved spring cleanup tipping fees confined to residential but will more require information.
6. Protective Services
  - a. Fire Department
    - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the fire department had an extra practice and was unsuccessful in recruiting a Protective Services Supervisor. He advised that the Bylaw Officer will be going on deferred leave in June 2018 and plans are underway to staff that position.
  - b. Ambulance Department
    - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the statistics show an even busier month.
  - c. Bylaw Department
    - i. Bylaw Statistics Report – The March, 2018 statistics report was reviewed. Administration commended the Bylaw Officer for his contributions and extra efforts during the AWG adding the positive response from athletes and how they felt safe walking in the community knowing that the bylaw officer was present. Cr. Holtorf advised that he received concerns regarding the enforcement of the Livery Bylaw and asked if the livery bylaw is being enforced. Administration offered an explanation in camera.

Cr. Tuckey advised it was communicated to her from a concerned citizen and their satisfaction on how Administration is handling the situation. Cr. Dumont agreed that the Town has to address the issue of the enforcement of the Livery Bylaw. Cr. Patel suggested going in camera to discuss the issue at the next meeting. Cr. Holtorf suggested to go in camera as there is enough time to discuss the issue.

In-Camera Session S.23(3)(i)

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That Council move in-camera to have discussion on the Livery Bylaw in accordance with Section 23(3)(i) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Council move out of in-camera at 9:50 pm.**

**CARRIED UNANIMOUSLY**

7. Other Business

- a. Briefing Note DPA-007-18 Corwin Hann – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Bell**

**That DPA-007-18, submitted by Corwin Hann, to operate a home occupation construction business from Lot 785, Plan 490, 23 Tamarac Crescent in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on April 10, 2018.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 8, 2018.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 9:54 pm.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith

## Vision, Values and Goals

Approved: August 16, 2011

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

### Values

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

### Goals

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

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

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 80,000</b>		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; 2018 includes \$10k carry-over from 2017.	CPI
Integrated Community Sustainability Plan	\$ 10,000	Funding to complete contract for Strategic Planning.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 8,325,000</b>		
<b>Public Works</b>	<b>\$ 375,000</b>		
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	CPI
F150 4x4	\$ 105,000	Replace 2011 2WD Works truck; existing unit will go to Community Services and 2003 Community Services truck surplus. Replace 2006 FM truck; existing unit will be surplus. Replace 2006 Works truck; existing unit may be added to FM fleet or surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 550,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	CPI
Mower	\$ 20,000	Replace 2002 Mower with unit robust enough for fire abatement maintenance. Existing unit will be surplus.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete contract for mid-life retrofit of building.	CPI
<b>Environmental</b>	<b>\$ 1,575,000</b>		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI

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

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. 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
<b>Community Services</b>	<b>\$ 780,000</b>		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI



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

Projects	Project Details		
	Budget 2017	(Details, issues, comments)	Funding Source
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilising SCF Federal funding.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	CPI
Library Renovations	\$ 10,000	The Library is in need of basement carpet and fence repair.	CPI
<b>Capital Project Total Summary</b>	<b>\$ 9,185,000</b>		
	<b>2016 Audit Balances</b>	<b>Proposed 2018</b>	<b>Balances</b>
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
<b>Total CPI</b>	<b>\$ 4,200,196</b>	<b>\$ 3,660,000</b>	<b>\$ 540,196</b>
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
<b>Total Gas Tax</b>	<b>\$ 1,776,000</b>	<b>\$ 1,775,000</b>	<b>\$ 1,000</b>
Municipal	\$ 159,353		
Mobile Equipment	\$ 196,863		
Recreation	\$ 42,143		
Emergency Equipment	\$ 412,195		
Computer	\$ 27,971		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total General Reserves</b>	<b>\$ 1,038,525</b>	<b>\$ -</b>	<b>\$ 1,038,525</b>
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total Utility Reserves</b>	<b>\$ 2,038,082</b>	<b>\$ -</b>	<b>\$ 2,038,082</b>
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
<b>Total Environmental Reserves</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
<b>Total Federal Funding</b>	<b>\$ 6,250,000</b>	<b>\$ 3,750,000</b>	<b>\$ 2,500,000</b>
<b>Total Capital and Reserves</b>	<b>\$ 15,502,803</b>	<b>\$ 9,185,000</b>	<b>\$ 6,317,803</b>



# Town of Fort Smith Sustainable Development Advisory Board Minutes April 12, 2018

Regular Meeting  
12:00 pm in Council Chambers

Attendees:

- Chris Westwell, Chair
- Cam Zimmer
- Tim Gauthier
- Adam Bathe
- Adam McNab
- James Douglas
- Frank Lepine
- Jeff O'Keefe
- Keith Morrison
- Paul Kaeser
- Diane Seals
- Lisa-marie Pierrot

**A. Call to Order**

Chair Chris Westwell called the meeting to order at 12:10 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Jeff O'Keefe**

**Seconded by: Tim Gauthier**

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

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Adam Bathe**

**Seconded by: Tim Gauthier**

**That the minutes of February 1, 2018 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. Business Arising from the Minutes**

- a. Briefing from the ENR meetings in Fort Smith & Hay River – Chris advised that he was able to attend the ENR waste management meeting in Hay River on February 14, 2018 with Mayor Napier-Buckley. He advised that ENR was impressed with the Fort Smith delegation and to hear of our position on waste management. The meeting also provided information on smaller communities and their advancement of composting and finding innovative ways to accomplish. He added that all other

community's struggle with the same problem and that's is obtaining more funding to provide for more programming, composting, and enhancements on waste management. Keith advised that ENR hosted a public consultation meeting on February 8, 2018 that was very well received. ENR was impressed with the community's efforts on waste management. Tim asked if there were any initiatives that came out of the meeting. Chris advised that ENR presented the same plan at both meetings and restructured their presentation for the Hay River meeting but in general there were no directions that came out of either meeting. Keith advised that ENR does have a five-year plan on waste management that they are accomplishing in steps. They are concentrating on small items and there are no big projects that require more funding on the agenda. Chris got support from other community's and requested support from ENR to provide a market, so communities can advance in composting and recycling.

- b. Energy Audit Project – Keith advised that the Building Energy Audit Project application has been submitted. There is a building data information sheet required for the application that is being completed. Once Arctic Energy Alliance receives the last document they will provide a quote to complete the work on all town facilities. Chris asked if the information provided was the same from the 2007 audit. Keith advised that all that they require is heat type and building dimensions. Tim asked if the Museum was included in the audit. Keith advised that Arctic Energy Alliance will only accept municipal buildings.
- c. Recycling – Keith advised that the design contract for the Landfill Project was awarded to REV North, which is a local firm and understands the will of the Town. The project is a combination of two things; meeting water license requirements with respect to surface water control for the appropriate containment of waste, and the second component is the requirement to expand the landfill. He added that while doing that we are looking at bringing in a transfer station which will be set up with a single point access, so a scale can eventually be installed to measure the volume of waste coming and going. Its going to have a pad for composting and a large on heating metal structure that will serve two purposes; one is to house a bull dozer and the other is to serve as the staging area for recyclables. He advised that the Economic Development Officer is working with Ecology North on a waste reduction recycling initiative and developed an application to run an education information campaign. The project will include developing posters, community engagement sessions, and going door to door to inform the public on the value of the project, as the project will only be successful if it is implemented in a manner that will be adopted by the public. He added that this is an opportunity to build a relationship because the public can advise us on how to properly run our compost and provide a perspective on composting initiatives that they may have been exposed to in the other community's. Ecology North is looking at picking up a special employee for the project or the possibility of hiring a sub consultant. Chris recalls when the implementation of covering on the Landfill was done, Council reviewed the advantages of buying a bull dozer opposed to hiring a contractor. Keith advised that at that time it was practical to hire a contractor but now the water board may increase requirements of disposal forcing the Town to complete covering more than twice per year. Chris asked for clarification on the contractor that the RFP was awarded to. Keith advised that REV North is based out of Yellowknife

but is in partnership with local firms. Frank asked when the Ecology North project is expected to start. Keith advised that the application was submitted on April 9, 2018 and has been advised that a response is expected in May. He is hoping to get education underway as early as the fall depending on the completion of the landfill project.

d. Continued Discussion on Zoning and Development options

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

Chris advised that in previous discussion, there was a suggestion identifying splitting lots 1737-1739 on Calder Crescent into smaller lots to accommodate smaller housing. He also presented a map of West Grove highlighting a proposed development plan. Jeff asked how many of the proposed lots are owned and/or developed. Chris advised that two of the newest developed lots are owned; the Starlink's bought lots 1755 and 1756, the Bradbury's bought 1754 in Westgrove 3, and Housing Corp bought lots 1750, 1751 and 1626 where they are building for the RCMP. Chris highlighted that if the lots were changed from single to multi dwelling, it is possible to provided services to both residents. All lots in the light yellow on the map are not currently being serviced and is yet to be developed and that the proposed lots are located in the old flat soccer pitch area. Cam asked if that location is being maintained as a park. Chris indicted that it varies at best one soccer team used it at one time but is currently not being used and maintained. Jeff asked if the proposed lots got developed, would there be a road built and lots being serviced. Chris confirmed that is the long term plan. Keith advised that SDAB can make a recommendation for the development of a road and put in new development as part of the project adding that they can recommend to open up those lots as R2. Jeff asked if the Town has any information on the usage of the soccer pitch. Chris advised that he will confirm with community services that the soccer pitch is not indicated in the stats. He highlighted that the intention is to rezone the lots into smaller lots to accommodate smaller homes. Keith advised that in previous discussion rezoning the lots would also create cheaper lots. Adam McNab asked why the corner lot in the proposed development area on the map is so big. Chris advised that it use to be two lots and is currently owned by someone. James asked how long the existing lots have been available for sale. Chris advised that they were on the market for four years. James asked are we talking about servicing additional lots or about rezoning lots 1737-1739 to R2. Chris clarified and advised that rezoning the lots to R2 is already an option. James asked so we are talking about splitting those lots and having two single lots and asked what the Town's abilities on servicing additional lots are. Chris confirmed before the lots were built there was a plan created for services and capability that identified building a lift station to accommodate the development and being able to service those lots. James advised that he has no problem with those three lots being sub divided as long as the Town is able to service but why would we want to develop more lots identified in the proposed development when the developed lots have been sitting for four years and remain unsold. Chris indicated that this would be a pilot project to split those

lots into smaller lower priced lots to see if it will work. Keith highlighted a couple of considerations; one would be what kind of neighborhood do you want to build. Adding that SDAB may not want to make existing lots smaller as you may want to create an estate style neighborhood. There may be resistance to allow R2 development in and around those other people who recently bought and developed lots expecting to be in a large estate style neighborhood. So, this is why we want to get more R2 developed and to consider opening up a new area as opposed to revising an existing area. Other considerations are to reduce impediments to purchase lots by allowing developers to access the lots through a down payment or a percentage purchased until developed. One of the other problems with taking existing lots and making it smaller versus developing new smaller lots which will require the lots to be surveyed adding additional costs. The lots on Calder may not be serviced but if they are serviced and we got three lots and if we split the lots and turn it into four lots then we will have to add costs to get serviced. These are considerations when discussing lots and we are hearing R2 from developers. Jeff asked with the developer's approach, is the intent to develop lots to sell or develop lots to rent. Keith thinks most intentions are develop lots to sell because to rent, developers would be tied up in capital. Chris would like to encourage developers who are actually capable of developing as considering providing lots with a down payment would put the Town in a position of being a middle man. Jeff asked if there has ever been any expression of interest from an outside developer. Keith advised that he was approached from an outside developer that has family connections to Fort Smith but no track record in Fort Smith. James asked if the lots across the street from lots 1737-1739 are single family dwellings. Chris confirmed. He asked for direction on considering smaller lots for smaller homes, changing existing zoned lots for smaller homes, and building duplexes on existing lots. He indicated that there are currently other lots to consider within the community that are undeveloped, and he identified lots on Primrose Lane and Polar Crescent. Adam Bathe asked if a developer could come and build on Town lots. Keith confirmed and advised that the way the zoning bylaw is written is that subdivisions are available for discussion. Chris highlighted that those are the only readily available, serviced, and surveyed Town lots that the Town has ready to go and sell. He highlighted that Fort Smith has a very predictable growth curve and the lot market has been growing at a slow steady curve and, but do we want to change the whole nature of the neighborhood. Keith indicated that mixed development is the way to build to avoid creating ghettos, as a municipality we need to look out for the better man of all residents and not necessarily specific interest. Tim doesn't agree with allowing a down payment on the lots. Jeff highlighted the that if that option is made available it should be made a policy, so it applies to all applicants. Keith advised that there are other municipality's that are doing something similar and we could review their models. Chris suggested on reviewing all other municipal models and select on that works for the Town if that is a recommendation that is favorable. Tim asked if there is a possibility of the lots not being sold and the Town being stuck with a developer that is not paying. Keith advised that is a possibility that

will also have to be considered. Chris highlighted that there are affordable houses on the market in Fort Smith that are currently not selling. Jeff asked if there would be a possibility of putting a lean on the developers lots until the lot is sold. Keith indicated that he can research mechanisms done by other municipality's and bring to SDAB. Tim highlighted there is a need for more rental units for students and seasonal employees. Chris advised that the availability of rental's is item iii identifying land as we have identified three items and will be on the discussion for next meeting. Chris thinks that rent is too high and have heard complaints. Keith thinks that quality housing is so old as well as stock. Chris will provide everyone with a link to an Atlas site as well as the maps for discussion for next meeting.

**E. Date of Next Meeting**

The next SDAB meeting will be held on May 3<sup>rd</sup>, 2018, at 12:00 pm in Town Hall Council Chambers.

James advised that he will be out of town for two months and will return in June.

**F. Adjournment**

***MOTION***

**Moved by: Cam Zimmer**

**That the meeting be adjourned at 1:07 pm.**

**CARRIED UNANIMOUSLY**



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

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
1-Apr-18	12:00	Pull Station	Grand Detour	6	12:30	Sweep was done - nothing found.
4-Apr-18	19:00	Training	Fire Hall	10	21:02	SCBA training - use of Thermal imaging camera
11-Apr-18	19:00	Training	ENR Bio Building	12	21:00	SCBA training - TIC, searches, confined spaces
13-Apr-18	12:45	False Alarm	451 Calder	7	12:58	Called off before rolling. FD1 investigated location
14-Apr-18	5:49	False Alarm	92 Tamarac	6	6:25	Liberty Alarm. Responded to site. Party in progress, was not called off.
14-Apr-18	18:56	False Alarm	RCMP	7	19:06	Water in smoke detector
14-Apr-18	11:35	Smoke Showing	61 Field	9	11:45	Nothing showing. Called by bystander. Likely woodstove.
16-Apr-18	20:37	False Alarm	36 Poppy	8	21:00	Liberty Alarm. Called off 20:21. Called off after truck rolling.
18-Apr-18	19:00	Training	Burn Can	12	21:00	Flowing water, hydrant/pumper training
25-Apr-18	19:00	Training	Fire Hall	12	21:00	S115 Structure Protection

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	4	15	3	5	17
Callout	6	16	2	1	9
Other (Event/Investigation)	0	1	0	0	4
<b>Total</b>	<b>10</b>	<b>32</b>	<b>5</b>	<b>6</b>	<b>30</b>

<b># Active Members (end of month)</b>	20
<b># Of Person-Hours</b>	106.0

**Comments**

A lot of false alarms by Liberty Alarm systems. We have revised our protocols to ensure we talk to the homeowner and advise them to call the fire department directly. There appears to be a significant delay between the time the smoke alarm goes off to when Liberty contacts the fire department (20+ minutes sometimes). We will monitor and document the Liberty alarms in case it comes to the point where the town may want to consider management actions to address false alarms.



## Fort Smith Volunteer Ambulance Monthly Report Apr-18

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Apr-02	21:58	Code 1	2	22:58	No transport
2018-Apr-04	15:43	Code Medevac	2	18:00	
2018-Apr-05	0:43	Code 1	3	2:15	
2018-Apr-05	19:00	Code Medevac	2	20:30	
2018-Apr-05	20:30	Code 1	3	21:30	
2018-Apr-06	17:18	Code 1	2	18:20	
2018-Apr-09	10:12	Code 2	2	11:15	
2018-Apr-13	10:10	Code 1	2	11:10	
2018-Apr-14	18:27	Code 1	2	19:45	No transport
2018-Apr-17	7:45	Code 2	2	8:30	
2018-Apr-18	4:00	Code Medevac	2	6:30	
2018-Apr-18	20:57	Code 2	1	21:40	No transport
2018-Apr-20	13:30	Code Medevac	1	16:00	
2018-Apr-22	16:39	Code 1	3	17:40	
2018-Apr-23	14:07	Code Medevac	2	16:30	
2018-Apr-26	14:00	Code 1	2	15:00	
2018-Apr-28	4:01	Code Medevac	2	5:05	
2018-Apr-28	15:52	Code 2	2	17:00	
2018-Apr-29	3:23	Code 1	2	4:20	
2018-Apr-30	15:15	Code Transfer	2	16:15	

Type of Call	Apr-18	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	9	41	17	5	31
Code 2 = non Life threatening incident	4	12	3	0	4
Code 3 = Fire support	0	0	0	0	1
Code Medevac = Medevac flight support	6	37	12	7	30
Code Transfer = Transfer of patient	1	2	1	0	0
Code Zulu = Transfer of deceased person	0	0	0	0	2
<b>Total</b>	<b>20</b>	<b>92</b>	<b>33</b>	<b>12</b>	<b>68</b>

Total Number of Responders	14
Total Estimate Person Hours	53.8

**Additional Comments:**





# Bylaw Monthly Report

Apr-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	0				0	
Dogs at Large	9	4			\$200.00	owners payed
Unregistered Dog	4					
Dogs in pound	9					
Speeding	2	1			\$50.00	50 in 30 zone
Stop work Order	0				0	
Unregistered vehicle	1				0	
Unsightly Lands	0				0	
Traffic Issue	1				\$40.00	unathorized parking on roadway
Non emergency call	1				1	pickup a cat
Dev permits	4				4	post permits
RCMP Matters	1				1	breakin at highways compound
Fire calls	0				0	
Ambulance assist	6				6	driver-on call
general complaints	8				8	dog complaints
Stop work Order	0				0	
Business license	4				4	

Additional Comments: