










# Town of Fort Smith Municipal Services Committee

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

## AGENDA

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

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;">    </div> Municipal Services Minutes October 8, Vision and Values 2019 Capital Plan
<div style="display: flex; justify-content: space-around;">   </div> Fire Stats - Incidents and Training Ambulance Statistics October 2019  Bylaw Statistics Report - October, 2019
 Housing Affordability and Needs Analysis



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

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

1. Call to Order

Cr. Westwell called the meeting to order at 7:51 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of September 10<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of September 17<sup>th</sup>, 2019. Cr. Couvrette referred to the minutes where it was discussed that a letter would be issued to the Department of Infrastructure regarding the deplorable condition of the chip-sealing of Highway 5. He noted that the aggregate appears to be leaching from the base of the road. D/M Smith drafted the letter and was uncertain if the Mayor had received it for signing. Cr. Couvrette requested an update at the Council Meeting of October 15<sup>th</sup>.
- c. Vision and Values – The Vision and Values were reviewed. Administration advised that the intent is to update the Council Priorities as a standalone document as Council's governance priorities evolves.
- d. 2019 Capital Plan – The Capital Plan was reviewed. D/M Smith requested an update on the status of the paving being performed by NWT Construction Ltd. Administration advised that the paving work has been completed and their asphalt plant has been decommissioned for the winter. He added that the Water and Sewer work is also concluding for the year and that a seasonal inspection of work will be performed. Cr. Campbell asked if the hole beside Conibear Park would be filled. Administration is aware of this and intends to bring the issue forward as one of the deficiencies in the seasonal inspection.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director advised that Administration covered most of the details regarding the Pool shutdown in the Community Services meeting. He advised that finding the leak will require listening devices and isolating the leak. He noted that the contractor will begin work next week as parts are on order.

The Director advised that the Facilities Maintenance Department was busy preparing for the Hobago tournament with limited staff. The Director apologized to D/M Smith for the ice condition on October 1<sup>st</sup> as he was under the impression that it was ready for use. He will determine the cause of the hazardous condition and will work to improve this.

The Director stated that the Water and Sewer Infrastructure Replacement Project is concluding for the year until next year. He noted that Water Treatment Plant staff have completed water main flushing and that sediments in the water following the flushing is normal. He added that sewer flushing is close to completion and that he has received positive feedback about the new flusher. He noted that the Water Treatment Plant is also working with the new water meter reading system and that it was determined that some of the existing water meter reading equipment was not working properly. He noted that the department received a 95% read rate with the equipment brought up for demo.

The Director advised that the Landfill compaction coverage has been completed.

He added that there were issues with residential water lines freezing in the spring which were directly connected to manholes. As a result, the department will spray foam to insulate the manhole covers to prevent further freezing.

Cr. Cox asked how much of the Water and Sewer Infrastructure Replacement Project was completed this year. Administration replied that approximately one-third of the work was completed. He anticipates a higher level of disruption next year as water and sewer infrastructure will be replaced along McDougal Road and Breynat Street including the main intersection to Rupert Avenue. He noted that the work is simpler compared to managing the water flow from the Water Tower but more invasive of resident's day to day operations.

#### 5. Protective Services Report

- a. Fire Department – The September 2019 statistics and training report was reviewed. Administration advised that the new fire truck will arrive in either December or January.
- b. Ambulance Department – The September 2019 statistics report was reviewed. Administration advised that the new self-contained breathing apparatus units have been received and installed. He noted that there has been an increase in medivacs in September. He advised that the Ambulance Department is planning to run an EMR course and noted the difficulty in running an eighty-hour first responder training course consisting of volunteers. He added that the GNWT's funding model for EMR training is planned with flying a trainer to the community for a week and that volunteers would not want to use vacation time from work to train.
- c. Bylaw Department – The September 2019 statistics report was reviewed. Administration advised that the Bylaw Officer will be implementing the positive ticketing program to parents operating safely in the school zone. He added that the Bylaw Officer also has multiple upcoming training initiatives planned. D/M Smith commended the work of the Protective Services Department and was pleased with the approach of engagement and visibility. D/M Smith referred to the report where warnings were issued for people speeding between 30-50kms over the speed limit and suggested tickets be issued in these instances. Cr. McArthur noted that there were three warnings and one ticket issued for driving while on a restricted electronic device and asked why all weren't given warnings or tickets. Cr. Westwell advised that Council should trust staff discretion. Cr. Cox noted that insurance companies in Alberta are refusing to insure people who are charged with distracted driving.

## 6. Advisory Boards

### a. Sustainable Development Advisory Board

- i. SDAB Minutes September 5<sup>th</sup>, 2019 – The SDAB minutes were reviewed.
- ii. SDAB Minutes October 3<sup>rd</sup>, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that he was away for the meeting but congratulated Tim Gauthier on his appointment as Chair and thanked Cam Zimmer for being Chair the past year.
- iii. SDAB Housing Affordability and Needs Analysis – The document was reviewed. Cr. Westwell noted that the document is an analysis and not a formal report.

Cr. Couvrette noted that document discusses the issue of derelict and undeveloped vacant properties and suggested adding an appendix that includes a list of these properties for a better understanding of the extent of the problem. Cr. Couvrette noted that he was quite impressed with the statistical information and suggested this be included as the topic of a future newsletter. He suggested this as Fort Smith is considered favourable and cost-efficient place to live.

Cr. Westwell suggested that a request for information on properties should be directed to Administration from Council and be added as an addendum or with the development of a comprehensive strategy due to the complexity of the document. He noted that the development of a comprehensive housing strategy would require a consultant and in-depth information. He added that there are funding opportunities available for the initiative.

Cr. Westwell indicated that the document was based from an Ecology North presentation on why they should build micro agricultural facilities in Fort Smith due to affordable power and land. He noted that the information in the document is a Canada-wide issue relating to aging infrastructure and that Fort Smith income is below the NWT standard. He noted that the information was brought together throughout the past year as the board discussed affordable housing and ultimately determined that Fort Smith housing is quite affordable. He stated that Fort Smith faces issues such as readily available land, available contractors and aging populating but that Fort Smith's income level and housing affordability are in a good position. He advised that it was determined that affordability isn't the issue, which drove discussion into accessibility which resulted in the opportunities and recommendations in the document to address the issue.

Cr. Cox thanked SDAB and was pleased with the level of work that went into the document. She found the document to be interesting and well done. She noted that the document spoke to the lack of a building inspector in the community and that this wasn't included in the recommendations. Cr. Westwell replied that this was identified through the development permit process and that the issue was raised in regard to what is obtained through the development permit process. He advised that some municipalities perform building inspections themselves and other's hire third-party inspectors. He added that it was identified that development permit rates are comparable to other communities that offer building inspections which was raised as a concern. He noted that this wasn't seen as hindering development but hindering sustainability.

Cr. Cox asked if Council should adopt the document to make public. Cr. Westwell noted that the document is public in the meeting package and that adoption may not provide direction through the opportunities and recommendations.

D/M Smith commended SDAB for their work on the document and stated that he would like to see Council embrace the opportunities and recommendations to work towards them. D/M Smith requested more time to digest the document and noted that each recommendation would be different in actioning. He stated that the document sets the bar for advisory board submissions and provides a good lesson to research and understand a problem before implementing policy changes. He felt that the strong listing of opportunities and recommendations is a better way to address the issues. Cr. Westwell replied that the document could also be given to a third-party consultant to resolve the issues.

Cr. Couvrette moved that the opportunities and recommendations in the document from SDAB be incorporated into the Town's Strategic Plan process. Cr. Cox seconded the recommendation.

Cr. Cox advised that she wasn't prepared to accept the motion to add to the Strategic Plan and asked if the Bylaw Review Committee could review the recommendations for bylaw adjustments. Cr. Couvrette was concerned that the efforts and amount of work put into the document would not be revisited.

Cr. Westwell handed the Chair to Mayor Napier. Mayor Napier accepted the Chair.

Cr. Westwell doesn't think including the opportunities and recommendations into the Strategic Plan is the right idea either. He noted that SDAB was happy to be engaged with the development of the Strategic Plan and actioning items within the plan. D/M Smith agreed and appreciated Cr. Couvrette's intent with the recommendation but felt that Administration would have a different approach. He didn't feel that the recommendations were designed to be placed into an existing plan. He suggested that Council embrace and work towards the items through the Council Priorities.

Administration advised that taxation legislation differentiates between improved and unimproved properties. He noted that it appears that one or two entities own all the industrial land in town which restricts competition. He asked how the Town would define improvements and development of the properties. He noted that Hay River had previously moved to incentivize higher taxes on undeveloped lands. He suggested that if Council approves the report, Administration would bring a briefing note to Council that would address the recommendations. He stated that lobbying items would sit with Council.

Cr. Westwell agreed in formally accepting the document to publish on the website and the development an action plan. Cr. Couvrette amended his recommendation; Cr. Cox accepted.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Mayor and Council accept the recommendations and opportunities presented in the Housing Affordability and Needs Analysis; and**

**That Administration provide a briefing note with direction on the items.**

**CARRIED UNANIMOUSLY**

Mayor Napier returned the Chair to Cr. Westwell.

Cr. Cox requested that the document be uploaded to the website as a standalone document.

- iv. SDAB Appointment Alyssa Etsell

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. McArthur**

**That Alyssa Etsell be appointed the Sustainable Development Advisory Board for a term ending December 31<sup>st</sup>, 2020.**

**CARRIED UNANIMOUSLY**

7. Other Business

- a. In-Camera Session – *CTV Act S.23(3)(g)*

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Council move in-camera to discuss the setting of minimum tax sale prices under the Property Assessment and Taxation Act in accordance with Section 23(3)(g) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Couvrette**

**That Council move out of in-camera.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Mayor Napier**

**Seconded by: Cr. Cox**

**That the Municipal Services Standing Committee meeting extend past 10:00pm.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on November 12<sup>th</sup>, 2019.

9. Adjournment

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 10:17 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. Replacement Grader estimated to cost \$500,000.	CPI
Bobcats	\$ 15,000	Annual Bobcat trade-in.	CPI
Dump Truck	\$ 150,000	Replace 2002 Tandem Dump Truck. Existing unit will be surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
<b>Facility Maintenance</b>	<b>\$ 120,000</b>		
F150 4x4	\$ 35,000	Replace 2009 Facility Maintenance truck; existing unit will be surplus.	CPI
Tool Van	\$ 35,000	Add new Facility Maintenance Tool Van to fleet to add functionality to department and address increased transportation requirements given increased number of staff.	CPI
Mowers	\$ 50,000	Replace \$30,000 2002 4WD Mower and \$20,000 2011 Mower. Existing units will be surplus.	CPI
<b>Protective</b>	<b>\$ 890,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	RESERVE

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

Projects	Budget 2019	Project Details	
		(Details, issues, comments)	Funding Source
Fire Truck	\$ 550,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	RESERVE
Emergency Equipment	\$ 140,000	All Breathing Apparatus require replacement.	RESERVE
SUV	\$ 55,000	Replace 2009 Bylaw Truck with SUV; existing unit will be surplus.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
<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

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Date

Nov 4 19

## Incidents

Number	Date	Alarm Time	Response Type Description	Address
19-042	Oct 31 19	15:56:00	First Responder	24 Raven St, FORT SMITH
19-041	Oct 31 19	15:47:00	Grass	79 Portage Avenue (Rcmp), FORT SMITH
19-040	Oct 20 19	05:00:00	False Alarm (Good I...	Airport Airport Terminal Bldg./Warehouses, FORT SMITH
19-039	Oct 14 19	17:39:00	Rescue & Safety	Fort Fitzgerald, AB

4 Records Printed



# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Nov 4 19

## Meeting/Training List

Date	Number	Subject/Meeting Type	Instructors
Oct 23 19	19-048	Training	
Oct 16 19	19-047	Ladders / Ventilation, Fire Suppression	
Oct 12 19	19-046	Special Train	
Oct 11 19	19-045	Meeting	
Oct 9 19	19-044	Special Train	
Oct 7 19	19-043	Special Train	
Oct 2 19	19-042	Training	

7 Records Printed



## Fort Smith Volunteer Ambulance Monthly Report Oct-19

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2019-Oct-05	2:48	Code 1	2	3:31	
2019-Oct-09	16:45	Code Medevac	1	18:45	
2019-Oct-11	3:00	Code Medevac	2	5:45	
2019-Oct-11	23:01	Code 1	5	0:45	
2019-Oct-12	9:50	Code Medevac	3	12:30	
2019-Oct-12	14:55	Code 2	2	16:30	
2019-Oct-14	6:15	Code Medevac	2	9:15	
2019-Oct-14	17:45	Code 1	4	0:06	
2019-Oct-15	10:20	Code 2	3	11:28	
2019-Oct-15	13:28	Code Medevac	1	17:00	
2019-Oct-18	12:20	Code 1	3	13:30	
2019-Oct-20	3:40	Code 2	2	5:10	
2019-Oct-21	6:45	Code Medevac	2	10:36	
2019-Oct-22	16:50	Code 2	3	17:23	
2019-Oct-22	17:25	Code Medevac	3	19:47	
2019-Oct-23	17:54	Code Medevac	2	20:00	
2019-Oct-24	12:10	Code 2	2	13:31	
2019-Oct-25	18:32	Code Transfer	2	19:30	
2019-Oct-30	17:42	Code 2	3	19:08	
2019-Oct-30	18:17	Code Medevac	3	19:30	
2019-Oct-31	16:00	Code 1	3	17:00	no transport
2019-Oct-31	18:20	Code 1	4	19:30	
				0:00	

Type of Call	Oct-19	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	6	74	13	6	90
Code 2 = non Life threatening incident	6	46	6	9	45
Code 3 = Fire support	0	2	0	0	0
Code Medevac = Medevac flight support	9	83	16	8	98
Code Transfer = Transfer of patient	1	8	1	0	11
Code Zulu = Transfer of deceased person	0	7	0	0	3
Total	22	230	36	23	247

Total Number of Responders	22
Total Estimate Person Hours	114.5

**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

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Date

Nov 4 19

## Bylaw Infractions

Date	Bylaw Inc...Bylaw	Infraction	Action	Fine Am...
Oct 15 2019 19-138	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	Warning Only	0.00
Oct 15 2019 19-137	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound	75.00
Oct 16 2019 19-139	Animal Contro...	5.1 No owner shall allow their dog to run at large	SOTI Issued	50.00
Oct 17 2019 19-140	Animal Contro...	5.1 No owner shall allow their dog to run at large	SOTI Issued	50.00
Oct 23 2019 19-141	Animal Contro...	Animal Surrender	Animal transported to pound	0.00
Oct 25 2019 19-142	Traffic Bylaw	33 Unauthorized parking on a roadway	Warning Only	0.00
Oct 25 2019 19-143	Traffic Bylaw	33 Unauthorized parking on a roadway	Warning Only	0.00
Oct 29 2019 19-144	Traffic Bylaw	11 Speeding (16-30 KPH over the limit)	Warning Only	0.00
Oct 29 2019 19-145	Traffic Bylaw	11 Speeding (16-30 KPH over the limit)	Warning Only	0.00
Oct 31 2019 19-146	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound	0.00

10 Records Printed





## BRIEFING NOTE

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**To: Mayor and Council**

**Date: November 12, 2019**

**Subject: Recommendations as set out in the Housing Affordability and Needs Analysis**

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**Purpose:**

To provide Mayor and Council direction on the recommendations and opportunities presented in the Housing Affordability and Needs Analysis.

**Background:**

*In early 2017 the Sustainable Development Advisory Board (SDAB) began to investigate possible solutions, incentives and initiatives that would enhance affordability of housing in Fort Smith. The final draft of this report was presented to Mayor and Council during the Municipal Services Meeting on October 8, 2019. A recommendation was carried unanimously that:*

*“The Mayor and Council accept the recommendations and opportunities presented in the Housing Affordability and Needs Analysis; and  
That Administration provide a briefing note with direction on the items.”*

**Analysis:**

The following Opportunities and Recommendations that came out of the report are:  
Opportunities:

- Incentivise the establishment of a market rate tracking office or realtor & appraisals office.
- Enhance information sharing with the public and focus on educating people on the processes and options surrounding land development.
- Improved relations and partnerships with territorial authorities over issues of lands, environment and development.
- As a Council communicate openness to change and willingness to work positively with developers.

Recommendations:

- Lobbying the housing corporation/GNWT to focus more on 1 bedroom/ bachelor accommodations to address the shortages in the subsidized/ social housing market and ask that an RFP be completed.
- Town of Fort Smith seek the development of a comprehensive community housing strategy leveraging funds and assistance through existing housing plan funding opportunities.
- Lobby the GNWT to complete more frequent property tax assessments.
- Develop taxations legislation that penalizes derelict and vacant properties and incentivizes the cleanup and demolition of derelict properties.

**Recommendation:**

Administration recommends the following directions for each of the recommendations set out in the Housing Affordability and Needs Analysis:

- That Mayor and Council approve funds be allocated in the 2020 Capital Plan to develop a comprehensive community housing strategy.
- That Mayor and Council lobby the GNWT to address the shortages in the subsidized housing market for 1-bedroom accommodations.
- That Mayor and Council lobby the GNWT to complete Property Tax Assessments more frequently than what is currently legislated
- That taxation legislation to incentivize the development of vacant properties and the clean-up of derelict properties be addressed in the 2020 Mill Rate Bylaw.
- That the Bylaw Review Committee review the Unsightly Lands Bylaw 855. *The Community Plan Bylaw 935 and Zoning Bylaw 936 will not be due for review until 2022.*
- That Administration ensures appropriate application and enforcement of these Bylaws.