





Town of Fort Smith Municipal Services Committee

Tuesday, November 13, 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. Directors Report
 - a. Fire Dept – October 2018 Statistics
 - b. Ambulance – October 2018 Statistics
 - c. Bylaw – October 2018 Statistics
 - d. Emergency Preparedness
6. Advisory Boards
 - a. Sustainable Development Advisory Board
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
		
Municipal Services Minutes October 9,	Vision, Values and Goals.doc	2018 Capital Plan
		
Fire Stats October 2018	Ambulance Stats October 2018	Bylaw Stats October 2018



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, October 9, 2018 at 8:15 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:58 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of September 11, 2018, were reviewed and were adopted at the Council meeting of September 18, 2018. Cr. McArthur indicated that the last meeting there was a request for a four way on the intersection of Calder Avenue and Field Street and since then there was another request with a pedestrian being hit. Cr. Holtorf thought this would be accompanied by a plan. Administration advised that a traffic control bylaw could be established with the start of the new Protective Services Supervisor. Cr. Kikoak asked if there is a copy of that letter here today. Administration advised it was scanned and emailed to Council. He clarified that it was a dog that was hit and only a matter of time before a person is hit. Cr. Holtorf asked if it would take a while to create a traffic control plan. Administration thinks it's an important undertaking and that considerable time and work will have to be contributed. He advised that a plan could be draft within the coming months but that the spring time would be more feasible as other projects would be pushed aside to get this done.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Patel

That Council approve the intersection of Calder Avenue and Field Street be transitioned to a four-way stop.

IN FAVOUR – MAYOR NAPIER-BUCKELY, D/M SMITH, CR. PATEL, CR. TUCKEY

OPPOSED – CR. KIKOAK, CR. BELL, CR. HOLTORF

CARRIED

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that there are a number of capital projects underway. We have expanded the toboggan hill to include an additional run and modifications have been completed to the bottom of the hill. The trail has been rerouted and is more user friendly. The boardwalk along the landslide has been repaired and stairs have been added. The RFP is in the process of being finalized to do the space planning analysis of Town Hall, Library, Fire Hall, Ambulance Bay and Recreation Centre. We are waiting for the proposal on the design and development standards for the Downtown Development. The cemetery has been expanded and that the contract to complete the fencing will be going out soon. The water and sewer project is underway and with new technology it has caused little to no interruptions to residents. The slope stabilization project is underway. The landfill renovations projects estimate has come in over budget and we are working on researching other mechanisms to continue with the project. He advised that LGANT conference revealed new funding that will be provided to the NWT which will allow for more capital projects such as paving and advancing Conibear Park.

D/M Smith left the meeting.

Administration advised that we received waste reduction funding and that Ecology North will be hiring an employee to educate the community on waste reduction. He advised that the fire abatement project is underway grass cutting and most of the heavy lifting is done. The Protective Services Supervisor is in place and could start working on street lighting. We bought all the equipment for the lagoon and working to how to measure the lagoon depth. Cr. McArthur asked if the drainage plan on Mills Street, King Street and Cummings Ave will still be completed. Administration advised that we are waiting for a design from the engineer. Cr. McArthur indicated that it would be nice to have McDougal Road widened from Polar Crescent to the end of McDougal and Pine Crescent when the paving is underway.

Cr. Bell would like more information on the Conibear Park upgrades and delays. Administration advised that we don't have a resolution to the theatre building which could be tied to upgrading the park. He added that

other parks have been focused on with the landslide and slob stabilization projects. Cr. Bell indicated that if we are still in discussion with GNWT on Conibear Park it would be nice to advance Conibear Park development. Cr. Kikoak would like one of the advisory boards look over Conibear Park. Cr. Tuckey advised that the development for the park has been through public consultation and asked if we are asking the public for further information. Administration advised that we have completed public consultation in developing the downtown development plan. The intent was to go back to the public to refine the final vision of Conibear Park. He advised that there was scheduling in the plan and also has direction in the master plan identifying Riverside Park to be completed as the first initiative.

Cr. Holtorf indicated that funding for the water treatment plant is going to electrification. He indicated that there is also funding in the upgrades and asked if that is for midlife retrofit. Administration advised that the funding for the water treatment plant is basically a catch all capital line item. He advised that the funding for upgrade design is for the midlife retrofit of the facility. Cr. Holtorf indicated that after the design is done and approved could we anticipate millions in maintenance. Administration advised that there could still be unforeseen maintenance expenses. Cr. Holtorf asked where the costs from amortization be taken from. Administration advised that the 20-year capital plan identified the amortization and auditors look at things different. He advised that we want to contribute to reserves to offset ageing assets.

Administration advised that MACA advised of a possible funding increase with the three-year funding. He advised that the increase could be due to the forced growth of salaries and wages. Cr. Tuckey advised that funding gaps are not being addressed by MACA which was also identified by the office of the auditor general.

3. Directors Report – The Director of Municipal Services advised that public works are in the process of flushing sewer mains and are getting ready for winter. He advised that they are also working on getting ditches and culverts cleared. Facility maintenance was working to get the Arena opened right way. The water treatment plant employees are working on preparing for the winter. Landfill is working to get ready for winter.
 - a. Fire Department – The September 2018 statistics report was reviewed. Administration advised that it has been a standard month. A little bit of mischief and fires. He advised that TJ Moore is the new Protective Services Supervisor and has brought all the right skills with him to be successful in the position.
 - b. Ambulance Department – The August and September 2018 statistics reports were reviewed. Administration advised that the report is standard.

- c. Bylaw Department – The September 2018 statistics report was reviewed. He advised that with TJ starting there will be appointments at the next regular meeting of Council. The current Fire Chief and Ambulance supervisor will be kept on staff until the end of the year for handover. He advised that the Bylaw Officer continues to maintain dog control in the community. The Bylaw Officer is enforcing the ATV bylaw. He advised that there is one resident whose dogs are tormenting pedestrians and chasing other dogs. He advised that we are unable to apprehend the dogs, so the matter is going to court. Cr. McArthur thanked the Bylaw Officer. He indicated that she sits in school zone and advised that the road near grand detour is 30 km and if she can sit there too. Cr. Bell wondered if the bylaw would be looking at unsightly lands. Administration advised that with the start of the new Protective Services Supervisor he hopes to do a community wide unsightly lands bylaw enforcement.

4. Advisory Boards

- a. Sustainable Development Advisory Board Minutes September 6, 2018 – The SDAB minutes were reviewed. Administration advised that the conversations includes SDAB working on affordable housing. We are finding there are no real impediments. There is nothing stopping developers to create housing. The discussions include lots size, taxation and lot sizes that could increase development.

5. Administration

- a. Briefing Note Vehicle Purchases – The briefing note was reviewed. Administration advised that four vehicles went out to tender and is within budget.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That Mayor and Council award the purchase of four pick-ups for the tendered price of \$139,428.00 to Aurora Fort Hay River and that funds are to be expended as per the 2018 approved Capital Plan.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on November 6, 2018.

7. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

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

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

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Glycol piping requires upgrading. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplus.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
Community Services	\$ 780,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

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

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



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

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
3-Oct-18	19:00	Practice	Fire Hall	12	21:00	Burn Can Training
4-Oct-18	10:00	Extinguisher Training	Fire Hall	2	12:00	Corrections Extinguisher Training
4-Oct-18	17:30	RCMP Assistance	8 Mercredi	2	18:30	Provide pylons and traffic control during stand-off
6-Oct-18	0:09	Burnt Food	Breynat Hall	9	1:00	Burnt food in a 300 wing kitchen
8-Oct-18	15:37	Liberty Alarm	NWAL H3	9	16:10	Liberty Called after being informed by NWAL they were painting in the hanger.
9-Oct-18	14:15	PWK Fire Drill		11	14:50	FPW Events
10-Oct-18	9:31	JBT Fire Drill		10	10:15	FPW Events
10-Oct-18	19:00	Practice	Fire Hall	15	20:15	Hall cleanup
11-Oct-18	8:30	Extinguisher Training	Fire Hall	2	12:00	WBNP Extinguisher Training
12-Oct-18	11:00	Burnt Offering	Fire Hall	16	13:00	FPW Events
13-Oct-18	10:00	Open House	Fire Hall	14	13:30	FPW Events
14-Oct-18	1:46	Arctic Alarm	Grande de Tour	7	2:20	Pull Station in room 114 had been pulled. Unit had been trashed and someone exited the back window
16-Oct-18	19:00	Officers Meeting	Fire Hall	7	21:00	Officers meeting to plan training and meet new Chief
17-Oct-18	19:00	Practice	Fire Hall	11	21:00	Ladders
17-Oct-18	20:30	Burnt Food	243 McDougal	11	21:00	Burnt food in kitchen. Ventilated house of smoke/smell
24-Oct-18	19:00	Practice	Fire Hall		21:00	Truck inspections and SCBA orientation for recruits
27-Oct-18	23:18	Brush Fire	SLFN	9	0:30	Brush Fire

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	4	41	4	10	45
Callout	6	44	3	3	23
Other (Event/Investigation)	7	10	1	0	2
Total	17	95	8	13	70

# Active Members (end of month)	22
# Of Person-Hours	242.4

Comments
Great turn out for the Fire Prevention Week Burnt Offering BBQ and Open House. New Protective Services Supervisor started on Oct 8, 2018.



Fort Smith Volunteer Ambulance Monthly Report Oct-18

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Oct-05	10:17	Medevac	2	13:00	
2018-Oct-06	21:30	Medevac	2	0:45	
2018-Oct-07	0:54	Code 2	2	2:40	
2018-Oct-07	2:31	Code 1	2	3:10	
2018-Oct-07	20:30	Medevac	2	23:35	
2018-Oct-07	23:20	Medevac	2	1:06	
2018-Oct-09	22:05	Code 2	2	23:00	
2018-Oct-10	4:50	Code 1	2	6:00	
2018-Oct-11	9:10	Code 2	3	10:10	
2018-Oct-12	19:58	Code 2	2	20:00	Cancelled call
2018-Oct-13	8:57	Code 2	2	10:10	
2018-Oct-16	18:30	Code 1	3	19:30	
2018-Oct-17	1:48	Code 2	3	2:35	
2018-Oct-19	15:45	Medevac	2	18:00	
2018-Oct-20	21:10	Code 1	3	21:45	
2018-Oct-21	15:55	Code 2	2	17:00	
2018-Oct-24	4:05	Medevac	1	5:45	
2018-Oct-25	0:54	Code 1	2	1:40	
2018-Oct-25	11:28	Code 2	2	12:35	
2018-Oct-26	19:08	Code 1	3	20:00	
2018-Oct-29	16:20	Medevac	2	18:45	
2018-Oct-31	0:27	Medevac	2	2:00	
2018-Oct-31	15:15	Code 2	2	16:00	

Type of Call	Oct-18	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	6	90	8	9	96
Code 2 = non Life threatening incident	9	45	6	3	17
Code 3 = Fire support	0	0	0	0	3
Code Medevac = Medevac flight support	8	98	7	9	77
Code Transfer = Transfer of patient	0	11	4	0	1
Code Zulu = Transfer of deceased person	0	3	1	1	5
Total	23	247	26	22	199

Total Number of Responders	19
Total Estimate Person Hours	67.4

Additional Comments:



Bylaw Monthly Report

Oct-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	1					
Dogs at Large	8					
Unregistered Dog	4					
Dogs in pound	5					
Speeding	2					
Stop work Order						
Unregistered vehicle	3					
Unightly Lands						made lists and checked previous lists of unsightly lands
Traffic Issue	3					unauthorized parking
Non emergency call						
Dev permits						
RCMP Matters						
Fire calls	2					school drills
Ambulance assist						
general complaints						
Stop work Order						
Business license						

Additional Comments:

Seized 2 dogs from the Hoffmans
 1 dog got away while trying to get them in the animal shelter
 Still have one dog at the animal shelter
 Seized A mother dog and 8 puppies. The dog was emaciated.
 1 german shepard seized was adopted out
 By law truck has been in the shop for a couple weeks. Wrong parts were ordered. Truck probably wont be ready for another week or so