










Town of Fort Smith Municipal Services Committee

Tuesday, October 10, 2017, 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. 2017 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 September 26, 2017
11. Protective Services
 - a. Fire Department
 - i. September 2017 Statistics
 - b. Ambulance Department
 - i. September 2017 Statistics
 - c. Bylaw Department
 - i. September 2017 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 Services Minutes September Vision, Values and Goals.doc 2017 Capital Plan
 SDAB September 14, 2017
   Fire Department Stats September, 2017 Ambulance Department Stats September 2017 Bylaw Stats September 2017



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, September 12, 2017 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, D/M Smith, Cr. McArthur, Cr. Holtorf
Regrets: Cr. Patel
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Karl Cox, Protective Services Supervisor; Katie Reid, Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 9:00 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 August 8, 2017, were reviewed and were adopted at the Council meeting of August 15, 2017.

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

d. 2017 Capital Plan – The Capital Plan was reviewed.

The Director of Municipal Services provided an update on the Municipal Services Department. He advised that the Water Works Department has been putting a great deal of effort into fire hydrant repairs and was pleased that the Town would only need to replace one hydrant. The Public Works Department has begun flushing mains and sealing road cracks. He advised that Fall Clean-Up is scheduled to occur on September 26-30th. He noted that the Facilities Maintenance Department has put a lot of time in pool maintenance during the annual pool shut down and is preparing to begin ice making. Additionally, he noted that the new Bobcats have arrived. Mayor Napier-Buckley asked if tipping fees are being waived during Fall Clean-Up for both commercial and residential vehicles. Administration confirmed this.

3. Protective Services

a. Fire Department

i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a busier month for the Fire Department.

b. Ambulance Department

i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a standard busy month for the Ambulance Department with 29 calls.

ii. Briefing Note Ambulance Services – The briefing note was reviewed. Administration brought forward the briefing note to review additional revenue options. He noted that the Town is not funded to provide ambulance services to residents. He noted that most other Canadian jurisdictions provide the service by contractors employed at a provincial level. Historically, the Town has operated the service with an annual \$50,000 deficit. Further, management of this volunteer service has often proven problematic given the difficulties training and maintaining a sufficient volunteer workforce. Administration advised that when the GNWT was approached with this information and the request to assume the provision of the services in Fort Smith, the Town was advised to run the service like a business, and that the GNWT funds the ambulance service through Ground Ambulance and Highway Rescue funding. He noted that the GAHR funding was decreased from an annual \$50,000 to \$21,000 per year in 2016. Additionally, the GAHR funding is application based and not guaranteed. It can also not be used for salaries and is intended to fund highway fire and ambulance services outside of municipal boundaries. In order to address the management and funding issues of the ambulance service, the Town increased medivac fees to the GNWT and hired the Protective Services Supervisor to manage the department. With the increase in fees the Town has turned the annual deficit into a surplus. Additionally, the Town looked at contracting options for combined services. As a result, the Town received a proposal from a contractor to assume the services. The Town made the question to the GNWT of who the contractor would enter into the contract with, in which they were not interested. He noted that the service status quo is currently generating \$90,000 revenue due to the increase in medivac fees. He felt that issues with the service have been resolved and there is potential to make more revenue by increasing medivac rates in 2018. Cr. Tuckey was in favour with continuing status quo and generating revenue.

c. Bylaw Department

i. Bylaw Statistics Report – The August 2017, statistics report was reviewed. Administration advised that there were a number of fines issued in August for speeding, dogs, and helmets. Cr. McArthur asked if Marine Drive would be graded. Mayor Napier-Buckley advised that a matter was brought to CBC regarding a dog and an unhappy resident in the community. She advised Council to contact her if they would like to know the details.

4. Other Business

- a. Briefing Note DPA-032-17 SK Contracting – The briefing note was reviewed. Administration provided additional information from a concerned citizen in opposition of the conditional use. He noted that SK Contracting has put forth a development permit to change the use of the residence from a Single-Family Dwelling to a Multi-Family Dwelling. He noted that the change of use is conditional, requiring Council approval. He noted that there are other multi-family dwellings in the area, not changing the character of the neighbourhood. Administration advised that if Council approves the development, the concerned citizen will have 14 days to express their concerns and that the matter will go to the Development Appeal Board. He noted that the Development Appeal Board does not negatively impact Council, but allows for a second set of eyes on the matter. Cr. Kikoak felt that the laneway/road between the residence requiring conditional use and the concerned citizen, creates an intimate setting between the homes. Administration advised that the road would become a through-road in the case that development occurs behind the homes. D/M Smith asked if the applicant had paid a fine that was previously issued. Administration advised that the issue was not resolved although the Town cannot be biased based on charges. Cr. Bell supports the development as the property is not being extended. Administration noted that the issue is that with two residencies, there will be twice as many vehicles and twice the traffic. D/M Smith feels conflicted and sympathetic to the neighbour's concerns.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That DPA-032-17 be approved, conditional on confirmation of transfer of ownership and compliance with all Town bylaws.

IN FAVOUR – CR. BELL

ABSTAINED – MAYOR NAPIER-BUCKLEY

OPPOSED – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, D/M SMITH, CR. KIKOAK

RECOMMENDATION DEFEATED

5. Excusing of Councillors

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Cr. Patel be excused from the Municipal Services Standing Committee Meeting on September 12, 2017.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on October 10, 2017.

7. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. McArthur

That the meeting be adjourned at 9:50 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
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 120,000		
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; \$10,000 spent in 2016.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compilation and assembly of ICSP. Some spending occurred in 2016.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
Municipal Services	\$ 2,045,000		
Public Works	\$ 160,000		
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	\$ 35,000	Replacement of 2011 2WD Works truck; old truck will go to Community Services and 2003 Community Services truck surplus.	CPI
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 530,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement; hire contractor or purchase brushing attachment for skidsteer.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement by 2019 and procurement takes approximately one year, required that the Fire Truck be ordered in 2017.	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 mid-life retrofit of building.	CPI
Environmental	\$ 225,000		
Waste Reduction Initiative	\$ 50,000	Initiative put forward by SDAB to reduce the amount of waste going to the Landfill in order to extend the life of the facility. Some spending occurred in 2016.	CPI
Landfill Expansion Design	\$ 150,000	Design services for Landfill expansion.	GAS TAX
Landfill Minor Capital	\$ 25,000	Upgrades to facility and burn pit, fencing, removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 1,130,000		
Fire Hydrant Replacement	\$ 70,000	Upgrade seven hydrants.	UTILITY RESERVE
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. Existing truck will be retained as a backup to the new unit.	GAS TAX

**TOWN OF FORT SMITH
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
CWWF Design	\$ 250,000	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. Design work is estimated at 5% of project cost.	UTILITY RESERVE
Water and Sewer System Upgrades	\$ 125,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, welding repair.	UTILITY RESERVE
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 150,000	New burners (purchased in 2016) require installation. Electric boiler requires to be purchased and incorporated into system. Glycol piping and control valves require upgrading. One boiler requires major repair. 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, Intake, Reservoir, Riser Tower and Pump Station.	GAS TAX
Sewer Flusher	\$ 30,000	Replace existing sewer flusher which has reached the end of its useful life. Existing unit will be retained as a 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.	CPI
Community Services	\$ 835,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Budget value established in anticipation of receiving third-party funding to support \$20,000 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. Some spending occurred in 2016.	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, jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details		Funding Source
		(Details, issues, comments)		
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 utilizing SCF Federal funding.		CPI
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially 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. Some spending occurred in 2016, including Storage Room and Mezzanine fit-up.		CPI
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.		CPI
Capital Project Total Summary	\$ 3,000,000			
2016 Audit Balances				
		Proposed 2017		Balances
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
Total CPI	\$ 3,086,196	\$ 1,695,000		\$ 1,391,196
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
Total Gas Tax	\$ 863,000	\$ 860,000		\$ 3,000
Municipal	\$ 159,353			\$ 159,353
Mobile Equipment	\$ 196,863			\$ 196,863
Recreation	\$ 42,143			\$ 42,143
Emergency Equipment	\$ 412,195			\$ 412,195
Computer	\$ 27,971			\$ 27,971
Total General Reserves	\$ 838,525	\$ -		\$ 838,525
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Utility Reserves	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Capital and Reserves	\$ 6,625,803	\$ 3,000,000		\$ 3,625,803



Town of Fort Smith Sustainable Development Advisory Board Minutes September 14, 2017

Regular Meeting
12:00 pm in Council Chambers

Attendees:

- Chris Westwell, Chair
 - Adam McNab
 - Keith Hartery
 - Tim Gauthier
 - Cam Zimmer
 - Jeff O'Keefe
- Keith Morrison
Katie Reid

A. Call to Order

Chair Chris Westwell called the meeting to order at 12:11 p.m.

B. Approval of Agenda

MOTION

Moved by: Keith Hartery

Seconded by: Cam Zimmer

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of Minutes

MOTION

Moved by: Tim Gauthier

Seconded by: Adam McNab

That the minutes of April 13, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Chris noted that there was some unofficial discussion that happened before summer break as the board did not have quorum. He noted that in the April 13th minutes the board met with Craig Browne, and Dennis Bevington before, to discuss their tiny home initiatives. Cam noted that Dennis would like the Town to support his proposal for development with a reduced cost of utility installation and reduced property taxes. Chris noted that Craig would like the Town to support his development with reduced set-backs as the set-backs in place prohibit development.

E. New Business

Recap on SDAB Initiatives - Keith introduced Paul Kaeser, the new Director of Municipal Services. Keith advised that SDAB has been tasked with how the Town handles development in the community and reviewing tiny home initiatives. It was determined through SDAB's meetings with Dennis Bevington and Craig Browne, that Mr. Bevington's issue with his proposal for tiny home development was the cost to install utility services and Mr. Browne's issue was related to set-backs designated through the Zoning Bylaw. He noted that Mr. Bevington would also request lower property tax rates and advised that reducing property tax rates would not be sustainable for the Town. Keith advised that he would forward a proposal from SRFN to construct 52 new homes in conjunction with an in-depth analysis including the affect the new development would have on the fire department, lagoon, water treatment plant, etc. and improvements that would need to be made to these services to support the development. Keith advised that there are mechanisms to work with developers to reduce initial cost of development through local area improvements which is regulated by the CTV Act. He noted that the GNWT is reviewing the CTV Act and provisions for local area improvements to allow for home retrofits and energy efficiency. Additionally, he noted that reviewing the tiny home proposals was more difficult as both developers were unsure of the ownership models that would be used, and that Strata developments are approved by the GNWT.

Keith advised that the board had also previous spoke to the lack of industrial land in Town and was also provided with the new GNWT Agriculture Strategy. Keith suggested the possibility of rezoning Westgrove Subdivision into smaller lots in effort to sell the lots faster. Adam suggested lowering the sale cost and adding the reduction amount to the buyer's property tax over a period of ten years. Keith noted that John Gray and Jesse Plowman had constructed tiny homes on industrial property with approval from the Town to sell and move the homes from the industrial land. However, the homes were not moved and are now being rented. He noted that there was a proposal submitted to have shops attached to the tiny homes. Jeff noted that there is a tiny home located on Calder Avenue across from St. Mary's Street in industrial zoned land. Adam noted that there is an allowance for one caretaker unit on industrial property. It was noted that the occupant is not a caretaker. Keith advised that industrial lots generally sell for less as they do not require as much development; sidewalks, pavement, water and sewer service installation, etc. He noted that this is similar for lots in country residential properties. Keith will see if John Gray would like to delegate his tiny home initiative to SDAB.

Keith provided an update on the Waste Management Plan. He noted that the final document has been drafted and that there are a few changes to be made. He noted that a cost per resident was determined to provide recycling or composting services and that the consultant has been asked to provide a cost for combined services. He advised that the cost is high due to capital costs for special trucks to collect both materials. There is also a compilation of the survey results which determined that the community is supportive of a \$10 rider on their utility bill which would support composting costs. He advised that a \$15-20 rider would support services beyond composting unless additional funding can be sourced.

Keith will bring the final draft Waste Management Plan, the second draft Economic Development Strategy to the meeting in November, and will check with John Gray for a delegation.

F. Date of Next Meeting

The next SDAB meeting will be held on Thursday, October 19, 2017 and the AGM will be held on Thursday, October 26, 2017.

G. Adjournment

MOTION

Moved by: Tim Gauthier

That the meeting be adjourned at 12:57 pm.

CARRIED UNANIMOUSLY



**Town of Fort Smith
Fort Smith Volunteer Fire Department
Activity Report
September 2017**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
1-Sep-17	20:45	Cooking Fire	34 Cumming	8	21:30	Forcible Entry required into apartment
2-Sep-17	4:40	Cooking Fire	Breyant Hall	7	5:40	Microwave - building ventilation required.
5-Sep-17	4:30	CO Investigation	53 Caribou Crescent	1	5:00	Faulty detector
6-Sep-17	10:22	Arctic Alarm	PWK High School	9	10:30	Called off - Fire Drill being conducted
6-Sep-17	19:00	Training	Fire Hall	11	21:21	Relay Pumping Operations, (Interrupted by fire call)
6-Sep-17	19:14	Fire Call	Calder Ave Playground	11	19:35	Arson on playground equipment
13-Sep-17	19:00	Training	Fire Hall	13	21:27	SCBA Confidence Drills
20-Sep-17	19:00	Training	Fire Hall	8	20:44	Ladder skills - 3 stage ladder deployment
27-Sep-17	19:00	Training	Fire Hall	3	20:40	Hydrant Training



Fort Smith Volunteer Ambulance Monthly Report September 2017

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2017-Sep-01	20:50	Code 3	2	21:15	
2017-Sep-05	9:51	Code 1	2	10:15	
2017-Sep-05	14:38	Code Medevac	2	17:00	
2017-Sep-06	8:17	Code Medevac	2	10:30	
2017-Sep-08	15:35	Code 1	2	16:45	
2017-Sep-10	6:05	Code 2	3	7:00	
2017-Sep-10	17:55	Code 1	3	19:30	
2017-Sep-10	23:00	Code Medevac	2	3:00	
2017-Sep-13	4:17	Code 1	2	5:40	
2017-Sep-09	5:41	Code 1	2	7:00	
2017-Sep-15	21:36	Code 1	2	22:01	
2017-Sep-16	7:40	Code 1	3	8:40	
2017-Sep-16	9:10	Code 1	2	10:30	
2017-Sep-16	21:40	Code Zulu	2	22:40	
2017-Sep-17	17:20	Code 1	2	18:10	
2017-Sep-18	18:37	Code 1	3	20:00	
2017 Sep 21	14:57	Code 1	2	16:00	
2017-Sep-25	4:38	Code 1	3	5:30	
2017-Sep-27	11:50	Code 1	3	13:00	
2017-Sep-29	9:20	Code 2	3	10:20	

Type of Call	September 2017	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life threatening incident	13	87	15	8	82
Code 2 = non Life threatening incident	2	14	2	2	25
Code 3 = Fire support	1	3	1	0	1
Code Medevac = Medevac flight support	3	68	10	13	92
Code Transfer = Transfer of patient	0	1	1	1	6
Code Zulu = Transfer of deceased person	1	4	0	0	4
Total	20	177	29	24	210

Total Number of Responders	18 on Roster, 10 Responding
Total Estimate Person Hours	59.6



Bylaw Monthly Report

Sep-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	3					no helmets
Dogs at Large	7	1			\$75.00	fine and boarding
Unregistered Dog	6					
Dogs in pound	10					6 adults 4 puppies
Speeding	7	6	1		\$300.00	
Stop work Order	0					
Unregistered vehicle	2					
Unsightly Lands	0					
Traffic Issue	1	1			30	handicap parking
Non emergency call	3					
Dev permits	6					5 approved 1 not approved
RCMP Matters	2					unregistered vehicles and quads at night
Fire calls	0					
Ambulance assist	0					
General Complaints	12					dogs motorbikes and quads etc...
Stop work Order	0					
Business license	3					remind business

Additional Comments: