



Town of Fort Smith Municipal Services Committee

Tuesday, October 9, 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 – September 2018 Statistics
 - b. Ambulance – August, September 2018 Statistics
 - c. Bylaw – September 2018 Statistics
 - d. Emergency Preparedness
6. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes Sept 6, 2018
7. Bylaw/Policy Review and Development
8. Administration
 - a. Briefing Note – Vehicle Purchases
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
		
Municipal Services Minutes Sept 11, 2018	Vision, Values and Goals.doc	2018 Capital Plan
		
Fire Dept Stats Sept 2018	Ambulance Stats August 2018	Ambulance Stats Sept 2018
		
	Bylaw Dept Stats Sept 2018	
		
	SDAB Minutes Sept 6, 2018	
		
	BN - Vehicle Purchases	



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, September 11, 2018 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf
Regrets: Mayor Napier-Buckley
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: Brad Brake, Patti Haima, Keith Hartery

1. Call to Order

Cr. Dumont called the meeting to order at 7:43 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of August 14, 2018, were reviewed and were adopted at the Council meeting of August 21, 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 clean water and waste water fund project may start as soon as this weekend as he is just waiting for the schedule from Rowe's construction. The project will include putting in boundary control valves as they are old. He advised that the water does not have to be shut off. He indicated that the cemetery expansion has commenced and that the area has been leveled and seeded. There is a fence there that is a snow fence. He advised that the snowboard contractor will be coming into the community and working to open up an additional toboggan hill. He advised that there was mowing around landslide completed. He advised that fire abatement will be happening. Cr. McArthur asked if an individual person can approach the Town to do fire abatement and clean up for fire. Administration advised that residents are advised that they unable to cut down tree for fire but if it falls they can take it. The Town works in conjunction with MACA on commissioners land and are able to provide permits for fire abatement on commissioners land.

3. Protective Services

a. Fire Department

i. Statistics Report – The August and July 2018 statistics reports were reviewed. Administration advised that there are two months of statistics provided. The ambulance statistics officer has gone back to school. He advised that the new Protective Services Supervisor will be starting in October. There were many fire alarms with liberty alarms installing alarm systems in the community. There was a side by side on fire. He advised that there will be a meeting on agreements with MACA as the Road into the park is gravel making it hard on the fire truck to respond.

b. Bylaw Department

- i. Bylaw Statistics Report – The August 2018, statistics report was reviewed. Administration advised that the Bylaw Officer has been busy in the last week. She encountered some situations where she required police assistance with apprehending dogs. We have been working with the RCMP to ensure the Bylaw Officer is safe in her duty's. D/M Smith asked if there has been any movement with the initiative for ground ambulance. Administration advised that the next step in that process, will be a phone interview with the consultant, and that they have been working on next steps. The new officer will be there to work on that. Cr. Holtorf asked if we have any agreement with territorial transportation to provide fire services to the airport. Administration advised not that he is aware of. Since the airport transferred to GNWT we are expected to respond in case of emergency as they are within the municipal boundary. D/M Smith advised that charters coming in for AWG were not approved unless the airport was serviced with emergency services.

4. Administration

- a. Briefing Note Allocation of Funds – The briefing note was reviewed. Administration advised that dumpsters have not been purchased in quite some time. He advised that the cost can't be expensed under the O&M funding. There are also new buildings that have been built and require dumpsters which we don't have any additional dumpsters for. There was a budget for waste metals which will not happen this year. Cr. Holtorf asked for clarification on the metals and if that includes washers and dryers. Administration advised that the landfill is a segregated landfill. He advised that white metals are washer and dryers. He advised that the metal builds up at the landfill until someone comes and takes it away. If it doesn't fill, then the waste sits there until it does fill up and is worth someone coming to remove it. Cr. Holtorf asked if there is a supplier in the north that could make these dumpsters. Administration advised that Kingland Ford will be supplying these dumpsters. D/M Smith asked if the design of the dumpsters has been developed in accordance with the proposed waste management plan. Administration advises that this an immediate response for buildings in need of dumpsters and that the design has been developed to consider the waste management plan.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That Council approve \$25,000.00 in Landfill Minor Capital that is used for the removal of metals from the Landfill be reallocated for the purchase of new dumpster bins.

CARRIED UNANIMOUSLY

- b. Briefing Note Request for Four-Way at Intersection – The briefing note was reviewed. Administration advised that a complaint letter was received requesting a four way be placed at the intersection of Field and Calder. He advised that currently Field Street gets stopped and that there is no traffic control on Calder Ave. He indicated that Calder Ave is the second busiest street in town. He advised that there are a number of four ways on Calder Ave. There is also a cross walk on Calder Ave which has no stop sign. He advised that the Bylaw Officer did complete an ad hoc overview of the cross walk. She found that most people choose to walk along Field street. He requested direction from Mayor and Council. D/M Smith indicated that the previous Council meeting the decision was made in the absence of a traffic plan. He indicated that there was a low level of analysis. He highlighted that what we are experiencing is residents bringing concerns and decisions are made based on those concerns. He would like responses to those concerns but thinks the best way to address this is to hire a consultant to analyze the traffic. We need comprehensive policy to guide this as there are other ways to calm traffic. Administration indicated that if

Council wishes to develop a plan, he can budget for a policy to be drafted. He indicated that there is a concern from a resident before Council, it may be a valuable concern but there is no data to informatively decide on this issue. He thinks it would be beneficial to have a policy to address this issue and future ones as well. Cr. McArthur supports lowering the speed limits to slow traffic. He would like signs installed where there are cross walks as drivers don't stop at the cross walk near Grand Detour. He suggested putting color on the pavement. Cr. Patel thinks its not worth getting a consultant to develop a plan and suggested that the plan be reviewed every six months. She advised that other towns have metal plated crosswalks. Cr. Kikoak suggested that if the Bylaw Officer set up the speed gun at the intersection and cross walk and issued tickets that could slow traffic. Administration indicated that with the new officer we are expanding the scope of traffic control to be everywhere in town not only focusing on the school zones. He will be working with the new officer to be more creative and find mechanisms to go about that. Cr. Holtorf advised that he interprets the briefing note as there is not a need for a four way at that intersection and recommends that the request be declined.

Administration – Administration advised that a request has been received from the South Slave Divisional Education Council to appoint new members as the current DEA council's term will be ending shortly. Administration asked if Council would like a briefing note for this request or if this should be left for new Council. Cr. McArthur asked if this is done now, would their term end at the end of this year. Administration advised that we appoint members of the public and would exist for the three-year term. Cr. Kikoak asked when does this Council stop. Administration advised that new Council starts at the beginning of November, but election is on October 15, 2018. He added that Council's ability is limited for last bit of the term.

5. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on September 11, 2018.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on October 9, 2018.

7. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That the meeting be adjourned at 8:20 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. 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
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
September 2018**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
5-Sep-18	19:00	Practice	Fire Hall	9	20:30	Clean out burn can
12-Sep-18	18:14	Car Fire	41 St. Anns	14	18:45	Kids seen running away from the abandon cars just before the fire started
12-Sep-18	19:00	Practice	Fire Hall	13	20:50	BA Review
18-Sep-18	19:00	Practice	Fire Hall	11	21:00	Burn Can / Live Fire
21-Sep-18	0:55	Chimney Fire	11 Cassette	11	1:30	No fire. Exgirlfriend called it in but wasn't there.
22-Sep-18	13:00	Block Party	Rec Center	3	17:00	
26-Sep-18	0:30	Gas Leak	Pelican Hotel	12	1:06	Suspect vent fans turned off to early. Nothing found
26-Sep-18	19:00	Practice	Fire Hall	14	20:30	Truck Inspections

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	4	37	5	4	38
Callout	3	38	7	5	25
Other (Event/Investigation)	1	3	0	0	5
Total	8	78	12	9	68

# Active Members (end of month)	21
# Of Person-Hours	113.2

Comments
A couple of mischief this month but nothing significant.



Fort Smith Volunteer Ambulance Monthly Report August 2018

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Aug-01	10:22	Code 1	2	11:09	
2018-Aug-01	2:45	Code Medevac	3	4:48	
2018-Aug-01	8:00	Code Medevac	2	10:19	
2018-Aug-03	10:33	Code Medevac	2	12:32	
2018-Aug-03	4:24	Code 1	2	4:45	
2018-Aug-03	5:45	Code Medevac	2	7:18	
2018-Aug-04	12:50	Code Medevac	2	3:05	
2018-Aug-06	10:30	Code Medevac	2	13:30	
2018-Aug-06	5:38	Code Transfer	2	6:22	
2018-Aug-07	10:18	Code 2	2	12:06	
2018-Aug-09	3:42	Code Medevac	2	6:00	
2018-Aug-12	17:56	Code Medevac	3	18:52	
2018-Aug-13	19:11	Code Medevac	4	20:02	
2018-Aug-14	23:10	Code 1	3	3:30	
2018-Aug-15	16:54	Code Medevac	2	17:51	
2018-Aug-15	17:40	Code 1	3	18:30	
2018-Aug-15	1:00	Code Medevac	3	6:30	
2018-Aug-16	6:13	Code 1	3	6:31	
2018-Aug-17	7:31	Code 1	3	8:35	
2018-Aug-17	20:50	Code 1	2	21:18	
2018-Aug-19	21:15	Code 1	2	21:44	
2018-Aug-21	10:00	Code 1	2	11:10	
2018-Aug-21	11:40	Code 1	2	12:33	
2018-Aug-21	12:40	Code Medevac	2	2:02	
2018-Aug-23	7:55	Code Medevac	2	9:37	
2018-Aug-23	7:10	Code 1	3	11:40	
2018-Aug-31	5:36	Code Medevac	2	8:25	

Type of Call	August 2018	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	11			15	74
Code 2 = non Life threatening incident	1			2	12
Code 3 = Fire support	0			1	2
Code Medevac = Medevac flight support	14			10	65
Code Transfer = Transfer of patient	1			1	1
Code Zulu = Transfer of deceased person	0			0	3
Total	27			29	157

Total Number of Responders	20
Total Estimate Person Hours	163.8

Additional Comments:



Fort Smith Volunteer Ambulance Monthly Report Sep-18

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2018-Sep-01	19:01	Code Medevac	3	20:42	
2018-Sep-02	17:51	Code 2	2	19:00	
2018-Sep-02	18:24	Code 1	2	21:00	
2018-Sep-02	23:06	Code Medevac	2	1:40	
2018-Sep-03	12:51	Code 2	2	14:00	
2018-Sep-10	16:43	Code Transfer	2	17:00	
2018-Sep-11	18:30	Code Medevac	2	20:25	
2018-Sep-12	7:30	Code 2	3	8:30	
2018-Sep-13	15:35	Code 1	2	16:30	
2018-Sep-14	7:26	Code Transfer	2	8:30	
2018-Sep-15	22:45	Code Medevac	2	1:30	
2018-Sep-17	17:00	Code 2	2	17:37	
2018-Sep-18	16:10	Code Transfer	2	17:01	
2018-Sep-19	11:36	Code Medevac	2	13:24	
2018-Sep-20	13:39	Code 2	2	14:30	
2018-Sep-20	14:30	Code Transfer	2	15:21	
2018-Sep-22	4:31	Code 1	3	6:54	Dual Transport
2018-Sep-22	4:31	Code 1	3	6:54	Dual Transport
2018-Sep-22	15:35	Code 2	3	16:45	
2018-Sep-22	23:33	Code Medevac	2	0:30	
2018-Sep-23	9:01	Code 1	3	10:30	
2018-Sep-25	21:58	Code 1	3	23:00	
2018-Sep-27	14:51	Code Medevac	2	15:57	
2018-Sep-27	17:40	Code 1	3	18:02	
2018-Sep-28	21:27	Code 1	3	10:32	
2018-Sep-29	11:43	Code Zulu	2	12:46	

Type of Call	Sep-18	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life threatening incident	8	84	11	13	87
Code 2 = non Life threatening incident	6	36	1	2	14
Code 3 = Fire support	0	0	0	1	3
Code Medevac = Medevac flight support	7	90	14	3	68
Code Transfer = Transfer of patient	4	11	1	0	1
Code Zulu = Transfer of deceased person	1	3	0	1	4
Total	26	27	27	20	179

Total Number of Responders	19
Total Estimate Person Hours	118.7

Additional Comments:



Bylaw Monthly Report

Sep-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	11					3 no registration. 8 No helmet warnings
Dogs at Large	18					1 In bellrock, 5 dogs seized and 8 puppies
Unregistered Dog	3					
Dogs in pound	8					
Speeding	12					warnings in school zone
Stop work Order						
Unregistered vehicle	4					given to RCMP.
Unightly Lands						
Traffic Issue						assisted Terry Fox Run
Non emergency call						1 funeral, 1 warning parking in hadicap@bank
Dev permits						
RCMP Matters						
Fire calls						
Ambulance assist						
general complaints						unauth. Parking hadicap@college
Stop work Order						
Business license						

Additional Comments:

- Watch vehicles driving on lar landslide
- 4 bikes found, 2 returned to a residents (stolen)
- 1 dog post neuter ran from shelter, found returned
- Moved ambulance to bring in emergency cots to ambulance bay
- 2nd round of 7 fines given to resident RCMP assisted to keep the peace
- Box of 2015 ballots brought to the dump for destruction
- Patrolling the JBT and PWk school zones Monday to Friday 8:05-8:25 3:05-3:30 mon-Friday



Town of Fort Smith Sustainable Development Advisory Board Minutes September 6, 2018

Regular Meeting
12:00 pm in Council Chambers

Attendees:

- Chris Westwell, Chair
- Adam McNab
- Keith Hartery
- Cam Zimmer
- Adam Bathe
- John Gray
- James Douglas
- Frank Lepine
- Keith Morrison
- Paul Kaeser
- Diane Seals
- Lisa-marie Pierrot

A. Call to Order

Chair Chris Westwell called the meeting to order at 12:09 p.m.

B. Approval of Agenda

MOTION

Moved by: Cam Zimmer

Seconded by: Keith Hartery

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of Minutes

MOTION

Moved by: James Douglas

Seconded by: John Gray

That the minutes of July 5, 2018 be adopted as amended.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

- a. 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 highlighted that in previous discussions the board has come to the conclusion that spending additional funds on splitting lots is not the solution to provide affordable housing and lots. He noted that concluded in those discussion is that Fort Smith has less of a problem with affordable housing and more accessibility problems.

- b. Development incentives for privately held vacant lands – Chris advised that the last discussion ended with discussing mechanisms to encourage the development of lands.
- c. Taxation of vacant and undeveloped lands – Chris would like to continue the discussion on what other municipalities have or are doing to incentivize derelict or vacant lands. John advised that developers are finding building one to bedroom accommodations economically unfeasible. He indicated that duplexes with a lower rental rate is what is required to improve the housing market. Keith Morrison indicated that those duplexed that are provided with low cost are aged over time and not well maintained. He highlighted that these units also become unsafe places to live. Chris clarified that the low rental housing that is being provided by developers is competing against social housing. Keith Morrison advised that the ideal housing would be to provide condo type housing to target single professionals new to the community. Paul asked how does the concept of the coop housing work. Chris advised that the coop housing was essentially provided and administered by the GNWT in the same manner as a condo. John Gray indicated that residents want more condos that are affordable but don't want to be given with limited space. Keith Morrison indicated that condos can be provided in an estate style layout which would give residents adequate properties. He added that developers are reluctant on building and providing rental units as they won't receive any return until the mortgage is paid off but if they were to provide condos and people buy into it then they would receive the capital upfront. Chris indicated that the challenge with that is that people don't want to buy into the condos until the building is built.

Diane advised that the city of Edmonton has incentivized residents to convert their basements and any space they had available to one-bedroom rentals and suggested that might be an option to explore. Keith Morrison indicated on providing an awareness campaign to explain these development opportunities to make residents aware of their developing options. He advised that currently there are options that would allow residents to convert their basements to R1 units but the problem is no one knows that those are options available to them. John highlighted that there is a mindset issue with that as well as residents don't want to have tenants in their basement. Chris advised that there were homes being sold for a fair market price which received the feedback that the home was priced to high. The property owner

then completed an evaluation of the home and received a value which was higher than the asking price. He added that residents thought that was an unfair high-priced home therefore there is a mindset barrier to overcome with these issues. Adam McNab indicated that the home is overpriced as there is not a market for the homes. He added that the cost to build home are also more expensive than southern locations but are priced higher as there is a market for these homes.

Keith Morrison brought attention to mortgage requirements and that mortgage assessors determine the value of the property's and the mortgage lender will not lend any more than the established value of the house. He brought attention to the senior tax program which was established by the GNWT as they could not afford to provide adequate housing at the time. He indicated that at that time the Town agreed to provide 50% of the cost for the seniors tax. He added that since then the demographics of the community have changed. He added that this affects the Town in multiple ways and that seniors are staying in these big homes that are no longer adequate for them meanwhile young professionals that are willing to pay the tax on that property can't find housing. He advised that he receives pressures to reduce the senior tax incentive, but he advised that he is unable to do that until he is able to provide options for seniors to transition to. He added that this is the reason that he is pushing the idea of small homes as these are the same needs that seniors have. He added if we create small homes to accommodate professional that would also accommodate seniors needs and would create a new housing base with seniors homes. This would also lower the cost of property tax for seniors as they would be getting tax incentives on a smaller home which would be cheaper than the large family home they previously occupied. He indicated that we don't want to force seniors out of their homes but provide options to them. Chris indicted that the Town is being held responsible for being a development bank and asked how to do we get out of that. John indicated that is the responsibility of the developer and that they should be taking those risks. He added that there is also fluctuation in the demand as there were no residents interested in homes in previous years but now there are nine new teachers and the rental market is in high demand. Keith hopes that the events calendar will encourage local businesses to invest in providing more accommodation options in the community. He asked if there is research that the Town has completed that would provide developers with the confidence to invest in providing more housing options. Adam McNab indicated that the banks are aware of the housing market in Fort Smith. John indicted that there is a lack on entrepreneurial spirit in Fort Smith. Chris asked if we try to identify high density housing or let the housing market force the housing corporation to deal with the high density and small unit development. Keith indicated that the Town has a mechanism called the local area improvements. This would include property tax increase for those affected in the

areas of improvements. He added that for a project like that it would have to go to a plebiscite for approval. He advised that the concept can also be applied to a single resident and he has received confirmation from MACA to do so. He indicated that a local area improvement where the cost for the water and sewer and the ground have to be replaced can be paid for by the Town and the costs could be recovered through property tax. He advised these are mechanisms that are possible for the Town to offer but there are concerns that the Town will then be treated like a bank which we are not designed to do. John asked who would be responsible for paying the property tax if the lot is sold. Keith advised that is also a concern as the property tax would be the responsibility of the property owner. John indicated that there would be no risk taken by the developer when providing these properties. Chris brought the concern of precedence this incentive would present for future developers.

Chris indicated that the initial discussion was that there would be changes to the zoning bylaw required. Adam McNab clarified that Council would be willing to review requests on a case by case basis. Keith confirmed and added that the Town is pro development. Chris indicated that through discussion on this issue there have been a lot of problems identified but also solutions to those problems. The conclusion is that perception is more the issue than actual data. He indicated that everything in the discussion has come to is that maybe the Town should focus on information data and providing information to residents. Chris indicated that there is also a problem with the housing market and that social housing is flooding the market creating the perception problem. Adam McNab indicated that the problem is not that there is a housing issue but that developers are not stepping up and taking the risks. Keith asked if the Town should become developers. John indicated that there are not enough residents in the community and that the community is not growing creating the demand for new housing. Chris indicated that although there the community is now growing the demographics have changed creating a demand to different housing and that houses are aging. Keith indicated that SDAB can provide a recommendation to create a budget for the next fiscal year for a consultant to do a housing analysis of the community. This would be an opportunity to create a document that would encourage development. Chris indicated that information to development is missing to those that are able to develop. He added that it looks like that the recommendation needs to be that information is provided to the community on what their development options are. He asked if items i and ii can be concluded and are no longer options.

E. Date of Next Meeting

The next SDAB meeting will be held on October 4, 2018 at 12:00 pm in Town Hall Council Chambers.

F. Adjournment

MOTION

Moved by: Cam Zimmer

Seconded by: James Douglas

That the meeting be adjourned at 1:04 pm.

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Mayor and Council

Date: September 28, 2018

Subject: Vehicle Purchase

Purpose:

To provide Mayor and Council information of the results of the Pick-Up Truck Tender request and related recommendation.

Background:

As per the 2018 Capital Plan approved by council, there was a need identified for the purchase of four pick-ups, three for the Public Works Department and one for the Water Works Department. A tender request was advertised and closed on September 21, 2018.

Analysis:

Due to the aging fleet of the Town's pick-ups (2006 and older) the need was identified to upgrade these units as they are nearing their end of life. Funding of \$105,000.00 for Public Works and \$35,000.00 for Utility Infrastructure was placed in the 2018 Capital Plan to accommodate this need.

A tender was called for the purchase of four pick-ups and closed on Friday September 21, 2018. Aurora Ford from Hay River was the only response to the tender call. The tender is compliant, with a bid price of \$139,428.00 exclusive of GST. (\$34,857.00 per unit): This is with-in the approved budget in the Capital Plan which is \$140,000.00 (\$35,000.00 per unit).

Recommendation:

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