










**Town of Fort Smith**  
**Protective Services Committee**  
 Tuesday, February 6<sup>th</sup>, 2024, at 7:00pm  
 Town Hall Council Chambers

## 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. Visions and Values
5. Directors Report
6. Protective Services
  - a. Fire Department Statistics – January 2024
  - b. Ambulance Department Statistics – January 2024
  - c. Fire/EMS Training Report – January 2024
  - d. Fire/EMS Graphs – January 2024
  - e. Land and Development Report – January 2024
  - f. Bylaw Report – January 2024
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes January 4, 2024
    - ii. SDAB Minutes January 29, 2024
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Protective Services Minutes January 9, 2	 Vision and Values.pdf
 Lands Report January 2024.pdf	 Bylaw Report January 2024.pdf
 SDAB Minutes January 4, 2024.pdf	 SDAB Minutes January 29, 2024.pdf



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  
Protective Services Standing Committee  
Tuesday, January 9<sup>th</sup>, 2024 at 8:41 pm  
Town Hall Council Chambers

Chairperson: Cr. Fergusson  
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Couvrette, Cr. Tuckey  
Regrets: D/M Korol, Cr. Beaulieu  
Staff Present: Keith Morrison, Senior Administrative Officer  
Tracy Thomas, Senior Administrative Officer  
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 8:41 pm and handed the Chair to Cr. Fergusson.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The Protective Services Standing Committee Minutes of December 5<sup>th</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19<sup>th</sup>, 2023.

Cr. Couvrette advised that EDAB is compiling a list of Business License Bylaw recommendations for an upcoming meeting.

Cr. Campbell asked if the Town is being reimbursed by NTPC for damages at the CRC caused by the last power outage. Administration will follow up.

- c. Vision and Values – The Vision and Values were reviewed.

4. Protective Services Statistics

- a. Fire Department Statistics December 2023 – The Fire Department Statistics were reviewed.
- b. Ambulance Department Statistics December 2023 – The Ambulance Department Statistics were reviewed.
- c. Fire/EMS Training Report December 2023 – The Fire/EMS Training Report was reviewed.
- d. Fire/EMS Graphs December 2023 – The Fire/EMS Graphs were reviewed.
- e. Land and Development Report December 2023 – The Land and Development Report was reviewed.
- f. Bylaw Report December 2023 – The Bylaw Report was reviewed.

5. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Couvrette advised that there was an SDAB meeting on January 4<sup>th</sup> and the board appointed their Chair, Alyssa Etsell; Vice Chair, Jeff O’Keefe; and Secretary, Tim Gauthier. He advised that the board would be engaging in Community Plan and Zoning Bylaw review process to provide input. He noted that they also discussed the Housing Needs Assessment and how to action recommendations once CMHC funding is approved.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Tuckey**

**That D/M Korol and Cr. Beaulieu be excused from the Protective Services Standing Committee meeting on January 9<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on February 6<sup>th</sup>, 2024.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 8:48 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 - Lands and Bylaw Enforcement**

174 McDougal Rd  
Town of Fort Smith NT X0E 0P0  
PH : 867-872-8400

Date  
Jan 31 24

**Bylaw Infractions**  
**From Jan 1 24 to Jan 31 24**

**Zoning Bylaw**

6.1 (7) Development Permit - Relocation of a building 3

**Total Infractions for Zoning Bylaw: 3**

**Business License Bylaw**

General Provisions 1

**Total Infractions for Business License Bylaw: 1**

**Total Infractions: 4**

**Town of Fort Smith - Lands and Bylaw Enforcement**

174 McDougal Rd  
Town of Fort Smith NT X0E 0P0  
PH : 867-872-8400

Date  
Jan 31 24

**Bylaw Infractions**  
**From Jan 1 24 to Jan 31 24**

<b>Traffic Bylaw</b>	
33 Unauthorized parking on a roadway	9
<b>Total Infractions for Traffic Bylaw:</b>	<b>9</b>
<b>Animal Control Bylaw</b>	
5.12 An owner shall provide a dog with adequate and reliable sheler at all times	9
<b>Total Infractions for Animal Control Bylaw:</b>	<b>9</b>
<b>Motor Vehicle Act</b>	
Operation of motor vehicle without valid registration	1
<b>Total Infractions for Motor Vehicle Act:</b>	<b>1</b>
<b>Public Engagement</b>	
Inter-agency Event	2
<b>Total Infractions for Public Engagement:</b>	<b>2</b>
<b>Total Infractions:</b>	<b>21</b>



# Town of Fort Smith Sustainable Development Advisory Board Thursday, January 4<sup>th</sup>, 2024 at 12:00pm

## Regular Meeting

### Attendees:

- Tim Gauthier
- Liam Case
- Adam Bathe
- Jessica Cox

### Regrets:

Alyssa Etsell  
Jeff O'Keefe

Keith Morrison, SAO  
Katie Reid, Executive Secretary  
Cr. Mike Couvrette

### A. Call to Order

Tim Gauthier called the meeting to order at 12:30 p.m.

### B. Approval of Agenda

#### ***MOTION***

**Moved by: Jessica Cox**

**Seconded by: Adam Bathe**

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

**CARRIED UNANIMOUSLY**

### C. Approval of Minutes

#### ***MOTION***

**Moved by: Adam Bathe**

**Seconded by: Jessica Cox**

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

**CARRIED UNANIMOUSLY**

### D. Business Arising from the Minutes

Administration has reviewed the draft SDAB policy and advised that the intent is to get the board engaged with work again.

Administration advised that Council would soon be moving into Capital Planning for 2024. He suggested engaging the board with the review of the Community Plan and Zoning Bylaw review and in consideration of the heavy consultation required.

Administration advised that the Town is working towards number of energy initiative projects including switching over to electric pumps at the Water Treatment Plant and the installation of an electric boiler system at 7-Bay Garage. He noted that the Town is having difficulties getting the boiler system hooked up as it was not vetted by NTPC.

Administration advised that SDAB could also be involved in the development of an Economic Development Zone. He noted that the intent was to turn the snow dump area into six-to-eight, smaller, industrial lots and to work with NTPC to provide subsidized power to the area. He noted that the Town had accessed \$50k to move forward with the project while he formerly SAO and that he doesn't believe the funds were utilized.

Tim asked if SDAB could be involved in the Conibear Park Project. Administration advised that project planning has already been completed.

Cr. Couvrette advised that the Housing Needs Assessment has been completed and that the Town has submitted an application for \$2.2 million in CMHC funding before December to make the fiscal application deadline. Administration advised that the funding could be used to develop a new subdivision with smaller, less-expensive, lots, for in-fill development, or to bring piped services to areas on Calder Avenue which would also support industrial development. He hopes the initiative would move forward in conjunction with the Community Plan and Zoning Bylaw review.

#### **E. New Business**

- a. SDAB Annual General Meeting – It was noted that Alyssa Etsell had put her name forward to remain as Chair. The board accepted Alyssa Etsell as Chair, Jeff O'Keefe as Vice Chair, and Tim Gauthier as secretary. It was noted that the positions were acclaimed and not required to vote.
- b. SDAB Policy/Terms of Reference – Keith noted that all advisory board policies are similar with difference mandates.

#### ***MOTION***

**Moved by: Adam Bathe**

**Seconded by: Liam Case**

**That the Draft SDAB Policy be brought to the other advisory boards for review.**

**CARRIED UNANIMOUSLY**

**F. Date of Next Meeting**

The next SDAB meeting will be held on January 25<sup>th</sup>, 2024, at 12:00 pm.

**G. Adjournment**

*MOTION*

**Moved by: Jessica Cox**

**Seconded by: Liam Case**

**That the meeting be adjourned at 12:58 pm.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith Sustainable Development Advisory Board Thursday, January 29<sup>th</sup>, 2024

Regular Meeting 12:00pm

**Attendees:**

- Tim Gauthier
- Alyssa Etsell
- Adam Bathe
- Jeff O'Keefe

**Regrets:**

Liam Case  
Jessica Cox

Katie Reid, Executive Secretary  
Cr. Mike Couvrette

**A. Call to Order**

Alyssa Etsell called the meeting to order at 12:15 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Tim Gauthier**

**Seconded by: Jeff O'Keefe**

**That the agenda be adopted as amended to include the Community Plan and Zoning Bylaw RFP.**

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Jeff O'Keefe**

**Seconded by: Adam Bathe**

**That the SDAB Minutes from January 9<sup>th</sup>, 2024, be adopted as amended.**

**CARRIED UNANIMOUSLY**

**D. Business Arising from the Minutes**

Cr. Couvrette advised that the January 4<sup>th</sup> SDAB minutes with the recommendation to bring the draft SDAB policy to the other board for review would be going to the upcoming Corporate Services Standing Committee Meeting on February 6<sup>th</sup> for consideration.

## **E. New Business**

- a. Community Plan and Zoning Bylaw RFP – Cr. Couvrette advised that the Community Plan and Zoning Bylaw are legislated for review every 7-years. He noted that the project was awarded to Dillon Consulting in September 2023.

Cr. Couvrette advised that the update requires a comprehensive review of Town plans and lands related issues, and that significant public consultation and input from various community stakeholders is required.

Cr. Couvrette suggested SDAB be involved in the consultation process to assist with promoting the development of more affordable lots and with zoning. He advised that he would follow up with the board regarding contract timelines and would endeavour to get more information circulated to the board.

Alyssa asked if Conibear Park Advisory Board work and the Energy Plan would be considered for the review. It was noted that the potential development of industrial lots in the old snow dump area would provide great potential for the community. Cr. Couvrette replied that he would get more information on the review project including other reports and recommendations that would be considered.

Jeff advised that SDAB had reviewed housing issues and tiny home development in past years, including interviewing contractors, and asked if this information would be considered in the review and in consideration of the Town's funding application to CMHC. Cr. Couvrette noted that he sat on Council at that time and the information was very valuable. He felt that SDAB's review of development's led to the Housing Needs Assessment which outlined the need for more residential houses and smaller, more affordable lots, for development. He noted that the CMHC funding application would potentially be used for new subdivision development or infill development. Jeff thinks the Town should incentivize the development of rental properties.

Adam advised that there is significant funding available through CMHC for housing development initiatives, but applications require co-investment from government agencies.

Cr. Couvrette thinks a barrier in development is access to affordable lots in town and felt the need to be creative in addressing the issue. Adam noted the large amount of derelict and vacant lots in the community. Cr. Couvrette had requested a list of vacant Town-owned lots and noted that there are lots available in Westgrove Subdivision, but they are too expensive for developers to make a return on investment. He noted the need to find creative solutions to dispose of the lots.

Jeff advised that the Aurora College has applied for funding to build tiny homes that would be built on Aurora College property and moved onto lots. Adam advised that he plans to build a panelized system six-plex on his property on Primrose Lane and that the cost per square foot is less than to build new. He advised that local contractors would be hired to put the six-plex together and that he hopes to start construction in the fall. He advised that his biggest barrier was communication to make the development happen for merging lots and installment of water and sewer infrastructure.

Jeff advised that the Aurora College requested the disposal of a property on Field Street and that no one was interested for \$125k due to the remediation work required. He noted remediation expenses and liability being the reason for other vacant units. Adam noted that it is a huge expense to remediate lead paint and asbestos. Cr. Couvrette wondered if there were training opportunities for remediation of asbestos and lead paint.

Alyssa noted the need to streamline processes for easier development and identifying contacts to facilitate the process. Cr. Couvrette indicated that EDAB put together a how-to checklist to start a new business and asked if SDAB would be interested in making a checklist for property development.

#### **F. Excusing of Members**

##### ***MOTION***

**Moved by: Tim Gauthier**

**Seconded by: Adam Bathe**

**That Liam Case and Jessica Cox be excused from the meeting.**

**CARRIED UNANIMOUSLY**

#### **G. Date of Next Meeting**

The next SDAB meeting will be held on Thursday, March 7<sup>th</sup>, 2024, at 12:00 pm.

#### **H. Adjournment**

##### ***MOTION***

**Moved by: Adam Bathe**

**Seconded by: Tim Gauthier**

**That the meeting be adjourned at 1:00 pm.**

**CARRIED UNANIMOUSLY**