









Town of Fort Smith  
Municipal Services Committee  
Tuesday, May 9<sup>th</sup>, 2023, at 8:15pm  
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
  - d. 2023 Capital Plan
5. Directors Report
  - a. Municipal Services Director Report – May 2023
6. Protective Services
  - a. Fire Department Statistics – April 2023
  - b. Ambulance Department Statistics – April 2023
  - c. Fire/EMS Training Report – April 2023
  - d. Fire/EMS Graphs – April 2023
  - e. Lands Enforcement Report – April 2023
  - f. Bylaw Enforcement Report – April 2023
7. Advisory Boards
  - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note – Housing NWT Land in Lieu
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
 Municipal Services Minutes April 11, 20  Vision and Values.pdf  2023 CAPITAL PLAN.pdf
 Director's Report May 2023  Fire Department Statistics April 2023  EMS Statistics April 2023  Fire EMS Training Report - April 2023  Fire EMS Graphs April 2023  Lands Report April 2023  Bylaw Report April 2023
 BN - Housing NWT Land in Lieu



Town of Fort Smith  
*Code of Conduct for Council Members*

ATTACHMENT A

**STATEMENT OF DISCLOSURE OF INTEREST**

Name of Council Member: \_\_\_\_\_

Date of Disclosure: \_\_\_\_\_

Council Meeting or \_\_\_\_\_

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest:            Personal       

                         Pecuniary       

Conflict of Interest:       

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Councillor: \_\_\_\_\_

**Office Use Only:**

Recorded by \_\_\_\_\_ at: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



Town of Fort Smith  
Municipal Services Standing Committee  
Tuesday, April 11<sup>th</sup>, 2023, at 8:30 pm.  
Town Hall Council Chambers

Chairperson: D/M Macdonald  
Members Present: Mayor Daniels, Cr. Fergusson, Cr. Tuckey, Cr. Couvrette  
(Conference Call), Cr. Beaulieu, Cr. Pischinger  
Regrets: Cr. Korol, Cr. Campbell  
Staff Present: Cynthia White, Senior Administrative Officer  
Katie Reid, Executive Secretary  
Guests:

1. Call to Order

Mayor Daniels called the meeting to order at 8:27 pm and handed the Chair to D/M Macdonald.

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. Pischinger**

**Seconded by: Cr. Beaulieu**

**That the agenda be adopted as amended to include discussion about the Old Fire Hall Building, a Briefing Note with strategies to move Town Lots, and NLMCC in-kind support.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Municipal Services Standing Committee Minutes of March 14<sup>th</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on March 21<sup>st</sup>, 2023.
- c. Vision and Values – The Vision and Values were reviewed.
- d. 2023 Capital Plan – The 2023 Capital Plan was reviewed.

4. Directors Report

- a. Municipal Services Director Report April 2023 – The Director of Municipal Services' Report from April 2023 was reviewed. Administration advised that the Water Meter Replacement project continues and that approximately 140 meters were installed in March and continue to be installed daily. She anticipates the project will be substantially done by mid-June. Additionally, she advised that three commercial meters were received, one has been installed, and the rest are on backorder.

Administration advised that the Neptune 360 program will allow residents to access water accounts to review usage for improved monitoring and reduced water loss. Additionally, meter readings can be performed remotely which will reduce staff input.

Administration advised that the new compactor has arrived last week and already there is significant changes in the level of refuse at the Landfill. She advised that the Director anticipates \$16-20k worth of work has been performed that would have been paid to a contractor.

Administration advised that Public Works are out with the Hotsy and Vac Truck removing water from the spring melt. She noted they are seeing good results from snow removal efforts and the culvert and ditching projects are improving drainage flow management. Additionally, she advised that the green space used a trial snow dump on Wilderness Road/Calder Avenue is being monitored and they are not seeing excessive water build-up.

Administration advised that the Water Treatment Plant (WTP) is still waiting on parts for the Tamarac Lift Station, and it continues to be pumped out regularly to ensure no disruption of services. She noted that they are still waiting for parts for the Primrose Lane lift station as well.

Administration advised that the chlorinator at the WTP was not working properly but is repaired and running normal again. The Water Plant Supervisor attended a water conference in Banff, AB, and he learned valuable information to support the department. Additionally, while at the conference he attended a workshop on variable speed pumps, which are being installed at the WTP, as well as a management and water reporting course.

Administration advised that Facilities Maintenance provided support for multiple events in March. She gave a shout out to the Facilities Maintenance Supervisor for assisting with the skating carnival curtain.

Administration advised that the Arena elevator is repaired and waiting for inspection to reopen. She noted that the ice plant has been decommissioned and the Arena is being prepped for the Trade Show.

Administration advised that the sand for the Pool filters have arrived, and the sand being removed will be mixed with playground sand to reduce compaction. Additionally, the Pool liner would be replaced during the shutdown.

Administration advised that water was leaking into the electrical room while the ice was still in the curling rink. She noted that it is an external issue and there may be an underground conduit.

Cr. Pischinger asked if the NTPC has been engaged regarding damages resulting from power surges including Tamarac Lift Station. She noted that the additional staff time and pump-outs is costly, along with additional wear and tear on equipment. Administration replied that the parts are on backorder and that she has the costs for the damages/repairs to the HVAC system at the CRC. D/M Macdonald suggested proceeding with a letter to NTPC.

Mayor Daniels suggested reusing road gravel for next year. Administration advised that the Multihog would be picking up gravel and Public Works will determine if the mixture is adequate for reuse.

## 5. Protective Services

- a. Fire Department Statistics March 2023 – The Fire Department Statistics for March 2023 was reviewed.
- b. Ambulance Department Statistics March 2023 – The Ambulance Department Statistics for March 2023 was reviewed. Administration advised that March was a busy month with twice the number of calls as February. She noted that there were eighteen medivacs which can be consuming.
- c. Fire/EMS Training Report March 2023 – The Fire/EMS Training Report for March 2023 was reviewed. Administration advised that the department has internal trainers so that members do not need to be sent out of the community for training initiatives.

- d. Fire/EMS Graphs March 2023 – The Fire/EMS Graphs for March 2023 were reviewed.
- e. Lands Enforcement Report March 2023 – The Lands Enforcement Report for March 2023 was reviewed.
- f. Bylaw Enforcement Report March 2023 – The Bylaw Enforcement Report for March 2023 was reviewed. Administration advised that the Bylaw Officer has been busy enforcing various bylaws.

6. Administration

- a. Old Firehall Building – Administration noted that a quote of \$75k was previously received from a contractor to make the building structurally safe. She asked what action should be taken regarding the old firehall building. D/M Macdonald suggested discussing with the Fort Smith Metis Council regarding their interest with the building. Administration advised that a motion/bylaw would be required to dispose of the property and that action is required as the building is a liability. Mayor Daniels advised that he would bring this forward to Community Leadership.
- b. NLMCC In-kind Support – Mayor Daniels advised that he was asked by the Northern Life Museum and Cultural Centre (NLMCC) Chair for the Town to contribute to the Indigenous Cultural Centre at the NLMCC. He noted that SRFN is contributing lumber and that SLFN and the Fort Smith Metis Council are also contributing. Mayor Daniels advised that he offered staff support.

D/M Macdonald advised that revamping the Indigenous Cultural Centre at the NLMCC was brought forward at the first Community Leadership meeting. He noted that the building would be used as a cultural resource and would be a focal point for the Dene National Assembly in July. Additionally, there are plans to use the building for a ceremony for Treaty 8 and that one of the true copies is being held at the NLMCC. D/M Macdonald indicated that Council had identified the need to be a part of reconciliation process and supports participating in rejuvenating the cultural area for the community.

Administration advised that the process for staff support is handled by Administration as timing and scope must be identified as to not disrupt other services and operations. She advised that if Council has identified an individual for staff support, she would work to have that employee support the project.

Cr. Pischinger would like to support the project by providing staff support and thinks this is a step towards reconciliation.

- c. Briefing Note Westgrove Phase III Land Sales and Pricing – The briefing note was reviewed. Administration provided strategies to encourage the sales of undeveloped lots in the Westgrove Phase III subdivision and to identify other undeveloped and municipally owned lots that Council may wish to develop.

Administration advised that the cost to develop the lots was \$979k and the total sale price is \$1.15 million, resulting in a total revenue of \$170k. She noted that eight lots were sold; five privately and three to Housing NWT.

She provided a few approaches to ensure the lots sell and promote additional residential development; reduce the cost of the lots, introduce a purchase payment plan, tax relief for development, or set the price per square meter. She suggested also considering rules purchases to ensure they are not purchased in bulk, left undeveloped, or resold at a higher cost.

Cr. Couvrette felt that if lot prices were decreased that compensation should be made to the individuals who purchased lots at full price. He advised that he wouldn't support significant price reductions as there is many other undeveloped private lots and would like to find ways to promote development or bring them to the market. He requested information on how many other undeveloped residential lots exist in the community and suggested asking contractors what the current cost is for developing in consideration of future development.

D/M Macdonald thinks this would address a housing need now as the lots are ready to develop and as there are developers in the community that are interested. Further, he noted that the housing issue is hurting the community by losing positions and opportunities.

Cr. Couvrette agreed that the community is impacted economically along with future growth. He requested additional information be brought to the next Municipal Services meeting.

Cr. Pischinger agreed that housing is impacting the community and to move forward with this as developers are interested in serviced lots. Mayor Daniels agreed with the comments and advised that there are numerous institutional houses that can fixed and sold or rented. He added that he would like to write letters to the territorial and federal governments to dispose of the units.

D/M Macdonald suggested Council provide a response prior to next Tuesday's meeting with direction.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Pischinger**

**Seconded by: Cr. Tuckey**

**That Cr. Campbell, Cr. Korol, and Cr. Fergusson be excused from the Municipal Services Standing Committee meeting on April 11<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 9<sup>th</sup>, 2023.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Pischinger**

**The meeting be adjourned at 9:20 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.

2023 CAPITAL PROJECTS	G/L	BUDGET	FUNDING SOURCES	PURPOSE/WORK TO BE COMPLETED
<b>ADMINISTRATION</b>				
Slope Stability Design	8-2-0520-544	\$110,000	CPI, CCPN	ongoing monitoring program
Integrated Transportation Master Plan	8-2-0547-311			may need funds for install of crossing signs
Community Plan and Zoning Bylaw Review	8-2-0545-981	\$100,000	CPI	MACA requirement
Engineering Standards	8-2-0545-558	\$25,000	CPI	will be included in the community plan review
Engineering Services	8-2-1505-544	\$25,000	CPI	ongoing, based on needs for smaller projects
Energy Upgrades	8-2-0546-994	400,500	CPI, GHG	electricification of heating in municipal garage
Asset Management System Implementation	8-2-0540-529	\$3,900	CCBF	annual licencing
Town Hall Retrofit	8-2-0540-505	\$250,000	CPI	
Website Renewal	8-2-0540-540	\$50,000	CPI	update website as current site is at end of life
<b>CORPORATE SERVICES</b>				
Corporate Services Software	8-2-0545-975	\$10,000	CPI	business licence software extension, improve customer service
IT Evergreen	8-2-0545-976	\$10,000	CPI	annual computer replacement
IT Upgrade Plan	8-2-0545-620	\$20,000	CPI	to get all facilities on the same system, with shared cloud based backups
<b>MUNICIPAL SERVICES</b>				
Skid Steer/Bobcat Replacement Program	8-2-0546-511	\$20,000	CPI	annual replacement, looking at alternate program options
Sidewalk repairs/improvements	8-2-0545-983	\$221,649	CCBF	upgrading sidewalks to ensure safe, active transportation routes
Hydrant replacement/renewal	8-2-1130-507	\$50,000	CCBF	annual repair and replacement program
Water and Sewer System Upgrades	8-2-0550-552	\$250,000	CCBF	repair in identified areas, water meter replacements
Water Truck Fill Station	8-2-0550-576	\$60,000	CCBF	completion of work started in 2022, including paving
Intake Pumphouse replacement	8-2-0550-650	\$1,481,000	Reserves	design, engineering, tendering
Main Lift Station mid-life retrofit	8-2-0550-652	\$862,000	Reserves	design, engineering, tendering
Lagoon Liner Replacement	8-2-0550-638	\$1,000,000	Reserves	design, engineering, tendering, construction
Fleet Replacement - 2 trucks	8-2-0549-548	\$120,000	CPI	Replacement for fleet vehicles at end of life
Town Hall Vehicle Replacement	8-2-0549-548	\$65,000	CPI	Replacement of vehicle with SUV, preferably electric or hybrid
Completion of Road Paving	8-2-0546-991	\$750,000	CCBF	complete trail and some outstanding roads
Landfill Reclamation and Expansion	8-2-2020-556	\$250,000	CPI	completion of designs for tender
Cemetery Retro-fit	8-2-2550-666	\$75,000	CPI	fencing at both cementaries, possibly some tree clearing
Whooping Crane Property Remediation		\$50,000	CPI	demolition of abandoned house
Boat Launch Upgrade	8-2-0520-546	\$25,000	CPI	plan development
Landfill Compactor	8-2-0549-642	\$250,000	CPI	purchase of compactor
<b>COMMUNITY SERVICES</b>				
Community Art Initiative	8-2-0520-584	\$25,000	CPI, Arts Council	downtown beautification
Streetscape	8-2-0520-233	\$50,000	CPI/Other	
Snowboard Park and Lookout Development	8-2-3095-526	\$1,033,125	CPI, ICIP	development of permanent building in Riverside Park, replace lookout, install lift
Skatepark Upgrade	8-2-3095-235	\$150,000	CPI	
Conibear Park Development	8-2-0520-995	\$500,000	CPI, ICIP	paving of parking lot, design of stage
CRC/Pool Backup Generator	8-2-3140-062	\$750,000	CPI	tender for supply and install
Pool Retrofit	8-2-0551-646	\$50,000	CPI	sound baffling, replace beach liner
CRC Membership Software Replacement	8-2-0551-647	\$15,000	CPI	purchase new program that better meets our needs
CRC Retrofit	8-2-0551-582	\$646,726	CPI, SCF	completion of project
Recreation Equipment Replacement	8-2-0551-648	\$10,000	CPI	annual replacement program
Arena Upgrades	8-2-3070-554	\$200,000	CPI	falls arrest, replace dasher boards
<b>PROTECTIVE SERVICES</b>				
Burn Can	8-2-0548-630	\$300,000	CPI	new training system for interior attach
Bunker Gear Evergreen	8-2-1112-633	\$10,000	CPI	annual replacement program
Communications Equipment Evergreen	8-2-0547-651	\$10,000	CPI	annual replacement program
Annual Fire Abatement	8-2-0547-628	\$10,000	CPI	annual program
Emergency Equipment Evergreen	8-2-0547-563	\$10,000	CPI	annual replacement program
Protective Services Building Replacement	8-2-0547-995	\$200,000	CPI	Design for new building

## Municipal services report 2023

### **Capitol projects**

The water meter project is still going, and we have used up all supply of water meters and are waiting for supplier to provide us with more, some will be coming this month and commercial meters are sent as they come available as there is a long back-order list.

The demolition of the old water treatment plant is officially completed as the contractor finished grade and compaction as this could not be done due to freezing conditions as the building came down when winter began last year.

### **Public Works**

Road sweeping has been happening all over the community.

Assisted bylaw with clean up order that is continuing.

Road repairs and walking trail repairs have been getting done.

Landfill maintenance with the new compactor has started and will continue throughout the year.

### **Water Works**

Did mud induction of the raw water intake so the summer ponds can be filled.

Summer ponds have been filled.

Fixed 2 hydrants 1 on raven and 1 on wood bison.

Back up water truck is ready to go for the summer season and we are getting the water truck ready at the landfill.

Fixed fencing around the lagoon.

The Tamarac lift station is running without a pump truck currently as we continue to look at an upgrade to remedy this continued power supply issue.

### **Facility Maintenance**

Cleaning up garbage at playgrounds and identifying repairs that are needed.

Arena shutdown and prepped for the trade show and cleaned up the arena following the tradeshow.

Assisted bylaw with clean up order that is continuing.

Cleaning garbage around the community in the ditches.

Pool shutdown, sand in the filters were changed the liner in the beach area of the main pool has been changed, the chlorine hoppers have been cleaned and repaired ready for use for reopening.

The museum project has already begun, and resources allocated.



# Town Of Fort Smith Protective Services

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date  
May 2 23

## Incident Summary From Apr 1 23 to Apr 30 23

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
<b>Town of Fort Smith</b>					
Apr 14 23 23-012	12:48:00 Airport, FORT SMITH <b>Investigation (no fire)</b>	37	1		
Apr 15 23 23-013	17:20:00 12 Wandering Spirit St, FORT SMITH <b>False Alarm (Good Intent)</b>	2	11		
Apr 22 23 23-014	17:17:00 38 Raven St, FORT SMITH <b>Wildland Fire</b>	93	14		
Apr 27 23 23-015	13:44:00 Town Town Dump Site, FORT SMITH <b>Wildland Fire</b>	33	10		
Apr 28 23 23-016	16:50:00 45 & 50 Franklin Ave. (School/College), FORT SMITH <b>False Alarm - Purposeful</b>	12	2		
Apr 29 23 23-017	09:49:00 131 Carl's Dr, FORT SMITH <b>False Alarm (Good Intent)</b>	11	1		
Apr 29 23 23-018	11:43:00 97 Conibear Crescent -P.W. Kaiser School, FORT SMITH <b>Chimney Fire</b>	5	1		
Apr 29 23 23-019	20:58:00 131 Carl's Dr, FORT SMITH <b>Investigation (no fire)</b>	10	1		
<hr/>					
8 incidents for	Town of Fort Smith	3 hrs 23 mins	41		
<hr/>					
		3 hrs 23 mins	41		

## Fort Smith Volunteer Ambulance Monthly Report

Apr-23

Date	Start Time	Incident/Activity	# of Crew	End Time	Run #
2023-Apr-01	14:45	M	2	15:45	75
2023-Apr-01	15:10	2	2	16:45	76
2023-Apr-01	22:09	M	2	12:30	77
2023-Apr-02	12:20	1	3	13:00	78
2023-Apr-03	9:32	1	2	10:25	79
2023-Apr-03	14:35	1	3	15:30	80
2023-Apr-03	15:49	1	3	16:30	81
2023-Apr-05	10:29	1	2	11:15	82
2023-Apr-05	13:29	M	2	16:15	83
2023-Apr-05	13:28	M	2	16:15	84
2023-Apr-05	18:19	M	2	20:15	85
2023-Apr-06	0:05	M	2	1:00	86
2023-Apr-07	14:26	2	2	15:15	87
2023-Apr-08	5:42	2	2	6:50	88
2023-Apr-10	16:20	2	2	16:20	89
2023-Apr-10	16:45	M	2	18:35	90
2023-Apr-12	16:16	2	2	16:50	91
2023-Apr-13	13:55	M	2	15:45	92
2023-Apr-13	11:59	1	2	11:59	93
2023-Apr-16	9:05	M	2	11:20	94
2023-Apr-17	22:53	Z	2	23:40	95
2023-Apr-18	1:20	2	2	2:15	96
2023-Apr-18	14:20	M	2	16:50	97
2023-Apr-20	21:49	M	2	23:55	98
2023-Mar-22	2:25	2	2	3:30	99
2023-Apr-22	17:19	2	2	18:55	100
2023-Apr-25	18:45	2	3	19:45	101
2023-Apr-27	23:40	1	3	0:40	102
2023-Apr-27	13:30	2	2	14:10	103
2023-Apr-28	11:52	1	2	12:45	104
2023-Apr-28	12:46	1	2	13:30	105
2023-Apr-28	13:50	1	4	14:50	106
2023-Apr-29	4:48	1	2	5:45	107
2023-Apr-29	10:35	1	2	11:30	108
2023-Apr-29	10:17	M	2	11:45	109
2023-Apr-29	19:13	2	2	20:00	110
2023-Apr-29	21:05	2	2	22:00	111

Type of Call	Apr-23	Year to Date	Last Month
Code 1 = Life treating incident	12	32	6
Code 2 = non Life threatening incident	12	36	5
Code Medevac = Medevac flight support	12	40	18
Code Zulu = Transfer of deceased person	1	4	0
<b>Total</b>	<b>37</b>	<b>112</b>	<b>29</b>

Total Estimated Person Hours	<b>120.2</b>	Year to Date:	<b>393.67</b>
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Training Summary Report Continued

From Apr 1 23 to Apr 30 23

(CPT Van Mourik Saskia)

Units: 28.00 # of Personnel: 7

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Date: Apr 22 23 Session Hours: 8.00

Location: Fire Hall

Start: 22 Apr 23 00:00:00

000 - EMR Course

(CPT Van Mourik Saskia)

Units: 56.00 # of Personnel: 7

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Date: Apr 23 23 Session Hours: 8.00

Location: Fire Hall

Start: 23 Apr 23 00:00:00

000 - EMR Course

(CPT Van Mourik Saskia)

Units: 64.00 # of Personnel: 8

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Date: Apr 28 23 Session Hours: 2.00

Location: Fire Hall

Start: 28 Apr 23 00:00:00

025 - Communications

(FC McNab Adam)

Units: 28.00 # of Personnel: 14

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Date: Apr 29 23 Session Hours: 8.00

Location: Fire Hall

Start: 29 Apr 23 00:00:00 EMR Course training

000 - EMR Course

(CPT Van Mourik Saskia)

Units: 48.00 # of Personnel: 6

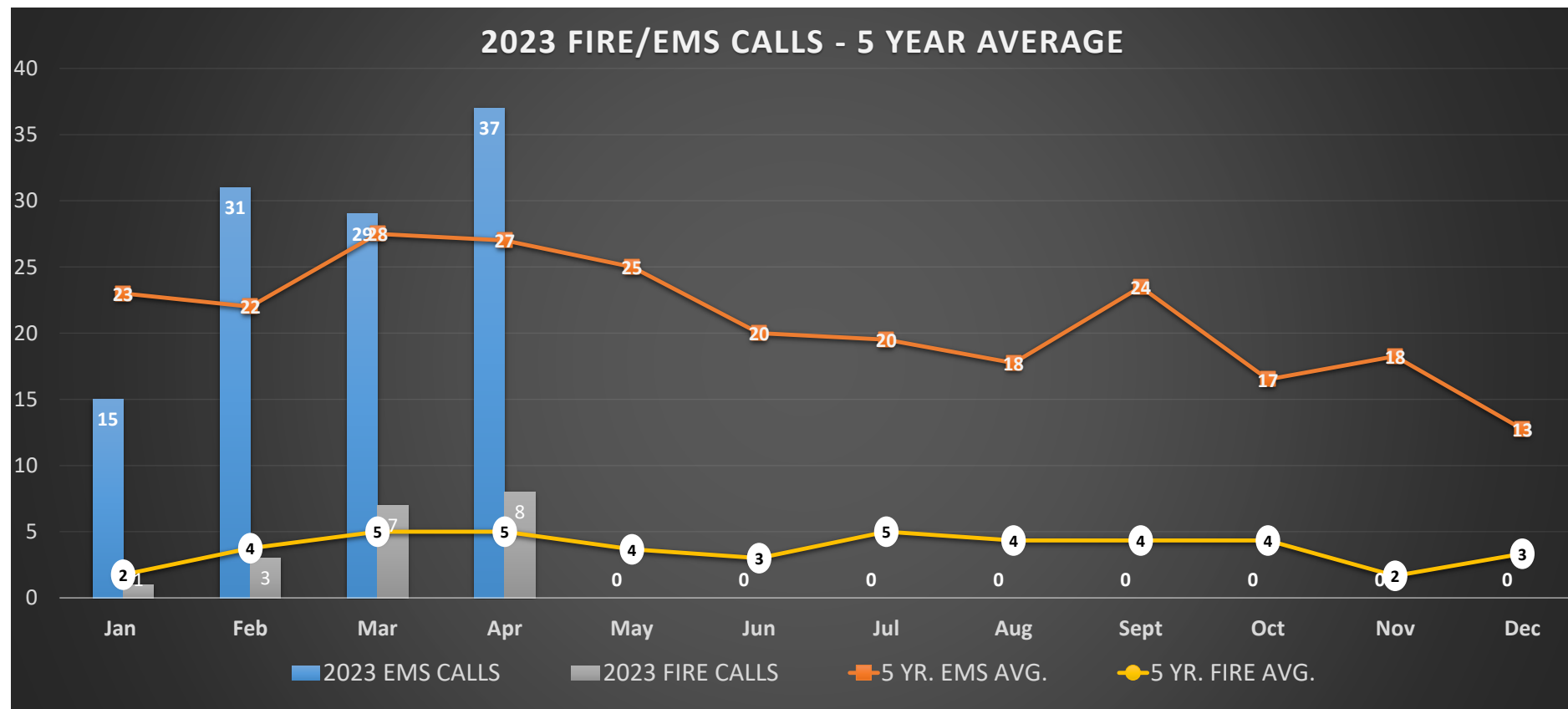
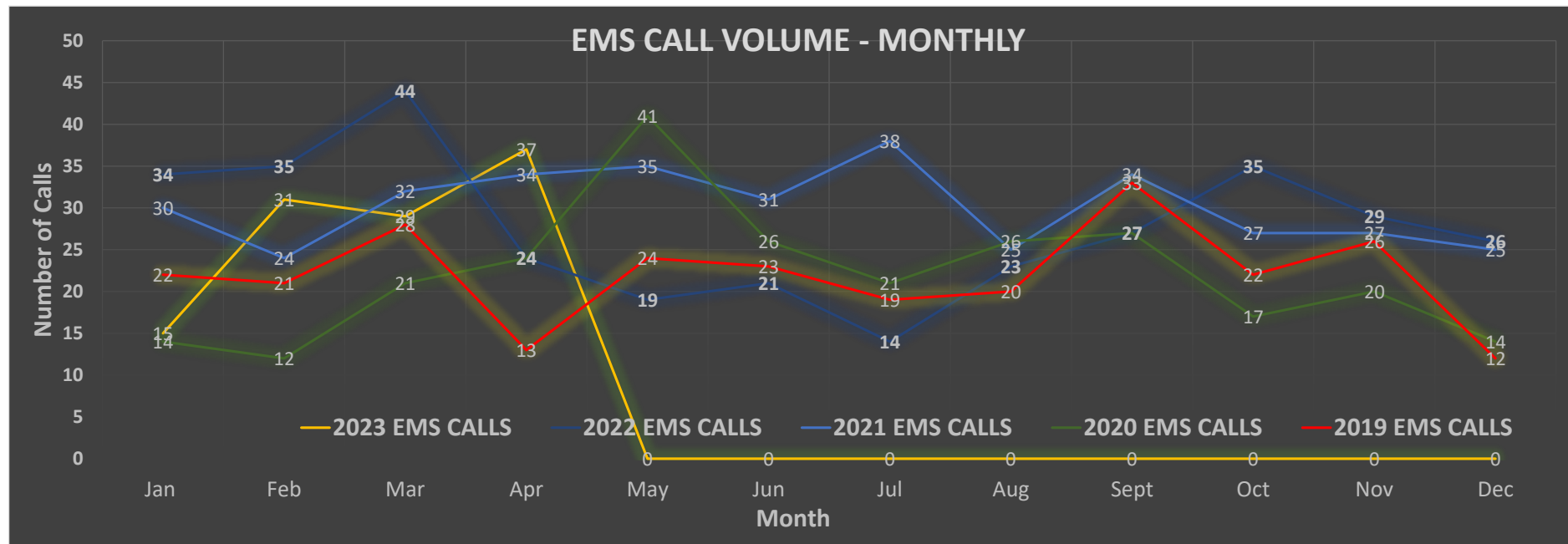
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**Training Summary Report Continued**

**From Apr 1 23 to Apr 30 23**

**Date:** Apr 30 23                      **Session Hours:** 8.00  
**Location:** Fire Hall  
**Start:** 30 Apr 23 00:00:00              **EMR Training Course**  
**000 - EMR Course**  
**(CPT Van Mourik Saskia)**  
**Units:** 48.00                      **# of Personnel:** 6

**9 sessions printed for these parameters**  
**5 Subjects Covered**  
**44.00 total session hours**  
**368.00 total staff hours**  
**10.67 average attendees**  
**0.00 total Instructor hours**  
**0 Officer Meeting sessions**  
**9 Joint Training sessions**  
**0 Special Train sessions**



# Town of Fort Smith - Lands and Bylaw Enforcement

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

Date  
May 2 23

## Bylaw Infractions From Apr 1 23 to Apr 30 23

### Zoning Bylaw

3.7 Development Permit - Construction/Excavation/Demolition 7

**Total Infractions for Zoning Bylaw: 7**

### Trespassing

Tresspassing on town property. 9

**Total Infractions for Trespassing: 9**

### Business License Bylaw

General Provisions 3

**Total Infractions for Business License Bylaw: 3**

**Total Infractions: 19**

**Bylaw Infractions**  
**From Apr 1 23 to Apr 30 23**

**ATV Bylaw**

Operating an ATV in a prohibited area 2

**Total Infractions for ATV Bylaw: 2**

**Traffic Bylaw**

11 Speeding (1-15 KPH over limit) 7

**Total Infractions for Traffic Bylaw: 7**

**Animal Control Bylaw**

5.1 No owner shall allow their dog to run at large 4

**Total Infractions for Animal Control Bylaw: 4**

**Fire Protection**

7(a) Failure to obtain burn permit 1

**Total Infractions for Fire Protection: 1**

**Garbage By-Law**

4. Every householder shall keep their garbage with a lid or cover that can be secured

**Total Infractions for Garbage By-Law: 1**

**Public Engagement**

General 1

**Total Infractions for Public Engagement: 1**

**Total Infractions: 16**



## BRIEFING NOTE

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To: Mayor and Council

Date: May 02, 2023

Subject: Lot 719A/720A Plan 601 – St Ann’s Playground lot trade

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### **Purpose:**

To provide background information related to the history of Lots 719A Plan 601 and 720A Plan 601 on St Ann’s Street and Housing Northwest Territories request for land in lieu.

### **Background:**

Lot 719A and 720A Plan 601 are surveyed lots zoned R2 residential. Both lots are owned by the NWT Housing Corporation. On March 30, 1976 By-Law 5-76 was passed exempting these properties from taxation as long as the land was used as a park and made available to the general public.

In the 1990s a taxation discrepancy occurred which has been discussed at length and Housing NWT was directed to go through the Taxation Board of Revision to be heard as an appeal.

The Town of Fort Smith has installed and maintains a public play structure on lot 720A. A portion of lot 719A is used by Housing NWT as a driveway and has a small portion of the adjacent residential structure on lot 718A encroaching onto it.

In exchange for the loss of an R2 zoned property (720A Plan 601) Housing NWT is requesting a different lot to develop a duplex on. There were two potential options identified. One option would be the town-owned property at 27 Whooping Crane Crescent. The alternative option would be to build a side-by-side duplex straddling the property lines of 446 and 448 Calder Ave.

Housing NWT expressed an interest in 27 Whooping Crane Cres. For that property to be considered, Mayor and Council would need to approve the development of a duplex on an R1-zoned property, and the existing derelict house would need to be remediated.

### **Recommendation:**

That consideration be given to the request for land disposal to Housing NWT in lieu of the R2 zoned residential lot on St Ann’s Street being used and maintained by the town as a green space playground and park. Further, 27 Whooping Crane Crescent be considered for disposal to Housing NWT with the understanding that it will require approval of a conditional use development permit and the remediation of a derelict structure. Additional consideration may be given to acquiring Lot 720A Plan 601 as a town-owned property in exchange for the disposal of 27 Whooping Crane Crescent.

THE CORPORATION OF THE TOWN OF FORT SMITH, N. W. T.

By-Law 5-76

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT SMITH PASSED PURSUANT TO SECTION 211 l. (i) OF THE MUNICIPAL ORDINANCE BEING CHAPTER M-15 OF THE REVISED ORDINANCES OF THE NORTHWEST TERRITORIES 1974 AS AMENDED TO PROVIDE TAX EXEMPTION FOR CERTAIN LANDS THAT ARE TO BE USED FOR COMMUNITY PURPOSES

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WHEREAS the said land will be used for the purpose of promoting recreational and social activities among the residents of Fort Smith

NOW THEREFORE the Council of the Town of Fort Smith at a duly assembled meeting enacts as follows

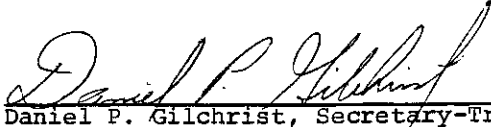
1. That lots 719A and 720A as registered under plan number 681 in the Land Titles Office be exempted from taxation.
2. The exemption is to continue as long as the land is used as a park and available to the general public.
3. This by-law shall come into force and take effect with the date of Third Reading thereof.

READ a FIRST TIME this 30th day of MARCH, 1976.

READ a SECOND TIME this 30th day of MARCH, 1976.

READ a THIRD TIME this 30th day of MARCH, 1976.

  
\_\_\_\_\_  
Paul W. Kaeser, Mayor

  
\_\_\_\_\_  
Daniel P. Gilchrist, Secretary-Treasurer

CORPORATE SEAL





## Executive Secretary

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**From:** Dwayne Semple <Dwayne\_Semple@gov.nt.ca>  
**Sent:** September 26, 2022 10:51 AM  
**Subject:** Contact O'Brian of Fort Smith, Lot 719/720 and the one lot is zoned as park. Asking them if we can trade this in for another lot.

**Importance:** High

Sept. 29/22 Correspondence History and Last Update June 3, 2022.

Hi Anita,

Some other email correspondence going back and forth with O'Brian and Fort Smith but I never did get direct answer to some of my enquiries on when they started billing the park lot when it used to have no tax status?

I figure they started taxing this vacant lot in mid-1990's and if NWT HC is paying about \$350 now and times that by 27 years or more, NWT HC would have paid Town of Fort Smith about \$10,000. (\$9,495.09).

2 options identified by Fort Smith staff?

1. Write a letter to Council about this matter and history of the lot and who made the decisions to prevent Housing for using these residential lot, if Park status was removed, can these lots be used for new construction?
2. Build a small playground or park on Lot 720A and selected another residential Lot somewhere else in town.

So, I think the second choice I seen in your email string from your conversations with the Town.

Dwayne

**From:** Dwayne Semple  
**Sent:** Monday, January 18, 2021 3:20 PM  
**To:** 'Obrian Kydd' <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>; 'Accounts Receivable' <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Cc:** 'mayor.napier@fortsmith.ca' <[mayor.napier@fortsmith.ca](mailto:mayor.napier@fortsmith.ca)>; Anita Lenoir <[Anita\\_Lenoir@gov.nt.ca](mailto:Anita_Lenoir@gov.nt.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Good afternoon,

I would like to settle this matter so I won't have to deal with it through-out 2021. Obviously I can tell without looking at the back ground or details or looking for a specific document (by-law) that discussed the 1970's bylaw making these lots into a park. From what I can gather; sometime in the 1990's Fort Smith changed the status to that one lot from park (no tax status) to residential and started charging taxes.

I'm not going to bother doing an estimate on how much money was paid on this lot since taxes were being paid and when it should have been tax exempt. We are going to leave that as is and I would like to know how do we go about formally changing the status of these two lots; so that Housing can use these lots for future considerations.

Could you let us know the process and do we just send a letter indicating NWT HC intentions, and this would be similar to the last questions below?

Please advise,  
Dwayne

**From:** Dwayne Semple  
**Sent:** Wednesday, October 21, 2020 4:53 PM  
**To:** 'Obrian Kydd' <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>; Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Yes I understand the process for appeals. Like I said in previous emails someone would have had to change the status on those lots and it wasn't Housing. I was told that these lots were off limit for construction because they were being told it is a park.

Obviously taxes are being changed on this lot since I'm not sure when the Town changed the status because the Town of Fort Smith would have had to repealed that old bylaw that grants Housing non tax status? Does your office have any info and history on those lots and when that old bylaw was deleted?

The highlighted below is basically we will forgo the appeals process if we can change the status on these lot from park to residential. 😊

Thank-you,  
Dwayne

**From:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Sent:** Wednesday, October 21, 2020 4:39 PM  
**To:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>; Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Before the end of the year, the Town will received the assessments from the GNWT. We will then mail them out. On the assessment there will be direction for the appeal process. There is also a deadline. The process will be chair by the GNWT, with three independent members of the public from the community appointed including one Councillor. Myself or one of the staff will be the secretary taking the minutes of the meeting. The process is very formal as there is an oath, a hearing etc. The process is call the Board of Revision (BOR). The GNWT likes to schedule Hay River and Fort Smith together for ease of travel. Historical the BOR will meet in the Spring, just prior to the revised assessment being sent out

The highlighted section below I do not understand. However, there is an application to Council if you want to change the zoning on any property. Thanks

Regards  
Obrian Kydd  
Director of Corporate Services

**From:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>

**Sent:** October 21, 2020 4:20 PM

**To:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>; Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Good afternoon,

Do you have any info on your appeals process and requesting why these lots are taxed and when the status changed from non-taxed to taxing them?

I have noted on older assessment roles that these lots have no improvements.

When is your next scheduled Appeals committee meeting and how do I find out when the status of these lots changed and what is this coding 01T and 09T represent? I will take the time to look at Fort Smith's planning and zoning bylaw?

If you are asking us to change to change the status from park to Residential; we would like to consider that option as this lot could be used for potential future projects.

Thank-you,  
Dwayne

**From:** Dwayne Semple

**Sent:** Friday, October 2, 2020 4:11 PM

**To:** 'Accounts Receivable' <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>; Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Hi Valerie,

Okay I'll discuss my findings and your email responses from the Town about this matter. Lots of questions went unanswered and more specially when did they repeal the by-law and started charging NWT HC for taxes on these tax exempt lots.

These are important questions and I'm sure they will be asked to Council as well. The NWT HC left these lots vacant for a purpose and the Town says NWT HC could not be developed because of this old by-law. The NWT HC was okay with that as long as they were not being taxed? Was there a time between March 1976 and today; that these lots were never assessed or taxed?

I'll have to find our more about he appeal process of Fort Smith and when we can submit a package, maybe without the historical info these lots and when the old by-law was repealed and they took off the recreational lot status?

I suppose if this is too much hassle; the NWT HC maybe would just like the lots to be changed to residential lots and they can be used for future housing projects.

Thank-you,  
Dwayne

**From:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>

**Sent:** Friday, October 2, 2020 3:32 PM

**To:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>; Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Hi Dwayne,

I'm sorry I do not have anymore information that is all we had on file. The only thing I can say is to appeal the next tax assessment and apply for re-zoning of lot 720A. Sorry I couldn't help you more.

Thank you,

Valerie Norwegian  
Accounts Receivable  
Town of Fort Smith  
867-872-8400

**From:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>

**Sent:** October 2, 2020 3:23 PM

**To:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>; Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Hi Valerie,

Thank you for that explanation and I don't really have a file on these properties and nothing to tell me that the by-law has been repealed in a Fort Smith meeting. I can see the improvements now on 719A and it is a driveway and doesn't add up to \$157,400.K. I will have to discuss this again with my Manager and the new findings because when I look at assessment role for 2006 these two lots are show vacant, (playground) and no values for improvements. If these two lots are designated playgrounds why did the Town of Fort Smith start taxing these properties in the 1990's if that old by-law wasn't repealed? When did the Town of Fort Smith decide to put these two lots onto one invoice and when did the status of those lots change from Recreational to Residential? What is the class now? Look at the attachment and info on these lots from 2006. I can clearly see that the Town of Fort Smith has the value of the home at \$100,500.K all on lot 718A? When did they make the change?

Thank-you,  
Dwayne

**From:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>

**Sent:** Friday, October 2, 2020 2:49 PM

**To:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>; Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Good Afternoon Dwayne,

As far back as we can see the property 720A has been taxed since the late 1990's with multiple letters sent regarding payments. If the NWT HC would like to change the zoning of this property you can do so by making a request to the mayor and council. As for lot 718A – 719A the building on 718A is partially on lot 719A and the driveway/parking is completely on lot 719A, where there were not to be any development on this property. I took the time to go see firsthand of what the assessors are looking at for these two properties, I have attached documents for your viewing. We advise you to appeal the next tax assessment if you do not agree with our findings.

Thank you,

Valerie Norwegian  
Accounts Receivable  
Town of Fort Smith  
867-872-8400

**From:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>  
**Sent:** October 2, 2020 1:36 PM  
**To:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Cc:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Hi Obrian,

Okay...what are next steps (?) and is the Town going to do research on your end to find out why the status of these lots were changed from park/open space to Residential and when did the Town start taxing these vacant properties. I have been told and I'm aware the Town of Fort Smith has been telling NWT HC that they can't use these fee simple owned lots for residential proposes because of that bylaw indicates this and exempts these 2 lots from taxation.

I can only surmise that this was missed in the past when reviewing/paying these taxes as the NWT HC has thousand or more leases that they property taxes on all over the NWT. I don't think this would have happened if that Lot was owned by a private individual because they would appeal and ask why are they putting improvements on this lot when the improvements sits wholly within lot 718A.

Do you agree that both lots should not be taxed if the bylaw has not been repealed and the status of the lots hasn't changed?

Please advise,

Thank-you,  
Dwayne

**From:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Sent:** Friday, October 2, 2020 1:16 PM  
**To:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>  
**Cc:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

The issue you are raising seems to be new issues as I see nothing indicating that these matters were raised in the past by anyone. I have no indication that by-law 5-76 was repealed. 01T and 09T etc are internal accounting codes. Thanks

Regards  
Obrian Kydd  
Director of Corporate Services

**From:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>  
**Sent:** October 2, 2020 11:25 AM  
**To:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>

**Cc:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** RE: NWT HC Lots 719A and 720A, Plan 601, Fort Smith

Good morning,

Yes; that appears to be the case. The house that is worth 157400K sits wholly within lot 719A and does not straddle both lots. Our records shows no improvements or houses on the vacant lots except for that driveway to building on 719A. According to the bylaw I shared with you these lots are not supposed to be taxed or anything (because of the park or open space status) and not even a vacant land tax if that bylaw is still in effect.

I do note 718A/719A is classified as **01T** and 720A is **09T**. What do these mean? I did look at your community plan/zoning bylaw and can find no descriptions for these classifications. Could you indicate to me when the by-law 5-76 was repealed and status of the land changed from park to residential area and vacant land? There has to be a date when these once non-taxed properties started getting taxed?

I am aware assessment services does the assessments on lots and that they do have a process for mistakes but wouldn't that process be the Town of Fort Smith(?) since you are the Tax Based Municipality receiving the payments? We believe it's a mistake and I am trying to research why this is a mistake and why is the Town of Fort Smith even taxing these vacant properties when that bylaw exist? Has this matter been dealt with in the past and do you have any records of the repeal of the by-law?

Please let me know and I will discuss this matter with my Manager again to find out if Assessment Services or whoever can just decide to include two lots in one invoice when the improvement sits on one lot?

Thank-you,  
Dwayne

**From:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Sent:** Thursday, October 1, 2020 10:30 AM  
**To:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>  
**Cc:** Accounts Receivable <[accountsreceivable@fortsmith.ca](mailto:accountsreceivable@fortsmith.ca)>  
**Subject:** FW: NWT HC Lots 719A and 720A, Plan 601, Fort Smith  
**Importance:** High

**EXTERNAL:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender's name and email address and know the content is safe.

So roll # 94710 included lot 718A&719A, are you saying that Lot 718A should not be combined with 719A? The GNWT's assessors have them on one line on the assessment roll. Roll # 94900 is a vacant lot, as far as I can see there has been a tax on it. Thanks

Regards  
Obrian Kydd  
Director of Corporate Services

**From:** Dwayne Semple <[Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)>  
**Sent:** October 1, 2020 9:20 AM  
**To:** Obrian Kydd <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Subject:** FW: NWT HC Lots 719A and 720A, Plan 601, Fort Smith  
**Importance:** High

Good morning Obrian,

Please find attached the actual invoices for those two lots. These taxes were being paid by NWT HC, and I'm not sure how many years, so at some point the Town of Fort Smith changed to status from open space-park to a vacant land and a residential uses based on the improvements you have in the one invoice. What does the status 01T and 09T mean? Does the Town of Fort Smith have any records when they started taxing these lots?

I can look what we have here and how far back we go with the invoicing of that lot but I can ask Anita if we have any historical info on invoicing because like I said we don't have any files on these two lots and may have to talk to the District Office.

Thank-you,  
Dwayne

**From:** Dwayne Semple  
**Sent:** Wednesday, September 30, 2020 2:36 PM  
**To:** 'Obrian Kydd' <[okydd@fortsmith.ca](mailto:okydd@fortsmith.ca)>  
**Subject:** NWT HC Lots 719A and 720A, Plan 601, Fort Smith  
**Importance:** High

Hi Obrian,

I was initially going to call about these lots and the references to the By-law 5-76 that first came into effect 1976 that exempts these lots from taxation. Does the Town of Fort Smith have records when they stopped taxing this lot and started taxing these lots again for the amounts specified? I didn't find a file on this so any historical information we have is just the by-law 5-76.

Seems like to me these tax invoices (below) are mixed up because what I see on the COT's, 719A is COT No. 76439 and 720A is COT No. 76440. Both values are the same for each lot and there is nothing on the map to indicate there is \$157, 400.00 improvements on lot 719A, which I think is the value of the improvements on Lot 718A. Both lots should be taxed for vacant land only if they are not using it for its original intended purpose. As you indicated in our telephone conversation; the lots used to have a park or recreational area that was maintained by the GNWT at the time. This may not be the case and maybe there was changes that were made in the past that we are not aware of.

Fort Smith	94710	BA-SMI-01114	718A&719A	601	COT5579	36,000.00
Fort Smith	94900	Vacant Land	720A	601	COT5578	22,300.00

I guess we are just wondering about this and what are we being charged for taxes on vacant land that was supposed to be used as a park or recreational area as this was the intended use for many years. I did look at the community plan for Fort Smith and this area on Saint Ann's Street is designated as a residential area. Also so you have any idea when the old playground or park was removed?

Thank-you in advance and I look forward to Fort Smith's perspective on these matters.

Dwayne Semple  
**Senior Lands Administration Officer**  
Northwest Territories Housing Corporation

Scotia Centre, 5102-50th  
P.O. Box 2100, Yellowknife, NT X1A 2P6  
Tel: (867) 767-9330 ext. 85092  
Email: [Dwayne\\_Semple@gov.nt.ca](mailto:Dwayne_Semple@gov.nt.ca)