













Town of Fort Smith
Municipal Services Committee
Tuesday, April 11th, 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
6. Protective Services
 - a. Fire Department Statistics – March 2023
 - b. Ambulance Department Statistics – March 2023
 - c. Fire/EMS Training Report – March 2023
 - d. Fire/EMS Graphs – March 2023
 - e. Lands Enforcement Report – March 2023
 - f. Bylaw Enforcement Report – March 2023
7. Advisory Boards
 - a. Sustainable Development Advisory Board
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	
 Municipal Services Minutes March 14, 2	 Vision and Values.pdf
 2023 CAPITAL PLAN.pdf	
 Fire Stats - March 2023.pdf	 EMS STATS - March 2023.pdf
 Fire and EMS Training - March 2023.pdf	 Fire-EMS Graph - March 2023.pdf
 Lands Report - March 2023.pdf	 Bylaw Report - March 2023.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
Municipal Services Standing Committee
Tuesday, March 14, 2023, at 8:30 pm.
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members Present: D/M Macdonald Cr. Fergusson, Cr. Korol, Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger
Regrets: Mayor Daniels
Staff Present: Cynthia White, Senior Administrative Officer
Andrew Grenier, Director of Municipal Services

1. Call to Order

D/M Macdonald called the meeting to order at 8:10 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. D/M Macdonald requested adding Meter Deposits to the agenda.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That the agenda be adopted as amended to include discussion on meter deposits.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of February 14th, 2023, were reviewed and adopted at the Regular Meeting of Council on February 21st, 2023.
- c. Vision and Values – The Vision and Values were reviewed.
- d. 2023 Capital Plan – The 2023 Capital Plan was reviewed. Cr. Couvrette noted that additional funds were allocated to Cemetery Retro-fit and requested this be updated. Cr. Couvrette noted \$10,000 was budgeted for fire abatement and that the Town worked with ENR in the past to fire abate Commissioner's land. He expressed concern regarding the lack of upkeep of Commissioner's land in and around municipal boundaries and suggested requesting they continue to remediate properties they are responsible for.

Administration advised the Town is working with ENR to fire abate lands around the Landfill. She advised that the Town has also been approved for Community Wildfire Prevention funding which is focused around education on wildfire prevention.

D/M Macdonald advised that a large funding pot has been identified by the NWTAC for fire abatement based on communities' Wildfire Protection Plan. He noted that there is approximately \$20 million to distribute over the next 10-years and that NWTAC is working with ENR in the early planning stages on rollout of the funds.

Administration replied that the funds will primarily be put towards fire breaks and there are two potential spots to continue work on existing fire breaks.

Cr. Campbell asked about fleet replacement, if the vehicles could be kept longer in consideration of the increased cost to purchase. Administration confirmed that items can be risk managed and some items are higher priority to be pushed forward. She noted that the grader is at end of life and is at possible risk of failure. She continued that this may need to be moved forward and truck replacement pushed back. She advised that changes to the Capital Plan are dependent on service needs in the community. Additionally, the Town seeks all funding opportunities before making purchases and the Town may look for funding to modernize fleet to electric or hybrid vehicles.

4. Directors Report

The Director of Municipal Services advised that snow removal has been occurring around the community and that weather is warming faster than usual. He reminded community members to be cautious around equipment as safety is everyone's responsibility. He noted that the new truck with a sanding unit is in full operation and has many safety features.

The Director advised that a sewer main froze up and was corrected as soon as identified with no additional issues. He noted that the glycol pumps arrived for the CRC and once installation is complete, the old pumps will be sent to be refurbished as backups.

The Director advised that all departments received training including First Aid, Chlorine Handling, and Small Systems. He noted that he attended a virtual Biomass Conference and participated in a tour of facilities in Hay River that will be valuable as the Town moves forward with facility retrofits. The Director thanked staff for continuing to work hard through climate change challenges.

Administration advised that the sewer main issue was on Portage Avenue where it was paved last year. She noted that there is little grade and the Town will be monitoring to see if it was a one-time issue or reoccurring. She advised that they would reevaluate the situation if it continues to be an issue.

Administration commended the Water Treatment Plant and Public Works for their work at Tamarac Crescent Lift Station that was damaged by power outages/surges and as the Town is still waiting for replacement parts. She noted that the Water Treatment Plan has been diligently working to get the lift station working and that Public Works has been doing frequent pump-outs to prevent flooding. She noted that a technician will be contracted to ensure the lift station is working properly when the parts are installed and to ensure there are no further issues with the control panels.

Administration advised that the Arena ice plant will be decommissioned April 2nd and that Rec Hockey will be holding a family-orientated carnival the weekend before. She advised that CIMCO would install the second refurbished pump when decommissioning the ice plant.

Administration requested moving the Pool maintenance shut down to the first two weeks of April due to staff shortages. She noted that the Pool liner was replaced 3-years ago and that it was scheduled to be replaced 2025, but it may need to be replaced sooner during the closure. She noted that sound baffling was scheduled for this year in the Pool but that it is no longer required due to the new air handling unit installed. Administration will bring more information to Council next week regarding moving the liner replacement to this year.

Cr. Pischinger asked how often the Tamarac Crescent Lift Station is being pumped out and what the soccer field on Calder Avenue and Wilderness Road are being used for. The Director of Municipal Services responded that the lift station is being pumped out three-times per day and that the field is being used as a snow dump on a trial basis. Cr. Pischinger expressed concern about drainage and flooding. Administration advised that it is being trialed as an operational efficiency. Cr. Campbell expressed concern with the snow dump being in a residential area and for child safety and asked if land by the airport could be used. Administration advised that snow can only be placed on Town property.

Cr. Fergusson asked if snowmobile routes are considered when doing snow removal. Administration advised that there are no identified ATV routes within the community and that there have been attempts to identify routes in the past with little support. She noted that routes identified in the Transportation Master Plan are for pedestrian traffic and not encouraged for ATV use. Further, she noted that ATV routes should have appropriate signage and they would be difficult to enforce.

Cr. Korol asked if alternative snow removal methods were identified. Administration replied that the Town has looked into a snowblower attachment for the multiuse hog and a wing for the grader. She noted that the Town would purchase the wing attachment if purchasing a new grader.

5. Protective Services

- a. Fire Department Statistics February 2023 – The Fire Department Statistics for February 2023 was reviewed. Administration noted a motor vehicle accident that took out the power at the CRC and a structural fire at the CRC related to the air handler units. She noted that the motors have been changed.
- b. Ambulance Department Statistics February 2023 – The Ambulance Department Statistics for February 2023 was reviewed. Administration advised that February was a busy month and commended volunteers.
- c. Fire/EMS Training Report February 2023 – The Fire/EMS Training Report for February 2023 was reviewed.
- d. Fire/EMS Graphs February 2023 – The Fire/EMS Graphs for February 2023 were reviewed.
- e. Lands Enforcement Report February 2023 – The Lands Enforcement Report for February 2023 was reviewed. Development permit violations and action going on in lands.
- f. Bylaw Enforcement Report February 2023 – The Bylaw Enforcement Report for February 2023 was reviewed. Administration advised that the Bylaw Officer has been busy working on traffic enforcement, animal control, and has done three public engagements in February.

Cr. Fergusson commended the Bylaw Officer and Animal Society Volunteers for their hard work. Administration advised that any animals deemed unsafe for volunteers are handled by the Bylaw Officer including feedings and afterhours. She also commended the Volunteers for their hard work, and the Bylaw Officer for doing a good job balancing the scope of work and handling challenging situations. She was pleased with how he interacts with the community.

6. Administration

- a. Briefing Note Fire Department Bunker Gear – The briefing note was reviewed.
RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: Cr. Korol
That an additional \$6,133.67 be allocated to the 2023 Capital Budget for Bunker Gear Evergreening.
CARRIED UNANIMOUSLY
- b. Briefing Note DPA-038-22 Home Occupation Business/Keith Morrison – The briefing note was reviewed.
RECOMMENDATION
Moved by: Cr. Korol
Seconded by: Cr. Fergusson
That DPA-038-22, submitted by Keith Morrison, to operate a home occupation business, Busman Distillery, from Lot 2, Block A, Plan 209, 38 Pickerel Street in Fort Smith be approved.
UNANIMOUSLY DEFEATED
- c. Briefing Note DPA-007-23 Home Occupation Business/Don Harney – The briefing note was reviewed.
RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: Cr. Korol
That DPA-007-23, submitted by Don Harney, to operate a home occupation business, Mercury Productions Ltd., from Lot 19, Plan 299, 23 Pigeon Avenue in Fort Smith be approved.
IN FAVOUR – CR. FERGUSSON, CR. KOROL, CR. TUCKEY, D/M MACDONALD, CR. BEAULIEU, CR. PISCHINGER
OPPOSED – CR. COUVRETTE
MOTION CARRIED
- d. Briefing Note DPA-008-23 Home Occupation Business/Mildred Martin – The briefing note was reviewed.
RECOMMENDATION
Moved by: Cr. Korol
Seconded by: Cr. Fergusson
That DPA-008-23, submitted by Mildred Martin, to operate a home occupation business, Wintergreen Travel, from Lot 632, Plan 319, 193 Wintergreen Street in Fort Smith be approved.
CARRIED UNANIMOUSLY
- e. Briefing Note DPA-010-23 Home Occupation Business/Bradley Brake – The briefing note was reviewed.
RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: Cr. Korol
That DPA-010-23, submitted by Bradley Brake, to operate a home occupation business, Wenoqto'sit Consulting and Business Services, from Lot 1629, Plan 2895, 10 Wabisca Court in Fort Smith be approved.
CARRIED UNANIMOUSLY

7. Other Business

- a. Water Meter Deposits – D/M Macdonald provided a summary of proposed changes on how water meter deposits are handled by the Town. The changes are for consideration before final approval of the Consolidated Rates and Fees Bylaw.

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Mayor Daniels be excused from the Municipal Services Standing Committee meeting on March 14th, 2023.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on April 11th, 2023.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

The meeting be adjourned at 10:00 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
ADMINISTRATION				
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
CORPORATE SERVICES				
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
MUNICIPAL SERVICES				
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 cemeteries, 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
COMMUNITY SERVICES				
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
PROTECTIVE SERVICES				
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



Town Of Fort Smith Protective Services

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Apr 4 23

Incident Summary From Mar 1 23 to Mar 31 23

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Town of Fort Smith					
Mar 2 23 23-005	16:48:00 5 Warbler Cr, FORT SMITH Carbon Monoxide Detector Alarm	32	3		
Mar 16 23 23-006	113 Conibear Cr, FORT SMITH Investigation (no fire)	0	1		
Mar 18 23 23-007	08:45:00 Town of Fort Smith, Town of Fort Smith No Fire (standby only)	60	1		
Mar 18 23 23-008	12:38:00 10 Dickens St, FORT SMITH Investigation (no fire)	0	1		
Mar 21 23 23-010	11:45:00 13 Rupert Avenue (Arena), FORT SMITH Hazardous Material/Spill	40	12		
Mar 25 23 23-009	13:00:00 75 King St, FORT SMITH Vehicle Fire	65	12		
Mar 28 23 23-011	12:47:00 108 King Street (Rec Centre), FORT SMITH False Alarm - Purposeful	12	10		
7 incidents for Town of Fort Smith		3 hrs 29 mins	40		
		3 hrs 29 mins	40		

Fort Smith Volunteer Ambulance Monthly Report

Mar-23

Date	Start Time	Incident/Activity	# of Crew	End Time	Run #
March 6, 2023	16:46	M	2	18:10	47
March 7, 2023	11:02	M	2	13:20	48
March 7, 2023	23:25	1	3	0:25	49
March 8, 2023	20:45	M	2	22:22	50
March 9, 2023	9:48	M	2	12:00	51
March 11, 2023	16:00	M	2	18:15	52
March 11, 2023	20:41	M	2	22:15	53
March 12, 2023	10:27	M	2	12:05	54
March 14, 2023	19:45	M	2	21:45	55
March 16, 2023	9:19	M	2	11:00	56
March 18, 2023	8:25	1	2	9:50	57
March 18, 2023	14:05	M	2	16:15	58
March 18, 2023	22:30	M	2	12:25	59
March 19, 2023	15:05	1	2	16:00	60
March 21, 2023	19:45	M	2	22:30	61
March 22, 2023	7:48	1	2	8:40	62
March 22, 2023	11:50	2	2	12:30	62
March 23, 2023	0:12	M	2	2:30	63
March 23, 2023	17:38	M	2	19:35	64
March 23, 2023	18:55	1	2	19:55	65
March 23, 2023	23:56	M	2	2:30	66
March 25, 2023	13:02	2	2	13:50	67
March 26, 2023	16:20	M	2	18:15	68
March 28, 2023	17:42	2	2	19:20	69
March 29, 2023	8:30	M	2	10:35	70
March 29, 2023	17:30	2	2	18:30	71
March 30, 2023	13:15	M	2	15:40	72
March 31, 2023	1:23	2	2	2:30	73
March 31, 2023	2:14	1	2	3:00	74

Type of Call	Mar-23	Year to Date	Last Month
Code 1 = Life treating incident	6	20	6
Code 2 = non Life threatening incident	5	24	6
Code Medevac = Medevac flight support	18	28	2
Code Zulu = Transfer of deceased person	0	3	1
Total:	29	75	15

Total Estimated Person Hours	119.7	Year to Date:	457.02
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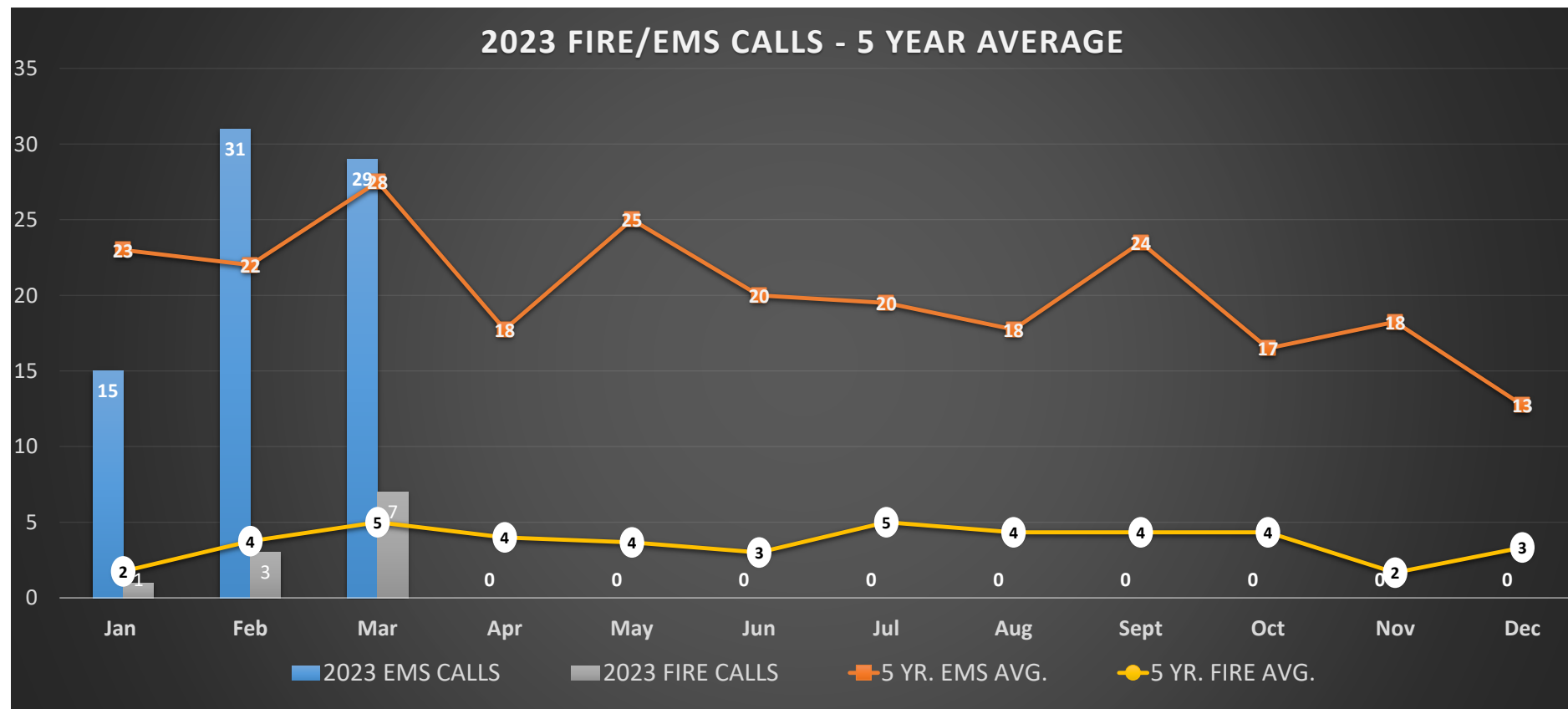
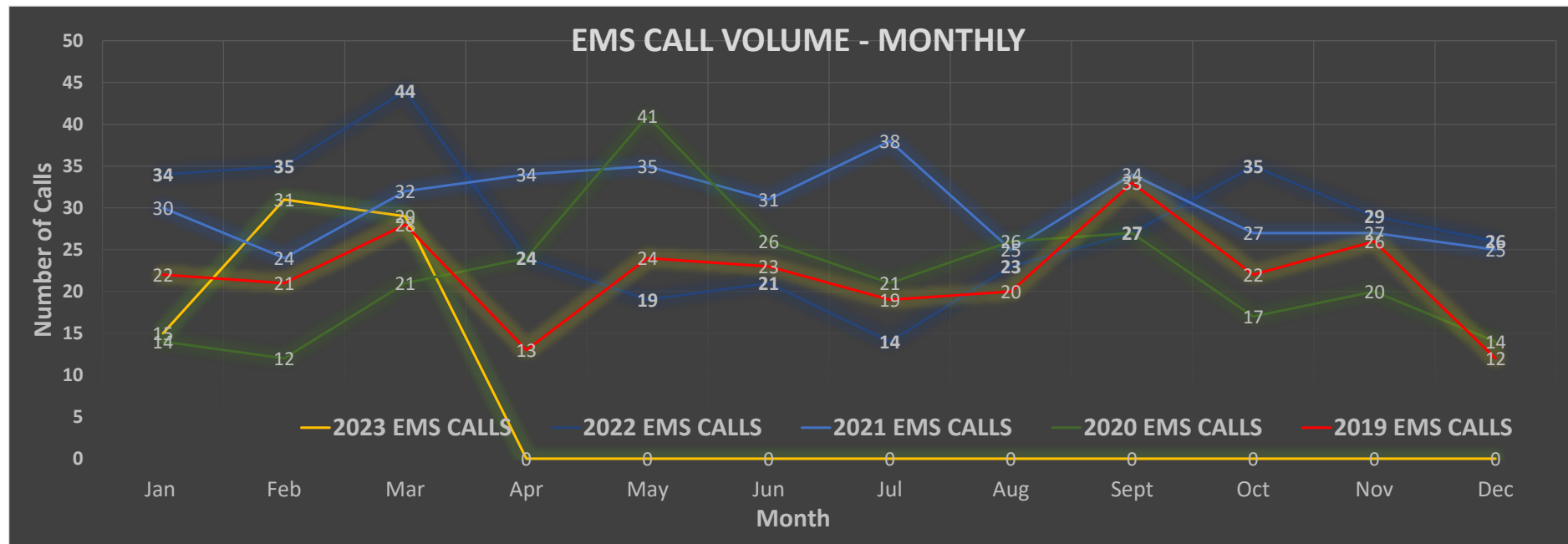
Training Summary Report Continued
From Mar 1 23 to Mar 31 23

Debriefed Code 1 - SOB call
Debriefed Code 1 - Snowmobile MVA call

002 - Truck Checks
(FC McNab Adam)

Units: 26.00 **# of Personnel:** 13

4 sessions printed for these parameters
5 Subjects Covered
8.00 total session hours
120.00 total staff hours
15.00 average attendees
0.00 total Instructor hours
0 Officer Meeting sessions
4 Joint Training sessions
0 Special Train sessions



Bylaw Infractions
From Mar 1 23 to Mar 31 23

Zoning Bylaw	
8.1 Development Permit - Home Occupation	13
Total Infractions for Zoning Bylaw:	13
Trespassing	
Tresspassing on town property.	1
Total Infractions for Trespassing:	1
Public Engagement	
General	1
Total Infractions for Public Engagement:	1
Total Infractions:	15

Town of Fort Smith - Lands and Bylaw Enforcement

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

Date
Apr 4 23

Bylaw Infractions From Mar 1 23 to Mar 31 23

Traffic Bylaw

11 Speeding (1-15 KPH over limit)	8
34 (h) Park in hadicapped Zone	1

Total Infractions for Traffic Bylaw: 9

Animal Control Bylaw

Complaint Recieved	8
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Total Infractions for Animal Control Bylaw: 8

Livery (Taxi) Bylaw

3(a) Operate Motor Vehicle as Taxi	1
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Total Infractions for Livery (Taxi) Bylaw: 1

Garbage By-Law

3. Every householder shallf keep good order and repair and condition their premises	5
13(c) Depositing liquids in a dumpster, compactor or garbage container	1

Total Infractions for Garbage By-Law: 6

Public Engagement

General	4
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Total Infractions for Public Engagement: 4

Total Infractions: 28