







Town of Fort Smith
Municipal Services Committee
 Tuesday, March 14, 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 – February 2023
 - b. Ambulance Department Statistics – February 2023
 - c. Fire/EMS Training Report – February 2023
 - d. Fire/EMS Graphs – February 2023
 - e. Lands Enforcement Report – February 2023
 - f. Bylaw Enforcement Report – February 2023
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – Fire Department Bunker Gear
 - b. DPA-038-22 Keith Morrison
 - c. DPA-007-23 Don Harney
 - d. DPA-008-23 Mildred Martin
 - e. DPA-010-23 Bradley Brake
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes February 14	 Vision and Values.pdf
 2023 CAPITAL PLAN.pdf	
 February 2023 Fire Incidents.pdf	 February 2023 EMS STATS.pdf
 February 2023 Fire and EMS Training.pdf	 February 2023 Fire-EMS Graph.pdf
 February 2023 Lands Report.pdf	 Bylaw Report February 2023.pdf
 Briefing Note Bunker Gear.pdf	 o. DPA-038-22.pdf
 p. DPA-007-23.pdf	 q. DPA-008-23.pdf
 r. DPA-010-23.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, February 14th, 2023, at 8:30 pm.
Town Hall Council Chambers

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

1. Call to Order

Mayor Daniels called the meeting to order at 7:50 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Delegation

There were no delegations.

4. Review

- a. Agenda – The agenda was reviewed. Administration requested adding to DPA-004-23 and DPA-006-23 under Administration.

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Korol

That the agenda be adopted as amended to include DPA-004-23 and DPA-006-23.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of January 10th, 2023, were reviewed and adopted at the Regular Meeting of Council on January 17th, 2023. Cr. Fergusson asked if NTPC has been contacted regarding the unplanned power outages. She also asked if the fire suppression system at the Arena is functioning or at reduced capacity.

Administration replied that she had informal discussions with NTPC to advise them of the issue and their response was that they cannot control the outages resulting from the gridwork in Hay River. She advised that she is amalgamating the costs of damages and waiting for a quote from the contractor for the damages to the HVAC system at the CRC.

Administration advised that the Arena fire suppression system is functioning but there are a few valves for replacement that are not negatively impacting the system. D/M Macdonald requested including the Minister responsible for NTPC in correspondence.

Cr. Couvrette asked if an invitation was extended to NTPC yet to meet with Council. Administration advised that the invitation would be sent next week. Cr. Couvrette agrees to also include the Minister responsible for NTPC in the correspondence.

Cr. Fergusson asked if an invitation was sent to the President of the Chamber of Commerce yet. Administration confirmed that the letter was sent. D/M Macdonald had spoken with the President, and she had requested clarity on what Council wished to discuss.

Cr. Couvrette noted the importance of water distribution in the community and asked if the Town has backup pumps to ensure continuous delivery to residents. Administration replied that the Water Treatment Plant (WTP) has functioning pumps and replacements. She advised that the Town had inquired about holding additional inventory but were told if pumps sit longer than 5-years they would not work properly. She noted that there hasn't been any federal funding released this year for water and sewer projects, and that the Town would have to work within the Capital Budget on projects. Additionally, she noted that heat pumps for the WTP would be arriving any day.

Cr. Fergusson commended Public Works for their snow removal efforts and noted that Fort Smith is the best community to walk in the winter.

Cr. Campbell requested an update on the Arena. Administration commended staff for their quick response to an ice plant alarm that notified CIMCO. She noted that the process was quickly initiated to correct the issue. She thanked freightliner for sending replacement ammonia at no charge and she thanked CIMCO for their assistance.

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

5. Directors Report

- a. Municipal Services Director Report February 2023 – The Director of Municipal Services' Report from February 2023 was reviewed.

6. Protective Services

- a. Fire Department Statistics – There were no Fire Department calls for January 2023. Fire department member is giving first aid to staff.
- b. Ambulance Department Statistics January 2023 – The Ambulance Department Statistics for January 2023 was reviewed. Administration advised that there are fewer calls than January 2022.
- c. Fire/EMS Training Report January 2023 – The Fire/EMS Training Report for January 2023 was reviewed.
- d. Fire/EMS Graphs January 2023 – The Fire/EMS Graphs for January 2023 were reviewed.
- e. Lands Enforcement Report – There was no Lands Enforcement Report for January 2023.
- f. Bylaw Enforcement Report January 2023 – The Bylaw Enforcement Report for January 2023 was reviewed.

7. Advisory Boards

- a. Sustainable Development Advisory Board – There were no SDAB minutes.

8. Administration

- a. Briefing Note Landfill Compactor – The briefing note was reviewed. Administration advised that having proper compaction will drastically increase the lifespan of the Landfill, while reducing the risk of fires and decreasing debris that negatively impacts the electric fence.

Administration advised that the compactor is a demo model in Yellowknife for a fraction of the cost of a new compactor and is sufficiently sized for the Fort Smith Landfill. She noted that Administration is also requesting \$100,000 for the tendering of a storage building for the compactor.

D/M Macdonald asked if the compactor comes with warranty. Cr. Couvrette asked if an independent mechanical inspection could be performed by a qualified proponent prior to purchase. Administration will look into warranty and advised that the intention is to inspect the compactor upon delivery before acceptance. She clarified that the compactor would not be paid for until inspected and received. Mayor Daniels asked what the make was. Administration believes Tano.

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Fergusson

That the purchase of the compactor, including delivery and training, be sole sourced from Superior North America for \$375,000; and

That \$100,000 be budgeted towards the tendering of the storage building at the Landfill.

CARRIED UNANIMOUSLY

- b. Briefing Note DPA-001-23 Larry Benwell Sr. – The briefing note was reviewed. D/M Macdonald noted that there is no recommendation included with the briefing note. Administration advised that the recommendation would be to not approve construction businesses as they may change the characteristics of the zone or become an enforcement issue. Further, she advised that the process can be reviewed with the renewal of the Community Plan and Zoning Bylaw but recommended that variances not be used lightly. Cr. Campbell suggested approving the license and determining if there were issues prior to renewal of the license next year.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That DPA-001-23, submitted by Larry Benwell, to operate a Construction and Building Maintenance Services business from Lot 617, Plan 319, 4 Wren Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

- c. Briefing Note DPA-003-23 Philip Norwegian – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That DPA-003-23, submitted by Phillip Norwegian to operate an Electrical and Renovation Contracting Services business from Lot 827, Plan 585, 396 Calder Avenue in Fort Smith be approved.

CARRIED UNANIMOUSLY

- d. Briefing Note Unsightly Lands Order Appeal Wade Johnson – The briefing note was reviewed. Administration advised that Mr. Johnson has an intermodal container on his property, and they are not a permitted use in residential zones. Mr. Johnson had indicated in his appeal to the Town that he was given verbal approval by a development officer but there is no documentation. Additionally, he has been working on the property for a number of years, and has exceeded the timeframe of the 2-year development permit, and that the intermodal container was not part of the development permit. Mr. Johnson wants to keep the intermodal container on the property and incorporate roofing and siding. Administration advised that Mr. Johnson would be exceeding the allowable square footage used on a residential lot if the intermodal container were to remain.

Cr. Campbell suggested inviting Mr. Johnson to delegate at the Council meeting before making a final motion but felt Council should follow the Zoning Bylaw of what is allowed in residential zones. Cr. Fergusson agreed to deny the appeal until the Zoning Bylaw is renewed and clear information on intermodal containers.

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Tuckey

That the Unsightly Lands Order Appeal for 16 Tamarac Crescent, submitted by Wade Johnson, be denied.

IN FAVOUR – CR. FERGUSSON, CR. KOROL, CR. TUCKEY, MAYOR DANIELS, D/M MACDONALD, CR. BEAULIEU, CR. COUVRETTE

OPPOSED – CR. PISCHINGER

CARRIED UNANIMOUSLY

- e. Briefing Note DPA-004-23 Paul Cumming – The briefing note was reviewed. Administration advised that industrial equipment would be stored on the residence in a building and could be a potentially be a compliance issue.

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Fergusson

That DPA-004-23, submitted by Paul Cumming, to operate a Snow Removal Contracting business from Lot 518, Plan 235, 378 Calder Avenue in Fort Smith be approved.

CARRIED UNANIMOUSLY

- f. Briefing Note DPA-006-23 Cameron Phillips – There briefing note was reviewed. Administration advised that there would be some vehicular traffic at the residence and noise from engines. Cr. Pischinger asked if this was a renewal. Administration advised that the business was housed in a commercial location until recently. She noted that the signage posted outside the residence is not compliant with the Zoning Bylaw regulations on signage.

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Fergusson

That DPA-006-23, submitted by Cameron Phillips, to operate a Small Engines Equipment Sales and Servicing business from Lot 13, Block 18, Plan 212, 9 Ptarmigan Street in Fort Smith be approved pending compliance for signage as per the Zoning Bylaw 936.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 14th, 2023. Campbell will be in Ottawa and not attending meeting.

10. Adjournment

RECOMMENDATION

Moved by: D/M Macdonald

Seconded by: Cr. Fergusson

The meeting be adjourned at 9:34 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	BUDGET	FUNDING SOURCES	PURPOSE/WORK TO BE COMPLETED
ADMINISTRATION			
Slope Stability Design	\$110,000	CPI, CCPN	ongoing monitoring program
Integrated Transportation Master Plan			may need funds for install of crossing signs
Community Plan and Zoning Bylaw Review	\$100,000	CPI	MACA requirement
Engineering Standards	\$25,000	CPI	will be included in the community plan review
Engineering Services	\$25,000	CPI	ongoing, based on needs for smaller projects
Energy Upgrades	400,500	CPI, GHG	electricification of heating in municipal garage
Asset Management System Implementation	\$3,900	CCBF	annual licencing
Website Renewal	\$50,000	CPI	update website as current site is at end of life
CORPORATE SERVICES			
Corporate Services Software	\$10,000	CPI	business licence software extension, improve customer service
IT Evergreen	\$10,000	CPI	annual computer replacement
IT Upgrade Plan	\$20,000	CPI	to get all facilities on the same system, with shared cloud based backups
MUNICIPAL SERVICES			
Skid Steer Replacement Program	\$20,000	CPI	annual replacement, looking at alternate program options
Sidewalk repairs/improvements	\$221,649	CCBF	upgrading sidewalks to ensure safe, active transportation routes
Hydrant replacement/renewal	\$50,000	CCBF	annual repair and replacement program
Water and Sewer System Upgrades	\$250,000	CCBF	repair in identified areas, water meter replacements
Water Truck Fill Station	\$60,000	CCBF	completion of work started in 2022, including paving
Intake Pumphouse replacement	\$1,481,000	Reserves	design, engineering, tendering
Main Lift Station mid-life retrofit	\$862,000	Reserves	design, engineering, tendering
Lagoon Liner Replacement	\$1,000,000	Reserves	design, engineering, tendering, construction
Fleet Replacement - 2 trucks	\$120,000	CPI	Replacement for fleet vehicles at end of life
Town Hall Vehicle Replacement	\$65,000	CPI	Replacement of vehicle with SUV, preferably electric or hybrid
Completion of Road Paving	\$750,000	CCBF	complete trail and some outstanding roads
Landfill Reclamation and Expansion	\$250,000	CPI	completion of designs for tender
Cemetery Retro-fit	\$25,000	CPI	fencing at both cemeteries, possibly some tree clearing
Whooping Crane Property Remediation	\$50,000	CPI	demolition of abandoned house
Boat Launch Upgrade	\$25,000	CPI	plan development
Landfill Compactor	\$250,000	CPI	purchase of compactor
COMMUNITY SERVICES			
Community Art Initiative	\$25,000	CPI, Arts Council	downtown beautification
Snowboard Park and Lookout Development	\$1,033,125	CPI, ICIP	development of permanent building in Riverside Park, replace lookout, install lift
Skatepark Upgrade	\$150,000	CPI	
Conibear Park Development	\$500,000	CPI, ICIP	paving of parking lot, design of stage
CRC/Pool Backup Generator	\$750,000	CPI	tender for supply and install
Pool Retrofit	\$50,000	CPI	sound baffling, replace beach liner
CRC Membership Software Replacement	\$15,000	CPI	purchase new program that better meets our needs
CRC Retrofit	\$646,726	CPI, SCF	completion of project
Recreation Equipment Replacement	\$10,000	CPI	annual replacement program
Arena Upgrades	\$200,000	CPI	falls arrest, replace dasher boards
PROTECTIVE SERVICES			
Burn Can	\$300,000	CPI	new training system for interior attach
Bunker Gear Evergreen	\$10,000	CPI	annual replacement program
Communications Equipment Evergreen	\$10,000	CPI	annual replacement program
Annual Fire Abatement	\$10,000	CPI	annual program
Emergency Equipment Evergreen	\$10,000	CPI	annual replacement program
Protective Services Building Replacement	\$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

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Date

Mar 1 23

Incidents

Number	Date	Alarm Time	Response Type Description	Address
23-004	Feb 15 23	08:06:00	False Alarm (Good I...	9 Mcdougal Rd, FORT SMITH
23-003	Feb 14 23	17:14:00	Motor Vehicle Accident	97 Conibear Crescent -P.W. Kaiser School, FORT SMITH
23-002	Feb 13 23	07:46:00	Carbon Monoxide Det...	204 Primrose Ln, FORT SMITH
23-001	Jan 31 23	18:21:00	Structural Fire	108 King Street (Rec Centre), FORT SMITH

4 Records Printed

Fort Smith Volunteer Ambulance Monthly Report

Feb-23

Date	Start Time	Incident/Activity	# of Crew	End Time	Run #
2023-Feb-01	14:25	M	2	15:55	16
2023-Feb-03	18:05	1	2	19:10	17
2023-Feb-04	2:28	M	2	5:00	18
2023-Feb-05	15:18	1	2	16:00	19
2023-Jan-30	18:21	2	2	21:00	20
2023-Feb-05	19:15	1	2	20:15	21
2023-Feb-06	18:02	1	3	19:00	22
2023-Feb-07	5:15	2	2	6:45	23
2023-Feb-07	12:35	2	2	13:30	24
2023-Feb-07	18:57	M	2	20:10	25
2023-Feb-07	21:55	2	3	23:38	26
2023-Feb-07	22:36	1	2	0:40	27
2023-Feb-09	18:22	2	2	19:15	28
2023-Feb-11	14:23	1	2	15:45	29
2023-Feb-11	14:23	1	2	15:50	30
2023-Feb-12	13:55	2	2	14:30	31
2023-Feb-13	23:49	Z	2	12:40	32
2023-Feb-13	7:45	2	2	8:15	33
2023-Feb-13	21:03	M	2	22:15	34
2023-Feb-13	22:15	M	2	23:30	35
2023-Feb-14	17:15	2	2	18:15	36
2023-Feb-15	8:10	2	2	8:35	37
2023-Feb-16	9:44	1	2	11:35	38
2023-Feb-16	12:38	M	2	15:05	39
2023-Feb-16	14:50	M	2	15:45	40
2023-Feb-18	14:25	M	2	17:15	41
2023-Feb-18	19:29	Z	3	20:20	42
2023-Feb-19	14:34	2	2	15:30	43
2023-Feb-22	0:06	2	2	1:00	44
2023-Feb-24	14:47	2	2	15:35	45
2023-Feb-24	23:35	2	3	0:30	46

Type of Call	Feb-23	Year to Date	Last Month
Code 1 = Life treating incident	8	14	6
Code 2 = non Life threatening incident	13	19	6
Code Medevac = Medevac flight support	8	10	2
Code Zulu = Transfer of deceased person	2	3	1
Total	31	46	15

Total Estimate Person Hours	108.1	Year to Date:	153.77
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Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

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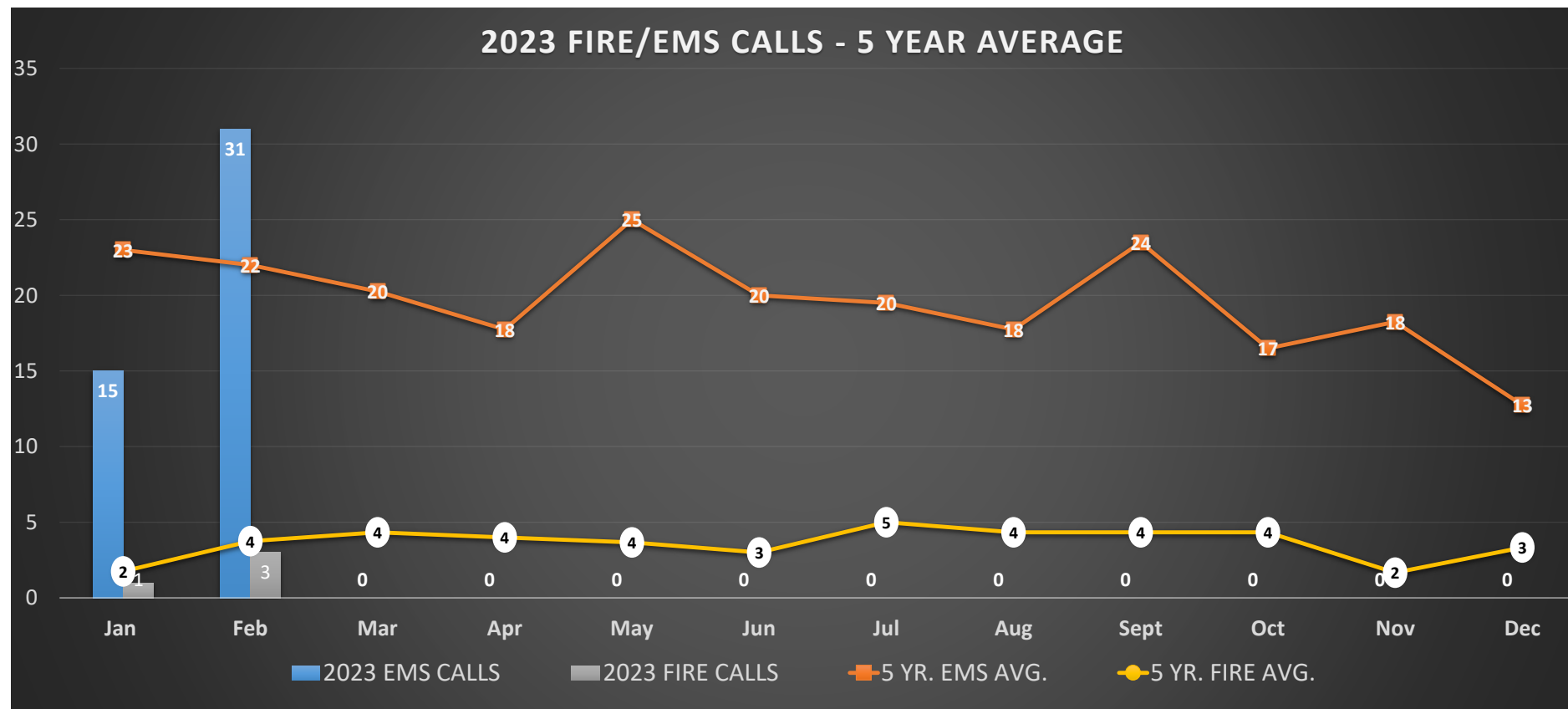
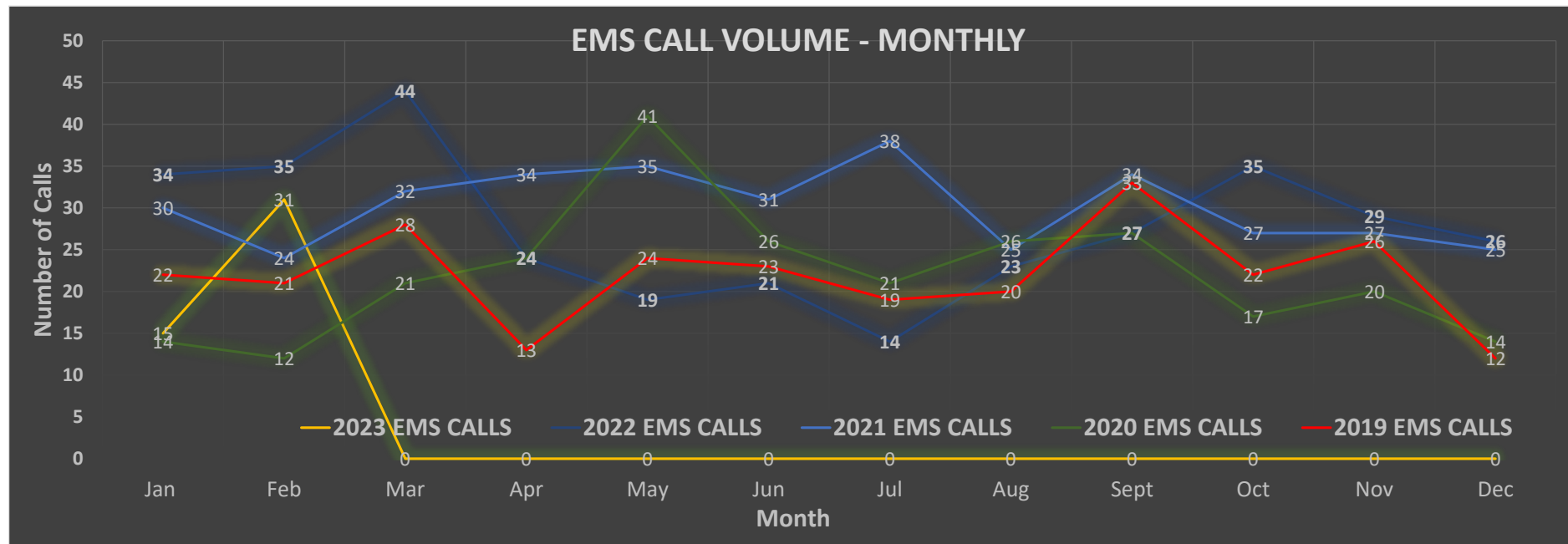
Date

Mar 1 23

Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
Feb 28 23	23-017	Officer Meeting	General Meeting	
Feb 22 23	23-016	Joint Training	Head and Spine Inju...	CPT Van Mourik Saskia,FC McNab Adam
Feb 19 23	23-015	Joint Training	NFPA 1002	
Feb 18 23	23-014	Joint Training	NFPA 1002	
Feb 17 23	23-013	Joint Training	NFPA 1002	
Feb 16 23	23-012	Joint Training	NFPA 1002	
Feb 15 23	23-011	Joint Training	Childbirth, Truck C...	FC McNab Adam
Feb 13 23	23-008	Joint Training	Fire Behavior, Pump...	CPT Panter Jason
Feb 13 23	23-010	Joint Training	Driver Training	FC McNab Adam
Feb 12 23	23-009	Joint Training	Driver Training	CPT Panter Jason
Feb 1 23	23-007	Joint Training	Fire Scenario	

11 Records Printed





Town Of Fort Smith Protective Services

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Mar 1 23

Bylaw Infractions

Date	Bylaw Inc...	Bylaw	Infraction	Action	Fine Am...
Feb 28 2023	23-078	Zoning Bylaw	Complaint	Letter Sent	0.00
Feb 28 2023	23-077	Zoning Bylaw	Complaint	Letter Sent	0.00
Feb 17 2023	23-063	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Feb 13 2023	23-060	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Feb 7 2023	23-046	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Feb 7 2023	23-047	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Feb 6 2023	23-045	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Feb 22 2023	23-065	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00
Feb 14 2023	23-061	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00
Feb 20 2023	23-064	Zoning Bylaw	Development Permit Violation	File made, no further action	0.00
Feb 4 2023	23-044	Business Lice...	Operating a business without a valid license	Warning Only	0.00

11 Records Printed



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date

Mar 1 23

Bylaw Infractions

Date	Bylaw Inc...Bylaw	Infraction	Action	Fine Am...
Feb 7 2023	23-049	Traffic Bylaw	Directing Traffic	File made, no further action 0.00
Feb 1 2023	23-037	Traffic Bylaw	Checkstop/RCMP	Warning Only 0.00
Feb 27 2023	23-070	Traffic Bylaw	58 Fail to yield right of way to pedestrian	SOTI Issued 75.00
Feb 3 2023	23-040	Traffic Bylaw	33 Unauthorized parking on a roadway	Verbal Warning Only 0.00
Feb 8 2023	23-052	Traffic Bylaw	31 Fail to obey stop sign	Written Warning Only 0.00
Feb 7 2023	23-048	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	SOTI Issued 50.00
Feb 3 2023	23-041	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	Written Warning Only 0.00
Feb 3 2023	23-042	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	SOTI Issued 50.00
Feb 13 2023	23-059	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	Written Warning Only 0.00
Feb 10 2023	23-055	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	SOTI Issued 50.00
Feb 8 2023	23-051	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	Written Warning Only 0.00
Feb 25 2023	23-069	Animal Contro...	8.1 dog bite with out provocation	Complaint Received 0.00
Feb 2 2023	23-038	Animal Contro...	Animal Surrender	Animal transported to pound 0.00
Feb 3 2023	23-043	Animal Contro...	Animal Surrender	Animal transported to pound 0.00
Feb 4 2023	23-054	Animal Contro...	8.1 dog bite with out provocation	File made, no further action 0.00
Feb 8 2023	23-050	Animal Contro...	5.8 If a dog defecates on any public or provate ...	Complaint Received 0.00
Feb 22 2023	23-066	Animal Contro...	5.1 No owner shall allow their dog to run at large	SOTI Issued 300.00
Feb 2 2023	23-039	Animal Contro...	5.1 No owner shall allow their dog to run at large	Complaint Received 0.00
Feb 15 2023	23-062	Animal Contro...	5.1 No owner shall allow their dog to run at large	Verbal Warning Only 0.00
Feb 13 2023	23-057	Animal Contro...	5.1 No owner shall allow their dog to run at large	Verbal Warning Only 0.00
Feb 9 2023	23-053	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound 0.00
Feb 13 2023	23-058	Garbage By-Law	4. Every householder shall keep their garbage wi...	Verbal Warning Only 0.00
Feb 22 2023	23-067	Public Engage...	General	Joint Work 0.00
Feb 10 2023	23-056	Public Engage...	General	File made, no further action 0.00
Feb 22 2023	23-068	Public Engage...	School Presentation	Joint Work 0.00

25 Records Printed



BRIEFING NOTE

To: Mayor and Council

Date: March 03, 2023

Subject: Exceeding Capital Budget Line 8-2-1112-633 (Bunker Gear evergreen)

Purpose:

To provide Mayor and Council information on the requirement to exceed capital budget line 8-2-1112-633 for the procurement of annual Fire Department bunker gear PPE.

Background:

Historically, the Town of Fort Smith has procured the Fire Departments' bunker gear in a single large order every 10 years. By doing this, the entire set comes to the end of life at the same time and is a large undertaking to replace with long lead times causing the gear to either be procured early in the life cycle or be manufactured well past the end of life. To ensure that the department's PPE is maintained to standards outlined by WSCC and the NFPA, an evergreening plan was created in 2021. The annual evergreen budget of \$10,000 reflected the cost of purchasing four sets of gear annually over a 10-year period. Evergreening at that rate would ensure that all PPE was replaced over the course of a 10-year period and that by the end of 10 years, the first year's sets would be due.

Analysis:

The sum of \$10,000 allocated to evergreening in 2021 represented the cost to replace four sets of bunker gear annually. This was based on the quoted price from Westech Fire & Safety, the company awarded the tender.

Since 2021 the cost of procurement has risen significantly. Three separate suppliers were reached out to for quotes. A local vendor who has procured similar equipment in the past officially removed themselves from quoting the gear. Another Starfield Lion vendor indicated that they would not quote and stated that more responsive and quality customer support would be available from a territorial vendor. Westech Fire & Safety provided a quote based on the exact same gear specifications as 2021. The quote for

four sets of gear has come in at \$16,133.67. The increase reflects the distributor's costs from the manufacturer.

The 2021 tender purchased enough gear to meet the immediate needs of the department but did not replace all in-service gear. The department is running end-of-life gear for exterior firefighters and recruits and timely replacement is reliant on evergreening four sets annually.

Recommendation:

That an additional \$6,133.67 be allocated to the 2023 capital budget for bunker gear evergreening.

WESTECH FIRE & SAFETY

39 Stewart Drive

Hay River NT X0E 0R2

780-231-3473

westech@northwestel.net

GST Registration No.: 867399875RT0001

Estimate

ADDRESS
Fort Smith Fire Dept. 174 McDougal Road PO Box 147 Fort Smith Northwest Territories X0E 0P0

SHIP TO
Fort Smith Fire Dept. 174 McDougal Road PO Box 147 Fort Smith Northwest Territories X0E 0P0

ESTIMATE #	DATE	
1079	26/02/2023	

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	FF-FSFD	Fort Smith Fire Dept Spec gear. with 7.5 oz Nomex, 4.6 oz RT7100 and 7.6 oz Prism as per requested specs.	G	4	3,541.35	14,165.40
	807-6000	HellFire Kevlar® Insulated – 14" Pull-On Rubber Structural Boot	G	4	300.00	1,200.00

SUBTOTAL	15,365.40
GST @ 5%	768.27
TOTAL	\$16,133.67

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		768.27	15,365.40

Accepted By

Accepted Date



BRIEFING NOTE

TO: Mayor and Council
DATE: March 1, 2023
SUBJECT: DPA-038-22

PURPOSE:

KEITH MORRISON has submitted a Home Occupation Development Application. This application is for operation of Bushman Distillery at the following location:

Lot	Block	Plan	Zone	Civic Address
2	A	209	R2	38 Pickeral St.
or Certificate of Title:			NA	

BACKGROUND:

The Property is zoned R2 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations will include the distillation of alcohol. There will be no additional foot or vehicle traffic. There will be no sale of products on site. There will be no unsightly storage or development outside of the residence. See the attached letter from the applicant further supporting this application.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

A home occupation is conditional in this zone. An operation of this type has the potential to cause enforcement issues in bylaw 873 to amend the business license bylaw 7 (k) (n) (q) quiet enjoyment, display and storage of goods and, compatibility with a residential setting. There are legal requirements outlined in the attached letter, fire safety considerations, and the actual footprint of the operation in the residence. If approved, conditions should be applied to require a compliance site visit by the Fire Chief and a Bylaw Officer and documented proof that the various Federal and Territorial licenses, permits, and quality standards are obtained and met.

Respectfully Submitted,


Development Officer



BUSHMAN DISTILLERY LTD.

December 14, 2022

Town of Fort Smith
Post Office Box 147
Fort Smith, NT
X0E 0P0

Re: Bushman Distillery Home Occupation

Hello! I am writing this letter to support my application for a Home Occupation Development Permit and Business Licence for Bushman Distillery Ltd. from the Town of Fort Smith.

My understanding is that I am the first distillery in Fort Smith AND the first distillery in the Northwest Territories. As such this process is new for everyone.

Distilleries make 'spirits' - vodka, gin, whisky, liquor. Spirits are considered a regulated substance similar to beer, wine, tobacco and cannabis. As a regulated substance multiple Federal and Territorial licences, permits, and quality standards are required to be obtained and met.

Federal Spirit Licence: This licence tracks all product made to ensure no bootlegging occurs. The licencing process requires approval of all equipment and facilities used and premises are inspected annually.

Northwest Territories Liquor Board Manufacturing Licence: This Licence works in cooperation with the Federal Spirit Licence to ensure all Territorial regulations for the manufacture and sale of spirits are met.

Northwest Territories Liquor and Cannabis Commission: Bushman Distillery will not sell direct to the public. Instead, as per Territorial law, all products will be sold to the Commission who then distribute the product to liquor stores for sale. As part of this process the Commission tests product and manages pricing, labelling, quality and marketing.

Bushman Distillery Ltd. will be a small-scale operation that only manufactures several thousand bottles of high-end spirits annually. There will be no extra traffic to the property, and no noise, odours, or unsightly storage of materials, supplies or equipment. Neighbors currently consist of two surplus GNWT facilities and the property is bordered by Institutional zones.

The first step in obtaining all the permits listed above is to solicit municipal approvals; development permit, business licence. Once these are obtained then the aforementioned permitting is possible, which will ensure the Bushman Distillery Ltd. operations have no detrimental impact on neighbours and residents.

Regards,

Keith Morrison.





BRIEFING NOTE

TO: Mayor and Council
DATE: March 2, 2023
SUBJECT: DPA-007-23

PURPOSE:

Don Harney has submitted a Home Occupation Development Application. This application is for operation of Mercury Productions Ltd. at the following location:

Lot	Block	Plan	Zone	Civic Address
19	0	299	R2	23 Pigeon Ave.
or Certificate of Title:			N/A	

BACKGROUND:

The Property is zoned R2 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include desk and office operations to support the business. The business will produce visual artwork. There will be minimal foot and vehicle traffic related to the business. Nothing related to the business will be stored outside of buildings on the property.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.


Please see the attached map showing the location of the lot.

Approval Considerations

A home occupation business in this zone is conditional. This type of occupation has the potential to create enforcement issues related to:

- Unsightly lands bylaw and any part of Bylaw 873 "amend business license bylaw" specifically (n) and (q).
- The potential for increased foot and vehicle traffic over time exists with a retail/service business.

Respectfully Submitted,

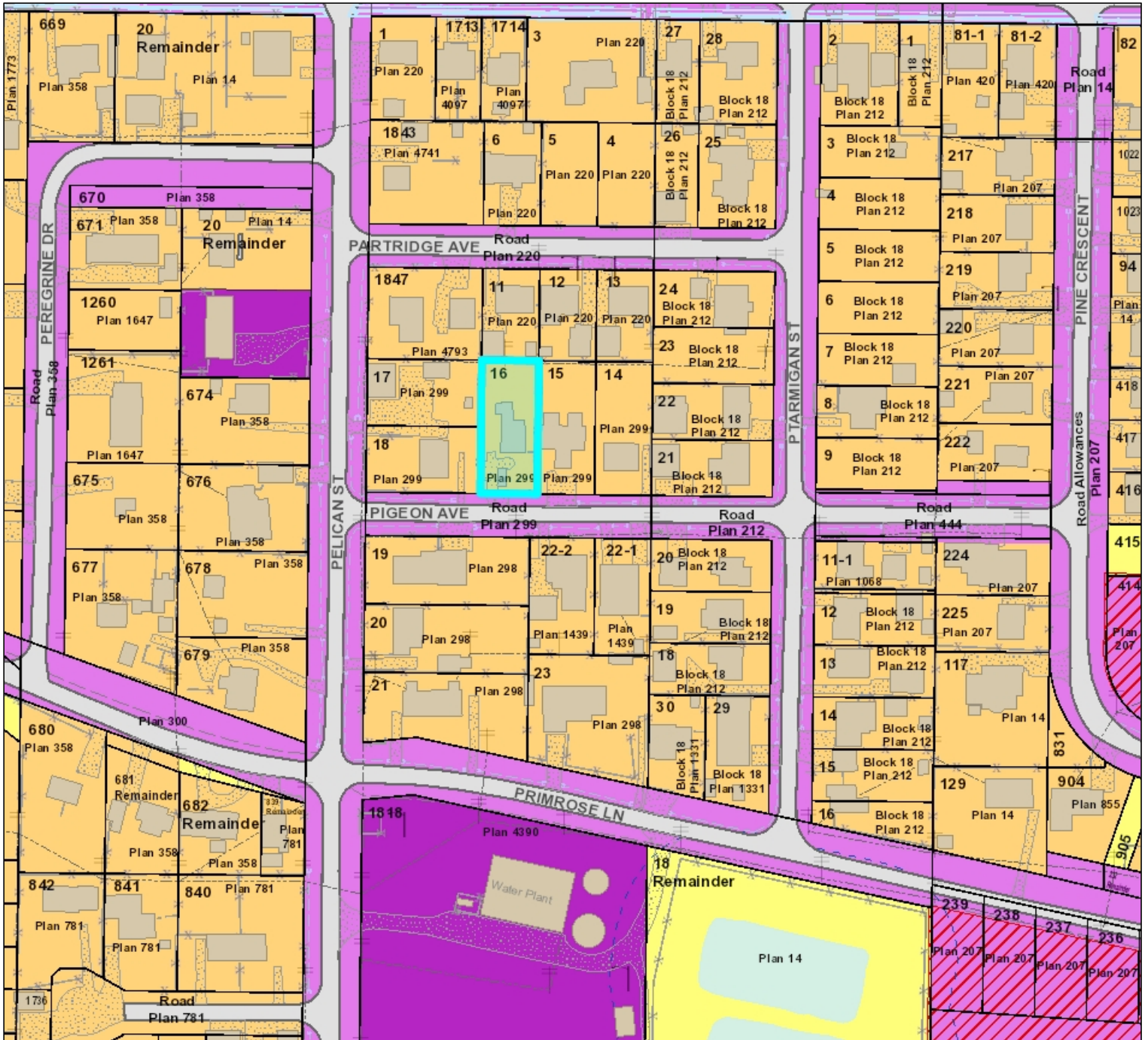

Development Officer



ATLAS

Government of Northwest Territories

DPA-007-23 Home Occupation Business



February 17, 2023

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order
- Tenured Commissioner's Land
- Land Application
- Federal Land
- Commissioner's Land
- Territorial Protected Area
- Municipal Land
- Salt River Reserve
- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal
- Land Application
- Tenured Territorial Land
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Public Highway
- Private Land

Visual Artwork

Scale 1: 2,000

50 metres



UTM Zone: 12

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Department of Lands.



BRIEFING NOTE

TO: Mayor and Council
DATE: March 2, 2023
SUBJECT: DPA-008-23

PURPOSE:

Mildred Martin has submitted a Home Occupation Development Application. This application is for operation of Wintergreen Travel at the following location:

Lot	Block	Plan	Zone	Civic Address
632	N/A	319	R1	193 Wintergreen st
or Certificate of Title:			N/A	

BACKGROUND:

The Property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include an office and desk operation. There will be no foot or vehicle traffic related to the business. Nothing will be stored on-site beyond the desk operation. There will be no signage alterations, or construction related to the business.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

A home occupation is conditional in this zone. Based on the business type there should be no substantial bylaw enforcement issues related to this type of operation.

Respectfully Submitted,

Development Officer



BRIEFING NOTE

TO: Mayor and Council
DATE: March 2, 2023
SUBJECT: DPA-010-23

PURPOSE:

Bradley Brake has submitted a Home Occupation Development Application. This application is for operation of Wenoqto'sit Consulting and business services at the following location:

Lot	Block	Plan	Zone	Civic Address
1629	N/A	2895	R1	10 Wabisca Court
or Certificate of Title:			N/A	

BACKGROUND:

The Property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include desk operations only. There will be no foot traffic or vehicle traffic as a result of this business. There will be no signage or construction related to this business.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

Based on the business type there should be no substantial bylaw enforcement issues related to this type of operation.

Respectfully Submitted,

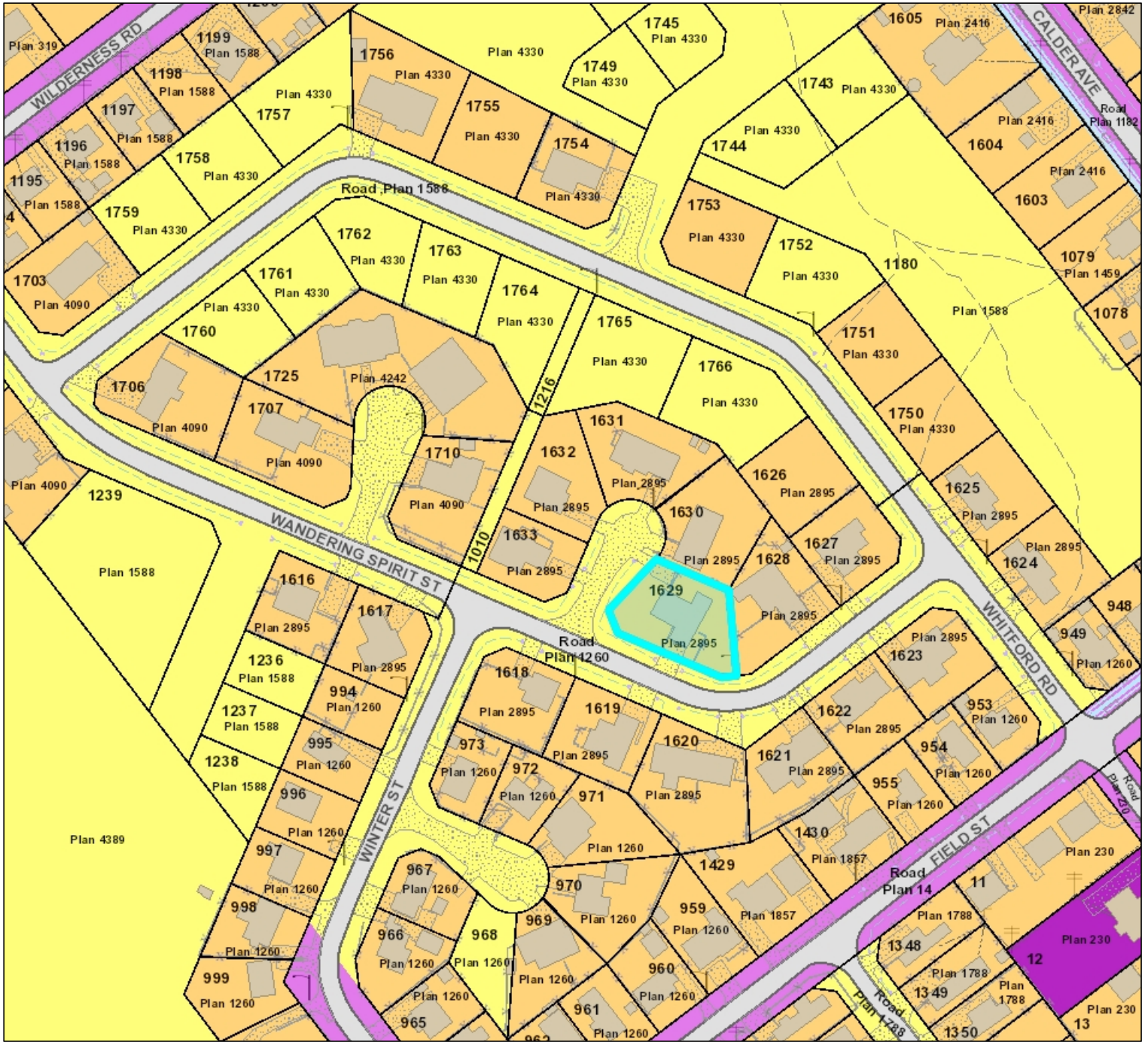

Development Officer



ATLAS

Government of Northwest Territories

DPA-010-23 Home Occupation



March 2, 2023

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order
- Tenured Commissioner's Land
- Land Application
- Federal Land
- Commissioner's Land
- Territorial Protected Area
- Municipal Land
- Salt River Reserve

- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal
- Land Application
- Tenured Territorial Land
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Public Highway
- Private Land

Desk Operation

Scale 1: 2,000

50 metres



UTM Zone: 12

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