


















Town of Fort Smith
Municipal Services Committee
Tuesday, November 8, 2022, 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
5. Directors Report
 - a. Municipal Services Director Report – November 2022
6. Protective Services
 - a. Fire Department Statistics – October 2022
 - b. Ambulance Department Statistics – October 2022
 - c. Fire/EMS Training Report – October 2022
 - d. Fire/EMS Graphs – October 2022
 - e. Lands Enforcement Report – October 2022
 - f. Bylaw Enforcement Report – October 2022
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes October 13, 2022
 - ii. SDAB Minutes November 3, 2022
 - iii. SDAB Expression of Interest Form
Jonathan McDonald
8. Bylaw/Policy Review and Development
9. Administration
 - a. DPA-035-22 Sophie Bourgon Home Occupation Business
 - b. Briefing Note – Replace Pumps at Water Treatment Plant
 - c. Presentation of Draft Capital Plan
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes October 11	 Vision and Values.pdf
 Municipal Services Report - November 2022	
 Fire Incidents - October 2022.pdf	 Ambulance Statistics October 2022.pdf
 Fire-EMS Training - October 2022.pdf	 Fire-EMS Graph October 2022.pdf
 Lands Enforcement - October 2022.pdf	 Bylaw Report - October 2022.pdf
 SDAB October 13, 2022.pdf	 SDAB Minutes November 3, 2022.pdf
 SDAB Expression of Interest Form - Jonathan McDonald	
 DPA-035-22 Sophie Bourgon Home Occupation Business	 Briefing Note - Replace Pumps at Water Treatment Plant
 5 Year Capital Investment Plan.pdf	 10-Year Capital Plan Project Details DRAFT



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, October 11, 2022 , at 8:15 pm

Chairperson: D/M MacDonald

Members: D/M. Macdonald, Cr. Korol Cr. Pischinger , Cr. Campbell,
Cr. Beaulieu

Regrets: Mayor Daniels, Cr. Tuckey, Cr. Fergusson

Staff Present: Cynthia White, Senior Administrative Officer
Amy Weber, Executive Secretary
Andrew Grenier, Director of Municipal Services

1. Call to Order

Cr. Campbell called the meeting to order at 7:35 pm.

2. Review

a. Agenda –The agenda was reviewed

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: D/M MacDonald

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The Municipal Services Standing Committee Minutes of September 13 , 2022 , were reviewed.

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

d. Strategic Plan – The Strategic Plan was reviewed.

3. Director's Report

SAO gave a report from the director of Municipal Services

Public Works – Servicing and preparing equipment for seasonal changes; salt has been ordered and will be mixed once it arrives, we will be testing a new material called arctic melt. Loader is waiting parts for repair – back ordered

Water Works – Summer lines are being turned off for the season, regular duties, hired a new employee for the Water/ Sewer Truck driver.

Facilities – New staff 3 fulltime. Sewage lagoon- mowed around the cells. 3 staff completed and passed the Arena 1&2 course in YK. St. Isadore storage shed has been painted and steps installed. 7 Bay storage shed (fuel storage, propane) and a new roof installed.

4. Advisory Boards

- a. SDAB – No Quorum

5. Bylaw/ Policy and Development

6. Administration

Bylaw # 1038 Appointment of Raji Cavala to Bylaw Officer

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. MacDonald

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality; NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Raji Cavala be appointed Bylaw Enforcement Officer for the Town of Fort Smith.

2. That this appointment shall come into effect upon this bylaw receiving third reading

CARRIED UNANIMOUSLY

Development Officer

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. MacDonald

That Raji Cavala be appointed as a Lands Development Officer for the Town of Fort Smith.

CARRIED UNANIMOUSLY

Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. MacDonald

That Mayor Daniels, Cr. Tuckey and Cr. Fergusson be excused from tonight's council meeting

CARRIED UNANIMOUSLY

Council Move In-Camera

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Korol

That council move in camera as per CTV Act (23) (3) (d): the salary , benefit or performance review record of an employee:

CARRIED UNANIMOUSLY

Council Move Out of Camera

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Campbell

CARRIED UNAMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on
November 15, 2022 @ 8:15 pm

9. Adjournment

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Korol

That the meeting be adjourned at 9:30 pm.

CARRIED UNAMOUSLY

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.

Municipal Services Report November 2022

Public Works

Sander is installed on the sanding truck and has been sanding roads as per our winter schedule.

Salt has arrived and is being mixed and stockpiled in Quonset, we will also be mixing and trying a new road sand additive that is noncorrosive and claims to remain active in far colder temperatures than salt. It is so safe to use it does not even require a MSDS to use. We will update after use with our discoveries.

Paving has completed for the year and will be finished in the coming paving season.

3 out of 4 culverts installed that will fix major drainage issues. We could not get the 4th installed due to Northwestel not having anyone to do locates and that prevented many jobs that digs where required to complete. (Cross walk lights, light in front of pelican for some examples)

Water Works

Ponds have been drained, cleaned, winterized, and shut down for winter.

Frontier lift station has been repaired and is back at full operating capacity.

We are expecting the upgrades for the Primrose Lift Station in the next 8-10 weeks.

There have been many issues with the aging infrastructure causing many reactive repairs and situations that our staff have been working diligently to keep this infrastructure in operation to continue to provide services.

Facility Maintenance

YK Fire Prevention restored function to Centennial Arena fire suppression system

Cleaning and maintenance has resumed at Centennial Arena in preparation for re-opening

Lighting in Rec Gymnasium repaired prior to Laurie Hobart Tournament that went extremely well

Re-painted lookout (was vandalized again the next day) and this seems to be a common theme, we get vandalized infrastructure repaired or repainted just to be vandalized again right after. We have been having discussions around what can be done about this.

Date
Nov 2 22**Town Of Fort Smith Protective Services**

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Incidents

Number	Date	Alarm Time	Response Type Description	Address
22-033	Oct 13 22	10:05:00	Public Service	97 Conibear Crescent -P.W. Kaiser School, FORT SMITH
22-032	Oct 12 22	18:40:00	Vehicle Fire	42 Pelican St, FORT SMITH
22-031	Oct 12 22	10:15:00	Public Service	45 & 50 Franklin Ave. (School/College), FORT SMITH
22-030	Oct 11 22	10:30:00	Public Service	232 Mcdougal Road (Jbt School), FORT SMITH
22-029	Oct 4 22	08:11:00	Investigation (no f...	83 Field St, FORT SMITH

5 Records Printed

Oct-22					
Date	Start Time	Incident/Activity	# of Crew	End Time	Run Number
2022-Oct-02	14:32	1	2	15:30	243
2022-Oct-04	17:40	1	2	18:00	244
2022-Oct-04	19:57	1	4	23:09	245
2022-Oct-04	21:30	M	3	3:15	246
2022-Oct-06	3:43	2	2	5:50	247
2022-Oct-06	9:07	1	2	10:15	248
2022-Oct-06	16:35	M	3	19:00	249
2022-Oct-09	6:34	1	3	7:15	250
2022-Oct-09	7:42	1	2	8:20	251
2022-Oct-09	8:50	2	3	9:45	252
2022-Oct-09	9:51	2	2	10:30	253
2022-Oct-09	12:44	2	2	14:00	254
2022-Oct-13	18:05	z	2	18:45	255
2022-Oct-14	3:39	M	2	6:00	256
2022-Oct-14	12:50	M	4	15:05	257
2022-Oct-16	5:24	M	2	7:30	258
2022-Oct-16	18:00	2	2	18:55	259
2022-Oct-17	14:02	2	2	15:15	260
2022-Oct-18	9:05	z	2	9:45	261
2022-Oct-18	15:30	M	2	17:00	262
2022-Oct-21	4:07	2	2	4:30	263
2022-Oct-21	4:30	2	2	6:15	264
2022-Oct-21	17:45	M	2	19:50	265
2022-Oct-21	20:13	M	2	21:10	266
2022-Oct-22	3:30	2	2	4:45	267
2022-Oct-23	4:10	2	2	5:30	268
2022-Oct-24	19:38	M	2	21:15	269
2022-Oct-25	15:00	M	2	17:37	270
2022-Oct-25	23:50	2	2	23:55	271
2022-Oct-27	13:00	2	2	13:45	272
2022-Oct-28	17:19	z	2	18:05	273
2022-Oct-28	23:35	2	2	0:45	274
2022-Oct-30	4:57	2	2	6:10	275
2022-Oct-31	11:04	M	2	12:30	276
2022-Oct-31	17:20	M	2	19:20	277

Type of Call	Oct-22	Year to Date	Last Month
1 = Life treatening incident	6	68	10
2 = non Life threating incident	14	80	3
Code Medevac = Medevac flight support	12	95	12
z = Transfer of deceased person	3	14	2
Total	35	276	27

Total Estimate Person Hours	122.9	Year to Date:	912.57
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Date
Nov 2 22**Town Of Fort Smith Protective Services**

Box 147 - 174 McDougal Road Fort Smith NT

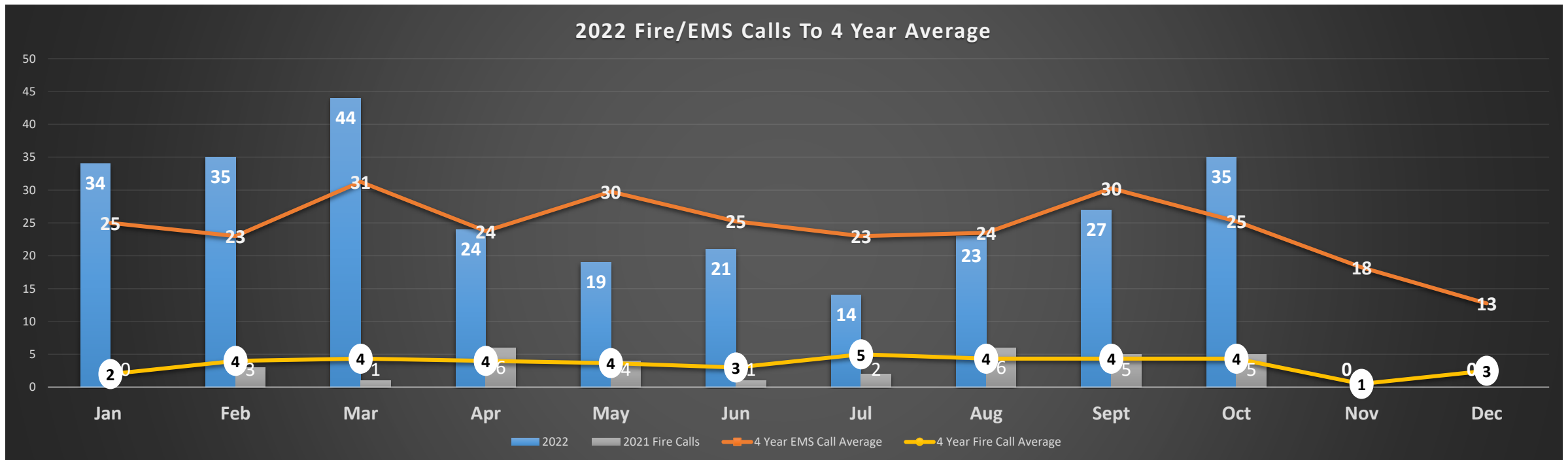
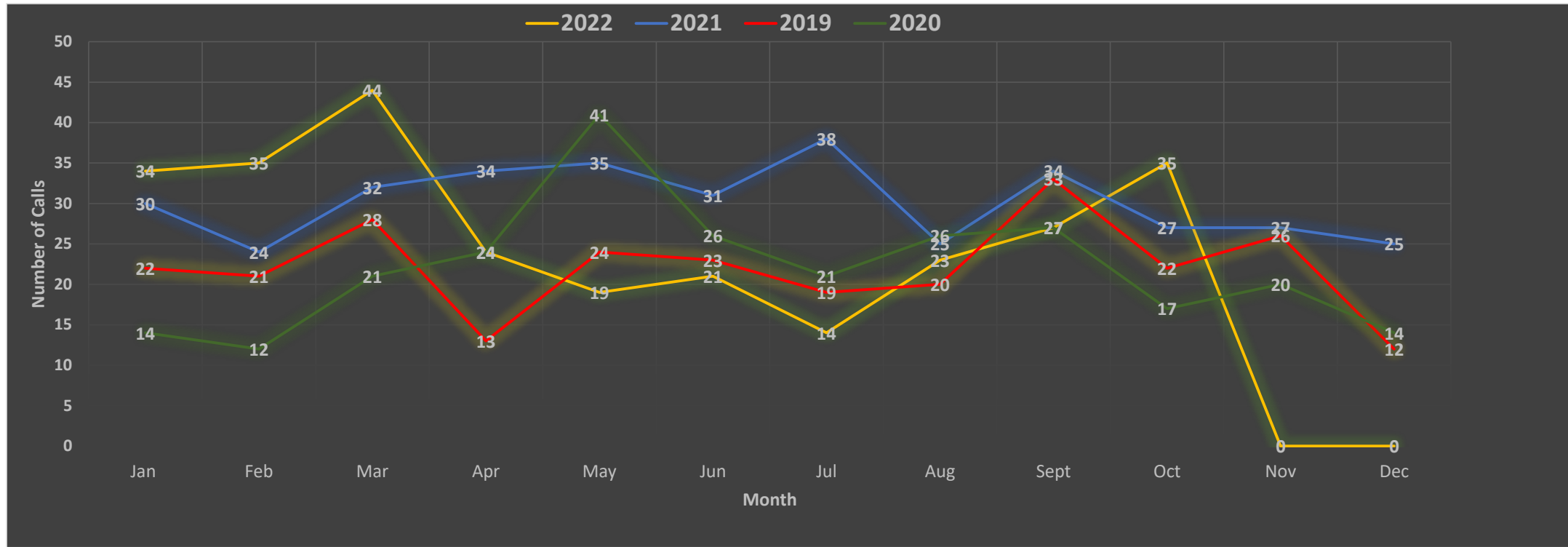
Fort Smith NT X0E 0P0

PH : 867-872-2674

Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
Oct 26 22	22-066	Joint Training	Patient Assessments...	CPT Van Mourik Saskia
Oct 22 22	22-065	Special Train	Special Train	
Oct 19 22	22-064	Joint Training	Ladders	
Oct 15 22	22-063	Joint Training	Fire Prevention Ope...	
Oct 13 22	22-062	Joint Training	Fire Prevention BBQ	
Oct 12 22	22-061	Joint Training	General Meeting	
Oct 5 22	22-060	Joint Training	Auto Extrication	

7 Records Printed



Date
Nov 2 22

Town Of Fort Smith Protective Services
 Box 147 - 174 Mcdougal Road Fort Smith NT
 Fort Smith NT X0E 0P0
 PH : 867-872-2674

Bylaw Infractions



Date	Bylaw Inc...	Bylaw	Infraction	Action	Fine Am...
Oct 6 2022	22-167	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00
Oct 7 2022	22-195	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00
Oct 11 2022	22-196	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Oct 13 2022	22-192	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Oct 17 2022	22-199	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00
Oct 19 2022	22-230	Zoning Bylaw	Development without permit	File made, no further action	0.00
Oct 25 2022	22-240	Zoning Bylaw	Development without permit	File made, no further action	0.00

7 Records Printed

Date
Nov 2 22**Town Of Fort Smith Protective Services**

Box 147 - 174 McDougal Road Fort Smith NT

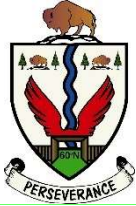
Fort Smith NT X0E 0P0

PH : 867-872-2674

Bylaw Infractions

Date	Bylaw Inc...Bylaw	Infraction	Action	Fine Am...	
Oct 3 2022	22-246	Traffic Bylaw 33	Unauthorized parking on a roadway	Verbal Warning Only	0.00
Oct 4 2022	22-166	Animal Contro...	5.1 No owner shall allow their dog to run at large	SOTI Issued	50.00
Oct 20 2022	22-243	Unsightly Lan...	No owner of a property shall allow his or her pr...	Verbal Warning Only	0.00
Oct 20 2022	22-237	Traffic Bylaw 31	Fail to obey stop sign	SOTI Issued	50.00
Oct 20 2022	22-239	Unsightly Lan...	No owner of a property shall allow his or her pr...	Verbal Warning Only	0.00
Oct 21 2022	22-238	Traffic Bylaw 11	Speeding (1-15 KPH over limit)	Written Warning Only	0.00
Oct 23 2022	22-244	Traffic Bylaw 35	Park vehicle in no parking zone	SOTI Issued	30.00
Oct 24 2022	22-245	Unsightly Lan...	No owner of a property shall allow his or her pr...	Verbal Warning Only	0.00
Oct 26 2022	22-242	Traffic Bylaw 35	Park vehicle in no parking zone	Verbal Warning Only	0.00
Oct 27 2022	22-241	Traffic Bylaw	verbal warning	Verbal Warning Only	0.00

10 Records Printed



Town of Fort Smith Sustainable Development Advisory Board October 13, 2022

Regular Meeting

Attendees:

- Sophie Fillion
- Jessica Cox
- Adam Bathe
- Liam Case
- Jeff O'Keefe
- Jay MacDonald

Regrets:

- | | |
|----------------------|-------------------------|
| Alyssa Etsell, Chair | Diane Seals, EDO |
| Tim Gauthier | Alex James, CC Champion |
| Jeremy Beamish | Cynthia White SAO |

A. Call to Order

Substitute chair Jessica called the meeting to order at 12:12 p.m.

B. Approval of Agenda

MOTION

Moved by: Adam Bathe

Seconded by: Jeff O'Keefe

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of Minutes

MOTION

Moved by: Adam Bathe

Seconded by: Jeff O'Keefe

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Administration provided update on housing affordability and needs analysis completed by SDAB. One of the recommendations within that was the town seek the development of a comprehensive community housing strategy. Town is currently working with NWT housing and putting together an advisory board including representation from SDAB, EDAB Thebacha Chamber of Commerce and the Indigenous governments.

Housing strategy will be all encompassing, including private sector and government. Administration seeking feedback on who else should be sitting on the housing board.

Adam tentatively volunteered to sit on the housing board. Jeff would like to know what the Town sees as the outcome of a housing plan. Administration clarifies the hope for is actionable items that the municipality government can take. Example: incentives that will work for private developers, to build rental units. Identification of our shortfalls, in housing, both social, and rental and ownership.

Administration reinforced we need to establish our community housing needs. Adam expressed concern over previous SDAB housing work not being enacted, Deputy-Mayor MacDonald assured that housing is a priority of this council and they have taken actions to prioritize, such as speaking with developers. SAO reminded SDAB that the Fort Smith community plan and zoning bylaw are up for review, and housing could be considered a part of those. We can build in expectations around development, greenhouse has reductions and the vision of the future

Jeff stated cost of housing and rentals has gone way up and that's related to the shortage of housing at the markets can sustain hire right now, but we might also want to contemplate looking at the challenges for finding housing for employees in the town and how difficult that is. Jessica reinforced that while the SDAB housing analysis was valuable, the pandemic has changed many things. Deputy-mayor questioned whether the chamber of commerce had a meeting with potential housing developers, administration was aware of a potential meeting but hadn't received a invitation and didn't have any further information.

Administration introduced the initiation of our climate change adaptation plan. Fort Smith could likely meet the NWTs 2030 goals with this project. There will be a separate advisory board for climate adaptation. We'll be inviting youth, the Indigenous governments, and other relevant stakeholders, because we want local knowledge holders,

Jessica questioned if there examples of actionable items from the climate adaptation plan? Are there examples from other municipalities? Administration replied we will be looking at adaptation and mitigation. For example, we're applying for funding to address slumping associated with the landslide. This will be a community plan, not just a municipal plan, we will look at way the community as a whole can reduce our greenhouse gas emissions and meet our emissions goals. The plan will aid mayor and council in advocating for Fort Smith, such as ensuring we have electric vehicle charging stations installed.

Jeff would like to know if we have baseline data on potential climate impacts. Although we have some initial data, administration reinforced that we also must consider the cost of doing nothing. There are likely greater benefits to beginning adaptation and mitigation

measures now, as opposed to waiting. Jeff reinforced this is an opportunity for the town to partner with the Aurora Research Institute to complete further research.

E. New Business

SDAB has several vacancies, the town has run ads on Facebook for new membership but would like the members of SDAB to forward any recommendations or interested parties.

F. Excusing of Members

Alyssa Etsell was excused; Tim Gauthier and Jeremy Beamish were not excused.

G. Date of Next Meeting

The next SDAB meeting will be held on November 3rd, 2022 at 12:00 pm.

H. Adjournment

That the meeting be adjourned at 13:00 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith Sustainable Development Advisory Board Thursday, November 3, 2022 at 12:00pm

Regular Meeting

Attendees:

- Alyssa Etsell, Chair
- Jeff O'Keefe
- Adam Bathe
- Liam Case
- Tim Gauthier

Regrets:

- | | |
|----------------|---------------------------------|
| Jessica Cox | Alex James, CC Champion |
| Sophie Fillion | Katie Reid, Executive Secretary |
| Jeremy Beamish | |

A. Call to Order

Chair Alyssa Etsell called the meeting to order at 12:09 p.m.

B. Delegation

There were no delegations.

C. Approval of Agenda

Alex advised that SDAB would need to have their Annual General Meeting next month and that this would be brought forward as new business.

MOTION

Moved by: Tim Gauthier

Seconded by: Adam Bathe

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

D. Approval of Minutes

MOTION

Moved by: Jeff O'Keefe

Seconded by: Adam Bathe

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

E. Business Arising from the Minutes

There was no business arising from the minutes.

F. New Business

a. Energy Champion Updates

- i. Champion Engagement Plan – Alex advised that she would defer the Champion Engagement Plan until the next meeting.
- ii. Climate and Housing Boards – Alex advised that letters requesting participation in the boards were sent to SLFN, SRFN, and the Metis Council and that limited responses have been received. She indicated that she would follow up as responses were requested by Friday, October 28th.
- iii. Idling Policy and Community Challenge – Alex advised that she is working on an idling challenge. She noted that there were some questions from the Climate Adaptation Plan as to whether a policy is enforceable. She stated that the Town would start with an idling policy for municipal employees. She is researching what other communities have in place for idling policies and is working with Arctic Energy Alliance (AEA) on the initiative. Additionally, she noted that once the municipal policy is launched, they will bring the policy to other employers and request they enforcement in their workplace.

It was asked if ENR would support the initiative. They didn't think ENR would support the policy. Jeff noted that HEO equipment must be kept running. AJ will review best practise for the policy. Liam suggested focusing on personal vehicles and not heavy equipment. Adam asked if the Aurora College has an idling policy. Jeff replied that they do not. Alex suggested that the policy would be directed towards employees rather than students. Further, she is looking into the possibility of holding a campaign with a prize for the workplace with the most success. She noted that the policy is still in early stages and is determining what workplaces may be interested in implementing the policy. She felt that Parks Canada may support the policy.

Adam noted that if the policy is not enforceable, how much effort would be expended for results. Alex replied that the policy would not lead directly to an idling bylaw but would be a soft launch to idling awareness. Alyssa suggested educating the public on when idling is okay. Alex agreed with holding an awareness/education campaign.

Alex advised that AEA has a new rebate on a programmable plug for vehicles and that it is automated by temperature. For example, she noted that if the temperature is -10 degrees Celsius that the vehicles block heater would only be on for 2-hours whereas if the temperature was -40 degrees Celsius, the block heater would run continuously.

Adam advised that most of the time spent idling, after a few minutes, serves no mechanical benefit but is only to warm the cab. He noted that idling uses more gas and cost more than a few hours plugged in to the block heater. Jeff suggested including calculations in with the campaign. He suggested having a community discussion on ways to reduce idling and have someone knowledgeable share information. He also noted that if the schools kept kids over lunch-hour it would significantly reduce idling. AJ would like to talk to the kids at school about idling as kids are great at reminding parents.

Alyssa asked about approaching businesses about customers leaving vehicles idling. Alex was unsure how to incentivize this. She noted that part of her work with the Climate Adaptation Plan is money saving tips to increase energy efficiency.

Jeff suggested implementing signage for no idling in areas close to entrances and vents, and suggested the Town could be the first to implement no idling zones at facilities specifically the Arena.

Alex advised that funding has been received to replace pumps at the Water Treatment Plant (WTP) with ECM (Electronically Commutated Motor) pumps which are more energy efficient. Tim noted that ECM pumps will change the power draw. Alex indicated that at least three of the pumps at the WTP are at end of life. Jeff asked if data is being captured before replacement to compare energy/cost savings. Alex replied that she is working with AEA and using their tech experts to capture this data. Jeff recommended doing a cost saving analysis once the pumps are replaced. He asked if anyone has collected data on solar panels and is interested to see the results for Fort Smith.

Adam advised that there is funding available for electric vehicle (EV) chargers. He stated that he has applied for this funding and hopes to encourage people to detour from gas vehicles. Alex replied that a level 3 charger would be needed for in town and that the Town is exploring options for chargers along the highway. Tim added that Parks Canada was planning to install a charger at the Grader Camp, approximately 100kms out of Fort Smith, but felt that Angus Tower may be a better location. Adam noted that there is a charging station in the Yukon that overlooks beautiful scenery which is more pleasant while waiting for the vehicle to charge. Alex advised that the Department of Infrastructure has plans to install them along the highway to Yellowknife in territorial parks.

G. Excusing of Members

Jessica Cox was excused from the meeting. Communication was not received from Sophie Fillion or Jeremy Beamish that they would not be attending the meeting. Alex advised that Jeremy has unofficially resigned but she hopes he will submit a formal resignation.

H. Date of Next Meeting

The next SDAB meeting will be held on December 1st, 2022 at 12:00 pm.

I. Adjournment

MOTION

Moved by: Tim Gauthier

Seconded by Adam Bathe

That the meeting be adjourned at 12:45 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith Expression of Interest

Date: November 4, 2022

Name: Jonathan McDonald

I am interested in sitting on the: Sustainable Development
Advisory Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

Field worker for the Fort Smith Metis Council, Natural Resources Technologies Program, local and traditional knowledge of the land resources.

Email: fieldworker@fortsmithmetis.ca

Jon McDonald

Signature of Applicant



BRIEFING NOTE

TO: Mayor and Council
DATE: November 1, 2022
SUBJECT: DPA-035-22

PURPOSE:

Sophie Bourgon has submitted a Home Occupation Development Application. This application is for operation of Hodgepodge at the following location:

Lot	Block	Plan	Civic Address
1387	N/A	1760	451 Calder Ave
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 use of the home kitchen for food services. There will be no foot or vehicle traffic. The neighbourhood will not be impacted by additional noise. No signage will be installed. No alterations or construction will take place.

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.

Recommendation

That DPA: 035-22 DPA-##-## be approved for a Home Occupation Business at 451 Calder Ave

LOT: 1387 **PLAN:** 1760 subject to the compliance requirements outlined in the approved development permit.

Respectfully Submitted,

C. Rajarajeswari

Development Officer



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, XDE 0P0
Phone: (867) 872-8400 Fax: (867) 872-8403

Application No. DPA-035-22

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Sophie Bourgon Interest (if not owner): _____
 Telephone: 780-863-2524 Email: sophiebourgon@gmail.com
 Mailing Address: 451 Calder Ave Box 866

Owner Information (if different than applicant):

Registered Owner's Name: Robert Rinas
 Telephone: 780-863-2524 Email: robert.rinas@gmail.com
 Mailing Address: 451 Calder Ave box 866

Property Information:

Civic Address to be Developed: 451 Calder Ave
 Zoning: 1760 Lot# 1387 Block# _____ Plan# 1760
 or Certificate of Title: _____
 Lot Width: 21.3 metres Lot Depth: 37 metres Lot Area: 788 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): Catering

Estimated Cost of Project: \$ 0

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Sophie Bourgon
Applicant's Signature

Oct 15th 2022
Date

Robert Rinas
Owner's Signature (if different than applicant)

Oct 18th 2022
Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

2 sets of floor plans (minimum 1:100 scale)

2 sets of elevations (minimum 1:100 scale)

2 sets of sections (minimum 1:100 scale)

Statement of Uses (on Page 1)

Statement of ownership of land and interest of the applicant therein (on Page 1)

Estimated commencement date _____

Estimated completion date _____

Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal
or by NWT (single family dwelling units are exempted)



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2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



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5. PROPOSED SIGN

Site Plan showing location of sign

2 sets of drawings to scale, showing:

- Sign location

- Dimensions (Height, Width, and Thickness)

- Size of letters

- Projection from building face

- Height above average ground level at the building face

- Manner of illumination, animation, or flashing lights (if applicable)

Message on sign: _____

Installation Contractor: _____

Business License Number: _____

Planned Installation Date: _____

6. HOME OCCUPATION

Type of Home Occupation proposed: Catering

Business License Number: _____

Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?

Is this Home Occupation incidental and subordinate to the residential use?

Does this Home Occupation preserve the character of the residential use?

Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?

Planned commencement date: 2000 October 20th



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Application No. _____

PERMISSION FOR DEVELOPMENT

- 1) Each application for a Development Permit **shall** be accompanied by a fee calculated in accordance with the Consolidated Rates and Fees By-law 964 or its successors.
- 2) The Development Officer shall:
 - a) receive, consider and approve applications for a Development Permit for uses listed in Part Seven of the Zoning Bylaw which constitute permitted uses in a zone and comply with the minimum standards for that zone;
 - b) receive and refer with their recommendations to Council (acting as the Development Officer) for its consideration and decision, applications for a Development Permit for uses listed in Part Seven of this Bylaw which constitute conditional uses; and
 - c) receive and refer to Council (acting as the Development Officer) at their discretion any application which, in his opinion should be decided by the Council.
- 3) In making a decision, the Development Officer (or Council acting as the Development Officer) may approve the application unconditionally, or impose conditions considered appropriate and not in conflict with this Bylaw, permanently or for a limited period of time, or refuse the application.
- 4) It is the sole responsibility of property owners to construct and maintain road access between their property line and the traveled portion of the street right-of-way, subject to the Town Zoning Bylaw and engineering standards.
- 5) Any proposed development must be consistent with the regulations, provisions and requirements of the Zoning Bylaw.



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Application No. _____

DEVELOPMENT FEES

as per Schedule "D" of the Consolidated Rates and Fees By-law. Fees subject to applicable taxes.

a) By-law #936 - Zoning

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$82.50
\$5,001.00 to \$10,000.00	\$165.00
\$10,001.00 to \$20,000.00	\$247.50
\$20,001.00 to \$50,000.00	\$412.50
\$50,001.00 to \$100,000.00	\$577.50
Over \$100,000.00	\$577.50 plus \$5.00 per each \$1,000.00 Over \$100,000.00

2. Amend the Zoning By-law

Application Fee \$500.00 plus costs for each application

3. Home Occupation Development Permits \$165.00

b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee \$8.25 each permit

2. Security Deposit Fee calculation \$1.65 per square foot of building to be
Relocated to maximum of \$10,000.00



ATLAS

Government of Northwest Territories

Home Occupation (Catering) 451 Calder Ave



November 1, 2022

For Sophie Bourgon

Legend

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

Scale 1: 2,000

50 metres



UTM Zone: 12

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Department of Lands.

Lands

From: Environmental Health <Environmental_Health@gov.nt.ca>
Sent: November 4, 2022 9:27 AM
To: Sophie Bourgon
Cc: Lands; Cheryl Bonnetrouge
Subject: RE: Fwd:

Hi Sophie,

Apology for the delay. Unfortunately we had some staffing shortage and we cannot get the payment processed in time for your permit. **Please use this email as approval for your Food Establishment Permit.** Any questions from Town of Fort Smith can be direct to us regarding food establishment permit. I am also ccing Town of Fort Smit development officer on this email and that should satisfy any requirement from his side.

Thank You.

Mársi | Kinanāskomitin | Thank you | Merci | Hqj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Chirag Rohit

Pronouns (he/him/his)

Acting Chief Environmental Health Officer | Hygiéniste en chef du milieu par intérim

Environmental Health Services | Services d'hygiène du milieu

Population Health Division | Santé de la population

Department of Health and Social Services | Ministère de la Santé et des Services sociaux

Government of the Northwest Territories | Gouvernement des Territoires du Nord-Ouest

Náydı Kúé Building | Immeuble Náydı Kúé

13 Lepine Street | 13, rue Lepine

Hay River NT X0E 1G1

Tel | Tél. : **867-874-8414** *NEW

Fax | Téléc. : **867-669-7517**

EH unit main line | Ligne principale des Services d'hygiène du milieu : **867-767-9066 ext. 49262**

Email | Courriel: chirag_rohit@gov.nt.ca

Secure File Transfer | Transfert de fichiers sécurisé: <https://sft.gov.nt.ca/filedrop/~np1Peg>

www.hss.gov.nt.ca

*Outside of regular business hours (after-hours or on weekends) if you require urgent EHO assistance please contact the Confidential Public Health Line staff at **867-920-8646**.*

*Si vous avez besoin de l'aide Immédiate d'un agent de santé environnementale en dehors des heures normales de travail (les soirs et les fins de semaine), communiquez avec le personnel de la ligne téléphonique confidentielle de la santé publique au **867-920-8646**.*

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately and notify us by telephone. Thank you.

Le présent message est destiné uniquement à la personne ou à l'organisation à laquelle il s'adresse. Il peut contenir des renseignements de nature protégée ou confidentielle qui ne peuvent être divulgués sous peine de poursuites conformément aux lois applicables. Si la personne qui lit ce message n'est ni celle à laquelle il s'adresse ni l'employé ni l'agent responsable de sa transmission, prière de prendre note que toute divulgation, distribution ou copie du contenu est strictement interdite. Si vous avez reçu ce message par erreur, veuillez le détruire immédiatement et nous en informer par téléphone. Merci.

From: Sophie Bourgon <sophiebourgon@gmail.com>

Sent: Tuesday, November 01, 2022 10:45 AM

To: Environmental Health <Environmental_Health@gov.nt.ca>

Subject: Re: Fwd:

Good morning,

I am checking in on the status of my request. The Town Council is meeting next week to approve home occupation licenses and I need to provide all approved documents by Friday. Please let me know if I need to submit more documents or provide more information.

Thank you,

Sophie Bourgon

On Tue, Oct 18, 2022 at 10:22 AM Environmental Health <Environmental_Health@gov.nt.ca> wrote:

Sophie,

We received your application thank you. We will have an EHO officer contact you shortly.

Mársı | Kinanāskomitin | Thank you | Merci | Haj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Cherl Bonnetrouge

Permits and Records Administrator | Administratrice des permis et des documents

Population Health Division | Division de la santé de la population

Department of Health & Social Services | Ministère de la Santé et des Services sociaux

Government of the Northwest Territories | Gouvernement des Territoires du Nord-Ouest

5th floor, Tatsaotjine (tah-sah-t'ee-neh) Building | Immeuble Tatsaotjine (tah-sah-t'ee-neh), 5^e étage 5015 - 49th Street, 5th Floor | 5015, 49^e Rue, 5^e étage

PO Box 1320 | C. P. 1320

Yellowknife NT X1A 2L9

Phone | Tél. : 867-767-9066, ext. | poste 49262

Fax | Téléc. : 867-669-7517

Email | Courriel : Cherl_Bonnetrouge@gov.nt.ca

Website | Site Web : www.hss.gov.nt.ca

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From: Sophie Bourgon <sophiebourgon@gmail.com>
Sent: October 18, 2022 10:19 AM
To: Environmental Health <Environmental_Health@gov.nt.ca>
Subject: Fwd:

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.

Good morning,

Attached is my application for a catering business in Fort Smith. I am terribly sorry for the peach coloured paper (I thought I bought white paper). I have also attached my food handler certificate and menu. My hours are dependant on the catering request I receive. Please let me know if you have any questions or require any further information. I am terribly sorry if I forgot something.

Thank you for you help in this matter,

Sophie Bourgon



FOOD HANDLER CERTIFICATE

THIS DOCUMENT DOES HEREBY CERTIFY THAT

SOPHIE BOURGON

HAS SUCCESSFULLY MET THE REQUIREMENTS OF THE

FOOD HANDLER CERTIFICATION PROGRAM

AS DETERMINED BY THE
CANADIAN INSTITUTE OF FOOD SAFETY

DATE ISSUED
July 4th, 2022

EXPIRES
July 3rd, 2027

CERTIFICATE NO
CFS-CRT-E-V2-SB03006001-20220705-1

AUTHORIZED SIGNATURE

This document is an official statement from the Canadian Institute of Food Safety. To verify the authenticity of this document, contact the Canadian Institute of Food Safety and provide the certificate name and the certificate number included in this document.

FOOD HANDLER CERTIFICATE

HODGEPODGE

Chaotic Food Combinations

STARTERS

Sweet Potato Fries
Crispy sweet potato fries served with roasted garlic aioli

\$12

Taco Poutine
Crispy fries topped with cheese curds, ground beef seasoned with a taco spice blend, green onions, and a dollop of sour cream

\$16

Warm Dip
Tā, Tok inspired roasted tomato and feta dip, served with freshly baked garlic rosemary focaccia bread

\$15

MAINS

Royale With Cheese
Beef patty topped with cheese, tomato, shredded lettuce, chopped onions, pickles, and copycat Big Mac sauce

\$17

Not Your Mama's Baked Spaghetti
Fully loaded baked spaghetti, deep fried layers of buttery pasta, creamy mascarpone with lemon zest, meat bolognese sauce, cheese, and crusted with garlic panko breadcrumbs

\$18

Tuscan White Bean Skillet
Cannellini beans stewed with sun-dried tomatoes, artichoke hearts, and kale. Served with freshly baked garlic rosemary focaccia bread

\$16

UPGRADES

Sweet Potato Fries
+\$5

Taco Poutine
+\$8

DESSERT

Sugar Pie Mousse
Maple mousse with crumbled puff pastry on top. Inspired by French Canadian Tarte au Sucre. Served in a mason jar.
\$7

Sent from my iPhone



THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application Sept 1st Oct. 30th, 2022		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant Sophie Bourgon		Name of Business Hodgepodge	
Business Street Address 451 Calder		Legal Address	Mailing Address PO Box 866
Phone Number 780-863-2524		Lot:	Plan:
		Fax Number	Do you wish to have your Business information placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Do you wish to receive email newsletters from the Town regarding Business, Funding and Economic Development updates? Yes/No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address sophiebourgon@gmail.com	Web Page Address

<p>Type of Business: RESIDENT</p> <p><input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$100.00</p> <p><input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) Includes telephone/desk operation \$100.00</p> <p><input type="checkbox"/> Commercial allowed in residential zone (non-conforming) \$150.00</p> <p><input type="checkbox"/> Hawker/Peddler \$150.00</p> <p><input type="checkbox"/> Junior Business \$1.00</p> <p><input type="checkbox"/> Charitable Purposes no charge</p> <p>Please Note: Resident business applications after September 1st will cost one half the regular price</p>	<p>Type of Business: NON-RESIDENT</p> <p><input type="checkbox"/> Non-resident \$350.00</p> <p><input type="checkbox"/> Non-resident Vendor \$50.00 per weekend or up to 2 day event</p> <p><input type="checkbox"/> Charitable Purposes no charge</p>
---	---

<input type="checkbox"/> Change Fee for any license \$50.00	<input type="checkbox"/> Late Fee (if renewal received after February 15) \$38.50
---	---

Particulars of Occupation, Trade, Calling or Business to which this application will apply: **PLEASE INDICATE ALL AREAS OF OPERATION**

Food preparation / Catering

Date of Commencement (If New or Non-Resident): September 2022	Date of Termination (If Non-Resident):	Number of Employees Full Time: Part Time: 1
--	--	--

I, Sophie Bourgon hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 1 (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

* Note: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca

<p><u>Sophie Bourgon</u> Signature of Applicant</p>	<p><u>Hodgepodge</u> On Behalf of (Name of Business)</p>
<p>License Approved: _____ Signature of SAO or Development Officer</p>	<p>Date: <u>Sept 2nd 2022</u></p>

COPY



BRIEFING NOTE

To: Municipal Services Committee

Date: November 8, 2022

Subject: Replace Pumps at the Water Treatment Plant

Purpose:

To request approval to Replace Pumps at the Water Treatment Plant.

Background:

The pumps at the water treatment plant that circulate the glycol are outdated and near impossible to source parts for, they are constantly leaking glycol into catch basins and are at end of life. If these pumps are not replaced, they have a high probability of failure which will result in no fresh drinking water for the community. With the current situation in procurement and the consistent delays in delivery it is of the utmost importance to get these ordered and changed.

In determining the scope of work for replacement, NU Mechanical was consulted. This is a local company with a great deal of experience with our system.

The quote provided for the purchase of ECM (high efficiency) pumps and installation was \$68,800.00.

Due to the time constraints and level of negative impact to the community should these pumps fail, as they are at end of life and showing significant signs of degradation, our recommendation is to sole source the contract to NU Mechanical.

Funds for the project will come from the Arctic Energy Alliance as part of our Community Energy Plan.

Recommendation:

That the Replacement of the Pumps at the Water Treatment Plant be awarded to N.U. Mechanical for 68,800.00.

MKL - Decommission							100,000									
Landfill Compactor	250,000															
Multi-hogg																
Compact Tractor																
Clean/Waste water Initiative																
Primrose Lift Station																
Zero Turn Mower																
COMMUNITY SERVICES																
Community Art Initiative	10,000		15,000													
Snowboard Park and Lookout Development	300,000		733,125													
Skatepark Upgrade	150,000			175,000												
Bike Track Development				200,000												
Conibear Park Development	500,000			1,500,000												
Streetscape	10,000		40,000	25,000			25,000			25,000						
Arena Additions	200,000						300,000									
Recreation Program Equipment	10,000			10,000			10,000			10,000			10,000			
CRC Membership Software Replacement	15,000															
CRC/Pool backup generator	750,000															
Pool Retrofit	50,000						150,000									
Parks and Playgrounds																
CRC Retrofit																
PROTECTIVE SERVICES																
Burn Can	300,000															
Bunker Gear Evergreen	10,000			10,000			10,000			10,000			10,000			
Communicaitons Equipment Evergreen	10,000			10,000			10,000			10,000			10,000			
Annual Fire Abatement	10,000			10,000			10,000			10,000			10,000			
Emergency Equipment Evergreen	10,000			10,000			10,000			10,000			10,000			
Water Tender							250,000									
Protective Services Building Replacement	200,000				3,000,000	4,500,000										
Animal Shelter Retrofit																
TOTAL EXPENDITURES	\$ 3,941,125	\$ 1,226,649	\$ 4,454,000	\$ 3,243,500	\$ 3,154,500	\$ 7,556,125	\$ 1,343,500	\$ 2,204,500	\$ 1,500,000	\$ 1,338,500	\$ 254,500	\$ -	\$ 138,500	\$ 54,500	\$ -	
CLOSING BALANCE	\$ 1,494,964	\$ 3,210,837	\$ 6,967,972	\$ (116,536)	\$ 1,018,337	\$ 4,236,847	\$ 171,964	\$ (224,163)	\$ 3,061,847	\$ 465,464	\$ 483,337	\$ 3,386,847	\$ 1,958,964	\$ 1,390,837	\$ 3,711,847	

