












Town of Fort Smith Municipal Services Committee

Tuesday, May 10, 2020, at 8:15 p.m.

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. Vision and Values
 - d. 2022 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire Department Statistics and Training Reports – April 2022
 - b. Ambulance Department Statistics – April 2022
 - c. Bylaw Department Statistics – April 2022
 - d. April 2022 Graph
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB No Quorum April 2022
8. Bylaw/Policy Review and Development
 - a. Briefing Note DPA- 011-22
9. Administration
 - a. Briefing Note Paving Project
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Committee Minutes	 Vision and Values	 Fort Smith Capital Plan 2022-2026.pdf
 Apr 2022 Fire-EMS Training.pdf	 Ambulance Statistics April 2022.	 Bylaw Report April 2022.pdf
 April 2022 graph.pdf		
 BN DPA-011-22 HOME OCCUPATION		



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

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

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, April 12, 2022 , at 8:30 pm.

Chairperson: Cr. Campbell

Members Present: Mayor Daniels, Cr. Tuckey Cr. Korol, Cr. Fergusson Cr. Campbell , Cr. Beaulieu, D/M Heron,

Regrets: Cr. Pischinger , Cr. MacDonald, Andrew Grenier Director of Municipal Services

Staff Present: Cynthia White, Senior Administrative Officer; Amy Weber Executive Secretary, Alex James , Climate Change Champion

Guests:

1. Call to Order

Cr. Campbell called the meeting to order at 9:40 pm.

2. Delegations

3. Review

- a. Agenda – The agenda was reviewed

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: D/M Heron

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes - The Municipal Services Standing Committee Minutes of March 08, 2022, were reviewed and adopted at the Regular Meeting of Council on March 15, 2022

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

- d. 2022 Capital Plan – The Capital Plan was reviewed.
The SAO gave a report of the status of the capital projects for the first quarter.
Council would like the ITI manager to come to a council meeting.
SAO will extend the invitation

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: D/M Heron

To extend the meeting to 10:15pm

CARRIED UNANIMOUSLY

4. Directors Report

SAO gave the report on behalf on the director on municipal services.

Public Works

- Snow removal and preparation for the spring melt- as well as regular duties,
- had to thaw some sewer lines with the hotsy.

Water Works

- Stat Canada biannual drinking water survey is completed
- 2021 Year end still working on
- New chlorine handler at tower has been schedule for wiring in
- Repair and installation of water meters ongoing
- Water leak at main lift is repaired the hose bib froze and broke

Facility Maintenance

- Samples taken from old theater – lab results no asbestos
- Curling rink – still leaking into basement
- Pool – mushroom repaired
- Rec Center- Air handling System deficiencies and improvements
- Library – basement leaks
- Town Hall- Clean up removal of Items to landfill
- Arena – Ice Plant – compressor failure Cimco shut down on April 05, 2022

5. Protective Services Report

SAO gave a report and went over the stats to council

6. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB minutes were reviewed

7. Administration

a. Tractor

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Council approves the capital expenditure of \$85,725 to purchase a tractor from Lou's Small Engines.

1 Abstention

b.Zero Turning Riding Mower

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Beaulieu

That Council approves the capital expenditure of \$18,663 to purchase a riding mower from Cam's Husqvarna Sales and Service.

That Council allocate an additional \$3,663 from CPI for the purchase of the riding mower.

CARRIED UNANIMOUSLY

c.Home Occupation Business

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That DPA-010-22, submitted by Matthew Walsh, to operate a Home Occupation Business, Walsh's Heavy Duty Repairs Ltd., from Lot 678, Plan 358; 44 Pelican Street, in Fort Smith be approved.

CARRIED UNANIMOUSLY

d.Funding Agreement – Community Public Infrastructure Funding

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Tuckey

That Council approves the CPI Funding Contribution Agreement with MACA for fiscal year 2022-2023 in the amount of \$1,446,000.00.

CARRIED UNANIMOUSLY

e.Community Energy Plan

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That council adopt the Community Energy Plan as presented.

8. Excusing of Council Members

RECOMMENDATION

Moved by Cr. Korol

Seconded by: Cr. Fergusson

That Cr. MacDonald and Cr. Pischinger be excused from the committee meeting on April 12, 2022.

9. Date of Next Meeting

Tuesday May 10 , 2022

10. Adjournment

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Tuckey

The meeting be adjourned at 10:15 pm

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Page 1 of 1

Date
May 2 22

Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
Apr 30 22	22-017	Joint Training	EMR Course	CPT Van Mourik Saskia
Apr 29 22	22-016	Joint Training	EMR Course	CPT Van Mourik Saskia
Apr 27 22	22-015	Joint Training	Communications, Pat...	
Apr 26 22	22-014	Officer Meeting	Officer Meeting	
Apr 20 22	22-013	Joint Training	Search & Rescue	CPT Porter Dave,CPT Turner Jeff,FF Doucet Mathieu
Apr 13 22	22-012	Joint Training	Search & Rescue	CPT Turner Jeff,FF Doucet Mathieu
Apr 6 22	22-011	Joint Training	SCBA / PPE	CPT Panter Jason,CPT Turner Jeff,FC McNab Adam

7 Records Printed

Fort Smith Volunteer Ambulance Monthly Report

Apr-22

Date	Start Time	Incident/Activity	# of Crew	End Time	Run #
Apr 1, 2022	14:29	M	2	16:35	115
Apr 2, 2022	1:57	1	2	5:20	116
Apr 2, 2022	5:20	M	2	9:15	117
Apr 3, 2022	13:26	1	2	14:40	118
Apr 4, 2022	15:30	2	2	16:00	119
Apr 8, 2022	9:44	1	2	10:55	120
Apr 8, 2022	12:11	1	2	13:00	121
Apr 11, 2022	1:24	M	2	2:55	122
Apr 11, 2022	8:10	M	2	10:05	123
Apr 11, 2022	22:48	Z	2	0:00	124
Apr 15, 2022	1:33	2	2	3:20	125
Apr 15, 2022	12:55	M	2	14:30	126
Apr 15, 2022	17:36	M	2	19:25	127
Apr 15, 2022	20:45	M	2	22:15	128
Apr 16, 2022	20:54	M	2	23:05	129
Apr 18, 2022	15:47	Z	2	16:55	130
Apr 19, 2022	21:49	1	2	22:40	131
Apr 23, 2022	6:20	M	2	8:00	132
Apr 26, 2022	0:15	M	2	2:30	133
Apr 26, 2022	11:45	M	3	13:45	134
Apr 27, 2022	16:16	M	2	18:51	135
Apr 27, 2022	23:45	M	2	1:40	136
Apr 28, 2022	15:29	M	2	17:00	137
Apr 29, 2022	7:18	2	2	8:45	138

Type of Call	Apr-22	Year to Date	Last Month
Code 1 = Life treating incident	5	36	12
Code 2 = non Life threatening incident	3	45	17
Code 3 = Fire support	0	0	0
Code Medevac = Medevac flight support	14	49	13
Code Transfer = Transfer of patient	0	0	0
Code Zulu = Transfer of deceased person	2	7	2
Total	24	137	44

Total Estimated Person Hours	86.0	Year to Date:	501.02
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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

Date
May 2 22

Incidents

Number	Date	Alarm Time	Response Type Description	Address
22-010	Apr 25 22	20:30:00	Investigation (no f...	333 Mcdougal Rd, FORT SMITH
22-009	Apr 24 22	22:05:00	False Alarm (Good I...	River River Ridge Youth Center, FORT SMITH
22-008	Apr 23 22	11:46:00	Investigation (no f...	13 Rupert Avenue (Arena), FORT SMITH
22-007	Apr 20 22	10:12:00	Rubbish	82 Field St, FORT SMITH
22-006	Apr 17 22	22:13:00	Chimney Fire	25 Caribou Cr, FORT SMITH
22-005	Apr 7 22	10:34:00	Motor Vehicle Accident	Highway Highway 5, FORT SMITH

6 Records Printed



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

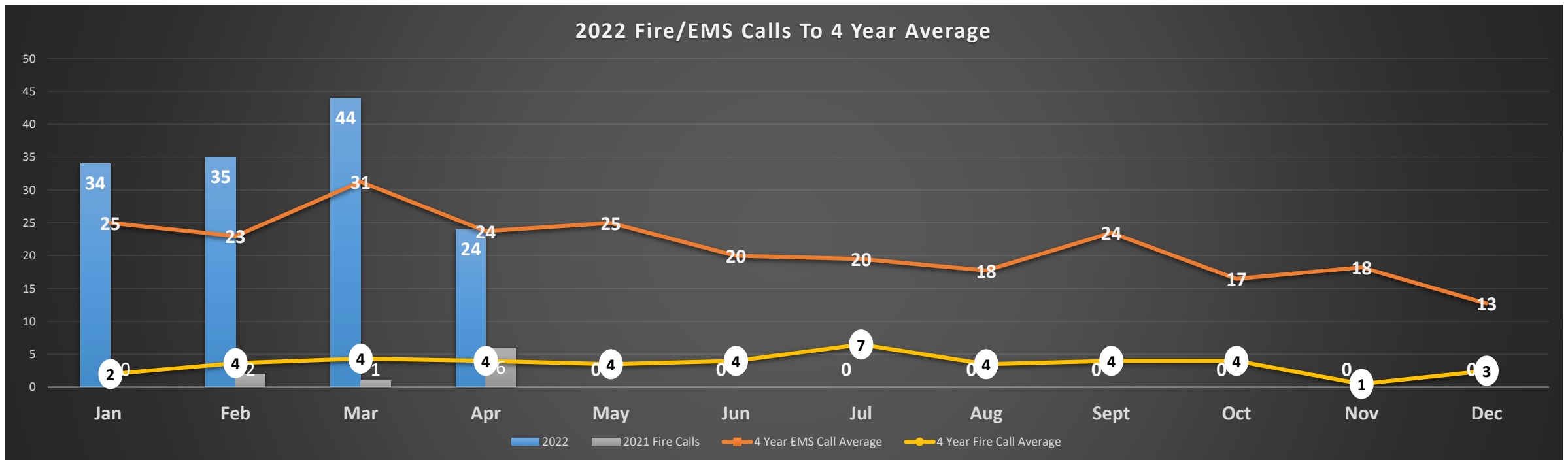
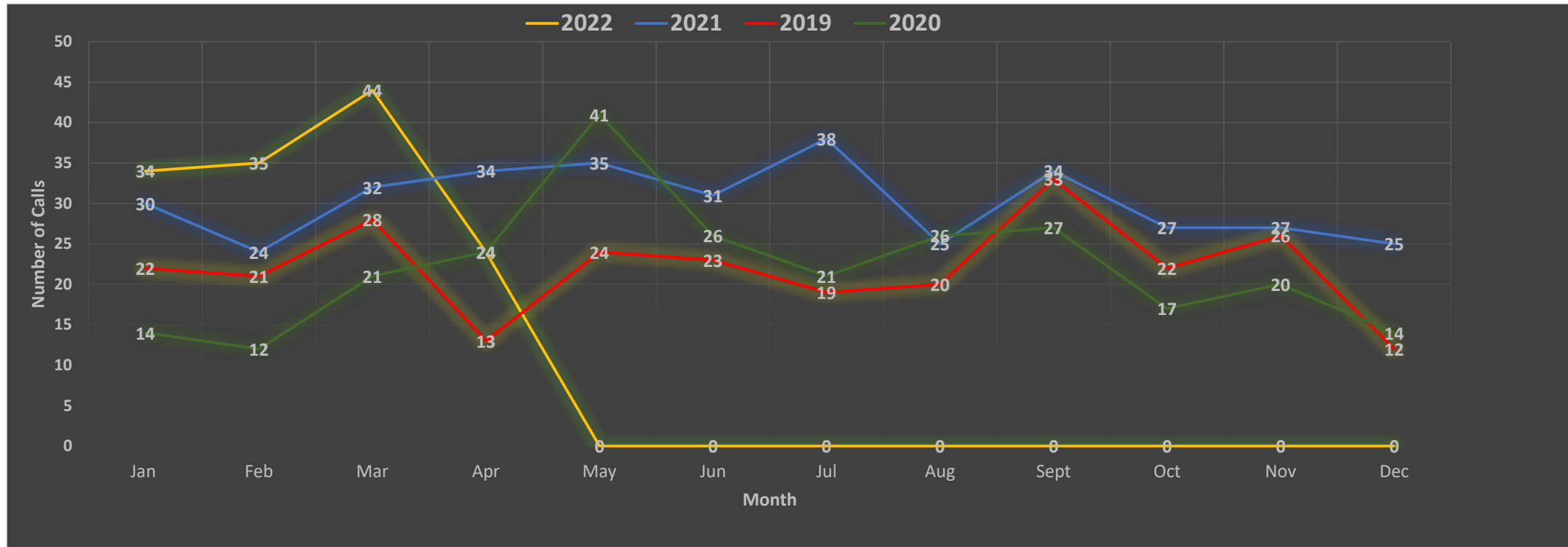
PH : 867-872-2674

Date
May 2 22

Bylaw Infractions

Officer	Date	Bylaw Incident N...	Bylaw	Infraction
FD22 Wiedrick Adam	Apr 27 2022	22-068	Unsightly Lands ...	No owner of a property shall allow his or her property to be...
FD22 Wiedrick Adam	Apr 25 2022	22-064	Unsightly Lands ...	No owner of a property shall allow his or her property to be...
FD22 Wiedrick Adam	Apr 21 2022	22-057	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 20 2022	22-055	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Apr 25 2022	22-065	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 25 2022	22-067	Animal Control B...	5.8 If a dog defecates on any public or provate property oth...
FD22 Wiedrick Adam	Apr 19 2022	22-049	Traffic Bylaw	33 Unauthorized parking on a roadway
FD22 Wiedrick Adam	Apr 20 2022	22-056	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Apr 13 2022	22-053	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Apr 25 2022	22-062	Animal Control B...	Animal Surrender
FD22 Wiedrick Adam	Apr 22 2022	22-061	Animal Control B...	Animal Surrender
FD22 Wiedrick Adam	Apr 25 2022	22-063	Unsightly Lands ...	No owner of a property shall allow his or her property to be...
FD22 Wiedrick Adam	Apr 13 2022	22-054	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Apr 26 2022	22-066	Unsightly Lands ...	No owner of a property shall allow his or her property to be...
FD22 Wiedrick Adam	Apr 8 2022	22-052	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Apr 20 2022	22-051	Animal Control B...	Animal Surrender
FD22 Wiedrick Adam	Apr 21 2022	22-059	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 22 2022	22-060	Traffic Bylaw	33 Unauthorized parking on a roadway
FD22 Wiedrick Adam	Apr 20 2022	22-050	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 20 2022	22-058	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 5 2022	22-047	Animal Control B...	5.1 No owner shall allow their dog to run at large
FD22 Wiedrick Adam	Apr 29 2022	22-069	Animal Control B...	Animal Surrender

22 Records Printed





BRIEFING NOTE

To: Municipal Services Standing Committee

Date: May 10, 2022

Subject: Melanie Jewell DPA-011-22: Home Occupation Development Permit

Purpose:

Melanie Jewell has submitted a Home Occupation Development Application, DPA-011-22 to operate a Home Occupation Business, Melanie Jewell Art, from Lot 1304, Plan 1788; 51 Caribou Crescent, in Fort Smith. Ms. Jewell rents the property from Ruth and Kelvyn Modeste. Ruth Modeste was contacted via a phone call on May 6, 2022 at 11:07 AM, and has gave verbal permission for Ms. Jewell to operate the Home Occupation Business.

Background:

The property is zoned RMH, Mobile and Manufactured Home Residential Zone, and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Ms. Jewell has applied for a home occupation business license to operate her business and has indicated that operations include Freelance Artist and Illustrator Services. The applicant will be given a copy of the Business License when Council has approved the development application to ensure compliance with the conditions set out for home occupation business licenses.

In addition to meeting the Town's Bylaws, the applicant has been advised to meet all other pertinent jurisdictional requirements such as but not limited to:

- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.
- By-Law 855 the "Unsightly Land Bylaw"

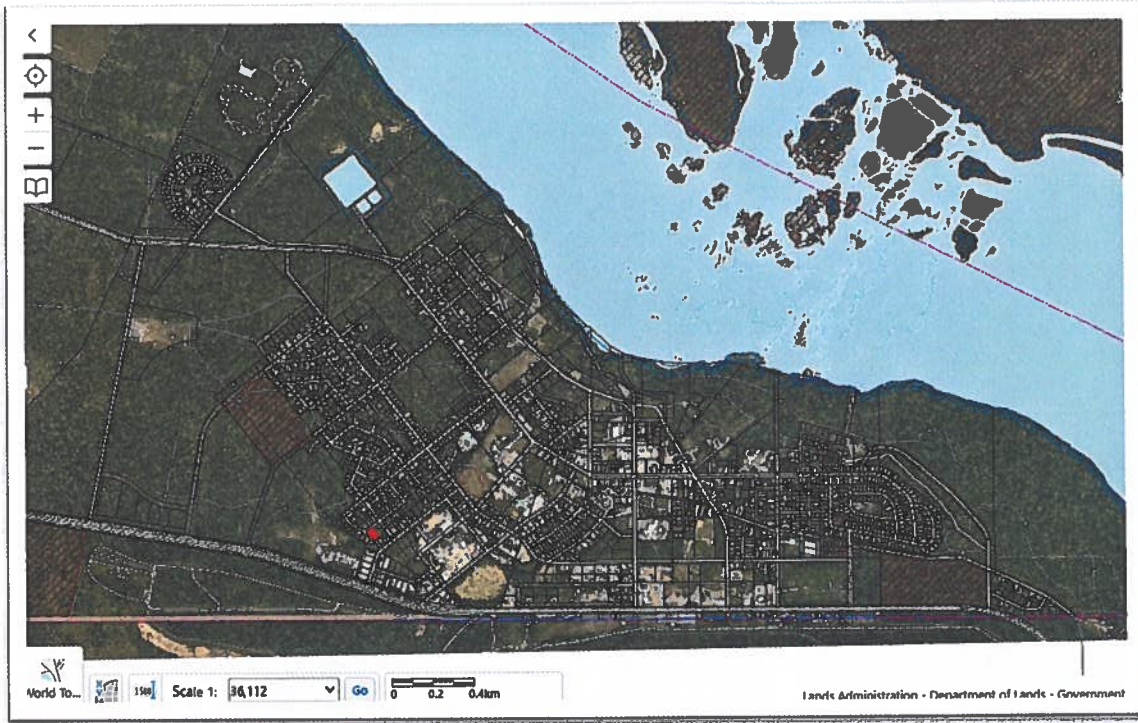
Ms. Jewell has outlined her business activities as the following:

- Freelance Artist and Illustrator Services.
- The business will preserve the character of the residential zone.
- The business preserves the rights of the residents to quiet enjoyment of the residential neighbourhood.

Recommendation:

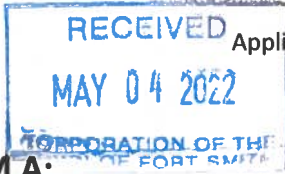
That DPA-011-22, submitted by Melanie Jewell, to operate a Home Occupation Business, Melanie Jewell Art., from Lot 1304, Plan 1788; 51 Caribou Crescent, in Fort Smith be approved.

Please see the below maps of the property from Atlas GIS of Lot 1304, Plan 1788; 51 Caribou Crescent in Fort Smith:





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



Application No. APA-011-22

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Melanie Jewell Interest (if not owner): _____
 Telephone: (867) 621-0556 Email: melandjewell@gmail.com
 Mailing Address: PO BOX 1493, Fort Smith, NT, X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: Ruth and Kelynn Modeste
 Telephone: 867-445-1451 Email: r.modeste@hotmail.com
 Mailing Address: Box 682 Fort Smith

↳ VERBAL PERMISSION FOR MELANIE TO OPERATE BUSINESS GRANTED BY RUTH MODESTE AT 11:07AM, MAY 6, 2022 VIA PIONEER ALK JM

Property Information:

Civic Address to be Developed: 81 Caribou Crescent
 Zoning: RMH Lot# 1304 Block# _____ Plan# A88
 or Certificate of Title: _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ 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): residential (home occupation)

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:

Melanie Jewell
 Applicant's Signature

April 27th, 2022
 Date

Ruth Modeste
 Owner's Signature (if different than applicant)

April 27th, 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 of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

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

Application No. _____

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: _____



TOWN OF FORT SMITH

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

Application No. _____

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: Freelance Artist/illustrator
Business License Number: 317
Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
Is this Home Occupation incidental and subordinate to the residential use? subordinate
Does this Home Occupation preserve the character of the residential use? yes
Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
Planned commencement date: June 2022



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

RECEIVED
MAY 04 2022
CORPORATION OF THE
TOWN OF FORT SMITH

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 April 27, 2022		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant Melanie Jewell		Name of Business Melanie Jewell Art	
Business Street Address 51 Caribou Crescent		Legal Address Lot: 1304 Plan: 1788	Mailing Address PO BOX 1443
Phone Number (867) 621-0566		Fax Number NA	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 checked="" type="checkbox"/> No	
Email Address melandjewell@gmail.com		Web Page Address www.melanie-jewell.com	
Type of Business: RESIDENT <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 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$100.00 Includes telephone/desk operation <input type="checkbox"/> Commercial allowed in residential zone (non-conforming) \$150.00 <input type="checkbox"/> Hawker/Peddler \$150.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge Please Note: Resident business applications after September 1 st will cost one half the regular price		Type of Business: NON-RESIDENT <input type="checkbox"/> Non-resident \$350.00 <input type="checkbox"/> Non-resident Vendor \$50.00 per weekend or up to 2 day event <input type="checkbox"/> Charitable Purposes no charge	
<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 Freelance illustrator, Business.			
Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees Full Time: <u> </u> Part Time: <u> </u>	

COPY

I, Melanie Jewell, 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 1 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**

Melanie Jewell
Signature of Applicant

Melanie Jewell Art
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: _____

