



Town of Fort Smith Municipal Services Committee

Tuesday, February 12, 2019, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Priorities
 - d. 2018 Capital Plan
5. Directors Report
 - a. Fire Dept –January 2019 Statistics
 - b. Ambulance – January 2019 Statistics
 - c. Bylaw – January 2019 Statistics
6. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes January 10, 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
 - a. Briefing Note DPA-002-19 Frank Lepine
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
   Municipal Services Vision, Values, and 2018 Capital Plan Minutes January 15, Priorities		
 Fire Statistics January 2019	 Ambulance Statistics January 20	 Bylaw Statistics January, 2019
 SDAB Minutes January 10, 2019		
 DPA-002-19 Frank Lepine		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, January 15, 2019 at 8:15 pm.

Chairperson: Cr. Westwell
Members Present: Mayor Napier-Buckley (Conference Call), D/M Smith, Cr. Campbell, Cr. Cox, Cr. Pischinger, Cr. Beaulieu
Regrets: Cr. McArthur, Cr. Couvrette
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

Cr. Westwell called the meeting to order at 8:20 pm.

2. Review

- a. Agenda – The agenda was reviewed. Mayor Napier-Buckley requested to have the Strategic Plan removed from the agenda. Cr. Cox asked when the priorities for the Strategic Plan will be discussed. Administration advised that we can bring it to the next regular Council Meeting, have a special meeting or postpone until the Council meeting in February. Cr. Westwell asked if there are any draft resolutions. Mayor Napier-Buckley indicated that she has some resolutions that she will be presenting for discussion. D/M Smith advised that his preference would be to have the strategic planning addressed in a workshop format as it would be better to have more discussion.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of December 11, 2018, were reviewed and were adopted at the Council meeting of December 18, 2018.
- c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed.
3. Directors Report – The Director of Municipal Services advised that over the past few weeks there were large dumps of snow which will be a priority for municipal staff moving forward and will carry on until the Spring. He advised that there is a

contractor at the landfill to remove all metals. He thanked the staff for all their hard work as they did a great job during the holidays to reschedule their holidays.

Cr. Cox was impressed with town staff who stayed on top of the snow removal given the large snow dump yesterday. She would like to encourage the nine staff that have enrolled in the fire training. She asked if there was any ongoing issue with the dogs at large. Administration advised that there is still the one ongoing issue and that we are in the process of poling neighbors to see what the layout of the land is. He advised that there is still one dog at the pound waiting a legal opinion and if we should return the dog. He advised that the ambulance responders are getting training on administering narcotics. He advised that there are nine fire fighters attending the National firefighter training. He advised that there are a number of employees that received training which include; two employees that completed the level two water plant operator training, four employees that are completing the class five boiler operator training and employees that completed the refrigerant training.

- a. Fire Department – The December 2018 statistics report was reviewed. Administration advised that the annual Christmas toy and food drive is included in the report. He advised that there was a new security business that offered their services in the community which has now resulted in many false fire alarms as the alarm alerts the fire department. He personally has no problem with the false alarms as he would rather have false alarm then a fire that is not attended to. He advised that there are nine fire fighters entering national region fire fighter training and that the Protective Services officer has received this training and is certified.
- b. Ambulance Department – The December 2018 statistics reports were reviewed. Administration advised that the month of December was a slow month with 18 calls, many of which were medivacs.
- c. Bylaw Department – The December 2018 statistics report was reviewed. Administration advised that the Bylaw Officer was visiting a number of hockey tournaments to keep those toned down. There were no issues. He advised that there has been a new software purchased that will facilitate all tracking of calls related to fire, bylaw and ambulance and will improve the statistics collected.

4. Advisory Boards

- a. Sustainable Development Advisory Board Minutes December 6, 2018 – The SDAB minutes were reviewed. Administration advised that it is great to see the level of engagement from the advisory board on this issue. He advised that new president of the Arctic Energy Alliance arrived in Fort Smith and met with Administration. He advised that they have money that is going to go unspent and that electric boilers for the water plant is where we want to spend that money. He advised the Arctic Energy Alliance to engage in dialogue with SDAB on some of their initiatives. Cr. Westwell advised that the last meeting of SDAB included discussion on concluding their ongoing discussion around affordable housing and hopes to have a

report approved for the next meeting. D/M Smith asked for clarification on what was requested from Cr. Westwell as a final report. Cr. Westwell advised that the board requested a final report from him to conclude his duties as the chair of the board.

b. SDAB Reappointments

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: D/M Smith

That Adam McNab and Kristielyn Jones be reappointed to the Sustainable Development Advisory Board for a term ending December 31, 2020.

CARRIED UNANIMOUSLY

5. Administration

NWTAC Resolutions – Mayor Napier-Buckley advised that the multiyear funding is for contribution agreements where we have to apply year after year and not sure if we are going to get the money and programs are put on hold waiting for funding. D/M Smith asked if Administration would prefer what length of cycle for agreements. Mayor Napier-Buckley advised that the resolution is to commit to 3-5-year contribution agreements. Administration advised that the Town receives funding from GNWT for a variety of programs. He advised that every year the same funding programs are accessed and that we have to apply for through detailed applications. He advised that once the funding is received the town has to account and report the spending of those funds. These are more like contracts and by the time the money makes it through the GNWT cycle we get a confirmation later in the year. We can't make a commitment to staff as we don't know if the money will be approved for the next year and we can't train and grow employees. He indicated that all these problems could be solved if we get multiyear funding. D/M Smith supports the resolution and added that multi year finding would also decrease the amount of administrative planning and reduce stress which would allow you to divert focus on more important issues.

a.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Cox

That Council submit the following resolution on multi year contribution agreements.

WHEREAS consistency of funding allows for Community Governments to provide quality and sustainable programs it is necessary for GNWT departments to commit to multi-year (3-5 year) contribution agreements for community programs;

WHEREAS multi-year contribution agreements support the sustainability of quality programs to serve community residents,

allowing for multi-year planning and budgeting, and improved recruitment and retention of skilled staff;

WHEREAS single year funding results in challenges to program sustainability, including: gaps between fiscal year end reporting, opening of funding application processes, and notification of funding approval; inconsistency in funding allocations (noted decreases in funding amounts in the last 3-4 years); difficulty in recruiting and retaining skilled staff; inability of Community Governments to commit to long term employment of staff and may result in breaks in employment; challenges in supporting professional development and training of staff; and

WHEREAS single year funding results in unnecessary time demands for the application and reporting processes and that these processes are incongruent with the needs of the community and how funds will be allocated to best serve those needs and that contributions should be made to communities which allow them to best direct the use of the funds;

**THEREFORE BE IT RESOLVED that the GNWT commit to multi-year program contribution agreements.
CARRIED UNANIMOUSLY**

Mayor Napier-Buckley advised that the next resolution is in regards to Aurora College and that the last college resolution that was presented was in 2017 and was right after they had made the cuts to the college. She advised that the board of governors was dissolved after that resolution was passed. She advised that as per the NWTAC website the following update on January 2018 - Update On September 28, 2017 NWTAC received resolution responses from GNWT. GNWT is committed to continue to work collaboratively with Aurora College to ensure that the appropriate support mechanisms are in place for northern students to continue to learn and grow. The Aurora College Foundational Review (Review) will make recommendations regarding the governance structure and operations of the College. The Terms of Reference include an examination of 1. Operations 2. Governance structures 3. Accountability measures 4. Academic program and course selection and 5. Student recruitment and retention. The department of Education, Culture and Employment (ECE) anticipates having clear recommendations from the Review which will inform and help to develop a Strategic Plan. The Strategic Plan is to be implemented in the 2018-19 academic year. The Strategic Planning process that started last year will be put on hold until the Foundational Review is complete. Together the Foundational Review and Strategic Plan will inform programming to provide necessary skills and knowledge to ensure northern residents are first in line for jobs in the NWT. Additionally, it will help inform and create an appropriate model for the funding of Aurora College. The RFP review is being completed

She advised that the NWTAC AGM was held in February 2018 which was before the foundational review was released so there is no current resolution in regard to the college. She thinks that the recommendation should address the two programs that were cut as at the time the GNWT committed to cuts.

Cr. Westwell asked for clarification and asked if the intent is to submit a resolution that would amend the current resolution to include updates from 2018. Mayor Napier-Buckley confirmed and indicated that the we want a resolution that would reopen these programs and also getting a vision of post-secondary education in the NWT which is different than recently submitted. She indicated that the current update to the resolution indicates that there will be a foundational review which has been completed.

Cr. Cox asked if the resolution is too specific to be imposed by other communities. D/M Smith thinks that they would garner support by all communities as they are in shortage of social workers and all the students are from the communities. Cr. Cox suggested that be articulated in the whereas.

Mayor Napier-Buckley advised that the education resolution is looking to discuss the education in the north. D/M Smith indicated that there probably won't be any big decision by the GNWT being in an election year. He indicated that this year would be four years with no enrollment into those programs and that they would have to work on rebuilding the program so that we able to move directly into enrollment.

Cr. Westwell supports the recommendation. Mayor Napier-Buckley indicated that with this being an election year she thinks its important to have resolutions that have been passed in the NWTAC for the newly elected officials. Administration advised that the Mayor is not in the office until Friday at which time the resolutions package can be worked on and distributed to Council for discussion.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That Council submit the following resolution on the Aurora College Transition to Polytechnic University

WHEREAS: The Aurora College Foundational review recommended keep programs

WHEREAS: the GNWT vowed not to cut funding but has not allowed intake into the programs

THEREFORE BE IT RESOLVED: staff be retained to help develop the future bachelor of education and social work programs so that the courses can be started as soon as possible instead of starting over from scratch

**BE IT FURTHER RESOLVED: that the GNWT prioritize the current programming of courses in its consultation with communities and government leaders to ensure that the programs can start to work for the students of the NWT as soon as possible.
CARRIED UNANIMOUSLY**

Mayor Napier Buckley indicated that there was also a resolution that was presented by Cr. Westwell on the infrastructure gap. Cr. Westwell advised that he failed to provide that copy to Council and will provide a draft resolution for inclusion in the resolution package.

Mayor Napier-Buckley advised that the next resolution that she would like submitted is on decentralization that has previously gone to the NWTAC.

Mayor Napier-Buckley advised that the last resolution that she would to submit is in regards to programs that the GNWT is no longer running or programs that are pushing onto the communities that were previously done by the GNWT. She indicated that the GNWT made changes on the agreement to teachers on additional STIP days which forced community governments to step up without any additional funding to provide services and programs for students on these additional days. Administration advised that he cant provide any wording but we see this problem administratively. We can say it is not our problem but we have to create all kinds of programs. He indicated that this is not only a program with the STIP days but in all forms of GNWT programs and services. He asked if there is there someway we can make this own to the GNWT that there decisions are a direct result to the municipalities.

Mayor Napier-Buckley requested input from Council on what to include in the resolution. Cr. Westwell indicated that the ambulance service was a discussion in the past. D/M Smith indicated that are issues on the health centre, justice, childcare, etc. He supports the intent of the resolution and looks forward to reviewing after the resolution is drafted. Administration advised that the concept the resolution is that the GNWT should operate within their sphere so that you know that it is inappropriate to expect municipalities to do. Mayor Napier-Buckley indicated that the problem with submitting that type of worded resolution is that those groups that are moving forward with self government and how that would affect there funding. Cr. Westwell indicated that the resolution would have to cover two issues; the GNWT programs that are not longer provided by the GNWT and identifying those that would affect self government groups. Administration advised that indicated that a large portion of the NWT is working towards self-government and are funded separately by the GNWT. Mayor Napier-Buckley indicated that this would have to be discussed at length to consider indigenous community's going to self government and how that would affect the tax-based communities that don't include only one indigenous group. That is something that has to be planned for and that we have to be part of the discussion. Cr. Westwell thinks that the conversation on self government should be discussed at the

NWTAC AGM and be included in another resolution. D/M Smith thinks that the broader territorial discussion of mandates and accountability of government is a good conversation at the NWTAC.

D/M Smith suggested that Council submit a resolution on the UNW strike. Administration suggested getting the UNW to draft a resolution for submission.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That Cr. McArthur and Cr. Couvrette be excused from the Municipal Services Standing Committee Meeting on January 15, 2019.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 12, 2019.

8. Adjournment

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That the meeting be adjourned at 9:41pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Priorities

Approved: November 20, 2018

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.

Priorities

Key themes and priorities emerged through the community engagement process. The residents of Fort Smith have a clear perspective on our town's priorities. They are presented in two sections. The first includes priorities within the Town's mandate to address; the second include priorities that the Town can work with other governments and agencies to achieve.

Town Mandate

- responsive government
- youth
- attraction and retention of residents
- partnerships with Indigenous governments and others
- safety and legislation
- infrastructure
- community services
- communication



Town of Fort Smith

Vision, Values and Priorities

Approved: November 20, 2018

Town as Facilitator

- health and wellness
- child care
- sustainability, energy and climate change
- education
- economy
- affordable housing

Goals, Strategies and Actions

Based on the priorities our goals are:

- To retain existing and attract new residents
- To be the healthiest community in the Northwest Territories
- To be a leader in sustainability
- To grow our role as the education capital in the NWT
- To create a diversified local economy
- To operate a responsive and transparent government

Each goal is supported by strategies and actions to address the priorities. We are committed to working toward achieving these goals.

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 80,000		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; 2018 includes \$10k carry-over from 2017.	CPI
Integrated Community Sustainability Plan	\$ 10,000	Funding to complete contract for Strategic Planning.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for asset management system.	GAS TAX
Municipal Services	\$ 8,325,000		
Public Works	\$ 375,000		
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	CPI
F150 4x4	\$ 105,000	Replace 2011 2WD Works truck; existing unit will go to Community Services and 2003 Community Services truck surplus. Replace 2006 FM truck; existing unit will be surplus. Replace 2006 Works truck; existing unit may be added to FM fleet or surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 550,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	CPI
Mower	\$ 20,000	Replace 2002 Mower with unit robust enough for fire abatement maintenance. Existing unit will be surplus.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete contract for mid-life retrofit of building.	CPI
Environmental	\$ 1,575,000		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Gylcol piping requires upgrading. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplusd.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
Community Services	\$ 780,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2017	(Details, issues, comments)	Funding Source
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilising SCF Federal funding.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	CPI
Library Renovations	\$ 10,000	The Library is in need of basement carpet and fence repair.	CPI
Capital Project Total Summary	\$ 9,185,000		
2016 Audit Balances			
		Proposed 2018	Balances
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
Total CPI	\$ 4,200,196	\$ 3,660,000	\$ 540,196
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
Total Gas Tax	\$ 1,776,000	\$ 1,775,000	\$ 1,000
Municipal	\$ 159,353		
Mobile Equipment	\$ 196,863		
Recreation	\$ 42,143		
Emergency Equipment	\$ 412,195		
Computer	\$ 27,971		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total General Reserves	\$ 1,038,525	\$ -	\$ 1,038,525
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Utility Reserves	\$ 2,038,082	\$ -	\$ 2,038,082
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Environmental Reserves	\$ 200,000	\$ -	\$ 200,000
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
Total Federal Funding	\$ 6,250,000	\$ 3,750,000	\$ 2,500,000
Total Capital and Reserves	\$ 15,502,803	\$ 9,185,000	\$ 6,317,803



**Fort Smith Volunteer Fire Department
Monthly Report
January 2019**

Date	Start Time	Incident/Activity	# of FF	End Time	Comments/Issues
1-Jan-19	18:07	Rubbish Fire	9	19:20	Arson fire
2-Jan-19	19:00	Fire Practice	8	21:00	
7-Jan-19	15:10	Residential fire alarm	1	15:45	Pot on stove triggered alarm
8-Jan-19	8:36	Aircraft emergency standby	16	9:30	Standby for inbound aircraft with issue
8-Jan-19	19:15	Carbon Monoxide Alarm	3	19:50	
9-Jan-19	19:00	Fire Practice	19	21:00	Start of NFPA 1001 certification training
16-Jan-19	19:00	Fire Practice	16	21:00	NFPA 1001 training
23-Jan-19	19:00	Fire Practice	15	21:00	NFPA 1001 training
30-Jan-19	19:00	Fire Practice	19	21:00	NFPA 1001 training

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	5	5	3	4	4
Callout	4	4	2	4	4
Other (Event/Investigation)					
Total	9	9	5	8	8

# Active Members (end of month)	23
# Of Person-Hours	143.7

Comments

9 firefighters have start their NFPA 1001 national firefighting certification. This training is a combination of classroom, online and practical training that will extend until October 2019. Once complete, those firefightings will receive their certifications and nationally recognized qualifications as a professional firefighter. A new multi month training plan has been developed to allow for better planning and preparation by both the students and the instructors. Progress is also being made in updating standard operating guidelines and adopting improved firefighting practices to increase our safety, productivity and improve operational effectiveness.



**Fort Smith Volunteer Ambulance Monthly Report
19-Jan**

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2019-Jan-01	9:02	Code 1	2	10:30	
2019-Jan-01	20:04	Code 1	2	20:31	
2019-Jan-02	15:50	Code Zulu	3	17:22	
2019-Jan-03	7:50	Code 2	2	9:25	
2019-Jan-03	21:53	Code 1	2	22:55	
2019-Jan-06	8:22	Code 2	2	9:06	
2019-Jan-09	20:45	Code Medevac	2	22:12	
2019-Jan-12	17:25	Code 1	2	18:35	
2019-Jan-12	22:00	Code 1	3	0:35	
2019-Jan-15	12:15	Code 2	2	13:11	
2019-Jan-15	14:18	Code Medevac	2	16:30	
2019-Jan-17	15:23	Code 1	2	16:02	
2019-Jan-17	18:15	Code Transfer	3	19:00	
2019-Jan-17	21:40	Code 2	2	22:15	
2019-Jan-18	10:35	Code Transfer	2	11:09	
2019-Jan-19	17:55	Code Medevac	2	0:00	
2019-Jan-22	15:21	Code 1	2	16:03	
2019-Jan-22	20:04	Code 2	2	20:04	
2019-Jan-26	4:40	Code 1	2	5:40	
2019-Jan-26	14:33	Code Medevac	2	17:30	
2019-Jan-27	19:18	Code Medevac	3	20:45	
2019-Jan-29	14:47	Code Medevac	3	16:34	

Duration	Minutes	Person Minutes	Person Hours
1:28	88	176	2.93
0:27	27	54	0.90
1:32	92	276	4.60
1:35	95	190	3.17
1:02	62	124	2.07
0:44	44	88	1.47
1:27	87	174	2.90
1:10	70	140	2.33
2:35	155	465	7.75
0:56	56	112	1.87
2:12	132	264	4.40
0:39	39	78	1.30
0:45	45	135	2.25
0:35	35	70	1.17
0:34	34	68	1.13
6:05	365	730	12.17
0:42	42	84	1.40
0:00	0	0	0.00
1:00	60	120	2.00
2:57	177	354	5.90
1:27	87	261	4.35
1:47	107	321	5.35
0:00	0	0	0.00
0:00	0	0	0.00
0:00	0	0	0.00
0:00	0	0	0.00
		TOTAL PERSON HOURS	71.40

Type of Call	Jan-19	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	8	8	5	8	8
Code 2 = non Life threatening incident	5	5	2	3	3
Code 3 = Fire support	0	0	0	0	0
Code Medevac = Medevac flight support	6	6	10	12	12
Code Transfer = Transfer of patient	2	2	1	0	0
Code Zulu = Transfer of deceased person	1	1	0	0	0
Total	22	22	18	25	25

Total Number of Responders	24
Total Estimate Person Hours	71.4

Additional Comments:



Bylaw Monthly Report

Jan-19

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV						two ski-doo unable to stop
Dogs at Large	2					owners found dogs
Unregistered Dog	0					
Dogs in pound	4					in care of animal society
Speeding	2	1			\$50.00	sorti issued for 50 in school zone
Stop work Order	0					
Unregistered vehicle	0					
Unsightly Lands	0					
Traffic Issue	2					air plane emergency /vehicle accident
Non emergency call	1					guard rail on calder
Dev permits	1					at bell rock resident
RCMP Matters	1					
Fire calls	1					road closer for emergency at airport
Ambulance assist	0					
general complaints	2					taxi issue of individual without license
Stop work Order	0					
Business license	1					at bell rock posted permit
					\$50.00	

Additional Comments:
 Special leave january 16 to 25



Town of Fort Smith Sustainable Development Advisory Board Minutes January 10, 2019

Regular Meeting
12:00 pm in Council Chambers

Attendees:

- Cam Zimmer (Chair) Paul Kaeser
- Adam McNab Cr. Westwell
- Tim Gauthier Lisa-marie Pierrot
- Kristielynn Jones
- Jeff O'Keefe

A. Call to Order

Chair Cam Zimmer called the meeting to order at 12:11 p.m.

B. Approval of Agenda

MOTION

Moved by: Tim Gauthier

Seconded by: Jeff O'Keefe

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- C. Approval of Minutes** – Adam McNab advised that he was not at the previous meeting and that was a mistake in the minutes. Paul advised that there is a new map posted on the wall as per the request of the board. Jeff asked if action items can be highlighted in the minutes.

MOTION

Moved by: Tim Gauthier

Seconded by: Jeff O'Keefe

That the minutes of December 6, 2018 be adopted as amended.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

- a. Continued Discussion on Zoning and Development options
 - i. Pilot Project creating smaller lots by splitting large lots
 - ii. Identifying potential existing lots to convert from R1 to R2
 - iii. Zoning and land identification for higher density housing/apartments

- b. Development incentives for privately held vacant lands
- c. Taxation of vacant and undeveloped lands

Cr. Westwell provided information on the document that was provided concluding the discussion on affordable housing. He advised that the idea is to summarize his time as the chair for the new chair person. He advised that if there is any recommendation from the summary it would have to come from the board as he is now a Councillor and is unable to make recommendations. Cam indicated that if there are any changes the board can add and forward to Council.

Cr. Westwell advised that the final draft will include all the input from the board. He advised that the document includes all the information on what the board has completed to date and that the last page of the document include recommendations.

Cr. Westwell advised that the discussion started in December 2016 which began with tiny homes. He indicated that the board met with developers and received a better picture on what the board was tasked to look into. He advised that the board was tasked with finding affordable housing when the previous Council was creating the Strategic Plan. He advised that the board was able to meet with three developers over a period of a few months. He indicated that the developers were able to provide information on their projects, maps and provide valuable feedback. He advised that the board has identified initiatives that could lower property prices; identifying potential existing Lots to convert from R1 to R2, creating smaller lots by splitting large lots, zoning and land identification for higher density housing\apartments, incentivizing the development of vacant/derelict property.

Jeff thinks that Fort Smith is a small enough community that any large commitments to changing the housing market is not required. He suggested on completing a project that could provide ten bachelor units which would make an impact on the housing market. He suggested that once that project is underway the Town observe and study how that has impacted the housing market. Adam indicated that the problem is finding someone that will invest in building those units. Jeff indicated that from the discussion with the developers is that the problem is not so much the funds to build the units but that they don't want the liability. Cr. Westwell agreed with Jeff and noted that ten units in Fort Smith would be a huge impact to the housing market as the data shows there are ten homes that are paying too much for rent.

Cr. Westwell advised that the information provided suggests that the discussion on affordable housing be concluded and that instead the discussion moves forward as how to enhance the community's accessibility of housing. He advised that the data included in the document provides information on Fort Smith's housing affordability in comparison to other communities which was collected from Statistics Canada. He noted that Statistics Canada has yet to correct the Fort Smith's population on their

website. He advised that the data is predominantly accurate on average and is in line with NWT Bureau of Statistics.

Paul asked why Hay River and Inuvik have much more private dwelling than Fort Smith given that their populations are about the same size. Cr. Westwell advised that could be due to the population error in the data or that Hay River and Inuvik are about 1500 more in population. He advised that the amount of subsidized housing, student residence and short term renters could also affect those numbers.

Cr. Westwell indicated that the discussions concluded with accessibility versus affordability and that the board has identified that Fort Smith seems to have a perception problem. There is a perception that housing costs too much when realistically, costs are below average in Fort Smith and income is well above national averages and is in line with the NWT average. He advised that the recommendations include; lobbying the Housing Corporation and/or GNWT to focus more on one bedroom\bachelor accommodations to address the shortages in the subsidized\social housing market and creating or zoning an area for the development of higher density rental accommodations.

Action items: Cam requested the board to review the summary document and recommendations to provide a final recommendation to Council.

E. New Business

Cr. Westwell advised that Council will be going over the Strategic Plan at the end of the month and hopefully provide some specific direction on what Council expects from SDAB.

F. Date of Next Meeting

The next SDAB meeting will be held on February 7, 2019 at 12:00 pm in Town Hall Council Chambers.

G. Adjournment

MOTION

Moved by: Tim Gauthier

That the meeting be adjourned at 1:00 pm.

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Mayor and Council

Date: February 6, 2019

Subject: Frank Lepine DPA-002-19 – Home Occupation Permit

Purpose:

Frank Lepine has submitted a Home Occupation Development Application, DPA-002-19, to operate a consulting – wildland fire planning business from Lot 1002, Plan 1260, 3 Winter Street in Fort Smith. The property is owned by the applicant and her spouse.

Background:

The property is zoned R1 Single Detached Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Frank Lepine has applied to operate a consulting – wildland fire planning business as stated above. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-002-19 be approved.

Jim Hood
Development Officer



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



Application No. DPA-002-19

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: FRANK LEPINE Interest (if not owner): _____
 Telephone: 867-872-8283 Email: frank.lepine@yahoo.ca
 Mailing Address: Box 726 Fort Smith NT

Owner Information (if different than applicant):

Registered Owner's Name: same
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 3 WINTER STREET
 Zoning: R1 Lot# 1002 Block# _____ Plan# 1260
 or Certificate of Title: _____
 Lot Width: 22 metres Lot Depth: 30.5 metres Lot Area: 670.8 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Home
 Proposed Use(s) of Property (if applicable): Home business

Estimated Cost of Project: \$ _____

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:

Frank Lepine
 Applicant's Signature

4/02/2019
 Date

 Owner's Signature (if different than applicant)

 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

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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

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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: Consulting - Wildland fire planning
- Business License Number: _____
- 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: asap



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

RECEIVED
FEB 04 2019
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 to make payment arrangements.

Date of Application Feb 1, 2019		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant FRANK C. LEPIWE		Name of Business THORN WILDLAND FIRE CONSULTANTS	
Business Street Address 3 WINTER STREET		Legal Address Lot: 1002 Plan: 1260	Mailing Address Box 726
Phone Number 867-872-8283		Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address frank_lepine@yahoo.ca		Web Page Address	
Type of Business: RESIDENT		Type of Business: NON-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) \$75.00	<input type="checkbox"/> Hawker/Peddler \$285.00	<h1 style="color: blue;">COPY</h1>	
<input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$125.00	<input type="checkbox"/> Contractor \$225.00		
<input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone) \$125.00	<input type="checkbox"/> Charitable Purposes no charge		
<input type="checkbox"/> Hawker/Peddler \$125.00			
<input type="checkbox"/> Junior Business \$1.00			
<input type="checkbox"/> Charitable Purposes no charge			
Please Note: Resident business applications after September 1 will cost one half the regular price			
<input type="checkbox"/> Change Fee for any license \$35.00	<input type="checkbox"/> Late Fee (if renewal received after February 15) \$35.00		
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION ADMINISTRATION, WILDLAND FIRE PLANNING			
Date of Commencement (If New or Non-Resident): MARCH 1, 2019	Date of Termination (If Non-Resident):	Number of Employees Full Time: 1 Part Time:	

I, FRANK LEPIWE, 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.

***Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

Frank Lepine
Signature of Applicant

THORN WILDLAND FIRE CONSULTANTS
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: _____