










Town of Fort Smith Municipal Services Committee

Tuesday, May 9, 2017, 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 Goals
 - d. 2017 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
 - a. Briefing Note Landfill Earthworks Tender
9. Fleet Management
10. Sustainable Development
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes April 13, 2017
11. Protective Services
 - a. Fire Department
 - i. April, 2017 Statistics
 - b. Ambulance Department
 - i. April, 2017 Statistics
 - c. Bylaw Department
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Municipal Services Minutes April 11, 20 </div> <div style="text-align: center;">  Vision, Values and Goals.doc </div> <div style="text-align: center;">  2017 Capital Plan </div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  BN Landfill Earthworks Tender </div> <div style="text-align: center;">  SDAB Minutes April 13, 2017 </div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Fire Department Stats April, 2017 </div> <div style="text-align: center;">  Ambulance Stats April, 2017 </div> </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, April 11, 2017 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf
Regrets: Cr. Kikoak, Cr. Bell
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary
Guest: Patti Haaima

1. Call to Order

Cr. Dumont called the meeting to order at 7:47 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 14, 2017, were reviewed and were adopted at the Council meeting of March 21, 2017. Cr. Holtorf requested an update on the multilingual stop signs. Administration advised that stop signs have been ordered with four languages; English, French, Cree, and Chipewyan. He noted that the Town has over ordered and will be supplying signs to Hay River and Fort Resolution. In addition to this, the Town is looking to order a new LCD sign for at the Recreation and Community Centre. He noted that the electronic sign at Town Hall will cost \$15,000 in repairs and a new, better quality sign could be ordered for the Rec Centre for approximately \$20,000. Cr. Tuckey would like to add an in-camera session to the Council meeting on April 18th to continue discussions from the last Municipal Services meeting.

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

d. 2016 Capital Plan – The Capital Plan was reviewed. Administration is working diligently to get the 2017 Capital Plan to Council on April 18th.

3. Facility Maintenance

Cr. Holtorf requested an update on the Curling Club. Administration advised that the Curling Club is looking to develop their own resources to develop ice due to cost. He noted that the Daycare Society has been donated a house by the Aurora College, although it needs significant remediation work. He noted a number of derelict houses owned by the Aurora College.

4. Sustainable Development

i. Sustainable Development Advisory Board – Administration advised that there the board did not have quorum at their last meeting and that their next meeting is scheduled for April 13th.

5. Protective Services

a. Fire Department

- i. Statistics Report – The March, 2017, statistics report was reviewed. Administration advised that the new Prevention Services Supervisor was hired last week and that Karl Cox is a welcome addition to the Town's operations. He noted that there were no fires in March.

b. Ambulance Department

- i. Statistics Report – The March, 2017, statistics report was reviewed. Administration advised that there were a number of code ones in March and that it was a busy month as usual for the Ambulance Department. Administration advised that Mr. Cox will be undergoing EMR, EMT, and 120-hour First Aid training.

c. Bylaw Department

- i. Bylaw Statistics Report – The March, 2017, statistics report was reviewed. Administration noted the increased detail in the Bylaw Report. He noted a lot of speeding tickets issued in March. Additionally, he advised that Mr. Cox would be dealing with unsightly premises and undergoing bylaw officer and radar training.

d. Emergency Preparedness

Administration noted the need to have an after-hours emergency phoneline and advised that Mr. Cox would be the phone operator.

6. Administration

Administration advised that there wasn't a lot of snow this year and it melted slowly. Public Works ran an aggressive culvert clearing program and identified areas with drainage problems. Administration will begin looking at spring initiatives and requested that Council engage community partners from last year to see if they are interested in painting the crosswalks rainbow-coloured again. He noted that the Community Services Department annually calls out for interested non-profit community groups to clean-up the Town for funding and noted that there is generally not a lot of interest. Administration noted a milestone for the Town as a Facilities Maintenance employee has received their Class 5 Boiler Operator Certification. He noted that the Town has not had a Class 5 Boiler Operator on staff since Jean Soucy. He commended Jamie Chabun on his accomplishment. Administration advised that a Landfill Tender is out for trash compaction and cover placement. He noted that the Landfill facility will be switching to Summer Hours on May 2nd and that Spring Clean-Up is scheduled for May 23rd to June 3rd. Administration advised that the Snowboard Consultant will be coming back to Fort Smith to finish work on the Snowboard Park. He is also hoping to bring water and sewer services to the site this summer. Administration advised that the HR Committee and he have begun interviewing for the Director of Municipal Services position and that there are some strong candidates. Cr. Holtorf suggested that the website be used to announce the new hire of the Prevention Services Supervisor, Karl Cox, and to commend Jamie Chabun on his certification of Class 5 Boiler Operator. Mayor Napier-Buckley asked if the library ramp is included in the 2017 Capital Plan. Administration advised that the construction of a ramp for the library was solicited through invitational tender and that the tender is closing soon.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Mayor Napier-Buckley

That Cr. Bell and Cr. Kikoak be excused from the Municipal Services Standing Committee Meeting on April 11, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 9, 2016.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 8:15 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

Vision The Town of Fort Smith will work with its 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

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.

**TOWN OF FORT SMITH
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 120,000		
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; \$10,000 spent in 2016.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compilation and assembly of ICSP. Some spending occurred in 2016.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
Municipal Services	\$ 2,045,000		
Public Works	\$ 160,000		
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	\$ 35,000	Replacement of 2011 2WD Works truck; old truck will go to Community Services and 2003 Community Services truck surplus.	CPI
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 530,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement; hire contractor or purchase brushing attachment for skidsteer.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement by 2019 and procurement takes approximately one year, required that the Fire Truck be ordered in 2017.	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 mid-life retrofit of building.	CPI
Environmental	\$ 225,000		
Waste Reduction Initiative	\$ 50,000	Initiative put forward by SDAB to reduce the amount of waste going to the Landfill in order to extend the life of the facility. Some spending occurred in 2016.	CPI
Landfill Expansion Design	\$ 150,000	Design services for Landfill expansion.	GAS TAX
Landfill Minor Capital	\$ 25,000	Upgrades to facility and burn pit, fencing, removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 1,130,000		
Fire Hydrant Replacement	\$ 70,000	Upgrade seven hydrants.	UTILITY RESERVE
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. Existing truck will be retained as a backup to the new unit.	GAS TAX

**TOWN OF FORT SMITH
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
CWWF Design	\$ 250,000	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. Design work is estimated at 5% of project cost.	UTILITY RESERVE
Water and Sewer System Upgrades	\$ 125,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, welding repair.	UTILITY RESERVE
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 150,000	New burners (purchased in 2016) require installation. Electric boiler requires to be purchased and incorporated into system. Glycol piping and control valves require upgrading. One boiler requires major repair. 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, Intake, Reservoir, Riser Tower and Pump Station.	GAS TAX
Sewer Flusher	\$ 30,000	Replace existing sewer flusher which has reached the end of its useful life. Existing unit will be retained as a backup to the new unit.	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	\$ 835,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Budget value established in anticipation of receiving third-party funding to support \$20,000 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. Some spending occurred in 2016.	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, jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH
2017 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details		Funding Source
		(Details, issues, comments)		
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 utilizing SCF Federal funding.		CPI
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially 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. Some spending occurred in 2016, including Storage Room and Mezzanine fit-up.		CPI
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.		CPI
Capital Project Total Summary	\$ 3,000,000			
2016 Audit Balances				
		Proposed 2017		Balances
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
Total CPI	\$ 3,086,196	\$ 1,695,000		\$ 1,391,196
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
Total Gas Tax	\$ 863,000	\$ 860,000		\$ 3,000
Municipal	\$ 159,353			\$ 159,353
Mobile Equipment	\$ 196,863			\$ 196,863
Recreation	\$ 42,143			\$ 42,143
Emergency Equipment	\$ 412,195			\$ 412,195
Computer	\$ 27,971			\$ 27,971
Total General Reserves	\$ 838,525	\$ -		\$ 838,525
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Utility Reserves	\$ 1,838,082	\$ 445,000		\$ 1,393,082
Total Capital and Reserves	\$ 6,625,803	\$ 3,000,000		\$ 3,625,803



BRIEFING NOTE

To: MUNICIPAL SERVICES COMMITTEE
Date: MAY 5, 2017
Subject: LANDFILL EARTHWORKS TENDER

Purpose:

To request approval to award the contract for landfill earthworks for 2017.

Background:

The Town of Fort Smith awards a contract annually to compact and cover waste at the landfill site. The contract for 2017 included additional work to acquire sufficient sand to use as cover material. This sand can be found on site but requires additional work with a dozer to stockpile.

Three responses to the tender call were received:

TDC Contracting Ltd.	\$71,258.68
Fort Smith Construction Ltd.	\$59,521.30
Locust Mowing	\$53,400.00

Analysis:

The bidders all have current business licences with the Town of Fort Smith.

The 2016 contract was awarded to Locust Mowing for \$23,800 but did not include the additional work required to stockpile cover material.

The 2017 tender submissions were reviewed by Maskwa Engineering who has recommended awarding the contract to the low bidder (recommendation attached).

Recommendation:

That the Municipal Services Committee award the 2017 Landfill Earthworks contract to Locust Mowing for the tendered price of \$53,400



182 McDougal Road
Fort Smith, NT X0E 0P0
Telephone 867.872.2812
Facsimile 867.872-2813
mitch.heron@maskwaengineering.ca

May 1, 2017

Our Project No. 17-013

Jim Hood
Town of Fort Smith

**RE: Town of Fort Smith Landfill Tender Spring and Fall Cat Work and Excavation
for Cover Material**

Maskwa Engineering Ltd was present for the opening of the above mentioned tender on April 28, 2017 at Town Hall. The town received three (3) bids for the tender. The final tender prices were as follows:

TDC Contracting	\$71,258.68
Fort Smith Construction:	\$59,521.30
Locust Mowing	\$53,400.00

We recommend that the Town accepts the bid from Locust Mowing. We will be happy to answer any questions you may have on this review.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mitch Heron', is written over a light blue rectangular background.

Mitchel Heron, CET
Maskwa Engineering Ltd.



Town of Fort Smith Sustainable Development Advisory Board Minutes April 13, 2017

Regular Meeting
12:00 pm in Council Chambers

Attendees:

- | | |
|-------------------------|----------------|
| • Chris Westwell, Chair | Cr. Patel |
| • Adam McNab | Diane Seals |
| • Keith Hartery | Keith Morrison |
| • Tim Gauthier | Katie Reid |
| • Frank Lepine | Craig Browne |

A. Call to Order

Chair Chris Westwell called the meeting to order at 12:15 p.m.

B. Approval of Agenda

MOTION

Moved by: Adam McNabb

Seconded by: Keith Hartery

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Delegation

Craig Browne Tiny Home Proposal – Chris advised that the board would be reviewing the existing Zoning Bylaw to make improvements or add new sections to accommodate tiny home developments or new developments for residential housing. He asked if there are any issues with the current bylaw and noted that the board could make recommendations to Council for amendments.

Craig provided sketches that were done that proposes the concept of the tiny homes on a lot downtown. He noted that lot sizes are limited in the downtown area and that reducing setbacks would help make projects move forward.

Keith will review the percentage of lot coverage and setbacks requirements to facilitate development. He is looking for recommendations to determine what the requirements are. Keith asked if Craig is looking to own the lot as a whole or survey into little parcels or take the strata approach. He noted that multi-family dwelling zoning can be modified in the bylaw. He

noted that strata development is considered a subdivision which is managed by the GNWT and legislated by the Condominium Act which doesn't work efficiently. He noted that the ownership model is required to set-up zones properly.

Craig advised that the biggest issue is zoning setbacks as the lot size isn't large enough with setback requirements to be profitable. Keith noted that in order to relax setbacks, discussion would need to take place on materials used to ensure fire safety. He noted that for smaller homes with offsite parking, setbacks can be more easily relaxed. Keith noted that Town Centre has no side yard requirements, although it would have to be determined if residential could be used in TC zones. With this, Keith has heard comments that Fort Smith is lacking in commercial and industrial zoning. He noted that there is another tiny home proposal for in industrial zoning. Craig advised that he owns a few properties in town centre and that development is restricted. He noted that this is the first he has heard that the Town is willing to make changes to accommodate development.

Keith noted that the Town had performed a review of the Senior's Tax Relief Program and it was determined that since the program was established the amount of claimants has increased from 13% to 23% and that very few new homes have been built. He noted that the program was established to keep seniors in their homes and noted that there are no homes available for new families. He noted that this has put stress on the rental market in Fort Smith. Craig noted that a lot of seniors would consider selling if something smaller were available. He noted that there are huge waiting lists for seniors housing and that they have trouble maintaining their homes. Keith noted tiny homes would reduce yard work, snow removal would not be an issue, and that communal parking and a community garden could be established. Additionally, a central heating system would require less maintenance. He noted that with developments central to downtown, seniors would not require a vehicle. The board will continue to work with Craig on his needs based on his ownership model for zoning and on setbacks.

Keith advised that lots in town centre are poorly laid out and that he is hoping to eventually move Town infrastructure out of commercial zoning. He felt that having residential in town centre wins more than it loses.

The board thanked Craig for his delegation.

D. Approval of Minutes

MOTION

Moved by: Keith Hartery

Seconded by: Tim Gauthier

That the minutes of March 2, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

E. Business Arising from the Minutes

There was no business arising from the minutes

F. New Business

- a. Draft Economic Development Strategy
- b. Farmers Market
- c. Development
- d. NWT Agriculture Strategy

The new business agenda items were pushed forward to the next meeting.

G. Date of Next Meeting

The next SDAB meeting date is to be determined.

H. Adjournment

MOTION

Moved by: Keith Hartery

That the meeting be adjourned at 12:52 pm.

CARRIED UNANIMOUSLY



**Town of Fort Smith
Fort Smith Volunteer Fire Department
Activity Report
April 2017**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
5-Apr-17	19:00	Training	Hall	12	22:00	Hoses, Foam types, flowed foam, hydrant hookups
12-Apr-17	19:00	Training	Hall	11	21:00	Driver Training
19-Apr-17	19:00	Training	Hall	13	21:45	Driver obstacle course - timed runs
21-Apr-17	2:31	CO Investigation	34 McDougal	1	3:15	Investigation of CO alarm
23-Apr-17	12:00	Prescibed Burning	Tamarack Court	12	15:45	Burning slash piles.
26-Apr-17	19:00	Training	Hall	4	20:37	Hydrant hookups. Checked slash piles at trailer court

Also had a separate inquiry regarding another CO alarm on 20 April.

We burned a fair amount of slash from the FireSmarting activities at the trailer court. There is still some more material on the campground side that should be removed.



**Fort Smith Volunteer Ambulance Monthly Report
April 2017**

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2017-Apr-03	13:50	Code Medevac	1	16:00	
2017-Apr-03	19:00	Meeting	4	20:00	Estimated # Attendees
2017-Apr-05	21:34	Code Medevac	2	0:30	
2017-Apr-09	12:50	Code Medevac	3	15:30	
2017-Apr-10	19:00	Meeting	4	20:00	Estimated # Attendees
2017-Apr-12	8:47	Code 1	4	10:00	
2017-Apr-13	19:16	Code Medevac	4	21:15	
2017-Apr-13	17:37	Code Medevac	4	21:15	
2017-Apr-17	7:23	Code Medevac	2	10:20	
2017-Apr-17	19:00	Meeting	4	20:00	Estimated # Attendees
2017-Apr-19	20:21	Code 1	4	21:30	
2017-Apr-20	19:25	Code Medevac	1	22:00	
2017-Apr-21	0:45	Code 1	2	2:20	
2017-Apr-22	9:30	Assist	2	14:30	Wx-Fit Testing
2017-Apr-24	19:00	Meeting	5	20:00	Estimated # Attendees
2017-Apr-25	20:45	Code 1	2	22:30	
2017-Apr-29	22:04	Code 1	1	23:00	

Type of Call	April 2017	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life treating incident	5	31	9	9	39
Code 2 = non Life threatening incident	0	4	2	4	6
Code 3 = Fire support	0	1	0	0	1
Code Medevac = Medevac flight support	7	30	9	12	36
Code Transfer = Transfer of patient	0	0	0	1	1
Code Zulu = Transfer of deceased person	0	2	2	0	1
Total	12	68	22	26	84

Total Number of Responders	14
Total Estimate Person Hours	91.1

Additional Comments: