
















Town of Fort Smith
Municipal Services Committee
 Tuesday, December 13, 2022, at 8:15pm
 Town Hall Council Chambers

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
5. Directors Report
 - a. Municipal Services Director Report – November 2022
6. Protective Services
 - a. Fire Department Statistics – November 2022
 - b. Ambulance Department Statistics – November 2022
 - c. Fire/EMS Training Report – November 2022
 - d. Fire/EMS Graphs – November 2022
 - e. Lands Enforcement Report – November 2022
 - f. Bylaw Enforcement Report – November 2022
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes December 1, 2022
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – Replace Boilers at Municipal Services Garage
 - b. Briefing Note – Water and Sewer Infrastructure Design RFP Award
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes November 2022.pdf	 Vision and Values.pdf
 Municipal Services Report December 2022.pdf	 Fire Statistics November 2022.pdf
 Ambulance Statistics November 2022.pdf	 Fire and EMS Training November 2022.pdf
 Fire EMS Graphs November 2022.pdf	 Lands Report November 2022.pdf
 Bylaw Report November 2022.pdf	 SDAB Minutes December 1, 2022.pdf
 BN Replace Boilers at Municipal Service	 BN Water and Sewer Infrastructure



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, November 8th, 2022, at 8:30 pm.
Town Hall Council Chambers

Chairperson: D/M MacDonald
Members Present: Mayor Daniels, Cr. Fergusson, Cr. Pischinger, Cr. Beaulieu
Regrets: Cr. Campbell, Cr. Korol, Cr. Tuckey

Staff Present: Cynthia White, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

D/M MacDonald called the meeting to order at 8:09 pm.

2. Declaration of Financial Interest

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

3. Delegations

There were no delegations.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of October 11th, 2022, were reviewed and adopted at the Regular Meeting of Council on October 18th, 2022.

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

5. Directors Report

- a. Municipal Services Director Report November 2022 – The Director of Municipal Services' Report from November 2022 was reviewed. Administration advised that the road salt has arrived and that they are trialing a new road sand additive that is effective in colder temperatures than salt.

Administration advised that the paving project has concluded for the year and will be finished next year. She added that major drainage issues were fixed in conjunction with the paving project.

Administration provided an update on the operations of Water Treatment Plant, Facilities Maintenance, and Public Works. She advised that YK Fire Prevention has restored function to the Arena fire suppression system and that the Arena is being prepped for re-opening.

Administration advised that the Facilities Maintenance have repainted vandalized Town infrastructure at the look out and noted that it was re-vandalized the next day. She requested that anyone observing vandalism, report incidents to the RCMP.

Cr. Fergusson was pleased with the update and great work on projects. She asked about preventative measures such as livestream cameras to detour vandals or capture evidence. She noted that the cameras could also be used during events as a marketing tool.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Beaulieu

That Administration investigate pricing for cameras to place at hot spots for vandalism in the community.

CARRIED UNANIMOUSLY

6. Protective Services

- a. Fire Department Statistics October 2022 – The Fire Department Statistics for October 2022 were reviewed.
- b. Ambulance Department Statistics October 2022 – The Ambulance Department Statistics for October 2022 were reviewed.
- c. Fire/EMS Training Report October 2022 – The Fire/EMS Training Report for October 2022 was reviewed.
- d. Fire/EMS Graphs October 2022 – The Fire/EMS Graphs for October 2022 were reviewed.
- e. Lands Enforcement Report October 2022 – The Lands Enforcement Report for October 2022 was reviewed.
- f. Bylaw Enforcement Report October 2022 – The Bylaw Enforcement Report for October 2022 was reviewed. Active ticketing process.

7. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes October 13, 2022 – The SDAB minutes from October 13th, 2022 were reviewed.
 - ii. SDAB Minutes November 3, 2022 – The SDAB minutes from November 3rd, 2022 were reviewed. D/M MacDonald was pleased that the Town is developing an idling challenge to encourage community members to reduce idling times. Administration replied that the goal is to work towards an idling policy for Town vehicles and suggested keeping trucks in 7-bay to reduce idling time in the winter. She noted that the Town would like to challenge other organizations to develop idling strategies.

Cr. Fergusson added that the Energy Champion has also noted a rebate program through Arctic Energy Alliance for a programmable vehicle plug that is automated by temperature.

- iii. SDAB Expression of Interest Jonathan McDonald – The expression of interest form from Jonathan McDonald to sit on the Sustainable Development Advisory Board was reviewed. Cr. Fergusson asked if Mr. McDonald would be sitting on SDAB on behalf of the Metis Council. Administration advised that the Town does not have ex-officio designations and that members sitting on the board are representatives of the community. Cr. Fergusson asked if the indigenous governments are invited to have representatives sit on the advisory boards. Administration replied that they are not specifically invited to sit on the advisory boards but are invited to sit on the Conibear Park Board, Climate Adaptation Board, and Housing Board. She noted that the intention is to leave advisory boards open to the public D/M MacDonald welcomed Mr. McDonald.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That Jonathan McDonald be appointed to the Sustainable Development Advisory Board for a term ending December 31st, 2023.

CARRIED UNANIMOUSLY

8. Bylaw/Policy Review and Development

There were no bylaws or policies for review and development.

9. Administration

- a. Briefing Note DPA-035-22 Sophie Bourgon Home Occupation Business – The briefing note was reviewed. Cr. Fergusson was pleased to see a homebased serving business moving to a commercial based kitchen.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That DPA-035-22 be approved for a Home Occupation Business at 451 Calder Avenue, Lot 1387, Plan 1760, subject to the compliance requirements outlined in the approved development permit.

CARRIED UNANIMOUSLY

- b. Briefing Note Replace Pump at Water Treatment Plant – The briefing note was reviewed. Administration advised that the pumps that circulate glycol at the Water Treatment Plant are at end of life. She noted that funding is available from Arctic Energy Alliance (AEA) for replacement with more efficient pumps. She stated that due to the funding requirements and the current state of the pumps, she would like to immediately proceed with ordering the replacement pumps. Administration advised that the Town would like to expediate the process to ensure the pumps are received by March 31st and noted that this is a requirement to receive the \$100,000 funding from AEA.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

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

CARRIED UNANIMOUSLY

- c. Presentation of Draft Capital Plan – The Draft Capital Plans were reviewed. Administration reviewed the draft 5-Year Capital Plan for 2023 to 2027 and noted that she hopes to have it approved by the end of 2022 to proceed with preparing for the projects.

Administration advised that the Town would like to prioritize the water and sewer infrastructure replacement, and start planning for the Protective Services building and Snowboard Park development. Additionally, she noted that the Community Plan and Zoning Bylaw require updating.

Administration advised that the Town has funding for energy upgrades at 7-Bay to install an electric boiler system and that funds remaining would be put towards a boiler system at the Water Treatment Plant in conjunction with the Plant's overall upgrade.

Administration stated that the Town has sufficient funds to complete the capital projects but that there may be some gaps in territorial funding compared to what is regularly received. Further, she advised that the Town is significantly underfunded by the territorial government annually by approximately \$2 million in CPI funding for capital projects. She noted that the shortfall results in not having funds readily available when work is required which is why reserve funds are created. Administration advised that the Town actively seeks additional funding through organizations such as CanNor, the Federation of Canadian Municipalities and other funding agencies. Administration asked if Council would be interested going to debenture for the development of Protective Services building that would house the ambulances, fire trucks, and offices for Lands, Bylaw, and Protective Services Director as well as be training space for volunteers and staff.

Administration advised that the Capital Plan isn't required to be passed until March 31st but she would prefer it be passed sooner to begin planning. D/M MacDonald advised that there have been Councillors missing from the past recent meetings for various reasons and felt that it would be prudent to move the Capital Plan forward to December rather than approving at the November Council Meeting. Cr. Fergusson agreed and was pleased with the Capital Plan but would like further discussion with the excused Councillors. She hopes that the community consultation will provide positive feedback of what is wanted and needed from the community.

Administration would like to get the designs out for the water and sewer projects, the water intake and main lift station, and the sewage lagoon, and requested approval to move forward so the Town can go to tender on the projects sooner. Cr. Fergusson requested more information. Administration replied that the AECOM infrastructure study identified options for the projects and the Capital Plan includes the cost of engineering design services as per report. Administration clarified that she is looking for approval to continue with the RFP process for these projects and advised that the award of the projects would be brought to Council for approval. D/M MacDonald clarified that the three projects in question have been discussed multiple times and that they approve moving forward with the process, not with awarding the work, in efforts to maximize the time for completion. Council agreed and gave approval to move forward with the process.

10. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That Cr. Tuckey, Cr. Campbell, and Cr. Korol be excused from the Municipal Services Standing Committee meeting on November 8th, 2022.

CARRIED UNANIMOUSLY

11. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 13th, 2022.

Administration gave a reminder that the Bi-Election Advance Poll is on Monday, November 14th in the upstairs Curling Room and that the General Poll is on Monday, November 21st in the CRC Gymnasium.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

The meeting be adjourned at 8:55 pm.

CARRIED UNANIMOUSLY

Vision

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

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

Values

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

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

Municipal Services Report December 2022

Capitol Projects

The old water treatment plant has been demolished.

The new tandem dump truck with the new sanding attachment has arrived.

The Multihog has arrived.

Public Works

2 vacant equipment operator positions have been filled and the third will be filled by training within the organization.

Christmas lights have been put up on the power poles.

PW has been busy with snow clearing as we had a good snow dump followed by a windstorm.

Our new sanding truck and Multihog has arrived, and we are excited to put them into service.

Water Works

The supervisor and a staff member went to the water and waste treatment conference in Yellowknife where they were updated on the latest advancements in this field and the get CEU (Continued Education Units) that are required for their positions. Joel Mercredi is now a director of the NTWWA Northern Territories Water and Waste Association.

New lagoon and tower policy have been implemented. We are running a call-in program that includes water plant staff meeting and turning on and off the water tower. This is to ensure we are billing at the tower until our FOB system is in place.

Plc at the water tower is fried again, in my opinion the cause of this continuous failure among other failures is the brown outs we have been suffering from NTPC. We have been in communication with NTPC in Fort Smith and they have informed us that Hay River's operations have caused some of these brown outs without informing Fort Smiths operations and there for causing damage to our infrastructure that could be avoided with proper notification and preparation.

Monthly testing and weekly covid balls and bacti/s have been done. Monthly hypo chlorination of water truck has been done. 2020 water license is done.

Facility Maintenance

Cimco came and installed compressor motor on the ice plant at the arena and start up maintenance on all our ice plants and compressors.

Ice is in at the arena; it was a learning experience and took longer than it normally should as we have all new staff. These factors create a learning environment that requires more time to make sure it is installed correctly.

The ice plant at the curling arena went down due to the brown outs caused by NTPC and we almost lost the ice. This could have been avoided again with proper notification and preparation, this is causing undue wear and damage to our equipment.







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

Dec 1 22

Incidents

Number	Date	Alarm Time	Response Type Description	Address
22-037	Nov 30 22	12:47:00	False Alarm (Good I...	149 Mcdougal Rd, FORT SMITH
22-036	Nov 30 22	07:58:00	False Alarm (Good I...	42 Highway Five, FORT SMITH
22-035	Nov 11 22	05:49:00	False Alarm (Good I...	70 Breynat Street (Firehall), FORT SMITH
22-034	Nov 2 22	14:46:00	Grass	108 Field St, FORT SMITH

4 Records Printed

Fort Smith Volunteer Ambulance Monthly Report

Nov-22

Date	Start Time	Incident/Activity	# of Crew	End Time	Run Number
2022-Nov-01	11:00	M	2	13:00	278
2022-Nov-01	12:47	1	2	13:35	279
2022-Nov-01	17:50	M	2	20:00	280
2022-Nov-02	19:48	1	2	20:08	281
2022-Nov-03	12:52	2	4	14:15	282
2022-Nov-04	2:52	2	2	3:45	283
2022-Nov-05	11:08	2	2	12:20	284
2022-Nov-07	8:29	2	2	9:27	285
2022-Nov-07	9:33	1	2	10:30	286
2022-Nov-08	19:45	1	2	20:45	287
2022-Nov-09	9:15	1	2	10:26	288
2022-Nov-09	16:45	1	2	18:10	289
2022-Nov-11	5:24	1	2	7:05	290
2022-Nov-17	0:04	1	2	2:30	291
2022-Nov-09	16:45	1	3	18:10	291
2022-Nov-17	3:27	2	2	5:00	292
2022-Nov-18	14:30	M	2	15:45	293
2022-Nov-20	23:50	M	2	2:15	294
2022-Nov-23	10:35	M	2	11:30	295
2022-Nov-23	10:45	1	2	11:30	296
2022-Nov-25	14:30	2	2	16:53	297
2022-Nov-28	12:52	M	2	14:00	298
2022-Nov-28	13:25	M	2	16:10	299
2022-Nov-28	22:35	2	2	23:25	300
2022-Nov-28	23:20	2	2	1:45	301
2022-Nov-30	15:50	M	3	18:00	302
2022-Nov-30	15:30	M	2	18:20	303
2022-Nov-30	18:52	1	2	20:00	304
2022-Nov-30	18:52	1	2	20:00	305

Type of Call	Nov-22	Year to Date	Last Month
Code 1 = Life treating incident	12	80	6
Code 2 = non Life threatening incident	8	88	14
Code Medevac = Medevac flight support	9	104	12
Code Zulu = Transfer of deceased person	0	14	3
Total	29	305	35

Total Estimate Person Hours	93.3	Year to Date:	1005.88
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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

Page 1 of 1

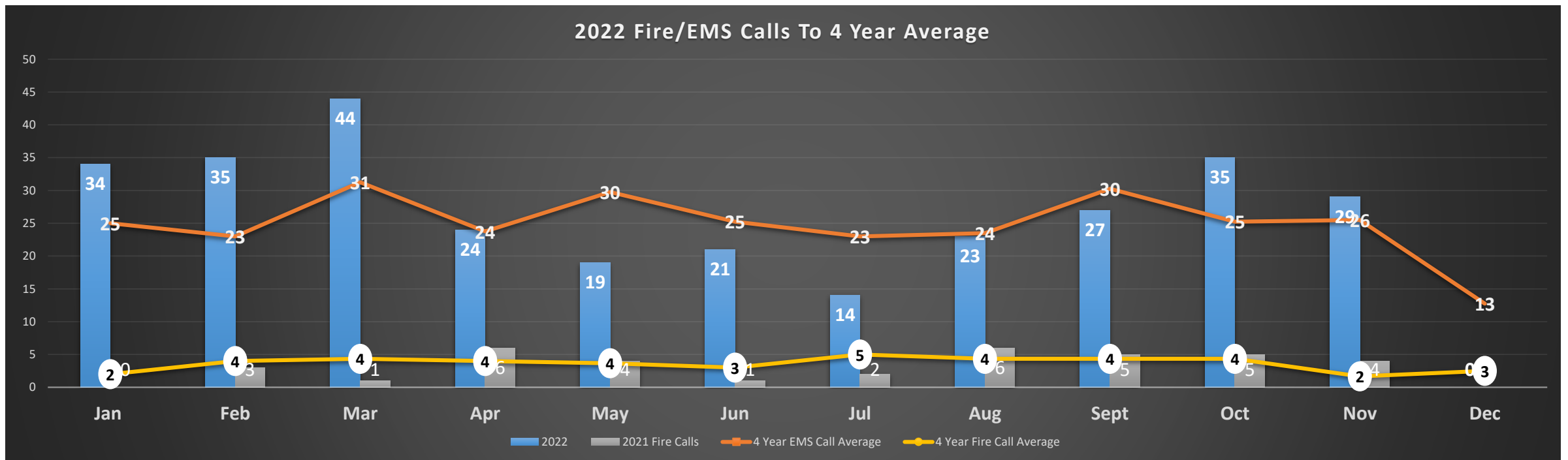
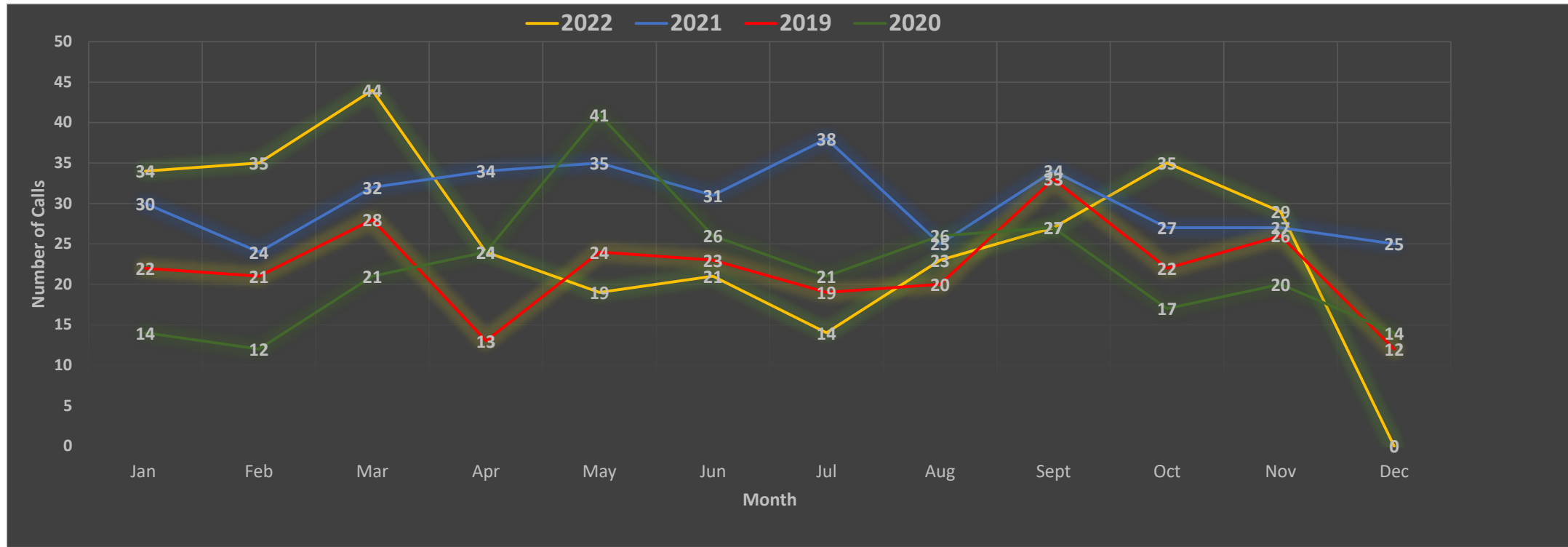
Date

Dec 1 22

Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
Nov 23 22	22-070	Joint Training	Patient Vitals, Med...	FC McNab Adam, Tom FD8 Colucci
Nov 16 22	22-069	Joint Training	Search & Rescue	FF Doucet Mathieu
Nov 9 22	22-068	Joint Training	Pre-Planning	DC Short, Jami
Nov 2 22	22-067	Joint Training	Fire Behavior	

4 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

Dec 1 22

Bylaw Infractions

Date	Bylaw Inc...	Bylaw	Infraction	Action	Fine Am...
Nov 1 2022	22-247	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Nov 4 2022	22-282	Zoning Bylaw	Development without permit	File made, no further action	0.00
Nov 8 2022	22-283	Zoning Bylaw	Development Permit - Home Occupation	File made, no further action	0.00
Nov 18 2022	22-296	Civic Address...	(3) Address must be shown on the front of the bu...	File made, no further action	0.00
Nov 22 2022	22-297	Zoning Bylaw	Development without permit	File made, no further action	0.00
Nov 22 2022	22-298	Civic Address...	(4) (5) That the placement and purchase of stree...	File made, no further action	0.00
Nov 23 2022	22-300	Zoning Bylaw	Development without permit	File made, no further action	0.00
Nov 23 2022	22-303	Public Engage...	School Presentation	File made, no further action	0.00
Nov 29 2022	22-302	Zoning Bylaw	Development Permit Issuance	File made, no further action	0.00

9 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

Page 1 of 1

Date

Dec 1 22

Bylaw Infractions

Date	Bylaw Inc...	Bylaw	Infraction	Action	Fine Am...
Nov 24 2022	22-301	Traffic Bylaw	31 Fail to obey stop sign	Verbal Warning Only	0.00
Nov 17 2022	22-294	Garbage By-Law	21 (a) No person shall deposit or dispose of or ...	Verbal Warning Only	0.00
Nov 17 2022	22-295	Traffic Bylaw		RCMP Matter	0.00
Nov 16 2022	22-293	Traffic Bylaw	31 Fail to obey stop sign	Written Warning Only	0.00
Nov 16 2022	22-292	Traffic Bylaw	31 Fail to obey stop sign	Written Warning Only	0.00
Nov 15 2022	22-290	Traffic Bylaw	33 Unauthorized parking on a roadway	SOTI Issued	40.00
Nov 15 2022	22-291	Traffic Bylaw	11 Speeding (1-15 KPH over limit)	File made, no further action	50.00
Nov 15 2022	22-289	Traffic Bylaw	33 Unauthorized parking on a roadway	Complaint Received	0.00
Nov 15 2022	22-286	Traffic Bylaw		Complaint Received	0.00
Nov 11 2022	22-288	Animal Contro...	Animal Surrender	Animal transported to pound	100.00
Nov 9 2022	22-285	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound	50.00
Nov 8 2022	22-284	Animal Contro...	Animal Surrender	Animal transported to pound	0.00
Nov 5 2022	22-287	Animal Contro...	5.1 No owner shall allow their dog to run at large	Animal transported to pound	0.00
Nov 3 2022	22-278	Animal Contro...	Animal Surrender	Animal transported to pound	100.00

14 Records Printed



Town of Fort Smith Sustainable Development Advisory Board Thursday, December 1st, 2022 at 12:00pm

Regular Meeting

Attendees:

- Alyssa Etsell, Chair
- Jeff O’Keefe
- Adam Bathe
- Liam Case
- Tim Gauthier
- Jessica Cox
- Jonathan McDonald

Regrets:

- Sophie Fillion Alex James, CC Champion
Katie Reid, Executive Secretary

A. Call to Order

Chair Alyssa Etsell called the meeting to order at 12:16 p.m.

B. Approval of Agenda

MOTION

Moved by: Jeff O’Keefe

Seconded by: Jessica Cox

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of Minutes

MOTION

Moved by: Adam Bathe

Seconded by: Liam Case

That the minutes be adopted as presented.

CARRIED UNANIMOUSLY

D. New Business

- a. SDAB Annual General Meeting – Alex advised that Sophie is moving next month, and she would request her formal resignation. Further, she noted that with Sophie leaving, there is no SDAB representative on the Climate Adaptation Board.

Tim nominated that Alyssa be reappointed as Chair. Alyssa accepted.

MOTION

Moved by: Tim Gauthier

Seconded by: Adam Bathe

That Alyssa Etsell be appointed Chair of SDAB.

CARRIED UNANIMOUSLY

Jessica volunteered to be Vice Chair. Tim nominated Jessica as Vice Chair.

MOTION

Moved by: Tim Gauthier

Seconded by: Jeff O'Keefe

That Jessica Cox be appointed Vice Chair of SDAB.

CARRIED UNANIMOUSLY

Jeff O'Keefe nominated Tim as Secretary. Tim accepted.

MOTION

Moved by: Jeff O'Keefe

Seconded by: Adam Bathe

That Tim Gauthier be appointed Secretary of SDAB.

CARRIED UNANIMOUSLY

Alex welcomed new member Jonathan McDonald. She was pleased with the boards full attendance and advised that there are three vacancies on SDAB. She advised that the Town would put out a call for expressions of interest. Jessica asked if Jeremy resigned. Alex confirmed and advised that he has joined the Housing Plan Advisory Board. The board suggested doing individual advertisements for each advisory board to call for expressions of interest to target a specific audience.

Jeff asked for the Town's definition of sustainable development and felt that some topics previously discussed were outside SDAB's policy/terms of reference. Alex asked what the board would like to discuss and noted that she has been bringing items forward as they are happening. Further, she noted that the Idling Policy is a component of the Energy Plan. She indicated that she is working on other components too, such as energy efficiency upgrades including pump replacement in Town equipment. Jeff felt the board's scope is beyond energy. Alex suggested updating the terms of reference to broaden the scope. Jessica advised that advisory board policies are to establish a purpose for the advisory board. The board would like to update the policy's scope. Adam suggested updating as per the United Nation's Sustainable Development goals.

MOTION

Moved by: Jeff O’Keefe

Seconded by: Tim Gauthier

That the SDAB Policy is outdated and SDAB update the terms of reference.

CARRIED UNANIMOUSLY

Alyssa noted discussion at the Community Consultation Meeting about waste management and about what work has been done in this area. She didn’t think the advisory boards presence and work in this area was common knowledge to the community and suggested the board and vacant seats could have been promoted. She felt there is opportunity to engage with the advisory board on sustainable development and waste management topics.

- b. Idling Policy – Alex advised that the draft policy is for internal use, but the Town would like to challenge other employers too. She asked if more information should be included or educational information. Jessica noted SDAB previously made a recommendation not to include an idling policy in the Energy Plan that was adopted by Council. She asked if this would be enforceable and if educational information on idling could be obtained. Alex replied that most municipalities won’t create a bylaw due to enforceability, so a policy for internal use was created instead. She noted that the climate change consult would gather information on idling, and they are planning education campaigns on idling, including in schools, in 2023. Other ways discussed to reduce idling was the creation of no-idle zones.

Jeff thinks an internal policy sets a good standard and to encourage other organizations to participate. Tim would support data that includes cost savings. Jeff asked if Town vehicles have timers. Alex was unsure and asked if Aurora College vehicles do. Jeff confirmed and thinks GNWT vehicles do as well. Tim responded that Parks Canada vehicles do not. Jeff added that the timer can tell when the vehicle is in motion vs idling.

Alex advised that the goal is to have other workplaces adopt the policy and that individuals incorporate this into their personal lives. Jessica noted that idling affects air-quality and costs money. Adam noted that some equipment, like CAT, have spreadsheets of running time requirements as per temperature. Alex replied that some equipment have pollution controls, and idling too long can harm the vehicle, especially for some diesel vehicles. Adam suggested including links to educational specifications. Jeff thought some organizations would post signage to encourage not idling.

E. Excusing of Members

Sophie was not excused from the meeting as no communication as received.

F. Date of Next Meeting

The next SDAB meeting will be held on January 5th, 2022 at 12:00 pm.

G. Adjournment

MOTION

Moved by: Liam Case

Seconded by Adam Bathe

That the meeting be adjourned at 12:55 pm.

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Municipal Services Committee

Date: December 13, 2022

Subject: Replace Boilers in Municipal Services Garage

Purpose:

To request approval to Replace Boilers in Municipal Services Garage.

Background:

The boilers that are currently at the municipal services garage are undersized for the current operation and size of the infrastructure and cannot keep up to the demands currently imposed on them. The current boilers are also coming to the end of their life cycle and continue to cost more to repair and maintain to keep functioning. These boilers are located on the second floor above the bathroom/shower and change/laundry room and potentially pose risk of serious injury or death if floor/ceiling should cave and boilers fall through with personnel beneath. We will be replacing one diesel-fired boiler with one electric boiler to reduce our GHG's as well as our dependency on fossil fuels and in doing so potentially reduce our heating costs. The second boiler will be replaced with a high-efficiency diesel fired boiler, which will be the backup.

A tender was issued to replace the boilers at the municipal garage. Three tender packages were requested, by two local and one non-local contractors. One bid was received from local contractor NU Mechanical for 235,000.00.

Funding for the project will come from the GNWT Greenhouse Gas Funding, which covers 75% of the project costs. The additional 25% will come from CPI. This replacement project is being prioritized in order to allow for the retrofit of the municipal garage to be risk managed, extending the useful life of the facility for 2-3 years.

Recommendation:

That the replacement of the boilers and fabrication of a ground level boiler room at the municipal garage be awarded to N.U. Mechanical for 235,000.00.



BRIEFING NOTE

To: Municipal Services Committee

Date: December 13, 2022

Subject: Water and Sewer Infrastructure Design RFP Award

Purpose:

To request approval to award the water and sewer infrastructure design project.

Background:

This project includes the technical design for the renewal of the raw water intake and main lift station. Each of the facilities has been identified as being beyond useful life and require significant retrofit of the above grade structures and operating systems to meet code and ensure ongoing safe and efficient operation. The RFP also included administrative support the tender process and construction administration, including quality control and quality assurance.

A request for proposals was issued for this project and closed on December 5, 2022. Ten RFP documents were requested, two by local contractors. One bid was received from AECOM for \$396,065.52. This project, including the construction portion, has been identified as a priority by Council and is reflected in the draft 5-year capital plan to be initiated in 2023. The submitted proposal meets the requirements of the RFP, and the proponent has been found to be responsible and responsive.

Funding for the overall project will come Utility Reserves and Canada Community-Building Fund (formerly Gas Tax).

Recommendation:

That the water and sewer infrastructure facility design, including the raw water intake and main lift station, and construction management be awarded to AECOM in the amount of \$396,065.52.