









# Town of Fort Smith Municipal Services Committee

Tuesday, June 9, 2020, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. 2020 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Department – May 2020 Statistics and Training Report
  - b. Ambulance Department – May 2020 Statistics
  - c. Bylaw Department – May 2020 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes May 7, 2020
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes May	 Vision and Values
 Fire Department Statistics	 Ambulance Statistics
 SDAB Minutes	



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 Committee Meeting  
Tuesday, May 12<sup>th</sup>, 2020 at 8:15 pm.

Chairperson: Cr. Westwell  
Members Present: Mayor Napier, D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox,  
Cr. Pischinger, Cr. Beaulieu  
Regrets: Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Cynthia White, Director of  
Community Services; Rohma Nawaz, Executive Secretary  
Guests:

1. Call to Order

Cr. Westwell called the meeting to order at 8:37 p.m.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest

3. Delegations

4. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of April 12<sup>th</sup>, 2020, were reviewed and adopted at the Council meeting of April 21<sup>st</sup>, 2020.

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

- d. 2020 Capital Plan – The Capital Plan was reviewed. Administration noted that they have advanced several items on the 2020 Capital Plan. He noted that the tentative start date for the water and sewer projects is June 1<sup>st</sup>. He noted that the RFP for the Community and Recreation Center is almost complete. He noted that they hope to begin work on this by mid-June. Administration noted that there was great discussion on advancing composting intuitive which is parceled with the landfill expansion. He noted that they are working with Ecology North on this who are submitting a funding application to FCM to develop guidelines for municipalities to initiate composting programs. He noted that the intent is to access this money and have a pilot project in Fort Smith. Administration noted that he may be looking for an eternal consultant to solicit funding for studies on the Capital Plan. He noted that they are advancing their water license annual reports.

Cr. Cox inquired when they may receive the fire truck. Administration noted that they must wait to bring it until they have storage for it as it cannot be stored outside, and added that their old fire truck will be going to Tuktoyaktuk. The Director of Community Services noted that they do not have concrete dates regarding the truck as yet. She noted that the will be conducting a video inspection of the truck.

## 5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director of Municipal Services noted that they are looking forward to having the summer water line set up. He noted that they expect to do this next week. He added that the water treatment plan has moved into the ponds for summer operations, and are able to produce more water and treat turbid water. He stated that Spring Clean Up is scheduled from May 19<sup>th</sup> to May 30<sup>th</sup> and the landfill will be remain open on the 25<sup>th</sup> and 25<sup>th</sup>. He added that there will be no disruption in municipal services over the holiday. He stated that they have additional workers in Municipal Services, and have projects they can work on such as painting the boardwalk that will require man hours. The Director of Municipal Services noted that they had a sewer line freeze on Rupert and Breynat Streets. He noted that this is the first time they have seen this happen, and noted that all warm water from the Arena stopped since the beginning of March and also losing flows from a local business that is on the street as well. The Director of Municipal Services noted that they had a grass fire along the burn pit this afternoon. Cr. Cox noted that it has been good to see Town staff out and about in the community helping in the clean-up. Administration noted that the burn pit causes them concerns every year. He noted that they will likely not be using this in the future, and are one of the only communities that still burns their garbage.

## 6. Protective Services Report

- a. Fire Department – The April 2020 statistics and training report was reviewed. The Director of Community Services noted that the fire crew has reinitiated practices with physical distancing as they are an essential service. She noted that the ambulance department is also practicing again. She noted that ambulance was busy in April, and had twelve medivacs in the last month. She noted that this is more than in any month last year. The Director of Community Services noted that they are doing the inspection and training of the fire truck virtually. She noted that this will be trucked up as they are not allowing someone to drive it here. The Director of Community Services noted that they sold their old breathing apparatus that no longer meets standards of fire department back to the vendor. She noted that they are looking at Fire Smart training, and advised that Fire Chief Adam McNab is working with ENR to receive fire smart training for Town staff and the Fire Department. She noted that they are also working with them on a \$5,000 contribution agreement to support fire smart activities in community. She noted that they are waiting for advertising roll out on a fire smarting app. The Director of Community Services noted that more training for EMR is needed, but this cannot be done with social distancing due to the nature of it. She advised that they are still restricting Bylaw work to necessary stops. She noted that they have received concerns about dogs at large and ATV licensing. The Director of Community Services noted that they are purchasing a number of kid's bike helmets, and the Bylaw Officer will be heading out with some helmets and literature to do work with kids in the community. She noted that this is sponsored by the Mackenzie Recreation Association, and supported by Northern with the costs of the helmets. D/M Smith commended all the Town volunteers for their work during these exceptional times. He highlighted that they need to be vigilant regarding fires.
- b. Ambulance Department – The April 2020 statistics report was reviewed.
- c. Bylaw Department – The April 2020 statistics report was reviewed.

## 7. Advisory Boards

Sustainable Development Advisory Board- Cr. Cox noted that she imagines SDAB is looking forward to composting program starting. Cr. Westwell noted that the waste management plan was a long project and are happy to see any progress. DM noted that the town could look at using some of the carbon based stuff that can burn and turn into energy.

8. Bylaw/Policy Review and Development

9. Administration

- a. Briefing Note DPA 006-20 Kennedy Webber – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That DPA-006-20 submitted by Kennedy Webber to operate a home business Day Home from Lot 1713, Plan 4097-D, 86B McDougal Road in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note DPA 009-20 Lance Roberts – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That DPA-009-20 submitted by Lance Roberts to operate a home business Equipment Training and Consulting Services from Lot 1620, Plan 2895, 31 Wandering Spirit Street in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

10. Other Business

Cr. Pischinger wished all the nurses in Fort Smith a happy nurses week and thanked them for services they give every day throughout the year.

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Cr. McArthur be excused from the Municipal Services Standing Committee meeting on May 12<sup>th</sup>, 2020**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 9<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Mayor Napier**

**That the meeting be adjourned at 9:10 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.

**TOWN OF FORT SMITH  
2020 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2020	Project Details	
		(Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 976,000</b>		
IT Plan	\$ 25,000	Complete IT Plan and upgrade as required to connect all Town facilities.	CPI
Payroll Software	\$ 6,000	Purchase Vadim Payroll module.	CPI
IT Evergreen	\$ 10,000	Annual IT replacement; \$10,000 annually for computers.	CPI
2019 IT Evergreen	<del>\$ 50,000</del>	<del>2019 IT replacement; \$30 servers, \$10k 2019 computers, \$10k 2019 computers.</del>	<del>CPI</del>
Performance Reviews	\$ 25,000	Retain a consultant to review Town performance evaluation processes and criteria to ensure consistency across departments and support supervisors in performing this task.	CPI
Engineering Standards	\$ 25,000	Develop Engineering Standards for utility installations, as well as property developments such as drainage and driveways.	GAS TAX
Climate Change Adaptation Plan	\$ 25,000	Retain a consultant to develop a Climate Change Adaptation Plan as required by the Strategic Plan. Intent is to solicit external funding for this project.	TBC
Housing Needs Study	\$ 25,000	Retain a consultant to perform a Housing Needs Study as per Council Motion. Intent is to solicit external funding for this project.	TBC
Energy Plan Update	\$ 25,000	Retain a consultant to update the Town Energy Plan as per Council Motion. Intent is to solicit external funding for this project.	TBC
Slope Stability Design	\$ 155,000	Consultant hired to provide engineering design to reduce the grade of the riverbank slope to reduce incidence and risk of slope failure	CANNOR
Economic Development Zone	\$ 50,000	\$50k pending from CanNor for study into creating an industrial zone with inexpensive interruptible Talso Hydro.	CANNOR
Strategic Marketing Plan	\$ 50,000	Retain a consultant to develop a Strategic Marketing Plan as per Council Motion. Includes pending \$42.5k ITI funding for initiative.	CPI / ITI
Energy Upgrades	\$ 480,000	Energy upgrades for the Water Treatment Plant, 7-bay Garage and Animal Shelter as per the Arctic Energy Alliance municipal building audits. Includes \$360k INF funding for project.	GAS TAX / INF
Asset Management System	\$ 25,000	Hire staff to collect data for the Asset Management System.	GAS TAX
<b>Municipal Services</b>	<b>\$ 7,775,000</b>		
<b>Works</b>	<b>\$ 515,000</b>		
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.	GAS TAX
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	GAS TAX
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	GAS TAX

**TOWN OF FORT SMITH  
2020 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2020	Project Details	
		(Details, issues, comments)	Funding Source
Attachments	\$ 80,000	Replacement Grader circle. Existing Grader is in good condition although at end of life.	CPI
Bobcats	\$ 15,000	Repalcement Grader estimated to cost \$500,000.	CPI
Dump Truck	\$ 150,000	Annual Bobcat trade-in.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Tandem Dump Truck. Existing unit will be surplused.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Facility Maintenance	\$ 120,000	Replace 2002 Flat Bed Truck. Existing unit will be surplused.	CPI
F150 4x4	\$ 35,000	Replace 2009 Facility Maintenance truck; existing unit will be surplused.	CPI
Tool Van	\$ 35,000	Add new Facility Maintenance Tool Van to fleet to add functionality to department and address increased transportation requirements given increased number of staff.	CPI
Mowers	\$ 50,000	Replace \$30,000 2002 4WD Mower and \$20,000 2011 Mower. Existing units will be surplused.	CPI
Protective	\$ 1,040,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement. Intent is to use 2020 funds for Fire Smart training for staff and residents.	RESERVE
Fire Smart	\$ 150,000	Tamarak Trailer Court and the Westgrove development require fire abatement.	TBC
Fire Truck	\$ 550,000	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 surplused.	RESERVE
Emergency Equipment	\$ 140,000	All Breathing Apparatus require replacement.	RESERVE
SUV	\$ 55,000	Replace 2009 Bylaw Truck with SUV; existing unit will be surplused.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
Environment	\$ 35,000		
Landfill Minor Capital	\$ 25,000	Removal of hazardous and diverted items (soil, batteries, electronics, whites, car hulks, scrap metal, oil tanks and drums).	RESERVE
2019 Landfill Minor Capital	\$ 10,000	Removal of freon from whites.	RESERVE
Utility	\$ 6,065,000		
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
Hotsi	\$ 45,000	Replace 2005 Hotsi steamer unit. Existing unit will be retained as backup to the new unit.	GAS TAX



**TOWN OF FORT SMITH  
2020 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2020	Project Details	
		(Details, issues, comments)	Funding Source
Water Truck	\$ 85,000	Replace 2012 Water Truck which was written-off in an accident. Insurance will pay the balance of the \$230k replacement cost.	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 \$1.75M by the Town, for a total project value of \$5.5M. Approximately \$500k of this was expended in 2018.	GAS TAX / CWWF
Water and Sewer System Upgrades	\$ 250,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair, manhole insulation, trucked and piped water metering upgrades, valve and curb stop replacement.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
Sewer Flusher	\$ 145,000	Replace 2002 Sewer Flusher. Existing unit will be retained as 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.	GAS TAX
<del>2019 Environmental Studies</del>	<del>\$ 25,000</del>	<del>Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.</del>	<del>GAS TAX</del>
<b>Community Services</b>	<b>\$ 8,222,000</b>		
Community Services Master Plan	\$ 50,000	The current Community Services Master Plan was completed in 2012 and requires updating.	CPI
Community Art Initiative	\$ 12,000	\$12k ECE funds received for two community art initiatives; Arena mural and Cemetery gate.	ECE
Downtown Development	\$ 310,000	Funding to implement Downtown Development strategy. Work to include Snowboard Park completion, repair and replace Boardwalk and Lookout, landscaping, Conibear Park development, Cemetery expansion, and Design Standards development. Includes pending \$60k ITI funding for Conibear Park parking.	CPI / ITI
Utility Extension	\$ 150,000	Water infrastructure required for Snowboard Park development.	GAS TAX

**TOWN OF FORT SMITH  
2020 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2020	Project Details	
		(Details, issues, comments)	Funding Source
Track Development	\$ 90,000	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. Funds would also be used for Tennis Court and Skate Park upgrades. Includes pending \$15k donation from Tennis Society.	CPI / DONATION
Parks and Playgrounds	\$ 50,000	Replace equipment as per the Parks Plan. Remaining parks are Kid City and Kay Ferguson. These are larger structures that will cost approximately \$50k each. Intent is to budget \$50k per year for the next three years; installation of both would occur in 2022.	CPI
2019 Parks and Playgrounds	\$ 50,000	<del>Replace equipment as per the Parks Plan. \$90,000 worth of equipment was purchased in 2018 and requires installation in 2019.</del>	CPI
CRC Renovations	\$ 4,000,000	The RCC is due for a mid-life retrofit and the Library is at end of life. TAG Report estimates costs to renovate RCC at \$2M, and Library at \$2M. \$2.5M will be funded by the Federal Small Communities Fund.	CPI / SCF
Town Hall	\$ 3,400,000	The Town Hall is at end of life. TAG Report estimates costs to replace Town Hall at \$3.4M.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, purchase of furniture and equipment, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, exterior landscaping, DHW, board replacement, water fountains, and fall arrest anchors.	CPI
Recreation Program Equipment	\$ 10,000	Fitness and gym equipment requires replacing, and software requires updating.	CPI
<b>Capital Project Total Summary</b>	<b>\$ 16,973,000</b>		
<b>2018 Audit Balances</b>			
		<b>Proposed 2020</b>	<b>Balances</b>
Unspent CPI	\$ 4,044,740		
2019/20 CPI	\$ 1,251,000		
2020/21 CPI	\$ 1,251,000		
<b>Total CPI</b>	<b>\$ 6,546,740</b>	<b>\$ 6,043,500</b>	<b>\$ 503,240</b>
Unspent Gas Tax	\$ 825,858		
2019/20 Gas Tax	\$ 913,000		
2019 Gas Tax Top-up	\$ 913,000		
2020/21 Gas Tax	\$ 913,000		
<b>Total Gas Tax</b>	<b>\$ 3,564,858</b>	<b>\$ 3,210,000</b>	<b>\$ 354,858</b>
General	\$ 1,088,525		
2019 Contribution	\$ 125,000		
2020 Contribution	\$ 125,000		

**TOWN OF FORT SMITH  
2020 BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2020	(Details, issues, comments)	Funding Source
<b>Total General Reserves</b>	<b>\$ 1,338,525</b>	<b>\$ 890,000</b>	<b>\$ 448,525</b>
Utility	\$ 2,695,440		
2019 Contribution	\$ 100,000		
2020 Contribution	\$ 100,000		
<b>Total Utility Reserves</b>	<b>\$ 2,895,440</b>	<b>\$ -</b>	<b>\$ 2,895,440</b>
Environmental	\$ 100,000		
2019 Contribution	\$ 150,000		
2020 Contribution	\$ 150,000		
<b>Total Environment Reserves</b>	<b>\$ 400,000</b>	<b>\$ 35,000</b>	<b>\$ 365,000</b>
CWWF	\$ 3,375,000		
SCF	\$ 2,500,000		
ITI	\$ 102,500		
TENNIS SOCIETY	\$ 15,000		
ECE	\$ 12,000		
CANNOR	\$ 205,000		
INF	\$ 360,000		
TBC	\$ 225,000		
<b>Total Other Funding</b>	<b>\$ 6,794,500</b>	<b>\$ 6,794,500</b>	<b>\$ -</b>
<b>Total Capital and Reserves</b>	<b>\$ 21,540,063</b>	<b>\$ 16,973,000</b>	<b>\$ 4,567,063</b>



# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Date  
Jun 4 20

## Incident Summary From May 1 20 to May 31 20

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
<b>Town of Fort Smith</b>					
May 5 20 20-012	00:34:00 81 & 83 St. Ann's St, FORT SMITH <b>False Alarm (Good Intent)</b>	36	1		
May 12 20 20-013	10:20:00 Town Town Dump Site, FORT SMITH <b>Rubbish</b>	121	8		
May 15 20 20-014	14:06:00 41 St. Ann's Street & 34 Cummings Av, FORT SMITH <b>Ambulance Assist</b>	0	7		
3 incidents for Town of Fort Smith		2 hrs 37 mins	16		
		2 hrs 37 mins	16		



# Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

## Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
May 29 20	20-012	Training	Wildland URban Inte...	
May 22 20	20-011	Training	Fit Testing	
May 20 20	20-010	Training	Wildland URban Inte...	CPT Starling Brent
May 13 20	20-009	Training	Training	
May 6 20	20-008	Training	Training	

5 Records Printed

## Fort Smith Volunteer Ambulance Monthly Report

May-20

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2020-May-02	22:50	M	2	0:49	
2020-May-03	5:25	3	1	5:47	
2020-May-04	0:25	1	2	1:15	
2020-May-04	6:24	1	2	7:45	
2020-May-04	14:45	M	2	16:31	
2020-May-05	0:55	M	2	6:30	
2020-May-06	12:36	M	2	14:42	
2020-May-06	21:30	2	3	23:21	
2020-May-07	2:19	M	2	2:56	
2020-May-07	20:30	M	3	22:26	
2020-May-08	9:12	Z	2	12:01	
2020-May-09	8:00	1	2	9:00	
2020-May-09	23:00	M	2	1:34	
2020-May-10	14:20	1	3	14:49	
2020-May-10	19:30	M	2	20:59	
2020-May-11	11:48	1	2	12:40	
2020-May-12	7:15	1	3	8:01	
2020-May-12	11:50	M	2	13:28	
2020-May-14	14:17	M	2	15:52	
2020-May-15	13:54	1	4	15:55	
2020-May-15	18:20	2	2	18:59	
2020-May-15	18:58	M	2	20:20	
2020-May-15	22:25	M	2	0:19	
2020-May-17	15:50	M	2	17:15	
2020-May-18	9:50	2	2	10:51	
2020-May-18	14:12	M	2	16:06	
2020-May-19	17:51	M	2	19:59	
2020-May-19	18:57	2	2	19:38	
2020-May-19	19:12	M	2	21:09	
2020-May-19	21:24	2	2	22:23	
2020-May-20	0:26	M	2	4:00	
2020-May-24	2:55	2	3	3:22	
2020-May-24	15:10	1	2	15:44	
2020-May-25	22:00	M	2	23:06	
2020-May-26	6:42	1	2	7:49	
2020-May-28	17:20	1	2	18:05	
2020-May-28	23:36	M	2	0:37	
2020-May-29	8:59	2	2	9:40	
2020-May-30	12:27	T	2	13:00	
2020-May-30	17:30	M	2	18:44	
2020-May-31	0:15	3	2	0:52	

Type of Call	May-20	Year to Date	Last Month
Code 1 = Life treating incident	10	25	5
Code 2 = non Life threatening incident	7	27	6
Code 3 = Fire support	2	4	0
Code Medevac = Medevac flight support	20	46	12
Code Transfer = Transfer of patient	1	7	1
Code Zulu = Transfer of deceased person	1	3	0
<b>Total</b>	<b>41</b>	<b>112</b>	<b>24</b>

<b>Total Estimate Person Hours</b>	<b>127.7</b>
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# Town of Fort Smith Sustainable Development Advisory Board Minutes May 7, 2020

Regular Meeting

12:00 pm in Council Chambers

Attendees:

- Tim Gauthier(Chair)
- Alyssa Etsell
- James Douglas
- Adam Bathe
- Cam Zimmer
- Frank Lepine
- Alyssa Etsell

Regrets:

John Gray

Staff:

Keith Morrison  
Paul Kaeser  
Rohma Nawaz

## A. Call to Order

Tim called the meeting to order at 12:07 p.m.

## B. Delegations

## C. Approval of Agenda

**MOTION**

**Moved by: James Douglas**

**Seconded by: Frank Lepine**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

## D. Approval of Minutes

**MOTION**

**Moved by: James Douglas**

**Seconded by: Adam Bathe**

**That the minutes of March 12, 2020 be adopted as amended.**

**CARRIED UNANIMOUSLY**

## E. Business Arising from the Minutes.

## F. New Business

- a. **Town of Fort Smith Energy Plan** – Administration noted that they are hoping to have a draft to SDAB for review. He noted that SDAB may look at other things they

want to accomplish as work on the Energy Plan will not be substantial. Adam Bathe noted that he spoke with GNWT regarding the Diesel replacement project they are working on with them. He noted that they are working on developing a feasibility study for diesel and ethanol to cut use of diesel in the NWT. He stated that if there is chance for a pilot project to come out of this, they may be well placed to present that to the GNWT. Administration inquired if there is a report that can be circulated regarding this for SDAB to review. Adam noted that they are still at least two months from having a report produced and have only conducted phase 1. He noted that the second phase will involve identifying pilot projects in the NWT for using ethanol or renewable diesel to replace current use of diesel. He noted that the hope for an outcome is something similar to what has been seen with bio mass, and to have a local producer on the small scale. Administration inquired if they are looking for mostly bio initiatives. Adam noted that they are likely going to purchase renewable diesel. Adam noted that the idea is similar to how we currently purchase the pellets from the south and hope is to create a market where small producer may be able to step in the North. Administration noted that for pellets you have to change infrastructure, and that changing to biodiesel is not a big transition. He inquired why they want to start a transition to this when it can be implemented easily. Adam noted that they are looking at both consumers and distributors, as there is concern regard transport and use. He noted that liability is also a concern. Cam inquired if the contract looks at energy needs across the north or just ITI. Adam noted that it is specific to bio fuels only.

Cr. Westwell inquired if all are familiar with the previous energy plan as there is a fair bit of understanding that may be done as a group while they wait for the Town to address the plan. Cr. Westwell inquired if the goal is greenhouse gas reductions or energy and sustainability savings. Cr. Westwell noted that on page thirteen of the old plan there is an action tasks break down. He inquired if they want to work on this and noted that a working group of SDAB could address what scope they would like to set for the Energy Plan. Frank inquired if a consultant could address this. Cam noted that the discussion around what the goals are can be facilitated, but referred to whether they are keeping objectives same or looking at it as more cost effective. James inquired if it has to be either or, or if it may be a compromise. He noted that a compromise between the two should be the ultimate goal. Cr. Westwell noted that they have the advantage of being a community with access to hydroelectricity. Administration noted that the RFP for the Energy Plan will be two things, one will be gap analysis of where we are currently, where we wish to be, and how to bridge this gap. He noted that they will have a chance as Advisory Board to set the metrics to determine how to bridge the gap. He noted that the other part will be to check on previous metrics. He stated that this will see how much change was made based on



the last plan. He stated that it is a matter of how much SDAB wishes to preload the scope of work. Tim noted that he will put together a discussion paper before the next meeting that will guide the discussion for building an RFP, developing terms of reference for guiding discussion.

- b. **CanNor Funding Update** – Administration noted that an expression of interest was accepted and they were invited to submit proposal, which has been submitted. Tim noted that there are options for CanNor funding for high energy efficiency constructions which municipalities are eligible for. Tim noted that there is also a program for development of green infrastructure that they may be able to tap into.

#### **G. Date of Next Meeting**

The next SDAB meeting will be held on September 3<sup>rd</sup>, 2020 at 12:00 pm in Town Hall Council Chambers.

#### **H. Adjournment**

***MOTION***

**Moved by: Alyssa Etsell**

**That the meeting be adjourned at 12.55 pm.**

**CARRIED UNANIMOUSLY**