







# Town of Fort Smith Municipal Services Committee

Tuesday, August 8<sup>th</sup>, 2023, 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 – July 2023
6. Bylaw/Policy Review and Development
7. Administration
  - a. Briefing Note – Water and Sewer Services at Conibear Park Parking Lot
8. Other Business
9. Excusing of Councilors
10. Date of Next Meeting
11. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes July 11 2022	 Vision and Values.pdf
 Municipal Services Report July 2023.pdf	



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, July 11<sup>th</sup>, 2023, at 8:15 pm  
Town Hall Council Chambers

Chairperson: Cr. Campbell  
Members Present: Mayor Daniels, D/M Macdonald (Conference Call) Cr. Fergusson,  
Cr. Korol, Cr. Tuckey, Cr. Couvrette, Cr. Pischinger  
Regrets: Cr. Beaulieu  
Staff Present: Jim Hood, Senior Administrative Officer  
Emily Colucci, Director of Community Services  
Andrew Grenier, Director of Municipal Services

1. Call to Order

Mayor Daniels called the meeting to order at 8:00 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was amended to include a briefing note regarding chip-sealing Marine Drive and to review a letter received about 24 Tamarac Crescent.

**RECOMMENDATION**

**Moved by: Cr. Fergusson**

**Seconded by: Cr. Korol**

**That the agenda be adopted as amended to include a briefing note on chip-sealing Marine Drive and to include a letter regarding 24 Tamarac Crescent.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Municipal Services Standing Committee Minutes of June 13<sup>th</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on June 20<sup>th</sup>, 2023.

Cr. Couvrette commended Administration for completing the RFP document for the Community Plan and Zoning Bylaw and putting it out to competition. He also thanked Administration for prioritizing the Capital Plan. Cr. Couvrette put his name forward to review the Traffic Study/Transportation Master Plan. He suggested Council go through a formal process to review the document and recommendations for implementation. Administration replied that he would bring this to the Protective Services Standing Committee in August 2023.

Cr. Korol asked if the crosswalk lights in front of JBT Elementary School had been synced. The Director of Municipal Services advised that they are working on this, and that the work should be completed by the end of the week.

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

4. Directors Report

- a. Municipal Services Director Report – The Director of Municipal Services advised that three new variable speed pumps have been installed in the Water Treatment Plant that cycle glycol. He noted that the pumps heat the facility and will result in electricity cost-savings.

The Director advised that the water meter project is on hold as they are on back order until September. He advised that all the meters in stock have been installed.

The Director advised that Public Works is doing compaction and cover at the Landfill facility and that this would occur again in the fall. He noted that two Public Work employees attended Solid Waste Management training in Yellowknife and also received compactor training. He noted that both courses were passed, and it shows in their quality of work. Further, he advised that the Public Works Supervisor and himself attended a SWANA Conference for collaboration on solid waste and landfills, and in consideration of future work in closing and opening landfill cells. Additionally, he advised that there is Grader training this week and Multihog training later this month.

The Director advised that landscaping work was done on the Sewage Lagoon for compliance with water licensing and that mowing is occurring around the Water Treatment Plant, Lift Stations, and hydrants. He noted that a partial up-top mud induction was performed at the Intake due to turbid water and that the Sewer Lift Station was cleaned of grease and sludge.

The Director advised that the Facilities Maintenance department has been busy clearing trees that have fallen due to strong winds and preparing for events in the community including Track and Field, National Indigenous Peoples Day, and Canada Day. He advised that five Facilities Maintenance employees took a Parks and Sports Field training course that explains soil preparation and proper maintenance of outdoor facilities.

Cr. Fergusson requested an update on watering Town Parks. The Director replied that some watering has happened, and that it is dependent on staffing. Cr. Fergusson asked if there are watering systems that can be turned on and left unattended, or if they require supervision. The Director didn't think they should be left due to liability reasons.

Cr. Korol was pleased with the update on Multihog training and asked if it would be used year-round. The Director advised that they only have spring/summer attachments including the sweeper and boom mower and that he is obtaining a quote for a snowblower attachment.

Cr. Tuckey distributed photos of the graveyard and fence and noted recent discussions regarding the Cemetery fence condition. He stated that there were recent celebrations of life held and the condition of the Cemetery fence was commented on. He felt that the Cemetery is sacred land and that the condition of Cemetery and fence need to be addressed. He noted issues with poplar trees falling and new growth of trees on and around gravesites, and large stumps for removal.

Cr. Ferguson asked for a workplan update for the Cemetery during the summer for mowing and general maintenance. The Director advised that the department was shorthanded while an employee assisted another organization for 6-weeks and that staff often take holidays during the summer. He responded that Cemetery work includes monthly mowing depending on staff availability.

Cr. Campbell noted a \$5k expenditure for service kits for the compactor from an outside vendor and advised that the intent was to have the compactor serviced locally. The Director replied that the service kits must be purchased from a specific vendor and that three kits were purchased in bulk for cost savings. He advised that the additional \$5k was for cleaning expenses on the previous compactor that was trialed.

Cr. Couvrette felt there may be opportunity for local organizations requesting contributions to assist with Cemetery maintenance and would be

considered a fundraising initiative. He suggested determining creative ways to complete work and while having the community contribute. He noted that \$22k was given in contributions this year.

Cr. Pischinger agreed and also suggested engaging the schools with community service initiatives. She noted that the Cemetery fence condition is a concern for residents. She added that additional funds were allocated in the 2023 Capital Plan for the project and that it needs to be corrected.

Cr. Campbell noted that the Dene National Assembly is a big event upcoming on July 21<sup>st</sup> and felt that Fort Smith should be showcased. He thinks families will come to the cemetery while in town for this event and requested it be fixed prior along with cleaning main-street ditches and mowing. Cr. Pischinger commended the employee responsible for flower-care.

Cr. Fergusson acknowledged staff shortages, especially during the summer months while on vacation. She requested Administration find creative solutions to fill staffing gaps. Administration thinks it is important for Council to express items of importance during the budgeting process and noted that staffing has always been challenging in consideration of earned leave and as more leave was given in the recent Collective Agreement negotiations. He added that additional PY needs to be considered in budgeting to account for the combined departmental employee leave. He suggested including funds in the budget for Cemetery maintenance including contacted costs or for sufficient internal resources. He agreed that the Cemetery condition is very important in respecting those who have passed as well as to Municipal Services staff for their family buried there. He noted that the Town is faced with constraints and suggested that allocating resources be prioritized.

Mayor Daniels noted that funds were allocated and recommended fixing the cemetery fence. Cr. Campbell and other Councillors suggested installing a black chain-link fence.

Cr. Campbell noted that crack-sealing work needs to be done and requested an update. The Director replied that the crack-sealer was prepared today for upcoming crack-sealing work after sewer flushing concludes. He anticipates this to start mid-July or early-August. Mayor Daniels suggested crack-sealing on Wood Bison Avenue.

Cr. Campbell requested an update on the Tamarac Crescent Lift Station. The Director is waiting for a response from the distributor to determine if the panel can be switched to 3-phase along with a quote and timeframe for the work.

Cr. Campbell requested an update on the Skate Park. The Director of Community Services replied that the Skate Park needs major repairs as it does not currently meet safety standards. She noted that the work has been identified and is being reviewed.

Cr. Campbell requested an update on the Sewage Lagoon tender. Administration responded that he was contacted by the engineer on July 10<sup>th</sup> with design and tender documents for review. He advised that if the documents are suitable, the project would go to tender next week.

Cr. Korol noted that several issues are identified in the CIMCO reports and asked if a work-plan will be developed to ensure the work is completed. The Director replied that CIMCO technician completes the identified work when he returns to Fort Smith.

5. Bylaw/Policy Review and Development

- a. Amended GV104 Standing Committee on Municipal Services Policy – The amended policy was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Fergusson**

**That the amended GV104 Standing Committee on Municipal Services policy be adopted as presented.**

**CARRIED UNANIMOUSLY**

6. Administration

- a. Briefing Note Curling Rink Ice Plant – The briefing note was reviewed. Administration advised that Curling Rink ice plant is the original from 1996. He continued that CIMCO has been servicing the ice plant and that there have been numerous problems with the plant including the coolant no longer being readily available. He noted that CIMCO has provided a quote for replacement with an external building, equipped with plumbing and electrical, for \$595k.

Cr. Fergusson noted that purchase was not included in the Capital Plan and asked where funds would come from. Administration replied that they would look for funding sources through the Small Communities Fund, CPI, and reserves. He noted that the delivery schedule is 12-months. The Director replied that the current ice plant could continue to be used but was unsure it would last.

Cr. Couvrette thanked Administration for the information. He considered the project multi-year and noted that a 35% deposit is required. He suggested paying a portion in 2023 and the remainder in 2024. He felt this should be immediately addressed in consideration of the delivery schedule, and as the ice plant is a component of the facility, and due to the commitment to support the Curling Club.

Administration advised that in recognizing the purchase as a multi-year project, and with Council approval, they would find funds from the 2023 Budget and the rest could be budgeted for 2024. He stated that the intention is to continue to use the current ice plant and to have discussions with the Curling Club that the ice plant would be maintained the best they can while managing expectations. He felt it was unfortunate the ice plant wasn't recognized as part of the CRC Retrofit and noted that the implementation of the asset management system will better inform projects in the future.

Cr. Campbell suggested inquiring about renting a portable ice plant over the winter. He would like curling to continue this upcoming season.

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: Cr. Fergusson**

**That Council entertain the quote from CIMCO for the Curling Rink Ice Plant replacement for \$595,000 to be expended over two-years.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Chip Seal Marine Drive – The briefing note was reviewed. Administration advised that the briefing note was circulated via email. He advised that there was a recommendation to obtain chip-seal pricing during paving discussions at the Corporate Services Standing Committee meeting on July 4<sup>th</sup>. He noted that Rowe's Construction recommended a double application of chip-seal for \$768k or a single application for \$384k.

Cr. Couvrette suggested not pursuing chip-seal, in consideration of replacement ice plant costs, and suggested applying calcium to the road instead. Cr. Fergusson and Cr. Pischinger suggested Administration

determine a solution for dust-control on Marine Drive. Administration replied that they would follow up regarding dust control.

Cr. Campbell thinks Marine Drive should be paved as a main tourist attraction and in consideration of other areas paved in Fort Smith. He noted that calcium is messy and thinks a great opportunity is being missed.

7. Other Business

- a. Correspondence: 24 Tamarac Crescent – Cr. Fergusson made a motion to waive Landfill tipping fees for four end-dump loads resulting from the demolition of 24 Tamarac. Mayor Daniels agreed with the request to clean up Town property. Administration clarified that the property was not purchased or owned by the Town of Fort Smith but sold due to property tax arrears as per the tax auction process.

**RECOMMENDATION**

**Moved by: Cr. Fergusson**

**Seconded by: Cr. Korol**

**That the Town of Fort Smith waive tipping fees at the Landfill for four end-dump loads resulting from the demolition of 24 Tamarac Crescent.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Fergusson**

**Seconded by: Cr. Korol**

**That Cr. Beaulieu be excused from the Municipal Services Standing Committee meeting on July 11<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 8<sup>th</sup>, 2023.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Korol**

**Seconded by: Cr. Fergusson**

**The meeting be adjourned at 9:03 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 July 2023

### **Capitol projects**

The fence at saint Isadore's graveyard has been painted and this capitol project is now complete.

### **Public Works**

The columbarium has had the wood support around the base removed and gravel has been put around as per the design plan. We have also fixed the road to the Anglican graveyard to complete the new entrance as per request from the church because the old entrance is no longer allowed for use.

Sewer flushing is still on going.

Multihog training has happened, we have had employees from public works and facility maintenance attend. The training was very valuable to our staff so that they can run the equipment safely and efficiently. This machine will be working 5 days a week with the boom flail mower attachment on to help us get a handle on cutting grass around the community.

We have had some motor grader training for 2 of our staff members, this is to help with coverage of all equipment by all heavy equipment operators in this department.

### **Water Works**

Pond Cleaning for Ponds 1&2. Removed all mud and debris from ponds and refilled them.

Valve Exercising on our various infrastructure for upgrades and preventative maintenance.

We have been doing maintenance on the lift stations around the community.

### **Facility Maintenance**

Both graveyards have been cut and cleaned.

The materials have arrived for the centennial arena ice, we ordered these well in advance to be proactively prepared. We ordered twice what is required to be prepared for any unforeseen issues.

The ice plant has been cleaned thoroughly, we had to go over it 4 times to make sure all the brine was cleaned off. This is to protect the ice plant from premature rusting and corrosion and to protect our asset.

The hot tub had a pump fail, we had one on the shelf and we were able to replace it right away. The failure was due to the side housing splitting open.