








Town of Fort Smith
Municipal Services Committee
Wednesday, November 15th, 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 – October 2023
6. Administration
 - a. Briefing Note Arena Fire Suppression
7. Other Business
8. Excusing of Councilors
9. Date of Next Meeting
10. In-Camera Session CTV Act S.23(3)(d) Personnel Issue
11. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes October 17	 Vision and Values.pdf
 MS Report October 2023.pdf	
 BN - Arena Fire Suppression System	



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, October 17th, 2023, at 8:15 pm
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members Present: Mayor Daniels, D/M Macdonald Cr. Fergusson, Cr. Korol, Cr. Tuckey, Cr. Pischinger
Regrets: Cr. Couvrette, Cr. Beaulieu
Staff Present: Obrian Kydd, Senior Administrative Officer
Andrew Grenier, Director of Municipal Services

1. Call to Order

Mayor Daniels called the meeting to order at 7:30 pm and gave condolences to the Foster family.

He handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of August 8th, 2023, were reviewed and adopted at the Regular Meeting of Council on September 26th, 2023.

D/M Macdonald requested an update on the status of flashing crosswalks at JBT Elementary School and noted only one side is flashing. The Director advised that the issue had been fixed by a local contractor and that he would look into this again. Cr. Korol requested a pedestrian crosswalk sign be installed at the location.

Cr. Fergusson requested an update on the location of water and sewer services at Conibear Park in consideration of future paving work. The Director replied that the connections are from McDougal Road and Portage Avenue where the building previously stood and wouldn't impact paving. Cr. Campbell asked if the lines are adequate for the new facility. The Director confirmed this.

Cr. Campbell noted that crack sealing hasn't occurred in 3-years and if they would be repaired. The Director replied that the season was lost due to the evacuation and that it is too cold for the material to stick to the road. He noted that this would be prioritized for next year.

Mayor Daniels requesting corners be filled including by the post office. The Director replied crack sealing material would not work on corners and that those areas would require paving. Mayor Daniels suggested filling the corners with an adequate material until paving can be done.

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

4. Directors Report

- a. Municipal Services Director Report September 2023 – The Director’s Report was reviewed. The Director advised that the new boilers at 7-Bay and the work on the Primrose Lift Station panel are both 90% complete. He advised that the new fob system has been installed at the Water Tower.

The Director advised that Public Works has finished the fall cover at the Landfill and worked diligently on fall cleanup. Additionally, the department has been mixing sand in preparation for the upcoming winter season. He advised that they are finishing sewer flushing as this was delayed due to the evacuation and that the department has been digging an increased number of graves.

The Director advised that the Water Treatment Plant clarifier has been cleaned and is ready for winter operations and that hydrant flushing and maintenance has occurred. He noted that raw water induction has been ongoing and takes additional time and effort due to safety. Additionally, notice has been distributed to customers regarding decommissioning summer water lines prior to freezing.

The Director advised that Facilities Maintenance has removed the flower baskets and prepared them for next season, and that summer equipment is being serviced and winterized in preparation for next season.

The Director is working with the Community Services department on the reopening of the Pool and noted that the chemicals have arrived. He noted a delay in receiving the chemicals and that another order was placed in consideration. Additionally, the department has been working diligently on the Arena reopening and would shift focus to the Pool.

The Director advised that Town Hall AC is off, and the furnaces have been serviced. He advised that CIMCO has commissioned the ice plants and the Curling Club has started making ice. He noted that the Arena fire suppression issues have been resolved and that he would bring a briefing note with more information to the next Municipal Services meeting.

Cr. Fergusson commended the Municipal Services department for continuing essential services throughout the evacuation.

D/M Macdonald requested an update on reclamation of the fire abatement work that occurred during the evacuation and noted multiple requests to access the wood and in consideration of the 6-month timeframe to recover reclamation expenses. Administration requested direction in consideration of the debates at the last meeting and hasn’t received an update if Community Leadership had been contacted. He noted that local wood harvesters are interested in being involved and felt there is enough materials to satisfy local needs.

Cr. Fergusson advised that it was requested during the Protective Services meeting that options for reclamation be presented to Council. Mayor Daniels replied that he has engaged with local harvesters to submit letters and that he contacted Le Crete lumber mill, and they were not interested.

D/M Macdonald noted discussion to allow that access to the wood is currently a safety concern and that parameters need to be established for access and clean-up. He requested that a process be established quickly and noted that current condition is unsightly and that remediation is a legislated requirement. He noted multiple agencies involvement in clearing and suggested determining who directed the work to determine who is responsible for remediation.

Mayor Danies advised that SRFN and SLFN are doing their own remediation, the Government of Alberta is has done theirs, and that the Metis land is still in withdrawal. D/M Macdonald would like tenders out for reclamation.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the Town of Fort Smith immediately move forward with an RFP process to hire local contractors with the wood reclamation and allow safe access for the general public.

CARRIED UNANIMOUSLY

Cr. Campbell requested an update on the Arena sprinkler system and if it is in compliance with insurance in consideration of reopening. The Director replied that the system is operating at 100% capacity and is in compliance. He advised that a briefing note would be brought with more information to the next Municipal Services meeting.

Cr. Campbell asked if the Tamarac Lift Station is fully operational and if issues were resolved. The Director replied that it is working at full capacity and he is waiting for a response from the distributor regarding switching to a 3-phase panel.

Cr. Campbell requested an update on the tender process for the Raw Water Intake project. The Director replied that no tenders were received and that a meeting is planned to discuss changes to the tender document to make it easier to bid on the project.

5. Administration

- a. Briefing Note DPA-046-23 David Grant Barrett – The briefing note was reviewed. Cr. Pischinger asked what the intent is of the business and what activities would be carried out at the residence. D/M Macdonald asked if there would be sales from the residence and for more information on the product. Council agreed to table the recommendation until more information is received.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That DPA-046-23, submitted by David Grant Barrett, to operate a home occupation business, Mr. Fungi Foraging Ltd., from 30 Caribou Crescent, Lot 1336, Plan 1788, in Fort Smith, be approved.

RECOMMENDATION TABLED

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Cr. Couvrette and Cr. Beaulieu be excused from the Municipal Services Standing Committee meeting on October 17th, 2023.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on November 14th, 2023.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

The meeting be adjourned at 8:08 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 2023

Capitol projects

Worksite meetings have taken place at raw water intake, main lift station and lagoon and tenders have been advertised for this work to be completed in the upcoming year.

Public Works

We Finished mixing our winter sand for the roads for the season.

We have finished flushing for the year, we managed to get all lines flushed.

We did some culvert work, cutting and straiting them out.

We did some road work, filling potholes and working on corners and edge of the road adding gravel and cold patch were applicable before the snowfall/freeze.

Facility Maintenance

Arena – The ice is installed and has been consistently improving as we have our winter operations in affect.

Pool – The pool has been filled and the chemistry is open. We had an issue with one of the main filters leaking sand into the pool, but this has been repaired with minimal loss of time for reopening as we did not have to drain the pool to repair.

The JBT crosswalk lights are working properly now.

Municipal Buildings – we have been actively identifying and installing weatherstripping to help with heat loss.



BRIEFING NOTE

To: Mayor and Council

Date: November 15, 2023

Subject: Arena Fire Suppression System

Purpose:

To provide information on the state of the fire suppression system in the Fort Smith Centennial Arena.

Background:

The Fire suppression system was installed in 2014, during the repair and renovation following the fire. Annual inspections take place once a year, and are scheduled based on the availability of the technician in the off season. Records of the inspections are provided to the Supervisor of Facility Maintenance. We follow the recommendations made by the technician regarding repairs and updates, who says our system is still well within its lifecycle. That being said, proper care, repair, and maintenance are required regularly to keep the system in good working order. There may be unforeseen issues, that we will address as they are found, as well as maintaining our preventative maintenance schedule. The system is functioning well, following the latest repairs.

Most fire suppression systems last between 40-50 years, putting our system at a around a quarter of its lifecycle. There are no current plans to replace or refurbish this system at this time.

The technician, architect, and contractor installed the system to adequately service the building. This system meets their requirements and would be considered adequate.

The expectation is that this system will operate and function properly throughout this season, and many seasons to come. Repairs will be needed, as will preventative maintenance, and annual maintenance, as is the case with any and all of our infrastructure.

To address the recent issues with the system, during the recent evacuation, the power was shutdown at the Arena, causing the batteries to the fire suppression system to drain. These batteries were getting old, and could not maintain a charge for the extended period of time. They have now been replaced. The controller is a essentially a computer. The power shutdown caused it to reset, needing a system update, this was done remotely by the Fire Prevention Technician. This malfunction resulted in the jockey pump running constantly. The system update corrected this issue, so that the pump is now functioning properly. There was a fuel leak identified from

the fuel filter, that has been changed by a local contractor. The technician conducted an inspection remotely to assess the safety of our system so that we were confidently able to open to the public.

I do not currently have a replacement cost for this system. I think looking for this may be premature, in that our system is still young, and the prices won't stay relevant when the time comes to replace this infrastructure.

