







Town of Fort Smith  
Municipal Services Committee  
Tuesday, February 13<sup>th</sup>, 2024, 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. Vision and Values
5. Directors Report
  - a. Municipal Services Director Report – January 2024
6. Bylaw/Policy Review and Development
7. Administration
  - a. Draft 2024 Capital Plan
8. Other Business
9. Excusing of Councilors
10. Date of Next Meeting
11. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes January 16,	 Vision and Values.pdf
 Municipal Services Report January 2024	



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, January 16<sup>th</sup>, 2024, at 8:15 pm  
Town Hall Council Chambers

Chairperson: Cr. Campbell  
Members Present: Mayor Daniels, Cr. Fergusson, Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger  
Regrets: D/M Korol  
Staff Present: Keith Morrison, Senior Administrative Officer  
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 8:30 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 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 December 12<sup>th</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19<sup>th</sup>, 2023.

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

4. Directors Report

Administration advised that Public Works supported holiday programming, Arena operations, and Fireworks preparation in December. He noted the cold weather has had negative impacts on Town infrastructure at the WTP and garbage truck hydraulics. He noted that Facilities Maintenance had an issue with a failed Pool valve due to a recent power outage which resulted in heat loss to the Pool and closure. He noted that the Pool operations are legislated to national standards and temperature requirements, and as the Pool takes over a week to heat the Pool to legislated temperature requirement.

5. Administration

- a. Briefing Note 2024 Draft O&M Budget Revision #1 – The briefing note, and 2024 Draft O&M Budget Revision #1 were reviewed. Administration advised that he would bring briefing notes to Council with information on recently closed tenders that came in over budget.

Administration advised that the Utility and Environmental Budgets are running a surplus which would go into reserve savings to balance the budgets to zero.

Administration added .5PY to the CRC MKL operations as discussed at the January 9<sup>th</sup> Corporate Services meeting. He advised that the .5PY would also allow for increased janitorial at the CRC and Town Hall. In addition to this, the additional .5PY would allow for expansion of CRC programming and positive engagement with CRC patrons during non-programmed CRC hours. He noted that the .5PY equivalates to a 1.28% property tax revenue increase.

Administration advised that an email was sent to Councillors for interest in holding a public engagement regarding budget but only Cr. Fergusson responded. He noted if the budget is passed in the January meeting cycle, the intent is to move into Capital Planning in February.

Cr. Couvrette requested the dollar amount to a 1.28% property tax revenue increase. Administration replied that it equals approximately \$50k and if the organizational supports are added back to the budget, it would total an additional \$30k. He noted that there is opportunity to review the amounts contributed to organizations.

Cr. Couvrette felt confident with the proposed budget increases versus staff vacancies, that the budget is close to balanced.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Fergusson**

**That the 2024 O&M Budget be approved as presented.**

**CARRIED UNANIMOUSLY**

Cr. Fergusson suggested Council discuss the impacts of the implementing a cap on the Tax Relief Program. She was also pleased about approving an additional .5PY for the CRC for non-programmed use and felt that youth would benefit. She suggested soliciting inter-agency response to address any issues that the individual is not trained to respond to or for larger systematic issues. Cr. Fergusson asked if the budget accounts for inflation expenses.

Cr. Couvrette suggested weighting the tax burden to institutional properties through the mill rate due to being underfunded by the GNWT and as institutional properties are the majority taxpayer.

Administration did not want to place budget recommendations on Tax Rebate Program and suggested the program could be reviewed anytime outside of budget review and mill rate approval. Regarding inflation, he replied that salaries and wages, and utilities have been inflated for cost-of-living pressures.

Administration advised that approving the budget as presented is with a 1.28% property tax revenue increase and that he would recommendations to the Council meeting regarding re-introducing the organizational supports back to the budget. Cr. Fergusson also supports reinstating organizational supports in the budget. Administration will also bring more information on the proposed position at the CRC for the non-programmed based engagement position.

6. Other Business

- a. In-Camera Session *CTV Act S.23(3)(c) Personnel Issue*

**RECOMMENDATION**

**Moved by: Cr. Fergusson**

**Seconded by: Cr. Tuckey**

**That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23(3)(c) to discuss a personnel issue.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Fergusson**  
**That Council move out of in-camera.**  
**CARRIED UNANIMOUSLY**

7. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. Tuckey**  
**Seconded by: Cr. Fergusson**  
**That D/M Korol be excused from the Municipal Services Standing Committee meeting on January 16<sup>th</sup>, 2024.**  
**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 13<sup>th</sup>, 2024.

9. Adjournment

**RECOMMENDATION**  
**Moved by: Cr. Fergusson**  
**Seconded by: Cr. Tuckey**  
**The meeting be adjourned at 9:45 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 January 2024

### **Public Works**

This has been a challenging month with extreme colds turning to unseasonable warmth and freezing rain. We have been doing some snow removal but had some issues come up with equipment that are still being resolved. We have also had to adjust our work plans to the weather conditions to make our community as safe as possible while keeping our essential staff working in a safe manner.

### **Water Works**

Everything is running along smooth, work trucks and water truck have been serviced. Julian is starting his boiler ticket. The boiler circ pump has been repaired and is working fine. Maintenance on raw water pumps went great. Chlorine room repair has been addressed and parts are on their way. Parts for float tank are in, just need to be installed. Battery maintainer at the tower has been replaced and is working well. The new water counter at the tower is working as expected and is super efficient. The refurbished distro pump has been returned and installed; we are waiting till summer to send the second one out for repair.

### **Facility Maintenance**

We had a community power outage again. During this power outage we were very actively watching our infrastructure and managed it with no damage to report. We are still investigating safety and protective measures that we can install for future incidents. The ice plant at the arena had shut down. We contacted Cimco about this and were able to get it running again and we were able to get the ice back to useable condition with minor ice work/repair.