







Town of Fort Smith  
Municipal Services Committee  
Tuesday, June 11<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. Visions and Values
5. Directors Report
  - a. Municipal Services Director Report – 2024
6. Bylaw/Policy Review and Development
7. Administration
  - a. In-Camera Session *CTV Act S.23(3)(e)- Contract Review*
8. Other Business
9. Excusing of Councilors
10. Date of Next Meeting
11. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Municipal Services Minutes May 14 202	 Vision and Values.pdf
 Municipal services report June 2024.pd	



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, May 14, 2024, at 8:15 pm  
Town Hall Council Chambers

Chairperson: Cr. Couvrette  
Members Present: Mayor Daniels, D/M Korol, Cr. Tuckey, Cr. Beaulieu, Cr. Pischinger  
Regrets:  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Sarah Westwell, Clerk/ Reception  
Guests:

1. Call to Order

Mayor Daniels called the meeting to order at 7:44 pm and handed the Chair to Cr. Couvrette.

2. Declaration of Financial Interest

a. Statement of Disclosure of Interest

There were no declarations of financial interest.

3. Delegation

There were no delegations.

4. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Pischinger**

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

DM Korol raised a question regarding the reclamation logs. Requested an update on the Organization Charts be added as an addition to the agenda.

Cr. Tuckey requested an addition under Other Business, the Cemetery.

**CARRIED UNANIMOUSLY**

b. Minutes – The Municipal Services Standing Committee Minutes of April 9, 2024, were reviewed and adopted at the Regular Meeting of Council on April 16<sup>th</sup>, 2024.

DM Korol requested a follow-up on these minutes of the remediation dispersal of the logs.

Administration responded that due to staff absence it was slightly delayed but we are just finalizing the permit and the public will have access on Friday.

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

5. Directors Report

a. Municipal Services Director Report April 2024 – The Director's report was reviewed.

Administration began by stating the remediation work for the Fire Action is nearing completion. We had one small section that did not get burnt before the fire ban was put into place however with permission from MACA, we can go in and finalize our invoices and that will be burnt once the ban is lifted. The property remediation work is 85% complete on Whooping Crane Crescent, the building has been taken down. This posed a

safety concern as well as fire risk. Once the contractor is offsite, we will bring in the Bobcat to mulch and have the lot cleaned. The final part of the project will be done with our own internal resources.

The spring melt went rather quickly and allowed us to move onto other spring work rather early compared to previous years. We have been out cutting roads, preparing for crack sealing, sweeping all of the gravel and sand off and started our spring cover at the landfill and will finish that in conjunction with the upcoming spring cleanup.

We have accepted and processed a very large pile of waste that a local contraction was building up and storing posing a major environmental risk along with a major fire risk and we worked to get this completed. The landfill compactor processed the loads as they were brought in.

The water plant is working on identifying hydrants for replacement this season. We have switched to ponds, which greatly increases our ability to produce potable water, it also increases the volume that we have on hand.

We did have that emergency shut down at the pool due to the inlet breaking. We had a contractor jack hammer the deck in order to access it. We have been able to successfully fill all our vacant positions and hire summer staff and they have been out cleaning up garbage around the ditches and town facilities. They have started fire smarting around some of our facilities. You may have noticed some more trees have been taken down.

#### 6. Bylaw/Policy Review and Development

There are no items.

#### 7. Administration

- a. Briefing Note – William Schaefer Memorial Pool Assessment, Quote Update was reviewed.
  - i. Maskwa Engineering LTD RE: Quote for Inspection and Report of the William Schaefer Memorial Pool \$12,100.00
  - ii. Evolution Pools + Spa RE: William Schaefer Memorial Pool Site Analysis and Full Report \$18,630.00
  - iii. WSP Canada Inc. RE: William Schaefer Memorial Pool Building Condition Assessment \$11, 125.00

#### **RECOMMENDATION**

**Moved by: DM Korol**

**Seconded by: Cr. Pischinger**

Cr. Couvrette handed the Chair to DM Korol.

Cr. Couvrette requested to TABLE this motion. In providing background to this recommendation. In looking at the submitted proposals, one of the recommended proposals had a clause written under limitations reading “Therefore concealed physical deficiency in design inadequacies are specifically excluded from our mandate” Cr. Couvrette stated that through the round of discussions that have been had around the pool, a lot of that is what we want to address.

Administration agreed with Cr. Couvrette, as well, pointing that he is referring to the second briefing note on the agenda to be presented. She agreed that it is best to withdraw that briefing note and to table it. Administration wanted to ensure that the scope of service is the same across all three and that she apologizes that this oversight was not caught sooner and appreciated Cr. Couvrette bringing it to her attention. Despite that there does needs to be a discussion around that fact that this is an unbudgeted cost. We are seeing that is at least \$12,000 and could be higher. It still warrants that discussion around how we are going to budget it. Administration did prepare a copy of current budgeted projects to look at.

Cr. Couvrette mentioned a point of order that there is a Motion on the floor.

#### **MOTION TO TABLE CARRIED UNANIMOUSLY**

b. Briefing Note – Pool Assessment RFQ Cost was reviewed.

Administration started by stating the briefing note around the cost needs to be looked at. Administration did an analysis with the copy of the budgeted projects. Projects one to eight have costs already incurred with several of them being legislative or are required for public health and safety. The evergreen projects are an ongoing replacement upgrade costs that are required to be incurred annually to ensure that we are to be able to meet levels of service. Finally, it is important to identify a project that is not already underway at this time, not essential for public health and safety, legislative requirements or services. And as a reminder, Council has made public health and safety a priority in this budget, especially with the emergency preparedness related projects.

DM Korol questioned if this briefing note is null and void since they are not deciding on a quote.

Administration stated that a budget needs to be identified. The discussion still needs to be had where Council will start to consider where the budget is coming from for this project. If an assessment was done this year, it is an unbudgeted cost. A budget will need to be freed up to continue with this RFP. Administration suggested that Council starts talking and having that conversation now to be able to say which project is not a current priority.

Cr. Couvrette stated that as Mayor and Council there is the ability to identify items over and above what was initially budgeted by resolution of motion. At this point though discussing postponing or deferring one of our high priority projects is moot until such time we have a usable quote in front of us and a potential contractor to deliver the services. At this point email exchanges amongst Councillors to prepare until we do have a potential contractor to have a meaningful conversation at that time.

DM Korol announced that with that briefing note 7b will not be entertained. DM Korol passed the Chair back to Cr. Couvrette.

8. Other Business

Addition: Organizational charts.

DM Korol stated that the last organizational chart she had seen was from 2021.

**RECOMMENDATION**

**Moved by: DM Korol**

**Seconded by: Cr. Pischinger**

**To request a copy of the current organizational chart that was approved by the town Council identifying any vacancies and any term positions.**

**CARRIED UNANIMOUSLY**

Addition: Cemetery

Cr. Tuckey inquired on the current status of getting work that is required to be done on the cemetery fence, but also raising concerns about the number of trees that are within the cemetery that need to come down especially since we have been experiencing strong winds.

Administration stated that at this time, that project is on hold as we give priority to the the more time relevant ones around fire safety and legislative requirements such as the lagoon. There are no current updates around the cemetery as it was not given priority.

DM Korol looking at the Capital projects seen that it was scheduled for the fall. Questioned if fencing has been ordered, is there time before the snow that this can be done.

Administration stated she would have to get back to DM Korol on that.

DM Korol asked if there was a part of the town going around looking at trees and firesmarting our own properties. Questioned if it was ongoing and if it included the cemetery area.

Administration confirmed that the town has identified high priority areas for firesmarting and it is started already. As for the cemetery, those details will need to be confirmed.

Mayor Fred Daniels brought up the fencing stating that it has already been put out three times now and he is hesitant to put it out a fourth time. At this point it is just costing the town money to advertise.

Cr. Couvrette commented to say that sometime last fall when discussing the cemetery this might be something for discussion at our community leadership table where the other governments could step forward and make a project for an apprenticeship for their members. Asked Mayor Fred Daniels if he would be interested in following up with that at one of their meetings.

Cr. Pischinger agreed with Cr. Couvrette about the Community leaders getting together, the fence needs to be purchased and it needs to be done this year.

DM Korol stated that she does not believe it went out officially for a third tender.

Cr. Tuckey mentioned that he did have the opportunity to talk to community members and they reminded him of something that used to happen. The town used to have a group of volunteers to take care of the cemetery. Cr. Tuckey questioned if the current administration would consider advertising to see if people would be willing to help on a volunteer basis to undertake the caring of the cemetery in terms of cleaning up, watering the grass and those kinds of things, cutting the grass and keeping it maintained.

Administration stated that it can certainly be considered. With a historical president that is set we can talk to the team and come up with some ideas.

Cr. Pischinger added that the Community Leaders could bring up volunteering to look after the cemetery. Questioned if some of these organizations hire summer students, that can be something that they do either once a week or once a month.

Administration clarified that the meeting that is taking place on Thursday with the Community Leaders is solely for the purpose of the Community Plan and Zoning Bylaw however, she does believe they are meeting again on Friday in regards to National Indigenous Peoples Day that perhaps these items can be included in that agenda.

Mayor Fred Daniels agreed, stated that he would ask them about it.

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr, Tuckey**

**Seconded by: Dm Korol**

**That Cr. Campbell and Cr. Fergussonb be excused from the Municipal Services Standing Committee meeting on May 14, 2024.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 11, 2024.

11. Adjournment

**RECOMMENDATION**

**Moved by: DM Korol**

**Seconded by: Cr. Tuckey**

**The meeting be adjourned at 8:14 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.

# REPORT TO COUNCIL

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<b>Department:</b>	Municipal Services	<b>Date:</b>	June 11 <sup>th</sup> , 2024
<b>Subject:</b>	Protective Services Monthly Report		

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## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE MUNICIPAL SERVICES MONTHLY REPORT FOR JUNE 2024 AS PRESENTED.**

### Capitol Plan Projects

The property remediation project on Whooping Crane Crescent is 100% complete. The building has been taken down; this posed a safety concern as well as a fire risk. There have also been some trees removed that were identified as fire risk. We have sent over mowers and mulchers to clean up the lot, all the work is complete.

Fire hydrants evergreen we have replaced 3 hydrants that have been identified to be replaced last year but we were unable to have this work completed due to evacuation. As part of the replacement, we have had bollards installed for safety and protection.

### Public Works

Spring cleanup went well we had over 100 residents call and register. We utilized both facility maintenance and public works resources to make the pickup portion of this program go as quickly and efficiently as possible.

Annual sewer flushing has begun so please be advised that there will be workers on the road and to slow down to keep them safe.

Sweeping has finished and we have installed our boom mower onto the multihog and have begun training new staff on how to use this piece of equipment safely and efficiently. This will be out mowing ditches assisting the grass cutting operations.

Spring cover at the landfill has been completed and we are ready for our bi-annual inspection from ECC.

We had to remove a beaver lodge from the wastewater facility, we got a permit from ECC to do so and upon removing it we found that it was already abandoned by its residents.

We are also doing regular duties, garbage collection, pump outs, and landfill maintenance.



## ***REPORT TO COUNCIL***

### **Water Plant**

The raw water intake catwalk was washing out, so we got a local contractor in to fix this before we lost access to this facility. This has been a major safety concern and has been addressed in the design for the raw water intake remediation project.

The summer water lines have been turned on and are operational with no issues.

The pump has been brought down to the raw water intake for the fire season so that we have a alternative to the raw water intake if something should happen.

Fire abatement work has begun around the water plant.

Regular duties and responsibilities continue.

### **Facility Maintenance**

We have finished the fire smarting around some of our facilities (Town Hall, Fire Hall, and Lagoon) we are now moving into grass cutting around the community. This includes ball parks, cemeteries, and ditches.

Facility maintenance assisted with picking up people's waste during spring cleanup, this helped with getting this program finished within a shorter period.

We tilled an area by the recreation center so that berry bushes can be planted from the Boreal Berry Patch Collective program.

We are grooming the infields at the ball diamonds as we start the maintenance on these facilities.

We will be painting the lines on the soccer field if we can get a break from all the rain we have been having.

Fire abatement work has begun around town hall.

Regular duties and responsibilities.



Fort Smith

# REPORT TO COUNCIL





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## ***REPORT TO COUNCIL***





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