



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, August 6th, 2024 at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Tuckey
Members: Mayor Daniels, D/M Korol, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette
Regrets: Cr. Fergusson
Staff Present: Emily Colucci, Acting Senior Administrative Officer
Sarah Westwell, Executive Secretary

Guests: William Senfuma, Avery Cooper

1. Call to Order

Mayor Daniels called the meeting to order at 7:03pm and handed the Chair to Cr. Tuckey.

Cr. Tuckey read the acknowledgement of First Nations.

2. Delegations

- a. Avery Cooper - William Senfuma Town of Fort Smith Audit Review via TEAMS

William Senfuma went over key highlights of the 2023 Town of Fort Smith Audit.

The statement of Financial Position was reviewed. Showing a reduction in cash and cash equivalences of just under one million dollars.

Deferred revenue was reviewed, showing the approximate same numbers from 2022 as in 2023.

Tangible capital assets were reviewed, showing an increase of 1.4 million dollars.

The accumulated surplus was reviewed, showing an increase of 1.6 million dollars over two years.

The statement of operations was reviewed, the budget (14.4 million), the actual (14.3 million), and the last year's revenue (20.4). The budget compared to revenue is close to 99%. A major difference from 2022 – 2023 is the transfers of capital for capital projects. The expenses have gone up by 1.2 million dollars.

Mayor Daniels questioned if the audit was clean. William Senfuma confirmed it was.

Cr. Couvrette questioned schedule 8, item "miscellaneous" with a change of over \$91,000. Administration advised that it was due to the expenses incurred during the 2023 wildfire evacuation. Items related to the evacuation were put into a separate category.

3. Declaration of Financial Interest

- a. Statement of Disclosure of Interest

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

PASSED UNANIMOUSLY

- b. Minutes – The Corporate Services Standing Committee Minutes of July 9th, 2024 were reviewed and adopted at the Regular Meeting of Council on July 18th, 2024.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

- a. Human Resources Committee
 - i. Screening Date for Director of Community Services

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That the Human Resources Committee sets a meeting on August 12, 2024, at 10:00 am to screen potential candidates for the Director of Corporate Services position.

- b. Communications Committee

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the Communications Committee sets a meeting on August 14, 2024, at 10:00 am.

PASSED UNANIMOUSLY

- c. Bylaw Review Committee

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the Bylaw Review Committee sets a meeting on August 15, 2024, at 10:00 am to review newly written policies and bylaws.

PASSED UNANIMOUSLY

- d. Post-Secondary Education Committee

Cr. Couvrette stated that he will send an email regarding potential committee dates for the remaining committee meetings.

- e. NTPC Intervention Committee

6. Director's Report

- a. Accounts Paid List – The Accounts Paid List from July 2024 was reviewed.

Cr. Tuckey passed the Chair to Cr. Campbell

Cr. Tuckey questioned cheque number 41891 – Paul Kaesers Store for \$6,729 requesting a breakdown.

Administration advised that when a cheque is issued for Kaesers it encompasses all invoices from all departments made to that store for the entire month. For example the daycare provides food for the children, ETDO for Canada Day, and often times the library will put on events and will need groceries.

Cr. Tuckey asked if there could be a specific breakdown within the cheque. If we wanted to know how much was being spent at the daycare, would a personal request need to be done for that? Administration stated that the invoices are also tracked in their own budgets. When the Mayor

signs the cheque, it is there that he can see all of the individual invoices going into the cheque.

Cr. Campbell handed the Chair back to Cr. Tuckey

Cr. Campbell questioned, Monster Recreation, asking if the purchase from that could not of been made locally. Administration stated that she will double check, but believes that it is for the parts that they were missing for their hot tub, it was a specialty order.

D/M Korol questioned cheque 41922, to Aurora Ford, asking if the Town Hall vehicle was replaced. Administration confirmed that the car was replaced and the older vehicle will be placed in a surplus auction when the time comes.

Mayor Daniels questioned who sets the price for the vehicle when it goes to auction. Administration stated that she could get the information when the SAO returns. Cr. Couvrette believes that any of the Town equipment that does get put forward at the auction can be assigned a reasonable minimum bid. Cr. Campbell questioned how the payment for the auctioneer works if the minimum bid is too high. Cr. Couvrette stated that it would be something that is negotiated with the auctioneer before the auction starts.

- b. Correspondence – The Correspondence List from July 2024 was reviewed.
- c. License Report – The License Report from July 2024 was reviewed.

7. Administration

- a. Briefing Note - Fireweed Festival Donation Request

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That Council donates a total of \$2,500 as allocated in the 2024 budget to the Fireweed Festival under Special Programs. \$1,500 is to be a monetary cash donation as well Council will make an in kind donation of the stage and staff to the Fireweed Festival on August 23rd, 24th, and 25th utilizing the remaining \$1000.

PASSED UNANIMOUSLY

Administration stated that Council has set aside \$2,500 in the budget under Special Programs which is specifically for reoccurring annual events like the Fireweed Festival and that this does not come out of the Donation budget.

Cr. Couvrette requested, while supporting the festival, he would like to see the in kind portion of donations be correctly broken down by cost by fees or laborers and would like to see that process reflected in future processes.

Administration stated that this cost of \$1000, is the actual. It is the cost of labour for set up, supervision and take down.

Mayor Daniels stated that he hopes that this will be the last year that the Fireweed Festival will be held at Conibear Park next year.

- b. Briefing Note - Lawrie Hobart Memorial Donation Request

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Couvrette

That Council donates 7 dumpsters conditional to Municipal Services inventory for the Lawrie Hobart Memorial Volleyball

**tournament taking place from October 17 – 20th, 2024 at a cost of \$100 +GST per unit to be taken from the 2024 Donation Budget.
PASSED UNANIMOUSLY**

Cr. Couvrette stated that these facilities already have dumpsters and questioned if the request was for seven dumpsters in total between the two buildings. Administration confirmed that they are asking for seven additional dumpsters.

Cr. Campbell stated that these rental fees are for a complete month and it should be taken into consideration that these dumpsters will only be used for 4 days. Administration advised that this is the only price we have available in our rates and fees bylaw, going against would set a precedent for others renting the bins.

8. Other Business

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the Town of Fort Smith accept the Audit presented by Avery Cooper.

PASSED UNANIMOUSLY

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That Cr. Fergusson be excused from the Corporate Services Standing Committee Meeting on August 6th, 2024.

PASSED UNANIMOUSLY

10. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on September 3rd 2024.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Korol

That the meeting be adjourned at 8:19 pm.

PASSED UNANIMOUSLY