



**Municipal Services Standing Committee Meeting
December 10th, 2024**

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and Values
- d. Declaration of Financial Interest

C. DIRECTOR'S REPORT

- a. Municipal Services Director's Report

D. ADMINISTRATION

- a. Briefing Note – Old Library Building Assessment
- b. Briefing Note – William Schaefer Memorial Pool Inspection – Engineering Assessment

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Municipal Services Standing Committee Meeting

October 8th, 2024

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, October 8th, 2024 @ 8 pm within the Town Hall Council Chambers.

Present: Mayor Daniels, Cr. Beaulieu, Cr. Campbell, Cr. Couvrette, D/M Korol
Cr. Pischinger, Cr. Fergusson, Cr. Tuckey

Regrets:

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary

A. CALL TO ORDER

Mayor Daniels called the meeting to order at 7:13 pm and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

B. DECLARATION OF FINANCIAL INTEREST

None.

C. REVIEW

a. Agenda

24-272

Moved by: Cr. Fergusson

Seconded by: Cr. Campbell

That the agenda be adopted as amended.

Amended to add: Update of the Graveyard Fence and the Skateboard Park

PASSED UNANIMOUSLY

b. Minutes

24-273

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the minutes from the Municipal Services Standing Committee Meeting on September 10th, 2024, be adopted as presented.

PASSED UNANIMOUSLY

c. Vision and Values

The Vision and Values were reviewed.

D. DIRECTOR'S REPORT

a. Municipal Services Director's Report

E. DELEGATIONS

Withdrawn

F. ADMINISTRATION

None.



Municipal Services Standing Committee Meeting
October 8th, 2024

G. OTHER BUSINESS

a. Graveyard Fence

24-274

Moved by: Cr. Campbell

Seconded by: Cr. Fergusson

Recommendation: That Council direct Administration to put out a tender for the supply of the chain link fence material for the Cemetery fences.

b. Skateboard Park

H. ADJOURNMENT

24-27

Moved by: Cr. Fergusson

Seconded by: Cr. Campbell

That the meeting be adjourned at 8 pm.

Minutes adopted this 8th day of October 2024.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Tracy Thomas

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.

Department: Municipal Services

Date: December 10th, 2024

Subject: Municipal Services Monthly Report

RECOMMENDATION:

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

Capital Projects

- **Curling Ice Plant:** Installation complete, operational with ongoing optimization in collaboration with CIMCO. Power stability issues with NTPC are being managed.
- **Main Lift Station Rebuild:** Progressing without issues.
- **Wastewater Treatment Facility:** Liner and piping replaced; final testing pending before resuming normal operations.
- **Snow Depot:** Ongoing cleanup of wood piles to prepare for snow removal activities.
- **Water Meter Replacement:** Project completed; addressing emerging issues as identified.

Public Works

- Seasonal operations are underway, including street grading, sanding, snow removal, and sidewalk plowing.
- Preparations for holiday lighting on power poles completed.
- Annual tasks such as sewer flushing and landfill cover finalized without issues.

Water Plant Operations

- Addressed temporary equipment failures at the main lift station; parts sourcing challenges due to infrastructure age should be mitigated by needed midlife retrofits.
- Temporary solutions implemented for clarifier issues; summer repairs planned.
- Beavers removed from wastewater treatment pond; exploring liner repair options.
- Maintenance of Primrose and Frontier lift stations ongoing, with repairs underway.
- Routine winterizing and hydrant flushing completed.

Facility Maintenance

- Ice installation at the arena completed; winter sports in full swing.
- Fire suppression system issues at the arena are under review by a technician in December, with ongoing seasonal maintenance scheduled.
- Festive lighting installed at the recreation center.
- Regular facility checks and maintenance continue as usual.







Briefing Note

To: Mayor and Council
From: Municipal Services
Date: December 10th, 2024
Subject: Old Library Building Assessment

PURPOSE:

To provide Council with an overview of the structural and building envelope assessment of the old library building located at 170 McDougal Road, Fort Smith, NT, conducted by Maskwa Engineering Ltd., and to outline the findings, recommendations, and associated costs for potential future use of the building.

BACKGROUND:

The old library building has been unoccupied since the Mary Kaeser Library relocated to the Recreation & Community Centre in 2022. The Town of Fort Smith (TOFS) is considering repurposing the building to house two offices and a council chamber. Due to concerns about water damage, mould, and the building's overall condition, TOFS engaged Maskwa Engineering Ltd. (PO #9214) in July 2024 to assess the structural integrity and building envelope.

The assessment, conducted on September 18, 2024, by Maskwa representatives, was limited to visual inspections and did not include mechanical or electrical systems or destructive testing.

KEY FINDINGS:

1. Structural and Building Envelope:
 - Significant water damage in the basement, leading to mould and mildew.
 - Roof, siding, windows, and basement doors are in poor condition and require replacement.
2. Health and Safety Concerns:
 - Mould and mildew remediation is critical for safe occupancy.
 - A hazardous materials assessment is required to identify and address any asbestos, lead, or other harmful substances.
3. Environmental Concerns:
 - Historical fuel spill on-site necessitates a Phase 1 Environmental Site Assessment to evaluate contamination risks.
4. Energy Efficiency:
 - Building requires upgrades to improve insulation and energy efficiency, particularly for northern climate conditions.
5. Drainage Issues:
 - Poor site drainage around the property is contributing to water ingress and structural damage.

NEXT STEP RECOMMENDATIONS:

To prepare the building for use, the following steps are recommended in order of priority:

1. Conduct a Hazardous Building Materials Assessment and remove identified materials.
2. Perform a Mechanical and Electrical Assessment to ensure functionality and code compliance.



Briefing Note

3. Undertake a Phase 1 Environmental Site Assessment to address potential contamination.
4. Complete mould and mildew remediation in the basement, followed by an indoor air quality test.
5. Replace the roof, repair siding, and upgrade windows and doors to improve the building envelope.
6. Address site drainage issues, including re-grading and installing a canopy over the basement entrance.
7. Construct a new concrete pad for the fuel tank and repair the surrounding fence.
8. Conduct an energy audit to optimize the building's efficiency.

RECOMMENDATION:

That Council reviews the findings and recommendations of the Old Library Building Assessment and provides direction on if this is a project for consideration in the 2025 Capital Plan or if administration should explore other options, up to and including demolition.

Attachments:

- Old Library Building Assessment Report by Maskwa Engineering Ltd.
- Class D Cost Estimate Summary



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: December 10th, 2024
Subject: William Schaefer Memorial Pool Inspection – Engineering Assessment

PURPOSE:

To provide Council with an overview of the findings from the September 2024 engineering inspection of the William Schaefer Memorial Pool, conducted by Maskwa Engineering Ltd. with assistance from Trapline Engineering Ltd

BACKGROUND:

The William Schaefer Memorial Pool, located at 108 King Street, Fort Smith, NT (Lot 1820, Plan 4415 LTO), was constructed in 2006 as an extension of the Town's Recreation and Community Centre. Since its opening, the pool has provided significant recreational and wellness benefits to the community. However, several operational and maintenance concerns have arisen in recent years, as identified by pool staff.

To address these issues, the Town engaged Maskwa Engineering Ltd. (PO# 9442) in September 2024 to inspect the facility and assess its mechanical systems, identify deficiencies, and recommend solutions. Trapline Engineering Ltd., based in Yellowknife, NT, was subcontracted to support the mechanical evaluation.

SCOPE OF WORK:

The inspection, conducted on September 18, 2024, included:

1. **Life Cycle Assessment:** Evaluating the condition and remaining service life of key mechanical equipment.
2. **Surge Tank Overflow Issue:** Investigating the causes of the surge tank overflowing into the mechanical room during power outages.
3. **Hot Pool Chlorination System:** Examining difficulties with maintaining proper chlorine levels in the hot pool.
4. **Pool Return Line Leaks:** Assessing the recurring issue of pool return lines breaking near inlets, causing significant water leaks and pool closures.

The inspection was conducted during the facility's regular operations, with no original construction drawings or schematics available. Observations were based on visual inspection and input from pool maintenance staff. No destructive testing or sampling was performed.

FINDINGS:

1. Mechanical Equipment Condition:

- Most major mechanical systems are original to the pool's construction (18 years old), exceeding their expected service life (15 years).
- The main pool circulator pump and other equipment are functional but aging, requiring immediate replacement to prevent operational failures.

2. Surge Tank Overflow:

- During power outages, the surge tank overflows into the mechanical room unless staff manually close the main drain valve. This presents a risk of damage to equipment and surrounding areas.

3. Hot Pool Chlorination System:



Briefing Note

- The system is inadequate for the smaller hot pool volume, leading to overdosing and unstable chlorine levels. A new chlorinator has been ordered, but the issue underscores the need for better system calibration.

4. Return Line Failures:

- Pool return lines near inlet jets have repeatedly broken, leading to leaks and operational disruptions. This is attributed to system pressure and aging infrastructure.

5. Other Observations:

- The sand filtration system is in good condition and performing well, with media replaced in April 2023.
- Heating, steam generator, and electrical systems are functional but nearing the end of their expected service lives, requiring proactive maintenance.

RECOMMENDATIONS:

Immediate:

1. Replace Critical Components:
 - Main circulator pump (\$10,000) and hot pool chlorination system.
2. Mitigate Surge Tank Overflow Risks:
 - Install a backflow prevention valve and automated drainage to address overflow during power outages.

Medium-Term:

3. Develop a Maintenance and Replacement Plan:
 - Prioritize aging equipment and adopt a reactive maintenance approach for non-essential components.
4. Address Return Line Pressure Issues:
 - Conduct further engineering analysis to reduce stress on pool return lines.

Long-Term:

5. Capital Planning for Equipment Lifecycle:
 - Plan replacements for aging systems, including pumps, heating systems, and filtration components, to prevent costly unplanned failures.

FINANCIAL IMPLICATIONS:

The total immediate replacement cost for critical components is estimated at \$42,000. Additional engineering analysis and equipment upgrades may incur further costs, which should be included in the Town's capital planning budget.

CONCLUSION:

The inspection confirms the need for timely intervention to maintain the pool's functionality and prevent operational interruptions. Administration recommends Council accept the inspection findings and direct staff to proceed with the prioritized replacement and maintenance plan.

RECOMMENDATION:

That Council accept this briefing note for information and approve the proposed actions to address identified deficiencies.

Attachment:

William Schaefer Memorial Pool - Inspection Report by Maskwa Engineering Ltd.