



Municipal Services Standing Committee Meeting
January 14th, 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 – Procurement of Chain Link Fence Materials for Two Cemeteries January 2025

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Municipal Services Standing Committee Meeting December 10th, 2024

Minutes

The Municipal Services Standing Committee Meeting was held on.
Tuesday, December 10th, 2024 @ 7 pm within the Town Hall Council Chambers.

Present: Mayor Fergusson, D/M Keizer, Cr. Heaton, Cr. Bathe, Cr. Cox, Cr. Benwell, and Cr. Couvrette
Regrets: Cr. Karasiuk and Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:59 pm and handed the Chair to Cr. Benwell. Cr. Benwell read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

Moved by: Cr. Couvrette
Seconded by: Cr. Heaton

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Mayor Fergusson
Seconded by: D/M Keizer

The minutes from the Municipal Services Standing Committee Meeting on October 8th, 2024, be received as information.

PASSED

- c. Vision and Values - Review
- d. Declaration of Financial Interest - None

C. DIRECTOR'S REPORT

a. The Municipal Services Report for October and November

Mayor Fergusson inquired about the beavers in the lagoon.

SAO Thomas noted that the beavers were building a dam, and they caused a little bit of damage to the liner. So, the team is looking at the best way to address it. All the beavers have been trapped and removed.

Cr. Cox inquired about the wood piles, whether they are going to be cleaned up to prepare for snow removal.

SAO Thomas noted that the plan is for local harvesters to work on what is left. The area is needed for the snow dump. The remainder will be burned off.

D. ADMINISTRATION

a. Briefing Note – Old Library Building Assessment



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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.

SAO Thomas informed Council that the assessment results for the old library building had been included in their packages. The assessment revealed considerable damage and issues, and the cost of remediation based on non-destructive testing was concerning. There is a risk that further testing could uncover additional problems. While more in-depth analysis is possible, it would be extensive. SAO Thomas asked Council for direction on whether to pursue additional funding for further investigation, including more detailed testing or potentially demolition, or if they would prefer to include this project in the 2025 capital plan. The costs outlined in the report are estimates based on non-destructive testing, and further exploration could lead to higher costs.

Deputy Mayor Keizer expressed that he read the report with great interest. He noted that while the numbers were daunting, the real concern in any decision made tonight is the lack of a strategic vision for the space. He referenced his colleague Michael's point, stating that without a clear plan for the area, any action—whether remediating the building, demolishing it, or leaving an empty lot—would be "good money after bad." He asked if the discussion tonight would include consideration of a broader vision or if it would focus solely on the building itself.

SAO Thomas sought direction from Council, stating that they could postpone the decision until the strategic planning and capital planning sessions were completed if desired. She explained that she had received the assessment and wanted to bring it forward to determine what Council would like to do. SAO Thomas noted that it would be fine to wait until after the strategic planning discussions and capital planning, and there would be no harm in doing so. She was uncertain if that was the recommendation being made but wanted to clarify that it was an option.

Mayor Fergusson asked if there was a ballpark number for the cost of the demolition and was informed that there is no information regarding cost at this time. Mayor Fergusson also inquired as to if the building costing the town money. Are we still heating it, lighting it, all those right now for it? Is there insurance on it? How much money does it cost just to sit there as it?

SAO Thomas explained that the costs are minimal, the town is keeping a certain level of power and can look further into the actual costs.

Cr. Cox suggested that a broader discussion is needed regarding the future of the area. He noted that there have been discussions about using the old library building for council chambers or as a town hall, but he felt the conversation was unclear. He pointed out that several buildings in the downtown core, including the library and fire hall, are nearing the end of their life, and questioned what the area would look like moving forward. He highlighted the need for a new fire hall and wondered how that would impact the space. He emphasized that spending \$380,000 to make the building usable does not address the cost of further modifications to meet the town's needs. Councillor Cox suggested that a combined fire hall and town hall could be a potential solution, though he acknowledged challenges regarding location, capacity, and timelines. He questioned whether this fits within the scope of the upcoming strategic planning session but stressed the importance of a more thorough conversation. He also raised the cost of demolition as another factor to consider, urging the group to think about what the area should look like in five years.

Cr. Couvrette reflected on his previous council experience, recalling that many decisions were based on the TAG report, which assessed the town's infrastructure in 2016 or 2017. The report, produced by an engineering consultant, evaluated the usability and condition



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of the town's main buildings. It recommended demolishing the library, estimating that even basic roof replacement would cost \$350,000, and that the total cost for retrofitting, due to hazardous materials, could rise to \$2 million. The report also estimated demolition costs at around \$600,000. Councillor Couvrette suggested it may be worthwhile to conduct a similar assessment for the fire hall and town office, noting that the TAG report had also recommended relocating the library to the rec center during its midlife retrofit, which was a successful move. He emphasized that a detailed assessment, which could cost around \$40,000 to \$50,000, would provide the necessary information for making more informed decisions, rather than relying on guesswork. The assessment also examined staffing needs and space requirements, making it a comprehensive tool for planning.

- b. Briefing Note – William Schaefer Memorial Pool Inspection – Engineering Assessment

Moved by: Mayor Fergusson
Seconded by: Cr. Couvrette

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

PASSED

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

Moved by: Cr. Couvrette
Seconded by: Mayor Fergusson

That Cr. Karasiuk and Cr. Tuckey be excused from the Municipal Services Standing Committee meeting on December 10th, 2024.

PASSED

G. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on January 14th, 2025.

H. ADJOURNMENT

Moved by: D/M Keizer
Seconded by: Mayor Fergusson

That the meeting be adjourned at 7:25 pm.

PASSED

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.



Directors Report

Department: Municipal Services

Date: January 14, 2025

Subject: Municipal Services Monthly Report

RECOMMENDATION:

That the Council of the Town of Fort Smith accepts the Municipal Services Monthly Report for January 14, 2025, as presented.

CAPITAL PLAN PROJECTS:

The new curling ice plant is now running in optimal condition after this last visit from Cimco. We still have power issues from NTPC power supply however the plant installation issues have been resolved.

Main lift station rebuild is continuing with no issues to report.

The liner test results for cell 1w have come back positive and we are now planning on the best way to bring that cell back into operation as we plan for cell 1E liner replacement that will begin this spring.

PUBLIC WORKS:

Snow removal was done around the school zones as school was out and was a safe time to clear this area.

Had to pump lift stations due to power outages to make sure we have no service interruptions.

Regular duties and Responsibilities.

WATER PLANT:

Boiler 2 at the water plant quit working but after a hard reset it started working again, we believe this is related to the ongoing power issues in the community.

Power outages have been causing us continued issues as we need to fly in a tech to look at the control system at the water plant as it had some major issues caused from the last brown out power failure. We have found a way to keep it running until the tech has arrived.

Other than the power issues it was quiet over the holidays, minimum staff so maintaining the service was the main priority.

Regular duties and Responsibilities.

FACILITY MAINTENANCE:

Power issues with the pool and air handling unit were managed by the team.

Christmas classic and the hockey camp were successful.

Other than the power issues it was quiet over the holidays, minimum staff so maintaining our services were the main priority.

Regular duties and Responsibilities.

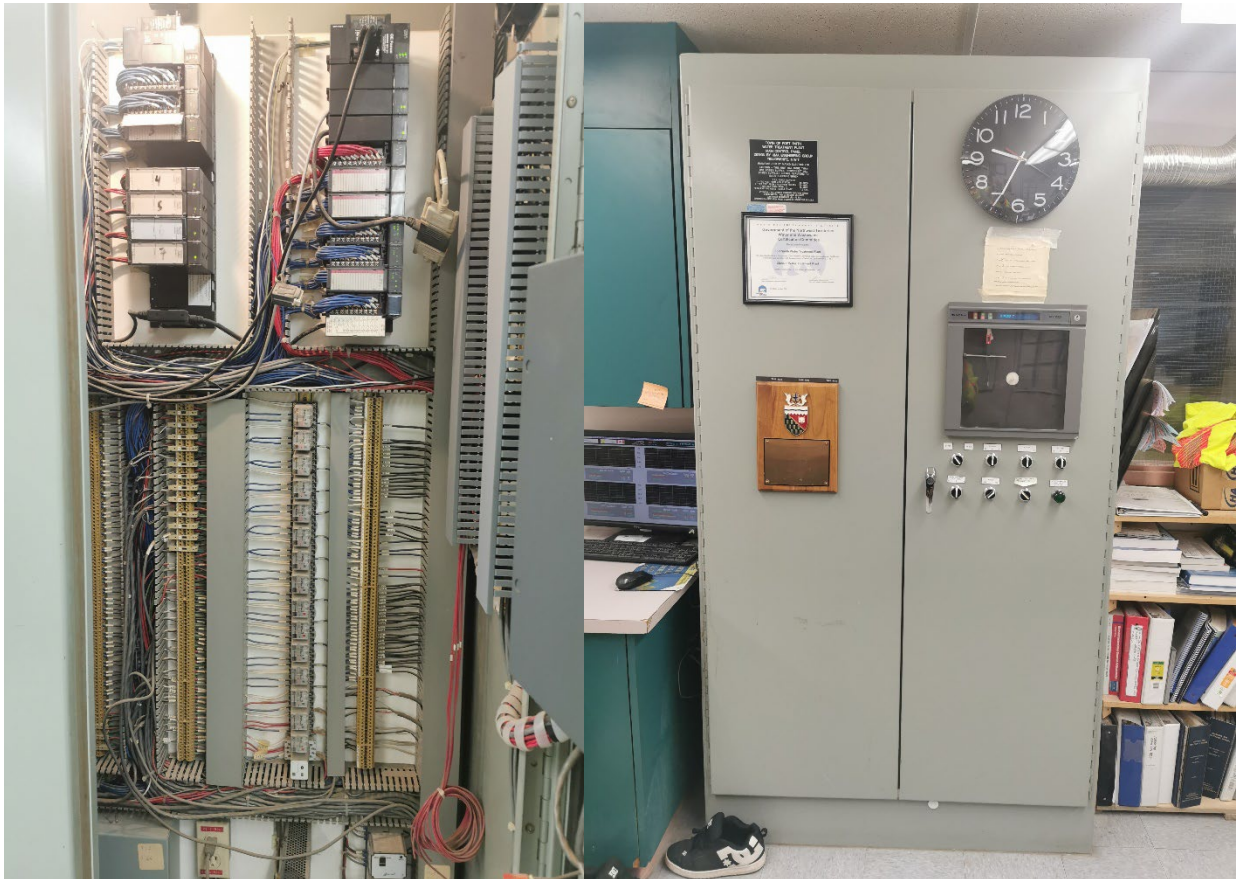


Directors Report





Directors Report





Briefing Note

To: Mayor and Council
From: Administration
Date: December 17, 2024
Subject: Procurement of Chain Link Fence Materials for Two Cemeteries

PURPOSE:

To recommend the award of the contract for the supply of chain link fence materials for St. Isidore's Cemetery and the Fort Smith Anglican Cemetery to AAG Landscaping in the amount of \$29,387.37.

BACKGROUND:

As per Council Motion #24-286, Council directed Administration to put out a tender for the supply of chain link fence materials for the cemetery fences. The Town issued a tender for the supply of materials for a four-foot-high chain link fence to enclose St. Isidore's Cemetery and the Fort Smith Anglican Cemetery. This procurement is intended solely for the supply of materials and does not include installation. The tender was issued, and AAG Landscaping responded with a comprehensive proposal.

The tender closed on November 15, 2024, and one response was received from AAG Landscaping.

CURRENT SITUATION:

Councillors Cox and Bathe reviewed the submission from AAG Landscaping and sought clarification on specific elements of the proposal. The clarification was received and satisfactorily addressed the queries.

Key details of AAG Landscaping's submission include:

- **Material Specifications:** High-quality chain link fencing with galvanized coating to ensure durability and weather resistance.
- **Cost:** \$29,387.37 for the supply of all required materials, including fencing, posts, rails, gates, and hardware.
- **Delivery Timeline:** Materials to be delivered within the stipulated timeframe.

RECOMMENDATION:

That Council approve the award of the contract to AAG Landscaping for the supply of chain link fence materials in the amount of \$29,387.37.



TOWN OF FORT SMITH

TOWN OF FORT SMITH

REQUEST FOR TENDERS

TENDER # 2024-011

Return To: Town of Fort Smith P.O. Box 147 FORT SMITH, NT, X0E 0P0	Replies must be received prior to	Local Time: 3:00 pm	Date November 15, 2024
	Contact: Senior Administrative Officer		
	Phone: (867)-872-8400	Fax: (867)-872-8401	

DESCRIPTION OF TENDER REQUIRED

General Title of Contract: Chain-linked Fence Materials for Cemeteries	Term of Contract: As per contract
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Project Details:

The scope of work involves supplying materials for a **four-foot-high chain link fence** around St. Isidore's Cemetery (dimension: 428 meters) and Fort Smith Anglican Cemetery (dimension: 473 meters). The materials must meet the requirements for durability, longevity, and aesthetic harmony with the historical context of the cemeteries.

BIDDER – OFFER

Name of Firm		Address	
Contact			
Phone	Fax	Email	
The Bidder hereby covenants and agrees to execute and complete, in a workmanlike manner, in accordance with the terms and conditions in all attached appendices and or other attachments, the work described above, upon delivery total bid price (GST excluded) of			
_____ /100 Dollars \$ _____			
Authorized Signature _____	Title _____	Date _____	

OWNER ACCEPTANCE – When signed, this document becomes a Contract.

Authorized Signature _____	Title _____	Date _____
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REQUEST FOR TENDERS

APPENDIX "A"

Procurement of Chain Link Fence Materials for 2 Cemeteries

Project Overview: The Town is seeking tenders for the supply of materials for a robust four-foot-high chain link fence to encircle two historic cemeteries, St. Isidore's Cemetery and the Fort Smith Anglican Cemetery. This procurement aims to ensure the protection and preservation of these culturally significant sites while maintaining the highest standards of quality, aesthetics, and cost-efficiency.

Project Details: The scope of work involves supplying materials for a **four-foot-high chain link fence** around St. Isidore's Cemetery (dimension: 428 meters) and Fort Smith Anglican Cemetery (dimension: 473 meters). The materials must meet the requirements for durability, longevity, and aesthetic harmony with the historical context of the cemeteries.

Materials Required:

- Chain link fencing (four-foot-high)
- Fence posts, top rails, and other necessary hardware
- Gates (if applicable)

The materials must be of high quality, ensuring longevity and resistance to weather conditions. It is imperative that no trees are located within four feet of the proposed fence line to prevent potential damage or fire hazards.

Submission Requirements: Interested suppliers are requested to submit tenders that include the following:

- **Material Specifications:** Detailed descriptions of the fencing materials, including gauge, coating, and dimensions.
- **Cost Estimation:** A comprehensive breakdown of the cost for all materials required, including fencing, posts, rails, gates, and hardware.
- **Delivery Timeline:** A clear timeline outlining the delivery schedule for the materials, with an emphasis on timely fulfillment.
- **Previous Experience:** Evidence of previous experience supplying similar materials, including references and client testimonials if available.

Selection Criteria: Tenders will be evaluated based on the following criteria:

- **Material Quality:** Durability, suitability for the environment, and alignment with the historical aesthetic of the cemeteries.
- **Cost-Effectiveness:** Competitive pricing without compromising on material quality.
- **Delivery Timeline:** The ability to meet the required delivery schedule.
- **Supplier Experience:** Previous experience in supplying fencing materials, particularly for historical or heritage sites.

Submission Deadline: Tenders must be submitted to the Town by **November 15, 2024**, at 3:00 pm Fort Smith's time.

Contact Information:

For inquiries and submission of tenders, please contact: executive.secretary@fortsmith.ca



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: January 14th 2025
Subject: Pool Shutdown

PURPOSE:

This briefing note will inform the Mayor and Council about the necessity of an immediate pool closure due to the repeated failures of the variable speed components in the air handling units (AHUs), which are crucial for maintaining the facility's ventilation and climate control systems. Additionally, this closure will allow for critical maintenance activities, including those identified in the engineer's report, while preventing further damage to the facility.

BACKGROUND:

The air handling units, responsible for regulating air quality and temperature within the pool area, have experienced frequent failures of their variable speed components. The variable speed components allow for the regulation of air intake, a factor in colder temperatures. Without this control, the AHU runs at full speed drawing in too much cold air and freezing interior components of the unit that necessitates its shut down for thawing. To mitigate this, the AHU has been shut down at night when temperatures drop below -20°C. This solves one problem but creates another in allowing the humidity to climb in the pool area well beyond recommended levels, which causes damage to the drywall, wood features, electronic components, etc. These failures are entirely due to irregular power supply from the local vendor, which has resulted in the deterioration of key components over time. We have changed this part 3 times in the last 5 months and have run out of replacement parts in our stock. This is not a result of normal wear on these components, but is caused by power inconsistencies.

The latest replacement part was ordered in November 2024. Unfortunately, replacement parts for these AHU components have a significant lead time, with the earliest possible delivery expected in April 2025. This delay means that continuing to operate the pool without addressing the issue may result in more extensive damage to the facility potentially leading to a prolonged shutdown or additional repair costs.

PROPOSED POOL CLOSURE:

To mitigate further damage and preserve the integrity of the facility, we propose a temporary pool closure. The closure will:

Prevent Further Damage: Operating the air handling units under current conditions could lead to more significant failures and damage to the building. Until the variable speed can be fixed, draining the pool is the only way to ensure that the humidity can be decreased to prevent water related damage.

Allow for Annual Maintenance: We would take advantage of this closure to perform our routine annual maintenance tasks that are typically scheduled for fall. This includes pool system servicing, cleaning, and any necessary repairs. No other scheduled closure would then be planned for 2025.

Address Engineer's Report Items: The shutdown will also provide an opportunity to address several recommendations from the engineer's recent report. Notably, many of these tasks require draining the pool, making this an ideal time to complete these additional repairs and improvements with minimal disruption to the normal operating schedule.



Briefing Note

IMPACT OF THE CLOSURE:

Service Interruption: The pool will be closed for the duration of the repairs, potentially affecting members, programming, and other pool-related activities. We will notify all users in advance and offer alternatives or adjustments where possible.

Cost Implications: The closure and associated maintenance will incur some costs, but these are necessary to ensure the long-term reliability of the facility. The anticipated downtime is also an opportunity to make repairs that would otherwise require future disruptions.

Timeline: Given the lead time for the AHU parts, we expect the closure to last until at least April 2025, when the necessary components can be installed and tested. While the exact duration of the shutdown is still to be confirmed, we are planning for a complete closure for maintenance purposes until then.

RECOMMENDATION:

That Council receive this report for information

This is to inform Council that closing the pool temporarily is the most prudent course of action to protect the facility from further damage while addressing ongoing maintenance needs. The planned activities during the shutdown will enhance the longevity of the pool's systems, minimize long-term disruption, and ensure that we are fully prepared for ongoing operations.