



Municipal Services Standing Committee Meeting
April 8, 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. DELEGATION

D. DIRECTOR'S REPORT

- a. Municipal Services Director's Report

E. ADMINISTRATION

- a. Briefing Note – Award Water and Sewer Systems Assessment and Strategic Planning

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Municipal Services Standing Committee Meeting

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, March 11th, 2025 @ 7:30 pm within the Town Hall's Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cox, and Cr. Couvrette

Regrets:

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:26 pm.

B. REVIEW

a. Agenda

Moved by: Cr. Tuckey
Seconded by: D/M Keizer

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Bathe
Seconded by: Cr. Tuckey

The minutes from the Municipal Services Standing Committee Meeting on February 11th, 2025, be adopted as presented.

PASSED

c. Vision and Values

d. Declaration of Financial Interest

C. DIRECTOR'S REPORT

a. The Municipal Services Report for February

Cr. Heaton inquired about the plan for the garbage trucks. SAO Thomas explained that next week, the Council will begin its capital plan workshops, where the garbage truck replacement will be discussed as part of the plan. The goal is to replace the garbage trucks within the current fiscal year, as soon as possible, with the team working towards this objective.

Cr. Cox expressed satisfaction with the demolition of the old fire hall, noting that it is a positive step in the Town's efforts to address derelict properties. He believes the Town is setting a good example for other landowners, such as the GNWT, encouraging them to take action on similar properties.

SAO Thomas noted that the team has been working diligently on project substantiation documents for each capital project. These documents will include as much information as possible about the projects and their associated capital requests, including details on their lifecycle costs.

D. ADMINISTRATION

a. Briefing Note – update Metis Proposed Land Swap – March 11, 2025



Municipal Services Standing Committee Meeting

Moved By: Cr. Tuckey

Seconded By: Cr. Bathe

THAT Council defer the decision on the proposed land trade between the Town of Fort Smith and the Fort Smith Métis Council until critical information becomes available, including formal confirmation from the Government of the Northwest Territories on the land withdrawal status and the completion of additional data collection on long-term municipal infrastructure needs and alternatives.

FURTHER THAT Administration continue monitoring relevant developments and provide updates to Council as necessary.

PASSED

SAO Thomas provided an update on a briefing note that was brought to Council on February 11, where additional information was requested. The two specific requests were: first, whether a delay on the Town's part, while waiting for water and sewer assessment results, would impact the Fort Smith Metis Council's progress on their own claims; and second, for maps of the lots in question. Thomas confirmed that she reached out directly to the Fort Smith Metis Council CEO, who assured her that the Town's delay would not affect their progress. Additionally, the requested maps for the specified lots are included in the updated briefing note.

Cr. Couvrette inquired about the previous motion being tabled, asking if there is still a need for a new motion. He noted that the motion was deferred until further information or a change in conditions, but since there has been no change, he questioned whether a new motion is necessary or if the previous motion should simply remain tabled until there is an actual change in conditions.

SAO Thomas explained that there is a motion from the previous Council to advance the project. She is now seeking direction from the current Council to pause the project until the water and sewer assessment is completed.

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on April 8th, 2025.

H. ADJOURNMENT

Moved by: Cr. Karasiuk

Seconded by: D/M Keizer

That the meeting be adjourned at 7:36 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.

RECOMMENDATION:

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

CAPITAL PROJECTS

Lagoon liner waiting for timeline from contractor to set a meeting time for work plan this spring summer.

Lift station is ongoing with nothing new to report, The Raw Water Intake will begin work this summer still waiting on updated timeline from project manager.

PUBLIC WORKS HIGHLIGHTS

Snow removal activities have moved priorities to key drainage routes around the community as we get ready for the spring melt.

We have got some key operational safety training completed Confined Spaces, Fall Arrest.

We are starting to plan our spring season and with that in mind the landfill is starting summer hours on May 6th, 2025, and will be open from 10am to 6pm Tuesday through Saturday. We will be doing the spring clean up program registration will start May 20th following the may long weekend for 2 weeks during this time dump fees will be waived during regular hours for residential waste and pickup will begin following registration close.

WATER PLANT HIGHLIGHTS

We are currently ordering replacement sand as we will start changing the filter sand in each of our water filters this will be a 3-year process. Once completed the next time the sand will need to be replaced will be in 15 years.

We have completed the lighting upgrades at the plant and things are looking brighter.

We have got some key operational safety training completed Confined Spaces, Fall Arrest and Elevated work platforms. We have also sent a water plant employee to get his class 2 water treatment plant operator certification.

FACILITY MAINTENANCE HIGHLIGHTS

The pool shutdown is almost complete we are still waiting for the AHU VSP part that is an estimated 15 days out. The main pool pump rebuild is expected to arrive this week and be installed as soon as it lands. We will be cleaning the liner and hot tub and varnishing/cocking the benches as part of the finishing touches in the main area in the pool.

We are sending out the Olympia this week to be overhauled to help us keep it running while we go through the process of getting the replacement. This piece of equipment can see a 2-year lead time as they are specialized equipment and built to order.

Both ice plants have been shut down as of the 31st of March and Cimco is due to arrive the week of April 7th. We are taking out the ice and preparing the surface of the arena for the upcoming trade show. Cimco will be working on and adjusting the curling ice plant as we have seen many issues since installation, big shout out to Facility staff for keeping it running and not losing the ice during the curling season.

We have got some key operational safety training completed Confined Spaces, Fall Arrest and Elevated work platforms.



Removing arena ice



Briefing Note

To: Mayor and Council
From: Administration
Date: April 8, 2025
Subject: Award – Water and Sewer Systems Assessment and Strategic Planning

PURPOSE:

To recommend award of the contract for the Water and Sewer Systems Assessment, Needs Analysis, and Strategic Planning project (RFP No. TFS 2025-03) to AECOM, the highest-ranked proponent following a formal review and evaluation process.

BACKGROUND:

The Town of Fort Smith issued a Request for Proposals (RFP) on February 7, 2025, seeking qualified engineering and planning firms to undertake a comprehensive assessment of the Town’s water and sewer infrastructure. The successful proponent will also develop a 25-year needs analysis, a strategic infrastructure plan, and a phased roadmap to guide capital investment and funding applications.

Five proposals were received in response to the RFP:

1. Maskwa Engineering Ltd.
2. ASI Engineering
3. AECOM
4. TDI
5. Avodahtec

The Review Committee evaluated all submissions in accordance with the criteria set out in the RFP, which considered project understanding and methodology, team experience, clarity of approach, budget alignment, timeline, and professional fees.

ANALYSIS:

Following a thorough evaluation, AECOM was unanimously ranked as the top proponent. The Committee noted the following strengths in AECOM’s proposal:

- Extensive experience delivering municipal water and sewer infrastructure planning projects, particularly in northern and remote communities
- Demonstrated historical and current experience with the Town of Fort Smith’s water systems, including engineering design and construction services for the Main Lift Station, and the Raw Water Intake. This familiarity ensures strong contextual knowledge of the Town’s infrastructure, reducing the learning curve and improving overall integration
- Clear and practical approach with a strong project team, reducing execution risk
- Proposed cost of \$85,864, slightly above the \$85,000 budget (approximately 1% variance), considered acceptable given the proposal’s quality. Disbursements and travel are additional, and GIS is offered as an optional add-on.

Two proponents—ASI Engineering and Avodahtec—submitted desktop-only proposals without provision for site visits. These did not meet the Town’s expectations for on-site assessment. Other submissions were evaluated as having higher delivery risk or lower overall value to the Town.



Briefing Note

RECOMMENDATION:

That Council accept this briefing note as information and authorize Administration to award the contract for the Water and Sewer Systems Assessment and Strategic Planning project to AECOM in the amount of \$85,864, excluding disbursements and travel. While slightly above the allocated budget, the proposal represents the best value and lowest risk, with the added benefit of continuity through AECOM's ongoing work on Town infrastructure.

Motion:

That Council authorize Administration to award the contract for the Water and Sewer Systems Assessment and Strategic Planning project (RFP No. TFS 2025-03) to AECOM in the amount of \$85,864, excluding disbursements and travel.