



Municipal Services Standing Committee Meeting
May 13, 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

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, April 8th, 2025 @ 7:45 pm within the Town Hall's Council Chambers.

Present: Cr. Benwell, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Cox, and Cr. Couvrette
Regrets: Cr. Heaton, and Cr. Tuckey
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 7:44 pm and handed the chair to Cr. Benwell.

B. REVIEW

a. Agenda

Moved by: Mayor Fergusson

Seconded by: Cr. Bathe

That the agenda be adopted as ~~presented~~. Amended to add an in-camera session under section F Other Business

PASSED

b. Minutes

Moved by: Cr. Cox

Seconded by: Cr. Karasiuk

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

PASSED

c. Vision and Values

d. Declaration of Financial Interest

C. DELEGATION

D. DIRECTOR'S REPORT

a. The Municipal Services Report for February

Mayor Fergusson expressed her sadness at the ice being removed from the arena, where she spends much of her winter. She noted the presence of the scissor lift and hoped it would be used to install banners and displays showcasing the arena's awards and medals. She also raised the idea, previously discussed at the Community Services meeting, of preparing the arena for September ice in anticipation of the Arctic Winter Games.

Deputy Mayor Keizer shared his excitement about the nearing completion of the pool shutdown and praised the facilities team for their efforts.

Mayor Fergusson inquired whether the Town was switching to an electric ice resurfacers or simply refurbishing the current one. SAO Thomas confirmed that the current unit is being refurbished to extend its life while a new one is on order—a process that takes two years.

Lastly, Mayor Fergusson reflected positively on a recent facility tour, particularly her first visit to the water treatment plant. She commended staff for their dedication and professionalism and appreciated the insight into the Town's complex infrastructure operations.



E. ADMINISTRATION

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

Moved By: Cr. Bathe

Seconded By: Mayor Fergusson

That Council authorize Administration to award the contract of 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.

PASSED

Cr. Couvrette inquired whether the Town's RFP process includes a requirement for contractors to identify any local components, such as the use of local contractors or labour, in the work being proposed.

SAO Thomas responded that while the Town's RFP process does include a note regarding local preference, there is currently no specific clause requiring contractors to identify the use of local labour or services. She acknowledged it as an excellent idea, noting that while some specialized work may make it challenging, including such a requirement would be beneficial moving forward.

F. OTHER BUSINESS

- a. In-Camera Session

Moved by: Cr. Couvrette

Seconded by: Mayor Fergusson

That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23(3)(e) a matter still under consideration and on which Council has not yet publicly announced a decision if discussion in public would likely prejudice the municipal corporation's ability to carry out its activities or negotiations.

In camera at 7:55 pm

PASSED

Moved by: Cr. Couvrette

Seconded by: Cr. Karasiuk

That Council move out of camera at 9:03 pm.

PASSED

G. EXCUSING OF COUNCILLORS

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Cr. Heaton and Cr. Tuckey be excused from the Municipal Services Standing Committee meeting on April 8th, 2025.

PASSED

H. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on May 13th, 2025.



I. ADJOURNMENT

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

That the meeting be adjourned at 9:04 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

- Work has begun on the lagoon liner replacement for Cell 1 East. The fluid has been transferred to Cell 1 West, which is now operational. Sludge removal is underway in Cell 1 East, after which the liner will be removed and replaced. The project is expected to be completed by the end of June.
- The cemetery fencing has arrived and is currently stored in the Municipal Services yard, awaiting installation.
- The grader has been sent to the Finning factory in Edmonton for a complete overhaul. It is expected to return in approximately eight weeks.
- The new loader has arrived and is already in use.
- The lift station project is ongoing, with no significant updates at this time.
- Construction on the Raw Water Intake is scheduled to begin this summer.

PUBLIC WORKS

We have commenced spring cover work at the landfill earlier than usual this year. Although this work typically follows the annual spring cleanup, we are prioritizing the front section of the site to support proper construction sequencing and long-term site integrity. Due to this, and in consideration of public safety, access has been temporarily limited to one vehicle at a time. This restriction may result in slower service, and we appreciate the public's patience and understanding as we complete this essential work. The disruption is expected to be temporary.

With the ongoing snow and ice melt, crews will be addressing damage to community walking trails and repairing potholes throughout town. In addition, maintenance and repairs to culverts and the overall drainage system will be carried out as needed.

All regular Municipal Services duties and responsibilities continue as scheduled.

WATER PLANT

We continue to experience issues related to power outages, which have resulted in equipment damage. The PLC at the water tower failed, requiring staff to manually operate the pump for 12 hours daily to maintain reservoir levels. Replacement parts have been difficult to source due to the age of the system, and delivery delays are expected.

The power outage on May 5th caused a failure in the water treatment plant systems, requiring staff to temporarily operate the plant manually. Staff successfully restored the system, and operations have returned to normal. However, our inventory of backup components has been depleted. While additional parts have been ordered, procurement is proving challenging due to aging infrastructure. Staff are documenting all equipment failures and associated impacts.

On May 3rd, a blockage occurred at the Frontier Lift Station. Staff responded immediately, and service was maintained without interruption.

All regular operations and responsibilities are ongoing.

FACILITY MAINTENANCE

The emergency pool shutdown is nearing completion, following a series of mechanical failures. While we await the arrival of the AHU variable speed pump (VSP) component, the air handling unit is being operated manually, which is manageable given the current mild weather. During the shutdown, staff have completed a number of key repairs and upgrades, including bench varnishing, tile and drywall repairs, installation of a new chlorinator, repairs to the chlorine room floor, and repainting of the hot tub.

Final components for the main circulating pump — including the powered open check valve — are expected to arrive this week. Installation is anticipated to take two to three days. Following that, it will take approximately 10 days to fill, heat, and chemically balance the water in preparation for reopening.

The Olympia ice resurfacer is currently undergoing a complete overhaul at a specialized facility and is expected to return within eight weeks.

The recent trade show was a success, and we are now moving forward with planned facility repairs during the off-season.

Crews are continuing major cleanup efforts in parks, playgrounds, and ditches as snow and ice melt.



Fontier lift station





REPORT TO COUNCIL

New chlorinator



Pool benches



Grader leaving to fining facility



REPORT TO COUNCIL



Landfill spring cover work starting