



Municipal Services Standing Committee Meeting
June 10, 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 - Approval to Proceed with Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF)

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Municipal Services Standing Committee Meeting

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, May 13th, 2025 @ 750 pm within the Town Hall's Council Chambers.

Present: Cr. Karasiuk, Cr. Bathe, Mayor Fergusson, Cr. Cox, and Cr. Couvrette, Cr. Heaton and Cr. Tuckey
Regrets: D/M Keizer, Cr. Benwell
Staff Present: Tracy Thomas, Senior Administrative Officer
Shanna Schaefer, Reception (acting recording secretary)
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 750 pm and handed the chair to Cr. Karasiuk.

B. REVIEW

a. Agenda

Moved by: Cr. Cox
Seconded by: Cr. Couvrette

That the agenda be adopted as **AMENDED to add Briefing Note to E. a.**

PASSED

b. Minutes

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

The minutes from the Municipal Services Standing Committee Meeting on April 8th, 2025, be adopted as presented.

PASSED

Mayor Fergusson inquired about the planned renovations and the associated summer shutdown schedule. SAO Thomas advised that there are no updates on the renovation plans at this time.

- c. Vision and Values
- d. Declaration of Financial Interest

C. DELEGATION

D. DIRECTOR'S REPORT

a. The Municipal Services Report for April

Director Grenier presented his report, noting that they are awaiting the arrival of a valve for the pool and hope it will arrive within the next week.

Cr. Heaton inquired whether the Town would be submitting its own insurance claims related to recent NTPC power outages. SAO Thomas advised that the Town has been tracking related costs for potential follow-up in the future.



Municipal Services Standing Committee Meeting

- a. Briefing Note – Award Recommendation – Comprehensive Asset Management Initiative (RFP TFS 2025-25)

Sao Thomas – 2 strong proposals. SAO Thomas recommends the proposal be awarded to WSP Canada Inc. for the amount of \$119,138 with an estimated start in June and end in August.

Moved by: Mayor Ferguson
Seconded by: Cr. Cox

That council award the Comprehensive Asset Management Initiative (RFP TFS 2025-05) contract to WSP Canada Inc. in the amount of \$119, 138, inclusive of all taxes and disbursements, and authorize Administration to execute the necessary contract documents.

PASSED

Moved by: Cr. Tuckey
Seconded by: Cr. Cox

That Cr. Benwell and D/M Keizer be excused from the Municipal Services Standing Committee meeting on May 13th, 2025.

PASSED

The next Municipal Services Standing Committee Meeting will be on June 10th, 2025.

Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That the meeting be adjourned at 7:57 pm.

Our Vision and Mission

Community Vision

Fort Smith is a vibrant, future-focused community with a small-town feel, where residents enjoy a high quality of life. With efficient services and sustainable land use, the Town actively preserves and enhances its heritage, culture, and natural environment.

Council Vision

The Town of Fort Smith is a thriving, well-managed local government where proactive stewardship ensures the long-term sustainability of our publicly owned assets. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents at reasonable levels.

With a strong organizational culture and a collaborative approach, we foster positive relationships with neighboring First Nations and Metis communities and work together toward shared prosperity. By supporting local economic opportunities, accessible services, and a good quality of life, we create a community where seniors can retire with dignity, young people can build a future, and all residents can feel a sense of belonging and possibility.

Mission

The Town of Fort Smith provides a broad range of essential and valued services that support our community's well-being, both now and for future generations. Through responsible resource management and responsive delivery service, we create a well-functioning and forward-looking community that enriches the lives of all who call Fort Smith home.



RECOMMENDATION:

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

CAPITAL PROJECTS

Lagoon liner Upgrade - Subcontractors and project manager have arrived in Fort Smith and are currently installing the new liner. Once liner is installed, we will be back to full operating capacity.

Main lift station - work is continuing, currently bringing pumps online so we can remove the road closure. We thank the community for its patience during this disruption. This project recently has required assistance from all 3 of Municipal services departments.

Raw Water Intake - We are waiting for the schedule from the project manager for the raw water intake.

The old chipper plant demolition - Funding application has been unofficially approved, and once we receive formal approval, we will be issuing a tender to demolish and remediate this area. This project will also help us create a storage area at the landfill for our hazardous waste collection.

Loader replacement – Completed

Cross walk lights – the materials have arrived we are waiting for the posts from local supplier and will be installing the lights this year at the hospital crossing and King street - McDougal crossing.

Sidewalk repair and improvements – Finalizing Tender

Garbage Truck – Finalizing Tender

Water Tower Truck Fill Station – final welding is being completed, then moving to hose placements for truck fill and public fill.

Grader Rebuild – The grader is currently down south at Finning and is being rebuilt, the estimated turnaround is 8 weeks.

Ice Resurfacers Replacement – the Olympia is at the rebuild facility and needed some extra work, we should receive back it in time for the arena season. The new Olympia order is being finalized and will have updates on time lines in the future.

Pool upgrade\repairs – latest update in facility maintenance section

PUBLIC WORKS

Significant work on the community's transportation infrastructure is underway. Public works have begun addressing potholes and have completed some crosswalk painting to improve pedestrian safety. Work has also started on updating and installing signage throughout the area. In response to numerous calls and emails regarding Marine Drive due to the detour in place for ongoing projects we were able to have the road graded and watered to improve conditions. Additionally, maintenance was carried out at the boat launch area to ensure it remains safe and accessible for public use.

We have been assisting the main lift station bypass when requested to ensure this project goes smoothly by supplying vacuum truck when requested.

Garbage at the landfill has been spread and compacted and cover is ongoing.

We are working with local trapper to help with the beaver situation in Kaesers canal, once that situation is resolved we will look at what will be required for further maintenance on this drainage system.

WATER PLANT

We have switched over to summer operations which include turning on the summer water lines that service Carls drive, Calder and other areas of community. We have also moved to ponds for water storage at the water plant.

The power interruptions continue to cause us issues in our water plant and lift station operations. We have been managing and documenting these disruptions. There are increased costs that are unbudgeted for to operations that are continuing to rise.

Water usage has increased over the last month, however we have been keeping up to the need.

FACILITY MAINTENANCE

Pool Update:

Throughout the month, significant maintenance and repair work continued at the aquatic facility: Pool liner repairs were carried out, including a full inspection and cleaning. Seams were recalked where necessary. Grating around the pool was acid-cleaned to remove buildup and improve appearance and drainage. Sanding and varnishing of benches were completed to enhance both aesthetics and durability. Stainless steel fixtures were thoroughly cleaned.

Fasteners on the water slide were replaced to ensure safety and structural integrity. Repairs were conducted on the air handling system to improve ventilation and climate control. The hot tub was repainted and sanitized after the sand media was replaced. Feed pumps in the chlorinating room were replaced and tested for proper operation. A new chlorinator was installed for the main pool and is ready for testing once the pool is refilled.

These efforts are part of ongoing facility upgrades to ensure safety, cleanliness, and a high-quality experience for all users.

All parks and playgrounds have been cleaned, and daily checks have now started to ensure they remain safe and well-maintained for the community.

Track was cleaned and loose sand and gravel blown off as continued maintenance.

Repairs to the boardwalk along Marine Drive have commenced, enhancing safety and accessibility for residents and visitors. Additionally, new stairs have been constructed on the Primrose walking trail to provide an easier and safer descent down the hill, while also serving to protect the summer.



New stairs on summer walking trail

Geo tube for cell 1 east sludge



Fixed manhole on winter

Beaver damn in Kaesers canal



Boat Launch area

Main Lift station getting bypass removed



Weekly progress report

Model: I40H

Serial: 2ZK05716

PSSR: Audrey Tesarski

Primary Contact: Andrew Grenier

Estimated Progress:

Town of Fort Smith I40H 2ZK05716

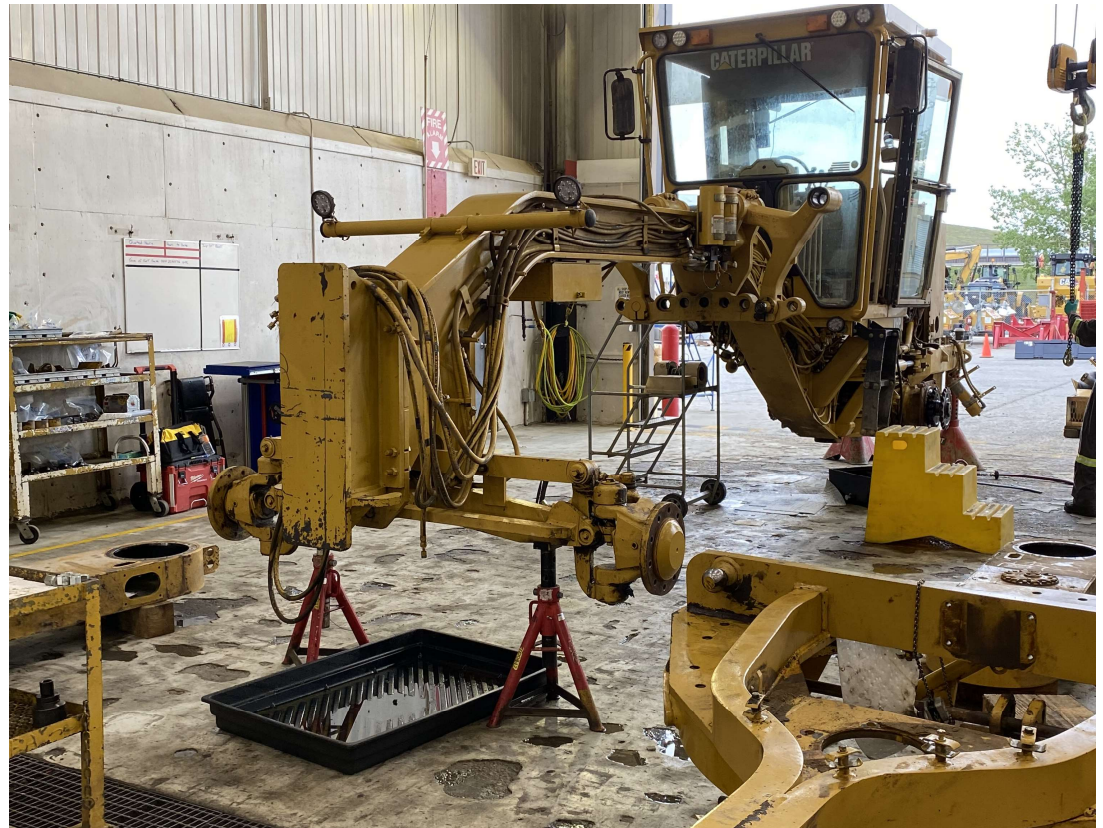


Town of Fort Smith I40H 2ZK05716



Tear down in progress

- Tear down is well under way
- Brake groups will be moved to the component rebuild bay Monday
- Cooling package should leave today for cleaning and testing



Tear down progression



Tear down progression continued



- Seat removed to access heater core and evaporator core

Coming up

- ◆ Remove final drives and rear axle
- ◆ Engine and trans removal



Briefing Note

To: Mayor and Council
From: Administration
Date: June 10, 2025
Subject: Approval to Proceed with Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF)

PURPOSE:

To advise Council that the HAF Committee has recommended the implementation of Initiative 3: Single Detached Home Incentive, and to seek Council approval to proceed with program rollout and associated communications.

BACKGROUND:

As part of the Town of Fort Smith's Housing Accelerator Fund (HAF) Action Plan, Council has approved several targeted initiatives to address housing supply:

- **Initiative 1:** Multi-Family Housing Construction Incentive
- **Initiative 2:** 3-Year Property Tax Exemption for New Residential Units

Initiative 3 focuses on incentivizing the development of new single detached homes within municipal boundaries, including homes intended for ownership, rental, or investment. This program aims to stimulate new construction, support energy efficiency, and ensure timely completions to meet HAF funding targets.

The HAF Committee has reviewed and endorsed Initiative 3 and recommends immediate implementation. Program Guidelines have been drafted and are attached for Council's reference. These Guidelines will accompany the launch of each initiative and clearly outline the process, eligibility criteria, compliance requirements, and disbursement conditions.

Analysis:

Key elements of Initiative 3 include:

- **Base Grant:** \$20,000 per qualifying single detached home
- **Energy Efficiency Bonus:** \$5,000 for homes built to a recognized standard (e.g., EnerGuide, Net Zero Ready)
- **Early Completion Bonus:** \$5,000 if occupancy is achieved by December 31, 2027
- **Maximum Incentive:** \$30,000 per home

Eligible homes must meet all applicable zoning, land use, and building regulations. They must also achieve occupancy by December 31, 2028, with all disbursements completed by March 31, 2029, in alignment with HAF requirements. Homes qualifying under Initiative 3 will also be eligible for Initiative 2 (3-Year Property Tax Exemption), further enhancing value for builders and developers.

Program funding will be allocated from the HAF envelope, with an initial commitment of \$500,000–\$750,000, subject to uptake and Council oversight.

CURRENT SITUATION:

The program is now live at:

<https://www.fortsmith.ca/housingincentive>

Supporting materials and communications include:

- Banner matching the Town's Community Plan website:
<https://www.fortsmith.ca/communityplan>
- FAQ section to reduce individual inquiries and clarify common questions



Briefing Note

- Fillable online application forms
- Matching social media graphics for Facebook and other platforms
- Community-wide mail drop to promote the program and encourage participation

Each initiative under the HAF will include a publicly accessible Program Guidelines document to ensure clarity, consistency, and transparency throughout the application and approval process.

RECOMMENDATION:

That Council approve proceeding with Initiative 3: Single Detached Home Incentive, as recommended by the HAF Committee, with immediate rollout and communications to follow. Program Guidelines will accompany the public launch to ensure clear understanding of requirements and expectations.

Motion:

That Council approve the implementation of Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF), as recommended by the HAF Committee, and direct Administration to proceed with the program rollout, including publication of the associated Program Guidelines and communications materials.