



Corporate Services Standing Committee Meeting July 8th, 2025

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. DELEGATIONS

D. DIRECTOR'S REPORT

- a. Corporate Services Director's Report
- b. Accounts Payable Report
- c. Correspondence

E. ADMINISTRATION

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Corporate Services Standing Committee Meeting June 3rd, 2025

MINUTES

The Corporate Services Standing Committee Meeting was held on
Tuesday, June 3rd, 2025 @ 7:40 pm within the Town Hall Council Chambers.

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

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at ____ pm, confirmed quorum, and handed the chair to Cr. Tuckey.

B. DECLARATION OF FINANCIAL INTEREST

C. REVIEW

a. Agenda

Moved by:

Seconded by:

That the agenda be adopted as presented.

b. Minutes

Moved by:

Seconded by:

That the minutes from the Corporate Services Standing Committee Meeting on May 6th 2025, be adopted as presented.

c. Vision and Values

D. DELEGATIONS

E. DIRECTOR'S REPORT

- a. The Corporate Services Director's Report for May
- b. Accounts Payable Report
- c. Correspondence

F. ADMINISTRATION

a. Briefing Note – Budget Variance Report as of March 31st, 2025

Moved by:

Seconded by:

That Council accept this first quarter variance report for information.



Corporate Services Standing Committee Meeting June 3rd, 2025

- b. Briefing Note – Authorization for Direct Awards Under Standing Offer Agreements (SOAs) –Approved Capital Projects

Moved by:

Seconded by:

That Council authorize Administration to proceed with direct awards under established Standing Offer Agreements for goods and services related to Council-approved capital projects, where the costs fall within the approved project budget, without the need for additional Council approval where such awards exceed the SAO's individual signing authority.

- c. Briefing Note – Approval for Riverside Park and Lookout Project Management and Design Services

Moved by:

Seconded by:

That Council approve the direct award of the Riverside Park and Lookout Update Project Management and Design Services to Maskwa Engineering Ltd. under the Town's existing Standing Offer Agreement, and authorize Administration to proceed with the project in accordance with the proposed phased approach.

- d. Briefing Note – Addition of Streetscape Improvements Project to 2025 Capital Plan

Moved by:

Seconded by:

That Council approves the addition of the Streetscape Improvements Project to the 2025 Capital Plan, with a total budget of \$50,000, funded through the municipal capital budget.

- e. Briefing Note – Items recommended for sale in the upcoming auction

Moved by:

Seconded by:

That Council approve the sale of all listed surplus items through the GNWT auction on June 7, 2025.

Do not apply minimum bids for any items except the mobile stage, to avoid incurring unnecessary \$50 non-sale fees per item (not budgeted).

Apply a \$20,000 minimum bid to the mobile stage, with discretion to sell at a slightly lower value if a reasonable offer is received, to offset its original cost and ongoing burden.

G. OTHER BUSINESS

- a. Meeting Procedures

H. EXCUSING OF COUNCILLORS

Moved by:

Seconded by:

That Cr. Bathe be excused from the Corporate Services Standing Committee Meeting on June 2nd, 2025.



Corporate Services Standing Committee Meeting
June 3rd, 2025

I. DATE OF NEXT MEETING

That next Corporate Services Standing Committee meeting be on July 1st, 2025.

J. ADJOURNMENT

Moved by:

Seconded by:

That the meeting be adjourned at _____ 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 CORPORATE SERVICES MONTHLY REPORT AS PRESENTED.

BACKGROUND

Corporate Services currently has one vacant position. The Director of Corporate Services position is still vacant but is being temporarily filled by Jim Hood. Attempts to staff this position have been unsuccessful so far so the services of a recruiter are currently being used to assist in finding a suitable candidate.

The Manager, Human Resources position has been filled and the person is expected to begin work on July 7, 2025. The focus of this position for the first few weeks will be reviewing HR files and policies, continuing with work that was undertaken a few years ago as part of the HR project, and updating the Excluded Employee Handbook. This is an important position as it will provide support to other departments as well as staff to help them understand their health and pension benefits.

The May utility billing was completed on June 9. This is closer to what is expected on a monthly basis. In an effort to collect outstanding utility bills, notices were sent to the oldest accounts advising them that they may be subject to disconnection if their bills are not paid. This got a good response with many customers addressing their outstanding accounts. This collection action will continue in the coming months and may result in the discontinuation of services to some customers. Action will also be taken to collect outstanding accounts receivable over the coming months.

Some areas that will be focused on in the coming months is a review of all contribution agreements to ensure proper reporting is submitted and developing a tool to track contribution agreements. In keeping with strategic priorities of Council, IT Upgrades are moving forward and we are looking at increasing our financial software capabilities to streamline processes like a customer portal and allowing things like business licensing and pet licensing to be done online. We are also looking to become more efficient in our processing of payroll by being able to upload filed directly to the bank to pay employees rather than manually entering the information.

Prepared by:
Jim Hood
Director of Corporate Services
Date: July 3, 2025

Reviewed by:
Emily Colucci
Acting Senior Administrative Officer
Date: July 4th, 2025

TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING JUNE 2025

CHQ #	SUPPLIER	Description	AMOUNT	DEPT
42917	BANK OF MONTREAL	MASTERCARD MUNICIPAL SERVICE	\$94.40	MUNICIPAL SERVICES
42918	NORTHERN COMMUNITIES INSURANCE PROGRAM	ANNUAL INSURANCE COVERAGE 2025/2026	\$257,645.00	TOWN HALL
42919	TDC CONTRACTING LTD.	HEATING OIL/CARDLOCK/SUPPLIES	\$13,099.96	FIREHALL/WTP/PW
42920	AECOM	MAIN LIFT PROJECT	\$10,879.89	TOWN HALL
42921	AURORA COLLEGE STUDENT	DUNCAN MACPHERSON CITIZENSHIP AWARD	\$250.00	TOWN HALL
EFT200-0001	AECOM	MAIN LIFT PROJECT	\$6,224.03	TOWN HALL
42922	BANK OF MONTREAL	MASTERCARD COMMUNITY SERVICE	\$819.39	COMMUNITY SERVICES
42923	BANK OF MONTREAL	MASTERCARD PROTECTIVE SERVICES	\$935.88	PROTECTIVE SERVICES
42924	VECTOR GROUP	MATERIAL AND SUPPLIES	\$3,511.41	WATER PLANT
42925	CIMCO REFRIDGERATION	ARENA SHUT DOWN AND REPAIRS	\$8,149.19	FACILITIES
42926	CASCADE GRAPHICS	OFFICE SUPPLIES	\$1,918.35	TOWN HALL/LANDFILL
42927	MSS LTD	MATERIAL AND SUPPLIES	\$184.46	FACILITIES
42928	GRIMSHAW TRUCKING	FREIGHT	\$198.31	PUBLIC WORKS
42929	PAUL KAESERS STORES	GROCERY	\$2,034.14	DAYCARE/LIBRARY
42930	LOU'S SMALL ENGINE	MATERIAL AND SUPPLIES	\$782.23	FACILITIES
42931	LINK HARDWARE	MATERIAL AND SUPPLIES	\$5,290.33	REC/TOWNHALL/FACILITIES/7 BAY/WTP
42932	TOWN OF FORT SMITH	MONTHLY UTILITIES	\$2,282.43	TOWN HALL
42933	FREUND BUILDING SUPPLIES	MATERIAL AND SUPPLIES	\$3,969.70	7BAY-FACILITIES
42934	RECEIVER GENERAL	TAX/CPP/EI JUNE 13 2025	\$63,240.67	PAYROLL
42935	TK ELEVATOR LIMITED	MONTHLY ELEVATOR MAINTENANCE	\$1,664.74	RECREATION
42936	ROCKY MOUNTAIN PHOENIX	FIRE EQUIPMENT	\$13,664.70	PROTECTIVE SERVICES
42937	BIG HILL SERVICES LTD.	OLYMPIA 2007	\$24,432.19	PUBLIC WORKS
42938	NEBS PENSION FUND	JUNE 2025 PREMIUMS	\$49,990.64	PAYROLL
42939	DEZRON INC.	JUNE RENT	\$2,310.00	TOWN HALL
42940	TENAQUIP	SAFETY GEAR	\$3,348.58	PUBLIC WORKS
42941	CAB CONSTRUCTION	REPAIRS AND MAINTENANCE	\$95,099.55	POOL/PUBLIC WORKS
42942	NORTHERN COMMUNITIES INSURANCE PROGRAM	INSURANCE AUTO ADDITIONS	\$764.00	TOWN HALL

42943	MIDNIGHT PETROLEUM	CARDLOCK MAY 4-MAY 27 2025	\$363.73	PW/WTP
42944	DB PERKS & ASSOCIATES LTD	TEST REAGENTS	\$2,625.07	POOL
42945	GNWT HEALTH & SOCIAL SERVICES	MARRIAGE LICENSES	\$77.00	TOWN HALL
42946	TERRYS CARPENTRY	JUNE RENT	\$2,940.00	PROTECTIVE SERVICES
42947	TDC CONTRACTING LTD.	CARDLOCK, FIRE SS 2025-001	\$2,954.34	TOWN HALL, PROTECITVE SERVICES
42948	WESCLEAN NORTHERN SALES LTD	MATERIAL AND SUPPLIES	\$295.91	RECREATION/TOWN HALL
42949	FORT SMITH SKI CLUB	CONTRIBUTION	\$5,000.00	TOWN HALL
42950	T&S MOBILE STEAM AND PRESSURE WASH	STEAM CLEAN EXHAUST	\$3,400.00	ARENA
42951	NEBS GROUP HEALTH INSURANCE	JUNE 2025 PREMIUMS	\$19,653.41	PAYROLL
42952	CLEARTECH	CHEMICAL SUPPLIES	\$39,889.16	WATER PLANT
42953	PITNEY WORKS	POSTAGE METER REFILL	\$5,000.00	TOWN HALL
42954	RDV MECHANICAL	REPAIRS AND MAINTENANCE	\$3,947.60	PW/WTP
42955	ARCTIC ALARM	MONTHLY ALARM MONITORING	\$119.60	REC/ARENA
42956	EMPLOYEE	BOOT ALLOWANCE	\$112.00	FACILITIES
42957	CARR MCLEAN	FURNITURE PURCHASE	\$8,895.60	LIBRARY/REC
42958	MCLENNAN ROSS	LEGAL SERVICES	\$10,728.38	TOWN HALL
42959	HACH SALES & SERVICES	MATERIAL AND SUPPLIES	\$459.57	WATER PLANT
42960	NWT CONSTRUCTION	LAGOON PROJECT	\$416,420.79	TOWN HALL
42961	LIBERTY SECURITY	ANNUAL ALARM 38 YORK	\$667.67	FACILITIES
42962	EMPLOYEE	REIMBURSEMENT OFFICE SUPPLIES/GIFT BAG ITEMS	\$92.12	TOWN HALL
42963	NSIXTY TRADING COMPANY LTD	IT SERVICE/MATERIAL AND SUPPLIES	\$5,036.24	TOWNHALL,REC,FIRE HALL, LIBRARY
42964	CVS MIDWEST TAPE	DVD PURCHASE	\$76.52	LIBRARY
42965	CHAMPION COMMERCIAL PRODUCTS INC.	MATERIAL AND SUPPLIES	\$3,457.03	RECREATION, FACILITIES
42966	HENRY BEAVER	TRAP BEAVER AT KAESERS CANAL	\$5,250.00	PUBLIC WORKS
42967	POLAR CREATIONS	REPAIRS EQUIPMENT	\$2,856.00	RECREATION
42968	AIR TINDI	FREIGHT	\$130.02	WATER PLANT
42969	RACKUSTOMS & FAB LTD.	MATERIAL AND SUPPLIES	\$4,095.00	PROTECTIVE SERVICES
42970	HADLEN ENTERTAINMENT INC.	MAGIC SHOW PERFORMER	\$4,000.00	ETDO
42971	AQUATIC SAFETY CANADA INC.	NATIONAL LIFEGUARD COURSE	\$8,410.69	POOL
42972	THEBACHA LEADERSHIP COUNCIL	GRAD BANNERS	\$1,018.92	TOWN HALL
42973	BANK OF MONTREAL	MASTERCARD SAO	\$6,192.62	TOWN HALL
42974	GRIMSHAW TRUCKING	TRANSPORTATION CYLINDERS	\$562.16	PROTECTIVE SERVICES
42975	PAUL KAESERS STORES	GROCERY	\$1,827.86	DAY CARE
42976	LOU'S SMALL ENGINE	MATERIAL AND SUPPLIES	\$1,618.02	WATER PLANT
42977	NWT POWER	JUNE POWER USAGE	\$32,819.16	TOWN HALL

42978	PITNEY WORKS	LEASE PAYMENT	\$761.99	TOWN HALL
42979	PERFORMER	CANADA DAY PERFORMANCE	\$1,280.00	ETDO
42980	PERFORMER	CANADA DAY PERFORMANCE	\$200.00	ETDO
42981	TOWN OF FORT SMITH	PAYROLL DEDUCTIONS	\$700.23	PAYROLL
42982	XEROX CANADA	LEASE INVOICE	\$1,115.10	TOWN HALL
42983	RECEIVER GENERAL	TAX/CPP/EI JUNE 27 2025	\$67,561.22	PAYROLL
42984	PSAC	UNION DEDUCTIONS	\$6,051.49	PAYROLL
42985	GNWT TAXATION DIVISION	PAYROLL DEDUCTIONS JUNE 27 2025	\$8,875.29	PAYROLL
42986	EMPLOYEE	REIMBURSEMENT FOR CPA ENROLLMENT	\$326.53	TOWN HALL
42987	TDC CONTRACTING LTD.	CARDLOCK, SUPPLIES AND MATERIAL	\$7,967.30	FACILITIES,PW,PS,WT P
42988	WESCLEAN NORTHERN SALES LTD	MATERIAL AND SUPPLIES	\$2,414.97	RECREATION, PUBLIC WORKS
42989	EMPLOYEE	TRAVEL EXPENSE	\$121.22	WATER PLANT
42990	AECOM	MAIN LIFT PROJECT	\$9,386.10	TOWN HALL
42991	RDV MECHANICAL	MAINTENANCE AND REPAIR	\$1,451.63	WATER PLANT
42992	PERFORMER	CANADA DAY PERFORMANCE	\$400.00	ETDO
42993	MCLENNAN ROSS	LEGAL SERVICES	\$491.40	TOWN HALL
42994	FIELDS STORE	MATERIAL AND SUPPLIES	\$75.01	ETDO
42995	IDEXX LABORATORIES	MATERIAL AND SUPPLIES	\$669.90	WATER PLANT
42996	EMPLOYEE	TRAVEL EXPENSE	\$37.00	WATER PLANT
42997	HAY RIVER HEAVY TRUCKS SALES LTD	MATERIAL AND SUPPLIES	\$4,672.89	WATER PLANT, PROTECTIVE SERVICES
42998	LIBERTY SECURITY	INSTALL NEW SECURITY MONITORS	\$1,522.50	TOWN HALL
42999	PRECISION INDUSTRIES	SERVICES AND EUIPMENT SERVICES	\$1,522.50	PUBLIC WORKS
43000	PERFORMER	CANADA DAY PERFORMANCE	\$200.00	ETDO
43001	NSIXTY TRADING COMPANY LTD	IT SERVICE/MATERIAL AND SUPPLIES	\$754.59	TOWN HALL, PW, REC
43002	CVS MIDWEST TAPE	LIBRARY DVDS	\$880.18	LIBRARY
43003	PERFORMER	CANADA DAY PERFORMANCE	\$200.00	ETDO
43004	GNWT FINANCIAL & EMPLOYEES SHARED SER	LAB SERVICES	\$339.15	WATER PLANT
43005	STINSON ITS INC	MATERIAL AND SUPPLIES	\$8,077.23	PUBLIC WORKS
43006	WALSH'S HEAVY DUTY REPAIRS LTD.	SERVICES AND EUIPMENT SERVICES	\$2,110.85	PUBLIC WORKS
43007	CHAMPION COMMERCIAL PRODUCTS INC.	MATERIAL AND SUPPLIES	\$3,091.18	RECREATION, PUBLIC WORKS
43008	PERFORMER	CANADA DAY PERFORMANCE	\$200.00	ETDO
43009	PERFORMER	CANADA DAY PERFORMANCE	\$200.00	ETDO
43010	SOCK ROCKET LTD.	INFORMATION CENTRE SUPPLIES	\$2,835.00	ETDO
FT201-000	NORTHWESTEL INC	INTERENET AND PHONE USAGE	\$6,351.62	TOWN HALL

43011	FREUND BUILDING SUPPLIES	MATERIAL AND SUPPLIES	\$4,326.00	PUBLIC WORKS
43012	RECEIVER GENERAL	TAX/CPP/EI JUNE 27 2025	\$352.99	PAYROLL
43013	PSAC	UNION DEDUCTIONS	\$30.25	PAYROLL
43014	GNWT TAXATION DIVISION	JUNE DEDUCTIONS	\$32.23	PAYROLL
43015	FINNING CANADA	PURCHASE NEW LOADER	\$441,000.00	PUBLIC WORKS
43016	CUSTOMER	REFUND LAND TAXES	\$2,782.45	ACCOUNTS RECEIVABLE
43017	NSIXTY TRADING COMPANY LTD	OFFICE SUPPLIES	\$140.62	POOL
43018	CUSTOMER	REFUND METER DEPOSIT	\$166.26	ACCOUNTS RECEIVABLE
43019	EMPLOYEE	WORK BOOT	\$261.45	PUBLIC WORKS
43020	WORK TUCKS	MATERIAL AND SUPPLIES	\$3,814.75	ETDO
43021	CUSTOMER	REFUND METER DEPOSIT	\$255.67	ACCOUNTS RECEIVABLE

TOTAL	\$1,769,783.10
PAY PERIOD 12	\$ 212,084.09
PAY PERIOD 13	\$ 232,159.93
TOTAL WITH PAY PERIOD	\$2,214,027.12

BANK OF MONTREAL	PAYMENT FOR PROTECTIVE SERVICES	\$ 935.88
BANK OF MONTREAL	PAYMENT FOR MUNICIPAL SERVICES	\$ 94.40
BANK OF MONTREAL	PAYMENT FOR COMMUNITY SERVICES	\$ 819.39
BANK OF MONTREAL	PAYMENT FOR SAO	\$ 6,192.62