



Municipal Services Standing Committee Meeting

July 15, 2024

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and mission
- 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



Municipal Services Standing Committee Meeting

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, June 10th, 2025 @ 7:20 pm within the Town Hall's Council Chambers.

- Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, D/M Keizer, Cr. Tuckey, Cr. Cox, and Cr. Couvrette,
- Regrets: Cr. Bathe and Mayor Fergusson
- Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Emily Colucci, Director of Community Services
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

D/M Keizer called the meeting to order at 7:23 pm and handed the chair to Cr. Benwell.

B. REVIEW

a. Agenda

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

That the agenda be adopted as amended to add a briefing note to E. Administration, and Tucked Water Services to F. Other Business.

PASSED

b. Minutes

Moved by: Cr. Couvrette
Seconded by: Cr. Karasiuk

The minutes from the Municipal Services Standing Committee Meeting on May 13th, 2025, be adopted as presented.

PASSED

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

C. DELEGATION

D. DIRECTOR'S REPORT

a. The Municipal Services Report for May

Director Grenier provided a brief update on several items, including the grader rebuild project, which he described as an exciting development. He noted that this process has involved many shared ideas, and he's pleased to see it moving forward. Grenier also highlighted that one of the capital projects has now been officially approved, which he considers a positive step.

He went on to mention ongoing challenges with a specific valve related to the pool project. Despite efforts to locate the part, it has not been found. As a result, the contractor will proceed with installing the pump and existing piping tomorrow morning to ensure the system is ready. However, the valve itself will not be installed until the next scheduled shut down.



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Cr. Couvrette inquired as to what the anticipated extension of life expectancy the grader will have when the rebuild work is completed. Director Grenier explained that it will give up approximately 20 plus years – like new – and comes with a 5 year warranty which is better than when it was purchased.

Cr. Benwell asked for clarification to where the new street lights are going to be installed. Director Grenier noted that one will be on Breynat across from the hospital and the second at the cross from McDougal Rd. and King St.

E. ADMINISTRATION

- a. Briefing Note – Approval to Proceed with Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF)

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

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.

PASSED

D/M Keizer asked for clarification on the communication materials and protocol in place. He noted that many residents are still approaching him with questions and concerns, and he's unsure whether the expectation is for people to search for the information on the website themselves or if there is additional outreach or promotion being done beyond that.

SAO Thomas explained that the initiative is currently in a soft launch phase. While the program is up and running, more promotion is planned in the coming weeks. The website content will be expanded, additional Facebook posts are scheduled, and a mail-out is set for next week. For now, much of the outreach has been through word of mouth.

She noted that limited staff capacity has affected the pace of promotion, as the coordinator position remains unfilled. Despite reposting the job, sharing it directly, and even personally encouraging potential candidates—including informal outreach over lunch—no one has been hired yet. In the meantime, the responsibility for managing and promoting the program is being shared by the existing team.

- b. Award Contract – Water Licence Renewal Application Consultant Services (RFP No. TFS 2025-06)

Moved by: D/ Keizer
Seconded by: Cr. Heaton

That Council approve the award of contract for consultant services related to the Town's Water Licence Renewal Application to AECOM in the amount of \$156,407 plus GST, to be funded through the Town's Community Public Infrastructure (CPI) allocation.

SAO Thomas reported that an early invitational RFP was issued for consulting services to support the Town's water license renewal. She explained that the timeline is tight, as the current license expires at the end of October 2026, but the Mackenzie Valley Land and Water Board requires the renewal application process to begin by October 3, 2025.



Director Grenier explained that the water license is essential for both the sewer system and the water treatment plant. It allows the Town to draw water directly from the Athabasca River and discharge treated water, as required by regulations. The license includes multiple reporting requirements and is valid for 15 years. This process applies to all communities and is governed by legislation under the Water Act, with comprehensive reporting required throughout the license term.

F. OTHER BUSINESS

a. Water Trucked Service

Council held a discussion on recent changes to the Town's trucked water service, particularly the enforcement of a one-tank-per-residence policy that has affected Bell Rock and other areas.

Cr. Couvrette raised concerns about the short notice and the impact on residents who rely on secondary tanks for wildfire protection and agriculture—uses previously encouraged by the Town. He noted that Bylaw 705, which governs the service, is outdated and due for review. He suggested interim solutions, such as reduced delivery schedules for secondary tanks, until a new bylaw is in place.

Cr. Cox acknowledged the poor timing and logistical constraints, and suggested the Town provide residents with information about reliable private water contractors. He also questioned whether it's appropriate to promote further development in Bell Rock if water service can't be consistently supported.

SAO Thomas agreed that long-term solutions, such as applying for CHIP funding to expand capacity, should be pursued. She also highlighted the existing FOB system as an option for residents to fill their own tanks and supported sharing contractor contact information.

Director Grenier explained that the decision to enforce the bylaw came in response to a significant and unexpected rise in demand, which has strained the Town's ability to deliver water with limited staff and increased costs. He noted that the situation affects not only Bell Rock but many residents across the community who are now installing secondary tanks, often in response to wildfire risk. He emphasized the need to prioritize basic service and stated that secondary tank fills can no longer be accommodated as they once were. Grenier also warned of health and safety risks due to improperly maintained secondary tanks.

D/M Keizer acknowledged the Town's communication missteps and emphasized that the shift in policy should have been addressed earlier and with clearer messaging. He expressed concern about the financial burden placed on residents being asked to use the FOB system, which requires significant personal investment in equipment. He supported ongoing efforts to maintain core service levels and called for better planning to avoid similar issues in the future.

G. EXCUSING OF COUNCILLORS

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

That Cr. Bathe and Mayor Fergusson be excused from the Municipal Services Standing Committee meeting on June 10th, 2025.

PASSED



H. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on July 15th, 2025.

I. ADJOURNMENT

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

That the meeting be adjourned at 7:53 pm.

PASSED

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 – liner is installed and has passed all tests; we are currently setting up a valve repair and will be back to full capacity for this piece of infrastructure.

Main lift station – Work is continuing on this project, and the lift station is back on the force main.

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 was accepted, and 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 posts have arrived and are prepped to be cemented, once cured we will install the hardware and have an electrician finalize the electrical components for hospital crossing and king street - McDougal crossing.

Sidewalk repair and improvements – Finalizing Tender

Garbage Truck – Finalizing Tender

Water Tower Truck Fill Station – Working on hose placement and set up for filling trucks to complete this project.

Grader Rebuild – In progress at the finning factory.

Ice Resurfacers Replacement – The Olympia has been returned and is ready for the upcoming season. The new electric Olympia order is being finalized and will have updates on timelines in the future.

Pool upgrade\repairs – Completed up to the valve install and that will happen at the next annual shut down.

PUBLIC WORKS

Work is being done around the community on our signage and guardrails. We have reached out to a local contractor to make some jersey barriers for identified areas around the community.

We have done multiple stage set ups and take downs for multiple local events.

We have been doing some clean up in our snow depot of the pieces of wood left over from the fire protection wood that was stockpiled for harvest by the community. We will be working with protective services to burn the piles of scrap that we have cleaned in the fall/winter season.

WATER PLANT

We have started to build the shelves in the tower shed for storing the chipper plant parts.

We are half done shoveling out the anthracite in filter 3 so we can fix the screen. This is still going to require a lot more time than initially estimated. We do not foresee any interruptions in service during or caused by this maintenance.

Tamarac lift station has an issue with pump 2 and I cannot get it going. We will be getting local contractor to look at it and assist us with a repair plan.

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

Ditch mowing is happening around the community as we can get it done.

All parks and playgrounds are getting routine work done, tilling and mowing.

Repairs to the boardwalk along Marine Drive has been completed we are currently working on the railings.

Pool Update:

Pool is open and operating, we have new chlorinators that we are using and tweaking, this doesn't prevent operation and will result in better readings once fine tuned.

Arena Update:

The ice resurfacers has been returned. We have hung banners that were supplied to us by user groups. We have been doing board maintenance and other maintenance around the facility.



Filter 3 in the water plant under maintenance