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**Council of the Town of Fort Smith**  
**February 18<sup>th</sup>, 2025 @ 7:00 PM**

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**AGENDA**

**1. CALL TO ORDER**

- a. Confirmation of Quorum
- b. Acknowledgment of First Nations

**2. ADOPTION OF AGENDA**

**3. DELEGATIONS**

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of Council 01-25 from January 21<sup>st</sup>, 2025

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. COUNCIL BUSINESS**

- a. Standing Committee Meeting Minutes
  - i. Protective Services Standing Committee February 4<sup>th</sup>, 2025
  - ii. Corporate Services Standing Committee February 4<sup>th</sup>, 2025
  - iii. Community Services Standing Committee February 11<sup>th</sup>, 2025
  - iv. Municipal Services Standing Committee February 11<sup>th</sup>, 2025
- b. Bylaws and Policies
- c. Appointments
- d. Administration
  - i. Briefing Note – Confirming the date for the Wood Buffalo Frolics Half Day Civic Holiday – March 14<sup>th</sup>, 2025
  - ii. Briefing Note – Draft SRFN MSA Review Committee Appointments
- e. Mayor and Council / Board Representatives

**8. PROCLAMATIONS**

**9. ABSENCE OF COUNCIL MEMBERS**

**10. DATE OF NEXT COUNCIL MEETING**

March 18<sup>th</sup>, 2025

**11. EXCUSING OF COUNCILLORS**

**12. ADJOURNMENT**

**13. QUESTION PERIOD**



## MINUTES

The Regular meeting of the Council 01-25 was held on Tuesday, January 21<sup>st</sup>, 2025 @ 7 pm within the Town Hall Council Chambers.

Present: Cr. Bathe, Cr. Benwell, Cr. Couvrette, Cr. Cox, Mayor Fergusson, Cr. Karasiuk, D/M Keizer, and Cr. Tuckey  
Regrets: Cr. Heaton  
Staff Present: Emily Colucci, Director of Community Services (Acting SAO)  
Raveena Brown, Executive Secretary

### 1. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:03 pm.

Mayor Fergusson confirmed the quorum and read the acknowledgment of First Nations.

### 2. APPROVAL OF AGENDA

# 25-001

Moved by: Cr. Cox

Seconded by: Cr. Bathe

That the agenda be adopted as amended to add Standing Committee start times.

**PASSED**

### 3. DELEGATIONS

- a. Fort Smith Policing Report December 2024 – presented by Corporal Doucet.

Corporal Doucet reported ongoing challenges at the health center, where the secure room remains unusable despite renovations last summer. He detailed recent incidents, including multiple suicides and one attempted suicide by an individual detained under the Mental Health Act. Without access to the secure room, staff have relied on sedation and temporary holding until transfer to Yellowknife, which has led to issues, including two cases in the past 16 months where individuals left the center, one during last year's wildfires and another resulting in a second suicide attempt. Doucet stressed the need for urgent action to address these gaps, highlighting delays in response times and the significant risks posed to individuals and the community.

Mayor Fergusson addressed the issue on behalf of the Leadership Group, explaining that Thebacha Leadership Committee (TLC) met with the health center's CEO on January 16th. They were informed that the delay in the secure room's readiness lies with Infrastructure, not Health and Social Services. She assured the group that she would follow up on this matter to ensure action is taken. Doucet emphasized the importance of resolving this issue promptly to prevent future tragedies, noting the toll it takes on families, RCMP, and healthcare staff.

Corporal Doucet also provided updates on law enforcement initiatives. He announced that all detachment members would begin using body cameras in early February, with notices already posted in multiple languages around the community. He also discussed challenges in addressing known bootlegging operations due to limited resources and community familiarity with officers. However, a new Crime Reduction Unit (CRU), funded by the Territorial Government, is being established to support local detachments in targeted operations. Expected to be operational by May or June, the CRU will focus on drug and bootlegging activities, leveraging territorial and cross-border intelligence.





**i. Protective Services Standing Committee Meeting on December 3<sup>rd</sup>, 2024**

<b>PROTECTIVE</b>	<b># 25-004</b>	<b>Moved by: Cr. Tuckey</b> <b>Seconded by: Cr. Couvrette</b>
	That the Protective Services Standing Committee minutes from December 3 <sup>rd</sup> , 2024, be adopted as presented.	
		<b>PASSED</b>

**i. Protective Services Standing Committee Meeting on January 7<sup>th</sup>, 2025**

<b>PROTECTIVE</b>	<b># 25-005</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Couvrette</b>
	That the Protective Services Standing Committee minutes from January 7 <sup>th</sup> 2025, be adopted as presented.	
		<b>PASSED</b>

<b>PROTECTIVE</b>	<b># 25-006</b>	<b>Moved by: Cr. Couvrette</b> <b>Seconded by: Cr. Benwell</b>
	That the Mayor immediately contact NTPC seeking a full clarification and disclosure of the cause(s) of the prolonged power outage in Fort Smith on January 3, 2025. In addition, the ToFS seeks an update regarding the timelines for the recommissioning process for the Taltson hydro plant upgrade project, including an approximate date of when the hydro facility will return to its full function capacity.	
	Furthermore, if the primary cause(s) of the prolonged outage were related to “distribution issues”, what immediate steps will NTPC undertake to rectify those conditions and, will NTPC consider moving their investment in the local distribution system upgrade project for completion of no later than 2027.	
	This correspondence is to be copied to the Minister responsible for NTPC (Wawzonek), NWT Public Utilities Board	
		<b>PASSED</b>

**ii. Corporate Services Standing Committee Meeting on January 7<sup>th</sup>, 2025**

<b>CORPORATE</b>	<b># 25-007</b>	<b>Moved by: Cr. Karasiuk</b> <b>Seconded by: Cr. Bathe</b>
	That the minutes from the Corporate Services Standing Committee Meeting on January 7 <sup>th</sup> , 2025, be adopted as presented.	
		<b>PASSED</b>

Cr. Couvrette referred to a discussion from the Director's report on the budgeting process, noting it has been a learning experience for much of the council. He highlighted a suggestion to have a budget document ready in the August-September period for next year's budget cycle. Couvrette proposed that administration commit to providing a draft budget for the 2026 fiscal year no later than the first week of October to allow sufficient time for deliberation and informed decision-making. He expressed concern over past delays, where drafts were only available by mid-November, which created unnecessary pressures on both council and administration to address questions and provide timely responses.



## Regular Meeting of Council 01-25

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<b>CORPORATE</b>	<b># 25-008</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Tuckey</b>
	That Council Direct Administration to provide a briefing note on the implications and considerations regarding the TLC assuming ownership of the NLMCC.	
		<b>PASSED</b>

\* Cr. Couvrette excused himself from this discussion and returned after it was completed.

### iii. Community Services Standing Committee Meeting on January 14<sup>th</sup>, 2025

<b>COMMUNITY</b>	<b># 25-009</b>	<b>Moved by: Cr. Tuckey</b> <b>Seconded by: Cr. Cox</b>
	That the Community Services Standing Committee minutes from January 14 <sup>th</sup> , 2025 be adopted as presented.	
		<b>PASSED</b>

<b>COMMUNITY</b>	<b># 25-010</b>	<b>Moved by: Cr. Tuckey</b> <b>Seconded by: Cr. Cox</b>
	<b>AMENDED:</b> That Council approve the following actions with regards to the NLMCC in relation to the TLC Assembly:	
		<b>PASSED</b>

\* Cr. Couvrette excused himself from this discussion and returned after it was completed.

### iv. Municipal Services Standing Committee Meeting January 14<sup>th</sup>, 2025

<b>MUNICIPAL</b>	<b># 25-011</b>	<b>Moved by: Cr. Bathe</b> <b>Seconded by: Cr. Couvrette</b>
	The minutes from the Municipal Services Standing Committee Meeting on January 14 <sup>th</sup> , 2025, be adopted as presented.	
		<b>PASSED</b>

<b>MUNICIPAL</b>	<b># 25-012</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Couvrette</b>
	That Council approve the award of the contract to AAG Landscaping for the supply of chain link fence materials in the amount of \$29,387.37.	
		<b>PASSED</b>

**In Favor: Cr. Bathe, Cr. Benwell, Cr. Couvrette, Cr. Cox, Cr. Karasiuk, and D/M Keizer**  
**Abstained: Cr. Tuckey**

<b>MUNICIPAL</b>	<b># 25-013</b>	<b>Moved by: Cr. Couvrette</b> <b>Seconded by: Cr. Cox</b>
	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.	
		<b>PASSED</b>



MUNICIPAL

# 25-014

Moved by: Cr. Cox  
Seconded by: Cr. Bathe

That Mayor and Council move out of an in-camera session

PASSED

**b. Administration**

- i. Briefing Note – Appointment of Acting Senior Administrative Officer (SAO) Andrew Grenier – January 27<sup>th</sup> to January 31<sup>st</sup>, 2025

#25-015

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

That Council, by motion, appoint Andrew Grenier, Director of Municipal Services, as acting SAO for the period of January 27<sup>th</sup> to 31<sup>st</sup>, 2025.

PASSED

- ii. Briefing Note – Donation Request Thebacha Dog Musher’s Association

#25-016

Moved by: Cr. Karasiuk  
Seconded by: Cr. Cox

That Council formally approve the \$2,500 funding allocation for the 2025 Dog Races in alignment with the January 2024 motion and direct Administration to proceed with processing the donation

PASSED

- iii. Standing Committee Start Times

#25-017

Moved by: Cr. Karasiuk  
Seconded by: Cr. Cox

That Council adjust the starting time for Standing Committee meetings to begin at 6:30 p.m., with the second committee meeting commencing immediately after the conclusion of the first, following a 5-minute break.

PASSED

**c. Bylaws and Policies**

**d. Appointments**

**e. Mayor and Council/Board Representative**

- i. Cr. Tuckey

Cr. Tuckey noted that this has been a tough month for Fort Smith losing people. Like to give my condolences to the Gordon Mercredi family, Jeremy Biscaye Evans family, Patrick Abraham's family and Roberta McKinnon who was actually a citizen for Yellowknife who resided in the senior citizens home for the last 10 years. My thoughts and prayers are with the victims and the families as the town force Smith gathers tonight to commemorate one year anniversary of the fatal crash of Northwestern air lease one year ago today. And that has taken place at Uncle Gabe's Friendship Centre this evening. Definitely a sad day for Fort Smith and an event that no one should forget about

- ii. Cr. Cox



## Regular Meeting of Council 01-25

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Cr. Cox expressed condolences for recent hardships but highlighted a positive note from attending the final swim at the pool on Saturday, which was well-attended and filled with appreciation for the facility. He remarked on the community's anticipation of its reopening, improved and expanded. Cox also noted an interview discussing Fort Smith being ranked among the top five communities for fire risk. He emphasized the importance of remaining vigilant, as much of the surrounding area remains unburnt despite the 2023 wildfires. Cox underscored the need for proactive efforts at both the town and GNWT levels to mitigate fire risks and address potential challenges, particularly as insurance companies may begin factoring such risks into policies.

iii. Cr. Couvrette

Cr. Couvrette expressed condolences to families who have lost loved ones recently and suggested showing appreciation or lighting a candle in memory of last year's tragedies. Regarding council business, the councillor noted that none of the committees they participate in met over the past month, leaving nothing to report.

iv. Cr. Benwell

Cr. Benwell expressed heartfelt condolences and prayers for those grieving the loss of loved ones and for families still affected by last year's plane crash. She noted that a meeting with the museum is scheduled for tomorrow, so there is nothing to report at this time.

v. Cr. Heaton - excused

vi. Cr. Karasiuk

Cr. Karasiuk expressed condolences to those grieving recent losses and reflected on the one-year anniversary of the plane crash. He raised concerns about the replacement of the Health Leadership Council with a public administrator, emphasizing worries that this change could lead to the downgrading of Fort Smith's health center into a nursing station. He also noted the lack of updates on the proposed 24-bed long-term and assisted living facility, suggesting that centralization efforts in Yellowknife may be undermining local health services. Karasiuk recommended that the Tabacha Leadership Council advocate for reinstating a community-based health board to ensure Fort Smith has a stronger voice in health governance, rather than being part of a centralized "super board."

vii. Cr. Bathe

Cr. Bathe extended thoughts to first responders, particularly the Canadian Rangers, who were among the first on the scene of last year's tragedy. He acknowledged the ongoing impact on some individuals and emphasized the importance of ensuring support is available for those who may need someone to talk to.

viii. Deputy Mayor Keizer

D/M Keizer shared a lighthearted observation about adjusting to his role. He noted that after commenting on the tall snowbanks on McDougal Road, they were cleared the very next day. While emphasizing it was purely coincidental and not tied to his position, he praised the town's maintenance team for their proactive work in keeping the roads safe. He commended their efforts, noting the road now feels much safer.



ix. Mayor Fergusson

Mayor Fergusson provided updates on several topics raised by council and community members. On January 16, the TLC met with the COO of the local health center to discuss concerns about the regional wellness committee and its representation within the territorial super board, now managed by a public administrator. The COO committed to following up on whether local and regional voices are being effectively heard. Additionally, the bylaw review board convened on January 9 but chose to wait for guidance from the upcoming strategic planning session to align priorities better. Mayor Fergusson also reminded council of the upcoming one-year anniversary of the plane crash on January 23. A memorial service, including prayers, songs, and a candlelight vigil, will be held at the Anglican Church at 6:30 p.m., with the church bell ringing at 6:42 p.m. to honor those who passed.

On a positive note, Mayor Fergusson highlighted several community achievements. The snowboard hill is operational again, and residents are encouraged to respect the groomed tracks maintained by volunteers. The Fort Smith Skating Club sent 14 skaters to Yellowknife for the Territorials, achieving significant success. Hockey also had an active season with local events and successful participation in external tournaments. Mayor Fergusson commended the dedication of community organizations for their contributions to the well-being and engagement of residents.

**8. PROCLAMATIONS**

None.

**9. ABSENCE OF COUNCIL MEMBERS**

<b>PROTECTIVE</b>	<b># 25-017</b>	<b>Moved by: Cr. Tuckey</b> <b>Seconded by: Cr. Karasiuk</b>
	That Mayor Fergusson and Cr. Bathe be excused from the Protective Services Standing Committee meeting on January 7 <sup>th</sup> , 2025.	
<b>PASSED</b>		

<b>CORPORATE</b>	<b># 25-018</b>	<b>Moved by: Cr. Bathe</b> <b>Seconded by: D/M Keizer</b>
	That Mayor Fergusson and Cr. Karasiuk be excused from the Corporate Services Standing Committee meeting on December 3 <sup>rd</sup> , 2024.	
<b>PASSED</b>		

<b>COMMUNITY</b>	<b># 25-019</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Couvrette</b>
	That Cr. Karasiuk, D/M Keizer and Cr. Tuckey be excused from the Community Services Standing Committee meeting on December 10 <sup>th</sup> , 2024.	
<b>PASSED</b>		

<b>MUNICIPAL</b>	<b># 25-020</b>	<b>Moved by: Cr. Couvrette</b> <b>Seconded by: Cr. Cox</b>
	That Cr. Benwell and Cr. Bathe be excused from the Municipal Services Standing Committee meeting on January 14 <sup>th</sup> , 2025.	
<b>PASSED</b>		



## Regular Meeting of Council 01-25

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**# 25-021**

**Moved by: Cr. Tuckey**

**Seconded by: D/M Keizer**

That Cr. Heaton be excused from the Regular Meeting of Council on January 21<sup>st</sup>, 2025.

**PASSED**

### 10. DATE OF NEXT COUNCIL MEETING

Protective Services Standing Committee	February 4 <sup>th</sup> , 2025, at 6:30 pm
Corporate Services Standing Committee	February 4 <sup>th</sup> , 2025, to follow the Protective Services Meeting with a 5-minute break
Community Services Standing Committee	February 11 <sup>th</sup> , 2025, at 6:30 pm
Municipal Services Standing Committee	February 11 <sup>th</sup> , 2025, to follow the Community Services Meeting with a 5-minute break
Regular Meeting of Council	February 18 <sup>th</sup> , 2025, at 7 pm

### 11. ADJOURNMENT

**# 25-022**

**Moved by: Cr. Karasiuk**

**Seconded by: Cr. Tuckey**

That the meeting be adjourned at 8:25 pm.

**PASSED**

### 12. QUESTION PERIOD

A question period was offered in accordance with policy.



## Protective Services Standing Committee Meeting February 4<sup>th</sup>, 2025

### MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, February 4<sup>th</sup>, 2025 @ 6:30 pm within the Town Hall Council Chambers.

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

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:30 pm, confirmed quorum and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

**Moved by: Cr. Karasiuk**  
**Seconded by: Cr. Bathe**

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Tuckey**

The minutes from the Protective Services Standing Committee Meeting on January 7th, 2025 be adopted as presented.

**PASSED**

- c. Vision and Values – reviewed
- d. Declaration of Financial Interest - none

#### C. DIRECTOR'S REPORT

##### a. The Protective Services Report for December

Mayor Fergusson expressed appreciation for the reporting style, noting that it provides a clear visual breakdown of various aspects, including bylaw enforcement, lands and development, and health and safety. She mentioned that she did not recall seeing the information presented in this format before or may not have recognized it as such. She inquired about the Taxi Livery enforcement, specifically whether it pertained to operating a taxi without a license. Additionally, she sought clarification on occupational health and safety, asking if it included all incidents involving employees on the job site.

Director McNab acknowledged the feedback and explained that some changes were made to the report's layout while preserving historical information. He appreciated the positive comments. Regarding the Livery file, he clarified that there were two open cases under review to ensure compliance with the bylaw as new applications were submitted. These cases appeared in the enforcement summary as part of the bylaw review process for business licenses to confirm adherence to regulations.

Director McNab clarified that while all incidents are reported by employees, they do not necessarily involve employees directly. Many cases, such as vandalism, property destruction, workplace violence, or public interactions, often stem from recreational facilities. Staff members frequently



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## Protective Services Standing Committee Meeting February 4<sup>th</sup>, 2025

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report incidents they witness or experience while interacting with the public in these spaces. However, all reports are formally documented by employees.

Mayor Fergusson sought clarification as to what a “near miss” was.

Director McNab emphasized the importance of documenting near misses, describing them as a positive and proactive aspect of a health and safety system. He expressed pride in the reporting process, as it indicates that potential hazards are being identified before they result in injury or damage. Near misses occur for various reasons, but recognizing them allows for preventative measures to be taken, ensuring similar situations do not lead to actual harm. He highlighted that this type of reporting supports a safer work environment.

Cr. Karasiuk inquired about the enforcement of angle parking on Simpson Street, referencing the report. He sought clarification on the enforcement measures, asking whether individuals were receiving warnings or actual tickets and what the enforcement process entailed.

Director McNab stated that he intends to bring forward a briefing note to Council, with the SAO’s support, to address the issue of on-street parking. He clarified that the parking in question, similar to parallel parking near the post office, is under the discretion of Council rather than the adjacent developer. Historically, enforcement has been a significant challenge, with numerous complaints from residents regarding obstructions to sidewalks and roadways, particularly during winter when snow accumulates.

He noted that an application had been submitted to designate the area as angle parking when a new building was constructed. While Council initially approved it, the decision was later rescinded after further discussion. Administration was directed to collaborate with the developer on appropriate parking solutions, but no clear guidance was provided. To resolve the issue, Director McNab plans to present a briefing note outlining the background, potential options, and a recommended course of action for Council’s consideration.

Cr. Benwell inquired as to what the Taxi Livery entailed.

Director McNab explained that a taxi livery permit allows a vehicle to operate as a taxi under the Taxi Livery Bylaw. This permit authorizes the display of taxi signage and the use of a meter. He confirmed that the bylaw requires taxis to have a meter, aligning with a recent update to ensure consistency with previous regulations, though other municipalities, such as Hay River, do not have the same requirement.

Mayor Fergusson then shifted the discussion to parking issues on Simpson Street, referencing the Transportation Master Plan, which had previously suggested turning the road into a one-way street as a possible solution. She recommended that Council familiarize themselves with the plan, given its relevance to ongoing parking challenges in the community.

Director McNab agreed, stating that he intends to incorporate solutions from the Transportation Master Plan into the upcoming briefing note. He emphasized that the plan provides a broader perspective, addressing not just the specific road but also the town’s overall transportation challenges.

Cr. Couvrette followed up on the discussion regarding the Transportation Master Plan, recalling that he had previously volunteered to review its contents with Administration. He inquired whether there had been any consideration of forming a temporary committee to examine the plan in detail and propose recommendations.

He highlighted ongoing discussions about appropriate speed limits within the town, questioning whether it should be set at 40 km/h or adjusted to 50 or 60 km/h. He noted that while this issue had been addressed in the past, it remains a recurring topic.

Cr. Couvrette expressed concern that significant resources were invested in developing the Transportation Master Plan, yet it appears to be underutilized. He emphasized the potential value of



## Protective Services Standing Committee Meeting February 4<sup>th</sup>, 2025

The plan, is particularly in areas such as active transportation and the integration of pathways and transportation routes throughout the community.

SAO Thomas suggested discussing the matter further during the week's strategic planning sessions to determine if it should be a focal point. She expressed interest in consulting with her team, noting that they have been implementing parts of the plan as the budget allows, including new signage and school-related initiatives. She emphasized that budget constraints play a key role in the rollout and suggested that the issue could be incorporated into the strategic plan.

### D. ADMINISTRATION

- b. Briefing Note – DPA-001-25 Home Occupation Development Permit – ThatGuy-Tech Solutions

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Bathe**

That DPA-001-25, submitted by Wisdom Eji, to operate a personal device repair business, ThatGuy-Tech Solutions, from Lot 1644, Plan 2922, 7-24 WoodBison Ave., Fort Smith be approved.

**PASSED**

### E. OTHER BUSINESS

### F. EXCUSING OF COUNCILLORS

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Karasiuk**

That Cr. Heaton be excused from the Protective Services Standing Committee meeting on February 4<sup>th</sup>, 2025

**PASSED**

### G. DATE OF NEXT MEETING

That next Protective Services Standing Committee Meeting will be on March 4<sup>th</sup>, 2025.

### H. ADJOURNMENT

**Moved by: Cr. Karasiuk**  
**Seconded by: Mayor Fergusson**

That the meeting be adjourned at 6:48 pm.

**PASSED**



## Corporate Services Standing Committee Meeting February 4<sup>th</sup>, 2025

### MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, February 4<sup>th</sup>, 2025 @ 6:55 pm within the Town Hall Council Chambers.

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

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:55 pm, confirmed quorum, and handed the Chair to Cr. Tuckey.

#### B. REVIEW

##### a. Agenda

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

That the agenda be adopted as amended to add under section F. Other Business – GNWT Tourism Strategy.

**PASSED**

##### b. Minutes

**Moved by: Cr. Bathe**  
**Seconded by: Mayor Fergusson**

That the minutes from the Corporate Services Standing Committee Meeting on January 7<sup>th</sup>, 2025, be adopted as presented.

**PASSED**

- c. Vision and Values - Review
- d. Declaration of Financial Interest – None

#### C. DELEGATIONS

#### D. DIRECTOR'S REPORT

##### a. The Corporate Services Director's Report for December

Cr. Karasiuk inquired as to whether the Council was waiting on the museum presentations to the other three organizations before taking next steps.

SAO Thomas mentioned that she was aware a meeting took place while she was away, but she had not yet had the opportunity to debrief. She explained that the next steps involved forming a working group composed of leaders and administration after all four councils had attended the presentation. This group would then continue the next phase of discussions.

Mayor Fergusson explained that the leadership did not meet again with TLC, but an agreement in principle would be created. While all parties agreed in principle, there were several conditions that needed to be met before moving forward, such as conducting assessments, environmental impact studies, and evaluating the condition of the building.



## Corporate Services Standing Committee Meeting February 4<sup>th</sup>, 2025

Once these outcomes were addressed, the next steps would be determined, and further follow-up would occur.

Cr. Benwell inquired as to whether there is a timeline for the pool closure.

SAO Thomas recalled that the briefing note indicated a timeline until April. She mentioned that some parts were on backorder, delaying the repairs needed due to the brownouts that had caused shutdowns.

Cr. Couvrette raised concerns related to the pool closure and the impact of brownouts. He referenced a letter from the Power Corporation stating they were willing to consider reimbursing costs, though he was uncertain of the specifics. He inquired whether the Town planned to seek additional compensation, given the significant disruption to the community caused by the closure of a critical facility. He highlighted the financial strain, including loss of revenue, efforts to source alternative power solutions, and the cost of reimbursing memberships. Beyond financial implications, he also emphasized the broader community and lifestyle impacts. He asked whether the administration was considering pursuing compensation to address these additional costs.

SAO Thomas stated that upon reviewing the letter from NTPC, she noted that they referenced a section of their terms and conditions regarding cost responsibilities. However, she had not seen any correspondence confirming that NTPC would reimburse these costs. She clarified that the Town had been tracking all associated expenses, including HR costs and loss of revenue.

- b. Accounts Payable Report
- c. Correspondence

### E. ADMINISTRATION

- d. Briefing Note- NACC Annual Donation Request

**Moved by: Cr. Couvrette**  
**Seconded by: Mayor Fergusson**

That Council formally approve the amount of \$5000.00 as a donation to the Northern Arts and Culture Centre.

**PASSED**

### F. OTHER BUSINESS

### G. EXCUSING OF COUNCILLORS

**Moved by: Cr. Karasiuk**  
**Seconded by: Mayor Fergusson**

That Cr. Heaton be excused from the Corporate Services Standing Committee meeting on February 4<sup>th</sup>, 2025.

**PASSED**

### H. DATE OF NEXT MEETING

That next Corporate Services Standing Committee meeting be on March 4<sup>th</sup>, 2025.

### I. ADJOURNMENT

**Moved by: Mayor Fergusson**



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**Corporate Services Standing Committee Meeting  
February 4<sup>th</sup>, 2025**

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**Seconded by: Cr. Bathe**

That the meeting be adjourned at 7:26 pm.

**PASSED**



## Community Services Standing Committee Meeting February 11<sup>th</sup>, 2025

### Draft Minutes

The Community Services Standing Committee Meeting was held on Tuesday, February 11<sup>th</sup>, 2025 @ 7 pm within the Town Hall Council Chambers.

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

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:06 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.

Amended to add:

Under D Administration – Briefing note - 2025 Operations & Maintenance (O&M) Budget and Proposed Property Tax Revenue increase, as well as an amended briefing note (Big Fun Road Closure)

**PASSED**

##### b. Minutes

**Moved by: Cr. Cox**

**Seconded by: Cr. Bathe**

That the minutes from the Community Services Standing Committee Meeting on January 14<sup>th</sup>, 2025, be adopted as presented.

**PASSED**

Mayor Fergusson inquired if the SAO has had any additional conversations with the TLC Organization regarding the museum. SAO Thomas responded to the negative.

Cr. Benwell noted that she will be meeting with the museum board on February 12<sup>th</sup>, 2025, and will provide the Council with an update at the next meeting.

##### c. Vision and Values

##### d. Declaration of Financial Interest

#### C. DIRECTOR'S REPORT

##### a. The Community Services Report for January

Mayor Fergusson asked if the gym had received the new stair climber. Director Colucci explained that she's waiting for capital budget approval before purchasing equipment, though she has selected the items. She also arranged for reupholstery of older equipment to extend its lifespan. Once approved, she'll proceed with the new acquisitions.



## Community Services Standing Committee Meeting February 11<sup>th</sup>, 2025

The Mayor also inquired about attendance in the gym or library during the pool closure. Director Colucci reviewed records, noting January attendance was consistent with previous months, and February may show a change. The facility sees 4,000 to 5,000 visitors monthly, with the pool accounting for a quarter or less.

Mayor Fergusson asked if the pool closure affected the use of showers. Director Colucci confirmed the showers remain open and are cleaned daily, with community members still using them regularly.

Mayor Fergusson praised the team for their excellent work, communication, and online presence, highlighting the positive impact on the community and commending the staff's dedication.

### D. ADMINISTRATION

#### a. Briefing Note – Bylaw 1060 The Town of Fort Smith Community Plan Process Update

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Tuckey**

**Recommendation:**

That the public meeting be scheduled for Monday, March 10th, at 6:30 PM, and that Council proceed with final edits and a second reading thereafter.

**PASSED**

Mayor Fergusson asked about preparations for the upcoming public meeting, including whether Council members should attend, how much they should know, and what their role would be.

SAO Thomas explained that a communications plan is being developed, with broad outreach and a likely mail-out. She will provide speaking points and updates to the Council, emphasizing the importance of attendance. Key highlights will also be shared with the public before the meeting.

Cr. Cox asked about an updated version of the plan. SAO Thomas confirmed the last version was sent to the Thebacha Leadership Council for review, with no feedback received. The next step is the public meeting, where comments will be collected and incorporated into the second reading.

#### b. Briefing Note – Big Fun Road Closure

**Moved by: Cr. Cox**

**Seconded by: D/M Keizer**

**Recommendation:**

That Council approve the following road closure;

That Marine Drive, between Mills Street and Wapiti Street, be closed to vehicle traffic from 12:00 pm to 5:30 pm March 14, and 9:00 am to 4:00 pm on March 15 and 16, 2025 for the Big Fun and Frolics events.

**PASSED**



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## Community Services Standing Committee Meeting February 11<sup>th</sup>, 2025

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- c. Briefing Note - 2025 Operations & Maintenance (O&M) Budget and Proposed Mill Rate Increase

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Bathe**

That Council approve the 2025 Operations & Maintenance Budget, including a 6.5% increase in the property tax revenue to ensure fiscal sustainability.

**PASSED**

Mayor Fergusson noted that, to her knowledge, the councillor honorarium was not increasing by 2%. SAO Thomas clarified that Bylaw 1022 automatically applies the increase unless Council motions otherwise.

Cr. Cox asked if Council could rescind the 2% increase after the current motion. SAO Thomas explained that a bylaw amendment, not a motion, would be required, as the increase is set by bylaw.

Cr. Couvrette recommended making the change soon, as he was not comfortable with the rate increase.

### **Variance Request - Caretaker's Unit**

SAO Thomas introduced the Director of Protective Services to explain the variance process. Director McNab clarified that the zoning bylaw allows variances for minor exceptions but requires Council input for conditional use permits. The variance request was for a separate manufactured home as a caretaker's unit, which doesn't comply with the bylaw's integration requirement.

Cr. Cox inquired about the rationale for the original rule. McNab explained that it predates his role and acknowledged that a similar situation exists elsewhere in the community, highlighting the challenges of maintaining commercial zoning.

Cr. Benwell clarified that the applicant requested permission to place a trailer for the caretaker and to reverse a \$2,000 fine. McNab stated he was addressing only the variance request and noted that ticket appeals must go through the justice system.

McNab discussed the ongoing community plan and upcoming zoning bylaw review. SAO Thomas emphasized that the current bylaw remains in effect until the review is finalized.

Cr. Cox asked if allowing residential use on commercial properties could overload the water and sewer system. McNab stated that service must be provided if an application is made and infrastructure is in place, though residential use typically requires more resources.

Cr. Cox asked if the presence of a business license was a condition for having a residence on the property. McNab confirmed that residential use could be enforced to cease if the business closes but expressed concerns about the current housing situation.

Mayor Fergusson expressed support for the proposal, citing limited housing options, and suggested using this opportunity to explore zoning and bylaw options.

Cr. Bathe agreed with approval but raised concerns about potential future risks and whether they were being addressed in the current process.

McNab reassured that the bylaw addresses non-compliance but acknowledged enforcement challenges, especially in areas with limited commercial lots.



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## Community Services Standing Committee Meeting February 11<sup>th</sup>, 2025

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**Moved by: Cr. Benwell**  
**Seconded by: Cr. Bathe**

That Council accept the variance request submitted by John Lepine for a manufactured home to be used as a caretaker's unit on 58 Highway 5, Lot 1044, Plan 1397 Sundog Maintenance Services.

**PASSED**

### **E. OTHER BUSINESS**

### **F. EXCUSING OF COUNCILLORS**

**Moved by: Cr. Bathe**  
**Seconded by: D/M Keizer**

That Cr. Heaton be excused from the Community Services Standing Committee meeting on February 11<sup>th</sup>, 2025.

### **G. DATE OF NEXT MEETING**

The next Community Services Standing Committee Meeting will be on March 11<sup>th</sup>, 2025.

### **H. ADJOURNMENT**

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Cox**

That the meeting be adjourned at 7:45 pm.

**PASSED**



## Municipal Services Standing Committee Meeting

### Draft Minutes

The Municipal Services Standing Committee Meeting was held on Tuesday, February 11<sup>th</sup>, 2025 @ 6:30 pm within the Town Hall's Council Chambers.

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

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:31 pm and handed the Chair to Cr. Benwell. Cr. Benwell read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

**Moved by: Mayor Fergusson**

**Seconded by: Cr. Bathe**

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Cox**

The minutes from the Municipal Services Standing Committee Meeting on January 14<sup>th</sup>, 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 January

**Pool Update:** Mayor Fergusson asked about the pool's progress, equipment, and shutdown to ensure readiness for April.

Director Colucci reported that local contractors are addressing flooding in the mechanical room, repairing the chemical room floor, and handling smaller maintenance tasks, including refinishing the bench system. Work orders are being managed, and while some parts are pending, the air handling unit is being serviced.

**Metis and Town Land Trade Agreement:** Cr. Couvrette moved to review the proposed land trade between the Town and Fort Smith Métis Council, with a motion to table, passed unanimously.

SAO Thomas explained that discussions started last year regarding future water resources. The proposed land trade aims to secure land for municipal infrastructure expansion. She suggested deferring the decision until water and sewer assessments are complete.

Mayor Fergusson asked if delaying would affect Métis' plans, and SAO Thomas said further research is needed.



## Municipal Services Standing Committee Meeting

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Cr. Cox requested maps of the parcels and raised concerns about cemetery expansion, which could affect the decision.

Cr. Couvrette expressed concern about delays hindering Métis' development and asked Administration to engage with them for more information.

**Motion tabled and the SAO will collect additional information for the Council.**

### a. OTHER BUSINESS

### b. EXCUSING OF COUNCILLORS

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

That Cr. Heaton be excused from the Municipal Services Standing Committee meeting on February 11<sup>th</sup>, 2025.

**PASSED**

### c. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on March 11<sup>th</sup>, 2025.

### d. ADJOURNMENT

**Moved by: Cr. Karasiuk**  
**Seconded by: Cr. Bathe**

That the meeting be adjourned at 6:50 pm.

**PASSED**



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** February 18<sup>th</sup>, 2025  
**Subject:** Confirming the date for the Wood Buffalo Frolics Half Day Civic Holiday – March 14th, 2025

### PURPOSE:

To request Council's approval to set the date for the Wood Buffalo Frolics half-day civic holiday as per Bylaw 1004.

### BACKGROUND:

Bylaw 1004 recognizes the tradition of encouraging the citizens of Fort Smith to participate in the annual Wood Buffalo Frolics by proclaiming a half-day civic holiday on the Friday of the event weekend.

### DETAILS:

- In 2025, the Wood Buffalo Frolics weekend falls on March 14-16.
- As per Bylaw 1004, the half-day civic holiday is to be observed from 12:00 noon to 5:00 p.m. (Mountain Time) on the Friday of the event weekend.
- It is proposed that Friday, March 14, 2025, be officially set as the half-day civic holiday for this year's Wood Buffalo Frolics.

### RECOMMENDATION:

That Council pass the following motion:

Confirm Friday, March 14, 2025, from 12:00 noon to 5:00 p.m. (Mountain Time) as the half-day civic holiday for the Wood Buffalo Frolics, in accordance with Bylaw 1004.



## Briefing Note

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**To:** Mayor and Council  
**From:** Administration  
**Date:** February 18<sup>th</sup>, 2025  
**Subject:** Draft SRFN MSA Review Committee Appointments

### BACKGROUND:

Administration has received the draft Municipal Service Agreement (MSA) between Salt River First Nation and the Town of Fort Smith. This agreement is a crucial step in strengthening our partnership with one of our key community stakeholders.

### CURRENT STATUS:

The Senior Management Committee (SMC) has conducted an initial review of the draft MSA and identified several areas requiring clarification and further discussion.

### NEXT STEPS:

To ensure a comprehensive review and productive discussions as we move through this important process, Administration recommends establishing an MSA Review Committee. This committee would include at least two representatives from Council, working alongside SMC members, to facilitate thorough analysis and dialogue on the details of the agreement.

### RECOMMENDATION:

That Council approve the formation of an MSA Review Committee with at least two Council representatives to participate in the review process with the SMC.