



**Community Services Standing Committee Meeting
March 11, 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. DIRECTOR'S REPORT

- a. Community Services Director's Report

D. ADMINISTRATION

- a. Briefing Note – Donation Policy Criteria
- b. Briefing Note – Sweetgrass Healing Centre Inc.
- c. Briefing Note – Fort Smith Ice Fishing Derby Donation Request
- d. Briefing Note – Young Hockey Players Donation Request
- e. Briefing Note – Council Honorarium Bylaw 1022
- f. Briefing Note – Award Recommendation – Bylaw and Policy Review and Development RFP

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Community Services Standing Committee Meeting February 11th, 2025

Minutes

The Community Services Standing Committee Meeting was held on Tuesday, February 11th, 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 14th, 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 12th, 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 11th, 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



Community Services Standing Committee Meeting February 11th, 2025

- 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.



Community Services Standing Committee Meeting February 11th, 2025

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

That Council accept the variance request submitted by Micheal 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 11th, 2025.

G. DATE OF NEXT MEETING

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

H. ADJOURNMENT

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That the meeting be adjourned at 7:45 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 COMMUNITY SERVICES MONTHLY REPORT FOR FEBRUARY 2025 AS PRESENTED.

BACKGROUND

Recreational Programming

The February CRC attendance continues to be high. The Valentine’s Day dance was a fun event for community Youth. This event was coordinated with the Fort Smith Metis Council, Smith’s Landing First Nation, Salt River First Nation, PWK, JBT, and Uncle Gabe’s Friendship Centre. We thank all contributors for making this possible. The Gymnasium schedule is consistently full and additional program planning is ongoing. Smith’s Landing was also able to host a tufting workshop in the Curling Lounge.



Zumba and Yoga classes continue to be offered regularly in the fitness room. Options for some Saturday Zumba classes will be offered in March.

Repairs and maintenance of equipment in Pete’s Gym is ongoing. As equipment is out of commission for repair we will give notice, so users are not caught unawares.

Overall attendance at the CRC was 5346 in February.



The Program Coordinator has been working directly with staff to train and create more engaging programming targeted at teens age 12-18. This work is showing success in the increasing Youth Night attendance. Expanding the Teen Kitchen program has been a priority with potential for collaboration with other organizations. Five staff have been working on youth worker courses through Youth Intervention Programs Association (YIPA). We have also shared our membership with other organizations to support learning throughout the community. Supporting our youth is a high priority recognized in many organizations, and we are working with other wellness and health coordinators to further develop what we have to offer to our youth. An additional funding pot has been awarded for \$12,500 towards youth programming.

Arena operations continue to be very busy. The user groups have been using the facility regularly. Congratulations to all of the very active Fort Smith Minor Hockey teams. February was another full month of tournaments. Thank you to all of the Fort Smith athletes that represent our community with pride. The Fort Smith Skating Club hosted a Funmeet, welcoming skaters from Hay River to test the skills of the athletes. Congratulations to all of the competitors. A huge shoutout to the volunteers who made these successful events possible! We were able to host a class of grade 5/6 students from JBT. Some of the students had never been on the ice before. They had a great time and it shows the importance of creating access for facilities to JBT and PWK. Smith’s Landing also sponsored a free skate for the community. Thank you for supporting recreation in the Town of Fort Smith!

March has many upcoming events involving the Town of Fort Smith including The Thebacha Loppet, Snowboarding Territorials, Frolics, Big Fun, The Career Fair at Aurora College, The Fort Smith Skating Carnival.



Recreation, Aquatic, Childcare Programming Statistics

Town of Fort Smith Community and Recreation Centre Stats		
Feb-2025		
Fort Smith Community and Recreation Centre	Feb 2025 Sessions	Feb 2025 Participants
Squash	Operational days 28	86
Pete's Gym	Operational days 28	1531
Women's Squash League	4	32
Mixed Squash League	4	19
Yoga	4	30
Zumba	8	61
Lunch Crew	20	300
Drop-in soccer/Futsal	8	50
Drop-in Volleyball/Jr Girls Volleyball	4	100
18+ Women's Volleyball/18+ Drop-In	4	52
Drop-in Badminton	4	23
Drop-in Sports & PWK Drop-In (am)	5	15
Youth Night Volleyball	4	60
Family Drop-in Sports	4	32
Curling/Curling Lounge	7	23
Parents & Tots Gym	24	225 Parents; 480 Tots
Gym Rentals	15	222
Pickleball	16	76
Girl Guides	6	54
Youth Night	8	241
Youth Drop-In	14	161
AA	5	29
PWK Fire Drill	1	118
Archery	4	11
CRC Daily Total	28	5346
-		
Fort Smith Centennial Arena	Feb 2025 Sessions	Feb 2025 Participants
Rec Hockey	8	143 on-ice, 42 off-ice
Womens Hockey	12	220 on-ice, 40 off-ice
Old Timers Hockey	8	178 on-ice, 37 off-ice
Public Skate	7	57 on-ice, 18 off-ice
Family Skate	9	86 on-ice, 10 off-ice
Rentals	10	82 on-ice, 48 off-ice
Minor Hockey	52	716 on-ice, 467 off-ice
Figure Skating	48	560 on-ice, 462 off-ice
Youth Shinny	4	2 on-ice, 0 off-ice
JBT Skating	1	14 on-ice, 2 off-ice
Figure Skating Event	5	65 on-ice, 277 off-ice



REPORT TO COUNCIL

Community & Recreation Centre Gymnasium WINTER 2025 SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 12:00	
Senior Pickleball 1:30-3:00		Senior Pickleball 1:30-3:00		ASCP 1:00-5:00	Rental 1 12:30-1:30	Rental 1 12:30-1:30
ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 1:00-5:00	Rental 2 2:00-3:00	Rental 2 2:00-3:00
Youth Drop-In 5:15-6:45	Futsal U14 5:30-6:15	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:15	Futsal U14 5:30-6:15	Family Drop-In 5:00-6:00
Open 18+ Drop-in Sports 7:00-8:30	Futsal 14+ Drop-in 6:15-8:30	Archery (age 13 & up) 7:15-8:15	Jr Girls Volleyball Club 7:00-8:15	Drop-in Pickleball 6:30-8:00	Futsal 14+ Drop-in 6:15-8:30	Badminton 6:00-7:00
Open 18+ Womens Drop-in Sports 8:30-9:45	Volleyball Drop-in 8:00 - 9:45	Drop-in Sports 8:30-9:45	Volleyball (13 & up) 8:15-9:45	Youth Night (ages 12-18) 8:00-11:15 Doors close at 10:00	Youth Night (ages 12-18) 8:00-11:15 Doors close at 10:00	Volleyball (13 & up) 8:30-9:45



REPORT TO COUNCIL

Fort Smith Centennial Arena 2024-2025 SEASON SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FS StarSkate (7am - 7:50)			FS StarSkate (7am - 7:50)			
					OPEN @9:30AM (10:05)	
					MH U9 10:55	
					MH U11&U13 (11:10 - 12:00)	
					MH Girls All Divisions (12:15-1:05)	OPEN @ 1:30PPM
					Family Skate (1:20 - 2:00) Public Skate (2:00 - 2:45)	Family Skate (1:00 - 2:15)
Opens at 3:30pm each Weekday						
StarSkate (4:00-5:00)	StarSkate (4:00 - 5:15)	StarSkate (4:00-5:00)	StarSkate (4:00 - 5:15)	StarSkate (4:00 - 5:00)	Rental 1 (3:00 - 3:45) Rental 2 (4:00 - 4:45)	Rental 1 (2:30-3:15) Rental 2 (3:30 - 4:15)
Sr CanSkate (5:15-6:00)	FS Adult/Teen Skate (5:15 - 6:00)	Sr CanSkate (5:15-6:00)	Sr CanSkate (5:15-6:00)	Synchro Skating (5:00 - 5:30)	Youth Shimmy (5:00 - 5:45)	Rental 3 (4:30-5:15)
CanSkate 6:15-7:00	MH U7/U9 (6:15 - 7:05)	CanSkate 6:15-7:00	Public Skate (5:15 - 6:00)	Senior CanSkate (5:30 - 6:15)	Rental 3 (6:00 - 6:45)	MH U15/U18 (5:45 - 6:35)
MHU11 & U13 (7:15 - 8:05)	Women's Hockey (7:20 - 8:50)	MH U11 & U13 (7:15 - 8:05)	Old Timers (7:20 - 8:20)	FS Adult/Teen Skate (6:15 - 7:00)		Women's Hockey (7:00-8:30)
MH U15 (8:20 - 9:10)	MH U18 (9:05 - 9:55)	MH U15 (8:20 - 9:10)	MH U18 (8:35 - 9:25)	Women's Hockey (7:15 - 8:45)		
Old Timers (9:25 - 10:25)		Rec Hockey (9:25-10:40)		Rec Hockey (9:00-10:15)		
Closes 30min after Last Ice Time						

Aquatics

The current focus during the closure is completing repairs, maintenance, and upgrades. If and when possible, we will make every effort to reopen the sauna facility prior to the completion of the rest of the repairs.

Mary Kaeser Library

The month of February showed consistent attendance. Storytime, a program that promotes early literacy through stories, songs, and activities, and a regular base of attendees each week. The kids/tweens book club has been a hit! There is a very engaged group. This is another program to promote the joy of literacy in the 9-13 age range. Cooks and Books has been very well received. Promoting the social joys of literacy and sharing, this is a different



take on a traditional book club. Curious Creators Club

continues to be popular as a Friday afternoon activity. These typically focus on skills development, art, or STEM. The Teen Kitchen program has become a joint effort with the youth engagement staff and the library staff. Attendance has been significant and the participants have enjoyed learning how to prepare some of their own dishes. Upcoming programming includes a class on how to use a circuit machine to design your own projects, Tween Book Club, Cooks and Books, Teen Kitchen, and some quiet activities over the Frolics weekend to offer a wider range of options for participants.

Some of our new books are starting to arrive! New displays will showcase the additions to the collection. Melanie Jewell will also be starting work in March on a mural in the Library. This is a project made possible by the Medium Arts Funding through the GNWT.



The Program Coordinator was able to attend the Ontario Library Conference. She was able to gain valuable knowledge about Community-led Libraries and why they are so important, How to make teen nights that work, adding culinary literacy as a learning tool, weeding strategies, how to make outreach effective, communication without social media and why it is important to not only be

“online”, and an author workshop with Jenny Kat Dupuis. This opportunity keeps our library staff invigorated, able to network and be part of a national library community, and keep up with current best practices across the country with actionable strategies.

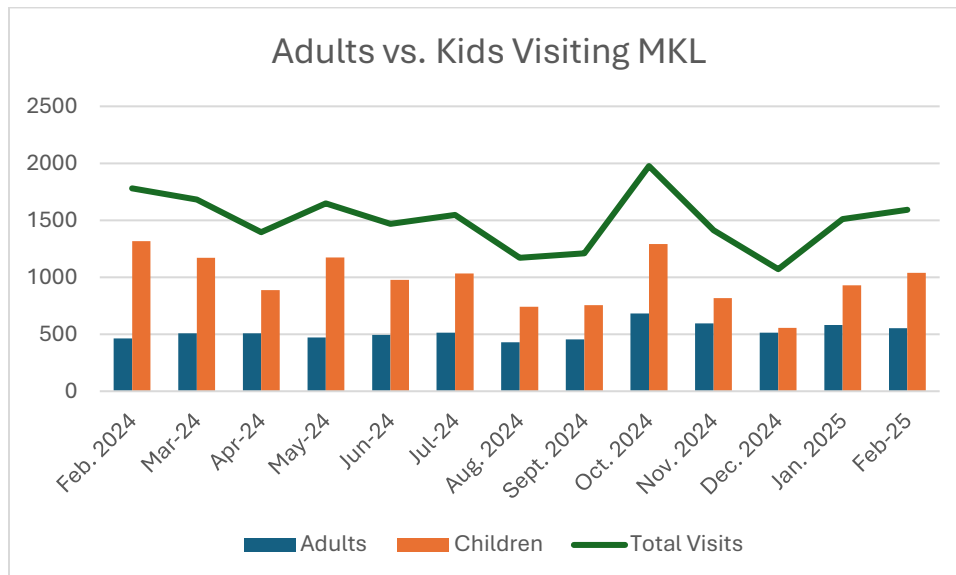




REPORT TO COUNCIL

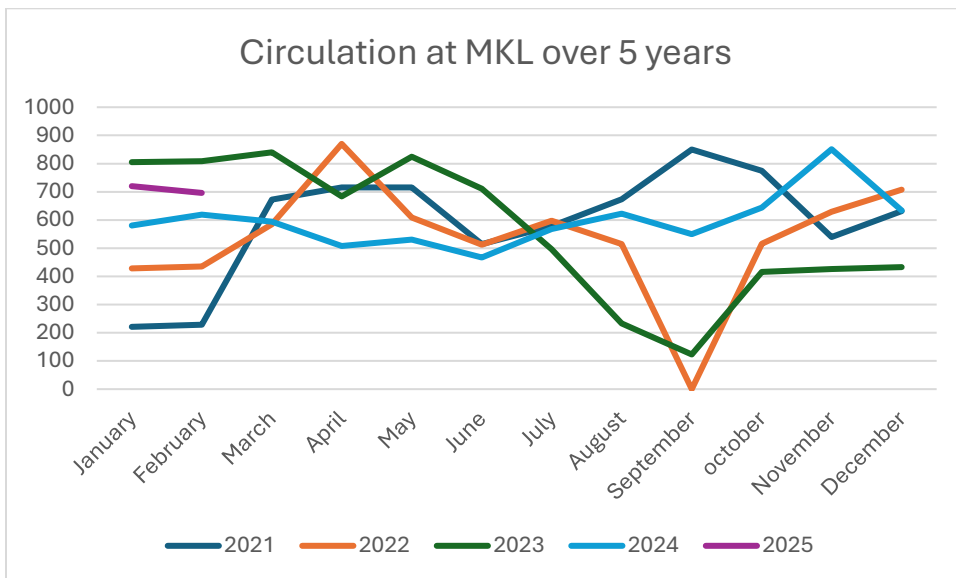
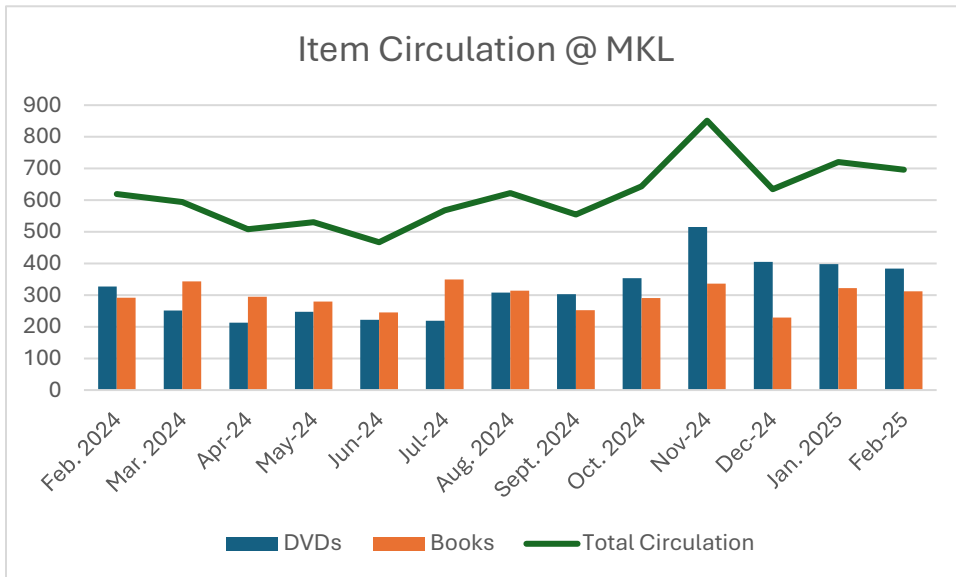
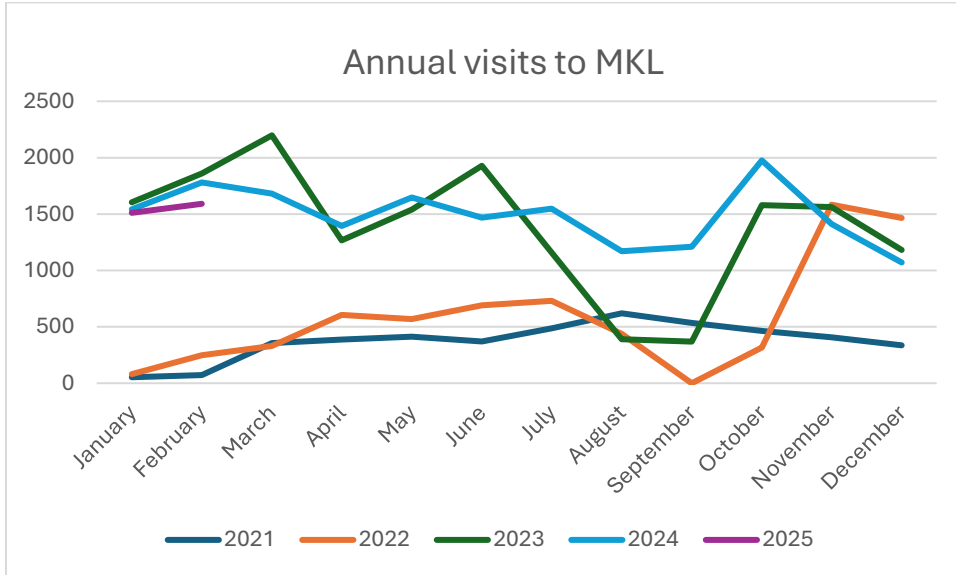
Mary Kaeser Library Activity Report February 2025

	Feb-24	Last Month	Feb-25	YTD
Adults	463	581	552	1133
Children	1317	930	1039	1969
Total attendance	1780	1511	1591	3102
CAP Computer Users	256	315	296	611
CAP Computer Hours	312	276.45	275	551.45
Wifi users	284	282	309	591
Programming:				
Family literacy	32	37	19	56
Adult programs	11	6	6	12
Seniors programs	n/a	3	2	5
Curious Creators (Friday Kids)	25	23	15	38
Special events (Other)	n/a	55	n/a	55
Outreach/partnerships	n/a	n/a	12	12
holiday/spring break/summer reading	n/a	n/a	n/a	n/a
Teen programs	n/a	3	18	21
Class/daycare visits	174	108	167	275
Total program Attendance	242	235	239	474
Other				
Circulation stats	622	720	691	720
Inter-library loan requests (MKL patrons)	13	12	26	38
Inter-library loan requests (NWT patrons)	12	22	19	41
Printing	271	409	479	888
Reference	85	101	91	192
Operational Hrs	200	203	200	413





REPORT TO COUNCIL



Childcare

The enrollment in the Daycare and After School Program continues to be at capacity. Infant spaces are the most limited and we continue to see a very high request for care for children under 2 years old. The After School Program continues to work around the JBT schedule to cover after school, STIP, CEP, and PD days (scheduled days where the school day is reduced or cancelled). Each level of the program has a waiting list, and any vacancies are quickly filled. The childcare programs continue to access funding to support cost reductions to families and wage support for staff. This funding has not yet been updated for the 2025-26 fiscal year from the GNWT. This funding amount directly impacts the fees charged to families.

This month, the children in all programs have been spending lots of time outdoors. The programs focus on non-screen-based activities and the importance of being outdoors. The snow mountains have become the best playground around.

A factor that is having a large impact is the ongoing increases to grocery prices. All programs prioritize serving nutritious, high protein, and high fibre, meals and snacks with minimal processed food.



Economic and Tourism Development

The ETDO continues to support community communications and produces the monthly newsletter. The ETDO has been integral to refining communications and promoting the Fort Smith brand.

The SEED funding for our final 2024-25 projects has been received and applied. New promotional items have been ordered and will be distributed in the remainder of the winter season.

The ETDO continues to play a critical role in the organization and participation in community events with a focus in making these offerings a product both for community members and potential visitors.

Community Plan Engagement

ETDO developed a page on the website to host the Community Plan information. This highlights changes from the old Community Plan in comparison to the proposed draft. [Fort Smith Community Plan | Town of Fort Smith](#)

- The ETDO developed this information sheet that was posted on social media and was distributed through a maildrop



2025 Community Plan Public Hearing

The last public engagement session for the project that will prepare the Town of Fort Smith for the next 20 years of sustainable development.

What is a Community Plan?

This Plan will function as a comprehensive, long-range planning document, guiding the development and use of land in the Town of Fort Smith for the next 20 years.

This project is in the final stages and aims to replace the current Community Plan (Bylaw 935) that was approved by Council in 2014.

When is the Public Hearing?

- Monday, March 10th
6:30PM to 8:30PM
- Community & Recreation Centre (Curling Lounge)
- www.fortsmith.ca/communityplan

For more information about this project, please reach out to:

Margaret Kralt Partner mkralt@dillon.ca +1 (867) 444-8127	Tracy Thomas Senior Administrative Officer sao@fortsmith.ca +1 (867) 872-8400
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Key Themes in 2025 Plan

- Allow for Flexible Housing Options to accommodate sustainable growth
- Direct partnership with Indigenous Nations through Thebacha Leadership Council
- Adhering to Wildfire Protection plans and preserving environmentally sensitive areas
- Keeping roadways safe & efficient while encouraging the use alternative modes of transport.
- Supporting new avenues for economic growth by encouraging industries like agriculture land use.





Weekly Activity Highlights

These highlights have been a consistent update for the community. Feedback was requested and the results were overwhelmingly positive that this has been a successful communication tool that the community appreciates.

Weekly Activity Highlights 

<p>MONDAY FEB 24</p> <p>Youth Drop-In Community & Recreation Centre 5:15PM - 6:45PM</p> <hr/> <p>Open Drop-In Sports (18+) Community & Recreation Centre 7:00PM - 8:30PM</p> <hr/> <p>Women's Volleyball (18+) Community & Recreation Centre 8:30PM - 9:45PM</p>	<p>WEDNESDAY FEB 26</p> <p>Senior Pickleball Community & Recreation Centre 1:30PM - 3:00PM</p> <hr/> <p>Fort Smith Regional Wellness Council Meeting Fort Smith Health Centre Starts at 2:00PM</p> <hr/> <p>Teen Kitchen (PWK Students) <i>Free DIY Pizza dough & sauce</i> Mary Kaeser Library 3:30PM - 5:30PM</p> <hr/> <p>AL-ANON Mabel's (183 McDougal Road) Starts at 6:30PM</p> <hr/> <p>Yoga with Mel Community & Recreation Centre 7:00PM - 8:00PM</p> <hr/> <p>Fort Smith Animal Society Annual General Meeting Fort Smith Animal Shelter Starts at 7:00PM</p>	<p>THURSDAY FEB 27</p> <p>Free Public Skate Fort Smith Centennial Arena 5:15PM - 6:00PM</p> <hr/> <p>Youth Drop-In Community & Recreation Centre 5:15PM - 6:45PM</p> <hr/> <p>ZUMBA with Marie Community & Recreation Centre 5:30PM - 6:30PM</p> <hr/> <p>Get a Library Card Mary Kaeser Library Open until 7:00PM</p> <hr/> <p>Curling Community & Recreation Centre Starts at 7:30PM</p> <hr/> <p>Volleyball (Ages 13+) Community & Recreation Centre 8:15PM - 9:45PM</p>
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Information compiled from the Fort Smith Bulletin Board Facebook Page. Not all events are hosted by the Town of Fort Smith.

Prepared by:
Emily Colucci
Director of Community Services
Date: March 6, 2025

Reviewed by:

Senior Administrative Officer
Date:



Briefing Note

To: Mayor and Council
From: Community Services
Date: March 11, 2025
Subject: Donation Policy Overview

PURPOSE:

To present the current Donation Policy to Mayor and Council, highlighting the criteria for consideration of donation requests.

BACKGROUND:

This Donation Policy was approved in January of 2011. Its purpose is to: provide Council and Administration guidelines/criteria on the subjective allocation of funds and/or “in-kind” contributions of eligible resources to non-profit volunteer community groups hosting an event/fundraiser, and/or projects that are of interest to the municipality.

As Mayor and Council are presented with requests, the following criteria are to be used for consideration:

- a. All requests shall be in writing addressed to the Senior Administrative Officer and well in advance of the event to ensure approval is received prior to proceeding with the event.
- b. Each applicant must demonstrate a need for the funds requested, and that the funds requested will not accrue or cause profit to be accrued to the applicant, either directly or by association.
- c. Under normal circumstances, only one request per organization will be considered in a calendar year.
- d. Priority will be given to projects, events, and/or activities that promote tourism, recreation, sport, culture, fine arts, and/or heritage. There will be on-going consideration given to providing recognition for the local elementary and secondary schools and Aurora College. Other programs that show benefit to the community may also be considered.
- e. That Town may consider applications for one-time only contributions to assist in the development of new organizations.
- f. The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith
- g. The community group/organization must acknowledge the Town’s contribution in all publicity relating to the event
- h. Donations to the following will be deemed to be ineligible, except under extraordinary circumstances, and would be at the sole discretion of Council
 - i. Religious organizations
 - ii. Political organizations
 - iii. Commercial organizations

The available budget allocated for donations in 2025 is \$4,200.00. This represents the ad hoc donations budget, which is distinct from other regular, annual funding commitments made by the Town. Contributions are accounted for toward identified organizations and events through different budget lines.

CURRENT:

Organizations such as the Northern Life Museum and Cultural Centre receive separate budget allocations as part of the Town’s ongoing support. Additionally, various community



Briefing Note

groups and events are funded through dedicated budget lines, as illustrated in the following allocations:

- Ski Club – \$5,000
- Golf Club – \$5,000
- Wood Buffalo Frolics – \$5,000
- Music Festival – \$2,500
- Snowboarding Club – \$5,000
- Thebacha Dog Musers – \$2,500

Given these pre-existing commitments, any additional donation requests must be carefully considered within the constraints of the ad hoc donations budget, ensuring that funds are distributed equitably while aligning with Council priorities.

RECOMMENDATION:

For Information



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy CP 202
Donation Policy

1. Statement of Policy

The Town of Fort Smith recognizes that many community events/fundraisers are hosted by non-profit, volunteer community groups, and that a number of these events are in the interest of the municipality. Council recognizes that these groups on occasion may require a municipal donation of money and/or some other form of “in-kind” support to assist with the hosting of event or fundraiser, or for purposes related to the well-being of the community and the growth and/or recognition of individuals in the community.

2. Purpose of Policy

To provide Council and Administration with guidelines/criteria on the subjective allocation of funds and/or in kind contributions of eligible resources to non-profit volunteer community groups hosting an event/fundraiser, and/ or projects that are of interest to the municipality.

3. Definitions

The following terms apply to this Policy:

- a. Community Group/Organization - Each applicant should be, but is not limited to being, a non-profit organization, or a not-for-profit organization registered under the *Societies Act* of the Northwest Territories, or registered under the *Income Tax Act* as a federal charity.
- b. In-Kind Contributions - Municipally owned resources eligible for donation/grants include:
 - Use of a municipally owned facility (rental fee waived/reduced)
 - Municipal staff support (expertise) for an event (wages waived/reduced)
 - Use of municipally owned equipment (rental fee waived/reduced)
 - Use of municipally owned materials (rental fee waived/reduced)

4. Council may provide a donation of money and or an in-kind contribution that in the opinion of council is in the interest of the municipality. This subjective decision will be based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact, and the following criteria:

Criteria

- a. All requests shall be in writing addressed to the Senior Administrative Officer and well in advance of the event to ensure approval is received prior to proceeding with the event.
- b. Each applicant must demonstrate a need for the funds requested, and that the funds requested will not accrue or cause profit to be accrued to the applicant, either directly or by association.
- c. Under normal circumstances, only one request per organization will be considered in a calendar year.
- d. Priority will be given to projects, events and/or activities that promote tourism, recreation, sport, culture, fine arts, and/or heritage. There will be on-going consideration given to providing recognition for the local elementary and secondary schools and Aurora College. Other programs that show benefit to the community may also be considered.
- e. The Town may consider applications for one-time only contributions to assist in the development of new organizations.
- f. The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith
- g. The community group /organization must acknowledge the Town's contribution in all publicity relating to the event.
- h. Donations to the following will be deemed to be ineligible, except under extraordinary circumstances, and would be at the sole discretion of Council:
 - i. Religious organizations
 - ii. Political organizations
 - iii. Commercial organizations

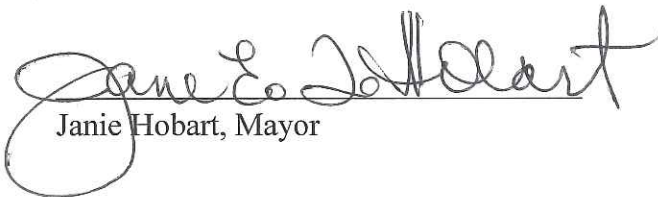
Managerial Guidelines

- a. The Senior Administrative Officer will include, for Council consideration, funding in the annual budget for donation requests.
- b. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
- c. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit such as damage deposits.
- d. The Community Services Committee has delegated authority to approve an "in-kind" donation for a single event up to a maximum value of \$250.00.

- e. The Finance and Audit Committee has delegated authority to approve a cash donation for a single event up to a maximum value of \$250.00.
- f. All cash donation requests or donations in kind in excess of \$250.00 shall be presented to Town Council for consideration.
- g. The Town Council's decisions regarding donations/grants are final.

Accountability

- a. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
- b. Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.
- c. Accountability statements must be completed and be submitted by within 60 days of the event or project completion. The statement shall include:
 - i. a description of the completed event,
 - ii. a financial statement for the event, listing all expenditures and revenues pertaining to the event/project, and the use of the funds granted by the Municipality,
 - iii. the statement is to be signed by a representative of the organization.


Janie Hobart, Mayor


Jim Hood, SAO

Motion Number: 07-11

Date Policy Created: January 18, 2011

Date Policy Reviewed:



Town of Fort Smith

Application to for a Donation

Please note: Applications for donations must be received at Town Office at least 6 weeks in advance to allow for the Town's approval process

Name of Organization: _____

Names, titles, contact information of organization representatives

Name

Name

Title

Title

Contact information

Contact Information

Donation Request: (Please be specific with all information that pertains to the request including amount, dates, use of facility, etc.) _____

Please note: If the request is approved for use of a Town facility, a User Agreement must be signed as part of the approval process.



**Town of Fort Smith
Donation Reporting Form**

Name of Organization: _____

Amount of Donation: _____

Please describe when and how the donation was used and the results attained. Include information about partners, their donations/contributions and the overall budget. (If the donation was monetary, please indicate how it was spent. If there is money unspent, please arrange to return it to the Town.) Submit attachments as necessary.

I concur this information is correct

Organization Representative



Briefing Note

To: Mayor and Council
From: Administration
Date: March 11th, 2025
Subject: Request for Support – Sweetgrass Healing Centre Inc. South Slave Community Engagement Tour

PURPOSE:

This briefing note provides an overview of a request from Kristielyn Jones, Founder & Lead Counsellor of Sweetgrass Healing Centre Inc. (SHC Inc.), seeking the Town of Fort Smith's support for the South Slave Community Engagement (SSCE) Tour in March 2025. The tour aims to introduce SHC Inc.'s services, initiate discussions on addressing the addictions and mental health crisis, and formally launch plans for an In-Patient Treatment Centre in Fort Smith, NT.

BACKGROUND:

- **SHC Inc.** is an Indigenous-owned counselling and wellness company, operating for one year with over seven years of research and development.
- The organization is dedicated to providing culturally appropriate mental health and addiction recovery services.
- The SSCE Tour will engage local communities to discuss solutions for bridging gaps in mental health and addiction services.
- Fort Smith has been identified as the proposed location for a **new in-patient treatment centre**, addressing the long-standing need for dedicated facilities in the NWT.

REQUEST FOR SUPPORT:

SHC Inc. is requesting the Town of Fort Smith to act as a **Point of Contact** for the **SSCE Tour**, which involves:

1. **Acknowledging and welcoming** SHC Inc. to Fort Smith for their half-day community engagement presentation.
2. Providing **in-kind contributions**, if possible, such as:
 - A **venue space** for the presentation.
 - **On-site support staff** for event coordination.
 - **Refreshments** for participants

CONSIDERATION:

- Fort Smith is identified as the ideal location for the **in-patient treatment centre**, making the Town's involvement crucial to initial engagement efforts.
- Addressing addictions and mental health concerns aligns with community priorities and socio-economic development opportunities.
- The initiative could foster long-term partnerships and funding opportunities to enhance local health and wellness services.

RECOMMENDATION:

That Council **acknowledge SHC Inc.'s presence** in Fort Smith and consider providing **in-kind support** for the community engagement session scheduled for **March 17-19, 2025**.



SWEETGRASS HEALING CENTRE INC.

February 19, 2025

Dear Town of Fort Smith Mayor & Council,

My name is Kristielyn Jones, and I am a Two-Spirited Professional Indigenous Counsellor, licensed with the Association of Canadian Counselling Therapists of Canada (ACCT) as a Registered Therapeutic Counsellor - Candidate (RTC-C). I am the owner of an Indigenous-owned and operated counselling & wellness Company called Sweetgrass Healing Centre Inc. (SHC Inc.). We have been operating for 1 year, but have been making plans, preparations, and developing research for over 7 years, for this moment.

I am writing today as an invitation to participate in a journey, a Call to Action, regarding the addictions and mental health crisis in the South Slave Region of the Northwest Territories. To create spaces for intentional and clinical support for those who can't support themselves; to bridge systemic gaps with diligence, authenticity and high ethical standards. By honouring each community's cultural protocols, weaving together the wisdom they hold through lived experience, will help to pave the Path of Wellness for the future of our Northern People and Nations. The invitation is to become a "Point of Contact" for Sweetgrass Healing Centre Inc.'s *South Slave Community Engagement Tour* in March 2025.

Together can rise in alliance for our communities. By taking action, we become the solution for our families, our loved ones, and our communities.

During this tour, I will be formally launching the company and its mandate, the new and existing programs and services, but most importantly the tour is the initial engagement for the creation of an **In-patient Treatment Centre in the South Slave Region of the NWT**. The intended location for the treatment centre is to be located in Fort Smith, NT. As such, I felt it was important that this letter was sent to you first, Mayor Fergusson and Town Councillors, before I initiated the SSCE Tour other “point of contacts”. I believe this is a great opportunity for us to use the resources that are available in order to create new socio-economic opportunities, and to finally take action on the development of an in-patient treatment program in the NWT, after 12 long years of not having our own NWT Treatment Centre.

My company, Sweetgrass Healing Centre Inc., has been birthed from a passionate and desperate need within our Northern communities to serve those who are struggling with mental health and addictions. As a social enterprise, our mission is to establish sacred and safe spaces for our communities to heal, recover, and flourish. To address the urgent needs of our communities and their consistent pleas for assistance, we are developing an in-patient treatment center in the NWT. I am requesting your support by becoming a “Point of Contact” for our South Slave Community Engagement Tour.

By being a “point of contact”, all you have to do is respond to this email stating that you are aware of and welcome Sweetgrass Healing Centre Inc. to your community for this half-day community engagement presentation.

SHC Inc. welcomes any in-kind contributions your team and/or organization can contribute, such as a venue space, on-site support staff and/or refreshments for the presentation. We are planning to be in your community on March 17 - 19, 2025, as such, your immediate response would be appreciated. Upon acknowledgement of our presence in your community, I will follow up with you by sending our

community info package, outlining our agenda for the presentation and contact information.

The Town Council of Fort Smith is my first contact for the initial engagement sessions for the SSCE Tour. I wanted to honour that the intended location for the In-patient Treatment Centre is to be located in Fort Smith, and that your contributed efforts and support are going to be fundamental in the collaborative efforts of creating an In-patient Treatment Centre in our community. I intend to provide a more thorough analysis of what this socio-economic opportunity could look like for our community, during our presentation in March. (Also, my little family is moving back to Fort Smith in April).

Looking forward to your response, I sincerely appreciate your time and efforts for addressing such a time as this.

Mahsi cho,

Kristielyn Jones

Kristielyn Jones RTC-C

FOUNDER & LEAD COUNSELLOR

Suite 200 5112-52 St Yellowknife, NT X1A 1T6

867-688-8390

contact@sweetgrasshealing.net

www.sweetgrasshealing.net



SWEETGRASS HEALING CENTRE INC.

Re: A letter to the People- Social Media Campaign & Invitation

Hello Family,

You're fighting against a lifetime of developing, maintaining, and nurturing a survival mechanism that does work, but it has high physiological, psychological, emotional, spiritual, relational and socio-economical consequences.

It makes sense that you are struggling to maintain balance, or sobriety on your own. You were never meant to do this on your own. According to Dr. Gabor Mate, the solution to addiction is relationships, connection, this also the solution to healing trauma effectively is relationships, and connection. Meaningful connections. That's why 12-step programs and healing programs work, because you are developing new healthy and supportive relationships to support you through the triggers, and trials of recovery (a new way of life).

This is why “shaming” people, such as drug dealers and those who are struggling in active addiction is not the solution. It has the opposite effect of what we want to see. We want to see survival rates go up, we want to see substance use going down, we want to see families healing and flourishing, we want to see crime rates go down, we want to see our youth being healthy and supported, and we want to see our economy flourish. But if we don't address these needs now, at the root cause, it

will continue to be a systemic and relational problem, going in circles and being reactive versus proactive.

The “toxic drug crisis” is one element to the overall framework. We all have our place. Mine is with the people, who I want to hear from. I want to hear from the ones with lived experience, who are in early recovery and with long-term recovery. I want to know what worked for you while residing in the NWT, and how we can design and foster more programming and support services to capitalize on those elements. I want to know how we are doing on a quarterly basis, with frequent evaluation processes, that make sense and capture real time data of our programs and services. I want to build a framework that is flexible, dynamic, not static, so we can adjust and adapt accordingly. This data will help to inform future research potentials, with partners and academic researchers, to continue informing our socioeconomic and relational footprint. And to provide a framework for Climate Resilience in the NWT. I want to know, after addressing the root cause of the problem, are Our People returning to the land, stepping up to become responsible people in our communities, stewards of the land, and passing down the teachings of our Elders, in a good way.

Help me get there, by participating in our community engagement sessions March 19 - 26, 2025, to create lasting change in the Northwest Territories and Canada.

All My Relations.

A handwritten signature in black ink that reads "Kristielyn Jones". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Kristielyn Jones



Briefing Note

To: Mayor and Council
From: Administration
Date: March 11th, 2025
Subject: Fort Smith Ice Fishing Derby 2025 Donation Request

PURPOSE:

The Fort Smith Ice Fishing Derby Committee is requesting sponsorship for its annual Ice Fishing Derby, scheduled to take place on **March 21-23, 2025**. The committee seeks financial support or in-kind donations, such as goods or gift certificates, to assist with event expenses and prize giveaways.

BACKGROUND:

The Fort Smith Ice Fishing Derby is a well-established annual community event that brings together Elders, families, and youth for a weekend of outdoor recreation. Participants often camp around the lakes where the derby is held, fostering community spirit and cultural connection to the land.

The event has historically seen strong participation from community members of all ages, offering an opportunity for social engagement and outdoor activity during the winter season.

REQUEST:

The event organizers are seeking sponsorship in the form of:

- **Cash donations** to help cover event expenses.
- **Goods or gift certificates** to be used as random draw prizes for participants.

RECOMMENDATION:

That Council consider supporting the Fort Smith Ice Fishing Derby through a financial contribution of \$300.00 to help sustain this valued community event and benefit the local families who participate.

Fort Smith Ice Fishing Derby 2025

* Donation Request.

January 24, 2025

Dear Sir/Madame

Sponsorship for the Fort Smith Ice Fishing Derby 2025

The Fort Smith IFDC is holding its annual Ice Fishing Derby on March 21, 22 and 23, 2025 and is requesting your organizations support.

This is a community event that is held each year with participation of a wide range of community members including Elders, Families and Youth of the Community.

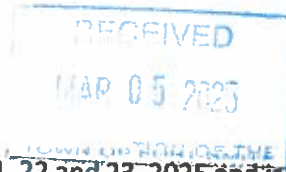
Past Ice Fishing Derbies have seen many Youths and Elders of our community come out on their own or with their families to spend an enjoyable weekend on the Land. Many of the participants camp in and around the lakes on which the derby is held. The Ft. Smith Ice Fishing Derby is looking for your support by either a cash donation toward our expenses or the donations of goods and gift certificates which can be used for our random draw prizes.

If you have any questions, please call me at 867-872-0240

Sincerely



William Reimer
President
FSFDC





Briefing Note

To: Mayor and Council
From: Community Services
Date: March 11, 2025
Subject: Donation Request Fort Smith Minor Hockey Association

PURPOSE:

To present Mayor and Council with the donation request from the South Slave Minor Hockey Players through the Fort Smith Minor Hockey Association for \$1000 to cover Tournament fees in the Alberta Native Provincials.

BACKGROUND:

The letter received is requesting a donation of \$1000 to cover tournament registration fees for a team of 15 individuals from Fort Smith to participate in the Alberta Native Provincials Hockey Tournament.

Consideration of this request must take the following criteria into account:

- a. All requests shall be in writing addressed to the Senior Administrative Officer and well in advance of the event to ensure approval is received prior to proceeding with the event.
- b. Each applicant must demonstrate a need for the funds requested, and that the funds requested will not accrue or cause profit to be accrued to the applicant, either directly or by association.
- c. Under normal circumstances, only one request per organization will be considered in a calendar year.
- d. Priority will be given to projects, events, and/or activities that promote tourism, recreation, sport, culture, fine arts, and/or heritage. There will be on-going consideration given to providing recognition for the local elementary and secondary schools and Aurora College. Other programs that show benefit to the community may also be considered.
- e. That Town may consider applications for one-time only contributions to assist in the development of new organizations.
- f. The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith
- g. The community group/organization must acknowledge the Town's contribution in all publicity relating to the event
- h. Donations to the following will be deemed to be ineligible, except under extraordinary circumstances, and would be at the sole discretion of Council
 - i. Religious organizations
 - ii. Political organizations
 - iii. Commercial organizations

This request meets the following criteria in the Donation Policy:

- The request was made in writing.
- The applicant has demonstrated a need for the funds. No indication has been made that the funds would accrue for profit.
- No other requests have been made by Minor Hockey in this calendar year
- No other request has been made for this Tournament
- This request relates to recreation
- The donation would be acknowledged in the team materials and tournament updates.

The other consideration is connected to the available budget allocated for donations, which in 2025, is \$4,200.00. If this is approved, that will leave Mayor and Council with a budget of \$3,200 for the remainder of 2025. Contributions are accounted for toward identified organizations/events through different budget lines.

RECOMMENDATION:



Briefing Note

That Mayor and Council approve the donation of \$1000.00 to the Fort Smith Hockey Association towards to Tournament fees for the Alberta Native Provincials.

From: [Dana Fergusson](#)
To: [Executive Secretary](#)
Subject: Fw: Sponsorship
Date: February 10, 2025 4:25:07 PM

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From: Melissa Johns <Melissa_Johns@gov.nt.ca>
Sent: Monday, February 10, 2025 2:19:10 PM
To: Dana Fergusson <Mayor.Fergusson@fortsmith.ca>
Subject: Sponsorship

You don't often get email from melissa_johns@gov.nt.ca. [Learn why this is important](#)

Subject: Sponsorship Request for South Slave Hockey Players – Alberta Native Provincials

Dear Mayor Fergusson,

I hope you're doing well. I'm reaching out on behalf of a group of young hockey players from the South Slave region who will be competing in the Alberta Native Provincials in Edmonton from April 3-6, 2025.

We are seeking sponsorship to help cover the team's registration fee, which is \$1,000. This tournament is a valuable opportunity for our Indigenous athletes to compete at a high level, represent our region, and connect with other Indigenous players from across Alberta.

We would greatly appreciate the Town of Fort Smith's support in covering this cost. Your contribution would directly enable our players to participate and proudly represent our community. If sponsorship is possible, we would be happy to acknowledge Town of Fort Smith in our team materials and share updates from the tournament.

Please let me know if you need any additional information. Thank you for your time and consideration—I look forward to hearing from you.

Mahsi,

Melissa Johns

Mársı | kinanāškomitin | Thank you | Merci | Hai' | Quana | Qujannamiik | Quyanainni | Máhsı
| Máhsı | Masi

Melissa F. Johns
Pronouns: she/her/hers
Business Programs Officer
Business Support and Trade Division
Industry, Tourism and Investment
Government of the Northwest Territories

2nd Floor, Cascade Building
207 McDougal Road
P.O. Box 231
Fort Smith, NT XOE OPO

Cell: 867-621-0469
Fax: 867-872-4628
www.gov.nt.ca

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Connect with artists and learn Where to Buy NWT Art at nwtarts.com
Faites connaissance avec les artistes et découvrez où vous procurer des œuvres d'art ténosées à l'adresse artstno.com.



Briefing Note

To: Mayor and Council
From: Administration
Date: February 26, 2025
Subject: Council Honourarium Bylaw 1022

PURPOSE:

To obtain Council direction on the application of the bylaw with respect to increase in Council Honourarium.

BACKGROUND:

The current Council Honourarium Bylaw 1022 was passed in September 2021. This bylaw establishes the rate of payment of honourarium to the Mayor, Deputy Mayor and each Councillor and establishes the rate of the daily meeting per diem. The bylaw also provides for reasonable childcare expenses annually for expenses incurred while in attendance at meetings or conferences that are duly authorized by resolution of Council.

Schedule A attached to and forming a part of this bylaw, in addition to stating the annual honourarium for each elected official, provides for a review of the bylaw during the last year of each term. Any changes arising from that review would take effect the following term. If this review does not occur, Schedule A states that there shall be a 2% increase to the Mayor and Council Honourarium which will take effect the following term.

CURRENT SITUATION:

The current Mayor and Council were elected in October 2024. The previous Council chose not to review the Council Honourarium Bylaw prior to the end of their term. This results in a requirement under the bylaw for a 2% increase in honoraria. If implemented this increase would be the first increase since the bylaw was passed in 2021.

The financial impact to the Town for this increase is \$2,320 per year.

RECOMMENDATION:

Option #1 – direct administration to implement the clause contained in Schedule A with respect to the 2% increase in Mayor and Council Honourarium.

Option #2 – direct administration to delay the implementation of the Schedule A increase until such time as this bylaw can be reviewed and amended if necessary.

Council direction is required.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1022**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR REMUNERATION TO THE MEMBERS OF COUNCIL, PASSED PURSUANT TO SECTION 34 OF THE CITIES, TOWNS AND VILLAGES ACT BEING CHAPTER C-22 OF THE R.S.N.W.T, 2013.

WHEREAS the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rates of remuneration for the Mayor, Deputy Mayor and Councillors;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

Short Title

That this by-law shall be cited as the “Council Honourarium Bylaw”.

1. The Mayor of the Town of Fort Smith shall receive:
 - a) An honourarium in the amount of \$65,000 annually plus adjustments in accordance with the attached schedule “A”. The position shall be considered a full time commitment.
 - b) Benefits as outlined in Schedule “B” attached to and forming part of this by-law.
2. The Deputy Mayor or duly appointed Acting Deputy Mayor shall receive an annual base honourarium of nine thousand dollars (\$9,000) if in compliance with the parameters outlined in Schedule “C”.
3. Each Councillor shall receive an annual base honourarium in the amount of six thousand dollars (\$6,000.00) if in compliance with the parameters outlined in Schedule “C”.
4. Each Councillor and the Deputy Mayor shall receive a daily meeting per diem of \$100.00 for attendance at official meetings as defined in this by-law.
5. The definitions detailed below will form part of this by-law to ensure the appropriate application of the clauses:
 - a. Attendance: Participating in a meeting in person or via conference call on occasion with prior approval, when attendance is prohibited.
 - b. Councillors: Elected officials that serve as members of Council.
 - c. Deputy Mayor: Elected official duly appointed as Deputy Mayor or Acting Deputy Mayor.
 - d. Mayor: Official elected as Mayor.
 - e. Member of Council: Deputy Mayor and Councillors.
 - f. Official Meeting: Regular or Special Meetings of Council, Committee of the Whole, Standing Committees or Special Meetings.
 - g. Special Meeting: A meeting that a member of Council has been appointed by resolution to attend and is not being compensated by a third party.
6. The Mayor and each Member of Council be entitled to reasonable childcare expenses, to a maximum of \$2,000 per annum per Member, for childcare expenses incurred while in attendance at meetings or conferences that are duly authorized by a resolution of Council.




THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1022

7. All payments under this By-Law will be made in accordance with the parameters outlined in Schedule "C".
8. By-Law #1003 is hereby repealed.

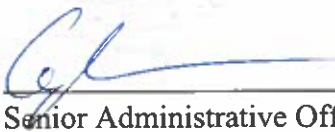
Read a First Time this 17th day of August, 2021 A.D.

Read a Second time this 17th day of August, 2021 A.D.

Read a Third Time this 21st day of September, 2021 A.D.



Mayor



Senior Administrative Officer

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.



Senior Administrative Officer



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1022**

**Schedule A
Honourarium Payment Summary**

Mayor Annual Honourarium	\$65,000.00 annually (based on average Fort Smith Salary [StatsCan, 2017])
Deputy Mayor (Acting Deputy Mayor)	\$9,000.00 annually or \$750.00 monthly
Councillor	\$ 6,000.00 annually or \$500.00 monthly

The By-Law detailing Council Honourarium should be reviewed during the last year of each term, with approved changes taking effect the following term. If this review does not occur, then there shall be a 2% increase to Mayor and Council Honourarium which will take effect the following term.

**Schedule B
Benefit Schedule for Mayor**

Benefits paid for the Mayor of Fort Smith will include participation in the Group Life Accidental Death and Dismemberment, Long Term Disability Insurance Plan, Dental Plan and Medical Plan.

**Schedule C
Parameters for Honourarium Payments**

1. A member of Council will be compensated for a maximum of one meeting on a single day.
2. A member of Council will only be paid for official meetings or special meetings of Council as defined in the by-law.
3. A Council member who is absent from a regular or special Council meeting and/or committee of Council, on which he or she is an appointed member, without prior notice and an accepted excuse, shall have deducted from their Council honorarium \$100.00/day of missed meetings. A Council member who is absent without excuse from three days of meetings in one month shall not receive their monthly honorarium of \$500.00 (or \$750.00 in the case of the Deputy Mayor).



Briefing Note

To: Mayor and Council
From: Administration
Date: March 11th, 2025
Subject: Award Recommendation – Bylaw and Policy Review and Development RFP

PURPOSE:

To provide Council with a review of the Request for Proposals (RFP) for the Bylaw and Policy Review and Development project and to present the Bylaw Review Committee's recommendation for awarding the contract.

BACKGROUND:

In January 2025, Administration issued an RFP for a comprehensive review and development of municipal bylaws and policies. The scope included reviewing existing governance documents, identifying gaps, updating policies and bylaws in accordance with best practices, and creating a standardized, searchable database for improved access and usability.

To ensure transparency and informed decision-making, an amendment was made to disclose the project budget of \$100,000, allowing proponents to better assess the scope of work. The selection process emphasized value-based assessment rather than cost alone.

The project is fully funded and is part of a broader initiative.

CURRENT SITUATION:

The Town received four proposals, with budgets ranging from \$81,165 to \$100,019.35. The Bylaw Review Committee evaluated submissions based on the RFP criteria, including experience, approach, and alignment with municipal needs.

Following review, two proposals emerged as the strongest contenders, requiring additional weighting criteria to determine the final recommendation. While the recommended proponent had the highest budget, the cost variance between the top two firms was negligible, and the decision was based on overall merit and alignment with the project's objectives.

BUDGET PROPOSALS SUBMITTED:

- Maclaran Municipal Consulting (Ontario/Quebec) – \$81,165
- Wenogto'sit Consulting (Fort Smith) – \$100,000
- PlanIT North (Yellowknife) – \$100,019.35
- Transitional Solutions Inc. (Alberta/Yellowknife) – \$99,500

RECOMMENDATION:

The Bylaw Review Committee recommends awarding the contract to PlanIT North based on:

- Highest overall evaluation score under the RFP criteria
- Extensive experience in bylaw and policy development
- Fully Northern-based presence, ensuring strong regional knowledge and alignment with local governance frameworks

While the budget is slightly above other proposals, the added value and expertise provided by PlanIT North justify the selection.



Briefing Note

NEXT STEPS:

Pending Council approval, Administration will proceed with finalizing the contract and initiating the project. The work will commence in accordance with the agreed project timeline and deliverables.

MOTION:

That Council approves the awarding of the Bylaw and Policy Review and Development contract to PlanIT North for \$100,019.35, as recommended by the Bylaw Review Committee.