



**Community Services Standing Committee Meeting
April 8, 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. DELEGATION

- a. Aurora Research Institute, Aurora College – Emily Gomes-Szoke

D. DIRECTOR'S REPORT

- a. Community Services Director's Report

E. ADMINISTRATION

- a. Briefing Note – Donation Recipients from 2018-2024
- b. Briefing Note – Acceptance of Final Organizational Review Report
- c. Briefing Note - GNWT Cannabis Retail Licensing – Upcoming RFP Process

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Community Services Standing Committee Meeting

MINUTES

The Community Services Standing Committee Meeting was held on Tuesday, March 11th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cox, and Cr. Couvrette

Regrets:

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 6:33 pm and read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

Moved by: Cr. Tuckey

Seconded by: D/M Keizer

That the agenda be adopted as amended to add a briefing note - Community Plan – Second Reading and Submission to Minister under D. Administration.

PASSED

b. Minutes

Moved by: Cr. Bathe

Seconded by: Cr. Tuckey

That the minutes from the Community Services Standing Committee Meeting on February 11th, 2025, be adopted as presented.

PASSED

c. Vision and Values

d. Declaration of Financial Interest

C. DIRECTOR'S REPORT

a. The Community Services Report for January

Mayor Fergusson expressed enthusiasm about the town receiving a \$12,000 award for youth programming, describing it as a significant achievement. She also shared her anticipation for Melanie Jewell's upcoming work on the new mural at the library, praising her artistic talent and noting that it will be a valuable addition to the CRC.

Mayor Fergusson acknowledged that rising costs are becoming a factor, making financial planning more challenging moving forward. She commended the report, highlighting the wealth of related information it provided, and extended her appreciation to staff for their efforts.

Director Colucci confirmed that Melanie Jewell will begin work on the library mural tomorrow, starting with the initial sketches. She noted that a community announcement will be made to celebrate this exciting project while also ensuring that Jewell has the



Community Services Standing Committee Meeting

necessary space to work over the coming weeks. Director Colucci added that the goal is to hold an unveiling event once the mural is completed and thanked everyone for their support.

Deputy Mayor Keizer shared that a family member is involved in the books and cooks program. He encouraged community members who have not yet signed up to reach out to the library, noting that the program has received positive feedback.

Additionally, Deputy Mayor Keizer spoke about the library's support in facilitating a digital grandparenting initiative with Finland. He commended the librarians for their efforts in sourcing the necessary books and expressed appreciation for their ongoing support. He noted that while these initiatives may not appear in the Director's report, they are valuable contributions from the library that he has observed over the past month.

Director Colucci expressed appreciation for the positive feedback on the library's services. She added that, since it occurred after the Director's report, she wanted to inform the Mayor and Council of a current vacancy. A position for the Program Coordinator for the Aquatics Program within the Community Services Department has been posted. The job posting was released that morning and will also be shared across Canada to attract applicants.

D. ADMINISTRATION

a. Briefing Note – Donation Policy

Cr. Couvrette emphasized the need for greater accountability from groups receiving funding, noting that the money comes from taxpayers and should be transparently managed. He suggested that organizations should report to Council at least every other year, beyond simply providing financial statements, to demonstrate how their programs benefit the broader community.

He also raised concerns about accessibility, pointing out that while membership fees for some organizations may be affordable for affluent residents, they can be a significant barrier for disadvantaged individuals. He questioned what steps these groups are taking to promote inclusivity and ensure their programs are accessible to all. Cr. Couvrette reiterated that as guardians of taxpayer money, Council must ensure funds are being spent appropriately, particularly given the substantial amounts allocated to these organizations.

Deputy Mayor Keizer referenced a clause in the briefing note stating that community groups must be based within the geographic boundaries of the Town of Fort Smith to receive support. He questioned whether this requirement is too restrictive, given that events such as the ski loppet, golf club, fishing derby, and Paddlefest take place outside town limits but still involve Fort Smith residents.

He noted that while the clause does not specify that activities must be held within town limits, it does require organizations to be based there. He pointed out that some clubs, like the golf club, are based in Alberta but still serve Fort Smith residents. Given the town's location on a jurisdictional border, he suggested that the wording should be revised to allow reasonable support for such events without overextending beyond Fort Smith.

SAO Thomas acknowledged that this concern will be addressed in the upcoming bylaw and policy review, with a commitment to making it a priority for revision.



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Cr. Cox expressed enthusiasm about the briefing note, stating that it addresses many of the concerns raised by the previous Council. He noted that it provides much-needed clarity, though some minor wording adjustments and clarifications may still be necessary, as Deputy Mayor Keizer mentioned.

Cr. Cox inquired about the \$4,200 in remaining funds available for allocation. He asked whether it would be possible to obtain a breakdown of how this amount was distributed over the past few years. This information, he explained, would help Council determine how best to prioritize the funds for the current year.

Moved by: Cr. Couvrette

Seconded by: Cr. Bathe

Council Directs Administration to provide a breakdown of how the Ad hoc Donation Budget has been utilized in the previous two fiscal years

PASSED

- b. Briefing Note – Request for Support – Sweetgrass Healing Centre Inc. South Slave Community Engagement Tour

Moved by: Cr. Heaton

Seconded by: Cr. Bathe

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.**

DEFEATED

D/M Keizer provided notes on the proposal, stating that it is an interesting initiative. However, he inquired whether the TLC had been approached, as there appears to be a leadership aspect involved. Given that the program is intended for the entire community, they questioned whether the Town would be the sole supporter or if there were other partners involved.

Additionally, D/M Keizer expressed concern about the quality of the programs being offered, as he is not familiar with the individual behind the proposal. He asked whether there is a way to assess the program's credibility, emphasizing the need to ensure the Town is not endorsing something without sufficient knowledge. While acknowledging that the program may be beneficial, he noted the difficulty of making a judgment without more information and raised concerns about committing financial support without a clear understanding of its value.

Cr. Tuckey expressed uncertainty about the request, aside from serving as a point of contact. He noted that if the only action required is responding to the email to acknowledge and welcome Sweet Grass into the community for the community engagement presentation, then that seems straightforward.

Mayor Fergusson explained that the request involves in-kind support from the Town, specifically providing a space for the session. She stated that the Town would be the primary supporter by offering a venue and refreshments. Additionally, she noted that the individual is asking the Town to organize the event, while they would come to present and facilitate the session.

Cr. Couvrette questioned whether the initiative is a business venture or a social enterprise, emphasizing the need for clarification. He expressed concern that if it is strictly a business venture, supporting it could set a precedent for other businesses seeking municipal endorsement, which he views as the responsibility of the Chamber of Commerce rather



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than the Town. However, if it is a social enterprise, he noted that this would be one of the first such ventures brought before Council, warranting a more in-depth approach to how it is handled.

Cr. Heaton agreed with Deputy Mayor Keizer and Councillor Couvrette, expressing support for a business focused on mental health and addiction services coming to the community. However, she questioned whether the Town of Fort Smith should serve as the gateway for such an initiative. She suggested extending an invitation for the individual to appear before Council to address these concerns. Additionally, she noted that the GNWT has an entire department dedicated to health and social services, emphasizing that key questions should be answered before the Town commits to providing a venue, space, support, staff, or refreshments.

SAO Thomas stated that Administration will extend the invitation to become a delegate at a later date.

c. Briefing Note – Fort Smith Ice Fishing Derby 2025 Donation Request

Moved by: Cr. Bathe

Seconded by: Cr. Benwell

That Council support 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.

PASSED

D/M Keizer noted that while the briefing note and recommendation mention a \$300 contribution, the original request did not specify this amount. Director Colucci explained that since the request did not specify an amount, she reviewed past contributions and found that the average was \$287. Based on this, Administration included the \$300 recommendation in the absence of a specific request from the group.

d. Briefing Note – Donation Request Fort Smith Minor Hockey Association

Moved by: D/M Keizer

Seconded by: Cr. Bathe

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.

DEFEATED

**Mayor Fergusson excused herself during this discussion and passed the chair to Cr. Tuckey @ 6:56 pm.*

Cr. Bathe expressed support for assisting the Hockey Association but acknowledged that the funding request is significant. He noted that if the Town is reviewing how financial support is allocated, it should consider whether hockey already receives a disproportionate share of benefits in the community. Speaking as a hockey parent, he recognized that the sport already receives substantial support and suggested that, when evaluating funding requests, it may be necessary to prioritize other initiatives as well.

Cr. Karasiuk expressed difficulty in supporting sports travel for teams to attend tournaments outside the community. He pointed out that the policy specifies a benefit to the community if teams are interested in hosting a tournament locally, as it brings visitors into the town. However, he felt that supporting travel for teams to go outside the community to attend tournaments could set a problematic precedent. While he



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acknowledged the value of participating in tournaments, he did not believe it was the Town's responsibility to fund such activities.

Cr. Cox expressed agreement with Cr. Karasiuk's perspective, noting two key points. First, he highlighted that the requested amount is significant, representing nearly 25% of the remaining budget for donations. Second, he emphasized that taxpayer money should be used for Town funds and events, rather than covering fees for activities in another community. While not necessarily opposed to a smaller contribution, he felt that the proposed amount was too large to allocate outside the community.

D/M Keizer questioned whether a smaller amount might be more appropriate, given that the request is a significant one. He suggested considering a reduction in the proposed funding. Additionally, he pointed out that the event is billed as the Alberta Native Provincials and asked whether the organizers had approached the TLC or other groups that support Indigenous youth in Alberta. He inquired if this was, in fact, an Indigenous competition.

Cr. Couvrette expressed concern that the lack of clarity in the Town's policy is creating an opportunity for future challenges. He noted that this is the first request the Council has received for a donation to support travel outside the community by an organization. He pointed out that several other sports organizations engage in similar types of travel, and approving this request could set a precedent for supporting similar requests from groups like figure skating, baseball, and others. He warned that approving such requests could quickly deplete the Town's donation budget of \$4,200 by the end of April and emphasized the importance of being cautious when making these decisions, as they could lead other groups to expect the same level of support.

Cr. Karasiuk reiterated that his concern is not about the amount of money, although he acknowledged that \$1,000 is a significant request, but rather about setting a precedent for supporting travel outside the community. He expressed opposition to funding travel for specific sports events outside of the community, stating that it goes against the intent of the Town's donation policy. He clarified that even if the request were for a smaller amount, such as \$200, he would still be opposed to it.

**Cr. Tuckey passed the chair back to Mayor Fergusson at 7:06 pm.*

e. Briefing Note – Council Honorarium Bylaw 1022

Moved by: Cr. Couvrette

Seconded by: Cr. Karasiuk

That Council direct administration to postpone the implementation of the Schedule A increase until the bylaw is reviewed and, if necessary, amended prior to the end of the current Council term.

PASSED

f. Briefing Note – Award Recommendation – Bylaw and Policy Review and Development RFP

Moved by: Cr. Tuckey

Seconded by: Cr. Couvrette

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



Community Services Standing Committee Meeting

- 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.

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.

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

Abstained: Cr. Bathe

PASSED

g. Briefing Note - Community Plan – Second Reading and Submission to Minister

Moved by: Cr. Tuckey

Seconded by: Cr. Couvrette

Recommendation:

That Council proceeds with the Second Reading of Bylaw 1060, cited as the Town of Fort Smith Community Plan, and directs Administration to submit the plan to the Minister of Municipal and Community Affairs upon approval. Meeting minutes from the public hearing on March 10, 2025, are provided with this briefing note.

Motion:

That Council gives Second Reading to Bylaw 1060, cited as the Town of Fort Smith Community Plan, and directs Administration to submit the plan to the Minister of Municipal and Community Affairs for final review and consultation with First Nation and Indigenous governments.

PASSED

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

The next Community Services Standing Committee Meeting will be on April 8th, 2025.

H. ADJOURNMENT

Moved by: Cr. Tuckey

Seconded by: Cr. Karasiuk

That the meeting be adjourned at 7:20 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.



Delegation Form

Delegation Policy

1. Delegation requests must be submitted in writing.
2. Requests must be submitted to the SAO by 12 p.m. on the Friday before a Council meeting.
3. Delegates appearing before a committee must provide notice at least two days in advance.
4. Delegations are for presenting information to Council members, not for debate.
5. Presentations are limited to 10 minutes and must remain on topic.
6. Delegates must conduct themselves professionally and avoid inappropriate language or behavior.
7. Discussion regarding Town employees is not permitted; such matters will be addressed in the appropriate committee.
8. Issues raised may be referred to a Council committee for further research.
9. The Chairperson has authority to maintain order and may expel disruptive individuals.
10. This policy applies to both Council and committee meetings. A copy of the policy will be provided

1. Applicant Information:

- **Full Name:** Emily Gomes-Szoke
- **Organization (if applicable):** Aurora Research Institute, Aurora College
- **Mailing Address:** 5004 54 St Yellowknife, NT
- **Phone Number:** 647 633 4998
- **Email Address:** egomes-szoke@auroracollege.ca

2. Meeting Details:

- **Preferred Meeting Date:** Tuesday April 8th 2025
- **Alternate Meeting Date (if applicable):** _____

3. Topic of Presentation:



Delegation Form

- **Subject Matter:** SPARK Inspiration project

- **Summary of Key Points (attach additional pages if needed):**

Research project aimed at inspiring Northern and Indigenous youth to pursue careers in Health and Social Services.

Seeking support to conduct focus groups with Youth and a Wisdom circle with Elders in Fort Smith.

4. Action Requested from Council:

- For Information Only
- Requesting Council Support
- Requesting Funding or Resources
- Other (please specify):

5. Supporting Documents:

(Attach any relevant documents, reports, or presentations to be included in the agenda package.)

6. Presentation Details:

- Will you be using a PowerPoint or other visual aid? Yes No
- Do you require any special accommodations?
No. _____

7. Declaration:

I understand that my request may be subject to approval and scheduling by the Town of Fort Smith. I also acknowledge that my presentation and any related materials may become part of the public record.

Signature: Emily Gomez-Szoka

Date: 1 April 2025

For Office Use Only:

- Date Received: April 1, 2025
- Approved Meeting Date: April 8, 2025
- Approved by: T. Thomas
- Notes: _____



Delegation Form

Submission:

Please submit the completed form to:

Town of Fort Smith Office

PO Box 147, 174 McDougal Road

sao@fortsmith.ca

867-872-8400

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE COMMUNITY SERVICES MONTHLY REPORT FOR MARCH 2025 AS PRESENTED.

BACKGROUND

Recreational Programming

The March CRC attendance continues to be high. The Town of Fort Smith assisted with many events in March including the Snowboarding Territorial Trials, The Thebacha Loppet, Big Fun, the Career Fair, and Frolics. The Frolics Carnival was a hit. The games and activities in the gym allowed many people to participate in the fun, with a seating area in the foyer for people to enjoy the bake sale items, and lunch for sale in the Curling Lounge. As always, face painting was a sought-after service. Kudos to all of the organizations that took part in organizing the events, to the volunteers who made the events happen, and to our energetic community for making it an event to remember. The Gymnasium schedule is consistently full and additional program planning is ongoing. The Program Coordinator has been approached about a Gymnastics Club, and is working with the organizers.



Zumba and Yoga classes continue to be offered regularly in the fitness room. Options for some Saturday Zumba classes have been well received in March.

There are a number of pieces of equipment in Pete's Gym that require maintenance and repairs. We are still awaiting the arrival of materials and repairs will be completed as soon as possible.

Overall attendance at the CRC was 6,357 patrons in March.

The Program Coordinators at the CRC and Library have 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. In the last month, they have begun to re-brand activities as "Teen Nights", have developed registration packages to cover what participants are interested in, commitments for behavior, allergies, etc. 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. The additional funding we received has gone towards creating more inviting spaces in the Library and in the Lobby Lounge. Staff surveyed teens who are often at the CRC to get their input, including them in the process of adding to the spaces that they use, and to build ownership and respect.



Arena operations continue to be very busy. The user groups have been using the facility regularly. The first Joel Tetso Memorial Hockey Tournament was hosted as part of the Frolics weekend events. The Skating Carnival had performances on March 29th and 30th. This marked the end of the 2024-25 Ice Season. Congratulations to all of the teams and clubs who were able to host, and travel to tournaments. Thank you to all of the volunteers who organized skill development events and who donated their time week after week to make these recreational activities possible. Thank you to the athletes who were maybe trying things out for the first time, or were enjoying



continued decades in winter sports. Thank you to all of the user groups who have worked with myself and my staff this season through the hiccups the successes. We will see you on the ice next fall!

Recreation, Aquatic, Childcare Programming Statistics

| Town of Fort Smith Community and Recreation Centre Stats | | |
|--|---------------------|--------------------------|
| Feb-2025 | | |
| Fort Smith Community and Recreation Centre | | |
| | March 2025 Sessions | March 2025 Participants |
| Squash | Operational days 28 | Operational Days 31 |
| Pete's Gym | Operational days 28 | Operational Days 31 |
| Women's Squash League | 4 | 32 |
| Mixed Squash League | 4 | 23 |
| Yoga | 4 | 28 |
| Zumba | 11 | 88 |
| Lunch Crew | 20 | 301 |
| Drop-in soccer/Futsal | 8 | 45 |
| Drop-in Volleyball/Jr Girls Volleyball | 4 | 54 |
| 18+ Women's Volleyball/18+ Drop-In | 4 | 79 |
| Drop-in Badminton | 5 | 13 |
| Drop-in Sports & PWK Drop-In (am) | 5 | 17 |
| Youth Night Volleyball | 4 | 61 |
| Family Drop-in Sports | 5 | 44 |
| Curling/Curling Lounge | 7 | 20 |
| Parents & Tots Gym | | 225 Parents; 480 Tots |
| Gym Rentals | 30 | 396 |
| Pickleball | 12 | 82 |
| Girl Guides | 6 | 54 |
| Youth Night | 8 | 241 |
| Youth Drop-In | 16 | 170 |
| AA | 5 | 29 |
| Frolics | 1 | 686 |
| CRC Daily Total | 28 | 6357 |
| - | | |
| Fort Smith Centennial Arena | | |
| | March 2025 Sessions | March 2025 Participants |
| Rec Hockey | 6 | 120 on-ice, 26 off-ice |
| Women's Hockey | 7 | 164 on-ice, 25 off-ice |
| Old Timers Hockey | 8 | 137 on-ice, 28 off-ice |
| Public Skate | 8 | 46 on-ice, 9 off-ice |
| Family Skate | 7 | 37 on-ice, 4 off-ice |
| Rentals | 16 | 124 on-ice, 92 off-ice |
| Minor Hockey | 45 | 614 on-ice, 374 off-ice |
| Figure Skating | 53 | 520 on-ice, 417 off-ice |
| Youth Shinny | 3 | 8 on-ice, 16 off-ice |
| JBT Skating | 1 | 14 on-ice, 2 off-ice |
| Joel Testo Memorial Tournament | 18 | 527 on-ice, 3437 off-ice |
| Skating Carnival | 5 | 530 on-ice, 3442 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 | | 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 |

Aquatics

The current focus during the closure is completing repairs, maintenance, and upgrades. We have been able to get the Sauna reopened just before the end of March. The hiring process for a Program Coordinator is on going. Current staffing levels are too low to cover our regular



REPORT TO COUNCIL

schedule for re-opening. Additional training will be required and the schedule following reopening will be reflective of what can be supported until full-time staff can be hired.

| William Schaefer Memorial Swimming Pool | | ** Sauna Only Open at this time** | | | | | | |
|--|---------|--|----------------------|--------|----------|--------|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | |
| CLOSED | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| | | | Sauna (5:00-9:00) | | | | | |
| CLOSED | | | | | | | | |



Mary Kaeser Library

The month of March showed regular attendance. Storytime, a program that promotes early literacy through stories, songs, and activities, will take a break and restart again at the end of April. 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. This month they read *A Wrinkle in Time*, and made rice krispie brains. Cooks and Books has been very well received. The participants so far have really appreciated this program and have been encouraging friends to join. Promoting the social joys of literacy and sharing, this is a different take on a traditional book club. Next month will have a special guest teaching about Indian food. The 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. Teen Nights have started, where the library is open for teen only hours. This provides an opportunity for relaxed arts-based activities, snacks, and a place to hangout. Our Seniors' Drop in has been gaining attendance and will continued to be offered.



Melanie Jewell has started working on the mural in the Library. She will be finishing it within the next few weeks and will have a program to unveil and talk about her work. Stayed tuned for updates on this, and have a peek at the ongoing progress.



Frolics was a busy event as expected, and the Library was able to provide some alternative activities. We did bead jewellery, book lanterns with pages of books, and a Mr. potato head felt board. Last year we had 29 participants doing Frolics activities, this year we had 49. Also, there were 150 patrons in the library during the two hours of the Frolics carnival, making it a very busy afternoon!

A banned books display was created in March. Many people were surprised to see what books have been banned and why. It sparked lots of conversations about the human right to create and read creative expressions of all kinds. It had the most engagement of any displays for a while.





Fort Smith
NORTHWEST TERRITORIES

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: April 8, 2025

Mary Kaeser Library

APRIL 2025

Hours

Monday: 10:00-7:00
 Tuesday: 12:00-7:00
 Wednesday: 10:00-7:00
 Thursday: 12:00-7:00
 Friday: 12:00-7:00
 Saturday: 12:00-6:00
 Sunday: 12:00-4:00

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|----|-----|-----|-----|-----|-----|-----|-----|
| 6 | | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | | 28 | 29 | 30 | 1 | 2 | 3 |
| 31 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |

867-872-0362
 library@fortsmith.ca
 2nd Flr Community & Rec Centre
 facebook.com/MaryKaeserLibrary

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|----|-----|-----|-----|-----|-----|-----|-----|
| 6 | | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | | 28 | 29 | 30 | 1 | 2 | 3 |
| 31 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |

| | SUN | MON | TUE | WED | THU | FRI | SAT |
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| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | | 28 | 29 | 30 | 1 | 2 | 3 |
| 31 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|----|-----|-----|-----|-----|-----|-----|-----|
| 6 | | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | | 28 | 29 | 30 | 1 | 2 | 3 |
| 31 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |

| | SUN | MON | TUE | WED | THU | FRI | SAT |
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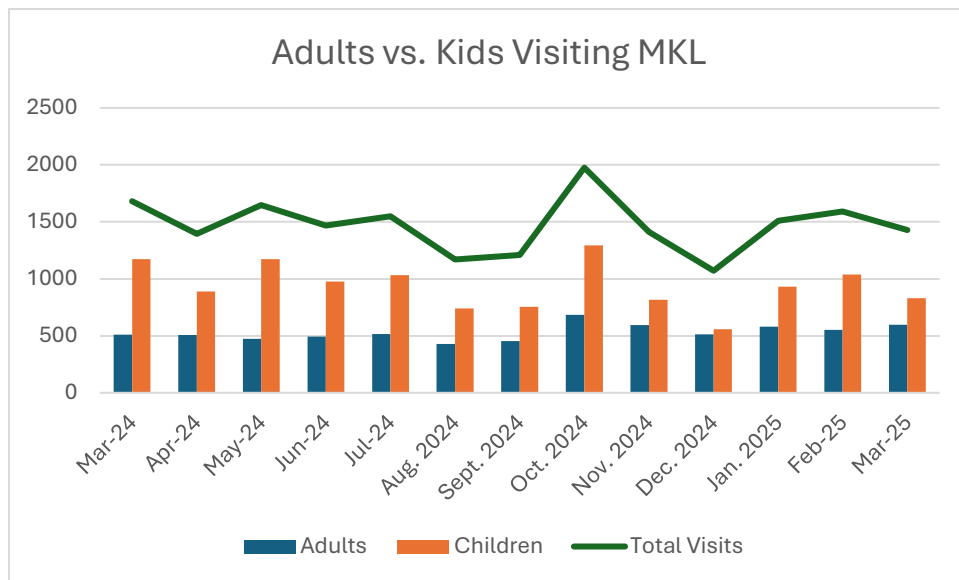
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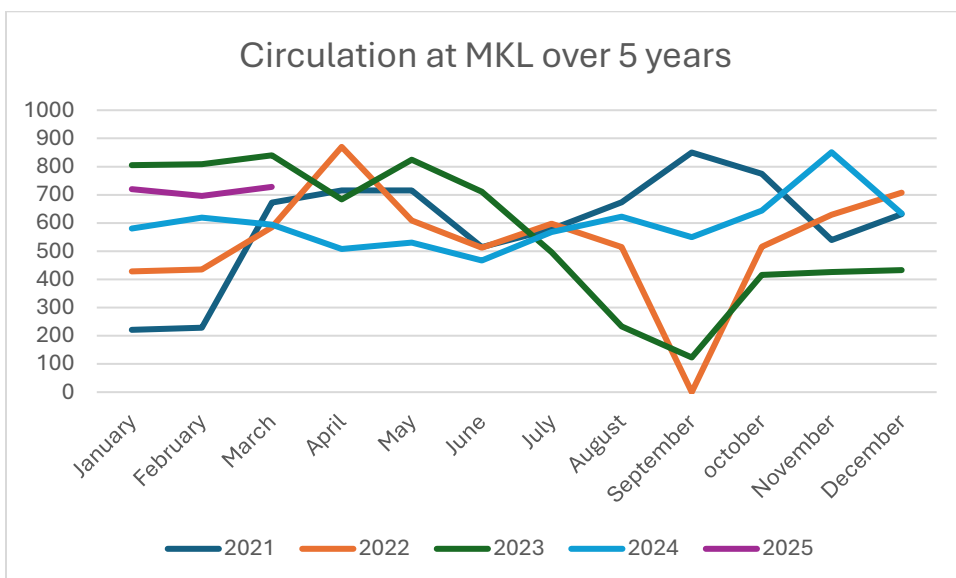
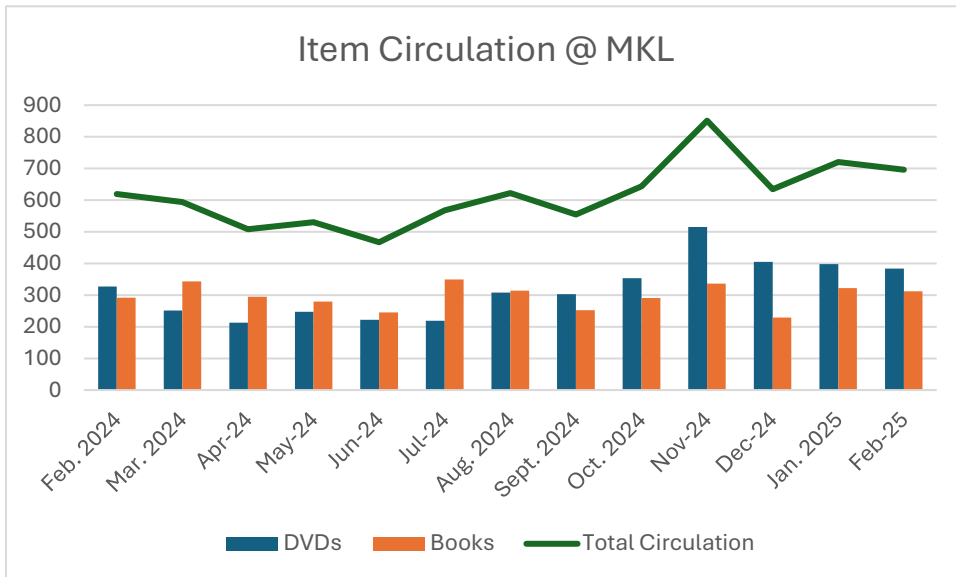
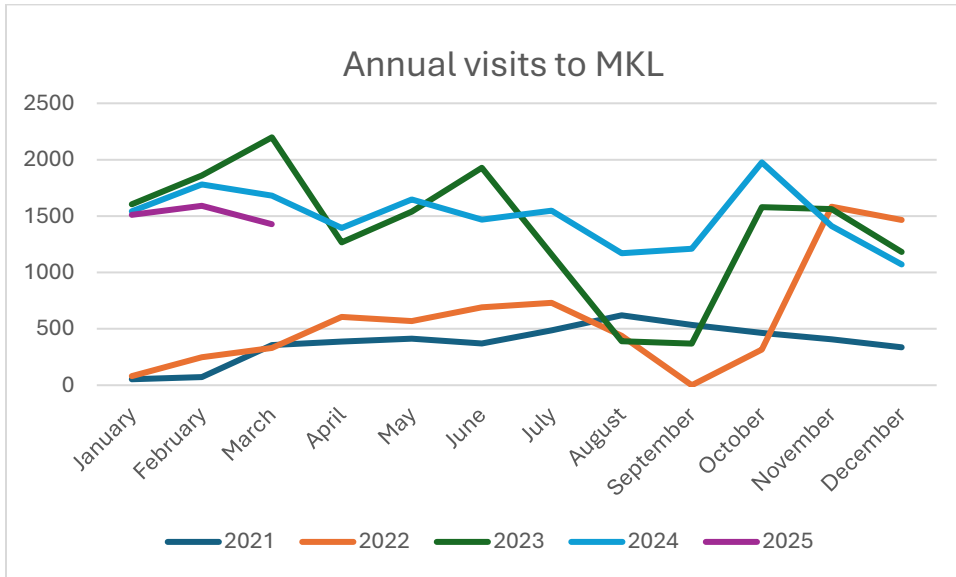
**Mary Kaeser Library
Activity Report MArch 2025**

| | Mar-24 | Last Month | Mar-25 | YTD |
|---|-------------|-------------|-------------|-------------|
| Adults | 509 | 552 | 597 | 1730 |
| Children | 1172 | 1039 | 831 | 2800 |
| Total attendance | 1681 | 1591 | 1428 | 4530 |
| CAP Computer Users | 220 | 296 | 270 | 881 |
| CAP Computer Hours | 228.65 | 275 | 234.75 | 786.2 |
| Wifi users | 295 | 309 | 237 | 828 |
| Programming: | | | | |
| Family literacy | 49 | 19 | 20 | 76 |
| Adult programs | 0 | 6 | 9 | 21 |
| Seniors programs | n/a | 2 | 7 | 12 |
| Curious Creators (Friday Kids) | 13 | 15 | 14 | 52 |
| Special events (Other) | 29 | n/a | 49 | 104 |
| Outreach/partnerships | n/a | 12 | n/a | 12 |
| holiday/spring break/summer reading | 19 | n/a | n/a | n/a |
| Teen programs | n/a | 18 | 18 | 39 |
| Class/daycare visits | 228 | 167 | 125 | 400 |
| Total program Attendance | 338 | 239 | 242 | 716 |
| Other | | | | |
| Circulation stats | 567 | 691 | 727 | 2138 |
| Inter-library loan requests (MKL patrons) | 12 | 26 | 18 | 56 |
| Inter-library loan requests (NWT patrons) | 9 | 19 | 16 | 57 |
| Printing | 281 | 479 | 617 | 1505 |
| Reference | 95 | 91 | 124 | 316 |
| Operational Hrs | 206 | 200 | 211 | 622 |





REPORT TO COUNCIL



Childcare

The enrollment in the Daycare and After School Program continues to be at capacity. 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. We are working through the announcement phase of what this funding will look like through the 2025-26 fiscal year. This funding amount directly impacts the fees charged to families.



Many of the infants in our program are aging into the toddler/preschool group. There will be upcoming vacancies to be filled for children under the age of two. 2024 was a lower-than-average year for births in Fort Smith, but 2025 is projected to be a higher birth year. In the last five years, the yearly birth rate seems to alternate between a higher birth rate year, then a lower birth rate year:

- 2021- 28 babies
- 2022- 22 babies
- 2023- 30 babies
- 2024- 19 babies
- 2025- Projected 26 babies (probably a bit higher with

some due dates that may be at the end of the year.



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.

Large Scale Event that Impacts Tourism — FROLICS



- The Frolics took place from March 13-16 around the Town of Fort Smith in conjunction with the Big Fun Snowboarding event.
- ETDO assisted with multiple events, the Talent Show, Youth & Adult Outdoor Games and the Teen Dance.
- Also themed communications to the Frolics branding to show collaboration between the society & the municipality

FRIDAY MAR 14

- Community & Recreation Centre 1:00PM - 5:00PM**
 - Kids Carnival
 - Travel Club Bake Sale
 - Soap, Chili & Bannock Fundraiser
 - MultiPhase Scavenger Hunt
 - DIY Bead Bracelet Making
 - DIY Book Light Linkers
- Riverside Park**
 - Youth Northern Games 1:00PM - 6:00PM**
 - Sugar Shack 2:00PM - 5:00PM**
- Centennial Arena**
 - Joel Tetso Memorial Hockey Tournament 5:00PM - 11:00PM**
 - Beer Garden (19+) 5:00PM - 12:00AM**
- Movie Night w/ Olympian Liam Gill**
Salt River First Nation Conference Centre
Starts at 6:00PM
- Family Magic Show**
Shannon Day Magic
Salt River First Nation Conference Centre
Starts at 7:00PM
- Live Music — Soul Smash (19+)**
Ditty O' Fergies
9:00PM - 2:00AM

SATURDAY MAR 15

- Judo Lessons**
Community & Recreation Centre
9:00AM - 12:00PM
- Riverside Park**
 - Big Fun Snowboarding 9:00AM - 4:00PM**
 - Adult Northern Games 10:00AM - 6:00PM**
 - Food Vendor Carnival 11:00AM - 3:00PM**
- Indigenous Women's Market**
Salt River First Nations Conference Centre
10:00AM - 2:00PM
- Centennial Arena**
 - Joel Tetso Memorial Hockey Tournament 10:00AM - 11:00PM**
 - Beer Garden (19+) 12:00PM - 12:00AM**
- Sister Sutherland Thrift Store**
St. Joseph's Cathedral Basement
12:00PM - 3:00PM
- Food Bank**
St. Joseph's Cathedral Basement
1:30PM - 2:30PM
- Teen Trapper's Dance (Ages 11+)**
Roaring Rapids Hall
7:00PM - 11:00PM
- St. Patrick's Party & Soul Smash (19+)**
Ditty O' Fergies
9:00PM - 2:00AM

SUNDAY MAR 16

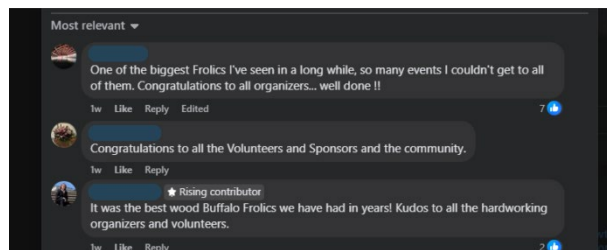
- Big Fun Snowboarding**
Riverside Park
9:00AM - 4:00PM
- Centennial Arena**
 - Joel Tetso Memorial Hockey Tournament 10:00AM - 8:00PM**
 - Beer Garden (19+) 11:00AM - 8:00PM**
- \$10,000 Bingo**
Community & Recreation Centre
Doors at 12:00PM
Starts at 1:00PM
- Fun Movie Night**
Salt River First Nation Conference Centre
Starts at 7:00PM

Weekend Activity Highlights

Fort Smith Northwest Territories



- This weekend line up was viewed 2,800 times over the weekend by current followers (68%) and those not following our page, but looking for information (32%).
- The Frolic continues to be a large scale event with the potential to draw in visitors from around the region. Partnerships with the municipality are key.
- At the arena, we had visitor guides, tear off maps & tourism stand-up banners as there was new people in the community



Comments: "One of the biggest frolics I've seen in a long while, so many events I couldn't get to all of them." & "It was the best wood Buffalo Frolics we have had in years!"

- The Town of Fort Smith can and should continue involvement in the planning & execution of this event to ensure events are accessible to new residents & visitors.

How we show Fort Smith Brand at Events: How the Town of Fort Smith stands out to crowds & provides a sense of place. Over the past few months, the ETDO has been collecting physical assets to assist with branding & sense of place. These items start to increase visibility of the ToFS's efforts in large scale events that impact image and tourism.

- **Logo Backdrop:** Used as a backdrop for photos in a formal settings to tie into the Town of Fort Smith brand.

Use cases: Graduation, Internal Staff Events, Formal Press Releases, Award Ceremonies, Conferences

Pictured: Lois Lafferty accepting King Charles III Coronation Medal



- **Feather Flags:** Used outdoors to increase visibility that the Town of Fort Smith is involved in event. I would like to get a few more of these.

Use Cases: Fireworks, Santa Parade, Canada Day, Other Outdoor Events.

Pictured: Setting up at the 52nd Thebacha Loppet w/ Fort Smith Ski Club.



- **Pop-Up Banners:** Used indoor at high traffic events. "Your Winter Sport Destination" was placed at the Arena during the Joel Tetso Memorial Hockey Tournament.

Use Cases: Tradeshows, Career Fair, Visitor Information Centre



- **Table Runner:** The economical option to branded table cloths. I would like to get a few more of these.

- **Pop-Up Event Tent:** These tents immediately convert an empty space into an event hub.

These physical assets are making a huge difference in the community trusting that the community events that they see marketed online are taking place & being coordinated effectively.

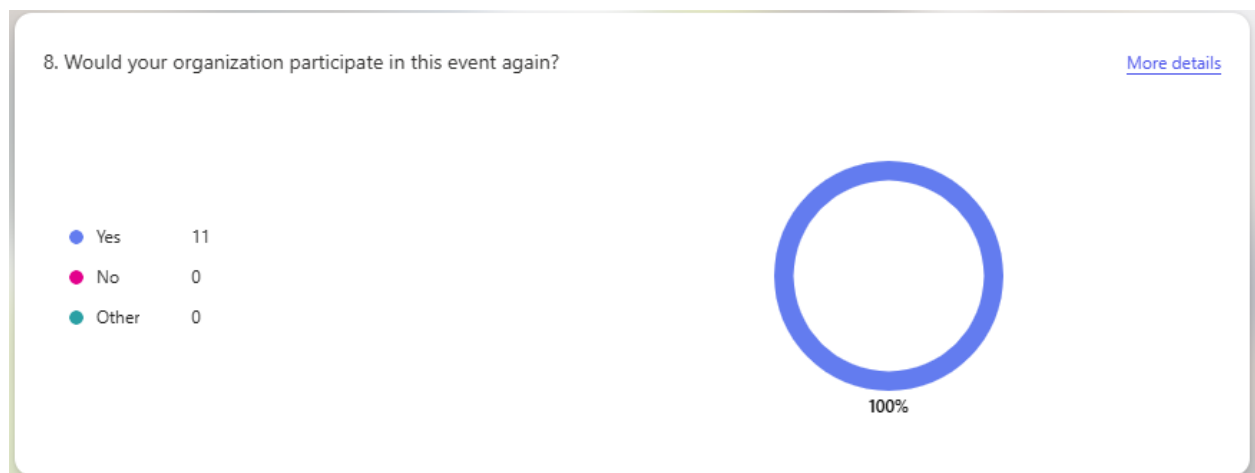
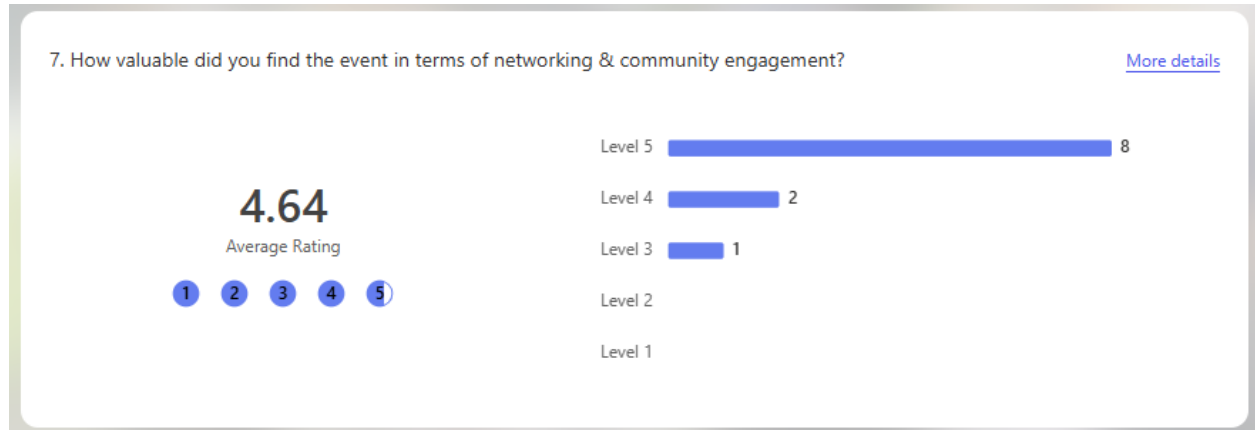


Career Fair Success:

The Town of Fort Smith, in partnership with the Aurora College Thebacha Campus (Rohma Nawaz, Student Service Coordinator), organized a Career & Services Fair on the College Campus.

- Trades Awareness Program students from Sahtu / Dehcho
- PWK High School Students (3 Classes)
- Aurora College Students

25 Participating Organizations, 107 students overall, 75 Event Passports completed (Only 50 passports were completed last year).



Funding for this event was \$2,500 provided entirely through a grant from GNWT's Education, Culture & Employment. The Town of Fort Smith had a booth providing information on services & current / upcoming jobs along with playing the role of photographer.

Through conversations about marketing the Town of Fort Smith to prospective college students, ETDO realized we didn't have pictures of students & community members in the college space. Taking photos at this event now means we have a catalogue of images that can be used to promote this event in the future.





REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: April 8, 2025

Prepared by:
Emily Colucci
Director of Community Services
Date: April 1, 2025

Reviewed by:
Tracy Thomas
Senior Administrative Officer
Date: April 3, 2025



Briefing Note

To: Mayor and Council
From: Community Services
Date: April 8, 2025
Subject: Donation Recipients from 2018-2024

PURPOSE:

To provide the list of donation recipients from 2018 to 2024 to Mayor and Council.

BACKGROUND:

Each year, Mayor and Council are presented with donation requests from various community organizations. The list below lists the recipients from 2018 to 2024:

| Year | Recipient | Amount |
|------|--|-------------|
| 2018 | Desnede Farmers Market | \$ 500.00 |
| | Fort Smith Animal Society | \$ 500.00 |
| | Gordon Delorme | \$ 250.00 |
| | Fort Smith Metis Council | \$ 225.00 |
| | YWCA - single parents' dinner | \$ 200.00 |
| | Kaesers - Christmas food and toy drive | \$ 197.21 |
| | Total | \$ 1,872.21 |
| 2019 | Fort Smith Ice and Snow | \$ 2,500.00 |
| | Kaesers - Food donation for Relay for Life | \$ 138.84 |
| | Fort Smith Metis Council NIPD | \$ 500.00 |
| | Swim Passes for NIPD | \$ 225.00 |
| | JBT for travel costs | \$ 1,924.00 |
| | PWK - Grad Class 6-month family membership | \$ 504.00 |
| | YWCA - single parents' dinner | \$ 200.00 |
| | Seniors' dinner | \$ 156.24 |
| | Total | \$ 6,148.08 |
| 2020 | Seniors' Canada Games | \$ 805.00 |
| | Gift Certificate | \$ 192.00 |
| | Youth Punch Pass | \$ 140.00 |
| | Chris DeWolf Art Works | \$ 477.20 |
| | Fort Smith Ice and Snow | \$ 1,250.00 |
| | Thebacha Dog Musers | \$ 1,000.00 |
| | Ambulance use at Fire and Ice Show | \$ 630.52 |
| | Four Adult Punch Passes | \$ 308.00 |
| | Dewolf Artworks | \$ 501.06 |
| | Total | \$ 5,303.78 |
| 2021 | Thebacha Dog Musers | \$ 1,000.00 |
| | Total | \$ 1,000.00 |
| 2022 | Thebacha Dog Musers | \$ 1,000.00 |
| | Don Burnstick | \$ 2,500.00 |
| | Christmas Decorations - Jenny Cumming | \$ 173.00 |
| | Margaret McKay - WB Frolics Expenses | \$ 250.00 |
| | PWK Travel expenses | \$ 1,000.00 |
| | Snow and Ice | \$ 500.00 |
| | Kaesers National Addictions Week | \$ 300.00 |
| | National Addictions Awareness Week | \$ 308.00 |
| | Total | \$ 6,031.00 |
| 2023 | Thebacha Dog Musers | \$ 1,000.00 |
| | The Frolics | \$ 5,000.00 |
| | Fort Smith Ski Club | \$ 5,000.00 |



Briefing Note

| | | |
|-------------|---|--------------|
| | Fort Smith Paddling Club | \$ 2,500.00 |
| | Salt River FN - Treaty Days | \$ 3,000.00 |
| | Smith's Landing FN - Treaty Days | \$ 500.00 |
| | Fireweed Festival | \$ 4,900.00 |
| | Uncle Gabe's Friendship Centre - Day for Truth and Reconciliation | \$ 5,000.00 |
| | Slidezone Shredderz | \$ 2,500.00 |
| | Total | \$ 29,400.00 |
| 2024 | Slidezone Shredderz - Big Fun | \$ 1,000.00 |
| | PWK - Lawrie Hobart Memorial Volleyball Tournament | \$ 700.00 |
| | Total | \$ 1,700.00 |

RECOMMENDATION:

For Information.



Briefing Note

To: Mayor and Council
From: Administration
Date: April 8, 2025
Subject: Acceptance of Final Organizational Review Report

PURPOSE:

To recommend that Council formally accept the final Organizational Review Report prepared by Western Management Consultants (WMC) as a strategic overview to guide phased improvements to internal operations, service delivery, and organizational structure.

BACKGROUND:

In 2024, Council authorized a comprehensive Organizational Review to assess the Town's structure, systems, and capacity. The primary objectives included a review of the governance and organizational structure, evaluation of staffing levels, service delivery alignment with strategic goals, and benchmarking against comparable municipalities. The process was inclusive, engaging Council and all employees through meetings, interviews, and surveys, with a final report delivered in March 2025.

The final report outlines nine high-level recommendations designed to strengthen service delivery, improve internal capacity, and position the Town for long-term success. Each recommendation is directly aligned with one or more of Council's 2025–2027+ Strategic Priorities:

- 1. Improve Strategic Focus**
Establish a shared strategic direction through Council and administrative planning.
Aligned with: Organizational Development & Capacity Building
- 2. Define Municipal Services and Levels**
Define the Town's core services and set sustainable service levels that match resources.
Aligned with: Sustainable Service Delivery
- 3. Formalize Asset Management**
Develop asset management practices to guide infrastructure planning and maintenance.
Aligned with: Sustainable Service Delivery
- 4. Develop a Robust Staffing Strategy**
Modernize the staffing model by adding key positions and exploring strategic contracting.
Aligned with: Organizational Development & Capacity Building
- 5. Invest in Technology**
Invest in systems and digital processes to improve internal operations and service access.
Aligned with: Modernization
- 6. Enhance Corporate Capacity**
Strengthen administrative supports and realign roles to improve coordination and oversight.
Aligned with: Organizational Development & Capacity Building



Briefing Note

7. Ensure Financial Sustainability
Establish clear expectations for cost recovery and regularly assess program viability.
Aligned with: Sustainable Service Delivery
8. Streamline Processes
Simplify and modernize internal processes to improve efficiency and service responsiveness.
Aligned with: Modernization
9. Align Organizational Structure
Implement an updated structure that supports functional clarity and efficient service delivery.
Aligned with: Organizational Development & Capacity Building

ANALYSIS:

The report validates many of the issues previously identified by Administration and offers a credible, third-party framework for guiding necessary improvements. Several foundational actions are already underway within the 2025 budget and existing capacity, including:

- Completion of Council's Strategic Plan and development of an Operational Plan
- Upgrades to core IT systems
- Investigation into automated processes and system integrations to support internal efficiency
- Scheduled infrastructure assessments on all municipal assets to support the development of an asset management framework
- Hiring of an HR Generalist position

A phased approach over multiple years is both necessary and appropriate, given the scale of the work and current internal capacity. While some foundational actions are already underway, further progress will depend on careful sequencing and prioritization based on available resources, staff time, and, where needed, external support.

It is important that Council is aware that successful implementation of the recommendations will require sustained investment—both in terms of financial resources and administrative capacity. Attempting to move forward too quickly or without the proper support could result in delays and added pressure on existing staff.

Council's formal acceptance of the report provides an important foundation, but continued collaboration and alignment on resourcing and timing will be key to making meaningful, achievable progress over time.

RECOMMENDATION:

That Council accept the final Organizational Review Report prepared by Western Management Consultants as a strategic framework to guide ongoing organizational and governance improvements;
And that Administration be directed to use the report to inform future decisions related to budgeting, staffing, service delivery, and operational planning, with actions to be undertaken incrementally and within the limits of available resources and internal capacity.



Briefing Note

Motion

That Council accept the final Organizational Review Report prepared by Western Management Consultants as a strategic framework to guide future decisions and incremental organizational improvements, with implementation to proceed as resources and capacity allow.



Briefing Note

To: Mayor and Council
From: Administration
Date: April 8, 2025
Subject: GNWT Cannabis Retail Licensing – Upcoming RFP Process

PURPOSE:

To inform Council of recent updates from the GNWT Liquor and Cannabis Operations Division regarding cannabis retail licensing in Fort Smith, including the upcoming Request for Proposals (RFP) to identify a private cannabis retail vendor.

BACKGROUND:

On April 4, 2025, Kim Wilkins, Director of Liquor and Cannabis Operations for the Government of the Northwest Territories (GNWT), met with the Senior Administrative Officer (SAO) and Deputy Mayor to provide an update on the future of cannabis retail operations in Fort Smith.

Ms. Wilkins confirmed that the new liquor store operator will not be holding the cannabis distribution licence. Instead, the GNWT will issue a public RFP to identify a private operator. A number of parties have already expressed interest.

Under the NWT Cannabis Retail Framework, any NWT resident or business may submit an expression of interest to the Northwest Territories Liquor and Cannabis Commission (NTLCC). If the NTLCC determines there is sufficient demand and community support, a formal RFP will be released for that community. The NTLCC will continue to regulate inventory, delivery, and pricing.

ANALYSIS:

This process creates a new opportunity for local business development. Interested parties must submit an expression of interest and, if advanced, complete a detailed application including security screening, financial disclosures, and supporting documentation.

Historical sales data confirms that consistent consumer demand exists in Fort Smith, with average annual cannabis sales nearing \$1 million.

The Town's new Zoning Bylaw will list cannabis retail as a permitted use in both the Town Centre and General Commercial zones. As long as applicants comply with all federal regulations, operate within a commercial space, and hold a valid business licence, they may be eligible to proceed.

RECOMMENDATION:

That Council accept this briefing for information. Administration will continue to monitor the GNWT process and be available to assist local applicants as needed.