



**Community Services Standing Committee Meeting
May 13, 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 Request: Frank Gruben Pride Festival
- b. Briefing Note – Road Closure: Pride Parade Festival
- c. Briefing Note – Road Closure: Crosswalk Painting
- d. Briefing Note – Donation Request : PWK
- e. Briefing Note – Donation Request: Bomber's Aboriginal Day Slo-Pitch Tournament
- f. Briefing Note – Donation Request: Trek for Tourette
- g. Briefing Note – Lottery License Fee Proposal

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Community Services Standing Committee Meeting

MINUTES

The Community Services Standing Committee Meeting was held on Tuesday, April 8th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

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

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:30 pm and handed the chair to Cr. Karasiuk. Cr. Karasiuk read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

Moved by: Mayor Fergusson

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Couvrette

Seconded by: Cr. Benwell

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

c. Vision and Values

d. Declaration of Financial Interest

C. DELEGATION

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

Andreanna Robitaille presented for Emily due to technical issues. She is a trained nurse and social scientist, currently working as a Nursing Instructor at Aurora College in Yellowknife, Northwest Territories, and as a health researcher. Andreanna has over 15 years of experience working with Nunavik communities in northern Quebec and has been living and working in the Northwest Territories for the past four years.

She is the Research Coordinator and Principal Investigator of the "Spark Inspiration" project, a health research initiative funded by the Canadian Institutes of Health Research (CIHR) and the Aurora Research Institute's Northern Families Health Research Unit. The project began in 2023 and focuses on encouraging northern youth, particularly students from grades 8 to 12, to pursue careers in health and social services within the Northwest Territories.



Community Services Standing Committee Meeting

The project responds to critical staffing shortages in healthcare across Canada, particularly in the North, and aims to address the underrepresentation of Indigenous and northern residents within the healthcare workforce.

The "Spark Inspiration" project involves several key components:

- Focus groups and engagement with high school youth.
- Wisdom circles and discussions with Elders.
- Interviews with northerners currently working or studying in health and social services.
- Exploration of barriers and supports for youth pursuing healthcare careers.

The research team includes members from Aurora Research Institute, Indigenous scholars, Elders, community leaders, and Indigenous governments. To date, the project has engaged with more than 60 participants from communities including Yellowknife, Fort Smith, Fort Resolution, and Behchokò. The team is working to expand partnerships with additional communities.

Andreanna recently met with local leaders, including Deputy Mayor Mike Keizer, as well as representatives from the Northwest Territories Association of Communities, to share information about the project and seek guidance on conducting the research respectfully and collaboratively. The team is scheduled to be in Fort Smith from April 22 to April 28, 2025, with plans to visit the high school, participate in the Trade Show at the Aurora College booth, and continue building community relationships.

Andreanna emphasized the team's openness to feedback, ideas, or requests from the community and council, such as providing briefing notes or returning to share project findings in the future.

D. DIRECTOR'S REPORT

a. Community Services Director's Report for March

Mayor Fergusson expressed appreciation for Town staff's significant efforts in making the recent Frolics event a success, recognizing the extensive overtime, setup, and support provided across multiple venues.

Deputy Mayor Keizer acknowledged the Aquatics update, noting community excitement about the reopening and the importance of adequate staffing to maximize facility use. He praised the maintenance work and encouraged continued focus on staffing to ensure a smooth launch. SAO Thomas noted that this was an important call out to the community that there was a shortage of lifeguards and the Town provided training for this.

Mayor Fergusson also raised the possibility of early ice installation at the arena in anticipation of Arctic Winter Games tryouts this fall and asked Administration to explore the feasibility of a September timeline.

She further inquired about the banned books featured at the library. SAO Thomas explained the display aimed to highlight titles banned in other parts of Canada and confirmed all books remain available for checkout locally.

E. ADMINISTRATION

a. Briefing Note – Donation Recipients from 2018-2024



Community Services Standing Committee Meeting

SAO Thomas explained that the report was prepared in response to Council's request for a list of previously approved donations. She noted that recurring events like Frolics are now incorporated into the regular budget, with \$4,500 set aside for ad hoc applications. The report provides historical context but is not a comprehensive account of all Town contributions.

Councillor Couvrette recommended using the term "contributions" instead of "donations" to more accurately reflect the Town's discretionary financial support for community groups. He suggested the report be updated to include regular contributions to organizations such as the Northern Life Museum, NACC, the Ski Club, and the Golf Club to ensure clarity and transparency for both Council and the public.

Deputy Mayor Keizer asked for clarification on the variation in donation amounts. Mayor Fergusson explained that increases in certain years—such as the jump to \$29,000—were due to reallocating funds from events that were cancelled during the evacuation year. For example, funds normally designated for fireworks or other affected events were redirected to other community needs. She also noted that some contributions, like for Treaty Days, were one-time occurrences.

SAO Thomas emphasized that the briefing note was created specifically to address Council's request for historical donation information, particularly to inform budgeting for the ad hoc fund. She clarified it was not meant to cover all budget lines or ongoing contributions, and that some changes in how funds were managed in previous years—such as a temporary removal and reinstatement as budgeted line items—were based on recommendations from the former Director of Community Services.

b. Briefing Note – Acceptance of Final Organizational Review Report

Moved by: Cr. Couvrette
Seconded by: Cr. Cox

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.

PASSED

SAO Thomas provided an update on the revised report developed by the steering committee following a review of the initial draft. The final version incorporates identified changes and outlines nine key priorities and recommendations, which have been reviewed and approved. She emphasized that while the recommendations are strong and align with expectations, their success depends on appropriate human and financial resourcing. Implementation will need to be phased in over multiple budget cycles, as full execution is not feasible within the first year. SAO Thomas stressed the importance of careful planning to ensure the recommendations are effectively carried out over time.

c. Briefing Note – GNWT Cannabis Retail Licensing – Upcoming RFP Process

SAO Thomas shared that she and D/M Keizer recently met with Kim Wilkins, Director of Liquor and Cannabis Operations, to discuss an upcoming Request for Proposal (RFP) for a new cannabis store operator. The RFP will be distributed to Council once it's released. Kim Wilkins informed them that the new operator of the liquor store will not have a cannabis retail license. She also mentioned that several individuals had already shown interest in the opportunity. Additionally, Wilkins shared that the annual retail gross for this type of



Community Services Standing Committee Meeting

business is around \$1 million, with a profit of approximately \$250,000. Thus indicating sufficient demand for retail services.

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

Moved by: Mayor Fergusson

Seconded by: Cr. Cox

That Cr. Heaton and Cr. Tuckey be excused from the Community Services Standing Committee Meeting on April 8th.

PASSED

H. DATE OF NEXT MEETING

The next Community Services Standing Committee Meeting will be on May 13th, 2025.

I. ADJOURNMENT

Moved by: Mayor Fergusson

Seconded by: Cr. Bathe

That the meeting be adjourned at 7:35 pm.

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 APRIL 2025 AS PRESENTED.

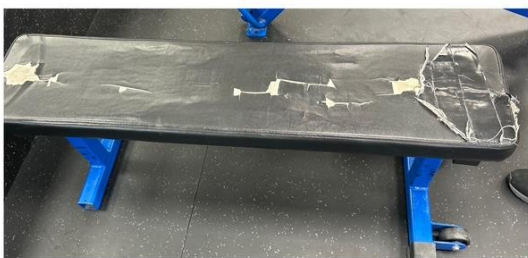
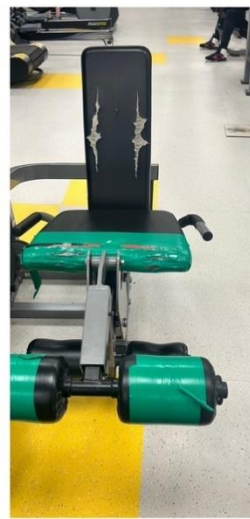
BACKGROUND

Recreational Programming

April marks a transitional time where we start getting ready for spring. The CRC attendance continues to be high. The Gymnasium schedule is consistently full and additional program planning is ongoing. Table Tennis programming has been added to our regular schedule, introducing youth to the sport and potential for training and growth leading into an Arctic Winter Games year. Work with the TSO has been ongoing to access resources and funding for coaches to travel to Fort Smith.

Zumba had a brief break over the spring holidays and will return in May. Yoga classes continue to be offered regularly in the fitness room.

Repairs have been completed on many pieces of equipment in Pete’s Gym. Seats and bolsters have been re-covered. Parts to repair equipment will be arriving in May.



Overall attendance at the CRC was 5211.

MACA funding provides direct support for recreation in Fort Smith through the Youth Centre Initiative, Child and Youth Resiliency Program, and Recreation and Sport. These are critical to our program delivery. All final funding reports were submitted to MACA, with the 2025-26 applications to be submitted in May.

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 behaviour, allergies, etc. SRFN, SLFN, and the Fort Smith Metis Council have all worked with us in delivery of teen focused programming and developing a shared schedule. 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 annual Tradeshow was the only public activity at the Arena in April, and what an activity it was! Tracked attendance was 780 people. Thank you to the Thebacha Business Development Services and all the contributors who make this event a success each year.

Recreation, Aquatic, Childcare Programming Statistics

Town of Fort Smith Community and Recreation Centre Stats		
Apr-2025		
Fort Smith Community and Recreation Centre	April 2025 Sessions	April 2025 Participants
Squash	Operational days 28	76
Pete's Gym	Operational days 28	1398
Sauna	21	95
Women's Squash League	5	23
Mixed Squash League	4	8
Yoga	3	11
Lunch Crew	11	141
Drop-in soccer/Futsal	18	85
Drop-in Volleyball/Jr Girls Volleyball	7	73
18+ Women's Volleyball/18+ Drop-In	3	11
Drop-in Badminton	4	22
Drop-in Sports & PWK Drop-In (am)	6	44
Youth Night Volleyball	4	41
Family Drop-in Sports	4	26
Parents & Tots Gym	24	154 Parents; 435 Tots
Gym Rentals	14	172
Pickleball	11	117
Girl Guides	4	30
Youth Night	7	84
Youth Drop-In	16	100
AA	8	22
Archery	4	19
Badminton	2	7
CRC Daily Total	28	5211
-		
Fort Smith Centennial Arena	April 2025 Sessions	April 2025 Participants
Trade Show	1	780
Fort Smith Child Care	April 2025 Sessions	April 2025 Participants
ASCP	11	300/363
Daycare	20	16FT; 3HT; 6FTI; 0 Drop-Ins (HD)



Fort Smith
NORTHWEST TERRITORIES

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: May 13, 2025

Community & Recreation Centre Gymnasium Spring 2025 SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					Parents & Tots 10:00 - 12:00	
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 - 1:00	Rental 1 12:30-1:30	Rental 1 12:30-1:30
				ASCP 1:00-5:00		
Senior Pickleball 1:30-3:00		Senior Pickleball 1:30-3:00			Rental 2 2:00-3:00	Rental 2 2:00-3:00
ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00		Rental 3 3:30-4:30	Rental 3 3:30-4:30
				Youth Drop-In 5:15-6:15	Futsal U14 5:30-6:45	Family Drop-In 5:00-6:00
Youth Drop-In 5:15-6:45	Futsal U14 5:30-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:45	Drop-in Pickleball 6:30-8:00	Futsal 14+ Drop-in 6:45-8:00	Badminton 6:00-7:00
Open 18+ Drop-in Sports 7:00-8:30	Futsal 14+ Drop-in 6:45-8:00	Archery (age 13 & up) 7:15-8:15	Jr Girls Volleyball Club 7:00-8:15		Youth Night (ages 12-18) 8:00 - 9:30	Volleyball (13 & up) 8:30-9:45
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	



REPORT TO COUNCIL

Aquatics

The current focus during the closure is completing repairs, maintenance, and upgrades. We have been able to keep the Sauna open during the month of April. The hiring process for a Program Coordinator is ongoing. Current staffing levels are too low to cover our regular 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. A training company is being hired for training for new staff, and will likely be able to travel to Fort Smith in late June or July. Significant costs will be associated with this training, and we will be applying for funding to assist us.

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





Mary Kaeser Library



Visitation dropped as we typically expect over spring break. Boredom Buster programs were added during the two break weeks. Storytime, a program that promotes early literacy through stories, songs, and activities, has resumed each Monday morning. Some of our regular



programs were put on hold over the month, like Tween Book Club and the Curious Creators Club. These will resume in May. 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. This month had a guest chef talking about cooking Indian food in Fort Smith. 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 Teen Night, Tween Book Club, Cooks and Books, Teen Kitchen, the Curious Creators Club, class visits from JBT, and STEM day activities for JBT students.



Even though attendance was lower than previous months, circulation of items continues to increase.

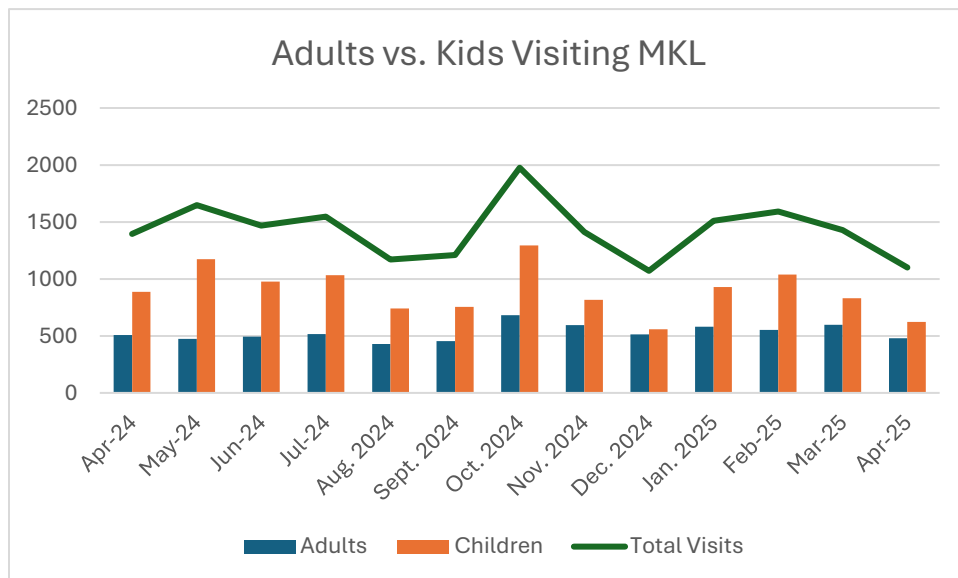
The mural is officially complete! Thank you to Melanie Jewell for her thoughtful design and meticulous execution of her idea. What a beautiful addition to the Mary Kaeser Library by an incredibly talented local artist!

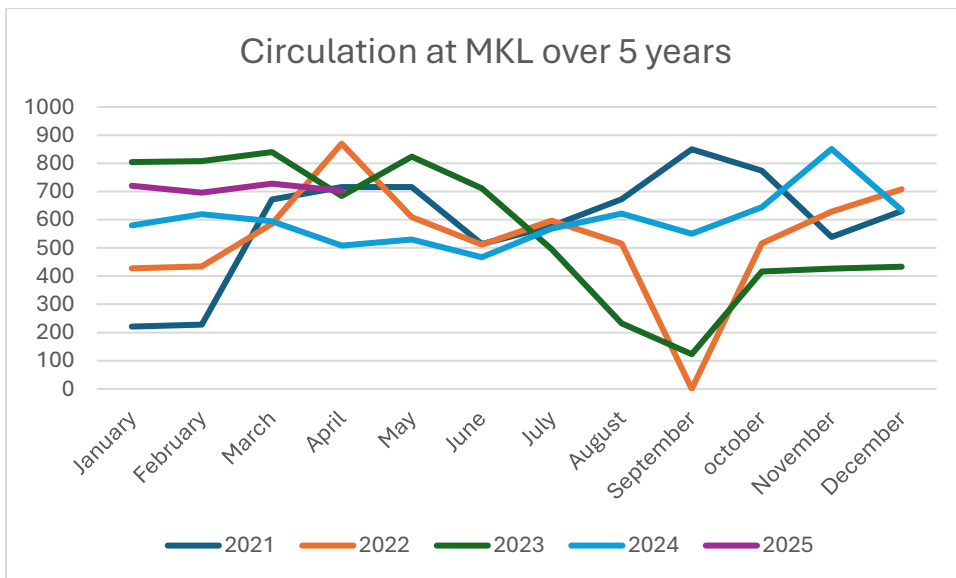
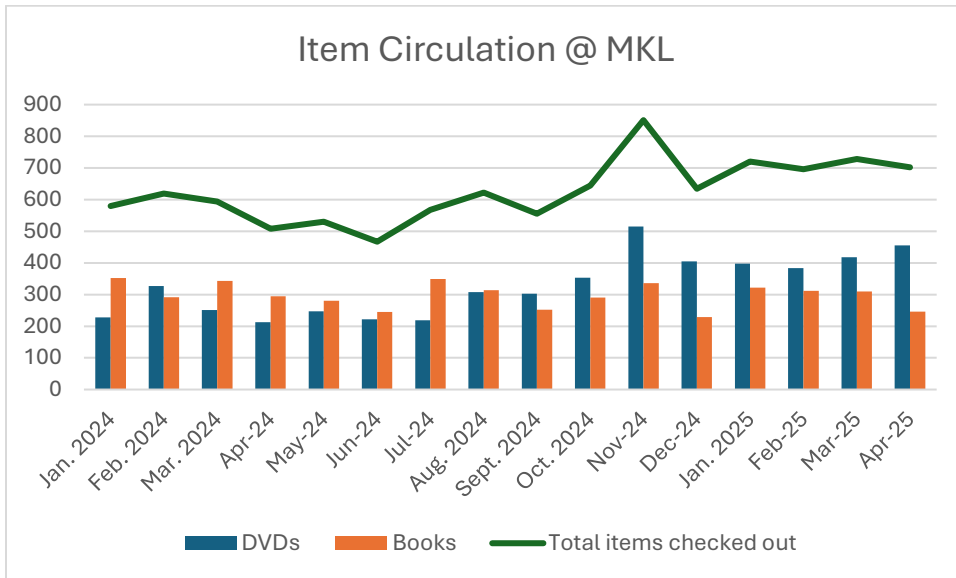
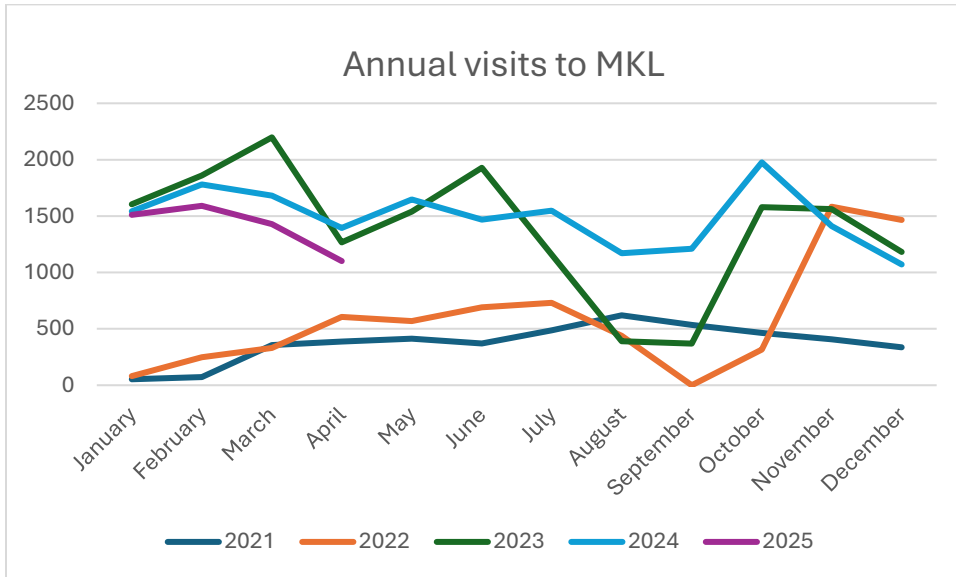




**Mary Kaeser Library
Activity Report April 2025**

	Apr-24	Last Month	Apr-25	YTD
Adults	508	597	479	2209
Children	888	831	622	3422
Total attendance		1428	1101	5631
CAP Computer Users	269	270	259	1140
CAP Computer Hours	275.65	234.75	224.75	1010.95
Wifi users	181	237	215	1043
Programming:				
Family literacy	19	20	5	81
Adult programs	23	9	10	31
Seniors programs	n/a	7	2	14
Curious Creators (Friday Kids)	50	14	4	56
Special events (Other)	50	49	n/a	104
Outreach/partnerships	n/a	n/a	n/a	12
holiday/spring break/summer reading	20	n/a	8	8
Teen programs	n/a	18	20	59
Class/daycare visits	162	125	34	434
Total program Attendance	324	242	83	799
Other				
Circulation stats	510	727	702	2840
Inter-library loan requests (MKL patrons)	13	18	10	66
Inter-library loan requests (NWT patrons)	13	16	22	79
Printing	286	617	601	2106
Reference	80	124	114	430
Operational Hrs	212	211	208	832







Fort Smith
NORTHWEST TERRITORIES

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: May 13, 2025



867-872-0362
library@fortsmith.ca
facebook.com/MaryKaeserLibrary

Mary Kaeser Library

MAY 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
27	28	29	30	1	2	3
4	5	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	31
	Storytime 10:30-11:30		Teen Night Paper Airplane Competition 7:00-9:00	Artist Talk Melanie Jewell 7:00	Curious Creators Club 3:30-4:30	
	Storytime 10:30-11:30		Teen Night Oobleck 7:00-9:00		Curious Creators Club 3:30-4:30	
	Storytime 10:30-11:30	Kids Book Club 3:30-4:30	Teen Night DIY Ice Cream 7:00-9:00	Cooks & Books Mediterranean 7:00	Curious Creators Club Yarn Birds 3:30-4:30	
	Storytime 10:30-11:30	Tech & Tea 2:00-3:00	Teen Night Bath Bombs 7:00-9:00		Curious Creators Club 3:30-4:30	
	Storytime 10:30-11:30		Teen Night Board Games 7:00-9:00		Curious Creators Club 3:30-4:30	
	CLOSED					



Childcare

The enrollment in the Daycare and After School Program continues to be at capacity. 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 funding structure from ECE has been updated for 2025-26, but has led to a lot of questions that we are working on getting answers for. The introduction of the wage grid has proved complicated to work through.



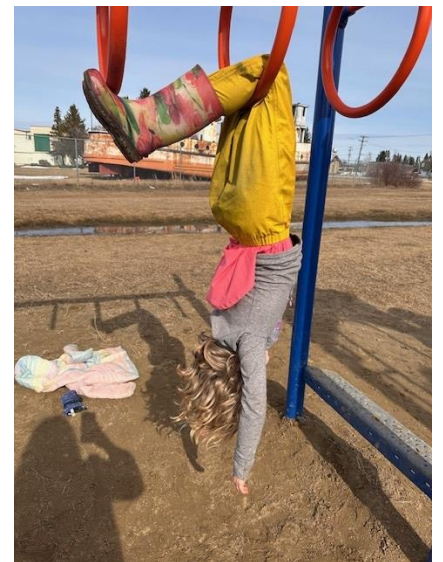
This month, the children in all programs have been spending lots of time outdoors. The programs focus on non-screen-based activities and the importance of being outdoors. The puddles that come out in the spring are always so fun for the children.

Themed activities each week have been a great way to encourage play based learning on lots of new topics.

The ASCP ran for full days over the spring break, though attendance was

low due to travel and illness.

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

Thebacha Tradeshow: A inter-department success

On Saturday, April 26th the Town of Fort Smith was present at the annual Thebacha tradeshow to provide the following interactions:

Visitor & Recreation Information: Conversation with residents about the variety of opportunities the summer provides to community. Multiple interactions revealed that the Town of Fort Smith is home to new residents who have yet to experience a summer here.

Fort Smith Daycare: Daycare staff provided 2 staff to paint faces throughout the event, while also proving a passive presence through a building block table & colouring station.

Protective Services: Information about fire smarting activities & volunteer recruitment.

Library: Books were provided as giveaways & was well received by the community. All books were gone by the end of the day.

Branding at Tradeshow:

- Branded Canopy Tents
- Logo & Tagline Canopy Wall
- Pop-Up Banner
- Table Runners

The entire tradeshow booth was laid out to welcome participants into the area. Comments from publics and staff related to layout of the Town's booth to a camping experience which ties into our brand of adventure.

A tally of participants revealed just under 300 members of the public stopped by our booth. There is no data to compare that with previous years.

Chamber of Commerce Award Ceremony:

The chamber of commerce organized a formal sit-down event on the evening of the tradeshow to reveal their new awards: the Long-Time Service award to Denise Yuhas and the Legacy award to Northwestern Airlease.

The ETDO provided branding at this event, like the logo backdrop in the photo and pop-up banners.

The ETDO also spoke at the event with around 25 members of the public about the importance of recognizing the efforts of local organizations, the power of partnerships and relayed information about upcoming large-scale events.

The ETDO has been in contact with Thebacha Chamber of Commerce for weeks leading up to this event and even created the schedule of events for Chris. The event was well received and would be worthwhile to make larger to incorporate more local businesses to increase communication with and within the business community.



Visitor Information Centre: Becoming Visitor Ready

We have hired two summer staff to work at the Town of Fort Smith Visitor Information Centre throughout the season.

First day of work will be May 13th.

The ETDO is setting up a Northern Most Host training with the GNWT to be offered mid June for these staff, other town of fort smith staff and various front-line workers in the Town of Fort Smith. This training is free and incredibly valuable to understand what brings people into the community and how being "Visitor Ready" can benefit all businesses and organizations.

Capital Project Updates

1. CRC exterior entrance improvements – Working on tender documents
2. CRC back up generator and heating – adjusting original scope
3. CRC signage – Design work has started. Options will be presented to CSAB for consultation
4. William Schaefer Memorial Pool Partial Retrofit – Majority of projects are fully completed. Outstanding work on the jacuzzi filter, main pool circulation pump, the jacuzzi pumps, the steam room, and the VFD replacement has not yet arrived for the air handling unit.
5. Centennial Arena Upgrades – no progress to report
6. Pete's Gym Equipment (evergreen) – New equipment has been ordered. We are running into some issues around pricing and tariffs at this time.
7. Community Art Initiative – Funding reporting has been completed. The next funding project will open in July/August and we will submit another application in that cycle.
8. Phone System Upgrades – Project scope is being determined before retaining quotes for the entire project. A smaller portion of the project had been quoted previously, but the approved scope has increased.

Prepared by:
Emily Colucci
Director of Community Services
Date: May 8, 2025

Reviewed by:
Tracy Thomas
Senior Administrative Officer
Date: May 8 2025



Briefing Note

To: Mayor and Council
From: Community Services
Date: March 11, 2025
Subject: Frank Gruben Pride Festival Donation Request

PURPOSE:

To present Mayor and Council with the donation request for the Frank Gruben Pride Festival.

BACKGROUND:

The Frank Gruben Pride Festival is scheduled for June 14, 2025, with a parade June 13, 2025. The goal of the events is to make sure the residents of Fort Smith know that they are welcome in our community.

The letter received is requesting assistance from the Bylaw Officer to pilot a parade, Fire and Emergency vehicles to participate in a parade, and a donation of the rental of the Centennial Arena, a cost of \$1500.

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 non-monetary resources.
- No other requests have been made by Fort Smith Pride in this calendar year
- No other request has been made for these events
- This request relates to culture and recreation
- The donation would be acknowledged in the event advertisements.

The other consideration is connected to the available budget allocated for donations, which in 2025, is \$3,900.00. If this is approved, that will leave Mayor and Council with a budget of \$2,400 for the remainder of 2025. Contributions are accounted for toward identified organizations/events through different budget lines.



Briefing Note

RECOMMENDATION:

That Mayor and Council approve the in kind donation of \$1500.00 to Fort Smith Pride towards the rental of the Centennial Arena.



To Mayor Fergusson & Council,

The Frank Gruben Pride Festival 2025 will take place Saturday, June 14th and we are requesting your involvement in the following ways.

1. Assistance by municipal staff to facilitate the painting of a crosswalk at the central 4-way on Sunday, June 1st or Saturday, June 7th or another date as determined by the Town of Fort Smith.
 - a. We are talking to the Union of Northern Workers to request the donation of the paint materials & supplies, but are requesting support for the following.
 - Road Blocks delivered & set up by municipal services
 - Advertisement about detour by Administration
 - Identifying an alternative rain-out time in case the original time does not work
 - Storing of paints after the road-painting takes place
2. Assistance by municipal staff to facilitate a pride parade from the CRC to the Arena
 - Permission to close central roads for a period of 30 minutes from 12:30PM - 1:00PM on Saturday, June 13th
 - Advertisement about roadblocks to publics by Administration Staff
 - Piloting of parade by Bylaw Officer
 - Participation of Fire & Emergency Vehicles in the Parade
3. Donation of the Centennial Arena so that Fort Smith Pride can have a venue for the 2nd Frank Gruben Pride Festival.
 - Full Day Mezzanine & Arena for Saturday, June 14th from 9:00AM - 7:00PM
 - Rental of Tables & Chairs for vendors & participants
 - Rental of P/A System
 - Curtain that Figure Skating Uses
 - Staff to clean facilities throughout the event

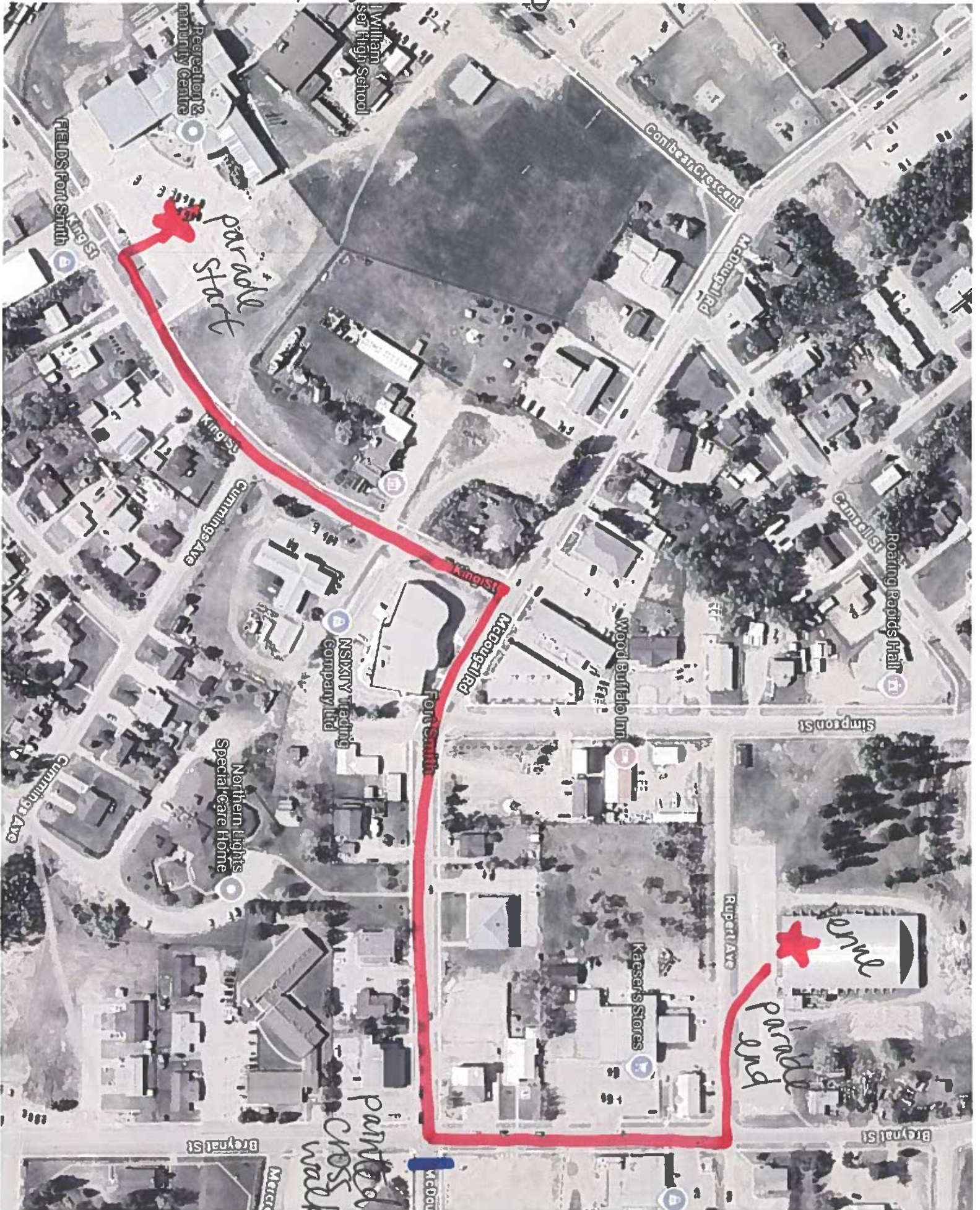
We look forward to working together to make sure the residents of Fort Smith know that they are welcome in our community.

Ryker Lonehardt
President
Fort Smith Pride
hey@frankgrubepride.ca

Daniel Wiltzen
Vice-President
Fort Smith Pride
pridefortsmith@gmail.com

Maxim Smith
Treasurer-Secretary
Fort Smith Pride
pridefortsmith@gmail.com

pride fort smith @ gmail . com



parade start

end

painted cross walk



Briefing Note

To: Mayor and Council
From: Community Services
Date: May 13, 2025
Subject: The Frank Gruben Pride Festival Parade Road Closure

PURPOSE:

To request a road closure of King St from the Community and Recreation Centre Parking Lot to McDougal Rd, McDougal Rd from King Street to Breynat St, Breynat St from McDougal Rd to Rupert Ave, and Rupert Ave from Breynat St to the Fort Smith Centennial Arena Parking Lot on June 13, 2025 from 12:30pm to 1:00pm for The Frank Gruben Pride Festival Parade.

BACKGROUND:

To support the safe participation of community members, a road closure from 12:30pm to 1:00pm on June 13, 2025 for Frank Gruben Pride Festival Parade is requested for the proposed parade route outlined by the attached map. The RCMP will also be made aware of the closures in case of emergency response.

RECOMMENDATION:

That Council approve the following road closure;
That King St from the Community and Recreation Centre Parking Lot to McDougal Rd, McDougal Rd from King St to Breynat St, Breynat St from McDougal Rd to Rupert Ave, and Rupert Ave from Breynat St to the Fort Smith Centennial Arena Parking Lot be closed on June 13, 2025 from 12:30pm to 1:00pm for The Frank Gruben Pride Festival Parade.



Briefing Note

To: Mayor and Council
From: Community Services
Date: May 13, 2025
Subject: Crosswalk Painting Road Closure

PURPOSE:

To request a road closure at the McDougal Rd crosswalk between St Joseph's Cathedral and the undeveloped lot on June 1, 2025, or if the weather is inclement, June 7, 2025 from 8:00 am to 12:00pm for the painting of the crosswalk.

BACKGROUND:

To support the safe participation of community members, a road closure from 8:00 am to 12:00pm for the rainbow painting of the crosswalk on June 1, 2025, or if weather is inclement, June 7. The location is outlined by the attached map. The RCMP will also be made aware of the closures in case of emergency response.

RECOMMENDATION:

That Council approve the following road closure;
That the McDougal Rd crosswalk between St Joseph's Cathedral and the undeveloped lot be closed on June 1, 2025, or if the weather is inclement, June 7, 2025 from 8:00 am to 12:00pm for the painting of the crosswalk.



Briefing Note

To: Mayor and Council
From: Community Services
Date: May 13, 2025
Subject: Donation Request - PWK

PURPOSE:

To present Mayor and Council with a donation request from PWK for students to attend a Pow-Wow in Peace River.

BACKGROUND:

PWK is planning a trip for students to experience a traditional Pow-Wow to foster their cultural traditions and practices. The letter received is requesting a financial donation to assist in covering a portion of \$21,000 in costs to have 16 students travel to attend the Peace River Annual Pow-Wow from June 6-9, 2025.

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 PWK in this calendar year
- No other request has been made for this event
- This request relates to culture and heritage

Another consideration is the remaining budget allocated for donations, which in 2025, is \$3,900.00. Contributions are accounted for toward identified organizations/events through different budget lines



Briefing Note

RECOMMENDATION:

For consideration. No specific amount of money was requested.

That Mayor and Council approve the donation of _____ to PWK for students to attend the Annual Peace River Pow-Wow.

PWK
High School

PO Box 480
Fort Smith, NT X0E 0P0
867.872.4PWK
jhval@ssdec.org
pboucher@ssdec.org

29 April 2025

Town of Fort Smith
Mayor & Council
Fort Smtuh, NT
X0E 0P0



Dear Town of Fort Smith Mayor and Council,

Hello, and good day. We are writing to you today on behalf of the PWK High School here in Fort Smith. The students of PWK are going to a Pow-Wow in Peace River Alberta. We will be taking 16 students down to experience the Pow-Wow on June 6-9th, 2025. Our school has a 78% Indigenous population, some have never experienced a Pow-Wow. This opportunity is to foster the cultural traditions and practices of our students. The Peace River Pow-Wow helps promote reconciliation, fosters youth participation, and helps ignite our students' Indigenous identity and pride.

We are looking to you today for a financial donation, to put towards our goal. Our goal is to raise \$21,000.00, to cover all the expenses of this trip. We will be traveling to Peace River via a coaching bus, staying at the hotel (at a discounted price for the Pow-Wow), and attending the Peace River Annual Pow-Wow.

As these traditional dances have been suppressed from the culture of the Indigenous people, we feel it is essential to take advantage of these opportunities to foster our students' growth of cultural and language revitalization.

Sincerely,



Jessica Hval & **Paul Boucher**

Indigenous Language and Cultural Specialists
PWK High School



Briefing Note

To: Mayor and Council
From: Community Services
Date: March 11, 2025
Subject: Bomber's Aboriginal Day Weekend Slo-Pitch Ball Tournament Donation Request

PURPOSE:

To present Mayor and Council with the donation request for the Bomber's Aboriginal Day Weekend Slo-Pitch Ball Tournament.

BACKGROUND:

The Bomber's Aboriginal Day Weekend Slo-Pitch Ball Tournament is scheduled for June 20-22, 2025.

The letter received is requesting the donation of the rental fee for the Harry Sudom Ball Diamond. For adult tournaments, the cost is \$330.

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 non-monetary resources.
- No other requests have been made by Teresa Bourke in this calendar year
- No other request has been made for this event
- This request relates to recreation
- The contribution would be acknowledged at the tournament

The other consideration is connected to the available budget allocated for donations, which in 2025, is \$3,900.00. If this is approved, that will leave Mayor and Council with a budget of \$3,570 for the remainder of 2025. Contributions are accounted for toward identified organizations/events through different budget lines.



Briefing Note

RECOMMENDATION:

That Mayor and Council approve the in kind donation of \$330.00 to Theresa Bourke for the Bomber's Aboriginal Day Weekend Slo-Pitch Ball Tournament towards the rental of the Harry Sudom Ball Diamond.

May 6, 2025

Mayor and Council

Re: Bomber's Aboriginal day weekend Slo-Pitch Ball Tournament June 20-22

As the head planner for our slo-pitch team, we are hoping to host a tournament in Fort Smith, on Aboriginal day (weekend) I am writing to you for support in making this tournament a success. This tournament will not only be focused on playing slo-pitch, but also bring revenue into our community.

I am hoping that you and the council will approve of the use of Harry Sudom Ball Park. It would not go unappreciated or unacknowledged during the tournament.

Planning and timing take time, so I am sending this letter early, as not to miss out on fundraising for costs affiliated with holding the tourney.

If you would like to discuss this request further, or have other thoughts on supporting this tournament, please contact me at **1-867-872-0730**

Kind Regards,

Theresa Bourke



Briefing Note

To: Mayor and Council
From: Community Services
Date: May 13, 2025
Subject: Trek for Tourette Fort Smith Donation Request

PURPOSE:

To present Mayor and Council with the donation request from Trek for Tourette Fort Smith for monetary, product, or service donations.

BACKGROUND:

Trek for Tourette Fort Smith is an event scheduled for May 25, 2025, at 2 pm. There will be a 5km walk to raise awareness and funding for Tourette Canada. The letter received is requesting any monetary, product, or service donations that could assist with the event, support for Tourette Canada, or prizes. This could include donated passes to the CRC. A youth punch pass is \$35.00, an adult punch pass is \$77.00, and a family punch pass is \$125.00.

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 Trek for Tourette Fort Smith in this calendar year
- No other request has been made for this event
- The donation would be acknowledged at the event and on social media.

Another consideration is the remaining budget allocated for donations, which in 2025, is \$3,900.00. Contributions are accounted for toward identified organizations/events through different budget lines.



Briefing Note

RECOMMENDATION:

For consideration. No specific amount of money, in kind, or items were requested.

That Mayor and Council approve the donation of _____ to Fort Smith Trek for Tourette.



Briefing Note

To: Mayor and Council
From: Administration
Date: May 13 2025
Subject: Lottery Licensing Fee Structure Analysis

PURPOSE:

To present Council with options for revising the Town's lottery licensing fee structure, including the possibility of a temporary flat-rate model or maintaining the existing structure until a full review of the Town's Rates and Fees Bylaw is completed later in 2025.

BACKGROUND:

The current lottery licensing structure in Fort Smith uses a combination of flat fees and percentage-based fees (5% of total prize value for prizes over \$1,000). While this model has functioned adequately, it creates unpredictability for applicants and may discourage larger fundraising events.

A review of similar northern communities shows a trend toward tiered flat-rate structures based on prize value, which offer more clarity for applicants and simpler administration. The Town's full Rates and Fees Bylaw is scheduled for review later in 2025. In anticipation of that process, Council requested an analysis of possible interim options to improve fairness, accessibility, and alignment with best practices across the NWT.

ANALYSIS:

A temporary flat-rate structure could simplify the licensing process, support local fundraisers, and increase accessibility—particularly for mid-sized events. The proposed structure would be:

- Under \$7,000: \$50
 - \$7,000 to \$20,000: \$300
 - Over \$20,000: \$750
- (All other fees remain unchanged.)

This structure results in no revenue change for small lotteries, modest reductions for mid-range lotteries, and more significant reductions for large prize events. While these reductions may be offset by increased uptake, the Town's current annual licensing revenue is approximately \$10,000, and any changes should be weighed carefully.

Council should also consider that fee change requests are common. Prioritizing this request ahead of others may be seen as inequitable or as setting a precedent, especially during a year where an increase to property tax revenues was required to balance the budget. It may be more prudent to acknowledge that the current structure warrants revision, but to defer any changes until the comprehensive bylaw review can assess all fees in a consistent and transparent manner.

Additionally, implementing a change at this time would require administrative time to update internal forms, application materials, and public communications, which may not be an efficient use of resources for a short-term adjustment.

NEXT STEPS:

- Council decision on whether to proceed with a temporary change or maintain the existing structure.



Briefing Note

- If a change is approved, administrative updates to forms and communications will follow.
- Ongoing monitoring of uptake and revenue impacts, with findings brought forward during the 2025 bylaw review.

RECOMMENDATION:

That Council acknowledge the need to review the Town's lottery licensing fee structure and include this matter in the full Rates and Fees Bylaw review scheduled for later in 2025.

That Council direct Administration to maintain the current licensing fee structure in the interim, to ensure consistency and fairness across all fee categories, to avoid any immediate revenue impact during a year of increased taxation, and to reduce the need for short-term administrative changes.