



**Community Services Standing Committee Meeting
June 10, 2025**

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and Mission
- d. Declaration of Financial Interest

C. DIRECTOR'S REPORT

- a. Community Services Director's Report

D. ADMINISTRATION

- a. Briefing Note – Donation Request Fireweed Festival 2025
- b. Briefing Note – Howie Fest 2025
- c. Briefing Note – 2025 Canada Day Parade and Celebrations

E. OTHER BUSINESS

- a. Draft Communication Plan

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Council of the Town of Fort Smith
SP-03-25, April 29, 2025

MINUTES

The Special Meeting of the Council 03-25 was held on
Tuesday, April 29th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:32 pm.

Mayor Fergusson confirms quorum and reads the acknowledgment of First Nations.

2. ADOPTION OF AGENDA

#25-105 **Moved by: Cr. Karasiuk**
Seconded by: Cr. Cox

That the agenda be adopted as presented.

PASSED

3. ADMINISTRATION

#25-106 **Moved by: Cr. Heaton**
Seconded by: Cr. Couvrette

That Council accept the 2025 Mill Rate Bylaw as presented and recommended by the Corporate Services Standing Committee for its third and final reading.

PASSED

#25-107 **Moved by: Cr. Bathe**
Seconded by: Cr. Cox

That the Council approve the audited 2024 Financial Statements as presented by Avery Cooper & Co. Ltd., recognizing that the statements fairly represent the financial position of the Town of Fort Smith for the fiscal year ending December 31, 2024.

PASSED

Audit Overview – William Senfuma (Avery Cooper)

- Auditor for the municipality for four years.
- Presented audited financial statements for the year ending December 31, 2024.
- No significant changes in financial statement format from the previous year.
- Anticipated changes in 2025 due to revised financial reporting guidance for community departments.
- A major new accounting standard (PSAS Section 1202) takes effect April 1, 2026, expected to significantly change public sector financial statement presentation.
- Clean audit opinion issued again this year.



Council of the Town of Fort Smith
SP-03-25, April 29, 2025

#25-108

Moved by: Cr. Cox

Seconded by: Cr. Bathe

That the Council approve a budget increase of \$299,040 to the Raw Water Intake Rehabilitation Project, to be funded through:

- The deferral of the Town Hall Retrofit Project (\$250,000), and
- A reduction in the scope of the Arena Upgrade Project (\$49,040).

This recommendation ensures continued delivery of critical infrastructure aligned with the Town's strategic priorities while maintaining flexibility in the capital program.

PASSED

Cr. Heaton asked why \$600,000 in deferred funds couldn't be used to cover the deficit. SAO Thomas clarified that these funds were already allocated within the fully committed \$18 million capital budget and are tied to specific projects. An unexpected expense has arisen, requiring funds to be redirected from projects unlikely to proceed this year, such as the Town Hall retrofit and a recreational project. She stressed that while there is cash on hand, much of it is restricted and cannot legally be reallocated without returning it to funding bodies.

Cr. Couvrette urged that at least some funding be used to paint the Town Hall, noting its current poor appearance detracts from civic pride and leadership. He argued that improving the building's façade, even if full renovations are delayed, would set a positive example for the community and demonstrate the Town's commitment to maintaining its own property standards.

4. EXCUSING OF COUNCILLORS

25-109

Moved by: Cr. Karasiuk

Seconded by: Cr. Bathe

That D/M Keizer and Cr. Tuckey be excused from the special meeting of the council on April 29th, 2025

PASSED

5. PUBLIC COMMENT / QUESTION PERIOD

No public questions were asked.

6. ADJOURNMENT

25-110

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the meeting be adjourned at 7:19 pm.

PASSED

Minutes adopted this 20th day of May 2025.

Dana Fergusson
Mayor

Certified Correct by Tracy Thomas
Senior Administrative Officer

Our Vision and Mission

Community Vision

Fort Smith is a vibrant, future-focused community with a small-town feel, where residents enjoy a high quality of life. With efficient services and sustainable land use, the Town actively preserves and enhances its heritage, culture, and natural environment.

Council Vision

The Town of Fort Smith is a thriving, well-managed local government where proactive stewardship ensures the long-term sustainability of our publicly owned assets. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents at reasonable levels.

With a strong organizational culture and a collaborative approach, we foster positive relationships with neighboring First Nations and Metis communities and work together toward shared prosperity. By supporting local economic opportunities, accessible services, and a good quality of life, we create a community where seniors can retire with dignity, young people can build a future, and all residents can feel a sense of belonging and possibility.

Mission

The Town of Fort Smith provides a broad range of essential and valued services that support our community's well-being, both now and for future generations. Through responsible resource management and responsive delivery service, we create a well-functioning and forward-looking community that enriches the lives of all who call Fort Smith home.





Briefing Note

To: Mayor and Council
From: Community Services
Date: June 10, 2025
Subject: Fireweed Festival Donation Request

PURPOSE:

To present Mayor and Council with the donation request from The Fireweed Festival for monetary, product, or service donations.

BACKGROUND:

The Fireweed Festival is scheduled for August 22-14, 2025. This music festival celebrates local artists as well as talent from outside of the community. This year it will again be hosting a vehicle exhibition with the Rust Bros. Their email request includes the following asks:

- The rental of the Centennial Arena (\$1500 + additional staff time)
- The use of Riverside Park for overflow camping (no set cost)
- The portable stage (\$1000) at Queen Elizabeth Territorial Park
- The portable stage at Dirty O’Fergies (10 hours at \$58.83 and 20 hours at \$42.42 Total = \$1,436.70, unless there is OT required, then could range up to \$2873.40)
- A monetary donation of \$5000
- Tables and chairs (\$1.00/table, \$0.50/chair). We do not have picnic tables. Based off of last year, we supplied 30 tables and 150 chairs so the total cost would be \$105.00. Staff time for delivery and pick up would be calculated at 6 hrs at \$35.06 for a total of \$210.36.
- Staffing support is already scheduled through programming being delivered by the Town as an event partner. No donation amount would be required to meet this request.

The total donation request would depend on a few variables:

- Between \$7,752.06 and 9,188.76 if the Arena is not needed.
- Between \$9,252.06 and 10,688.76 if the Arena is needed.
- These are both without being able to calculate staff time needed at the Arena, and if there would be associated costs for the use of Riverside Park.

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



Briefing Note

- 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 The Fireweed Festival 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.

There is a dedicated line for funding a music festival for \$2,500. This has been a contribution made to the Fireweed Festival in past years.

The remaining budget allocated for donations outside of dedicated contributions in 2025, is \$1,820.00.

RECOMMENDATION:

That Council receive the donation request from the Fireweed Festival for information and provide direction. As the funding requested exceeds the remaining donation budget for 2025, Council may wish to consider supporting the event through limited support contributions, such as facility use and available staff resources, rather than direct financial support.

Summary of Request:

- Rental of the Centennial Arena (\$1,500 + additional staff time)
- Use of Riverside Park for overflow camping (no set cost)
- Use of the portable stage at Queen Elizabeth Territorial Park (\$1,000)
- Use of the portable stage at Dirty O'Fergies (10 hours at \$58.83/hr and 20 hours at \$42.42/hr, total = \$1,436.70; potential cost up to \$2,873.40 if overtime is required)
- Monetary donation of \$5,000
- Tables and chairs: 30 tables and 150 chairs (total rental cost = \$105.00; delivery and pickup staff time = 6 hours at \$35.06/hr for a total of \$210.36)
- Staffing support, which is already scheduled as part of the Town's programming contribution and does not require additional funding

Administrative Consideration:

Administration is prepared to coordinate the requested supports, subject to availability. However, due to staffing limitations, the portable stage can only be provided at one location.



Briefing Note

To: Mayor and Council
From: Community Services
Date: June 10, 2025
Subject: Howie Fest Donation Request

PURPOSE:

To present Mayor and Council with the donation request from Howie Fest.

BACKGROUND:

Howie Fest is scheduled for July 13, 2025. This music festival celebrates the life of Howie Benwell, and this year will also pay tribute to Joel Tetso, Diane Balsillie, and Shawn Krawec. Their letter request includes the following asks:

- The rental of the Centennial Arena (\$1500 + additional staff time)
- The portable stage (\$1000) inside the Arena
- That alcohol can be served on the rink surface

The total donation request would be for:

- \$2500
- Additional staff time for security and cleaning.

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

- 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.
- 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.
- Under normal circumstances, only one request per organization will be considered in a calendar year.
- 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.
- That Town may consider applications for one-time only contributions to assist in the development of new organizations.
- The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith
- The community group/organization must acknowledge the Town's contribution in all publicity relating to the event
- Donations to the following will be deemed to be ineligible, except under extraordinary circumstances, and would be at the sole discretion of Council
- Religious organizations
- Political organizations
- Commercial organizations

This request meets the following criteria in the Donation Policy:

- The request was made in writing.
- No other requests have been made by Howie Fest in this calendar year
- The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith



Briefing Note

There is a dedicated line for funding a music festival for \$2,500. This has been a contribution made to the Fireweed Festival in past years.

The remaining budget allocated for donations outside of dedicated contributions in 2025 is \$1,820.00.

RECOMMENDATION:

That Council receive the donation request from Howie Fest for information and provides direction. As the funding requested exceeds the remaining donation budget for 2025, Council may wish to consider supporting the event through limited contributions, such as use of the facility and available staff resources, rather than direct financial support.

Administration is prepared to coordinate these supports, subject to availability. However, the stage portion of the request cannot be accommodated due to a lack of available qualified staff to operate and supervise its setup and use.

Crystal Benwell

Box 2007
Fitzgerald, AB.
T0V 1A0
crystal_benwell@hotmail.com

May 23, 2025

Emily Colucci

Town of Fort Smith
Northwest Territories

Good Day Mayor and Town Council,

I am coordinating another Howie Fest night and am requesting a donation of the Centennial Arena rental/usage for July 12, 2025 along with the stage/set up, and staff for arena upkeep (bathrooms). This year I am doing a tribute to Joel Tetso, Diane Balsillie, and Shawn Krawec. I plan to have a tribute wall and slide show running in the lobby. The event will be a licensed event and I will get a Class D Liquor License. I will have local vendors to serve food. Alcohol will only be permitted in the main ice area and the station serving drinks will be located to the left upon entering the event. This is near the stairway to the upstairs room where our drinks will be stored. The far change room will be for the musician's usage. I will have security and staff to ensure health and safety are top priority. All other areas will be blocked off from public use. If there are any questions, I can be reached on my cell at 780-868-3781 or by email.

Sincerely,

Crystal Benwell



Briefing Note

To: Mayor and Council
From: Community Services
Date: June 10, 2025
Subject: Canada Day Parade and Celebration Road Closures

PURPOSE:

To request road closures for the Canada Day Parade route and celebration.

BACKGROUND:

The Canada Day parade route and celebration road closures require Council's approval.

We will be posting the Canada Day parade route in all our advertising (posters, website, Facebook) to ensure residents know Canada Day is being held at Conibear Park with the corresponding parade route.

RECOMMENDATION:

That Council approve the following road closures for the 2025 Canada Day Parade and Celebrations:

- Portage Avenue (from McDougal Road to the Conibear Park parking lot) from **8:00 am to 5:00 pm** on July 1st
- McDougal Road (from the Post Office crosswalk to the Anglican Church parking lot) from **11:00 am to 5:00 pm** on July 1st
- Temporary road closures along the proposed parade route as indicated in the request, from **11:30 am to 1:00 pm**



Briefing Note

