



Council of the Town of Fort Smith
June 17th, 2025 @ 7 pm

AGENDA

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council May 20th, 2025

5. BUSINESS ARISING FROM THE MINUTES

- a. Draft Communication Plan

6. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure Interest.

7. COUNCIL BUSINESS

- a. Standing Committee Meeting Minutes
 - i. Protective Services Standing Committee June 3rd, 2025
 - ii. Corporate Services Standing Committee June 3rd, 2025
 - iii. Community Services Standing Committee June 10th, 2025
 - a. CSAB May 29th, 2025
 - iv. Municipal Services Standing Committee June 10th, 2025
- a. Bylaws and Policies
- b. Administration
 - i. Briefing Note – Second Extension of the SRFN MSA June 2025
 - ii. Briefing Note – Recommendation for awarding the Slope Monitoring Contract to WSP
- c. Mayor and Council / Board Representatives

8. PROCLAMATIONS

9. ABSENCE OF COUNCIL MEMBERS

10. DATE OF NEXT COUNCIL MEETING

July 22nd, 2025, at 7 pm

11. EXCUSING OF COUNCILLORS

12. ADJOURNMENT

13. QUESTION PERIOD



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

MINUTES

The Regular meeting of the Council 05-25 was held on
Tuesday, May 20th, 2025 @ 7 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

- a. Mayor Fergusson confirms quorum
- b. Mayor Fergusson reads the Acknowledgment of First Nations

2. ADOPTION OF AGENDA

# 25-105	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

- a. RCMP – Monthly Policing Report April 2025 – unable to attend

4. APPROVAL OF MINUTES

a. Regular Meeting of Council 04-25

# 25-106	Moved by: Cr. Heaton Seconded by: Cr. Karasiuk
That the minutes of the Regular Meeting 04-25 of April 15 th , 2025, be adopted as presented.	
PASSED	

b. Special Meeting of Council 03-25

# 25-107	Moved by: Cr. Benwell Seconded by: Cr. Heaton
That the minutes of the Special Meeting 03-25 of April 29 th , 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure of Interest.



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

7. COUNCIL BUSINESS

a. Council Business

i. Protective Services Standing Committee May 6th, 2025

PROTECTIVE	# 25-108	Moved by: Cr. Bathe Seconded: Cr. Karasiuk
	That the Protective Services Standing Committee minutes from May 6 th , 2025, be adopted as presented.	
	PASSED	

PROTECTIVE	# 25-109	Moved by: Cr. Karasiuk Seconded: Cr. Benwell
	That DPA-008-25, submitted by Joel Ngeze, to operate a mobile vehicle detailing service, from Lot 22-1, Plan 1439, 18-1 Pigeon Ave., Fort Smith, be approved.	
	PASSED	

PROTECTIVE	# 25-110	Moved by: Cr. Heaton Seconded: Cr. Bathe
	That DPA-014-25, submitted by Krystal Brown, to operate a pottery designing & making studio, and offering private lessons, from LOT 306, PLAN 207, 25 McDougal Rd, Fort Smith, be approved.	
	PASSED	

PROTECTIVE	# 25-111	Moved by: Cr. Benwell Seconded: Cr. Karasiuk
	That the Development Permit Application DPA 032-24, submitted by Carl Raap, be denied as it is in direct contravention of the Town's Zoning Bylaw and Community Plan.	
	PASSED	

ii. Corporate Services Standing Committee May 6th, 2025

CORPORATE	# 25-112	Moved by: Cr. Bathe Seconded by: Cr. Benwell
	That the Corporate Services Standing Committee minutes from May 6 th , 2025, be adopted as presented.	
	PASSED	

CORPORATE	# 25-113	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
	That Council authorize Administration to engage Colliers Project Leaders, under the existing Standing Offer Agreement, to provide project management services for the Landfill Reclamation and Expansion project, with an upset limit of \$95,000 plus applicable taxes.	
	PASSED	



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

CORPORATE	# 25-114	Moved by: Cr. Heaton Seconded by: Cr. Karasiuk
	That Council approve the rollout of the Multi-Family Housing Construction Incentive (HAF) as recommended by the HAF Advisory Committee, with a program launch date in June 2025 and an initial allocation of \$1,000,000. Administration will return to Council with an evaluation and recommendations for any adjustments prior to launching a second intake.	
	PASSED	

A question as to how this initiative will be launched. SAO Thomas explained that the team is currently working on the website, which will be advertised on Facebook. The policies and application forms are being finalized.

CORPORATE	# 25-115	Moved by: Cr. Karasiuk Seconded by: Cr. Benwell
	That Council approve the implementation of the 3-Year Property Tax Exemption Incentive as part of the HAF roll-out, with an effective launch date of June 2025 and a program end date of December 31, 2029.	
	PASSED	

Re: Briefing Note: Policy and Bylaw Review Project – Workplan Update and Next Steps

CORPORATE	# 25-116	Moved by: Cr. Bathe Seconded by: Cr. Heaton
	That Council receive this update for information and endorse the revised workplan, which reflects a phased and strategic approach to updating the Town’s governance framework. Council’s continued participation, particularly through the By-Law Committee and stakeholder engagement sessions, will be key to the success of this project.	
	PASSED	

CORPORATE	# 25-117	Moved by: Cr. Benwell Seconded by: Cr. Karasiuk
	That Council directs Administration to prepare a briefing note outlining options for addressing concerns related to lottery licence fees, and to present these options for Council’s consideration at a future meeting	
	PASSED	

CORPORATE	# 25-120	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
	That Council approve the salary increase as negotiated after the completion of the SAO performance review.	
	PASSED	

iii. Community Services Standing Committee May 13th, 2025

COMMUNITY	# 25-121	Moved by: Cr. Bathe Seconded by: Cr. Heaton
	That the Community Services Standing Committee minutes from May 13 th , 2025, be adopted as presented.	
	PASSED	



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

COMMUNITY	# 25-122	Moved by: Cr. Benwell Seconded by: Cr. Karasiuk
	That Mayor and Council approve the donation of \$1500.00 to Fort Smith Pride towards the rental of the Centennial Arena. PASSED	
COMMUNITY	# 25-123	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
	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 12:30 pm to 1:00 pm for the Frank Gruben Pride Festival Parade. PASSED	
COMMUNITY	# 25-124	Moved by: Cr. Heaton Seconded by: Cr. Bathe
	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 to 12:00 pm for the painting of the crosswalk. PASSED	
COMMUNITY	# 25-125	Moved by: Cr. Benwell Seconded by: Cr. Karasiuk
	That Mayor and Council approve the donation of \$330.00 to Theresa Bourke for the Bomber’s Aboriginal Day Weekend Slo-Pitch Tournament, specifically for the rental of the Harry Sudom Ball Diamond. PASSED	
COMMUNITY	# 25-126	Moved by: Cr. Bathe Seconded by: Cr. Benwell
	That Mayor and Council approve the donation of \$250.00 to Fort Smith Trek for Tourette for the purpose of two family passes.	



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

COMMUNITY	# 25-127	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
	That Council approve the implementation of a temporary flat-rate lottery licensing fee structure, effective immediately, as follows:	
	\$50.00 for lotteries with total prizes under \$7,000 \$300.00 for lotteries with total prizes between \$7,000 and \$20,000 \$750.00 for lotteries with total prizes over \$20,000 And that all other associated licensing fees remain unchanged; and that this temporary structure remains in effect until such time as the Town’s Rates and Fees Bylaw is formally reviewed and updated, anticipated in late 2025. PASSED	

COMMUNITY	# 25-128	Moved by: Cr. Heaton Seconded by: Cr. Benwell
	That the draft Communications Strategy be brought forward for review at the next Community Services Committee meeting, and that the Communications Committee be requested to assess the draft for consideration as a potential budget item in 2026.	
	PASSED	

iv. Municipal Services Standing Committee May 13th, 2025

MUNICIPAL	# 25-129	Moved by: Cr. Benwell Seconded by: Cr. Bathe
	That the Municipal Services Standing Committee minutes from May 13 th , 2025, be adopted as presented.	
	PASSED	

MUNICIPAL	# 25-130	Moved by: Cr. Bathe Seconded by: Cr. Karasiuk
	That council award the Comprehensive Asset Management Initiative (RFP TFS 2025-05) contract to WSP Canada Inc. in the amount of \$119,138.00, inclusive of all taxes and disbursements, and authorize Administration to execute the necessary contract documents.	
	PASSED	

b. Bylaws and Policies

c. Appointments

d. Mayor and Council / Board Representatives

- i. Cr. Tuckey - excused
- ii. Cr. Cox – no update
- iii. Cr. Couvrette - excused
- iv. Cr. Benwell - noted that the schools will be purchasing teal ribbons in honor of Ryan Tourangeau to wear during the upcoming Track and Field Tournament.



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

- v. Cr. Heaton – expressed her deepest condolences for the passing of Ryan Tourangeau.
- vi. Cr. Karasiuk - reminded everyone about the upcoming Regional Wellness Meeting scheduled for Wednesday, May 21, from 7:00 to 9:00 p.m. in the Seniors' Room at the Rec Centre. Noting that the NTHSSA Public Administrator and CEO will be in attendance.
- vii. Cr. Bathe - expressed appreciation to emergency services for their prompt and effective response to the recent fire, noting the situation was handled well given the potential risk. As someone with a home near the affected area, he personally thanked the responders. He also shared, as a representative of the HAF Committee, that he is encouraged by the progress being made and is looking forward to the continued development and support of the program.
- viii. D/M Keizer - Excused
- ix. Mayor Fergusson - provided an update on recent meetings with the TLC group, noting that discussions have also taken place with the Public Administrator and a second representative from TLC. While they addressed the ongoing concerns outlined in TLC’s submitted list, there are still no clear timelines or definitive updates, as the matter appears to be moving back and forth between infrastructure and other departments. A follow-up meeting is scheduled for June 2 at 2:00 p.m., following an earlier engagement.

Mayor Fergusson also attended the 25th anniversary celebration TLE held at the **Tthebatthi Dēnésuṭiné Nation**, formerly known as Smith's Landing, describing it as a beautiful and historic event. She noted the powerful speeches and high-ranking officials' presence, highlighting the event's significance and recognition. She expressed pride in being part of the celebration.

In addition, she volunteered at a successful event hosted by Aurora College, which featured engaging and educational science activities for children. Mayor Fergusson was impressed by the creativity on display, including experiments and demonstrations such as how sinkholes form, inspiring curiosity and learning among attendees.

Finally, she acknowledged the important role of the fire department, ECC, and all involved in recent emergency response efforts, noting that it served as a valuable systems test. While such tests are never ideal, she expressed hope that any remaining issues have now been resolved.

8. PROCLAMATIONS

9. ABSENCE OF COUNCIL MEMBERS

25-131 Moved by: Cr. Bathe
 Seconded by: Cr. Karasiuk

That D/M Keizer be excused from the Protective Services Standing Committee meeting on May 6th, 2025.

PASSED



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

25-132

Moved by: Cr. Karasiuk
Seconded by: Cr. Benwell

That D/M Keizer be excused from the Corporate Services Standing Committee meeting on May 6th, 2025.

PASSED

25-133

Moved by: Cr. Heaton
Seconded by: Cr. Bathe

That Cr. Benwell and D/M Keizer be excused from the Community Services Standing Committee meeting on May 13th, 2025.

PASSED

25-134

Moved by: Cr. Heaton
Seconded by: Cr. Karasiuk

That Cr. Benwell and D/M Keizer be excused from the Municipal Services Standing Committee meeting on May 6th, 2025.

PASSED

10. DATE OF NEXT COUNCIL MEETING

Protective Services Standing Committee	June 3 rd , 2025, at 6:30 pm
Corporate Services Standing Committee	June 3 rd , 2025, to follow the Protective Services Meeting with a 5-minute break
Community Services Standing Committee	June 10 th , 2025, at 6:30 pm
Municipal Services Standing Committee	June 10 th , 2025, to follow the Community Services Meeting with a 5-minute break
Regular Meeting of Council	June 17 th , 2025, at 7 pm

11. EXCUSING OF COUNCILLORS

25-135

Moved by: Cr. Benwell
Seconded by: Cr. Karasiuk

That D/M Keizer, Cr. Tuckey and Cr. Couvrette be excused from the Regular Meeting of Council on May 20th, 2025.

PASSED

12. IN CAMERA

25-136

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

That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23 (3)(h), the conduct of existing or anticipated legal proceedings.

In-camera at: 7:29 pm

PASSED



Council of the Town of Fort Smith
MAY 20th, 2025 @ 7:00 PM

25-137

Moved by: Cr. Benwell
Seconded by: Cr. Heaton

That Council move out of camera at 7:42 pm

PASSED

25-138

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

That Council and Administration proceed with Option 2 as outlined by our legal Council.

PASSED

13. ADJOURNMENT

25-139

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

That the meeting be adjourned at 7:43 pm.

PASSED

14. QUESTION PERIOD

Town of Fort Smith Communications Plan

March 2023



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Moving forward: a vision for Fort Smith's future

Fort Smith's Communication Plan lays the foundation for a strategic approach to communication. This plan focuses on building relationships with main target groups through sustainable and timely communication. It emphasizes the municipality's commitment to open, two-way dialogue, listening to the community, and all staff and elected officials working collaboratively to engage citizens. The Communication Plan reflects Council's vision and mission and will be revised each year to ensure alignment with the Town's strategic priorities.

Vision

"The Town of Fort Smith will work with its 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."

Mission

The Town of Fort Smith's mission is to operate an open, transparent and effective government that utilizes the vast experiences of every member of our community to foster a strong cohesive community spirit.

Background

Our process

Fort Smith's Communication Plan is built on the belief that people will support what they help create. The guiding principles, objectives and actions contained in this plan will be developed through input from multiple channels :

- This plan includes a random telephone survey of 100-200 Fort Smith residents, a survey of all staff, and in-depth interviews with the Mayor and Council, and members of the town administration.
- SAO and Communications Committee will build a shared understanding of the results, prioritize outcomes/goals, consider the required actions to achieve the outcomes/goals and identify key performance measures.
- Council would be presented the findings before planning sessions are organized to clarify the vision, mission, strategic priorities, and communication expectations and needs.

The result is a Communication Plan that integrates feedback from the community, Council and staff. It establishes the foundation for an organizational culture that is committed to listening and responding to citizens and an organization where staff are knowledgeable, accountable, aware of their responsibilities and supported in their roles.

Themes from the process

The Town of Fort Smith requires a strategic approach to ensure that communication activities support organizational priorities. The results of all surveys and interviews will acknowledge the communication gaps we have in our community. It is the responsibility of all staff while reinforcing the role of an effective communications department to facilitate success. Our internal processes need improvement to ensure consistent messaging, a focus on enhanced design and targeting, and an emphasis on outcomes over outputs.

Organizational achievements

The Town of Fort Smith recognizes that a shift in organizational culture is required to transform Fort Smith to a municipality that provides proactive information, rather than a reactive communication model. A strategic team that is committed to two-way communication, meaningful citizen engagement and collaboration. With the support of the SAO, Town administration and Council, we are exploring new ways of working together internally to communicate effectively and efficiently across departments so that external communication and customer service also improves.

We have invested in an Executive Assistant to the SAO who will help streamline our communication and ensure that all parts of our Town are informed of pertinent information moving forward.

The internal/external dynamic

The Town of Fort Smith has a responsibility to communicate and engage with residents. Everyone representing the organization has a role to play in communicating, and communication is key to achieving Fort Smith's strategic priorities.

It is also important to note that achieving an environment where all Town staff play a role in effective communication, depends on having the relational and transactional infrastructure in place to support them.

Specifically, staff want to feel part of an organization that acknowledges their value and treats them with respect. They want to reflect an environment of trust, credibility and expertise. They want to feel confident in their relationships and, in turn, this confidence will assure them that they have the right information and permissions to not only share information within and outside the organization, but to engage in conversations to generate greater understanding. Together, these would form the foundation of relational infrastructure and contribute to more open, honest, transparent and relationship-oriented communication activities. A relational infrastructure is also key to helping an organization build trust.

Additionally, staff need to know they have support and buy-in from management as well as adequate resources and training to fulfill their communication roles. They want clear processes and procedures as well as effective planning and evaluation mechanisms. Together, these make up the transactional infrastructure and reflect systems-level investments that ensure people within the organization understand their roles, responsibilities and the most efficient and effective pathways to communicate.

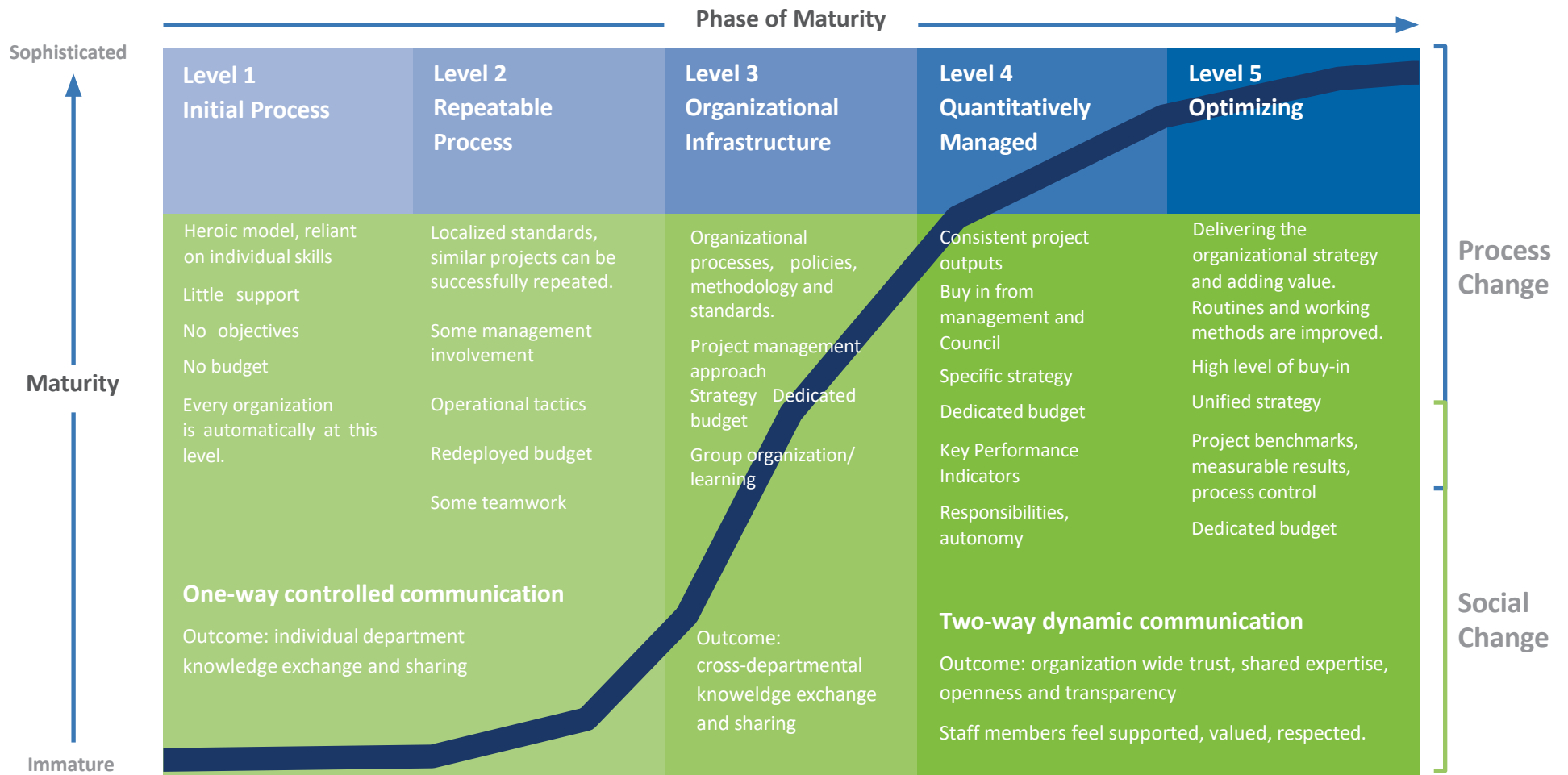
By investing in relational and transactional infrastructure, the Town of Fort Smith will help to mature its communication.

As an organization's communication matures, its people move from a focus on their personal communication efforts toward being part of a team effort to meet the needs of its key audiences. It finds that there are supports in place to reduce any one individual's effort and risk and to increase the impact of their contributions.

The Communications Maturity Model describes five stages that an organization will transition through as it achieves communications maturity. This is critical in both managing through change in an organization and building a level of internal engagement, that encourages people to want to communicate about their work environment and to engage with others to help build relationships. This enhances people's perceptions of and experiences within the Town of Fort Smith.

The internal/external dynamic

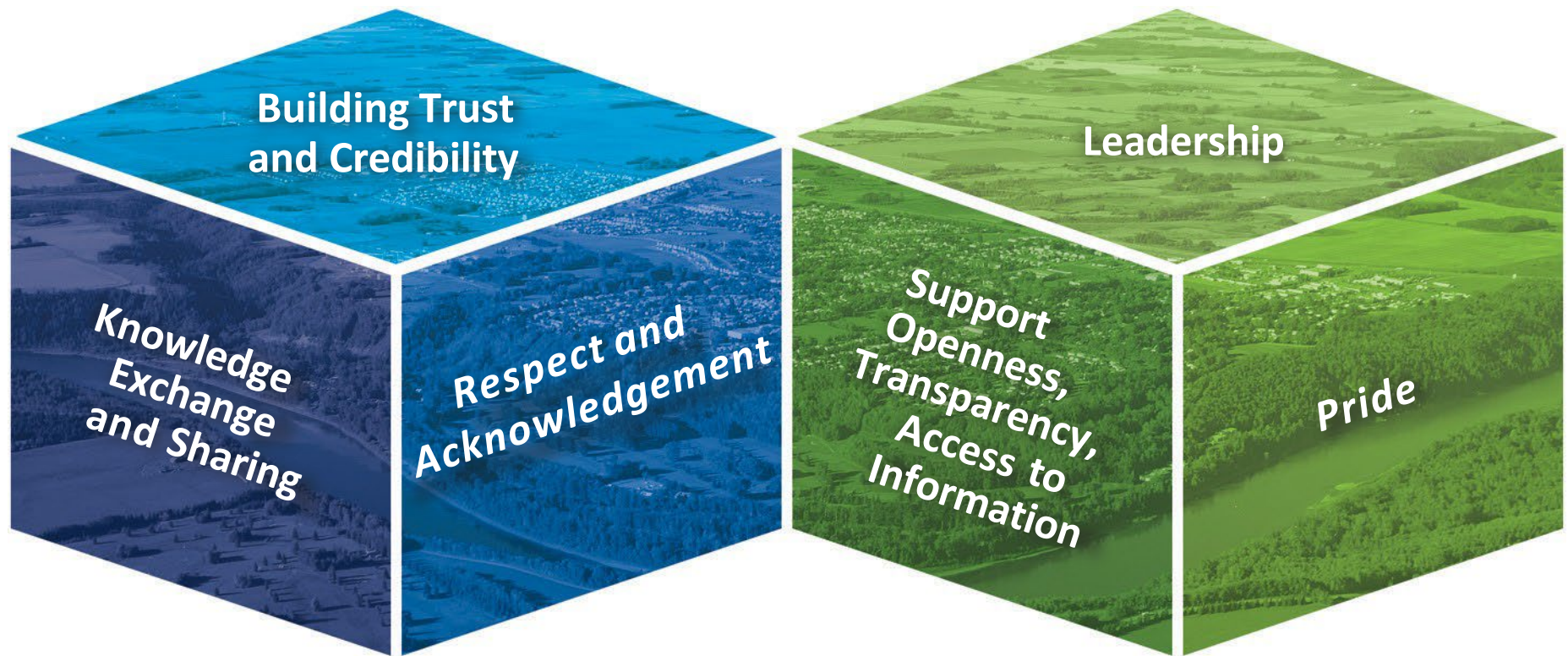
Communications Maturity Model



REFERENCE: CAMIADE, J. AND CLAISSE, M (2011). THE MATURITY MODEL - SOCIAL MEDIA MARKETING, AT INTERNET WHITE PAPER; MESSINGER, P. ET AL (2015).

Guiding principles

Guiding principles form the foundation of the Town of Fort Smith's Communication Plan and define what is important for our success. These principles describe what we wish to foster and strive for at all levels of the organization.



Your communications department

The Town of Fort Smith has established an Executive Assistant to the SAO, who will work to ensure that the Town's vision is represented and facilitated accordingly with respect to the overall Communications strategy.

While it is imperative to understand that everyone in the organization plays a role in effective communication, the role of the Executive Assistant is to help the Town of Fort Smith achieve efficient and meaningful strategies and tactics. Our Executive Assistant will work in tandem with the SAO and other departments to lead and guide strategic communication that help us to achieve our organizational priorities.

The specific role of the Executive Assistant is to provide communication advice and support to Council, the Senior Administrative Officer and enhance and protect the image of the Town of Fort Smith; oversee initiatives that support the advancement of The Town's Strategic Priorities; and identify and manage emerging issues.

The Executive Assistant's work can be described by five categories:

Communications Strategy & Strategic Initiatives

- Plans, develops and implements communications policies and strategies on behalf of the Town of Fort Smith.
- Creates and executes a comprehensive annual communications plan to support the Town's strategic priorities and assess the ongoing effectiveness.
- Serves as the secondary media contact for the Town.
- Oversees the creation and maintenance of Town communications including news releases, speeches, key messages, brochures, newsletters, website and social media.
- Establishes and maintains relationships with media to provide positive assistance and communications.

Quality Control

- Serves as the quality control centre for ensuring the look, messaging and tone of external communications materials reflect the Town's professionalism, brand value and organizational priorities. This quality control includes recommendations for review and signoff on all print and social media communications before it's distributed to the public.
- Requires all project charters, municipal plans or programs to address communications as a part of the planning and development process.

Issues Management

- Identifies issues affecting the Town and provides expert advice and assistance to the SAO, to help facilitate and manage issues.
- Develops communications plans and consultation tools in response to emerging issues.

Communications Advice and Support

- Maintains a high level of familiarity with town practices, initiatives, and issues.
- Provides communication advice and support to Council, the Senior Administrative Officer, and Directors by working closely with these individuals and establishing and maintaining relationships.

Disaster & Emergency Communication

- Works with local, regional, and territorial RCMP, Fire, EMS, and transportation agencies relating to disaster and emergency situations and communicating these details to the residents of the Town.
- A policy and guidelines for communication if the Executive Assistant is away and unable to provide updated correspondence.

Social Media Posts

Town Website

Required items	Comments/Questions	Daily Posts	Consistency	Approved to Post
- Caption/Image/Details - Contact details (email address/phone number) - Call to action and details - Link to comments/suggestions	- Link to a comments or questions section that will be emailed to the Executive Assistant for reply or referral - Every comment, question or suggestion will be replied to	- Updates will be made daily - Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to Town of Fort Smith website, must also be posted to Facebook and Twitter pages.	- Executive Assistant - Economic Development Officer - Executive Secretary - Directors (if needed) - SAO (if needed)
- Town Logo - Contact details (email address/phone number) - Call to action and details.	- Comments will be turned on for every post - We will acknowledge questions and comments with a reply or emoticon. - Every share will be acknowledged.	- Updates will be made daily - Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to Facebook, must also be posted to the Town's Twitter page.	- Executive Assistant - Economic Development Officer - Executive Secretary - Directors (if needed) - SAO (if needed)
- Contact details (email address/phone number) - Call to action and details.	- Every comment will be replied to - Every share will be acknowledged.	- Updates will be made daily - Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to Twitter, must also be posted to the Town's Facebook page.	- Executive Assistant - Economic Development Officer - Executive Secretary - Directors (if needed) - SAO (if needed)

Facebook

Twitter

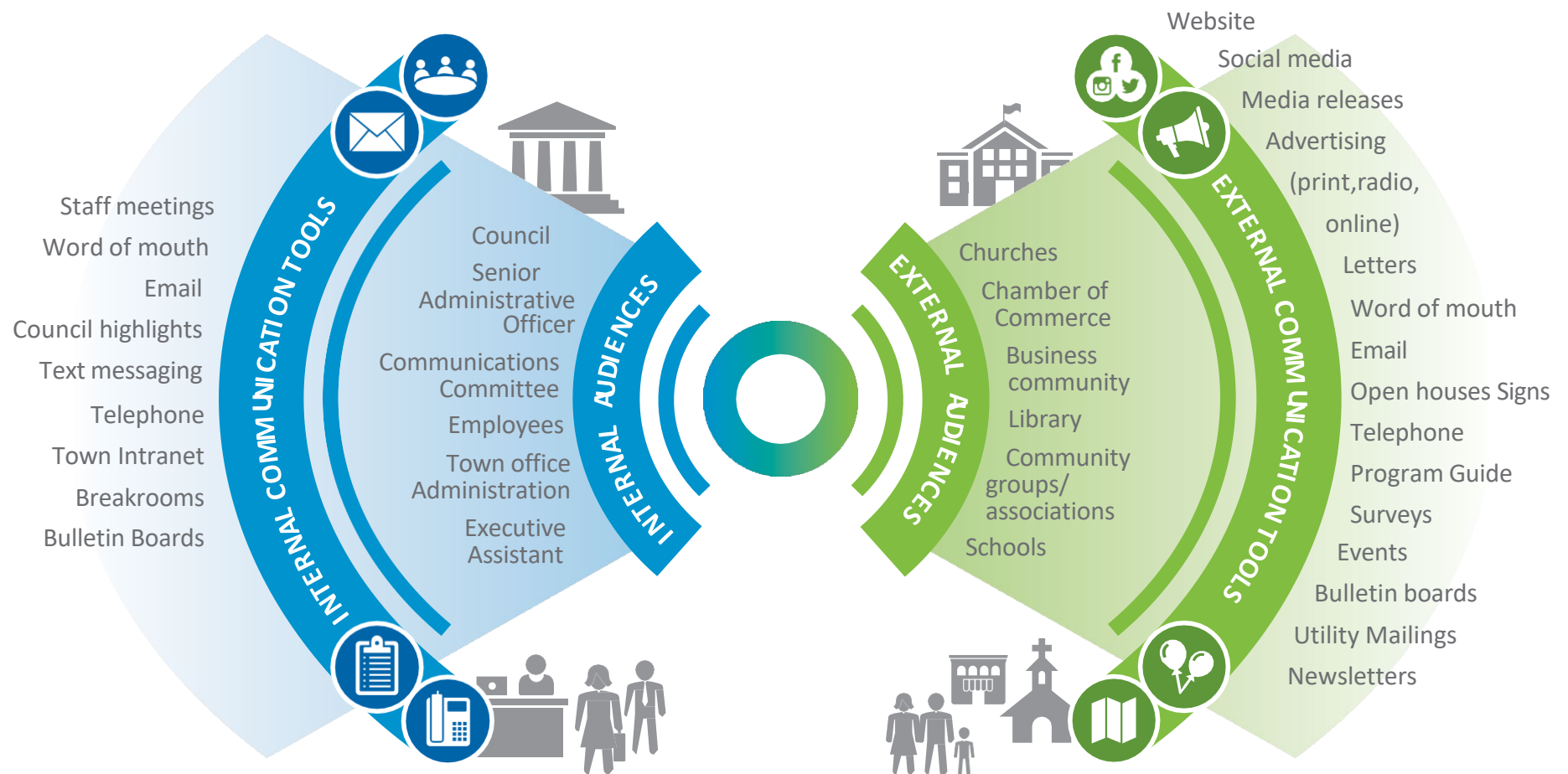
Social Media Posts Continued

	Required items	Comments/Questions	Daily Posts	Consistency	Approved to Post
Instagram	• #townoffortsmith • Minimum of 3 hashtags (#) or mentions (@) • Keep content light and in good faith	• Comments or questions will be monitored by the Executive Assistant for reply or referral • Every comment, question or suggestion will be replied to	• Updates will be made daily • Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to Instagram, must also be posted to Facebook and Twitter pages.	• Executive Assistant • Economic Development Officer • Executive Secretary • Directors (if needed) • SAO (if needed)
TikTok	• #townoffortsmith • Minimum of 3 hashtags (#) or mentions (@) • Keep content light and in good faith	• Comments or questions will be monitored by the Executive Assistant for reply or referral • Every comment, question or suggestion will be replied to	• Updates will be made daily • Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to TikTok, must also be posted to the Town's Facebook page.	• Executive Assistant • Economic Development Officer • Executive Secretary • Directors (if needed) • SAO (if needed)
YouTube	• #townoffortsmith • Minimum of 3 hashtags (#) or mentions (@) • Contact details for questions (email address/phone number)	• Every comment will be replied to • Every share will be acknowledged.	• Updates will be made for each town meeting • Emergency updates will be updated every 3 hours until end	To maintain consistent communication across all social media channels, every post to YouTube, must also be posted to the Town's Facebook page.	• Executive Assistant • Economic Development Officer • Executive Secretary • Directors (if needed) • SAO (if needed)

Key audiences & Effective communication tools

Communication activities can be described as serving internal and external audiences, respectively. While best practices and tactics to engage with and make an impact on these audiences can be similar, the most effective and accessible tools to reach these audiences differ substantially.

The following graphic identifies key internal and external audiences and, accordingly, the most effective communications tools available to the Town of Fort Smith to communicate with these audiences.



Social Media Demographics/Analytics (Sep 2022 vs. Mar 2023)

These next 5 slides represent the increase in page views and interactions in the last 6 months.

Reach

Facebook Page reach ⓘ

13,690 ↑ 56.4%



Reach

Facebook Page reach ⓘ

20,440 ↑ 7.7%



Facebook Page reach

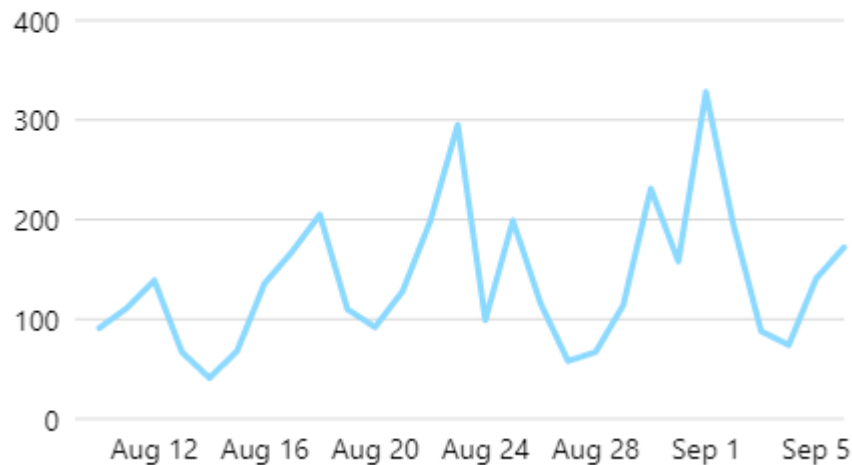
The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.

Social Media Demographics/Analytics (Sep 2022 vs. Mar 2023)

Page and profile visits

Facebook Page visits ⓘ

3,888 ↑ 21.2%



Page and profile visits

Facebook Page visits ⓘ

4,671 ↓ 7.5%



Facebook Page visits

The number of times your Page was visited.

Social Media Demographics/Analytics (Sep 2022 vs. Mar 2023)

Audience

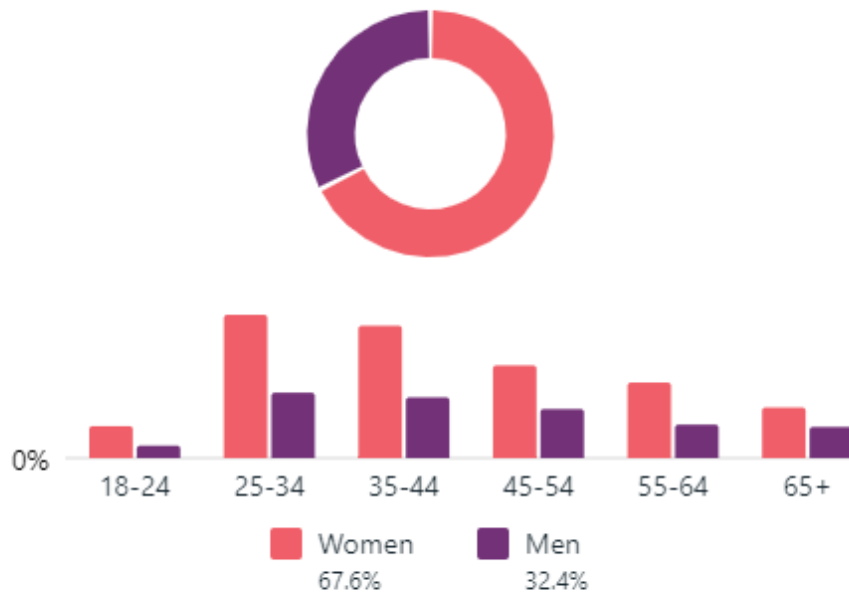
Current audience

Potential audience

Facebook Page followers ⓘ

2,590

Age & gender ⓘ



Audience

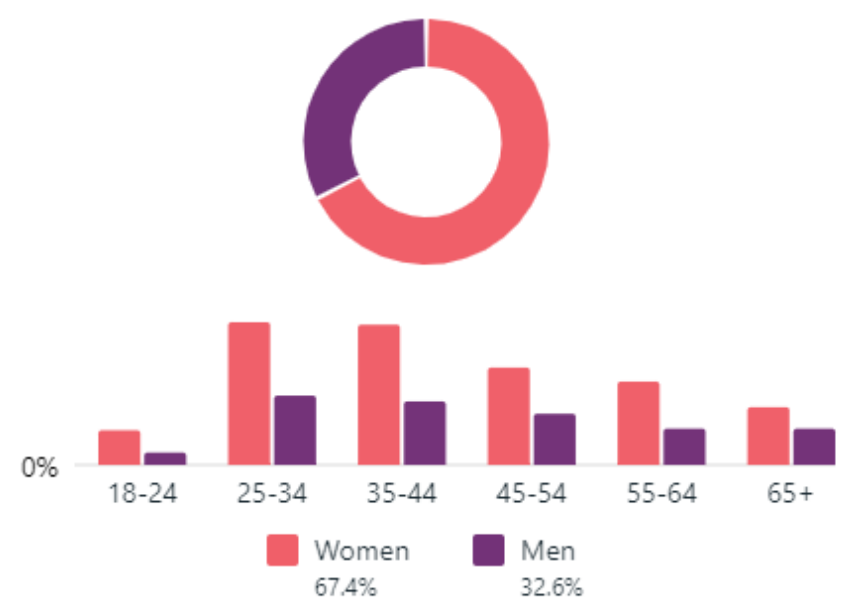
Current audience

Potential audience

Facebook Page followers ⓘ

2,754

Age & gender ⓘ



Social Media Demographics/Analytics (September 2022)

Page	Page likes ↓	Page likes change ↑↓	Published content
 City of Yellowknife This site is maintained by the City of Yellowknife. Multum in Parvo: Man...	12.1K	↑ 62	68
 City of Whitehorse, Yukon Official government page for the City of Whitehorse. Named the Wilder...	11.4K	↑ 177	76
 Tourism Brantford Discover Brantford	9.6K	↑ 46	34
 City of Fernie The official Facebook page of the City of Fernie. We share updates from ...	3.6K	↑ 29	27
 Town of Hay River, NT 100-62 Woodland Drive Hay River, NT X0E 1G2 (867)874-6522	3.1K	↑ 10	22
 Town of Inuvik The Town of Inuvik was the first community north of the Arctic Circle bui...	2.7K	↑ 24	26
 The Town of Fort Smith, NT This is the official Facebook page of the Town of Fort Smith, NT	2.5K	↑ 28	65

Social Media Demographics/Analytics (March 2023)

Page		Page likes	↓	Page likes...	↑↓	Published content
	City of Yellowknife This site is maintained by the City of Yellowknife. Multum in Parvo: Man...	12.3K		↑ 7		29
	City of Whitehorse, Yukon Official government page for the City of Whitehorse. Named the Wilde...	12.2K		↑ 97		67
	Discover Brantford Discover Brantford	9.7K		↑ 15		21
	City of Fernie The official Facebook page of the City of Fernie. We share updates fro...	3.9K		↑ 24		27
	Town of Hay River, NT 100-62 Woodland Drive Hay River, NT X0E 1G2 (867)874-6522	3.2K		↑ 6		30
	Town of Inuvik The Town of Inuvik was the first community north of the Arctic Circle b...	2.8K		↑ 20		23
	The Town of Fort Smith, NT The official Facebook page of the Town of Fort Smith, NT	2.6K		↑ 32		58

Where we're headed: Desired outcomes

The purpose of communication is to impact the way people feel or behave. The Town of Fort Smith will use communications and engagement tactics and tools, in accordance with the IAP2 spectrum of engagement.

This helps influence key audiences by helping them to access information and partner with them to achieve shared goals.

Increasing Level of Public Impact					
	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solution.	To obtain public feedback on analysis, alternative and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision-making in the hands of the public, with expert advice and feedback from the surveys and focus groups.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspiration, and provide feedback on how the public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporating your advice and recommendation into the decisions to the maximum extent possible.	We will implement what you decide with strategic decisions made by our Town leadership.
Example techniques	• Fact sheets • Websites • Open houses	• Public comment • Citizen Focus groups • Surveys • Public meetings	• Workshops • Deliberative polling	• Citizen advisory committees • Consensus building • Participatory decision-making	• Citizen focus groups • Ballots

SOURCE: INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION

Where we're headed: Desired outcomes

The Town of Fort Smith has identified four outcomes that it wants to achieve as a result of investing in communication activities. These outcomes reflect the input of Council members and reflect our future areas of focus.

Over next 3 years, the Town of Fort Smith is committed to implementing the actions outlined on the following pages to ensure measurable results. The outcomes are written as statements that, if everything is achieved, the Town of Fort Smith's key audiences will agree to within three years.

A Policy of Communication requirements and guidelines will be determined and put into a manual that is reviewed each year and will evolve based on Town feedback and market trends.

Desired outcome 1 (External focus)

- The Town is a proactive organization that builds relationships and encourages citizen engagement.

Desired outcome 2 (External focus)

- The community embraces a culture of healthy active living for all.

Desired outcome 3 (Internal focus)

- The Town has a strong organizational culture where staff are supported and informed.

Desired outcome 4 (Internal focus)

- Council and staff understand their responsibilities and are supported in their communication roles by planning, policies, processes and training that elevates their ability to provide quality customer service.

Positioning statements and key messages

Positioning statements reflect how the Town of Fort Smith wants to be recognized and experienced by its key audiences. They work to differentiate the town and help it stand apart for its strengths. Positioning statements include both emotional (e.g., pride; possibility) context and factual statements. They are the type of content that can be leveraged and integrated into descriptions, stories, graphics and more. They are baseline statements that help foster creative communication activities that strive to provoke (emotion) and invoke (evidence-based) feelings and behaviours from target audiences.

The Town of Fort Smith has adopted four sets of positioning statements that reflect the community's identity.

In addition to positioning statements, key messages will also be important to the Town of Fort Smith's communication success. Key messages reflect factual, top of mind messages that convey the most important information for people to understand, to help the Town of Fort Smith achieve its desired outcomes. As the Town of Fort Smith makes progress on its Desired Outcomes, key messages will be imperative to helping people, external and internal to the organization, understand and feel included as a part of our progress.

*****These recommendations are examples but should be discussed and determined by the Council based on feedback from the EDO*****



The Who, What, Where

Fort Smith – healthy, active living

Fort Smith is an unexpected and unforgettable town nestled within the Wood Buffalo National Park, and alongside the Slave River, and a mere 45-minute flight from Yellowknife. Most people that drive by have no idea of the treasures that Fort Smith offers including our national park and riverside trails, boat launch, golf course, campgrounds and the largest Dark Sky Preserve on Earth, which allows for the most breathtaking views of the Aurora Northern Lights.

- *Ideal for work-life balance and one of the most walkable towns in the Northwest Territories.*
- *Many recreational activities nearby: from water sports to snow sports, from biking to hiking and motorsports.*
- *Hundreds of kilometres of natural trails and Nordic ski trails in winter.*
- *Year-round recreational activities and events: the Town hosts a dozen annual events and provides support to many other events, from local indigenous celebrations to international events such as the Dark Sky Festival and Paddlefest, where people from all over the world flock to Fort Smith.*
- *Speaking of flocking to the North. Fort Smith is home to the majestic American White Pelicans. Who migrate North each April.*
- *Twenty-five kilometers of world-class white-water rapids*

Small town enriched by unforgettable experiences!

Fort Smith is a great place to live and raise a family. This is a peaceful, safe and secure community, where 60% percent of residents own their own home. Fort Smith offers:

- *All essential residential amenities*
- *Local emergency services and hospital*
- *Kindergarten – Grade 12 – Post Secondary*
- *Largest of the 3 Aurora College Campuses*
- *Year-round recreational activities and events*
- *All essential business amenities*
- *Ideal for work-life balance*
- *Year-round recreational centre including pool, gym and sports courts*
- *Mary Kaeser Library with public use computers*

Out Here Nature Reigns

Whether you stay a day or for a month, there is always something new to do:

- *Beautiful location near the river*
- *Great variety of wildlife*
- *Safe and beautiful campgrounds*
- *18-hole golf course*
- *Whitewater Paddling*
- *Spectacular views of the Northern Lights*

Inclusive, Innovative, Proactive

Fort Smith is home to a robust forward thinking resident base with old fashioned values. The Town of Fort Smith works constantly to provide communication that is inclusive to all residents.

We are continually working to think globally, and act locally. This means that we work to increase our footprint in the Northwest Territories and beyond, while still maintaining our strong ties to our local community base.

While striving to continue innovation and a proactive approach to all matter's town related. For centuries, the Dene and Metis hunted and fished the land and tributaries flowing into the Slave River. Today, the Town of Fort Smith works with the leadership and the three chiefs of the local indigenous bands.

- *Great ecological situation – The Town gets its water from the Slave River. While most rivers in the world flow South, the Slave River flows North into the Great Slave Lake. This natural resource is an integral part of the Town infrastructure.*
- *Now the town is looking at another first: to become the first town in the Northwest Territories to harness solar powered energy and use it to power most of the Town's infrastructure.*

Evaluation

Over next three years, the Town of Fort Smith is committed to realizing the specific action items identified in this Communication Plan.

Some action may be completed within the first year, while other action items involve organizational culture and process changes and will be addressed over the three-year period of this plan. Progress reports will be presented to council on a quarterly basis, and updates on specific action items will be included in monthly reports to Council.

The following section describes how we will measure progress and identify whether we are achieving our desired outcomes.

The evaluation plan contains two distinct elements. On one hand, it is meant to gauge progress on the four desired outcomes. On the other hand, it is meant to track the delivery of the actions associated with each outcome and their contribution toward the four desired outcomes.

Progress on the four desired outcomes

One of the key benefits of evaluation is not only to achieve the desired outcomes described in this plan but also to gauge progress toward these outcomes and allow for adaptation, as required.

Given that the Town of Fort Smith has identified two external business outcomes (#1 and #2) and two internal business outcomes (#3 and #4) that will be influenced by communication activities, it is important to have a primary mechanism to measure progress for both.

With respect to Outcomes #1 and #2, these are two business outcomes among many across the municipality. The most efficient and meaningful way to gauge progress on these outcomes will be to include questions about them in the annual **Community Satisfaction Survey**. The first year will set a benchmark for performance and progress on these outcomes can be measured against the benchmark results in the coming years.

With respect to the Outcomes #3 and #4, these are two business outcomes that affect staff engagement. It is important to include questions about them in an annual **Staff Engagement Survey**. In addition, it will be helpful to obtain the internal communication on these outcomes versus other influences (i.e., senior leadership; governance; decision-making processes, etc.).

Measuring the impact of communications activities on the desired outcomes

Communications has been shown to be a key element of effectively and efficiently achieving organizational goals, and it is important for the town to evaluate how its investment in communication is influencing progress towards its outcomes.

The action plan (see Appendix X) outlines the tasks that will support each of the Four Desired Outcomes. Each planned action includes an impact measure to gauge its effect on advancing the Town of Fort Smith's Four Desired Outcomes.

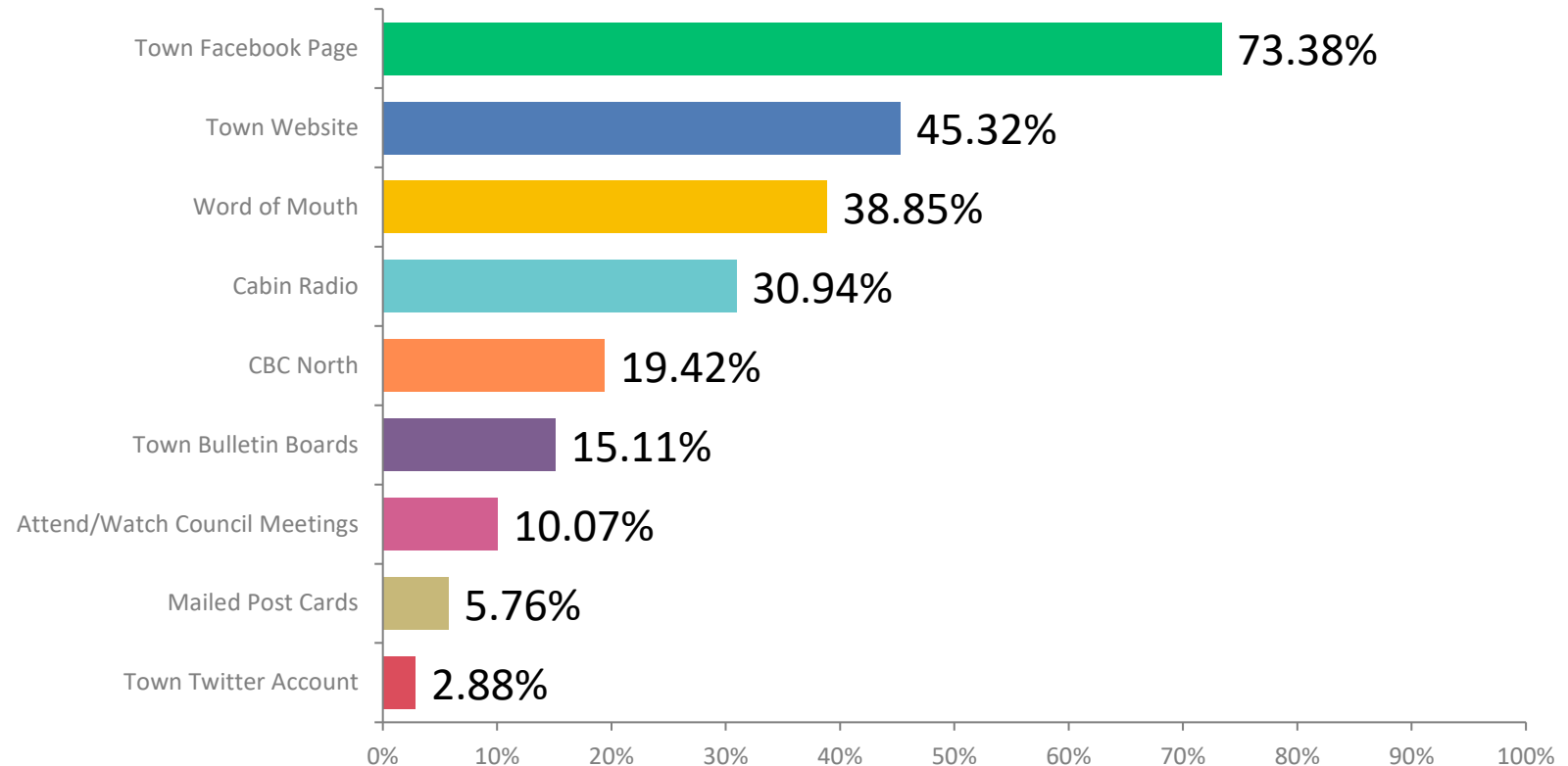
With respect to aligning performance measures with the Town of Fort Smith's actions, it is important to note that they will balance quantitative (numerical measures) with qualitative (description or narrative measures). In addition to the community and staff surveys, measurement will be achieved through social media analytics, monitoring of internal and external use of and satisfaction with the Town's communication tools, policies, procedures and protocols, as well as informal conversation, and internal interviews.

2022 Town of Fort Smith, NT Communications Survey

Date Created: Tuesday, September 13, 2022

Complete Responses: 139

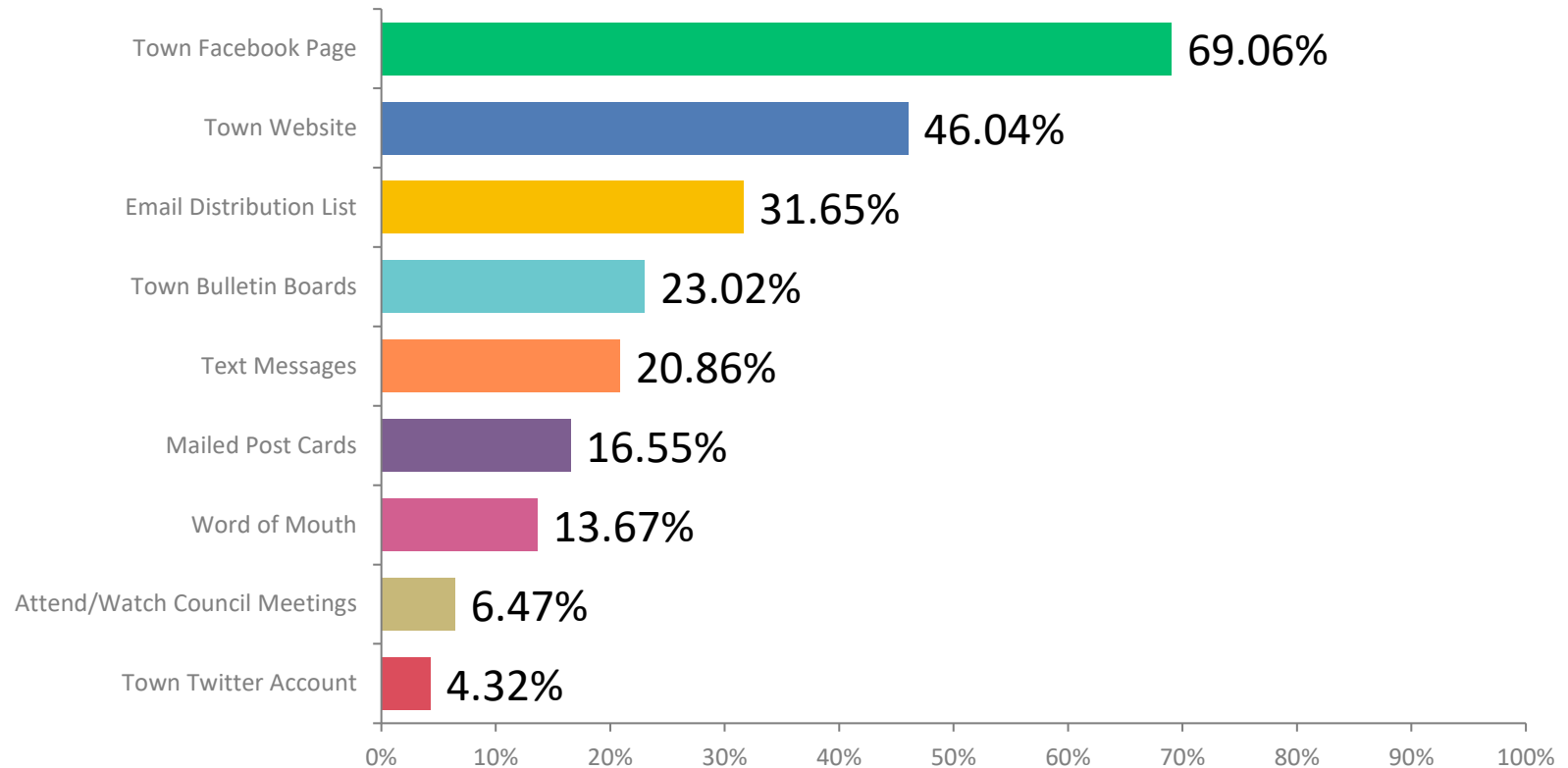
Q1: Which of the following sources do you currently use to receive information about the Town of Fort Smith?



Q1: Which of the following sources do you currently use to receive information about the Town of Fort Smith?

ANSWER CHOICES	RESPONSES	
Town Facebook Page	73.38%	102
Town Website	45.32%	63
Word of Mouth	38.85%	54
Cabin Radio	30.94%	43
CBC North	19.42%	27
Town Bulletin Boards	15.11%	21
Attend/Watch Council Meetings	10.07%	14
Mailed Post Cards	5.76%	8
Town Twitter Account	2.88%	4
TOTAL		336

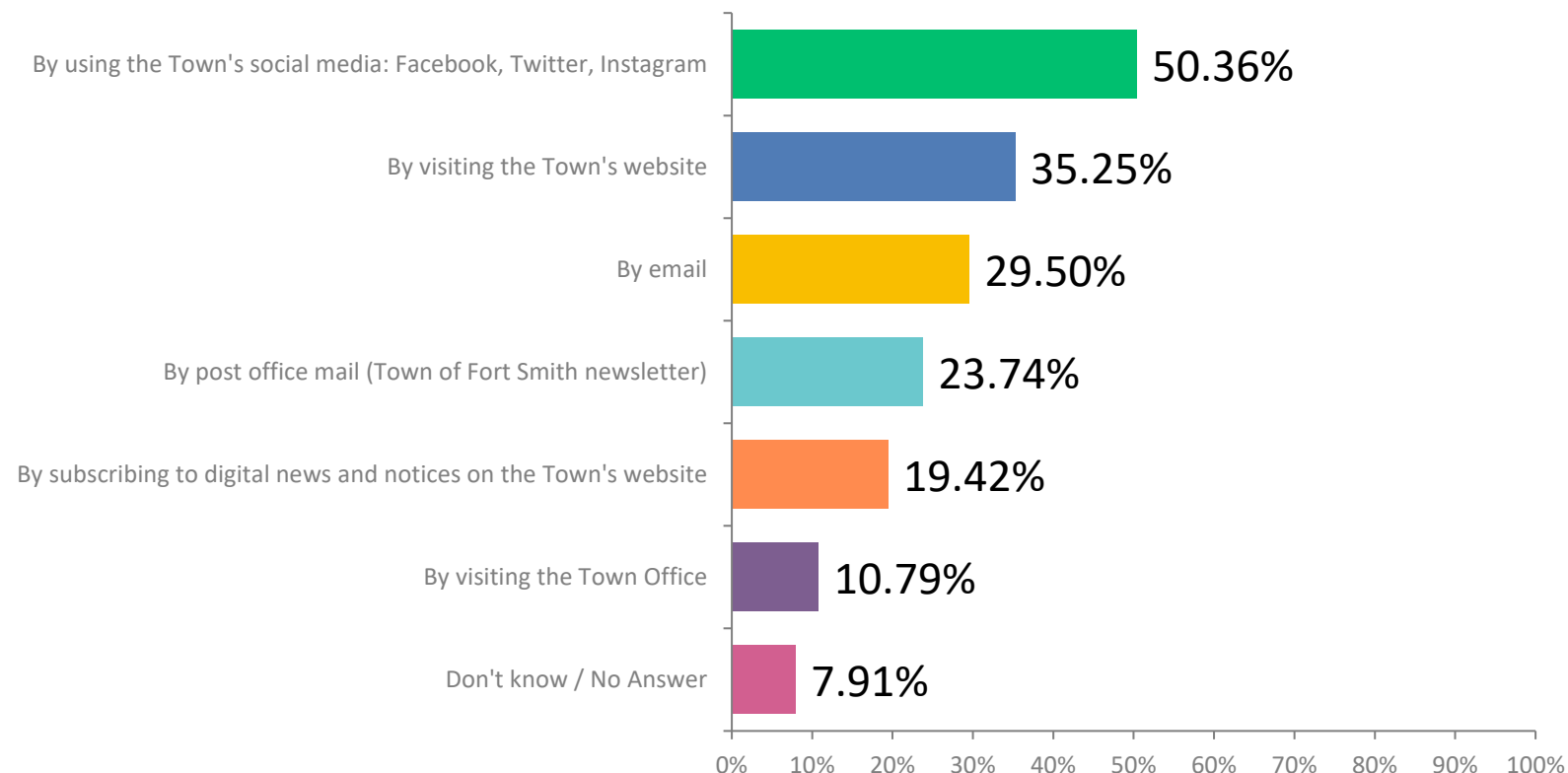
Q2: In your opinion, what are the best ways for the Town to communicate with you?



Q2: In your opinion, what are the best ways for the Town to communicate with you?

ANSWER CHOICES	RESPONSES	
Town Facebook Page	69.06%	96
Town Website	46.04%	64
Email Distribution List	31.65%	44
Town Bulletin Boards	23.02%	32
Text Messages	20.86%	29
Mailed Post Cards	16.55%	23
Word of Mouth	13.67%	19
Attend/Watch Council Meetings	6.47%	9
Town Twitter Account	4.32%	6
TOTAL		322

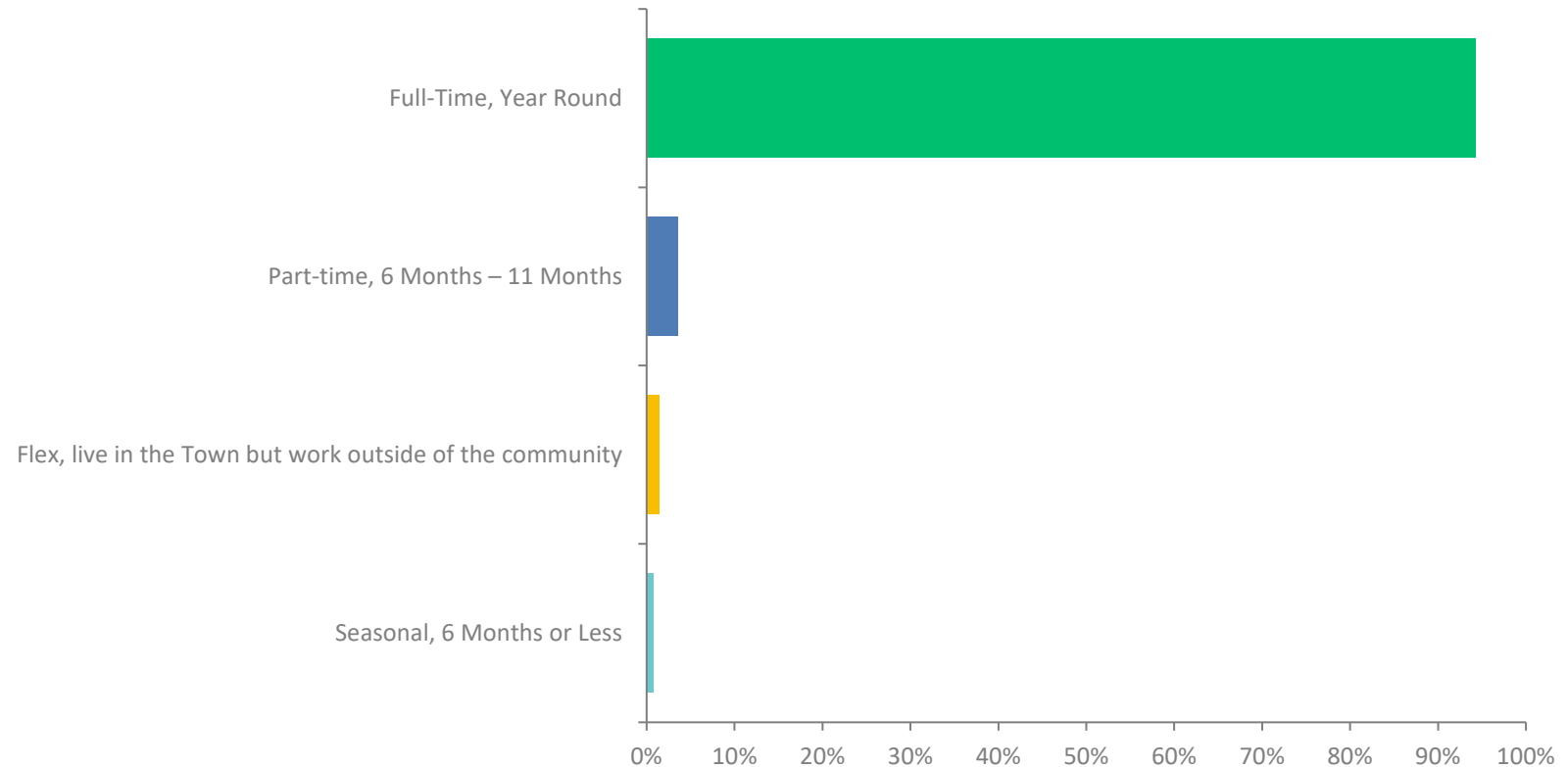
Q3: What is the most convenient way for you to find out about Town services, news, and events?



Q3: What is the most convenient way for you to find out about Town services, news, and events?

ANSWER CHOICES	RESPONSES	
By using the Town's social media: Facebook, Twitter, Instagram	50.36%	70
By visiting the Town's website	35.25%	49
By email	29.50%	41
By post office mail (Town of Fort Smith newsletter)	23.74%	33
By subscribing to digital news and notices on the Town's website	19.42%	27
By visiting the Town Office	10.79%	15
Don't know / No Answer	7.91%	11
TOTAL		246

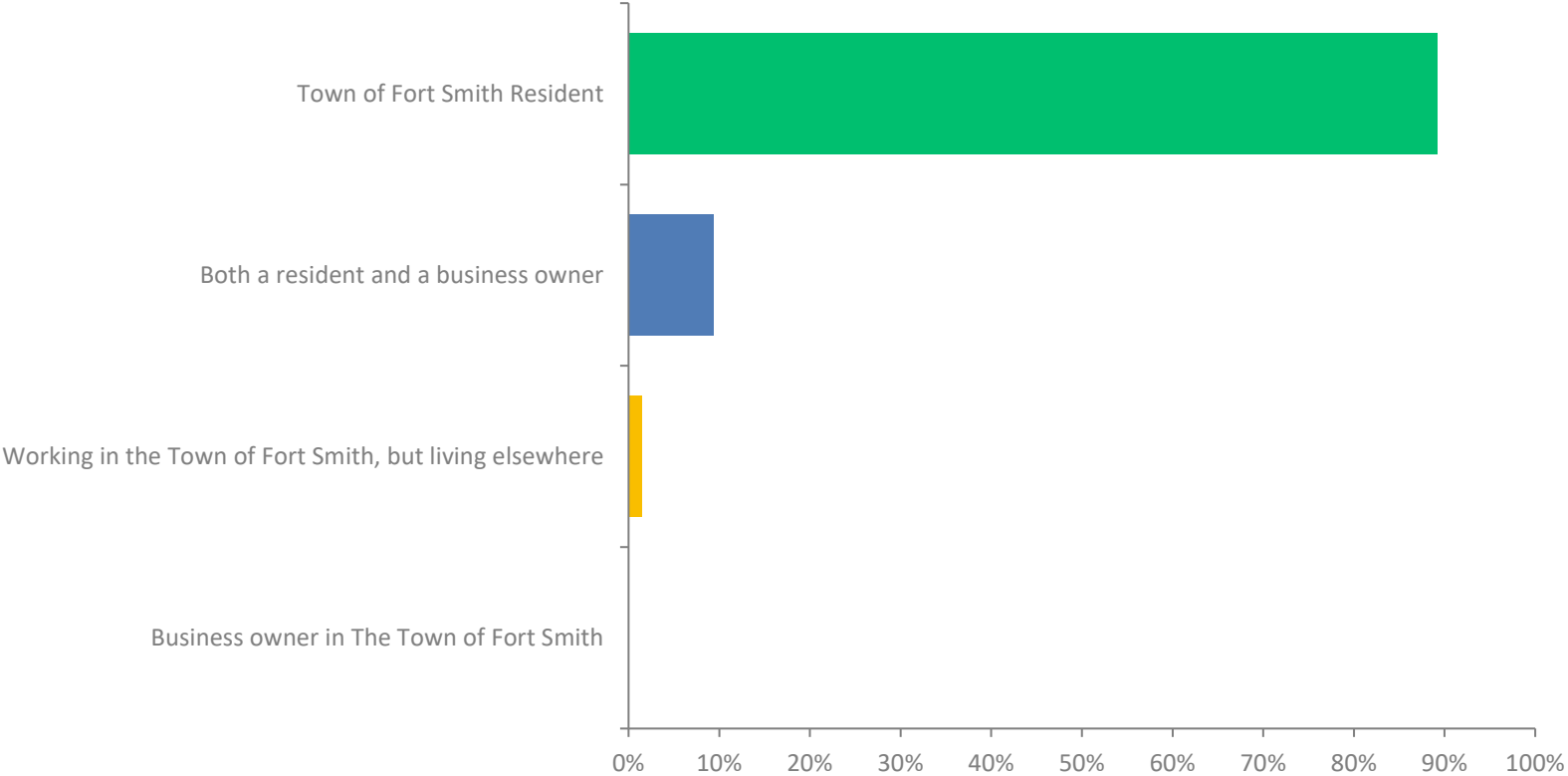
Q4: What type of Town of Fort Smith, NT resident do you consider yourself?



Q4: What type of Town of Fort Smith, NT resident do you consider yourself?

ANSWER CHOICES	RESPONSES	
Full-Time, Year Round	94.24%	131
Part-time, 6 Months – 11 Months	3.60%	5
Flex, live in the Town but work outside of the community	1.44%	2
Seasonal, 6 Months or Less	0.72%	1
TOTAL		139

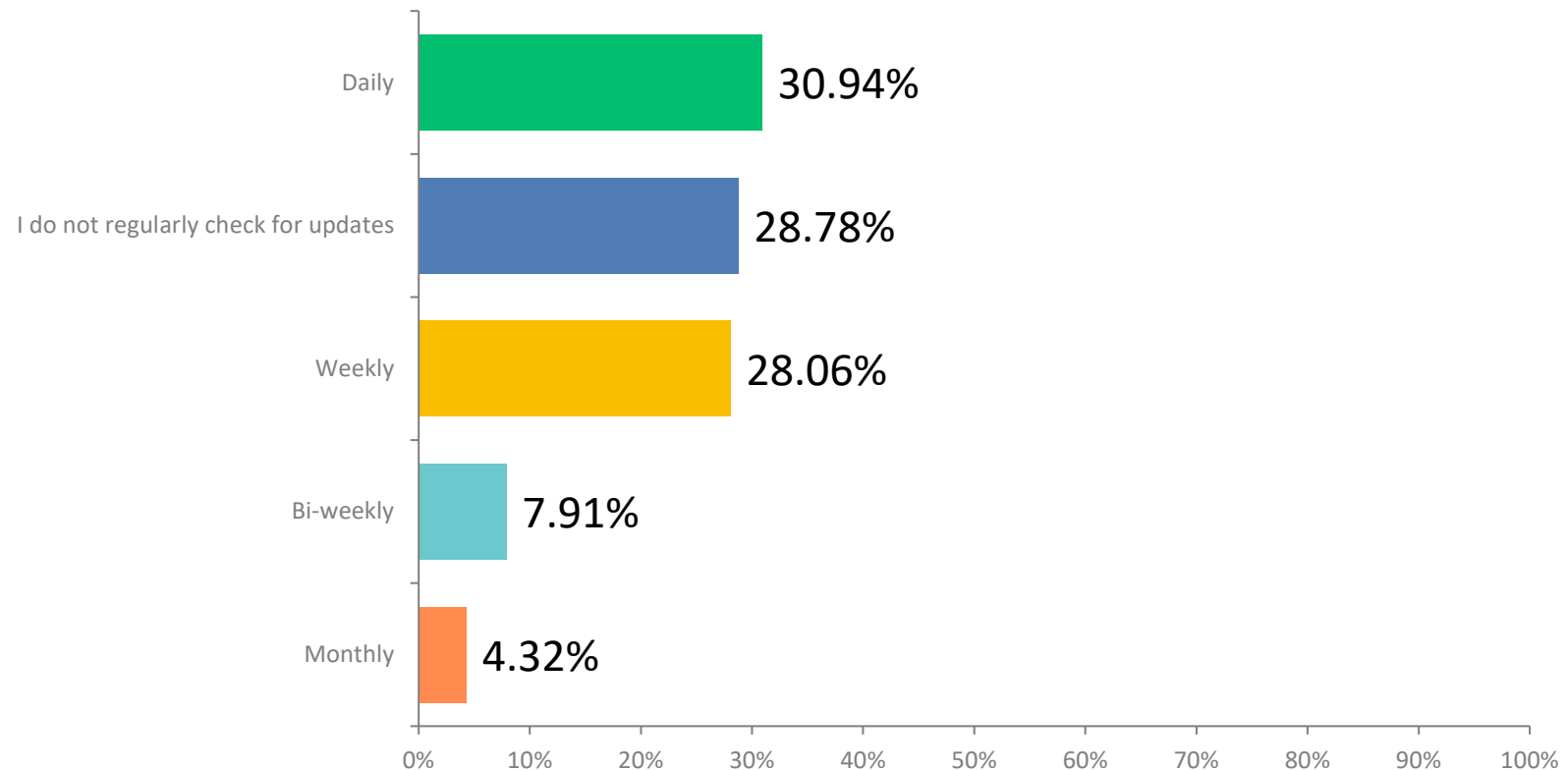
Q5: Please select the option that best describes yourself. I am responding to this survey as a



Q5: Please select the option that best describes yourself. I am responding to this survey as a

ANSWER CHOICES	RESPONSES	
Town of Fort Smith Resident	89.21%	124
Both a resident and a business owner	9.35%	13
Working in the Town of Fort Smith, but living elsewhere	1.44%	2
Business owner in The Town of Fort Smith	0%	0
TOTAL		139

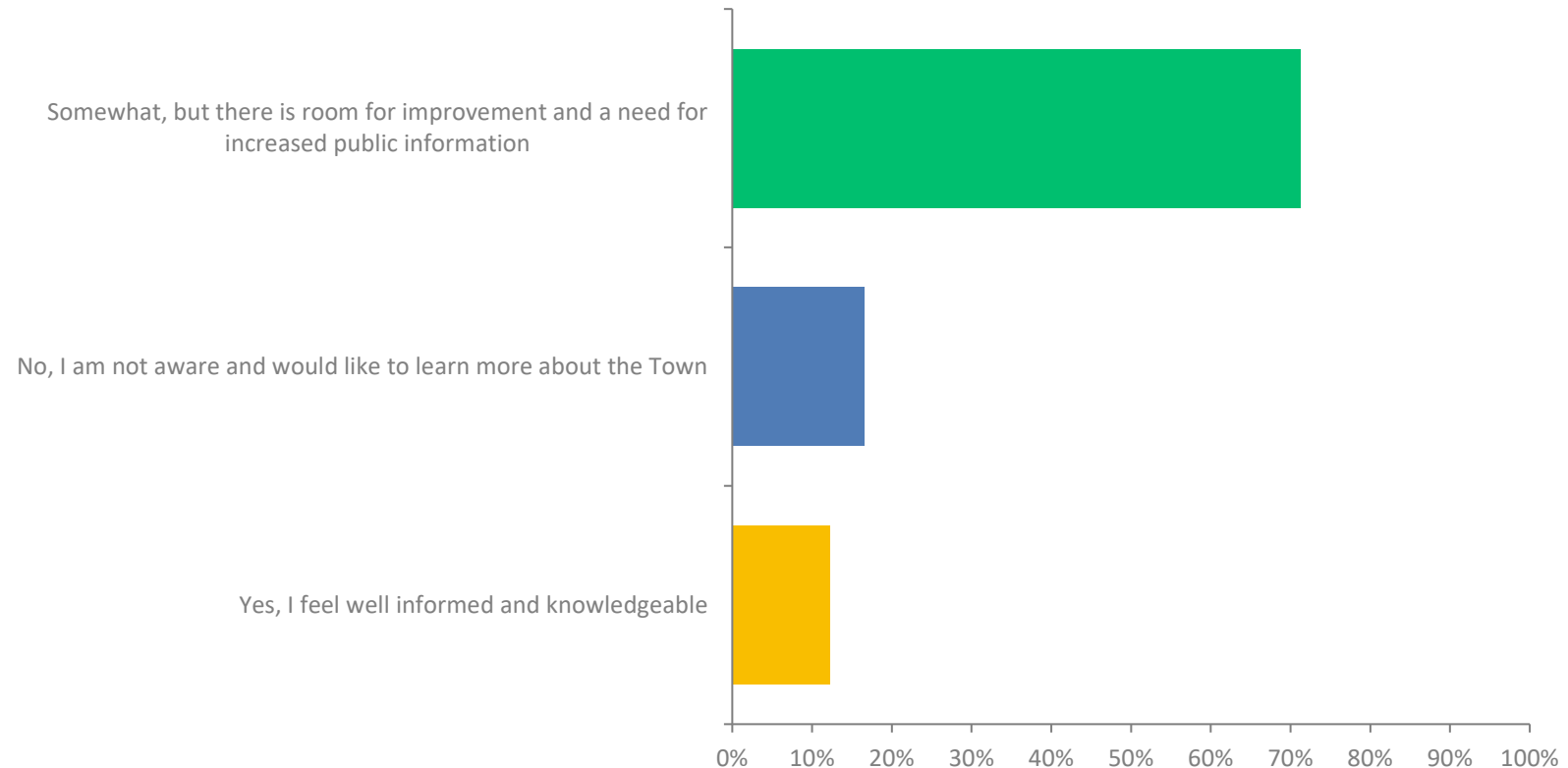
Q6: How frequently do you check for news and updates regarding the Town of Fort Smith?



Q6: How frequently do you check for news and updates regarding the Town of Fort Smith?

ANSWER CHOICES	RESPONSES	
Daily	30.94%	43
I do not regularly check for updates	28.78%	40
Weekly	28.06%	39
Bi-weekly	7.91%	11
Monthly	4.32%	6
TOTAL		139

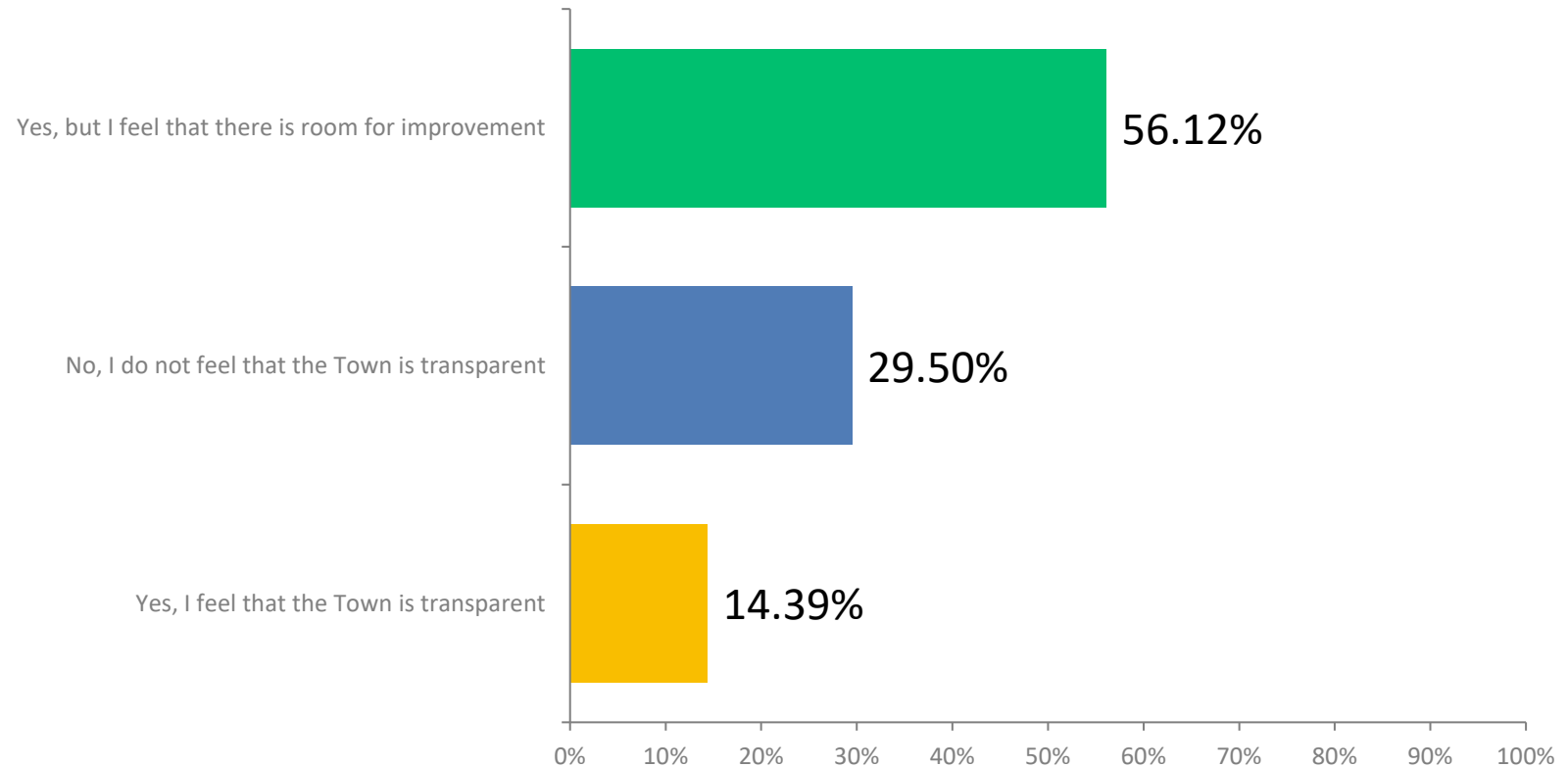
Q7: In your opinion, do you feel well-informed and knowledgeable regarding Town operations, projects, and initiatives?



Q7: In your opinion, do you feel well-informed and knowledgeable regarding Town operations, projects, and initiatives?

ANSWER CHOICES	RESPONSES	
Somewhat, but there is room for improvement and a need for increased public information	71.22%	99
No, I am not aware and would like to learn more about the Town	16.55%	23
Yes, I feel well informed and knowledgeable	12.23%	17
TOTAL		139

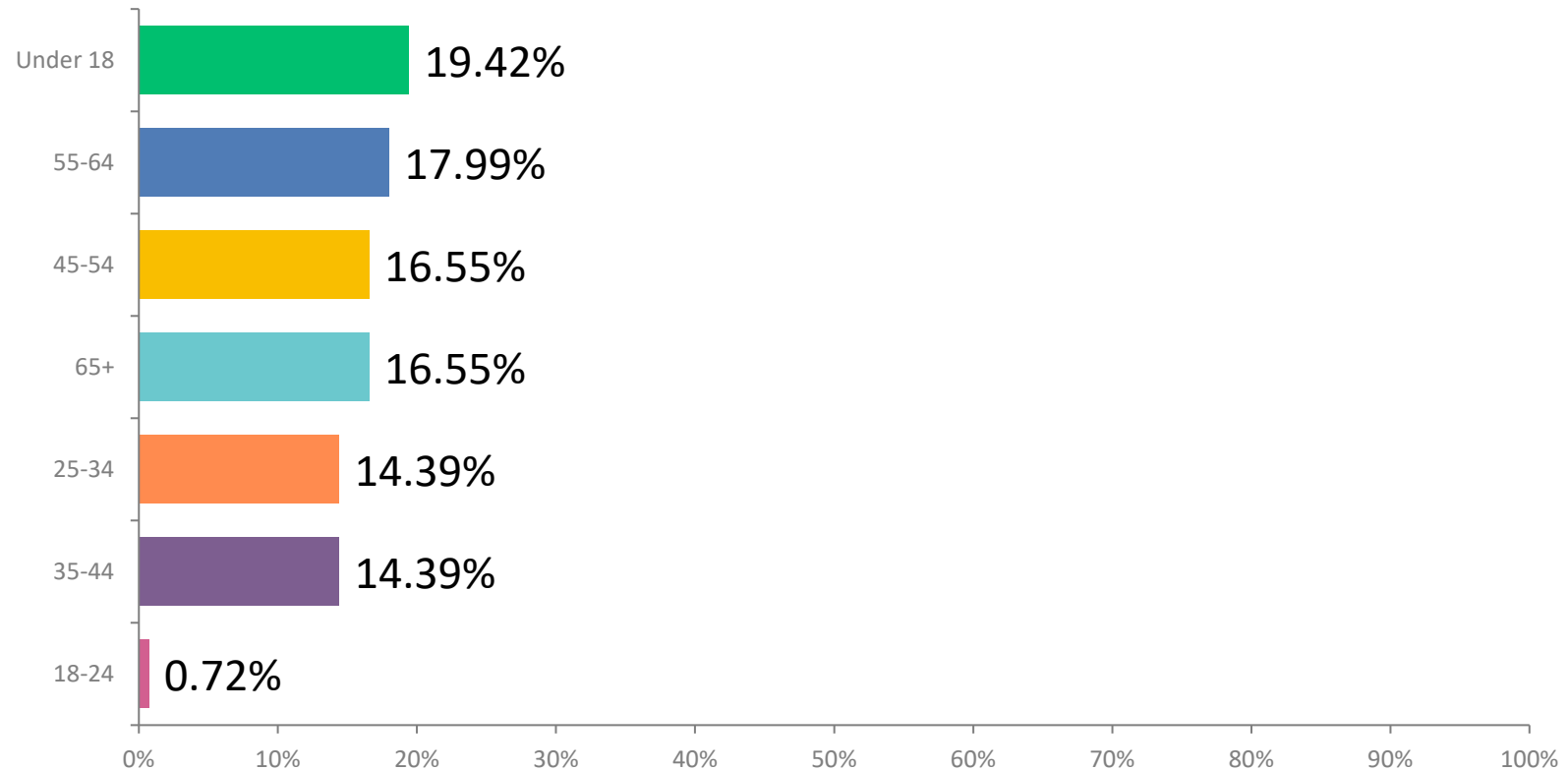
Q8: In your opinion, do you feel that the Town is open and transparent in sharing news and information with the public?



Q8: In your opinion, do you feel that the Town is open and transparent in sharing news and information with the public?

ANSWER CHOICES	RESPONSES	
Yes, but I feel that there is room for improvement	56.12%	78
No, I do not feel that the Town is transparent	29.50%	41
Yes, I feel that the Town is transparent	14.39%	20
TOTAL		139

Q9: What is your age?



Q9: What is your age?

ANSWER CHOICES	RESPONSES	
Under 18	19.42%	27
55-64	17.99%	25
45-54	16.55%	23
65+	16.55%	23
25-34	14.39%	20
35-44	14.39%	20
18-24	0.72%	1
TOTAL		139

Survey Summary

We received 139 responses to the survey. Of these, 94% live in Fort Smith year-round and 98% are residents and/or business owners. When looking at metrics, anything over 30% is ideal when looking measurable results.

When asked what sources are used most often to receive information from the town, the top four were Facebook (73%), the town website (45%), word of mouth (39%), and Cabin Radio (31%).

When asked what the best way was to communicate, the top three were Facebook (69%), town website (46%), and email distribution list (32%). This is in-line with the most convenient way for our residents to get news from the town, with social media (50%), town website (35%), and email (30%) being the most prevalent.

When asked how often people check news and updates regarding the Town, most residents check daily (31%) or at the very outside weekly (28%). This shows us that we should be posting daily if we have important news to get in front of our residents with at the very least 4-5 posts per week.

The Town feels well informed for the most part but do feel that there is room for improvement (71%). While transparency of news and updates came in at (56%) showing they still believed there was room for improvement, almost one third (30%) of residents do not feel that the Town is transparent.

The ages of survey responders ranged from 14-20% with one age group not providing much response (18-24), with less than 1%.

Strategy Implementation & Next Steps

Based on the Communications Survey responses, this new Communication Plan is required to continue improvement when it comes to our relationship with our community.

This will not only benefit how we relay information to our residents but will also dramatically influence how we grow our social media presence and continue to proactively engage people who live here. While also attracting those looking to visit or move here. This will be achieved with 3 guiding principles:

Proactive vs. Reactive – We must get in front of news and information that our community requires. This will show we have their best interests at heart and they in turn will change their perception of the town in how we communicate.

Consistency – While we may have some push back when it comes to not using traditional methods to communicate news and information (mailers, bulletin boards, etc.), we need to be consistent in our communication channels moving forward. Social Media represents 85% of how people want info and news.

Transparency – The majority of our survey responders stated they felt that we were transparent (56%) as an organization while almost one third (30%) felt the opposite.



Protective Services Standing Committee Meeting June 3rd, 2025

MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, June 3rd, 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. Cr. Cox, and Cr. Couvrette

Regrets:

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services
Sham Jayakodige, Acting Director of Corporate Services

A. CALL TO ORDER

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

B. DECLARATION OF FINANCIAL INTEREST

C. REVIEW

a. Agenda

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

The minutes from the Protective Services Standing Committee Meeting on May 6th, 2025, be adopted as presented.

PASSED

c. Vision and Mission

D. DELEGATIONS

RCMP – Policing Report for the month of May

In May, the RCMP investigated 204 occurrences, which is 50 more than the previous year. Key highlights include:

- 73% decrease in reported drug offenses
- Focused on road safety through targeted enforcement and check stops
- Continued efforts on reconciliation and community engagement
- Increase in certain types of incidents:
 - Break and enters: 15 year-to-date (compared to 19 total last year)
 - Mental health calls: 13 this month
 - Theft and disturbing the peace incidents are up.



Protective Services Standing Committee Meeting June 3rd, 2025

Corporal Doucet noted that the increase in reported crimes might actually be positive, as it indicates more community members are willing to report incidents. They're also working on proactive approaches, such as victim services, referrals, and potential youth engagement programs. The report emphasized a desire to be more community-oriented and less purely reactive in their policing approach.

E. DIRECTOR'S REPORT

a. The Protective Services Director Report for May

Emergency Services responded to 37 calls in May. Key highlights include:

Firefighter Training:

- Continuing 10-month structural firefighter training program
- Firefighters recently completed their first exam

Wildfire Preparedness:

- Working on wildland urban interface program
- Deployed structural protection equipment on a recent wildfire
- Preparing for potential fire scenarios, especially near Fort Fitzgerald

Training and Community Safety:

- Conducted 10 training events in the past month
- Fire smart programming is ongoing
- Completed refresher training for 7 fire smart assessors

Emergency Management:

- Monitoring wildfires in the Portsmouth area
- Working with Alberta and local agencies on fire response
- Preparing water supply and structure protection strategies

IT and Operational Upgrades:

- Completed IT upgrades
- Transitioned to SharePoint for better remote access
- Acquired laptops for improved mobility

The report also touched on community concerns about ATV usage and potential safety education initiatives.

F. ADMINISTRATION

a. Briefing Note – DPA-026-25 Home Occupation Sweetgrass Healing Centre Inc.

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

That DPA-026-25, submitted by Kristielyn Jones, to operate a virtual-based counselling, wellness, consulting, and coaching services - Sweetgrass Healing Centre Inc., from Lot 359, Plan 207, 13 Poppy Cres., Fort Smith, be approved.

PASSED



Protective Services Standing Committee Meeting
June 3rd, 2025

b. Briefing Note – DPA-028-25 Home Occupation Smokelicious

Moved by: Cr. Tuckey
Seconded by: Cr. Cox

That DPA-028-25, submitted by Raphael Jeansonne-Gelinas, to operate the production of smoked meats, fish and cured meats and sausages, from Lot 306, Plan 207, 25 McDougal Rd, Fort Smith, be approved.

PASSED

c. Briefing Note – DPA-030-25 Home Occupation Rooted Resilience

Moved by: Cr. Cox
Seconded by: Cr. Benwell

That DPA-030-25, submitted by Leah Mercredi, to operate gardening workshops & consulting business, from Lot 20, Plan 14, 56 Pelican St., Fort Smith, be approved.

PASSED

G. OTHER BUSINESS

H. EXCUSING OF COUNCILLORS

I. DATE OF NEXT MEETING

The next Protective Services Standing Committee Meeting will be on July 8th, 2025.

J. ADJOURNMENT

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

That the meeting be adjourned at 7:41 pm.

PASSED



Corporate Services Standing Committee Meeting June 3rd, 2025

MINUTES

The Corporate Services Standing Committee Meeting was held on
Tuesday, June 3rd, 2025 @ 7:40 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
Sham Jayakodige, Acting Director of Corporate Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:48 pm, confirmed quorum, and handed the chair to Cr. Tuckey.

B. DECLARATION OF FINANCIAL INTEREST

C. REVIEW

a. Agenda

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

That the agenda be adopted as ~~presented~~. Amended to add Meeting Procedures to (G)
Other Business

PASSED

b. Minutes

Moved by: Cr. Cox
Seconded by: Mayor Fergusson

That the minutes from the Corporate Services Standing Committee Meeting on
May 6th 2025, be adopted as presented.

PASSED

Mayor Fergusson inquired about an update on the status of HAF funding and whether there is a policy or procedure in place for how applications are accepted or approved.

SAO Thomas noted that the first two parts of the HAF initiatives had a soft launch last week. As of now, there have been no reports of uptake, though she had some informal discussions about it during the Zoning Bylaw meeting and with others around town. She explained that each initiative has program guidelines and the information is available on the Town's website and will also be shared via Facebook. She expects to be bringing another initiative forward soon, and will work with the HAF Committee to do so.

Vision and Mission

D. DELEGATIONS

E. DIRECTOR'S REPORT

a. The Corporate Services Director's Report for May



Corporate Services Standing Committee Meeting June 3rd, 2025

SAO Thomas provided an update on staffing and recent activities. The Town is finalizing an offer for the HR Manager position, and interviews for the Director of Corporate Services are underway. Housing has been arranged for a Director, but we are currently requesting help in finding a rental for the incoming HR Manager. She noted the team managed operations well during her absence, while she was attending CAMA, and that payroll was completed without issues. The CAMA conference was excellent, with amazing key note speakers, record attendance from across Canada and a strong focus on mental health. LGANT contributed \$3,000 toward her travel costs .

- b. Accounts Payable Report
- c. Correspondence

Cr. Couvrette voiced frustration with the GNWT's lack of action on community funding, criticizing the focus on expanding departments in regional centres while municipalities continue to struggle with essential services. He called for collaboration with other communities to push for meaningful investment in local governments.

Mayor Fergusson echoed these concerns following the FCM conference, noting that Prime Minister Harney failed to address direct questions about the municipal funding gap. She expressed uncertainty about how smaller communities like Fort Smith fit into current federal priorities.

Mayor Fergusson will draft a letter to Minister McKay and circulate it to Council for feedback.

F. ADMINISTRATION

- a. Briefing Note – Budget Variance Report as of March 31st, 2025

Moved by:

Seconded by:

That Council accept this first quarter variance report for information.

PASSED

Councillor Karasiuk inquired whether the 9% revenue received by the end of March aligns with previous first-quarter trends. SAO Thomas confirmed that it does, noting that taxation—the Town's primary revenue source—will begin to be collected in the coming month. She also clarified that miscellaneous revenue refers to smaller or irregular items that do not warrant their own budget line.

Mayor Fergusson expressed concern over the low development permit revenue, observing that the Lands Department has remained active despite only \$899 being reported.

SAO Thomas reminded Council that the report reflects data as of March 31 and is approximately two months behind. She reiterated the importance of submitting questions in advance so staff can prepare accurate responses.

- b. Briefing Note – Authorization for Direct Awards Under Standing Offer Agreements (SOAs) –Approved Capital Projects

Moved by:

Seconded by:

That Council authorize Administration to proceed with direct awards under established Standing Offer Agreements for goods and services related to Council-approved capital projects, where the costs fall within the approved project budget, without the need for



Corporate Services Standing Committee Meeting June 3rd, 2025

additional Council approval where such awards exceed the SAO's individual signing authority.

SAO Thomas explained that the Town is actively advancing capital projects by utilizing standing offer agreements to avoid delays, while remaining within approved budgets. She noted that as long as any additional costs remain under 10% of the total project value, projects can proceed without further approvals. For larger projects, this threshold can still represent a significant amount. The standing offers include pre-set fees and rotate among four approved firms to ensure reliable, experienced service.

Councillor Couvrette expressed support for using standing offers on time-sensitive projects but raised concerns about issuing contracts exceeding \$50,000 without explicit Council approval. He emphasized the importance of distinguishing between fast-tracking processes and adherence to signing authority policies.

SAO Thomas clarified that all projects utilizing standing offers are already approved in the capital budget, with project management costs itemized. She noted that all contracts require dual signatures, including one from a Council member, ensuring oversight is maintained. She confirmed that the process is compliant with the Town's procurement and spending bylaws.

Deputy Mayor Keizer also voiced support for the approach but stressed the need for transparency with Council. He recommended that Administration provide monthly updates on projects advanced under the standing offer system, enabling Council to stay informed and respond to public inquiries.

c. Briefing Note – Approval for Riverside Park and Lookout Project Management and Design Services

Moved by: Cr. Karasiuk

Seconded by: Cr. Couvrette

That Council approve the direct award of the Riverside Park and Lookout Update Project Management and Design Services to Maskwa Engineering Ltd. under the Town's existing Standing Offer Agreement, and authorize Administration to proceed with the project in accordance with the proposed phased approach.

PASSED

d. Briefing Note – Addition of Streetscape Improvements Project to 2025 Capital Plan

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Council approves the addition of the Streetscape Improvements Project to the 2025 Capital Plan, with a total budget of \$50,000, funded through the municipal capital budget.

PASSED

Cr. Couvrette asked Administration to confirm whether the items listed, such as benches and other amenities along trails, are still being considered for potential sponsorship opportunities. He noted that there had been previous discussions around generating revenue through community and business sponsorships for such features. He emphasized the importance of maintaining a connection between landscape improvements and the opportunity to bring in additional revenue, even if minor, through sponsorship of these items.



Corporate Services Standing Committee Meeting June 3rd, 2025

e. Briefing Note – Items recommended for sale in the upcoming auction

Moved by: Cr. Benwell

Seconded by: Cr. Cox

That Council approve the sale of all listed surplus items through the GNWT auction on June 7, 2025.

PASSED

Council discussed the proposed sale of the trailer stage. D/M Keizer questioned selling a valued community asset and called for further discussion. SAO Thomas cited staffing shortages and lack of trained personnel as key challenges, noting local interest in acquiring the stage.

Cr. Cox supported keeping the stage in the community through local negotiations, while Mayor Fergusson raised concerns about future rental costs if the Town sells it.

SAO Thomas recommended delaying the decision until a briefing is provided by the Director of Community Services and confirmed Council could exclude the stage from the sale and explore local options first.

Cr. Couvrette stressed the importance of understanding the training requirements for the trailer stage in context, noting that national standards now require certified personnel due to past incidents involving stage collapses and fatalities. He cautioned against minimizing these requirements, highlighting the liability risks. While recognizing the stage's value, he emphasized that retaining it must include a commitment to proper staff training and certification to ensure public safety.

f. Mobile Stage

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Administration provide a briefing note on training needs, disposal options, and associated costs related to the trailer stage, including alternatives if the Town no longer retains it.

PASSED

G. OTHER BUSINESS

a. Meeting Procedures

Cr. Karasiuk proposed a three-month trial restructuring of Council's meeting schedule, starting in July, to reduce duplication and improve efficiency. He suggested holding two regular Council meetings per month—on the first and third Tuesdays—with motions passed at the first meeting considered final. The second Tuesday would be reserved for Committee of the Whole or subcommittees as needed. He noted this approach could reduce staff workload and free up resources for other priorities.

SAO Thomas supported the concept, noting that two regular meetings per month is common in other regions of Canada. She recommended starting the trial in August to avoid adding strain on staff during her absence.

Regular Council meetings will be held on the first and third Tuesdays of each month at 7:00 p.m. The first Tuesday will include RCMP delegations and reports from Protective Services and Corporate Services. The third Tuesday will feature reports from Municipal Services and Community Services.



Corporate Services Standing Committee Meeting
June 3rd, 2025

Moved by: Cr. Karasiuk
Seconded by: Mayor Fergusson

That Council amend its meeting procedures on a three-month trial basis beginning August 2025, to hold two regular Council meetings per month on the first and third Tuesdays at 7:00 p.m.

PASSED

H. EXCUSING OF COUNCILLORS

I. DATE OF NEXT MEETING

That next Corporate Services Standing Committee meeting be on July 8th, 2025.

J. ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: Mayor Fergusson

That the meeting be adjourned at 8:55 pm.



Community Services Standing Committee Meeting

MINUTES

The Community Services Standing Committee Meeting was held on Tuesday, June 10th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

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

Regrets: Cr. Bathe and Mayor Fergusson

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Emily Colucci, Director of Community Services
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

D/M Keizer called the meeting to order at 6:30 pm and handed the chair to Cr. Heaton. Cr. Heaton read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

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

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Benwell
Seconded by: Cr. Couvrette

That the minutes from the Community Services Standing Committee Meeting on May 13th, 2025, be adopted as presented.

PASSED

- c. Vision and Mission
- d. Declaration of Financial Interest

C. DIRECTOR’S REPORT

a. Community Services Director’s Report

Director Colucci reported that magician Quincy Film has been booked for a July 4 performance, with support from Metis Council and Salt River First Nation. Pool staff training is scheduled for early July, with two staff pursuing NL certification. Two full-time summer recreation staff and one term position have been secured. Despite staffing challenges, preparations are underway for the pool reopening once water service is restored.

D. ADMINISTRATION

- a. Briefing Note – Fireweed Festival Donation Request – For Committee discussion and recommendation to council, if any.

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



Community Services Standing Committee Meeting

That Council approve the donation of \$2500 from the Music Festival budget line to the Fireweed Festival. \$1000 of it being put towards the rental of the stage, and \$1500 as a monetary donation.

PASSED

Director Colucci noted that the request could be handled similarly to last year. While the organizers have asked for more this time, the Town previously provided \$2,500 in total, including \$1,000 allocated specifically for the stage. The stage cost was not counted toward the cash contribution, meaning the actual donation was \$1,500.

Director Colucci also pointed out that this event appears to be larger in scale than the other, potentially spanning multiple days with family-friendly activities, vendors, and a broader audience. In contrast, the other event is community-focused and adult-only. Given the difference in scope and reach, Colucci suggested considering proportional rather than equal funding between the two events.

D/M Keizer requested clarification on whether the arena is included in the proposal and if it is available, as there has been some confusion regarding its use. Director Colucci explained that if the arena was not donated, the event organizers could still rent it.

- b. Briefing Note – Howie Fest Donation Request – For Committee discussion and recommendation to council, if any.

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

That Council approve a \$1500 in-kind donation to Howie Fest to be used towards the rental of the arena.

PASSED

While recognizing the intent of the event, Cr. Cox noted a concern with supporting a licensed event that promotes a family-oriented image yet excludes a significant portion of the community—particularly youth and teenagers. He emphasized the importance of considering how such events align with community values and inclusivity.

Cr. Couvrette expressed support for the cultural, musical, and talent-based aspects of the event and noted the value they could offer to youth. He suggested exploring ways to expand the event to allow youth participation, even if a license is required. He proposed the possibility of designating a separate area so that youth can still take part in the general tribute and musical components of the festival.

Cr. Benwell shared that she attended last year’s event, she noted that youth were allowed to participate up to a certain time, after which they were asked to leave before alcohol service began. The event ran smoothly, with staff on hand to monitor the space. She added that the music was great, the crowd was large, and food was available. Prior to the cut-off time, there were games and activities provided for youth and children.

Cr. Couvrette praised the tribute being paid to individuals and emphasized the importance of maintaining a positive approach. He added that youth in the community should be encouraged to participate in events that bring people together.

Director Colucci clarified that hosting a licensed event is permitted under current policy, but alcohol service must be limited to the mezzanine area. Serving alcohol on the rink surface, would be a deviation from the established policy. She emphasized that



Community Services Standing Committee Meeting

administration does not support that change and prefers to keep all alcohol service strictly within the mezzanine area.

Cr. Benwell noted that she has attended several gatherings held on the arena rink surface where alcohol was served. In those instances, alcohol was restricted to the rink surface and not permitted beyond that area. Security personnel were present to enforce this restriction. Director Colucci noted that the facility alcohol use policy was updated in 2021.

Cr. Couvrette requested for a festival outline, asking for clarification regarding the plans for alcohol service. He noted that with this information, Council would have sufficient time to discuss the matter at the next meeting and potentially bring forward a motion.

One suggestion was to explore the possibility of combining the Howie Festival with the Fireweed Festival to create a larger joint event. However, concerns were expressed about maintaining the festival's intended purpose as a tribute to those affected by the plane crash, with some emphasizing the importance of preserving its memorial nature.

c. Briefing Note – Canada Day Parade and Celebration Road Closures

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

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**

PASSED

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

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

That Cr. Bathe and Mayor Fergusson be excused from the Community Services Standing Committee Meeting on June 10th.

PASSED

G. DATE OF NEXT MEETING

The next Community Services Standing Committee Meeting will be on July 15th, 2025.

H. ADJOURNMENT

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

That the meeting be adjourned at 7:16 pm.

PASSED



Community Services Advisory Board Meeting

MINUTES

The Community Services Advisory Board Meeting was held
on Thursday, May 29th, 2025, @ noon.
Within the Curling Lounge.

Present: Allie McDonald, Rebecca Pumphrey, Gail Hartop, Mike Vassell,
Jacie Macdonald, Jeri Miltenberger, Rohma Nawaz
Regrets: Jonah Mitchell
Staff Present: Emily Colucci, Director of Community Services
Raveena Brown, Executive Secretary

A. CALL TO ORDER

Jeri Miltenberger called the meeting to order at 12:08 pm.

B. DELEGATIONS

C. APPROVAL OF AGENDA

Moved By: Rohma Nawaz
Seconded By: Allie McDonald

That the agenda be adopted as amended to add Arena Update to F. New Business (d).
PASSED

D. APPROVAL OF MINUTES

a. Community Services Advisory Board Meeting March 20th, 2025

Moved By: Allie McDonald
Seconded By: Rebecca Pumphrey

That the minutes from the Community Services Advisory Board Meeting on January 23rd, 2025 be adopted as presented.
PASSED

E. BUSINESS ARISING FROM THE MINUTES

F. NEW BUSINESS

a. Identifying locations for future art projects

Director Colucci explained that while she was away, Council suggested to the SAO that CSAB might take on the task of identifying future locations for arts projects, including murals, and possibly apply for related funding. She clarified that funding applications are already handled in-house by her and Sam, so CSAB wouldn't need to take over that process. However, she emphasized that having a running list of key community locations, based on community input, would help plan and develop future projects. She noted that applications require full costing and confirmed artist details, so early identification of locations streamlines the process. Internally, two preferred mural sites have already been identified: the green wall at the entrance to the library and a potential banner-style mural in the Rec Centre entryway. Broader community input on additional sites would be valuable. Some areas noted were, in the Arena, the wall across from the bleachers, and at the rec entry, as a banner.



Community Services Advisory Board Meeting

b. Upcoming User Agreements – Slidezone Shredders

Director Colucci provided an update on efforts to formalize a user agreement with the Slide Zone Shredders, who are currently the sole users of the Riverside facility. She's working with the group to establish clear expectations and responsibilities, similar to agreements in place for other user groups. The goal is to standardize facility use, outline available space, address damage procedures, and clarify mutual expectations. Since the group has operated without formal parameters, the process will take time and collaboration. Once the draft is finalized with the Shredders, it will be brought to CSAB for review before going to Council. The agreement will also include cost documentation, as the group currently receives Town funding while using the facility rent-free.

c. CRC Signage

Director Colucci shared an update on plans to redesign the outdoor sign for the building. She noted that while the current sign is well-placed and framed in wood, which they still like, it's worn and needs updating. Rather than mounting a new sign on the building itself, which sits too far from the road, the plan is to reuse the existing frame and install a refreshed two-sided sign.

The goal is to represent the many unique functions within the building without making the sign overly wordy. She and Daniel have been exploring designs that use visual representations—placeholder images for now—with options like Northern Lights, branded colors, or logo motifs as background. The sign would also include the new logo and branding in a top banner.

Colucci acknowledged the concern about sun-fading on photographic signs but noted that replacement costs reasonable. By reusing the frame and budgeting for updates every five years, the project remains affordable. She welcomed input from others on the design.

d. Arena Update

Director Colucci provided an update on efforts to organize and display memorabilia in the arena. She has contacted all user groups—waiting on a response from just one—to confirm any remaining items and their preferred placement. Memorabilia will be installed before the start of next season. Going forward, she is encouraging user groups to think about how they might want to commemorate their seasons, with possibilities like photo displays or posters.

Allie McDonald proposed using the wall behind the bleachers to create a high-traffic “wall of fame” space for such displays. This could include team photos, commemorative posters (such as the 20-year celebration of women's hockey), and hockey card posters currently housed at the Pelican Hotel. She also mentioned the need to restore basic signage like "Home" and "Away" labels on team benches, a common complaint from visiting referees.

Colucci is also working to recover and display legacy items from past Arctic Winter Games, including missing banners and memorabilia. A trophy case was also previously discussed, but it's unclear if it was ever built.

She emphasized that any groups with items they want displayed should contact her directly. Her team can hang memorabilia safely, avoiding damage to facility infrastructure, and plans to complete this work over the summer as part of the facility maintenance schedule.

G. UPCOMING EVENTS



Community Services Advisory Board Meeting

June:

13-14 - Pride parade and Frank Gruben Pride Festival
20 - SRFN Treaty Day
21 - NIPD
28 – Youth Party

July:

1 – Canada Day
5 – Teddy Bear Picnic
12 – Howie Fest
13 – Pine Lake Picnic
17 – TDN Treaty Day
19 – Bike Rodeo
26 – Christmas in July

August:

1-4 - PaddleFest (maybe)
15-17 – Whooping Crane Festival
16-17 – Dark in the Park
18-20 – Dark Sky Festival
21-24 – Fireweed Festival

A. Excusing of Members

That Jonah Mitchell be excused from the CSAB meeting on February 20, 2025.

PASSED

B. Date of next meeting

The next CSAB meeting will be held on March 20th, 2025, @ noon within the Curling Lounge at the Fort Smith Community and Recreation Centre.

C. Adjournment

Moved By: Rohma Nawaz

The meeting adjourned at 12:55 pm.

PASSED



Municipal Services Standing Committee Meeting

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, June 10th, 2025 @ 7:20 pm within the Town Hall’s Council Chambers.

- Present:

Cr. Benwell, Cr. Heaton, Cr. Karasiuk, D/M Keizer, Cr. Tuckey, Cr. Cox, and Cr. Couvrette,
- Regrets:

Cr. Bathe and Mayor Fergusson
- Staff Present:

Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Emily Colucci, Director of Community Services
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

D/M Keizer called the meeting to order at 7:23 pm and handed the chair to Cr. Benwell.

B. REVIEW

a. Agenda

Moved by: Cr. Heaton

Seconded by: Cr. Couvrette

That the agenda be adopted as amended to add a briefing note to E. Administration, and Tucked Water Services to F. Other Business.

PASSED

b. Minutes

Moved by: Cr. Couvrette

Seconded by: Cr. Karasiuk

The minutes from the Municipal Services Standing Committee Meeting on May 13th, 2025, be adopted as presented.

PASSED

c. Vision and Mission

d. Declaration of Financial Interest

C. DELEGATION

D. DIRECTOR’S REPORT

a. The Municipal Services Report for May

Director Grenier provided a brief update on several items, including the grader rebuild project, which he described as an exciting development. He noted that this process has involved many shared ideas, and he's pleased to see it moving forward. Grenier also highlighted that one of the capital projects has now been officially approved, which he considers a positive step.

He went on to mention ongoing challenges with a specific valve related to the pool project. Despite efforts to locate the part, it has not been found. As a result, the contractor will proceed with installing the pump and existing piping tomorrow morning to ensure the system is ready. However, the valve itself will not be installed until the next scheduled shut down.



Municipal Services Standing Committee Meeting

Cr. Couvrette inquired as to what the anticipated extension of life expectancy the grader will have when the rebuild work is completed. Director Grenier explained that it will give up approximately 20 plus years – like new – and comes with a 5 year warranty which is better than when it was purchased.

Cr. Benwell asked for clarification to where the new street lights are going to be installed. Director Grenier noted that one will be on Breynat across from the hospital and the second at the cross from McDougal Rd. and King St.

E. ADMINISTRATION

- a. Briefing Note – Approval to Proceed with Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF)

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

That Council approve the implementation of Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF), as recommended by the HAF Committee, and direct Administration to proceed with the program rollout, including publication of the associated Program Guidelines and communications materials.

PASSED

D/M Keizer asked for clarification on the communication materials and protocol in place. He noted that many residents are still approaching him with questions and concerns, and he's unsure whether the expectation is for people to search for the information on the website themselves or if there is additional outreach or promotion being done beyond that.

SAO Thomas explained that the initiative is currently in a soft launch phase. While the program is up and running, more promotion is planned in the coming weeks. The website content will be expanded, additional Facebook posts are scheduled, and a mail-out is set for next week. For now, much of the outreach has been through word of mouth.

She noted that limited staff capacity has affected the pace of promotion, as the coordinator position remains unfilled. Despite reposting the job, sharing it directly, and even personally encouraging potential candidates—including informal outreach over lunch—no one has been hired yet. In the meantime, the responsibility for managing and promoting the program is being shared by the existing team.

- b. Award Contract – Water Licence Renewal Application Consultant Services (RFP No. TFS 2025-06)

Moved by: D/ Keizer
Seconded by: Cr. Heaton

That Council approve the award of contract for consultant services related to the Town's Water Licence Renewal Application to AECOM in the amount of \$156,407 plus GST, to be funded through the Town's Community Public Infrastructure (CPI) allocation.

PASSED

SAO Thomas reported that an early invitational RFP was issued for consulting services to support the Town's water license renewal. She explained that the timeline is tight, as the current license expires at the end of October 2026, but the Mackenzie Valley Land and Water Board requires the renewal application process to begin by October 3, 2025.



Director Grenier explained that the water license is essential for both the sewer system and the water treatment plant. It allows the Town to draw water directly from the Athabasca River and discharge treated water, as required by regulations. The license includes multiple reporting requirements and is valid for 15 years. This process applies to all communities and is governed by legislation under the Water Act, with comprehensive reporting required throughout the license term.

F. OTHER BUSINESS

a. Water Trucked Service

Council held a discussion on recent changes to the Town's trucked water service, particularly the enforcement of a one-tank-per-residence policy that has affected Bell Rock and other areas.

Cr. Couvrette raised concerns about the short notice and the impact on residents who rely on secondary tanks for wildfire protection and agriculture—uses previously encouraged by the Town. He noted that Bylaw 705, which governs the service, is outdated and due for review. He suggested interim solutions, such as reduced delivery schedules for secondary tanks, until a new bylaw is in place.

Cr. Cox acknowledged the poor timing and logistical constraints, and suggested the Town provide residents with information about reliable private water contractors. He also questioned whether it's appropriate to promote further development in Bell Rock if water service can't be consistently supported.

SAO Thomas agreed that long-term solutions, such as applying for CHIP funding to expand capacity, should be pursued. She also highlighted the existing FOB system as an option for residents to fill their own tanks and supported sharing contractor contact information.

Director Grenier explained that the decision to enforce the bylaw came in response to a significant and unexpected rise in demand, which has strained the Town's ability to deliver water with limited staff and increased costs. He noted that the situation affects not only Bell Rock but many residents across the community who are now installing secondary tanks, often in response to wildfire risk. He emphasized the need to prioritize basic service and stated that secondary tank fills can no longer be accommodated as they once were. Grenier also warned of health and safety risks due to improperly maintained secondary tanks.

D/M Keizer acknowledged the Town's communication missteps and emphasized that the shift in policy should have been addressed earlier and with clearer messaging. He expressed concern about the financial burden placed on residents being asked to use the FOB system, which requires significant personal investment in equipment. He supported ongoing efforts to maintain core service levels and called for better planning to avoid similar issues in the future.

G. EXCUSING OF COUNCILLORS

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

That Cr. Bathe and Mayor Fergusson be excused from the Municipal Services Standing Committee meeting on June 10th, 2025.

PASSED



H. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on July 15th, 2025.

I. ADJOURNMENT

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

That the meeting be adjourned at 7:53 pm.

PASSED



Briefing Note

To: Mayor and Council
From: Senior Administrative Officer
Date: June 17, 2025
Subject: Second Extension of the Salt River First Nation Municipal Services Agreement

PURPOSE:

To request Council approval of a second extension to the Municipal Services Agreement (MSA) between the Town of Fort Smith and Salt River First Nation (SRFN).

BACKGROUND:

The original MSA between the Town and SRFN was signed on November 13, 2001, and was in place until its termination on September 5, 2023. As the agreement required renewal and updating, both parties have been working toward the development of a new MSA.

On January 18, 2024, SRFN informed the Town that the federal government had agreed to provide Payments in Lieu of Taxes (PiLT) beginning in 2023, conditional on having an MSA in place. To meet this requirement, SRFN proposed a temporary extension of the prior MSA, which Council approved in January 2024. That first extension was formalized by letter on July 4, 2024, and was set to expire on **July 5, 2025**.

As negotiations on the new agreement continue in good faith, a second extension has now been proposed by SRFN, as outlined in their letter dated **June 14, 2025**. This proposed extension would continue the terms of the original MSA for an additional **six (6) months**, expiring on the earlier of the execution date of the new agreement or **January 4, 2026** (unless extended further by mutual written consent).

CURRENT SITUATION:

Drafting of the new MSA is nearing completion. Both parties are reviewing the terms, and discussions are progressing in a collaborative manner. The requested extension ensures uninterrupted service delivery and allows both governments to complete the process with the care and diligence it requires.

RECOMMENDATION:

That Council approve the second extension of the Salt River First Nation Municipal Services Agreement until the earlier of the signing of a new agreement or January 4, 2026, and authorize the Mayor to sign the extension letter on behalf of the Town.

Motion:

That Council approve a second extension of the Salt River First Nation Municipal Services Agreement to January 4, 2026, or until a new agreement is signed, and authorize the Mayor and SAO to execute the extension.



Briefing Note

To: Mayor and Council
From: Administration
Date: June 18, 2025
Subject: Recommendation for awarding the Slope Monitoring Contract to WSP

PURPOSE:

To seek Council approval to award the contract for the Slope Monitoring Project to WSP E&I Canada Limited as a sole-source contract without the need for competitive bidding.

BACKGROUND:

The Town received funding from CIRNAC through the Climate Change Preparedness in the North Program (CCNP) to undertake three projects, Climate Change Adaptation Planning, Slope Stabilization Project and the Slope Monitoring Project.

The Climate Change Adaptation Planning Project resulted in a Climate Change Risk Assessment Report and the funding under that project has been expended and reported upon.

The Slope Stabilization Project was undertaken by Wood Environment & Infrastructure Canada Limited (now WSP E&I Canada Limited). This project was to review the riverbank area and determine how the risk of slope movement could be mitigated and treated. The result of this project was determined to be too costly to implement at the time of the project. It was felt by the contractor and administration to explore the monitoring of the slope along the riverbank to determine where the most active areas are and how much the slope is moving. This resulted in the creation of the Slope Monitoring Project. With the assistance of WSP with the design of the scope of work and the funding proposal, the Town was able to secure funding for this project.

CURRENT SITUATION:

The Slope Monitoring Project is important work that needs to be undertaken in order to determine next steps in addressing the riverbank area along the community. WSP has demonstrated a deep understanding of the project's history as they have been actively involved in the Slope Stabilization Project and the design of the scope of work for the Slope Monitoring Project. This project is fully funded by CIRNAC.

Given the invaluable contributions to date, their knowledge and capacity to complete the work and their willingness to undertake the work in a timely manner, it is advantageous to award the contract to WSP E&I Canada Limited.

Council, at the June 28, 2022 regular meeting passed the following motion.

22-117 That the Town of Fort Smith continue slope monitoring solutions with Woods and ongoing work be addressed in the Capital Project moving forward.

RECOMMENDATION:

The Town of Fort Smith award a contract to WSP E&I Canada Limited to undertake the work required under the Slope Monitoring Project for the sum of \$175,000 and that the funding is to come from the contribution agreement with CIRNAC.