



Council of the Town of Fort Smith
August 5th, 2025 @ 7:00 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

Regular Meeting of Council July 22nd, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure Interest.

7. ADMINISTRATION

- a. Protective Services
 - i. Previous Meeting Minutes
 - ii. Director's Report
- b. Corporate Services
 - i. Previous Meeting Minutes
 - ii. Director's Report
 - iii. Accounts Paid List
 - iv. Correspondences
 - v. Briefing Note – Miscellaneous Revenue and Expense Lines from the Audit
 - vi. Briefing Note – Variance Quarter 2
- c. Briefing Note – Guardrail Along McDougal Road

8. COUNCIL BUSINESS

- a. Bylaws and Policies
- b. Appointments
- c. Mayor and Council / Board Representatives
- d. NTPC Proceeding 2025-004

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of Council will be held on August 19th, 2025, with Community and Municipal Services matters.

11. EXCUSING OF COUNCILLORS



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12. ADJOURNMENT

13. QUESTION PERIOD



Council of the Town of Fort Smith
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MINUTES

The Regular meeting of the Council on 07-25 was held on
Tuesday, July 22nd, 2025, @ 7 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Cr. Cox,
and Cr. Couvrette
Regrets: Mayor Fergusson and Cr. Tuckey
Staff Present: Emily Colucci, Director of Community Services (Acting SAO)
Daniel Wiltzen, Economic and Tourism Development Officer (Acting
Executive Secretary)

1. CALL TO ORDER

- a. D/M Keizer confirms quorum
- b. Cr. Couvrette reads the Acknowledgment of First Nations

2. ADOPTION OF AGENDA

25-168 Moved by: Cr. Karasiuk
Seconded by: Cr. Benwell

That the agenda be adopted as presented.

PASSED

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council 06-25

25-169 Moved by: Cr. Heaton
Seconded by: Cr. Karasiuk

That the minutes of the Regular Meeting 06-25 of June 24th, 2025, be adopted as
presented.

PASSED

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure of Interest.

7. COUNCIL BUSINESS

- a. Council Business

i. Protective Services Standing Committee July 8th, 2025

PROTECTIVE # 25-170 Moved by: Cr. Benwell
Seconded: Cr. Heaton

That the Protective Services Standing Committee minutes from July 8th, 2025, be
adopted as presented.

PASSED



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PROTECTIVE	# 25-171	Moved by: Cr. Karasiuk Seconded: Cr. Benwell
	That DPA-003-25, submitted by Lida Blesse, to operate the making and selling of traditional crafts - Pimâtisiwin Designs from Lot 654, Plan 319, 100 Whipoorwill Cr., Fort Smith, be approved.	
	PASSED	

PROTECTIVE	# 25-172	Moved by: Cr. Heaton Seconded: Cr. Karasiuk
	That DPA-031-25, submitted by Larry Benwell, to operate a carpentry construction business, from Lot 607, Plan 319, 4 Wren Cres., Fort Smith, be approved.	
	PASSED	

*Cr. Benwell stated a conflict of interest and did not take part in the discussion or the vote.

PROTECTIVE	# 25-173	Moved by: Cr. Karasiuk Seconded: Cr. Heaton
	That Council approve the rear setback of DPA-045-24 be reduced from 3 meters to 1.5 meters at 25 Portage Avenue in the General Commercial Zone as requested, and that Protective Services be requested to send out a 14-day notice to neighboring properties as indicated in the development application procedure.	
	PASSED	

ii. Corporate Services Standing Committee July 8th, 2025

CORPORATE	# 25-174	Moved by: Cr. Benwell Seconded by: Cr. Heaton
	That the Corporate Services Standing Committee minutes from July 8th, 2025, be adopted as presented.	
	PASSED	

iii. Community Services Standing Committee July 15th, 2025

COMMUNITY	# 25-175	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
	That the Community Services Standing Committee minutes from July 15 th , 2025, be adopted as presented.	
	PASSED	

iv. Municipal Services Standing Committee July 15th, 2025

MUNICIPAL	# 25-176	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
	That the Municipal Services Standing Committee minutes from July 15 th , 2025, be adopted as amended to include four additional items under Section F. Other Business: a) The Barricade, b) Anglican Church Cemetery, c) Cemeteries in general, and d) Bears at the landfill.	
	PASSED	



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MUNICIPAL	# 25-177	Moved by: Cr. Heaton Seconded by: Cr. Benwell
	That Administration prepare a briefing note on the history and installation of the guardrail, to be presented at the first regular Council meeting in August.	
		PASSED
MUNICIPAL	# 25-178	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
	That Administration be directed to prepare a briefing note for the July 22nd meeting, outlining the current cemetery maintenance practices and providing the rationale behind the decision to lock the cemetery gate and place a pile of dirt at the entrance.	
		PASSED

Cr. Karasiuk expressed his appreciation for the briefing note, stating that it was very well done. He noted that the inclusion of pictures helped him clearly understand what was being discussed at the previous meeting and thanked Administration and staff for preparing it.

Cr. Benwell sought clarification as to why one cemetery is locked up and the other one is not. Director Colucci clarified that, as outlined in the briefing, the gate in question is not locked by the Town, nor is it located on Town property. The decision to lock it was made by the Anglican Church.

D/M Keizer took a moment to acknowledge the Mayor’s earlier reminder about the importance of due diligence and asking questions in advance. He noted that the recent discussion was a clear example of how providing Administration with time to prepare proper information could have prevented unnecessary debate. He encouraged Council to learn from this and focus on working collaboratively to move the community forward.

b. Bylaws and Policies

#25-179	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
That Council hereby give the first reading of Bylaw 1063, cited as the Fort Smith Zoning Bylaw.	
A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH IN THE NORTHWEST TERRITORIES, TO ADOPT A ZONING BYLAW PURSUANT TO THE COMMUNITY AND DEVELOPMENT ACT S.N.W.T, 2011, c.22.	
Pursuant To:	
a) Part 2, Sections 3 to 7 inclusive of the <i>Community Planning and Development Act</i> , S.N.W.T., 2011, c.22; and	
b) Due notice to the public, provision for inspection of this by-law and due opportunity for objections thereto to be heard, considered, and determined; and	
WHEREAS the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, has completed a Community Plan under the Community Planning and Development Act, and	
WHEREAS the Municipal Corporation of the Town of Fort Smith, in the Northwest	



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Territories, wishes to regulate the use and development of land within the municipality to achieve the orderly and economic development of land;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FOR SMITH,

in regular session, duly assembled, enacts as follows:

1. The By-law may be cited as “ The Fort Smith Zoning Bylaw”.
2. The Community Plan for the Town of Fort Smith, comprised of Schedule “A” Parts 1 – 9, and Schedule “B” attached hereto and forming part of this by-law, is hereby adopted.
3. By-law No. 936, as amended, is hereby repealed.
4. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

PASSED

Cr. Heaton stated that she wanted to publicly address concerns she had previously shared by email with Council regarding definitions in the draft zoning bylaw. She specifically referenced the definition of “accessory use,” which includes traditionally used structures such as teepees, wall tents, and smokehouses. In Part 7 of the development standards, the bylaw states that exterior building materials for accessory buildings must be similar to those of the principal building and must comply with the National Building Code and National Fire Code.

Cr. Heaton questioned how traditional structures like teepees or wall tents could realistically meet these national codes and expressed deep concern over the implications. She emphasized that, in her view, the inclusion of these requirements in the bylaw is discriminatory, particularly in the context of the upcoming 10th anniversary of the Truth and Reconciliation Commission's final report in September 2025.

She urged Council to reflect on whether they want to be seen as a community that limits Indigenous cultural practices and stated that if the Town’s appreciation for Indigenous peoples is only symbolic, then it should reconsider actions such as land acknowledgements. She reminded Council of the recently signed Memorandum of Agreement with the Thebacha Leadership Council, which commits to preserving cultural heritage and working collaboratively with Indigenous communities.

Cr. Heaton concluded by reaffirming her commitment to opposing this section of the bylaw, stating that it does not reflect the Fort Smith she believes in or the values the community claims to uphold.

Cr. Couvrette commented on the process moving forward with the bylaw, noting that first reading has been given and the next step, as required, will be to issue a public notice at least 10 days in advance of a public hearing. He emphasized that comments and concerns of this nature are most appropriately brought forward during that hearing. Speaking as a councillor, he acknowledged the importance of following due process and expressed confidence that this particular provision will be addressed during the public consultation.

Cr. Benwell asked whether the date and location of the public hearing would be publicly posted, noting the importance of ensuring residents are aware and have the opportunity to attend and share any concerns or input they may have. She sought confirmation that the hearing would be open to the public.

Cr. Couvrette confirmed that holding a public hearing is a requirement under the Cities, Towns and Villages Act of the Northwest Territories for this type of bylaw before it can



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proceed to third reading. He added that the bylaw remains subject to amendments based on the input received.

Cr. Karasiuk sought clarification on the amendment process. He asked whether suggested amendments made during a Council meeting must be repeated at the public hearing, or if both Council suggestions and public input would be incorporated into a revised draft of the bylaw for second reading. He wanted to confirm whether councillors needed to restate their comments at the public hearing.

Director Colucci explained that the discussions from the current meeting can be documented and taken back to the contractor for review and potential revisions to the existing draft. She noted that the public hearing will follow this step, allowing time to make adjustments since the bylaw is still a work in progress. The goal is to ensure that the version brought forward for second reading reflects a more finalized and preferred version of the zoning bylaw.

Cr. Karasiuk raised a legal concern regarding inconsistent language in the bylaw draft. He noted that while most sections refer to timelines in terms of a specific number of days, one section references "60 calendar days," creating a potential for confusion. He recommended that all time-related references be updated to consistently use "calendar days" to avoid ambiguity, particularly when it comes to notices and legal requirements for appeals. This, he said, would help ensure clarity and reduce the risk of disputes over interpretation.

Cr. Benwell asked whether, if the public requests changes to the bylaw following first reading, the process would need to restart from the beginning. She sought clarification on whether a new first reading would be required or if the process would continue from the current stage.

Director Colucci explained that the zoning bylaw cannot come into effect until the Community Plan has been approved. The Community Plan is currently with the Minister, awaiting approval. The intent is to have the zoning bylaw ready to proceed once the Community Plan receives third reading by Council. She noted that while both third readings could occur at the same meeting, Ministerial approval of the Community Plan must come first. In the meantime, there is still time to conduct the required public consultations and hearings, as outlined in the legislation, and to incorporate any necessary changes to the zoning bylaw draft before it returns for second reading.

Cr. Heaton asked how many community sessions are being planned for the bylaw consultation. She inquired whether there would be a single large session at the recreation centre or multiple sessions, and requested clarification on how the engagement process would be rolled out.

Director Colucci explained that only one public hearing is required by legislation, but additional consultation efforts are at Council's discretion. She noted that the draft bylaw has already been made public for some time, with several opportunities for input, including previous public meetings and targeted sessions with key community stakeholders. Despite these efforts, attendance at the last public meeting was low, with only one person present.

Cr. Benwell emphasized the importance of promoting the upcoming public hearing to ensure those who have concerns or suggested changes take the opportunity to participate.

Director Colucci confirmed that advertising will include a variety of methods such as social media, the Town's website, physical postings around the community, and a potential mail drop to reach residents who may not have internet access.



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Cr. Heaton acknowledged that the draft document has been public for some time and sought clarification on her role as a Council member in engaging with the community. She asked whether she is now permitted to speak directly with residents about the bylaw. She also inquired whether communication with the media should continue to go through the Mayor.

Director Colucci confirmed that Council Members get permission through the Mayor for any media-related items.

Cr. Cox acknowledged Cr. Heaton's observation was a valuable point, and noted that he had also identified several issues in the bylaw draft, which he shared by email. He mentioned that D/M Keizer had flagged an important concern as well. While he feels the draft contains strong content overall, he agreed that there are a few areas that need to be addressed. He added that his questions about the process have now been clarified and emphasized that this is the time to make necessary revisions before moving the bylaw forward.

Cr. Bathe asked whether it would be possible to request a briefing note outlining the National Building Code requirements for the types of structures being discussed. He suggested that having a clear understanding of those requirements might help address concerns and lead to broader agreement. Using examples from Alberta and other jurisdictions, he emphasized the importance of ensuring basic safety measures such as proper setbacks, exits, and fire extinguishers when fire is present.

Director McNab clarified that the original intent behind including traditional use structures in the definition of accessory buildings was solely to address property setbacks and total land use area. There was no intention to apply the National Building Code or Fire Code to these structures. He expressed support for traditional buildings being constructed using traditional methods and materials.

He noted that an earlier draft of the bylaw had included language specifically exempting traditional structures from those standards—aside from setback and lot coverage requirements—but that section appears to have been removed in the current version. He acknowledged this as an oversight and confirmed it would be addressed.

Director McNab also agreed with Cr. Bathe's point about the importance of setbacks, emphasizing that the main concern was ensuring these structures do not pose a fire risk to nearby buildings. He confirmed that Administration is open to revising the bylaw to reflect its original intent.

D/M Mayor Keizer reflected on the bylaw review process, agreeing with Cr. Cox, that it involves a series of steps. He recalled from early Council training the importance of ensuring that Fort Smith's bylaws reflect the community's unique northern context. He suggested that some language in the draft may have been drawn from standard southern bylaws and might not be entirely appropriate for the local setting.

He acknowledged Cr. Heaton's concerns and appreciation for Cr. Cox's memo noted that it raised points worth addressing. He also shared that one particular issue stood out to him during his review. D/M Keizer emphasized the need to let the process unfold while contributing constructive feedback to help improve the draft. He agreed that, while the current version provides a good starting point, it still requires refinement.



c. Administration

i. Briefing Note – Anglican Church Cemetery – For Information

Director Colucci provided an update on the Anglican Church cemetery, following a request for background information. She confirmed that the gate in question is not locked but secured with a threaded chain link that can be opened at any time. The gate is located entirely on Anglican Church property, as confirmed by property pins, and its use is at the church’s discretion.

She added that the public access point adjacent to the cemetery was created at the request of an Anglican Church representative, allowing access from Town land to Town land.

Regarding the black dirt placed at the cemetery, Director Colucci explained that it had been delivered at the request of community members for use in maintaining gravesites. The unused portion has since been removed and repurposed at the site of the old fire hall, where it has been spread to promote grass growth in the upcoming year. She also noted that maintenance work has begun at both cemeteries as of last week.

Cr. Heaton noted that she had seen Municipal Services working at the St. Isidore cemetery and observed that it looked much improved. She expressed appreciation for the work and added that the community, as well as Councillor Tuckey, is likely pleased with the efforts. She thanked Municipal Services for their work.

ii. Briefing Note – Wastewater System for Salt River First Nation *Update

# 25-180	Moved by: Cr. Heaton Seconded by: Cr. Karasiuk
That Council approve the immediate activation of the wastewater infrastructure servicing the Salt River First Nation development area, to protect the integrity of the system, support proper wastewater operations, and demonstrate the Town’s commitment to cooperative and respectful relations with SRFN during ongoing MSA negotiations.	
PASSED	

Director Colucci reported that the Director of Municipal Services recently inspected a portion of the new development on Salt River First Nation land and met with their staff. Following the visit, he is confident that their sewer system is ready to be activated. She noted that the system can be shut off again if needed, but activating it now would demonstrate good faith in moving the Municipal Services Agreement forward.

She confirmed that turning the system on would have no negative impact on the Town’s infrastructure and could help prevent future issues. Leaving the system inactive may lead to water infiltration, which can be harder to manage later. Based on this assessment, the Director of Municipal Services has recommended activating the system to support Salt River’s infrastructure and avoid potential complications.

Cr. Cox noted that he had sent an email regarding the matter and asked whether there was a clear answer available. He expressed the view that, to his understanding, there do not appear to be any significant costs or liabilities for either party in proceeding with activating the system. He asked for confirmation on this point.

Director Colucci confirmed that Cr. Cox’s understanding was correct. She explained that if the situation were to change and any negative impacts were observed, the system could be easily shut off by closing a valve. She noted that this differs significantly from the water



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system, where once the infrastructure is filled and pressurized, shutting it down is much more difficult. Given that no negative impacts are anticipated, Administration feels confident in proceeding.

d. Mayor and Council / Board Representatives

- i. Cr. Tuckey - excused
- ii. Cr. Cox - remarked that although he would not be present for some of the political activity taking place in the coming week, he felt that any time Fort Smith is in the spotlight, it is likely a positive thing.
- iii. Cr. Couvrette - noted he had little to add but, on behalf of the Mayor and Council, extended condolences to any families who have recently lost loved ones. He remarked that, like many, he learned through their usual source—Cabin Radio—that the Prime Minister would be visiting Fort Smith. He commented that, in typical Ottawa fashion, local officials had been left in the dark about the visit. Nonetheless, he expressed hope that the visit would bring positive recognition to the community and that residents might have the opportunity to line the streets near the airport to welcome the Prime Minister.
- iv. Cr. Benwell - noted that she had no additional updates regarding the museum, aside from mentioning that TDN held their Treaty Day event in the backyard and it went well. She extended her thanks to the RCMP for their prompt response to recent issues in the community, for staying on top of ongoing concerns, and for their efforts in keeping the highways safe from drug trafficking.
- v. Cr. Heaton -shared that she has been active in the community, including participating in a bingo event with Salt River First Nation where she sold Nevada tickets. She also took part in the Town's Canada Day celebrations, helping with the fish fry alongside Warren, Bruce, and Tasha, noting the event was a success with great teamwork. Additionally, she volunteered at Howie Fest, helping with 50/50 ticket sales and front gate security. All events were well attended, and she expressed her appreciation for being part of the community.

She also highlighted the need for support at the community garden plots managed by the ARI Institute, which are intended to supply fresh produce to the local food bank. As a regular volunteer at the church basement thrift store, located near the food bank, she emphasized how busy the food bank is and encouraged anyone with spare time to help with weeding or watering the garden plots.

- vi. Cr. Karasiuk - reported that the Communications Committee recently held a productive meeting, generating several ideas to improve communications. The committee is scheduled to meet again on Thursday to continue discussions. He noted that progress is well underway and that an update on their work will be presented at the August 5 regular Council meeting.

Cr. Karasiuk also expressed feeling somewhat out of the loop regarding the visit of the distinguished guest expected tomorrow. He mentioned that he learned via Cabin Radio and CBC News that Prime Minister Mark Carney is coming, but he has not received any official communication. While assuming it may be a brief visit, he noted that it would be helpful to know the itinerary—or at least whether there will be public events, national media presence, or any visibility in the community. He acknowledged that informing the public may



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not fall entirely within the Town’s purview but shared that it still seems noteworthy given that a Prime Minister is visiting; the low-key nature of the visit left him wishing for a bit more clarity.

- vii. Cr. Bathe - got disconnected from Teams*
- viii. D/M Keizer - shared that he recently attended a Northwest Territories Association of Communities meeting in Yellowknife. During the meeting, a strategic plan and an orientation-style presentation were provided, both of which he has requested and now has in his email. He intends to share them with Council so members are informed about the organization's current work and future direction. He acknowledged a delay in following up due to being away last week following the passing of a friend, but assured Council he will send out the materials once he returns home.
- ix. Mayor Fergusson - excused

8. PROCLAMATIONS

9. ABSENCE OF COUNCIL MEMBERS

25-181

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

That Cr. Bathe and Cr. Benwell be excused from the Protective Services Standing Committee Meeting on July 8th, 2025.

PASSED

25-182

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

That Cr. Bathe and Cr. Benwell be excused from the Corporate Services Standing Committee Meeting on July 8th, 2025.

PASSED

25-183

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

That Mayor Fergusson and Cr. Benwell, be excused from the Community Services Standing Committee Meeting on July 15th.

PASSED

25-184

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

That Mayor Fergusson and Cr. Benwell be excused from the Municipal Services Standing Committee meeting on July 15th, 2025.

PASSED

10. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Protective & Corporate)	August 5 th , 2025 @ 7 pm
Regular Meeting of Council (Community & Municipal)	August 19 th , 2025 @ 7 pm



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11. EXCUSING OF COUNCILLORS

25-184 **Moved by: Cr. Benwell**
 Seconded by: Cr. Karasiuk

That Mayor Fergusson and Cr. Tuckey be excused from the Regular Meeting of Council on July 22nd, 2025.

PASSED

12. ADJOURNMENT

25-185 **Moved by: Cr. Karasiuk**
 Seconded by: Cr. Heaton

That the meeting be adjourned at 7:55 pm.

PASSED

13. QUESTION PERIOD



Protective Services Standing Committee Meeting July 8th, 2025

MINUTES

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

Present: Cr. Heaton, Cr. Karasiuk, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cr. Cox, and Cr. Couvrette
Regrets: Cr. Bathe and Cr. Benwell
Staff Present: Emily Colucci, Acting Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services
Jim Hood, 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

None.

C. 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. Heaton
Seconded by: Cr. Karasiuk

The minutes from the Protective Services Standing Committee Meeting on June 3rd, 2025, be adopted as presented.

c. Vision and Mission

D. DIRECTOR'S REPORT

a. The Protective Services Director Report for June

Director McNab noted that his report was included in the Council package and that there was nothing unusual to highlight this month. Fire and ambulance statistics remain at or above average. While there has been limited new enforcement activity in Lands and Development, several open enforcement matters still require attention. The Joint Occupational Health and Safety Program continues to run well, with strong engagement from staff. He also expressed enthusiasm about working with the new HR manager.

Cr. Heaton asked how the dissolution of the School of Community Government and the Fire Training Fund will be handled. She inquired whether the funding has been fully withdrawn or if there is still a buffer remaining.



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Director McNab explained that the situation surrounding fire training funding remains uncertain. At the start of the current GNWT budget cycle, fire training funds allocated to communities across the territory were significantly reduced. Before its dissolution, the School of Community Government advised that Fort Smith would not receive any funding this year for NFPA 1001 or EMR medical training, which marks a notable shift from previous years.

He noted that Fort Smith has been fortunate to have an active fire department capable of administering much of our programming. The original intent was for funding to alternate annually between larger fire departments and smaller communities. While this model had worked well in the past, recent changes mean Fort Smith is no longer receiving funding even in its designated year. As a result, the Town is now running the EMR program independently, without territorial support, which has increased both financial and operational strain.

In addition to delivering training, staff are now responsible for proctoring written exams, conducting practical assessments, and coordinating the entire process, roles previously supported by the School of Community Government. Although there is some indication that the budget may return, the dissolution of the funding has created an additional burden on the department.

Cr. Heaton inquired about the funding source for the large pumps and hoses that were set up along Riverview. She asked where the money to cover those costs is coming from. Director McNab responded that the equipment in question was requested through Alberta Wildfire and that the associated costs will be covered as part of an Alberta Wildfire incident. He also took a moment to acknowledge and thank the Fire and Flood team and others who came up to assist in proactively protecting the community.

E. ADMINISTRATION

a. Briefing Note – DPA-003-25 Home Occupation Pimâtisiwin Designs

Moved by: Cr. Heaton

Seconded by: Cr. Tuckey

That DPA-003-25, submitted by Lida Blesse, to operate the making and selling of traditional crafts - Pimâtisiwin Designs from Lot 654, Plan 319, 100 Whipoorwill Cr., Fort Smith, be approved.

PASSED

b. Briefing Note – DPA-031-25 Home Occupation Larcon

Moved by: Cr. Tuckey

Seconded by: Cr. Heaton

That DPA-031-25, submitted by Larry Benwell, to operate a carpentry construction business, from Lot 607, Plan 319, 4 Wren Cres., Fort Smith, be approved.

PASSED

Cr. Karasiuk expressed some confusion after reading the business description. He was unsure whether the business would simply operate an office from the residence with work taking place off-site, or if actual construction activities would occur at the property itself.

Director McNab clarified that the business is intended to operate primarily as a home office. There may be two vehicles stored on-site, along with some tools kept in an outbuilding. He acknowledged that similar businesses have occasionally expanded beyond their initial scope in the past, but emphasized that the applicant will be made aware that



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their approval is limited to the scope outlined in their application, including storage of supplies.

c. Briefing Note – Variance Request – 25 Portage Ave.

Moved by: Cr. Karasiuk

Seconded by: Cr. Heaton

That Council approve the rear setback of DPA-045-24 be reduced from 3 meters to 1.5 meters at 25 Portage Avenue in the General Commercial Zone as requested, and that Protective Services be requested to send out a 14-day notice to neighboring properties as indicated in the development application procedure.

In Favor: Cr. Heaton, Cr. Karasiuk, D/M Keizer, Mayor Fergusson, and Cr. Cox

Opposed: Cr. Tuckey

PASSED

D/M Keizer asked for clarification on why the original three-meter requirement was included and whether reducing it would significantly impact parking. He noted the original variance must have served a purpose and wants to understand why it's no longer deemed necessary.

Director McNab explained that setbacks are generally in place to ensure proper separation between structures, mainly for fire safety reasons. While such concerns would be more significant in a higher-density residential area, he noted that the adjacent structure is currently a considerable distance from the property line. Given this and the lack of imminent nearby development, he expressed that he is not particularly concerned in this case.

Cr. Cox acknowledged Director McNab's concerns about fire separation and agreed with the importance of maintaining safe distances between structures. While he is open to supporting Council's decision, he noted that lot sizes are generally large enough to allow for adequate separation. However, if variances for reduced setbacks are permitted, he believes the Town should require fire-resistant construction materials—something more robust than vinyl siding or painted plywood—to ensure safety.

Cr. Tuckey requested additional clarification as to what the variance is requested for. Director McNab explained that the variance request is related to parking. The applicant wants to build a garage, shown as the blue box on the map, over an existing paved parking area. They are requesting to shift the structure 1.5 meters closer to the property line near the old Kelly's gas station. He also noted that a small gray structure nearby was previously used as a covered area with picnic tables when Kelly's was operating.

Cr. Tuckey noted that surrounding property owners appear to be complying with existing bylaws and believes they should have a say when variances are requested. He expressed concern that the applicant's request lacks strong justification and does not appear to have a significant impact on parking. Tuckey emphasized that plans and bylaws are in place for a reason, and without a clear and valid reason for the variance, she does not support approving it. He also cautioned against setting a precedent that could lead to more variance requests in the future.

Cr. Karasiuk noted that reviewing and deciding on variance requests is part of Council's role. He disagreed with the idea that approving one would automatically set a precedent, emphasizing that each request should be considered on a case-by-case basis. In this instance, he pointed out that the proposed structure would still be 1.5 meters—or roughly five feet—from the property line, which has been deemed a sufficient fire break. He stressed the importance of evaluating each situation individually rather than taking an all-or-nothing approach.



Protective Services Standing Committee Meeting July 8th, 2025

Mayor Fergusson noted that during the development process, public notices are posted to inform residents of proposed developments, allowing them the opportunity to voice concerns at that stage. She emphasized that this is part of why Council reviews these matters. She agreed with Councillor Karasiuk, stating that Council is responsible for making decisions like this on a case-by-case basis.

Director McNab confirmed Mayor Fergusson's statement, explaining that public notice is required when a new development application is submitted. However, in this case, the development has already been approved and construction has not yet begun; the current request is only for a variance, which does not require public notification. That said, if Mayor and Council wish to notify surrounding property owners as part of this variance process, the Town can certainly do so.

Cr. Cox asked for details about the type of construction for the proposed building, including whether it will be built on a foundation or be movable, and what materials—such as vinyl or metal siding—will be used. Director McNab stated that while he doesn't have all the construction details, the building will be a permanent, stick-built structure with a peaked roof. It is expected to be built on poured footings rather than a full foundation. He added that most properties in town fall within the urban interface zone, and under the existing zoning bylaw, buildings are required to follow FireSmart principles—such as using fire-resistant materials like Hardie board or steel, which aligns with what could reasonably be requested in this case.

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

Moved by: Cr. Karasiuk
Seconded by: Cr. Tuckey

That Cr. Bathe and Cr. Benwell be excused from the Protective Services Standing Committee Meeting on July 8th, 2025.

PASSED

H. DATE OF NEXT MEETING

The Protective Services business will be addressed at the next Regular Meeting of Council will be on August 5th, 2025.

I. ADJOURNMENT

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

That the meeting be adjourned at 7 pm.

PASSED

REPORT TO COUNCIL

Department: Protective Services

Date: July 31, 2025

Subject: Monthly Report

RECOMMENDATION:

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

Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 30 calls in July 2025, including 5 Fire Calls and 25 EMS calls. Call volume across fire and EMS were at or below the 5-year average.

The Fire Chiefs association is working with ECC to fill the need for improved Wildland Urban Interface capacity in the north. This was a large component to the recent Wildfire Resiliency Workshop held in Yellowknife. During 2023 Fort Smith learned quickly that structure protection and community protection fall to the communities.

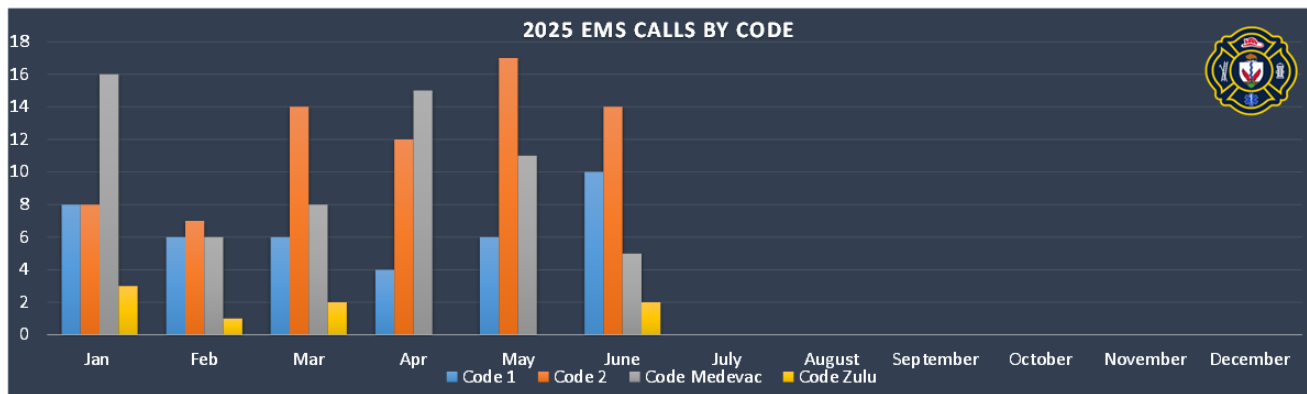
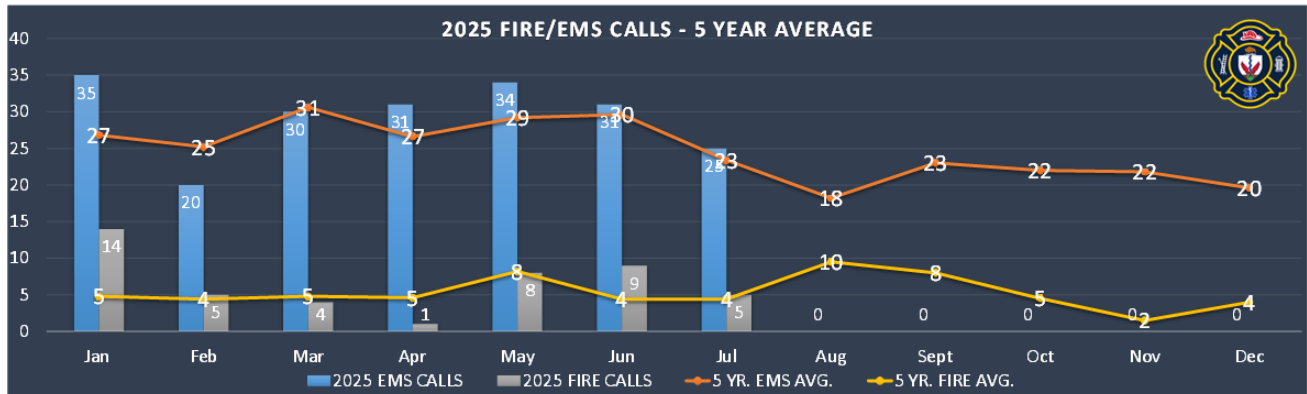
To gain more experience in response and interagency cooperation with ECC, the Town of Fort Smith has deployed resources to Jean Marie River to provide WUI support alongside the Fort Simpson Fire Department. This opportunity to work with another Fire Department, aid in planning and deployment of resources, and be part of an ECC event is continuing to identify gaps in relationships and equipment. This learning is invaluable should Fort Smith be threatened again. Further to that, by supporting other communities Fort Smith will have mutual aid available in our time of need.

This is the first deployment of its kind. As such, there is a lot of process to work out. The cost of deployment will be compensated along with daily rates for all Fort Smith equipment deployed. Under this deployment Fort Smith has deployed one type 6 bush truck and a structure protection trailer. As it is our gear, we are fortunate to use our own equipment which further prepares us for any future events.

REPORT TO COUNCIL

Fire/EMS Training Activities

Fire/EMS conducted seven training events during July 2025. NFPA 1001 professional firefighter training continues as our volunteers work hard to perfect new skills for structural firefighting!



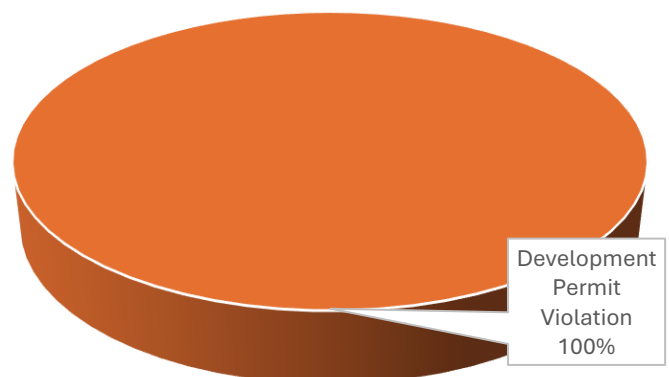
Land & Development Summary

Lands and Development Officer Nick Carbery has been busy reviewing and closing old files and furthering outstanding noncompliance.

Nick is currently on a one-week deployment to Jean Marie River with the Fort Smith Fire Department to support an NWT Wildland Urban Interface pilot program,

Lands Enforcement Activity

Garbage Bylaw	0
Dev. Permit Violation	0
Complaint received	0
Business Lic. Violations	2
Civic Address	0
Unsightly Land	0
Water and Sewer Bylaw	0
Public Engagement	0
TOTAL	2



REPORT TO COUNCIL

Licensing Report

Business License Holder	Number	Address	Notes
Development Permit Holder	Number	Address	Notes
Cassandra Poitras	DPA-033-25	26 Pine Cres	Construction
Robert Closs	DPA-034-25	414 Cassette Cres	Construction
Blades Construction	DPA-035-25	25 St Marys	Construction
Dog Tag Holder	Number	Address	Notes
AL DUMONT	32	48 TAMARAC CRESCENT	One Time
Matthew Lavoie	36	623 Calder Avenue	One Time
Michel jean ann Desjandirs	30	10 caribou court	Annual
Michel jean ann Desjandirs	31	10 caribou court	Annual
Shanna Schaefer	33	31 Tamarac Cres.	Annual
Shanna Schaefer	34	31 Tamarac Cres.	Annual
Shanna Schaefer	35	31 Tamarac Cres.	Annual

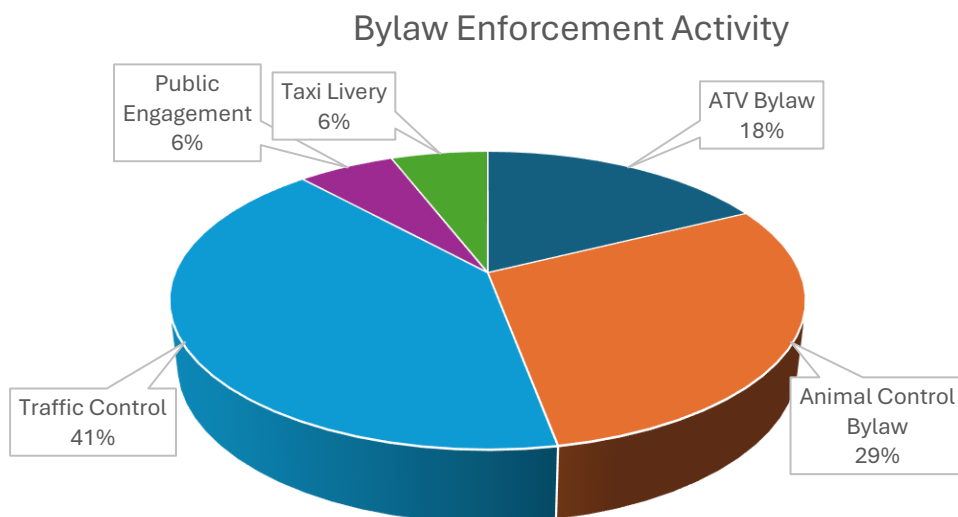
Bylaw Enforcement Summary

Increased presence in high-risk areas like school zones and patrolling neighborhoods has increased enforcement activities. Animal neglect during hot weather has been a significant challenge as well.

RCMP is currently experiencing a member shortage leading to challenges with response times. Bylaw is keeping this in mind when interacting with the public as there is a reduced level of safety and backup support.

Bylaw has been working through some challenging files that have taken a significant amount of time and resources but resolutions have been found to most ongoing compliance issues.

ATV Bylaw	3
Animal Control Bylaw	5
Noise Control Bylaw	0
Traffic Control	7
Public Engagement	1
Fire Protection Bylaw	0
Taxi Livery	1
TOTAL	17



REPORT TO COUNCIL

Emergency Management

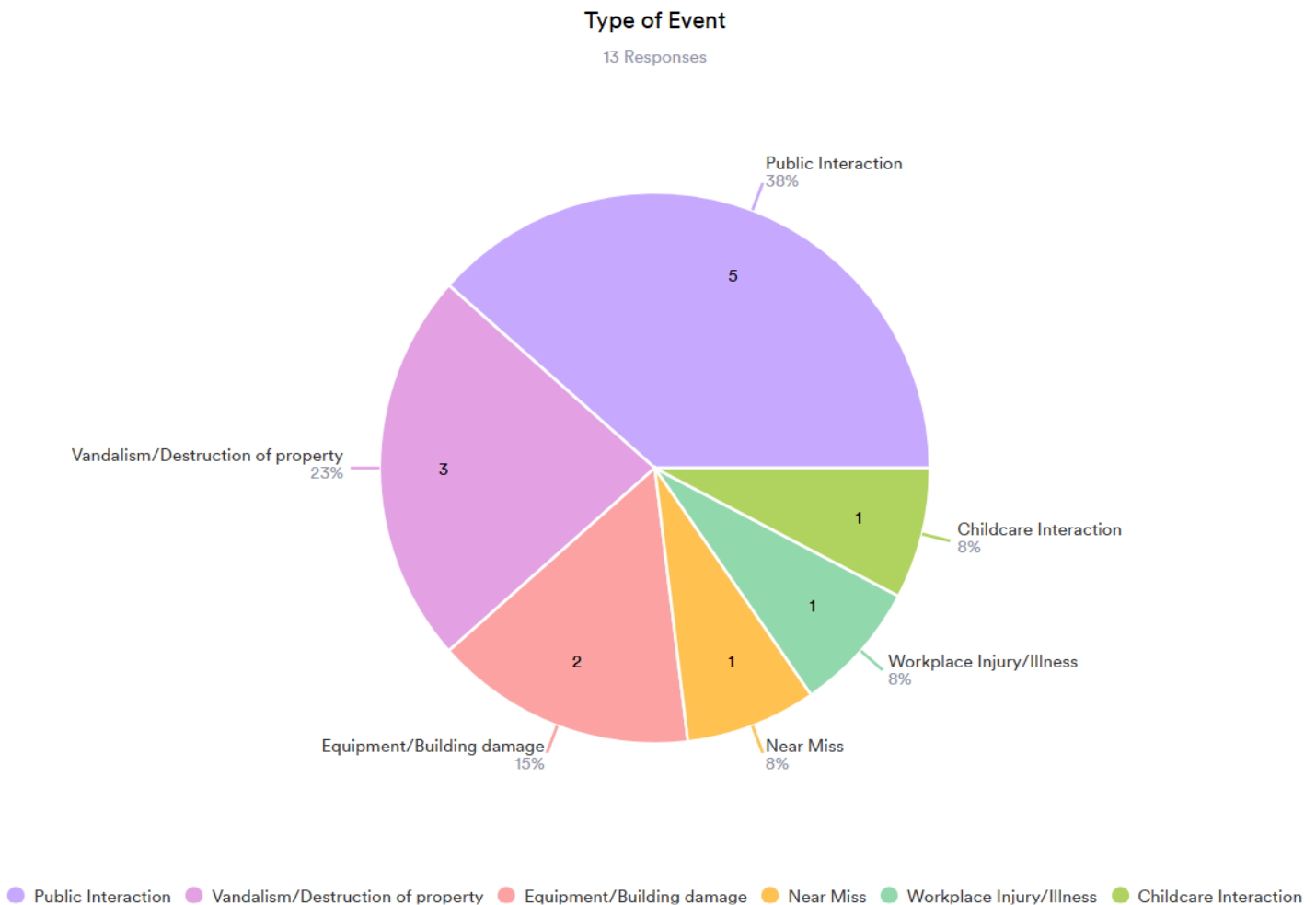
Emergency management planning will benefit from the Fire Department coordinating efforts more closely with ECC and gaining valuable experience supporting other northern communities during the threat of wildfire.

An After Action review of this season will help support next years revision cycle.

Occupational Health and Safety

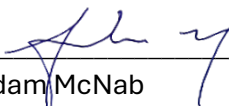
The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee will be meeting in early August.

Below are the July OHS incident reporting statistics. This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up.



Capital Projects Update

1. **IT Upgrades** – COMPLETE
2. **IT Evergreen** – COMPLETE
3. **Fire Break Mowing and Tree removal** – Awarded – work underway
4. **Emergency Equipment Evergreen** – Equipment including SCBA tanks and structural firefighting hose has been identified for replacement and ordered.
5. **Fire Hall retrofit** – A potential project manager has been engaged and the quoting process is underway.
6. **New Fire Hall RFP** – A document has been created and is under review. Site location work is ongoing.
7. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.



Adam McNab
Director of Protective Services



Corporate Services Standing Committee Meeting July 8th, 2025

MINUTES

The Corporate Services Standing Committee Meeting was held on
Tuesday, July 8th, 2025 @ 7 pm within the Town Hall Council Chambers.

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

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:07 pm, confirmed quorum and handed the Chair to Cr. Tuckey.

B. REVIEW

a. Agenda

Moved by: Cr. Heaton
Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

PASSED

b. Minutes

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

That the minutes from the Corporate Services Standing Committee Meeting on June 3rd 2025, be adopted as presented.

PASSED

Cr. Couvrette commented on the recent briefing note regarding the Riverside Park development and related streetscape improvements, such as benches. He expressed support for both projects, noting they are well-deserved. However, he also shared that some residents have raised concerns about the Town's overall strategic direction for park development, especially given the shifting focus between areas like Conibear Park and Riverside Park.

He recalled that during a previous Council term, the Town held community engagement sessions on the future of local parks, which included discussions on Riverside Park, Conibear Park, and Mission Park. Given that time has passed since that engagement, he suggested now would be a good time to revisit the conversation with the public.

Couvrette recommended that Mayor and Council consider hosting a public meeting to gather updated community input. He believes this would help guide current and future park development plans, ensure alignment with public interests, and improve transparency and engagement. He proposed that administration be directed to organize such a session.

Director Colucci explained that the 2018 "Open Spaces Development Plan" took a broad look at community spaces and explored potential developments across the community. The Town now takes a more focused approach, tackling one project at a time with input from dedicated advisory groups, such as the Community Services Advisory Board.

She noted that while broad public consultations can generate valuable input, they can also become too wide-ranging, making it difficult to develop a clear path forward. To manage



Corporate Services Standing Committee Meeting July 8th, 2025

this, the Town has broken down development into specific areas and progressed through them individually.

For the current Riverside Park project, the contractor has already been consulting with key user groups and the advisory board to gather feedback. Director Colucci added that a wider public engagement process could be pursued if Council wishes, but she recommended coordinating that with the project manager.

Couvrette suggested that, as Council prepares to enter the 2026 budget planning process, it would be logical to include funding for public engagement related to the Town's open space plans. He noted that the last round of consultations likely occurred around 2015 or 2016 for the 2018 plan, and it may now be time to revisit that process. He recommended treating it as a budgeted project for 2026 to ensure proper resources are allocated.

Cr. Heaton expressed strong support for increased public engagement, especially around budgeting and understanding what residents want to see in their community. She noted that tools like invitations or online surveys are relatively easy to implement and can offer meaningful input with minimal upfront effort, aside from analyzing the responses. She agreed that the Town needs to do more to involve the community in shaping its future direction.

- c. Vision and Mission
- d. Declaration of Financial Interest – none at this time

C. DELEGATIONS

D. DIRECTOR'S REPORT

- a. The Corporate Services Director's Report for June

Director Hood provided an update that the new Manager of Human Resources began work yesterday and is now based in the upstairs office. She is currently reviewing documents and familiarizing herself with HR files and processes. Over the next month, she plans to meet with directors and supervisors to assess HR needs from their perspectives and will be following a structured work plan.

He also noted that Corporate Services is continuing to explore the development of an online customer portal, which would allow residents to access property tax notices, utility bills, and similar services. Discussions with the software provider are ongoing to update pricing and timelines, with the goal of bringing more information to the next Corporate Services meeting in August.

Additionally, the department is working on improving payroll operations by enabling direct transfers from the Town to employees. This involves coordination with both BMO and the software provider. These projects are being pursued alongside regular day-to-day responsibilities.

Cr. Karasiuk sought information regarding the software that the town uses currently. Director Hood explained that the Town uses a system called iCity, which manages financial functions such as utility billing, property taxes, and accounts receivable. The proposed portal would integrate with iCity, allowing anyone who does business with the Town to access their utility bills, tax notices, and invoices online and pay them directly through the portal.

He added that the portal could potentially support additional services in the future, such as applying for development permits, business licenses, or pet registrations, all through the same platform. These functions would be made available through various add-on modules.



Corporate Services Standing Committee Meeting July 8th, 2025

Director Hood also reminded Council that the Town is currently set up with all major banks, allowing residents to pay utility bills and property taxes through their bank's online services. While this payment option is already available to the public, the proposed portal would go a step further by allowing users to view their utility bills and invoices directly online. Instead of the Town needing to email or mail out these documents, residents would receive a notification when their bills are ready and could access all related information through the portal.

Cr. Heaton noted that she had seen posters from MACA regarding property tax reassessments and asked how this might affect the Town of Fort Smith. Specifically, she inquired whether the reassessments would apply to the Town's 2025 assessment for the 2026 taxation year.

Director Hood explained that the territorial assessors periodically visit the community, typically on a cycle he couldn't recall exactly, to reassess every property and structure. This process updates assessment records and sets a new baseline for property valuations. The current reassessment will apply to the 2026 taxation year.

He noted that while property assessments generally increase following a reassessment, this does not automatically mean property taxes will rise. Taxes are based on the revenue the Town needs to generate, and the mill rate is adjusted accordingly. As a result, even if property values go up, the mill rate may decrease to maintain stable revenue levels.

b. Accounts Payable Report

Cr. Couvrette inquired about cheque #42977, a payment made to the NWT Power Corporation. He referenced a letter received from the Power Corporation several months ago, which indicated the Town might be eligible for reimbursement for equipment damage caused by unstable power supply. He asked whether the Town has made any progress in submitting a claim and if there has been any response regarding compensation.

Director Colucci noted that the SAO has been working on that project and that she would get more information and share it with Council when she does.

Cr. Heaton followed up on a request for information regarding the miscellaneous amount on the financial audit. Director Hood explained that he has been in contact with the auditors to clarify the details behind certain line items in the audited financial statements. He noted that many accounts in the Town's system are consolidated into single line items in the reports presented to Council. He recently received a response from the auditors and will be preparing a follow-up for Council to support further discussion on the matter.

c. Correspondence

Cr. Karasiuk expressed support for conducting a traffic analysis on Conibear Crescent between PWK and JBT, noting that the issue has been raised for years and is a concern of the DEA, particularly regarding safety. He endorsed any steps the Town can take to help move the request forward.

Cr. Heaton asked if the traffic analysis would be conducted by the RCMP or Protective Services, or specifically by an outside contractor.

Director Colucci explained that the Town has already set aside budget for certain improvements in the area, including crosswalk lighting and tree removal to improve



Corporate Services Standing Committee Meeting

July 8th, 2025

sightlines—measures that can be implemented on Town property. She noted that these efforts are part of ongoing work guided by the transportation master plan.

Cr. Karasiuk stated that while there's no commitment yet to include it, Council would benefit from knowing the actual cost of an updated traffic analysis. He requested that this information be brought forward at the next meeting to help guide their decision on how to proceed.

Cr. Cox expressed support for any analysis that could help improve safety in the area. However, he noted that a traffic analysis has already been completed and that the Town is addressing several issues on its end. He emphasized that a significant part of the problem lies with parking on GNWT land, particularly related to student drop-off and pick-up. He suggested that while the Town can assist with street-related concerns, the broader traffic and parking challenges need to be addressed by the school or territorial authorities.

Cr. Karasiuk noted that the DEA initially approached the Department of Infrastructure with their request for a traffic analysis but were directed to bring the matter to the Town instead.

Mayor Fergusson agreed with Councillor Cox's comments, expressing concern that the GNWT appears to be shifting responsibility onto the Town for issues related to its own infrastructure. She noted that if the problem lies with GNWT-owned parking lots and traffic flow, it is their responsibility to address it, comparing the situation to a business owner asking the Town to conduct a traffic analysis to improve access to their private parking lot.

She emphasized that the Town already has a Transportation Master Plan in place that outlines how traffic flows through the community, which serves as a solid reference. She suggested that this issue may be more appropriate for discussion at the Protective Services Committee. She also noted that Director McNab has reached out to the DEA to clarify what the expectations are from both the Town and GNWT regarding their respective properties.

D/M Keizer commented on the recent correspondence regarding beehives, noting it was an interesting read. What stood out to him was the Town's response stating that there is currently nothing in the bylaws prohibiting beekeeping, which he felt could be interpreted as supportive of it.

He raised the question of whether the harvesting and commercial sale of honey should require a business license and whether that aspect is being properly addressed. While he did not expect an immediate answer, he suggested it may be worth looking into whether these operations qualify as businesses that should be licensed in Fort Smith.

E. ADMINISTRATION

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

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

That Cr. Bathe and Cr. Benwell be excused from the Corporate Services Standing Committee Meeting on July 8th, 2025.

PASSED

H. DATE OF NEXT MEETING



Corporate Services Standing Committee Meeting
July 8th, 2025

That next Corporate Services business will be addressed at the next Regular Meeting of Council on August 5th, 2025.

I. ADJOURNMENT

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

That the meeting be adjourned at 7:36 pm.

PASSED

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE CORPORATE SERVICES MONTHLY REPORT AS PRESENTED.

BACKGROUND

Corporate Services currently has one vacant position. The Director of Corporate Services position is still vacant but is being temporarily filled by Jim Hood. Attempts to staff this position have been unsuccessful so far so the services of a recruiter are currently being used to assist in finding a suitable candidate.

The Manager, Human Resources has been working in the position for nearly a month now and is settling into her role. She has been providing meaningful assistance to all departments and is assisting with staffing vacant positions.

The June utility billing was completed on July 23. This is later than normal due to staff absences but is expected to be closer to the expected billing date in August for the July bill. In an effort to collect outstanding utility bills, notices were sent to the oldest accounts advising them that they may be subject to disconnection if their bills are not paid. This got a good response with many customers addressing their outstanding accounts. This collection action will continue in the coming months and may result in the discontinuation of services to some customers. Action will also be taken to collect outstanding accounts receivable over the coming months. Staff absence has resulted in Accounts Receivable billing being delayed as well. This will be addressed in August.

Some areas that will be focused on in the coming months is a review of all contribution agreements to ensure proper reporting is submitted and developing a tool to track contribution agreements. In keeping with strategic priorities of Council, IT Upgrades are moving forward and we are looking at increasing our financial software capabilities to streamline processes like a customer portal and allowing things like business licensing and pet licensing to be done online. We are also looking to become more efficient in our processing of payroll by being able to upload files directly to the bank to pay employees rather than manually entering the information.

Prepared by:
Jim Hood
Director of Corporate Services
Date: July 30, 2025

Reviewed by:
Emily Colucci
Acting Senior Administrative Officer
Date: July 30, 2025



Briefing Note

To: Mayor and Council
From: Director of Corporate Services
Date: August 5, 2025
Subject: Breakdown of Miscellaneous Expenses

PURPOSE:

To provide Mayor and Council with a detailed breakdown of amounts reported as Miscellaneous in the 2024 Audited Financial Statements.

BACKGROUND:

The 2024 Audited Financial Statements were approved by Council in April 2025. The audited financial statements included the Statement of Financial Position and Statement of Operations. Also included in the statements were several schedules that provided information in greater detail related to various aspects of the operation.

One of these schedules is Schedule 1a, Schedule of Revenue and Expenses, General Government Services. One amount on that schedule was of interest was Miscellaneous and the amount is \$115,486. Below is detailed breakdown of those expenses.

CURRENT SITUATION:

When presenting the financial statements, the auditors will often combine several general ledger accounts into one line on the statements or schedules. This is done to save reporting small amounts separately or to make the statements more readable. In this case, the auditors have combined Miscellaneous Expenses \$84,553.67, Publications/Subscriptions/Memberships \$28,249.13, Land Lease for Town Use \$2,050.00, Board of Revision \$400.00, Collection Fee \$-30.00 and an amount from Capital for After Four Program \$262.98. A detailed analysis is provided to Mayor and Council for consideration.

ACCOUNT 1-2-0540-018 MISCELLANEOUS	84,553.67
Purchase of Gift Card	150.00
Petty Cash purchase	10.50
Land Titles document search	8.00
Refund spring cleanup fees paid before fees were waived	371.00
Engraving for long service awards	749.05
Balance paid to BMO Mastercard not recorded elsewhere	67.12
Balance paid to BMO Mastercard not recorded elsewhere	1,412.95
Balance paid to BMO Mastercard not recorded elsewhere	274.24
Balance paid to BMO Mastercard not recorded elsewhere	284.84
Auditor Entry to adjust for Water/Sewer Interruption	5,785.38
Auditor Entry for previous year accrued receivable adjustments	23,833.81
Auditor Entry for previous year accrued receivable adjustments	3,712.50
Auditor Entry for previous year accrued receivable adjustments	1,552.24
Auditor Entry for previous year accrued receivable adjustments	12,500.00
Auditor Entry for previous year accrued receivable adjustments	69,739.29
Auditor Entry for previous year accrued receivable adjustments	14,286.00
Auditor Entry for previous year accrued receivable adjustments	2,635.00
Auditor Entry for previous year accrued receivable adjustments	391.68
Auditor Entry for previous year accrued receivable adjustments	17,769.40
Auditor Entry for previous year accrued receivable adjustments	31,755.66
Auditor Entry for Sick Leave Accrual correction from previous year	- 69,363.54
Auditor Entry for Annual Leave Accrual correction from previous year	- 33,371.45
	<u>84,553.67</u>



Briefing Note

ACCOUNT 1-2-0540-026 PUBLICATIONS/SUBSCRIPTIONS/MEMBERSHIPS	28,249.13	
GNWT DEPT OF JUSTICE - Application for Commissioner for Oathes	75.00	
Mail Chip Subscription and monthly fees	368.05	
CAMA Membership	320.00	
Web Hosting Subscription	14.99	
LATER.COM Subscription	370.46	
Reimburse CPA Membership fees	1,081.50	
EZ Facility RCC software	6,105.70	
LGANT Membership	750.00	
IT Support Subscriptions	15,940.40	
Amazon Prime Membership	41.96	
CANVA Subscription	607.76	
Alert Software increase in service	125.00	
Scribe Software Subscription	307.84	
Slide Speak Subscription	81.07	
Refund Notary Application fee	200.00	
Adobe yearly subscription	1,859.40	
		28,249.13
ACCOUNT 1-2-0560-141 LAND LEASE FOR TOWN USE	2,050.00	
Lease fees	1,800.00	
Application fee	250.00	
		2,050.00
ACCOUNT 1-2-0580-260 BOARD OF REVISION	400.00	
Honoraria paid to board members	400.00	
		400.00
ACCOUNT 1-2-3320-104 COLLECTION FEE	- 30.00	
Credit from supplier for fees charged on account	- 30.00	
		- 30.00
ACCOUNT 2-4-7156-300 AFTER FOUR PROGRAM	262.98	
Auditor included this under Miscellaneous	262.98	
		262.98
TOTAL TO AGREE TO SCHEDULE 1A (ROUNDED ON STATEMENT)		115,485.78

RECOMMENDATION:

For information.



Briefing Note

To: Mayor and Council
From: Administration
Date: July 31st, 2025
Subject: Budget Variance Report as of June 30th, 2025

PURPOSE:

To provide Council with a second quarter variance report for the period of January 1 to June 30, 2025, highlighting key financial variances and recommending acceptance of the report for information.

BACKGROUND:

This report presents an unaudited snapshot of the Town’s financial performance up to June 30, 2025. It reflects revenues and expenditures to date, with some significant variances that require attention. The report is still in progress, and further updates will be provided as additional information becomes available.

ANALYSIS:

Revenue:

- As of June 30, 2025, the Town has received 46% of its projected revenue.
- A major outstanding revenue sources are Grants in Lieu of Taxes. Grant in Lieu of Taxes were levied in July 2025.
- Tourism Grants, Library (Grant) and Recreation Administration (Grant) have not been received as of June 30th.
- Day Camp revenue is received mostly on July for summer programming.

TOWN OF FORT SMITH APPROVED BUDGET SUMMARY 2025				
	2025 YTD ACTUAL AND COMMITTED	2025 TOTAL BUDGET	2025 REMAINING BUDGET	%
GENERAL OPERATING FUND REVENUES				
TAXATION	\$ 2,523,931	\$ 2,542,026	\$ 18,095	99%
GRANTS IN LIEU OF TAXES	\$ -	\$ 1,677,290	\$ 1,677,290	0%
SALE OF SERVICES	\$ 306,104	\$ 542,280	\$ 236,176	56%
INTEREST INCOME	\$ 135,753	\$ 235,000	\$ 99,247	58%
GNWT GRANTS	\$ 37,000	\$ 37,000	\$ -	100%
DEVELOPMENT PERMITS	\$ 14,844	\$ 18,150	\$ 3,306	82%
FINES	\$ 7,218	\$ 5,000	\$ 2,218	144%
TAX CERTIFICATES	\$ 1,114	\$ 2,000	\$ 886	56%
LICENCES	\$ 18,564	\$ 26,200	\$ 7,636	71%
MISC. REVENUE	\$ 18,684	\$ 30,000	\$ 11,316	62%
ANIMAL CONTROL	\$ 420	\$ 1,000	\$ 580	42%
TOURISM GRANTS	\$ 900	\$ 50,000	\$ 49,100	2%
TOURISM REVENUE	\$ 20,716	\$ 45,000	\$ 24,284	46%
RECREATION ADMINISTRATION	\$ 1,000	\$ 37,636	\$ 36,636	3%
DAY CAMP	\$ 5,650	\$ 32,400	\$ 26,750	17%
CHILDCARE	\$ 770,100	\$ 786,937	\$ 16,837	98%
LOTTERY LICENSING	\$ 9,661	\$ 10,000	\$ 339	97%
ARENA	\$ 33,564	\$ 54,000	\$ 20,436	62%
BALL PARK		\$ -	\$ -	
RECREATION SPECIAL EVENTS	\$ 19,498	\$ 34,000	\$ 14,502	57%
RCC	\$ 81,450	\$ 170,000	\$ 88,550	48%
LIBRARY	\$ 1,063	\$ 56,210	\$ 55,147	2%
UNCONDITIONAL GRANTS	\$ 822,000	\$ 2,422,000	\$ 1,600,000	34%
CONDITIONAL GRANTS	\$ 822,486	\$ 4,024,004	\$ 3,201,518	20%
SCHOOL TAX	\$ 427,056	\$ 447,000	\$ 19,944	96%
TRANSFER FROM INVESTMENT IN CAP. ASSETS		\$ -	\$ -	
TRANSFER FROM RESERVES - OPERATIONS		\$ -	\$ -	
			\$ -	
Total REVENUES	\$ 6,078,776	\$ 13,285,133	\$ 7,206,357	46%



Briefing Note

Expenditures:

- Current expenditures are at 39% of the budget. Notably:
 - **Downtown Development:** Costs are mainly incurred from June to September so this amount is reasonable for this period.
 - **Legislative:** Expenditures are 61% of budget but this is due to the timing of expenditures and the way the budget is allocated.
 - **Administration Office Costs:** This category includes expenditures related to the HAF Funding which is just getting underway.
 - **Protective Services:** Many expenditures in this category are onetime costs and the budget is spread over the entire year. This should be correct in the next quarter.
 - **Fire Hall Operations:** Expenditures are 68% of budget due to the allocation of demolition costs related to the removal of the old fire hall on Rupert Avenue.
 - **Public Works Building:** Expenditures are 64% of budget. Heating costs are slightly higher than the year to date budget and this will be monitored over the remainder of the year.
 - **Snow Removal:** Expenditures are 66% of budget. This is typically the quarter that sees the most expenditures against this budget.
 - **Street Signs:** This line item is spread over the entire year however, expenditures tend to be made early in the year. This will balance out by the end of the year.
 - **Curling Centre Ice Plant:** This over expenditure is related to the replacement of the ice plant and additional work required that was not capital in nature.



Briefing Note

GENERAL OPERATING FUND EXPENSES	2025 YTD ACTUAL AND COMMITTED	2025 TOTAL BUDGET	2025 REMAINING BUDGET	%
LEGISLATIVE	\$ 152,106	\$ 251,301	\$ 99,195	61%
DOWN TOWN DEVELOPMENT	\$ 6,907	\$ 47,545	\$ 40,638	15%
ADMINISTRATION PERSONNEL	\$ 318,102	\$ 599,850	\$ 281,748	53%
ADMINISTRATION OFFICE COSTS	\$ 121,987	\$ 609,000	\$ 487,013	20%
TOWN HALL OPERATIONS	\$ 26,780	\$ 53,335	\$ 26,555	50%
PLANNING /LANDS	\$ 60,275	\$ 111,886	\$ 51,611	54%
FINANCIAL MANAGEMENT	\$ 66,500	\$ 140,000	\$ 73,500	48%
TAXATION COSTS	\$ -	\$ 1,000	\$ 1,000	0%
INSURANCE	\$ 66,336	\$ 65,000	\$ 1,336	102%
GRANTS-COMMUNITY	\$ -	\$ 35,000	\$ 35,000	0%
BYLAW ENFORCEMENT	\$ 59,018	\$ 145,450	\$ 86,432	41%
PROTECTIVE SERVICES	\$ 146,386	\$ 228,530	\$ 82,144	64%
AMBULANCE SERVICES	\$ 65,638	\$ 181,662	\$ 116,024	36%
ANIMAL CONTROL	\$ 10,575	\$ 30,156	\$ 19,581	35%
FIRE DEPT ADMINISTRATION	\$ 156,282	\$ 266,873	\$ 110,591	59%
FIRE ALARM SYSTEM	\$ 3,006	\$ 6,000	\$ 2,994	50%
HYDRANT MAINTENANCE	\$ -	\$ 2,750	\$ 2,750	0%
FIRE HALL OPERATIONS	\$ 29,969	\$ 44,123	\$ 14,154	68%
FIRE FIGHTING EQUIPMENT	\$ 5,974	\$ 27,450	\$ 21,476	22%
PUBLIC WORKS ADMINISTRATION	\$ 384,218	\$ 619,528	\$ 235,310	62%
PW MOBILE EQUIPMENT	\$ 50,141	\$ 125,000	\$ 74,859	40%
SMALL TOOLS	\$ 2,967	\$ 6,000	\$ 3,033	49%
PUBLIC WORKS BUILDING	\$ 81,115	\$ 127,149	\$ 46,034	64%
ROADS & SIDEWALKS	\$ 5,081	\$ 55,000	\$ 49,919	9%
DRAINS & DITCHES	\$ 347,740	\$ 564,531	\$ 216,791	62%
STREET SANDING	\$ 12,146	\$ 110,000	\$ 97,854	11%
SNOW REMOVAL	\$ 13,133	\$ 20,000	\$ 6,867	66%
STREET LIGHTING	\$ 17,319	\$ 45,000	\$ 27,681	38%
STREET SIGNS	\$ 7,693	\$ 10,000	\$ 2,307	77%
UTILITY FUND ALLOCATION	\$ 40,000	\$ 80,000	\$ 40,000	50%
MUNICIPAL DUMP	\$ -	\$ -	\$ -	
ANNUAL CLEAN UP	\$ -	\$ 7,306	\$ 7,306	0%
CEMETARIES	\$ 1,124	\$ 25,224	\$ 24,100	4%
SENIORS CITIZENS TAX RELIEF PROGRAM	\$ 165,005	\$ 181,808	\$ 16,803	91%
FACILITY MAINTENANCE	\$ 398,012	\$ 623,861	\$ 225,849	64%
ECONOMIC DEVELOPMENT/VIC	\$ 98,000	\$ 206,468	\$ 108,468	47%
TOURISM	\$ 200	\$ 300	\$ 100	67%
RECREATION ADMINISTRATION	\$ 196,658	\$ 324,198	\$ 127,540	61%
SUMMER CAMP PROGRAM	\$ 5,638	\$ 41,002	\$ 35,364	14%
CHILD CARE	\$ 484,917	\$ 831,768	\$ 346,851	58%
SWIMMING POOL	\$ 176,956	\$ 457,710	\$ 280,754	39%
NL MUSEUM	\$ 193	\$ -	\$ 193	
ARENA	\$ 175,190	\$ 294,696	\$ 119,506	59%
ICE PLANT	\$ 75,619	\$ 153,820	\$ 78,201	49%
BALL PARKS	\$ -	\$ 6,000	\$ 6,000	0%
PARKS/PLAYGROUNDS	\$ 3,769	\$ 8,500	\$ 4,731	44%
SPECIAL PROGRAMS	\$ 372,559	\$ 397,500	\$ 24,941	94%
SLIDING HILL	\$ 6,300	\$ 11,169	\$ 4,869	56%
RECREATION & COMMUNITY CENTRE	\$ 611,390	\$ 1,364,267	\$ 752,877	45%
CURLING CENTRE ICE PLANT	\$ 15,892	\$ 11,600	\$ 4,292	137%
LIBRARY	\$ 168,055	\$ 306,475	\$ 138,420	55%
GENERAL DEBENTURES	\$ 38,964	\$ 156,342	\$ 117,378	25%
OTHER DEBT CHARGES	\$ 20,345	\$ 46,000	\$ 25,655	44%
BAD DEBT ALLOWANCES	\$ -	\$ 15,000	\$ 15,000	0%
SCHOOL TAX REQUISITION	\$ -	\$ 447,000	\$ 447,000	0%
CASH OVER/SHORT	\$ 200	\$ -	\$ 200	
TRANSFER TO/FROM REVENUE	\$ -	\$ 2,918,000	\$ 2,918,000	0%
Total EXPENDITURES	\$ 5,191,994	\$ 13,285,133	\$ 8,093,139	39%

RECOMMENDATION:

It is recommended that Council accept this second quarter variance report for information. This report provides a preliminary look at the Town’s financial status, and further updates will follow as more data becomes available.



Briefing Note

To: Mayor and Council
From: Administration
Date: August 5th, 2025
Subject: Guardrail installation on McDougal Road

PURPOSE:

To provide a history of the installation of the guardrail along McDougal Road by the entrance to the Wastewater Treatment Facility.

BACKGROUND:

To come into compliance with our municipal Bylaw 642, the Civic Address Numbering Bylaw, a sign was produced to mark the location of the Wastewater Treatment Facility, with its name and address. The location for this sign was decided to be set at the entrance point off of McDougal Rd, in line with sign placement requirements outlined in the Integrated Transportation Master Plan. The guardrails are being installed to protect our paved entrances from off-road vehicle use, which is causing damage to the asphalt, and to protect vehicles on or off road from the sign awaiting installation. Three sets of guardrails are planned to be installed: one running parallel to McDougal Rd, one running parallel to the Wastewater Treatment Facility laneway, and one closing the third side. Once completed, the guardrail posts will be cut shorter to an appropriate size, reflectors will be installed, and flared ends will complete each end of the guardrails for safety.

For concerns around space for biking around the guardrail, the bike trail does run past this intersection of McDougal Rd and the Wastewater Treatment Facility Lane way to provide a safe route away from traffic.

A guardrail is, first and foremost, a critical safety barrier designed to protect motorists who may inadvertently leave the roadway. Ideally, a vehicle that veers off the road would stop safely without obstruction, but that is not always possible. In areas where the roadside is flanked by hazards such as steep slopes, trees, utility poles, signage, or other fixed objects, the installation of guardrails becomes essential to reduce the risk of serious collisions. In such situations, a guardrail can redirect a vehicle back onto the road, slow it to a safe stop, or in some cases, allow it to pass safely after reducing its speed. As part of our broader community signage and safety upgrades planned last year, this guardrail installation was scheduled as an operational task for this year. The materials required were already available in our municipal services yard, resulting in minimal impact to the budget. Guardrails are widely used across the country in similar settings to enhance roadway safety and reduce the severity of accidents.

ANALYSIS:

The installation of the guardrails is a sound operational decision rooted in three key areas: safety, infrastructure protection, and regulatory clarity.

Operationally, off-road vehicle use has been causing ongoing damage to the paved entrance, accelerating deterioration, and increasing long-term maintenance costs. Guardrails offer a practical and preventative solution to protect infrastructure and minimize future repair needs.

From a safety standpoint, this measure aligns with national standards for roadside protection. The new civic address sign qualifies as a fixed roadside object, and its location



Briefing Note

near a curve and access point increases the risk to motorists. Guardrails with flared ends and visibility reflectors mitigate this hazard effectively.

Strategically, the installation also provides clarity in roadway function. The entrance to the Wastewater Treatment Facility is a municipal access road, not a recreational service trail. Formalizing this designation helps ensure that all vehicle activity follows traffic regulations and respects the intended use of municipal infrastructure. While off-road use remains an activity of interest in the community, it must not take precedence over public safety, nor should it interfere with traffic or road conditions.





Briefing Note

CURRENT SITUATION:

The project is on hold since the Municipal Services Standing Committee Meeting of July 15th, 2025.

RECOMMENDATION:

That Council accepts this update for information and affirms that the Town holds operational jurisdiction over municipal roads, access points, and associated safety infrastructure, including the installation of guardrails. Council supports the Town's continued operational authority to implement safety measures, manage access, and maintain the integrity of its infrastructure in accordance with applicable bylaws, transportation plans, and public safety considerations.



NWT Public Utilities Board

Suite 203 - 62 Woodland Drive

P.O. Box 4211

Hay River NT X0E 1G1

attn: Doris Minoza

<Doris_Minoza@gov.nt.ca>

Re: Board Initiated Proceeding for Consideration of GNWT Electricity Policy Direction

The Town of Fort Smith wishes to register as an Intervener / Stakeholder in Proceeding 2025-004, Board Initiated Proceeding for Consideration of GNWT Electricity Policy Direction. Please allow us access to the file.

The names and email addresses of our representatives to be given access to upload documents and receive

notices of filings for this application are set out below.

Thank you,

Mayor Dana Fergusson
Town of Fort Smith

Jack VanCamp

jack.vancamp@gmail.com

Dennis Bevington

debevington@gmail.com

Councillor Mike Couvrette

CR.Couvrette@fortsmith.ca