Council of the Town of Fort Smith
August 19th, 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 August 5th, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

a. Community Services
   i. Previous Meeting Minutes
   ii. Director's Report

b. Municipal Services
   i. Previous Meeting Minutes
   ii. Director's Report

c. Briefing Note: Spending Authorities – Public Relations

d. Briefing Note: Home Occupation DPA-033-25

e. Capital Project Update August 2025

f. Appointment of Acting Mayor – August 27 to September 2nd, 2025

g. Briefing Note: Procedures for Bringing Forward New Agenda Items, Concerns, or Public Complaints

8. COUNCIL BUSINESS

a. Mayor and Council / Board Representatives

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of Council will be held on September 9th, 2025, with Protective and Corporate Services reports.

11. EXCUSING OF COUNCILLORS

12. ADJOURNMENT

13. QUESTION PERIOD

MINUTES

The Regular meeting of the Council on 08-25 was held on
Tuesday, August 5th, 2025, @ 7 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
Adam McNab, Director of Protective Services
Jim Hood, Director of Corporate Services

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

 # 25-186 **Moved by: Cr. Couvrette**
Seconded by: Cr. Cox

That the agenda be adopted as presented.

PASSED

3. DELEGATIONS

4. APPROVAL OF MINUTES

a. Regular Meeting of Council 07-25

 # 25-187 **Moved by: Cr. Cox**
Seconded by: Cr. Bathe

That the minutes of the Regular Meeting 07-25 of July 22nd, 2025, be adopted as presented.

PASSED

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

a. Statement of Disclosure of Interest.

7. ADMINISTRATION

a. Protective Services

i. Minutes from the Protective Services Standing Committee Meeting on July 8th, 2025 – For Information

ii. Director's Report

Director McNab reported that recent statistics are consistent with previous months, with enforcement activity at or above the five-year average for responsible lands enforcement. Proactive enforcement is lower due to a focus on clearing and following up on existing files.

By-law enforcement remains at average levels, with a balance of proactive measures and responses to public concerns.

He highlighted a new deployment opportunity for structural fire departments through MACA to support ECC in wildland urban interface (WUI) firefighting in other communities. This mutual aid arrangement allows the department to use its own equipment, gain experience alongside other structure protection specialists, and generate revenue through daily rates for personnel and equipment use.

This was the first deployment of its kind in the North, similar to programs in Alberta and BC. Director McNab and Lands Officer Carbery were deployed for approximately six days, with the structural protection unit remaining in Jean Marie River for an additional five to seven days as conditions improve. The deployment provided valuable real-world experience, strengthened intercommunity cooperation, and helped retain resources and funding within the North. Lessons learned will be reviewed in an after-action report.

Director McNab added an update on Simpson Street parking, noting that he and Director Grenier had taken measurements and placed orders for the necessary items discussed, including signage and barricades to prevent vehicles from parking on sidewalks. Once the equipment arrives, it will be installed on-site.

D/M Keizer asked what liability or risk the Town would face if any equipment were lost or damaged does Fort Smith face during this exchange. He also inquired about the process and projected turnaround time if the Town suddenly needed the equipment returned.

Director McNab acknowledged that liability for lost or damaged equipment is a valid concern and will need to be addressed as part of the process, noting that the daily rate for equipment use would more than cover normal wear and tear or minor losses. He said this topic will be discussed further in the upcoming after-action review.

Regarding the return of equipment, he explained that the Town's current structure protection resources were acquired in 2023, with additional wildfire resiliency funding recently applied for to purchase a Type 2 structure protection trailer similar to those used by ECC and other jurisdictions. He emphasized that deployments are not mandatory and that equipment would never be sent if there were any risk to the community. The Town would retain enough resources to protect approximately 50 homes, ensuring local readiness, and only deploy surplus equipment when it would not compromise community safety.

b. Corporate Services

i. Minutes from the Corporate Services Standing Committee Meeting on July 8th, 2025 – For Information

ii. Director's Report

Director Hood reported that the Director of Corporate Services position remains vacant, but noted that the Manager of Human Resources has been in the role for nearly a month and is already having a positive impact. She has been assisting with insurance, pension, and group benefits administration, as well as supporting employees on long-term and short-term disability by coordinating with providers and assessing accommodation needs

for their return to work. Her involvement is helping address human resource challenges across all departments.

Utility bills for June were issued on July 23, later than usual due to staff annual and medical leave. The July bills are expected to go out in early August as normal. Efforts to collect overdue utility accounts are ongoing, with initial notices sent to customers more than three months in arrears. The next step will be disconnection notices, delivered both by mail and door hangers.

Accounts receivable billing was also delayed this month, but is expected to return to normal in August. Work continues on upgrading payroll processing by integrating the financial software with the bank to upload payroll records, although technical issues between the software provider and the bank are still being resolved. Pricing has also been obtained for a customer portal, and discussions will take place with the SAO to determine whether to implement it mid-year or include it as a capital project for next year.

Director Hood concluded by thanking Council for the opportunity to assist the Town and expressed hope that the search for a new Director of Corporate Services will be successful.

Cr. Cox noted that it appears no one in Canada can be found to replace Jim and asked if the search has been extended to other locations. SAO Thomas reported that many resumes are received, a large portion come from overseas through platforms like Indeed, where international applicants are common. She recently shared an immigration statement related to this process. She met with recruiters earlier today to explore different options for filling the position, which has remained vacant for a year. These options will be reviewed with the HR Committee to consider more creative approaches, with a proposal expected within the next week.

iii. Accounts Paid List

iv. Correspondences

Mayor Fergusson asked if there is any money remaining in the donations budget. SAO Thomas noted that she does not have the budget amounts on hand, but is aware that the Public Relations budget is currently over.

v. Briefing Note – Miscellaneous Revenue and Expense Lines from the Audit – For Information

vi. Briefing Note – Variance Roll-up – For Information

c. Briefing Note – Guardrail Along McDougal Road

CORPORATE	**# 25-188** **Moved by: Cr. Bathe** **Seconded by: Cr. Cox** 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. **FOR: 4** **AGAINST: 5** **DEFEATED**

Cr. Heaton asked for clarification on the final location of the signage within the triangle of the guardrail. She noted that while the presentation of the briefing note highlighted hazards such as steep slopes, utility poles, and signage, she felt the proposed placement could create an additional hazard. She expressed concern that vehicles leaving the road in that area could be redirected by the guardrail into oncoming traffic, particularly in slippery conditions. She also questioned what specific future repair needs would be prevented, noting that the area still appeared accessible to ATVs and regular vehicles, with only the triangle in the middle potentially excluded from repairs.

SAO Thomas explained that the intent is to direct traffic away from municipal access roads, making this clear through visible signage. However, she noted that once the signage is installed, it could itself become an obstruction that vehicles might collide with, therefore, although the signage is required, the guardrails serve a multi purpose of addressing this and directing traffic.

Cr. Benwell commented that she had not heard of any accidents or vehicles leaving the road at the location in question and questioned the need for the construction. She expressed concern that the project could create a hazard where none previously existed, noting that residents have voiced similar concerns and believe it may cause more problems than it resolves.

Cr. Bathe offered a counterpoint, noting that while some residents view the structure as an obstruction, he sees its visibility as a benefit. He explained that it serves as a visual cue that prompts drivers to slow down, potentially improving traffic safety. The sense of restriction it creates may cause drivers to be more cautious, which could be seen as a positive outcome.

Cr. Benwell suggested that a sign or lights might be a safer alternative to the current barrier, which she fears could cause serious harm if struck by a vehicle. She noted that she has never heard of accidents occurring at that corner and observed that drivers typically slow down there on their own. While acknowledging that there may be data she's unaware of, she reiterated her concern that the structure could lead to a serious accident.

D/M Keizer commented on the appearance of the structure, noting that the current photos are somewhat misleading. He explained that the posts have not yet been cut down to their final height, which makes the barrier look more dramatic and visually unappealing than it will be once completed. He clarified that the finished structure will be shorter and less visually intrusive.

Cr. Tuckey questioned the changing rationale behind the barrier, noting that it originally focused on a distant power pole but now cites ATV damage, which he does not find convincing. He expressed concern that the project was not included in the Master Transportation Plan and criticized the process for proceeding without prior Council approval. He believes the structure poses a safety risk and warned that Council could be held liable if someone is injured. He suggested exploring a safer, alternative road layout instead.

Cr. Cox emphasized that Council should avoid interfering in operational matters, noting that the ongoing discussion risks blurring those lines. However, he acknowledged that if legitimate concerns exist, it is Council's responsibility to address them. He expressed concerns about liability, suggesting that once the motion has passed, Council is not responsible for operational decisions like barrier placement.

Cr. Cox pointed out that there is space available on the opposite side of the street that could have been used instead. He also raised a more pressing concern about ATV and dirt bike traffic using the multi-use trail near his home. He frequently sees riders, including

children, speeding through without slowing or checking for traffic, particularly when heading to the gravel pit. He warned that without intervention, someone could be seriously injured or killed—either a pedestrian on the trail or a rider at a blind corner. If the guardrail remains, he believes additional enforcement or physical measures, such as posts or narrowing the trail, are necessary to improve safety.

SAO Thomas stated that the briefing note clearly outlined the purpose, rationale, and details behind the installation. She acknowledged she wasn't involved in earlier stages but emphasized that this is an operational decision, not a strategic one. She noted the project includes a sign and serves as a traffic-calming measure. Referencing comments by Cr. Cox and Cr. Bathe, she urged Council to consider whether they want to become involved in operational matters or maintain focus on higher-level strategic and long-term community planning.

Cr. Karasiuk expressed that he is conflicted on the issue, acknowledging points made on both sides. After viewing the site, he felt the structure appeared unfinished and too close to the road edge, raising questions about whether it meets road safety guidelines. He clarified that he does not believe the barrier was ever officially intended to protect a power pole, suggesting that may have been an incorrect assumption by Council.

While he shares concerns about the potential hazard a sign might introduce, he also recognizes the project as an operational matter and is inclined to defer to staff expertise. He suggested there may be ways to improve the appearance of the barrier and noted that if it acts as a deterrent to speeding, it could enhance safety. He also emphasized the need for public education on driving responsibly around that corner.

Cr. Couvrette commented that the wording of the motion simply reaffirms that the Mayor and Council do not engage in the day-to-day operations of the Town, as those are operational matters. He questioned the need for a motion to restate something that is already established.

Cr. Tuckey clarified that his intent is not to interfere in operational matters but to uphold Council's responsibility under the approved Transportation Master Plan. He noted that the current installation is not included in that plan and, as such, Council should not ignore its oversight role. He expressed concern that approving something not outlined in the plan could expose Council to legal liability if someone were injured, as Council members not administration, could be named in a lawsuit.

He shared that many residents have expressed safety concerns, particularly around the lack of enforcement at night and off-road vehicles using sidewalks. While enforcement isn't Council's role, he stressed that endorsing infrastructure that may pose a risk could make Council complicit. He reiterated that he cannot support anything he believes could endanger the public and suggested exploring a safer alternate route instead.

Cr. Heaton questioned the choice of location for the installation near the entrance of the water and wastewater treatment facility. She noted that there appears to be ample space on both sides of the entryway and asked why the triangular area was selected, especially since it introduces a potential hazard.

Mayor Fergusson stated that, given the circumstances, it fell to her to break the tie vote. She expressed alignment with the view that a better location could have been chosen for the installation. While she emphasized that she does not wish to interfere with the operational responsibilities of the Town, she acknowledged that the matter has raised significant concern among community members. She also noted the need for appropriate signage and compliance with Bylaw 642 regarding civic addressing. Ultimately, she felt that

a more aesthetically suitable option could have been pursued and voted against the motion.

# 25-189	**Moved by: Cr. Heaton** **Seconded by: Cr. Benwell**
That Council direct Administration to reconsider the current plan regarding the guardrail on McDougal and see if there are other options or considerations that can be taken.	
	FOR: 7 **AGAINST: 2** **PASSED**

Mayor Fergusson asked whether the Town could revisit the project with an improved sign placement. She acknowledged that several guardrails have been installed around town without issue, but noted this particular installation has raised concerns due to its location and visibility. She suggested that the sign's placement may be contributing to the public's reaction and agreed that a more aesthetically pleasing solution may be possible. Referring to Cr. Cox's comments, she pointed out that placing the sign on the opposite side of the road could have been a viable alternative, especially if the intent of the guardrail was to protect the signage.

SAO Thomas said she is willing to take the matter back for further consideration but emphasized that the issue extends beyond just sign placement. She cautioned that if Council chooses to interfere in operational matters, she will respond accordingly, though she made it clear she stands by the original decision. She noted that the reasoning behind the installation had been explained and believes it should be allowed to proceed. Thomas added that traffic calming measures are commonly used around the world in similar situations. She also questioned the approach of making decisions based solely on the actions of individuals who are breaking the law, such as speeding or riding bikes unsafely, suggesting that this is not an appropriate basis for policy decisions.

8. COUNCIL BUSINESS

a. Bylaws and Policies

b. Appointments

c. Mayor and Council / Board Representatives

i. Cr. Tuckey noted that both graveyards look great

ii. Cr. Cox raised concerns about the rapid spread of yellow clover, which he identified as an invasive species that wasn't common in the area a decade ago. He suggested it may be contributing to overgrown ditches and emphasized that changing weather patterns could be influencing vegetation growth. He proposed that this issue might be linked to climate change and suggested exploring funding opportunities related to fire management or climate adaptation.

iii. Cr. Couvrette reported that the NTPC Intervention Committee has filed again for intervener status in response to a new policy proposal from the Northwest Territories Public Utilities Board (NWTPUB), developed in cooperation with Power Corp. The policy will address how renewable energy sources are integrated into the system. He emphasized the importance of ensuring the community is heard during government policy development and noted they are awaiting the draft policy and upcoming consultation sessions.

He also highlighted three upcoming festivals: one from August 14–17, the Dark Sky Festival from August 18–21, and Fire Week from August 22–24. He expressed hope that the 10 days of events will bring visitors and economic activity to the community and thanked the Town for supporting all three festivals.

iv. Cr. Benwell had nothing to report

v. Cr. Heaton shared that the Canoe River Race was a fun and successful event, with D/M Keizer assisting with safety and Cr. Couvrette helping at the bun-wrapping station. She thanked Daniel and Emily Prescott for organizing the race, along with the supporting groups and sponsors.

She gave special recognition to Starr Wolki for her hard work in organizing the upcoming Whooping Crane festival, encouraging everyone to attend and show their support. Cr. Heaton also expressed excitement about the new Salt River First Nation subdivision, calling it a long-awaited development and a great reason to celebrate.

vi. Cr. Karasiuk noted that the Communications Committee will provide an update at the next meeting. He also raised a concern that, in his nearly nine months on Council, there has been little progress on reviewing or updating bylaws and policies. He stressed the importance of starting that work, suggesting Council begin addressing at least one bylaw or policy per meeting or per month, rather than waiting indefinitely, even if staff capacity is limited.

vii. Cr. Bathe thanked Town staff for their work on the River Run and Paddle Fest, noting it was a great event that showcased strong community spirit.

He also addressed recent discussions around bylaws, stating that some of the criticism directed at staff was unfair and uncomfortable. He emphasized that it is Council's responsibility to catch issues with bylaw wording and ensure these matters are addressed . He expressed concern that a lack of Council involvement has led to misunderstandings in the community and placed undue blame on staff.

viii. D/M Keizer shared that he participated in the River Run event and also took part in a “Summer Santa” activity during Fireweed Festival to support the community. He expressed concern about troubling headlines he saw while away for a friend’s funeral, noting they suggest a disconnect with local law enforcement. He acknowledged that the RCMP are short-staffed and often busy, but emphasized the need to re-engage with them, as Council hasn't met with them in about two months.

He also reminded Council that a Pine Point Mine meeting is scheduled for the following morning from 9 to 10 am. He encouraged any interested members to attend and take part in the conversation.

ix. Mayor Fergusson reported that RCMP staffing is being addressed by combining resources from Fort Smith, Hay River, and Fort Simpson, which should result in a stronger police presence locally. She emphasized the need to maintain communication with the RCMP.

She noted that *Coffee and Conversation with the Mayor* was well received and is part of ongoing efforts to improve public engagement. She also shared that advocacy continues around the Thebacha Campus, with plans to meet the

Chair of the Board of Governors to push for improved programming and use of local infrastructure.

Lastly, she highlighted the Prime Minister's recent visit, calling it a positive moment for the community. She delivered a letter requesting federal support for major infrastructure projects.

d. NTPC Proceeding 2025-004

SAO Thomas explained that the ongoing hearing is an unfunded expense and has already been costly. In 2024, it totaled $21,000, and as of now in 2025, it has reached $16,200, with no reimbursement yet since the hearing has not concluded. For the past two years, Council has been charging the expense to the Public Relations budget, which is $18,000 annually. In both years, the budget was exceeded — reaching $20,000 in 2023 and $49,000 in 2024. She noted that there is currently no designated budget to continue covering these costs moving forward.

Mayor Fergusson asked whether there is any budget available from unfilled positions, such as the student position that was not staffed. SAO Thomas noted that went towards the HR position.

Cr. Heaton recalled that the Town had been keeping track of damages caused by NTPC, such as brownouts, with the intention of recovering associated costs. She expressed doubt that NTPC would proactively address those claims and emphasized the importance of the accounting that has been done over the past year to support potential recovery. SAO Thomas clarified that those costs are spent, and even when reimbursed that there wouldn't be any additional funds available.

Cr. Couvrette stated that all of the funds in question are fully refundable through the Public Utilities Board. However, he noted that, as with other expenses such as insurance, the Town likely needs to account for carrying costs since the funds must be paid upfront before any reimbursement is received. While the internal handling of these costs falls to administration, he emphasized that the Town's involvement in the PUB process is necessary to ensure the public interest is represented. Without the Town's voice, Fort Smith residents would be left without representation in the face of NTPC's rate increases and policy decisions, which are often made in Yellowknife without local input and could have long-term effects on the community. He concluded by stating that the administration will need to determine how to manage these costs as part of the upcoming intervention.

Cr. Cox believes the intervention costs should be refundable under law or agreement. He raised concerns about the Town carrying the financial burden over multiple years and suggested pushing for clearer commitments from relevant authorities. If refundability isn't confirmed in writing, he recommended considering an internal committee instead of hiring external experts to avoid further debt.

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Community & Municipal)	August 19th, 2025 @ 7 pm
Regular Meeting of Council (Protective & Corporate)	September 9th, 2025 @ 7 pm
Regular Meeting of Council (Community & Municipal)	September 23rd, 2025 @ 7 pm

11. EXCUSING OF COUNCILLORS

12. ADJOURNMENT

 # 25-190 **Moved by: Cr. Karasiuk**
Seconded by: Cr. Bathe

That the meeting be adjourned at 8:27 pm.

PASSED

13. QUESTION PERIOD

Community Services Standing Committee Meeting

MINUTES

The Community Services Standing Committee Meeting was held on
Tuesday, July 15th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

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

A. CALL TO ORDER

D/M Keizer called the meeting to order at 6:35 pm and handed the chair to Cr. Heaton. Cr. Heaton read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

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

That the agenda be adopted as presented.

PASSED

b. Minutes

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

That the minutes from the Community Services Standing Committee Meeting on June 10th, 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 for June

Director Colucci reported that the department has transitioned to its full summer schedule, with several new programs launched and others set to return in the fall. MACA funding has been received and is supporting recreation activities.

The arena hosted multiple events, including the Frank Gruben Pride Festival, and National Indigenous Peoples Day, which drew over 500 attendees. Two new lifeguards were certified, and the pool is now operating on a full schedule. Library programs continue to serve various age groups, with summer sessions in literacy, cooking, and teen nights seeing strong participation.

Childcare remains in high demand, though a few infant spots are opening up ahead of the fall term. The Town is working collaboratively with ECE to finalize funding and staff payment schedules. The after-school program wrapped up in June, followed by planning ahead of summer camp, which started last week.

The Economic and Tourism Development Officer has been active in community events and online promotion, ensuring the Town's presence is visible. A capital project update concluded the report.

D/M Keizer inquired whether the Town is continuing to track equipment damage costs related to the NTPC power issues. Director Colucci stated that the SAO has been tracking the equipment damage related to power fluctuations. Staff have been asked to continue forwarding any affected items to her, as she is maintaining the record until the information can be provided to NTPC.

Cr. Couvrette noted that the director's report did not mention any use of the skateboard park. He acknowledged the significant time and effort several local contractors invested in getting it up and running and expressed concern that, after being down for some time, the facility is being actively used and serving its intended purpose as a valuable asset for local youth.

Director Colucci explained that the skateboard park is open and accessible for public use, though usage statistics are not collected since visitors do not enter through the building. While no formal tracking is in place, she confirmed that the park is being used daily.

D/M Keizer asked for an update regarding the outdoor camera system. Director Colucci noted that an initial solution for installing cameras did not work out, as the equipment was not built to withstand local temperatures. Integrating cameras into the existing system would cost over $20,000, which is not feasible for just a few units. The department is still exploring more affordable alternatives, not only for the skateboard park area but also for the exterior of the building. Recent incidents, including vandalism of a Town truck, have highlighted the need for broader surveillance coverage.

Cr. Heaton shared her recent experience working with Community Services staff on several events, including many activities, Canada Day, the Frank Gruben event, and Howie Fest. She commended the team for their outstanding work and noted they should be proud of their efforts.

D/M Keizer shared that during the Pine Lake Picnic, a group of tourists who learned he was the Deputy Mayor approached him to express their appreciation for the Town staff at the Visitor Information Booth. He relayed that the feedback was overwhelmingly positive, with particular praise for a young staff member who went above and beyond. He thanked the team for their exceptional service and added that staff also did an excellent job at the picnic, noting their consistent dedication.

D. ADMINISTRATION

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

Moved by: Cr. Karasiuk
Seconded by: Cr. Cox

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

PASSED

G. DATE OF NEXT MEETING

The next Community Services business will be addressed at the Second Committee of the Whole Meeting, which will be on August 19th, 2025.

H. ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: Cr. Cox

That the meeting be adjourned at 6:49 pm.

PASSED

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

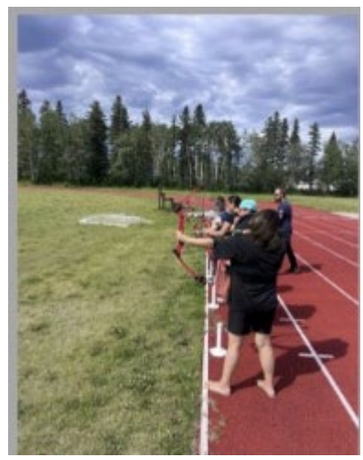
RECOMMENDATION:

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

BACKGROUND

Recreational Programming

July was a month filled with energy, collaboration, and meaningful activities that brought our community closer together.



We began by wrapping up *Hi-Tek Sports*, a program we proudly hosted in partnership with Salt River First Nation and the Fort Smith Métis Council. With the support of an outside company, we delivered a dynamic four-day camp for local youth. Patrons enjoyed a variety of activities, including archery, multi-sport games, leather crafting, food dehydration, outdoor pursuits, wellness sessions, leadership development, and team-building exercises. The camp was a tremendous success, drawing more than 180 participants and receiving overwhelmingly positive feedback. We've already been invited to host the program on an annual basis, a testament to the value of partnering with local Nations and welcoming outside organizations to provide meaningful, community-focused programming.

Canada Day was a joyful celebration for all three Nations, with over 700 patrons in attendance. The evening featured a delicious dinner with fresh Great Slave Lake fish, live music, face and car painting, and a visit from our local fire truck to help cool everyone down. It was a day full of laughter, connection, and shared pride in our community.

We were also pleased to support the **Northern Life Museum's Teddy Bear Picnic**, where we provided a bouncy castle and extra hands to help the day run smoothly. This heartwarming event encouraged imaginative play for children while bringing families together in a nostalgic and welcoming atmosphere.

In the same week, our **local pool reopened** after a six-month break, perfect timing for one of the hottest months of the year! Excitement was high, with children lining up early and numbers staying consistently strong all month. We were able to remain open despite significant staffing challenges, and we continue to work on solutions to strengthen our team and improve operations. Despite our lane markers breaking during the opening, we improvised and made do to keep things running smoothly.

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Howie Fest followed, marking the first alcohol-and-live-music event in our arena facility in quite some time. While commemorating the victims of a tragic accident that impacted six families in our small community, the event remained safe, professional, and respectful. Guests came from as far as Yellowknife to join in honoring the lives lost while still celebrating together. The total number for the night was 212 patrons.

We were also proud to contribute to **Tthebatthı Dënésułıné Treaty Day**, taking charge of children's games and creating a welcoming experience for over 95 young patrons. It was another wonderful opportunity to strengthen our close relationship with this Nation.

Mid-month, we welcomed the **Desnedé Farmers Market** to the grounds outside our recreation centre. Within the first week, vendors reported higher attendance and an uplifting atmosphere. We're happy to support an initiative that brings such wholesome value to our community.

To round out the month, we supported the **2025 Mackenzie Youth Summer Games** by assisting with logistics, catering, and hosting a community water day at our recreation centre. We had over 6 outside community members join the camp and 5 of our youth; in total, we had 13 patrons who enjoyed the camp. The MYSG is a sleepaway camp that promotes sports, recreation, arts, science, and culture for youth across the Northwest Territories, fostering confidence, skills, and lasting friendships.

To wrap up our month of July on a high note, we had the honour of welcoming Prime Minister Carney to our very own Recreation Centre. He was joined by N.W.T. MP and Crown–Indigenous Relations Minister Rebecca Alty and Premier R.J. Simpson.

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

On Wednesday morning in Fort Smith, they met with local families to discuss affordability challenges and food insecurity. We enjoyed a fun-filled morning together, making smoothies, baking muffins, and engaging in meaningful conversations about the realities of food insecurity here in the North.

We continue to host our Teen Nights every Friday and Saturday. Attendance has been lower than usual, which is expected during the warmer months. However, we remain committed to offering these nights, as the youth who do attend often come seeking peace and a sense of solitude from challenges they may be facing at home.

Overall, July was a generous month of giving, connecting, and celebrating, a time when we not only strengthened relationships but also created opportunities for wholesome, community-wide fun.

Recreation, Aquatic, Childcare Programming Statistics

Town of Fort Smith Community and Recreation Centre Stats		
Jul/2025		
Fort Smith Community and Recreation Centre	July 2025 Sessions	July 2025 Participants
Squash	Operational days 30	25
Pete's Gym	Operational days 30	1175
Senior Lane Swim	16	140
Public Swim	36	1032
Public Lane Swim	24	67
Parents & Tots Swim	16	28 Parents; 30 Tots
Daycare Swim	8	127
Summer Camp Swim	8	205
Metis Summer Day Camp (pool)	4	97
Mackenzie Youth Summer Camp (pool)	1	9
Lifeguard Training	4	16
Pool Rentals	2	60
Farmers Market	2	156
Drop-in soccer/Futsal	8	14
Drop-in Volleyball/Jr Girls Volleyball	5	35
18+ Women's Volleyball/18+ Drop-In	3	5
Drop-in Badminton	4	0
Outdoor Volleyball	9	65
Youth Night Volleyball	4	11
Family Drop-in Sports	4	2
Parents & Tots Gym	26	240 Parents; 609 Tots
Gym Rentals	8	166
Pickleball	13	74
Youth Night	8	77
Youth Drop-In	17	24
AA	8	70
Healthy Families	2	8
SRFN Vote	1	35
Archery	0	0
Farm to Fork (Curling Lounge) June 26	1	7
Canada Day	1	700

Teddy Bear Picnic	1	106
Treaty Days	1	453
Mackenzie Youth Summer Camp	5	66
CRC Daily Total	30	5554
Fort Smith Centennial Arena	July 2025 Sessions	July 2025 Participants
Howie Fest	1	212

Fort Smith Child Care	July 2025 Sessions	July 2025 Participants
Summer Camp	19	360/380
Daycare	20	11FT; 10Share; 4FTI; 1 Drop-Ins (HD)

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: Aug 7, 2025

Fort Smith
NORTHWEST TERRITORIES

Community & Recreation Centre Gymnasium Summer 2025 SCHEDULE

Fort Smith
NORTHWEST TERRITORIES

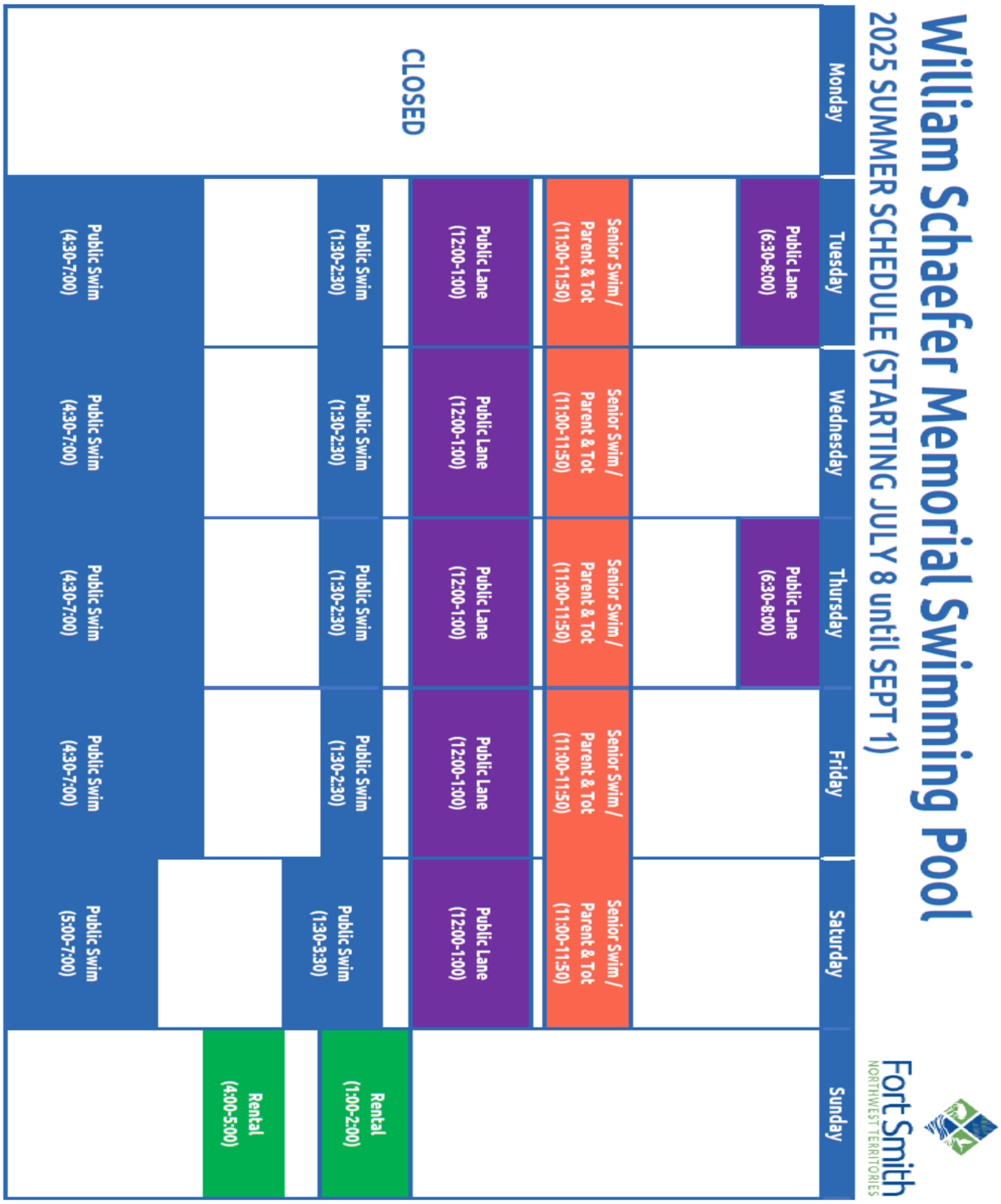
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 12:00	
Senior Pickleball 1:30-3:00	Summer Camp 1:00-5:00	Senior Pickleball 1:30-3:00	Summer Camp 1:00-5:00	Summer Camp 1:00-5:00	Rental 1 12:30-1:30	Rental 1 12:30-1:30
Summer Camp 3:00-5:00		Summer Camp 3:00-5:00			Rental 2 2:00-3:00	Rental 2 2:00-3:00
					Rental 3 3:30-4:30	Rental 3 3:30-4:30
Youth Drop-In 5:15-6:45	Futsal U14 5:30-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:15	Futsal U14 5:30-6:45	Family Drop-In 5:00-6:00
Open 18+ Drop-in Sports 7:00-8:30	Futsal 14+ Drop-in 6:45-8:00	Archery (age 13 & up) 7:15-8:15	Jr Girls Volleyball Club 7:00-8:15	Drop-in Pickleball 6:30-8:00	Futsal 14+ Drop-in 6:45-8:00	Badminton 6:00-7:00
Open 18+ Womens Drop-in Sports 8:30-9:45	Volleyball Drop-in 8:00 - 9:45	Drop-in Sports 8:30-9:45	Volleyball (13 & up) 8:15-9:45	Youth Night (ages 12-18) 8:00-11:15 Doors close at 10:00	Youth Night Volleyball (ages 12-18) 8:00 - 9:30	Volleyball (13 & up) 8:30-9:45
					Youth Night (ages 12-18) 8:00-11:15 Doors close at 10:00	

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Aquatics

The William Schaefer Memorial Pool reopened on July 8th as scheduled. Two staff members completed their National Lifeguard certification, which was crucial for the safe operation of the facility. There is currently an Interim Aquatic Program Coordinator, and the position is still posted to be filled permanently. More training will be scheduled in August, Bronze Medallion and First Aid, and a Fall schedule is being developed that will be reflective of staffing levels. The ongoing plan is to host a Bronze Cross course and another NL course in September. Our advertised courses have had a lot of interest, and we have filled the Bronze Medallion and First Aid. Attendance in the pool for July was 1811. We also hosted a Re-opening Beach Party free swim to celebrate the return of the pool.



REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Mary Kaeser Library

Visitation continues to be steady in the library, with numbers a bit lower than last year. There is less hanging out in the library with the nicer weather and fewer children. The number of adults visiting has remained steady, and the patrons that visit are often looking for assistance with technology or specific items, so staff are kept busy.

Storytime, a program that promotes early literacy through stories, songs, and activities, continues each Monday morning. Instead of curious Creators, the library has the Summer Reading Program, which happens on Wednesday afternoons and is a drop-in format with craft, science, or literacy activities. The Metis Summer Camp comes each week, as well as families and children.

July saw some partnership programs with NLMCC to do paper cranes, Parks Canada to provide a program about beavers and muskies, and ARI to bring robots to let youth have a chance to play with them during the Summer reading program. Cooks and Books has been very well received, and the patrons are looking forward to August's focus on High Tea. Promoting the social joys of literacy and sharing, this is a different take on a traditional book club. Teen Nights have had lower turnouts throughout the summer, so library staff are pausing programming for August and will resume in the fall.

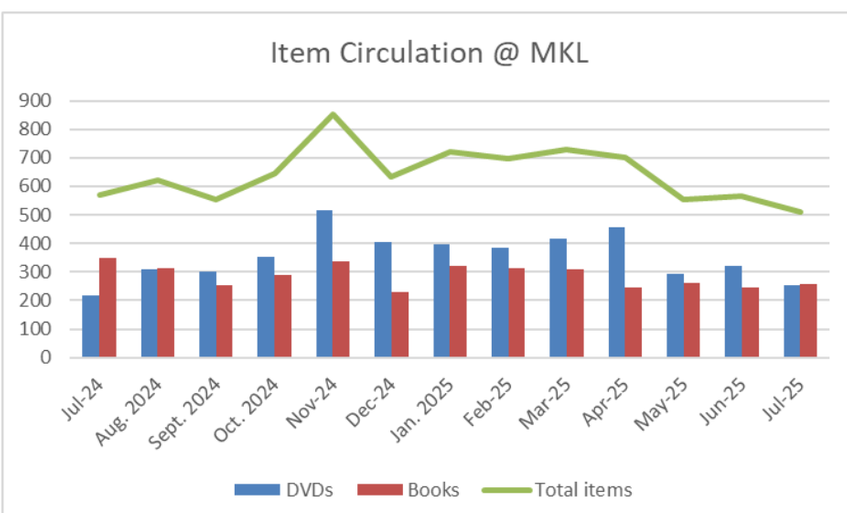
The Adult Art Night in July focused on the art of paper quilling - rolling paper to create 3D images. This had a great turnout of participants and very positive reviews, including requests for future adult art programs.

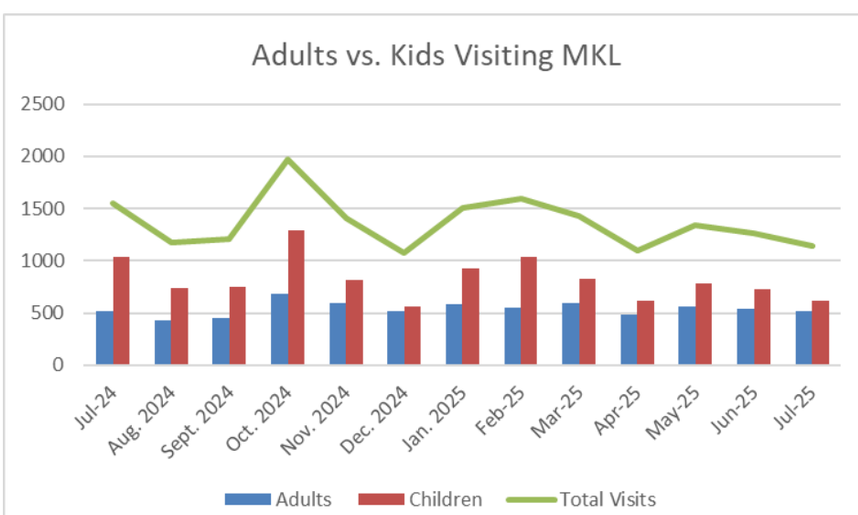
REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

There are regular participants in the summer reading challenges for teens and adults. Still three weeks left until the start of September, so there is still time to get your Book-opoly card and complete the challenges. The program coordinator will also start offering technology help by appointment, instead of through drop-in sessions. Through the trial period in July, library staff helped more seniors than we have traditionally through the Tech and Tea program. This should be more efficient for staff time, and more helpful and convenient for seniors and others who want to use their devices better.

Upcoming programming includes a whooping crane info program from Parks Canada, Cooks & Books High Tea, and an Adult Craft Night – learn to sew. As there are so many festivals and events in August, the library has reduced the number of programs offered so as not to compete with other town activities. This has allowed staff to continue other work, such as evaluating the collection, searching for missing/lost books, and planning our schedules for the fall.





REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Mary Kaeser Library

Activity Report July 2025

	Jul-24	Last Month	Jul-25	YTD
Adults	515	541	519	3827
Children	1033	728	619	5547
Total attendance	1548	1269	1138	9374
CAP Computer Users	355	253	263	1959
CAP Computer Hours	475.3	242.75	207.1	1710
Wifi users	219	233	100	1627
Programming:				
Family literacy	16	39	40	191
Adult programs	n/a	5	14	64
Seniors programs	3	n/a	4	18
Curious Creators (Friday Kids)	n/a	28	n/a	110
Special events (Other)	91	n/a	54	158
Outreach/partnerships	42	16	n/a	101
holiday/spring break/summer reading	21	24	103	135
Teen programs	n/a	21	25	137
Class/daycare visits	76	95	99	777
Total program Attendance	249	228	339	1691
Other				
Circulation stats	568	566	510	4470
Inter-library loan requests (MKL patrons)	16	1	3	71
Inter-library loan requests (NWT patrons)	11	8	15	114
Printing	166	405	369	3470
Reference	65	106	113	742
Operational Hrs	215	219	226	1492

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

MARY KAESER LIBRARY

August 2025

HOURS
Monday: 10:00-7:00
Tuesday: 12:00-7:00
Wednes.: 10:00-7:00
Thursday: 12:00-7:00
Friday: 12:00-7:00
Saturday: 12:00-6:00
Sunday: 12:00-4:00

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

Summer Reading Challenges continue until Aug. 31!
Prizes available for teens and adults. Visit MKL for info!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	CLOSED		**Magic Tricks** 2:00-4:00			
10	11	12	13	14	15	16
	Storytime 10:30-11:30	**Whooping Cranes** Parks Canada 3:00-4:00	**Ghost stories** 2:00-4:00	**Cooks & Books** High Tea 7:00		
17	18	19	20	21	22	23
	Storytime 10:30-11:30		**DIY instruments** 2:00-4:00			
24	25	26	27	28	29	30
	Storytime 10:30-11:30			**Adult Art Night** 7:00		

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Childcare

The enrollment in the toddler/preschool level of the Daycare and Summer Camp continues to be at capacity. There are two vacancies in the infant program. Many families use the summer to take vacations, so daily attendance has been lower than normal in the Daycare. Summer Camp has a maximum of 20 children in the program and starts on July 7th. Both programs swim twice a week in the pool and spend lots of time outdoors. The summer camp also has a water day at Conibear Park once a week.

Staff retention has been very high, which is a measure of success in the program area. Three staff members are now enrolled in the Aurora College ECE program, supported by the training budget to invest in staff development.

Another funding proposal was approved to support one care for child care, creating another temporary job.

The Summer Camp children also had the exciting experience of meeting Prime Minister Mark Carney, who helped them make some smoothies and banana muffins.

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Economic and Tourism Development

Photo: Visitor Booth at Conibear Park

Canada Day from the Visitor's Perspective

The visitor information booth was busy on July 1. Visitor Information Staff Micaella LeGeurrier and Austin Blanchard were providing information on the region, Canada tattoos to event participants, and entries into a draw for the 2 tickets to Edmonton donated by Air Tindi. We did have a few visitors who happened to be in the Town of the festivities, who were assisted by the ViC team.

We had 327 entries into the draw for the Air Tindi Tickets. Thomas K was selected as the winner!

Last year (2024), I identified that we needed a draw to keep people at the venue site later, as they left after food around 2:30 PM. My hypothesis was right, and people did just that, and stayed until the draw at 3:30 PM.

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Photo: Magic Show at Salt River First Nation Business & Conference Centre

Partnership for Community Events:

After a conversation with Hay River's Tourism Development Officer, Jill Morris, revealed that a Magician is travelling from their home base in Toronto to the South Slave for Canada Day, the ETDO reached out to their team to come to Fort Smith at a discounted rate on July 4th. For $4,000 (typically $8,000 for a 90-minute show), Hadlen Entertainment performed in a packed venue to families and youth of Fort Smith.

Funding Breakdown of the $4,000 Show

Fort Smith Metis Council: Contributed $1,000

Salt River First Nation: Contributed $1,000 & the evening venue rental

Town of Fort Smith: Contributed $2,000 from a MACA grant & free popcorn & water (water left over from Canada Day).

Northern Store: Donated bags for popcorn

This event showcases how, when partnered together, local governments can facilitate events that are well attended. Attendance was helped by paid advertising on Facebook ($20 spent & targeted Fort Chipewyan, Fort Resolution & Fort Smith). We had to continuously place more chairs throughout the venue as more families kept coming in.

What I heard: "It was just nice to take my kids to something different".
Takeaways: "New events and ideas succeed best when partnerships are created".

Photo: Fort Smith Métis Summer Camp at the Rapids of the Drowned

How we Facilitate Group Tours:

The ETDO has been offering group tours throughout the summer to the Rapids of the Drowned with assistance from the Visitor Information Centre Staff. While the ViC Staff tend to facilitate small tours for visiting couples and families, the ETDO was present for a walk to the Rapids on July 10th with the Metis Program and July 22nd with the Fort Smith Daycare.

The trail is mediocre with zero signage.

The development of a sign at the trail head and interpretive panels throughout the trail are in the 2026 workplan; however, ETDO wonders if there's any possibility for trail maintenance from Municipal Services crew, as these trails could use maintenance, but are on the water's edge.

Conversations around the edge of water development lead me to believe we don't want to do any development in these areas, despite these being the best (and only) visitor-ready trails within Municipal Boundaries. I would be curious to learn about the slope stability studies we do and if there are ways to maintain these trails.

Tourism Infrastructure funding is available, but without the commitment from Operations & Management, it would be forlorn.

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

Using the PM's Visit to Further Awareness Campaigns:

To the left is a screen grab from Mark Carney's Instagram with over 21,000 likes & 1,000 comments. The pop-up banner was strategically placed behind the Prime Minister to allow for wandering eyes to read our tagline," Unexpected Sights, Unforgettable Beauty".

There is now an opportunity to use the increase in awareness from the publicity around being Mark Carney's hometown.

Strategies to Grow from Mark Carney:
- Creating a news page on our website that utilizes Search Engine Optimization (SEO) techniques so that when people search Mark Carney Home Town on Google, we have a dedicated page to capture their clicks. This page would then link to visitor resources like accommodations, food services, and how to get to Fort Smith.
- Potentially developing a plaque or small sign to place in front of his old family home to recognize the landmark.
- Utilizing the "Media" page on the footer of the website that provides prospective news organizations with curated information who might be discovering Fort Smith for the first time. Information will include our story, history & key messaging like "home to Aurora College" & "the gateway to Wood Buffalo National Park".

REPORT TO COUNCIL

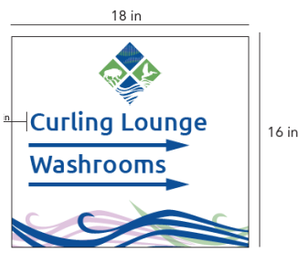
Community Services **Date:** Aug 7, 2025
Community Services Monthly Report

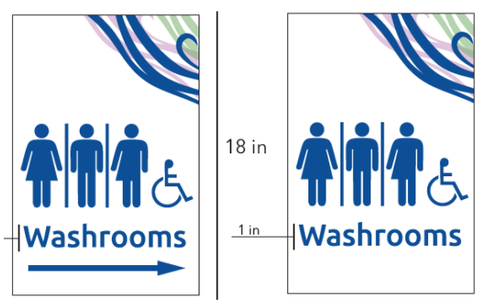
Capital Project Updates

1. CRC exterior entrance improvements – Contractor has been contacted and is awaiting a schedule of work. The project has been transferred to the Director of Municipal Services
2. CRC backup generator and heating – adjusting original scope
3. CRC signage – Signs have been ordered for the interior of the CRC. The "welcome" and exterior sign have been designed, and work will continue with the ETDO and the Recreation and Special Events Program Coordinator.
4. Street Scaping – Quotes have been received. 30 new garbage bins will be ordered to replace existing open garbage bins, and to place garbage bins at new locations as well (along the trail, at playgrounds, etc.). Reception of items and installation will be overseen by the Director of Municipal Services
5. William Schaefer Memorial Pool Partial Retrofit – Majority of projects are fully completed. Outstanding work remains on the steam room, the electronically controlled valve, and the VFD replacement has not yet arrived for the air handling unit. This project will continue to be overseen by the Director of Municipal Services.
6. Centennial Arena Upgrades – no progress to report
7. Pete's Gym Equipment (evergreen) – Complete
8. Community Art Initiative – Funding reporting has been completed. The next funding window is now open, and an application will be submitted by August 31st. This project will be moved forward by the Library, Arts, and Culture Program Coordinator.
9. Phone System Upgrades – Quotes have been requested through Northwestel for system upgrades for the CRC and other municipal buildings. This project will be handed over to the SAO

REPORT TO COUNCIL

Community Services **Date:** Aug 7, 2025
Community Services Monthly Report





Prepared by:
Emily Colucci
Director of Community Services
Date: August 7, 2025

Reviewed by:

Senior Administrative Officer
Date:

MINUTES

The Municipal Services Standing Committee Meeting was held on
Tuesday, July 15th, 2025 @ 7:00 pm within the Town Hall's Council Chambers.

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

A. CALL TO ORDER

D/m Keizer called the meeting to order at 7:00 pm and handed the chair to Cr. Cox.

B. REVIEW

a. Agenda

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

That the agenda 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
d) Bears at the landfill

PASSED

b. Minutes

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

The minutes from the Municipal Services Standing Committee Meeting on June 10th, 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 June

Director Grenier reported that the department has been focused on updating and maintaining signage throughout the community to ensure compliance with the relevant bylaw. The water plant staff have been busy supporting various capital projects, including work at the main lift station, raw water intake, and pool facilities. Grass cutting is ongoing as time and resources allow, with efforts prioritized around community events.

Public Works has also been concentrating on signage, roadway maintenance, and landfill coverage. The grader is currently undergoing a rebuild, expected to take about four weeks. The rain driver has been assisting with event logistics and hauling materials as needed.

Cr. Karasiuk requested an update on the status of the new garbage truck and where the Town is in that process. He also noted that while reviewing the report, he came across the term "jersey barrier" and asked for clarification on what it means.

Director Grenier explained that a jersey barrier refers to a cement block commonly used in parking lots, which comes in various shapes and sizes. He also noted that the purchase of the new garbage truck has been put on hold, as directed by the SAO.

Cr. Karasiuk asked if the Acting SAO could provide any insight into why the process for acquiring the new garbage truck was put on hold. Director Colucci responded that she does not currently have an answer regarding why the garbage truck process was put on hold. She has reached out to request an explanation but has not yet received one.

Cr. Heaton thanked the Facilities team for setting up the jersey barriers at the arena, noting it looks great and has been a frequent community request. She also expressed appreciation for the work involved in setting up and taking down stages for various events. Regarding the pool, she shared that children are excited and enjoying the different programs being offered. She added that the information about the garbage truck tender being put on hold was unexpected and confusing, and she would like to follow up on the matter.

E. ADMINISTRATION

F. OTHER BUSINESS

a. Barricade

Cr. Tuckey shared that he has received significant community feedback opposing the barricade near the power pole, with many residents feeling it poses a safety risk and could lead to an accident. Drawing on his decades of experience in Fort Smith, he recalled two past incidents involving vehicles and power poles, both occurring at intersections, not from direct collisions at pole locations.

He noted that after personally inspecting the barricade and speaking with a former colleague from his time on the line crew, both concluded that the current placement of the barricade increases the risk of an incident. In his view, the Town has shifted the potential danger 45 feet to a more hazardous location, which could expose the Town to liability if an accident were to occur.

Cr. Tuckey reflected on the Council's earlier decision to approve the barricade, suggesting that members may have been overly influenced by the initial framing of the issue as a safety concern. In hindsight, he believes the decision should be reversed and the barricade removed, emphasizing that its presence could cause more harm than it prevents.

Cr. Karasiuk stated that he does not recall Council voting on the installation of the barricade. He remembered it being mentioned in the Director's report as a safety concern, but did not recall any formal motion or vote taking place on the matter. He added that, unless his memory is failing him, he believes no such decision was made by Council.

D/M Keizer acknowledged receiving calls from residents concerned about the barricade and noted that other councillors have heard similar feedback. He explained that, according to the Director of Protective Services, the barricade was included in the *Transportation Master Plan*, a document approved by the previous Council to enhance road safety in Fort Smith.

He emphasized that since the barricade is part of an approved plan, removing it would not be a simple decision. Any changes would require Council to formally review and amend the plan. He questioned whether his understanding was accurate, but stressed that decisions like this should not be made as a reaction to public pressure alone and should follow the proper process.

Cr. Couvrette admitted he has not read the *Transportation Master Plan*, but acknowledged that administration is responsible for implementing approved plans using their best judgment. He suggested that if Council wishes to revisit the barricade issue, they should first request a briefing from administration outlining the reasoning behind its installation. He emphasized the importance of making informed decisions and noted that he does not currently feel fully informed on the matter.

Cr. Karasiuk proposed a motion directing administration to prepare a briefing note on the history and installation of the guardrail, to be presented at the first regular Council meeting in August. He noted that this would help address ongoing public feedback and allow Council to be better informed before determining next steps.

Cr. Tuckey expressed concern that a motion was being introduced before confirming whether discussion had concluded. He stated that his opinion differs from others and emphasized that if something is identified as a potential hazard, it should be removed immediately to avoid risk. He described a possible scenario in which a child could be injured by the guardrail and warned that the Town could be held liable if an accident occurred due to a known safety issue.

He suggested there are alternative ways to protect the power pole, such as using wooden posts and wire barriers around it, which would prevent impact without creating a new hazard. He added that, based on his inspection, there was no evidence of past impacts on the pole and questioned whether the information provided about previous incidents was fully accurate. He concluded by strongly stating that, in his view, the guardrail is unsafe and should be removed.

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

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

b. Anglican Church Cemetery

Cr. Tuckey provided background on ongoing concerns raised by members of the Anglican Church regarding the cemetery and its access. After speaking with Father Solberg, he shared the following key points:

Historically, the Town mistakenly believed the church was responsible for maintaining the cemetery, and callers were directed to the church. In reality, the Town collects burial fees and is responsible for maintenance. A separate issue involved access to the cemetery. When renovations were proposed for the church hall, the Town objected due to its proximity to what was considered a road, though it was just a driveway. The original land transfer to the Town included a provision for a dedicated cemetery access road, which had not been built at the time. As a result, the church opposed the Town using their driveway for access if it was being treated as a public road. The Town eventually built a new access route near the prison, as originally intended.

However, Cr. Tuckey noted that the original entrance is now blocked with a locked gate and a pile of dirt, which continues to cause confusion and frustration for visitors. Some people are unaware of the new access road and believe they cannot visit their loved ones. He added that using the original entrance is more practical during funeral services, and blocking it gives an unwelcoming appearance to those coming to mourn.

He expressed concern that the situation was not handled collaboratively, particularly regarding the earlier use of building permit pressure, and stated that the Town should be working cooperatively with churches and the community. He believes the locked gate and dirt pile should be removed to restore two access points to the cemetery and indicated his intent to bring forward a motion to that effect.

Director Colucci stated that she is uncertain whether the work being discussed falls within the current cemetery maintenance budget or if it would require additional resources. She noted that it's unclear whether the work could be completed in-house or would need to be contracted out. To clarify these details, she offered to prepare a briefing note outlining the scope, potential costs, and options, and suggested she could also consult with the Director of Municipal Services as part of that process.

Cr. Tuckey expressed frustration over the need for a briefing note in this case, pointing out that no such note was created when the Town chose to block the cemetery entrance with a pile of dirt and a locked gate. He felt that the decision appeared malicious and inappropriate, particularly given that the related building permit issue involved work on the opposite side of the church, unrelated to the access point in question.

He argued that the Town created a problem for the church, especially in terms of funeral access, as mourners now have to take a longer route to reach the cemetery. He emphasized that the church has the right to use the original entrance and that the Town's actions were misguided. He concluded by urging Council to correct the issue promptly and restore the original access.

Cr. Heaton asked if there was a specific reason the gates were locked and a pile of dirt placed at the entrance. She noted that this may have occurred before the current Council's term and wondered if it was related to vandalism or another issue, seeking clarification from anyone with knowledge of the situation.

Moved by: Cr. Tuckey
Seconded by: Cr. Heaton

To direct Administration to have the gate and pile of dirt removed from the Anglican Church Cemetery entrance, allowing them two entrances.

3 IN FAVOR
4 OPPOSED
MOTION DEFEATED

Cr. Couvrette stated that there is no reason a briefing note cannot be prepared and sent to the Mayor and Council before the next meeting in August, so members can come fully informed. He acknowledged the frustration expressed by the Anglican Church and Cr. Tuckey emphasized the importance of understanding why the gate is locked and why a pile of dirt was placed at the entrance. He suggested it may simply be a case of the dirt not being cleared yet, but said the intended purpose should be clarified.

Regarding the second access point, he requested further clarification on whether it crosses church property, which he believes was the original access route. If that is the case, he

emphasized the need for formal agreement from the church to allow their property to be used as a public access point to the cemetery. He concluded by noting that having two access points makes sense, but only with the church's consent.

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

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

c. Cemeteries in General

Cr. Tuckey expressed concern about the overall condition of both cemeteries, stating that during his visits, he observed piles of garbage and a general lack of care. He emphasized that his comments were not a personal criticism of Director Grenier, acknowledging past conversations and understanding of the current challenges. However, he noted that the ongoing state of disrepair has persisted for years and must be addressed.

He stated that responsibility lies not only with previous councils but also with the current one, and that meaningful change requires Council to take clear action. He stressed that it is Council's role to provide direction through formal motions, not to manage how tasks are executed, but to hold administration accountable for results. He indicated his intent to put forward a motion directing that cleanup and maintenance work be completed—garbage removed, cemetery doors painted, and overall appearance improved—so that the cemeteries are properly maintained and presentable by mid-October.

Director Colucci explained that the materials for the cemetery fence, which were included in a previous tender, have arrived and are currently stored in the municipal area. She noted that the next step involved discussions with leadership on how the installation would proceed. Since the project is not currently included in the capital plan, it would need to be added or funds reallocated from another project to cover installation costs. She added that, to her understanding, the plan had involved seeking support from leadership and other organizations to assist with the installation.

Cr. Couvrette noted that despite past discussions by both the current and previous councils about involving the Leadership Council in the cemetery fence installation, the Leadership Council has never been formally approached to provide input or support for the project. He suggested that administration or the Mayor bring this matter forward to the Leadership Council to begin that conversation.

He emphasized that while the Town may own the cemetery land and have certain responsibilities, the cemetery is a community asset, and its beautification and upkeep should be a shared responsibility. Councillor Couvrette reiterated a previous suggestion to explore forming a "Friends of the Cemetery" group. This group could help with regular maintenance by engaging volunteers, such as students needing community service hours or individuals involved with corrections programs.

He concluded by supporting the idea of moving beyond discussion and taking action, both by engaging the community and by formally involving the Leadership Council in the fence installation process.

D/M Keizer asked whether it was appropriate to raise a question to the Director regarding cemetery maintenance, clarifying that he views the maintenance and the fence installation as two separate issues. He specifically inquired about the challenges the Town is facing with basic upkeep tasks such as lawn mowing and garbage pickup around gravesites and headstones, noting that the Director would have better insight into those operational difficulties.

Director Grenier confirmed that it was fair to ask the question and acknowledged that cemetery maintenance is a challenge. He explained that the main issues involve staffing and time constraints, particularly during the summer months when the department is responsible for multiple high-priority tasks across the community. He noted that while efforts are made to maintain the cemetery, limited resources can impact how frequently mowing and garbage pickup occur. Noting that his department only has enough resources to maintain the cemeteries twice a year.

Chair transferred from Cr. Cox to Cr. Tuckey @ 7:45 pm

Cr. Cox expressed concern that the Town is left with the responsibility of managing cemeteries simply because no one else wants to take it on. Ideally, he would prefer to see another group take over that responsibility, though he acknowledged it may not be feasible. He suggested the possibility of creating an advisory committee specifically focused on cemeteries, similar to other advisory groups that work with the Town.

He noted that there appears to be no long-term planning for the cemeteries, such as future land use or what the sites will look like in 50 years. He also pointed out that the tender documents for the new fence lacked detailed guidelines, including the placement of gates and other design elements. Without proper planning, he warned, installing the fence as-is could lead to future issues.

Cox emphasized that more input and direction are needed from those in the community who are passionate about the cemeteries, whether that comes through the Leadership Council or a new advisory group.

Chair transferred back from Cr. Tuckey to Cr. Cox @ 7:46 pm

Cr. Karasiuk acknowledged that regardless of whether the Town should be responsible for the cemeteries, the fact is that it currently is. He emphasized that the Town has a duty to maintain these spaces properly and respectfully, as they are the resting places of former residents who contributed to building the community.

He expressed concern that current maintenance efforts appear limited to grass cutting and garbage pickup, which he felt was inadequate. He called for a reassessment of how resources are allocated and suggested the Town should hold itself to the same standard as residents under the unsightly yard bylaw.

Karasiuk voiced support for Councillor Tuckey's motion, stressing the importance of maintaining the cemeteries with dignity. He added that future discussions could explore options like forming a Friends of the Cemetery group or transferring responsibility, but for now, the Town must fulfill its obligation.

Cr. Tuckey, in closing, suggested that Administration look into potential funding sources by exploring whether the cemetery qualifies as a historical site. She noted that the cemetery is completely detached from the church and may meet the criteria for heritage designation. Tuckey also referenced ongoing reconciliation efforts, including cases involving individuals

interred in the cemetery, and suggested that funding may be available through historical site grants or reconciliation-related programs. She encouraged the Town to explore these opportunities as a possible source of support for maintenance and care.

Chair transferred from Cr. Cox to Cr. Tuckey @ 7:49 pm

Cr. Cox indicated he would likely vote against the motion due to the lack of a clear plan or vision for the cemetery. He pointed out that the previous fence tender came back very expensive, which led to it not being installed. Without input from key stakeholders or an overall cemetery plan, he felt it would be premature to move forward.

He acknowledged the idea of seeking external funding but raised concerns about the staff capacity to pursue those opportunities, given the number of responsibilities already placed on them. Cox emphasized that while the work does need to be done eventually, it should be supported by proper planning and adequate resourcing.

Chair transferred back from Cr. Tuckey to Cr. Cox @ 7:51 pm

D/M Keizer agreed with Councillor Cox, stating that combining the fence installation with the cemetery cleanup in a single motion makes it problematic. He believes the fence should be addressed separately, with its own timeline and budget, rather than being tied to a firm deadline.

Keizer expressed concern that if administration is unable to secure the funding or complete the fence by October, it would result in a failed motion. He emphasized that Council's role is to provide direction and leadership, not to place administration in a situation where expectations may not be achievable. In his view, separating the two issues would make the motion more reasonable and effective.

Moved by: Cr. Tuckey
Seconded by: Cr. Heaton

That Administration be directed to complete cleanup and maintenance work at all Town cemeteries, including the removal of garbage, painting of cemetery doors, and general improvements to overall appearance, with the work to be completed by mid-October.

3 IN FAVOR
4 OPPOSED
MOTION DEFEATED

d. Bears at the Landfill

D/M Keizer raised a concern, noting that he had received photos earlier that day showing multiple bears climbing around the landfill. He recalled previous discussions with ECC about issues with maintaining proper bear deterrents and emphasized the need for Council to be kept up to date. He pointed out that the situation is becoming more widely known and suggested it warrants immediate attention.

Director Grenier explained that the landfill fence is functioning as intended, but a few bears have managed to get inside and are now unable to exit. He noted that he has been in ongoing communication with ECC about the situation and is currently working with a local contractor to modify the upper portion of the fence. The adjustment is aimed at improving safety while still allowing necessary access for the public.

Cr. Heaton asked whether the bears would be trapped and released or if they were going to be euthanized. Director Grenier noted that he isn't able to say until the decision is made with ECC.

G. EXCUSING OF COUNCILLORS

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

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

PASSED

H. DATE OF NEXT MEETING

The next Municipal Services business will be addressed at the Second Committee of the Whole Meeting, which will be on August 19th, 2025.

I. ADJOURNMENT

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

That the meeting be adjourned at 7:56 pm.

PASSED

REPORT TO COUNCIL

Municipal Services **Date:** August 12th, 2025
Municipal Services Monthly Report

RECOMMENDATION:

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

CAPITAL PROJECTS

Lagoon liner Upgrade – The waste water treatment facility is operating at full capacity as all 3 cells are back online.

Main lift station – Work is continuing on this project and the lift station is back on the force main. Raw Water Intake – Work is happening on the piping system and cofferdam.

The old chipper plant demolition – This has been awarded to local contractor and will begin the demolition process planned for first week of August.

Loader replacement – Completed

Cross walk lights – The posts have arrived and are prepped to be cemented, once cured we will install the hardware and have an electrician finalize the electrical components for hospital crossing and king street - McDougal crossing.

Sidewalk repair and improvements – Finalizing Tender

Garbage Truck – Finalizing Tender

Water Tower Truck Fill Station – Working on hose placement and set up for filling trucks to complete this project.

Grader Rebuild – In Progress estimated return end of august.

Ice Resurfacer Replacement – The Olympia has been returned and is ready for the upcoming season. The new electric Olympia order is being finalized and will have updates on timelines in the future.

Pool upgrade\repairs – Completed up to the valve install we have the parts on hand at the pool and that will happen at the next annual shut down.

PUBLIC WORKS

In response to a request from J.B.T. Elementary School, Public Works has completed the removal of several trees located between the school playground and nearby power lines. This action was taken due to increased concern over community safety following recent high wind events, which have already resulted in other trees on school grounds being blown over, causing damage to fencing and posing a potential risk to student and staff safety. All branches and wood debris from the removal have been transported to the snow depot. These materials are scheduled to be burned during the fall/winter season in coordination with Protective Services. The burn will also serve as a mock emergency response and training exercise.

We continue to do stage set ups and take downs for local events.

We are setting up for crack sealing around the community, please be advised of workers on the road.

We are going to begin sewer flushing our sewer lines, please be advised of workers on the road.

We have been working with ECC on the bears around the landfill, we have a local contractor assisting us with shortening the footprint of the electric fence at the landfill. This will help us better manage the fence and ensure it stays at full charge. We have also been doing more frequent and active cover to help with bear prevention.

We have done mowing and mulching in the ditches in bell rock as there have been more bear sightings in that area as well. This is to help with maintenance and public safety for the residents in the area.

WATER PLANT

We have had some community members use the sewer interruption insurance. We have seen an increase in this program being utilized as our infrastructure continues to age. More information on this will be presented after the needs assessment is completed. With that information we can formulate a plan and prioritize the repairs identified for the future.

We have turned on the sewer system to the SRFN new development and have added their lift station to the daily checks while we do ours in the spirit of working together and supporting each other during this transition.

We have been doing seasonal maintenance around the water and wastewater facilities while assisting the capitol projects happening at 3 of our major service facilities.

FACILITY MAINTENANCE

Due to the significant rainfall received this summer, we have experienced a noticeable increase in vegetation growth throughout the community. We have been working diligently to keep up with the mowing and maintenance of ditches, green spaces, parks, playgrounds, and graveyards. While the rapid growth has presented some operational challenges, we recognize the benefits of the recent precipitation in helping to reduce overall fire risk in the area. Staff continue to prioritize high-use and safety-sensitive areas to ensure community standards are maintained.

We have been supporting landfill with coverage and maintenance. We have met with ECC about a solution to the bears and will be installing wildlife cameras in the area to help us identify the problem spots in our infrastructure so that we can repair/improve those areas to maximize our mitigation efforts.

Pool Update:
We have received all the necessary parts for the regular open valve and plumbing components required to address the water system issues related to recent power outages. We have changed the pumps for the mushroom feature and vacuum. The variable speed drive component, however, remains on back order. According to the latest update from the contractor, efforts have been made to source this part from alternative suppliers, but so far, they have not been successful in acquiring it. We will continue to monitor the situation and provide updates as they become available.

Trees being removed by JBT

Mulching in Bell Rock area

Cutting and mulching ditches at bell rock.

Mulched the area by the water plant.

Anglican Cemetery

Anglican cemetery

Saint Isadore's cemetery

Welcome to fort smith sign

Building ready for demolition

Sewer repairs being completed

Briefing Note

To: Mayor and Council
From: Administration
Date: August 19, 2025
Subject: Spending Authority – Public Relations Budget

PURPOSE:

To obtain Council's approval to grant the Mayor limited authority to approve expenditures from the Public Relations budget, up to a set limit, while ensuring all spending remains within the approved annual allocation

BACKGROUND:

Under Bylaw 952 – Spending Authorities, the Mayor is not listed as a spending authority and therefore has no independent spending authority. The only budget line where Council has discretionary spending is the Public Relations budget, and any expenditure from this line requires prior Council approval by motion. For example, the recent purchase of a gift for the Prime Minister was an appropriate purchase under this budget line, but should have been approved by Council first by motion.

ANALYSIS:

Granting the Mayor limited authority over the Public Relations budget would allow timely and practical decisions while maintaining accountability. Setting a cap, such as $1,000 or $1,500 per expenditure, ensures fiscal oversight and keeps all spending within the approved budget. Expenditures would be reported to Council for information, preserving transparency.

RECOMMENDATION:

That Council approve a motion authorizing the Mayor to approve expenditures from the Public Relations budget line up to a maximum of $1,500 per expenditure, provided the total annual spending does not exceed the approved budget allocation.

Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: Aug 07, 2025
Subject: Home Occupation: DPA-033-25

PURPOSE:

Cassandra Poitras has submitted a Home Occupation Development Application. This application is for the operation of Miwasin at the following location:

Lot	Block	Plan	Zone	Civic Address
343	NA	207	R1	26 Pine Cr.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring Council approval.

CURRENT SITUATION:

A Home Occupation Business License application has been received that indicates operations including manufacturing and selling of baked goods and prepared meals. An operation of this nature will see an increase in vehicle and foot traffic. Equipment will be stored on sight. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:
•All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
•National Building Code, most current.
•National Fire Code, most current; and
•All Federal and Territorial Regulations.

CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, and noise contravening the Zoning Bylaw 936 part 8.1 (1).

344
Recreational
Pricing Tier 1
343
Plan 207
342
Plan 1631
POPPY CRES
Plan 207
Plan 207
PINE CRES
261
Plan 207
262

TOWN OF FORT SMITH
Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Cassandra Portras Interest (if not owner): _____
Telephone: 867-621-0700 Email: Sandy-Portras@hotmail.com
Mailing Address: Box 293 Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: _____
Telephone: _____ Email: _____
Mailing Address: _____

Property Information:

Civic Address to be Developed: 26 Pine Cres.
Zoning: _____ Lot# 0343 Block# — Plan# 0207
or Certificate of Title: _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Type of Lot (check one): ☒ Street Facing ☐ Corner ☐ Interior ☐ Other
Existing Use(s) of Property: _____
Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: $ Ø

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Cassandra Portras. — July 18/25
Applicant's Signature — **Date**

_____ — _____
Owner's Signature (if different than applicant) — **Date**

TOWN OF FORT SMITH
Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

5. PROPOSED SIGN

☐ Site Plan showing location of sign

☐ 2 sets of drawings to scale, showing:

- Sign location
- Dimensions (Height, Width, and Thickness)
- Size of letters
- Projection from building face
- Height above average ground level at the building face
- Manner of illumination, animation, or flashing lights (if applicable)

☐ Message on sign: _____

☐ Installation Contractor: _____

☐ Business License Number: _____

☐ Planned Installation Date: _____

6. HOME OCCUPATION

☐ Type of Home Occupation proposed: Catering / home vendor?

☐ Business License Number: In process

☑ Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?

☑ Is this Home Occupation incidental and subordinate to the residential use?

☑ Does this Home Occupation preserve the character of the residential use?

☑ Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?

☑ Planned commencement date: In Process ASAP

TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION

In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

ALL BUSINESSES AFFECTING THE USE OR INTENSITY OF USE OF A PROPERTY PER ZONING BYLAW 936 MUST BE ACCOMPANIED BY A DEVELOPMENT PERMIT APPLICATION.

Date of Application: July 18/25	New Application ☑ Renewal ☐	
Name of Applicant: Cassandra Poitras	Name of Business: Miwasin	
Business Street Address: 26 Pine Crescent	Legal Address: Lot: 0343 Plan: 0207	Mailing Address: Box 293
Phone Number: 867 621-0700	Fax Number:	Can your business info be put on the Town's website? ☑ Yes ☐ No
Email Address: Sandy-Poitras@hotmail.com	Business Website:	

Do you wish to receive email newsletters from the Town regarding Business opportunities? ☑ Yes ☐ No

Type of Business: **RESIDENT**	Type of Business: **NON-RESIDENT**
☐ Commercial	☐ Non-resident
☑ Home Occupation – Includes desk operations	☐ Non-resident Vendor
☑ Commercial in a residential zone – Non-conforming	☐ Charitable Purposes
☐ Hawker/Peddler	
☐ Junior Business	
☐ Charitable Purposes	

☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1st)

ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW

PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:

Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.)

Bake + Sell Pies, breads, bannock
Cook + Sell Fish Plates, Stew, taco in a bag, etc.

Date of Commencement (If New or Non-Resident): ASAP July 18	Date of Termination (If Non-Resident):	Number of Employees: 1 Full Time: Part Time:

I, Cassandra Poitras, hereby make an application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 1 (or _____ person-years) including owner and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

*Note: If you wish to submit this application via email please send it to reception@fortsmith.ca

Cassandra Poitras.
Signature of Applicant

On Behalf of (Name of Business)

Signature of Development Officer

July 18/25
Date

Government of Northwest Territories | Gouvernement des Territoires du Nord-Ouest

FOOD ESTABLISHMENT INSPECTION REPORT

Section 1: Facility Information						
Establishment Name	Sandy Poitras o/a Miwasin					
Address	Fort Smith, NT, Canada Fort Smith NT					
Facility Type	Program: Food - Facility: Home Based Food Operation					
Report Type	Routine	Complaint	Follow-Up	Pre-operational	Consultation X	Other
Date of Report	07/18/2025			Permit Number	EH-TV -1637	

Environmental Health inspections under the authority of the Public Health Act determine compliance with the Food Establishment Safety Regulation (FESR). Violations cited in this report shall be corrected within the time frame specified. Failure to comply with the requirements may result in the suspension of the permit and/or regulatory enforcement.
N/O = Not observed; **N/A** = Not Applicable; **CDI** = Corrected during inspection; **R** = Repeated non-compliance

Section 2: Compliance Summary

	Compliance Item	Compliance	CDI	R		Compliance Item	Compliance	CDI	R
1	Operator holds a valid food establishment permit.	N/A*			13	In the case of active food handling, a supply of running water available for handwashing.	YES		
2	Safe holding of food at or below 4°C(40°F) and/or at or above 60°C (140°F).	N/O			14	Handwashing station(s) are accessible and equipped with paper towel and liquid hand soap.	YES		
3	Proper methods of cooling and re-heating foods.	N/O			15	Appropriate maintenance of food contact surfaces.	YES		
4	Food is cooked to a safe internal temperature.	N/O			16	Approved surface sanitizer is available.	YES		
5	Records of food temperatures for preparation, transportation, and display are available.	N/O			17	Food handling surfaces are washed, rinsed and sanitized as needed.	N/O		
6	Satisfactory personal and hand hygiene practices.	N/O			18	Satisfactory manual dishwashing method in use, if applicable.	N/O		
7	At least one certified food handler is onsite.	YES			19	Sanitary maintenance of staff / public washrooms.	N/O		
8	Food handler(s) are free from infectious disease.	N/O			20	Lighting adequate for food preparation/cleaning.	YES		
9	All foods are obtained from acceptable sources and is labeled.	YES			21	Adequate garbage and liquid waste management.	YES		
10	Raw foods are kept separate during storage and handling.	YES			22	Adequate protection against pests and animals.	N/O		
11	Food is handled in a sanitary manner and protected from potential contamination and adulteration.	YES			23	General housekeeping and sanitation are satisfactory.	YES		
12	Toxic/poisonous substances, e.g. chemicals, are stored separately from food.	N/O			24	No observation of significant health hazards.	N/O		

Section 3: Inspection Outcome

Satisfactory Compliance	X	Follow Up Required (Date)		Item(s) Seized or Discarded	
Permit Revoked		Warning Letter Issued		Fine Issued	

Section 4: Signature

Person In Charge	Environmental Health Officer
	Nwaka
Name: Sandy Poitras	Name: Nwaka Obu
Title: Owner/ Operator	Title: Public Health Officer

Inquiries to Environmental Health Unit
Phone: 867-767-9066 ext. 49262 | Fax: 867-669-7517
Email: environmental_health@gov.nt.ca

Section 5: Food Temperature and Sanitation Records

Description	Holding Type	Temperature	Description	Holding Type	Temperature
		C			C
		C			C
		C			C
		C			C
		C			C

Sanitizer	Concentration	Used appropriately (Y/N/N/O)

Section 6: Inspection Details

Act and Regulation excerpts in this report are for information only and should **not** be used for **the for legal or judicial** purposes. **Please verify the most current version of the Act and Regulation for correct sections and** proper **wording.**

1. Facility obtained a valid NWT Environmental Health Food Establishment permit. - Observation: The operator has submitted their event permit application, which is currently under review.

25. Other Observation - Observation: The operator holds a valid Food Handler Certificate issued by Alberta Health Services.

26. Other Observation - Observation: As this was an offsite assessment and the operator was not actively handling food at the time the photos were submitted for review, several items could not be directly observed by the Environmental Health Officer and are marked "N/O" on this inspection report.

27. EHO Closing Comment - Observation: The operator submitted photos for an offsite assessment. Based on the images provided, it has been confirmed that the operator has:

- A two-compartment sink

- A dishwasher

- A functioning refrigerator operating at 3°C (within the safe temperature range)

- Bleach sanitizer at 100 ppm

- A ventilation fan for the stove

- An organized kitchen layout and properly arranged coolers

Based on this assessment, Environmental Health has no objections to approving the event permit for the Desende Farmers' Market 2025 for Sandy Poitras, operating as Miwasin at the Farmers' Market.

Certificate of Completion

This certificate has been awarded to

Cassandra Poitras

for completion of the following course

Alberta Food Safety Basics

Phi Phan, Director
Provincial Strategies & Projects
Safe Healthy Environments

2024-07-10
Awarded On

2027-07-10
Expires On

Alberta Health Services
ahs.ca/eph
ahs.she@ahs.ca

Alberta Health Services

Capital Project Updates to July 31 2025

Project	Total Project Value	Expenditures to July 31	Budget Remaining	Status Update
Raw Water Intake / Pumphouse Replacement	$ 4,472,102	$ 450,429	$ 4,021,673	Work on the Raw Water Intake is focused on the piping system and cofferdam, with divers on site last week to support CAB in sealing the cofferdam. Some erosion below grade has made sealing the capsule challenging, and further investigation of the full perimeter is underway. Progress has been slower than planned, but in-water work is being completed within the fish window, with sealing expected today. This project will not be completed within this construction season, and impacts on the budget are being assessed. A temporary pump is in place if needed, but it cannot be overwintered.
Main Lift Station mid-life retrofit	$ 3,066,327	$ 689,170	$ 2,377,157	Work on the Main Lift Station is progressing well, and the facility is now back on the force main. Remaining tasks are underway to complete the project and ensure full, reliable operation.
Lagoon Liner	$ 1,181,535	$ 903,553	$ 277,982	The Wastewater Treatment Facility is now operating at full capacity, with all three cells back online.
Landfill Reclamation and Expansion inc bld	$ 1,408,166		$ 1,408,166	The Landfill Reclamation and Expansion Project is underway, with a project manager engaged and the kickoff meeting completed. Colliers has reached out to WSP with the scope of work, and a proposal is expected by mid-August. They have also contacted the Colliers Infrastructure Advisory Team to identify funding opportunities, with a team member planning to join the next bi-weekly meeting to present options for the project. The Project Plan was provided to the Town on July 23, 2025, for review, and a cost tracking log has been prepared pending budget confirmation. A Master Schedule has been created, with further detail to be added once additional information from the designer is available. The potential inclusion of an accessories building has also been flagged for WSP's consideration.
Water Truck Fill Station	$ 35,000		$ 35,000	The Water Tower Truck Fill Station project is nearing completion, with work now focused on hose placement and final setup for truck filling.
Community Plan and Zoning Bylaw Review	$ 20,000		$ 20,000	Community Plan and Zoning Bylaw Review – The Community Plan has been submitted and is in the queue with the Minister. No issues have been identified regarding the delay; it appears to simply be a busy time of year. The Zoning Bylaw has received first reading, and a public meeting is scheduled for September 8. The Bylaw Review Committee met on August 8 to review the document, with attendance by 8 of 9 council members, SMC, and consultant Margaret Kralt. Suggested edits and clarifications will be incorporated, and the updated document will be posted on the website as soon as it is ready, ahead of the public meeting.
Functional Review	$ -	$ 51,903	-$ 51,903	Completed
HAF	$ 654,005	$ 8,900	$ 645,105	Three initiatives have been released and advertised, with a mail drop sent July 11. First-quarter financial reporting is complete and accepted. Ongoing updates with CMHC continue. The Town has received an inaugural application for four new units, totaling $110,000 in grant funding plus the tax exemption. Other deliverables, including the Zoning Bylaw and related bylaws, are underway. The Town will continue to advertise the project and monitor uptake.
Energy Upgrades	$ -	$ 44,100	-$ 44,100	Completed
Water and Sewer Assessment	$ 85,000	$ 1,449	$ 83,551	Water and Sewer Assessments – AECOM met with Town staff last week to review infrastructure history and priorities. The site visit for assessments is planned for September 2–5, pending confirmation, and work is underway to gather base mapping, historical repair data, and information from Smith's Landing and other stakeholders. WSP has scheduled a coordination meeting between this project and the Asset Assessment to avoid duplication, reduce repeated requests to staff, and share relevant findings. This timing is not expected to delay the project, as priority facilities have been identified and planning continues.
Burn Can/Training Grounds	$ 463,000		$ 463,000	The GNWT Lands department is being engaged for an update on land transfer process for the new site.
Protective Services Building Replacement - DESIGN	$ 200,000		$ 200,000	A design document has been completed and is under review. Site location work is ongoing, with the team working — and hoping — to obtain the site across from the health centre through a potential trade of other desirable lots. This location would be the most advantageous on many different fronts. We are currently awaiting their response.
Slope Stabilization	$ 15,000	$ -	$ 15,000	Project complete, with reporting requirements underway for final closure.
Slope Monitoring	$ 357,500	$ -	$ 357,500	CIRNAC has approved an extension of the project to the 2027/2028 fiscal year, with all costs fully covered. Council has approved a direct award to WSP, all project contracts have been signed, and the project is ready to proceed.
Existing Fire Hall Retrofit	$ 150,000		$ 150,000	A project manager has been engaged, and the quoting process is underway. The PM contract has been awarded, and we are awaiting the final quote for the work. Core sampling of the floor has been completed, with results showing less concern than originally anticipated.
Asset Management Assessment and Planning	$ 120,000	$ 404	$ 119,596	The site visit has been completed, with staff now engaged in data gathering, developing levels of service, and outlining tasks and time requirements. An SAO meeting has been held, and the initial phases of the project are well underway.
CRC Exterior Entrances Improvements	$ 20,000		$ 20,000	The contractor has been contacted, and the Town is awaiting a confirmed schedule for the work to proceed. Responsibility for this project has been transferred to the Director of Municipal Services, who will oversee the completion.
Ambulance Replacement and Stretcher Upgrade	$ 540,000		$ 540,000	Specifications have been finalized and will be compiled into a tender package. As there are only two manufacturers, the process will proceed through an invitational tender.
Loader Replacement	$ 420,000	$ 374,105	$ 45,895	This project has been completed.
Sidewalk improvements	$ 400,000		$ 400,000	The tender process is being finalized.
Garbage truck	$ 1,000,000		$ 1,000,000	The tender process is being finalized. The SAO delayed posting this tender due to anticipated overage costs in other projects and a hesitancy to commit until funding request approvals are confirmed.
IT Upgrades	$ 20,000	$ 13,950	$ 6,050	Final stages being wrapped up.
Demolition old chipper plant	$ 70,000		$ 70,000	This project has been awarded to a local contractor and is already underway.
Phone System Upgrades	$ 120,000		$ 120,000	Quotes have been requested from Northwestel for upgrades to the CRC phone system as well as other municipal buildings. Responsibility for the project will be handed over to the SAO for next steps.
William Schaefer Memorial Pool Partial Retrofit	$ 120,000	$ 100,367	$ 19,633	Most project components have been completed, with the electronically controlled valve parts already on hand at the pool and scheduled for installation during the next annual shutdown. Remaining work includes repairs to the steam room and replacement of the variable frequency drive (VFD) for the air handling unit, which is still awaiting delivery. The Director of Municipal Services will continue to oversee the project until it is fully complete.
Centennial Arena Upgrades	$ 700,000		$ 700,000	No progress to report at this time. As the season is fast approaching, it is likely that this project will not proceed this year.
Street Crossing Lights (T Plan)	$ 40,000	$ 27,784	$ 12,217	The posts have arrived and are prepared for cementing. Once the concrete has cured, hardware installation will follow, with an electrician scheduled to complete the electrical connections for both the hospital crossing and the King Street–McDougal Street crossing.

CRC Backup Generator and Heating	$ 750,000		$ 750,000	The original project scope is being adjusted to better align with operational needs and available resources. A project manager is still to be contracted, and further details will be provided once the revised scope is finalized.
Ice resurfacer replacement	$ 255,000	$ 3,500	$ 251,500	The Olympia has been returned and is ready for the upcoming season. The order for the new electric Olympia is being finalized, and updates on delivery timelines will be provided as they become available.
Riverside Park and Lookout Development	$ 250,000		$ 250,000	A project manager has been secured, the initial start-up meeting and review of the original plans have been completed, and stakeholder engagement is now underway.
Streetscape	$ 50,000	$ -	$ 50,000	Quotes have been received for this project. Plans include ordering 30 new garbage bins to replace existing open bins and adding bins in new locations such as along the trail system and at playgrounds. The Director of Municipal Services will oversee the reception of the items and their installation.
CRC Signage	$ 15,000		$ 15,000	Interior signs for the CRC have been ordered, and design work for the "Welcome" and exterior signs has been completed. The project will continue in collaboration with the Economic Development and Tourism Officer (ETDO) and the Recreation and Special Events Program Coordinator to ensure a cohesive and welcoming presentation.
Cemetary Fence	$ 45,000	$ 29,387	$ 15,613	Awaiting an update from the Mayor on TLC's plans for a potential partnership.
140h grader rebuild	$ 500,000		$ 500,000	The rebuild is in progress, with the equipment expected to return by the end of August.
Town Hall Retrofit	$ 250,000		$ 250,000	Underway
EVERGREEN -Bunker Gear	$ 18,500		$ 18,500	underway
EVERGREEN -Emergency Communications Annual	$ 10,000		$ 10,000	May not be required for this fiscal year.
EVERGREEN- Annual Fire Abatement	$ 50,000		$ 50,000	Mowing work has been awarded, with additional work expected to be issued from this contract. DMAF-funded tenders for fall and winter work will be issued in the coming months.
EVERGREEN - Emergency Equipment Annual	$ 18,500	$ 13,665	$ 4,835	completed
EVERGREEN- SCBA Annual ($200,000.00/10 yr)	$ 20,000		$ 20,000	annual set-aside
EVERGREEN- hydrant replacement	$ 50,000		$ 50,000	Underway
EVERGREEN - IT	$ 10,000	$ 5,600	$ 4,400	Underway
EVERGREEN - skid steers	$ 20,000		$ 20,000	annual set-aside
EVERGREEN -Pete's Gym Equipment	$ 10,000	$ 9,109	$ 891	This project has been completed.
	$ 17,999,635	**$ 2,742,173**	**$ 15,257,461**	

Briefing Note

To: Mayor and Council
From: Administration
Date: August 19th, 2025
Subject: Appointment of Acting Mayor – August 27 to September 2, 2025

PURPOSE:

To seek Council's appointment of an Acting Mayor for the period of August 27 to September 2, 2025, during which both the Mayor and Deputy Mayor will be absent.

BACKGROUND:

Section 3 of Bylaw 902 – Council Procedures – provides that:

"Where both the Mayor and Deputy Mayor are absent or unable to perform their duties, Council shall appoint an Acting Mayor."

Both the Mayor and Deputy Mayor have advised that they will be away from August 27 to September 2, 2025. Councillor Karasiuk has offered to provide coverage during this period.

RECOMMENDATION:

That Council appoint Councillor Karasiuk as Acting Mayor for the period of August 27 to September 2, 2025, in accordance with Section 3 of Bylaw 902 – Council Procedures.

PROPOSED MOTION:

That Council appoint Councillor Karasiuk as Acting Mayor for the period of August 27 to September 2, 2025, in accordance with Section 3 of Bylaw 902 – Council Procedures.

Briefing Note

To: Mayor and Council
From: Administration
Date: August 19, 2025
Subject: Procedures for Bringing Forward New Agenda Items, Concerns, or Public Complaints

PURPOSE:

To provide clarity on the correct process for Council members to bring forward new agenda items, raise concerns, or address public complaints, ensuring compliance with the Council Code of Ethics and Conduct and maintaining respectful working relationships between Council and staff.

BACKGROUND:

Council and staff together form the Town of Fort Smith, working as one team in the best interests of the whole community. Raising matters without following proper processes or providing prior notice can place staff in situations where they are unable to respond appropriately and risk being subjected to criticism or perceived attack in a public forum. This undermines trust, damages morale, and erodes the respectful working environment that both Council and staff are responsible for maintaining.

DISCUSSION:

Approved channels for bringing forward new matters are through:

- The Senior Administrative Officer (SAO)
- The Mayor

Introducing new issues directly in public meetings without prior notice limits Administration's ability to prepare accurate information and can result in breaches of the Council Code of Ethics and Conduct.

How to Bring Matters Forward:

1. **Meeting Material Questions**

Questions or concerns regarding Council materials, including the meeting package, are to be directed to the SAO — not to Directors or other staff. To ensure a timely and informed response, inquiries should be submitted at least two days before the meeting. Requests made on the meeting day may not be addressed in time. Staff provide materials well in advance to allow for thorough review and clarification before public discussion.

2. **Community Complaints or Concerns**

When approached with a complaint or concern from a community member, the first step is to direct the individual to submit it through the Town's online portal at https://www.fortsmith.ca/i-want/report-concern-or-make-suggestion. If the citizen is unable to use the online portal, they may contact the Town Office by phone or email the SAO directly. Council members should not engage staff directly on such matters. This process ensures that concerns are recorded, tracked, and addressed through the appropriate administrative channels.

Relevant provisions from the Code include:

- **Section 3(5):** Members must place the interests of the public above their own.
- **Section 3(7):** Members must treat colleagues, staff, and the public with respect, dignity, and fairness.
- **Section 6(4):** Members must engage in thorough consultation with other Council members within the decision-making framework, avoiding surprises.
- **Section 6(11):** Members must refrain from making critical remarks about Town staff or operational matters in public settings; feedback should be provided through proper channels.
- **Section 7:** Members must act in the best interests of the municipality, make decisions consistently on their merits, and uphold the expectations for community representation and conduct.
- **Section 9(a)–(f):** Members must understand their role is leadership, not management, and avoid using their position to improperly influence staff.

Why This Process Matters

When public complaints, personal concerns, or new issues are introduced without prior notice in a public meeting:

- Staff may be unable to provide accurate or complete responses.
- Individuals may feel publicly targeted.
- It can create unnecessary conflict, damage trust, and undermine the staff–Council relationship.

CONCLUSION:

Following the established process for bringing forward matters ensures that issues are addressed respectfully, professionally, and in the best interests of the community. It supports legal compliance, maintains the integrity of Council–staff relationships, and ensures decisions are made based on accurate, complete information.

RECOMMENDATION:

That Council receive this briefing note for information.