



Council of the Town of Fort Smith
September 23rd, 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 September 9th, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
 - i. Director's Report
- b. Municipal Services
 - i. Director's Report
- c. Briefing Note: DPA-044-25 Construction – CAB Construction Ltd.
Briefing Note: Housing Accelerator Fund – Development Fee Refund and Waiver
- d. Briefing Note: Update Metis Land Swap Proposal and Water Sewer Assessment Findings
- e. Briefing Note: Guardrail Installation on McDougal Road

8. COUNCIL BUSINESS

- a. Bylaws
 - i. First Reading of Excluded Employee Bylaw N. 1064
- b. Mayor and Council / Board Representatives
- c. In-Camera Session as per Cities, Towns and Villages Act (2003) Section 23 (3) (f)

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of Council will be held on October 7th, 2025, with Protective and Corporate Services reports.

11. EXCUSING OF COUNCILLORS

12. QUESTION PERIOD

13. ADJOURMENT



Council of the Town of Fort Smith
September 9, 2025 @ 7:00 PM

MINUTES

The Regular meeting of the Council on 10-25 was held on
Tuesday, September 9 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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

# 25-199	Moved by: Cr. Couvrette Seconded by: Cr. Cox
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

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

4. APPROVAL OF MINUTES

a. Regular Meeting of Council 09-25

# 25-200	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
That the minutes of the Regular Meeting 09-25 of August 19th, 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Protective Services
 - i. Director’s Report
 - ii. DPA-038-25 Home Occupation Luke Le Clair

# 25-201	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
That DPA-038-25, submitted by Luke LeClair, to operate a residential renovation business, from Lot 1323, Plan 1788, 7 Caribou Court, Fort Smith, be approved.	
PASSED	



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iii. DPA-040-25 Home Occupation Artivex Solutions

# 25-202	Moved by: Cr. Cox Seconded by: Cr. Heaton
That DPA-040-25, submitted by Mathieu Doucet, to operate office and bookkeeping operations for Lifeguard and First Aid Training, from Lot 730A, Plan 601, 28 St. Mary’s St., Fort Smith, be approved.	
PASSED	

iv. DPA-045-25 Home Occupation Executive Administrative Services

# 25-203	Moved by: Cr. Tuckey Seconded by: D/M Keizer
That DPA-045-25, submitted by Katie Reid, to operate an administrative and consulting business, from Lot 1710, Plan 4090, 28 Wandering Spirit St., Fort Smith, be approved.	
PASSED	

v. DPA-046-25 Home Occupation Michelle / Sensual Awakening

# 25-204	Moved by: Cr. Cox Seconded by: Cr. Tuckey
That DPA-046-25, submitted by Michelle Lambert, to operate an online meditation and counselling business, from Lot 53, Plan 404, 289 McDougal Road, Fort Smith, be approved.	
PASSED	

vi. Briefing Note – Land Disposal to Housing NWT

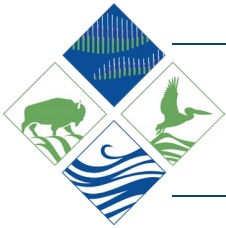
# 25-205	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That Council directs Administration to begin the process of land disposal of LOT: 415 PLAN: 207 for \$38,270.00 to Housing NWT in accordance with the Town of Fort Smith Land Administration Bylaw.	
TABLED	

Director McNab explained that all of the lots currently being applied for by Housing NWT are intended for the construction of duplexes. These duplexes will serve as additional housing stock for Housing NWT, which is the proposed use of the land.

D/M Keizer noted that during the previous night’s meeting there were concerns raised about burned houses that have not been torn down, while at the same time new lots are being allocated for housing. He acknowledged that the issues may be unrelated but emphasized that the concern is valid, as it relates to the importance of encouraging property owners to address and repair existing structures.

Director McNab explained that decisions on land disposal rest with the Mayor and Council. He noted that while there is funding available for new builds, the process for addressing existing housing does not move at the same pace. As a result, placing a new house on the proposed lot would not necessarily prevent the replacement of current houses, though it could affect the overall financial considerations.

Cr. Bathe expressed support for efforts to increase housing in the community but asked whether there are any stipulations regarding aesthetics. He noted that there had been many comments about the building on Field Street not fitting in with the community and questioned whether a similar type of building is planned, or if there will be an opportunity for input on what is placed on the new lots.



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Director McNab clarified that, to his understanding, the specific design used on Field Street will not be applied in this case, though confirmation will only come once a development permit is submitted. He explained that decisions regarding aesthetics or how a lot is developed fall under bylaw review, which provides Mayor and Council the opportunity to give input, particularly when it comes to modular homes. Outside of this process, however, there is no authority to select or reject individual applications based on design.

Cr. Couvrette echoed Cr. Bathe’s concerns regarding aesthetics, noting that the previous development received significant feedback for appearing industrial within a residential area. He stressed that Mayor and Council need to be mindful of how such developments may affect nearby residents, including potential impacts on property values and, in turn, future tax revenues.

Cr. Cox stated that while he supports development and the goal of increasing housing in town, he has concerns about the suitability of the proposed lot for a duplex. After accounting for easements, the available width would be about 24 feet per side, which he felt would be quite tight. He also raised broader concerns shared by residents, questioning why Housing NWT continues to build new homes without first addressing existing burned, damaged, or undeveloped properties. He suggested that unless pressure is applied, funding will remain focused on new builds rather than cleanup or reclamation. Cr. Cox added that while he is conflicted, as he wants to support more housing, the recent modular homes built in town have not always fit with the community’s character and do little to support local businesses or build capacity within Fort Smith.

SAO Thomas suggested that if Council would like more information on the lots, including which are in need or repairs and which should be torn down, Administration can provide it. She noted there is no urgency, but the information can certainly be prepared for Council’s review.

Director McNab explained that the valuation of the lot was based on the same method used for the West Grove lots. He calculated the average lot value per square meter and applied that to this property. Since the lot is smaller in size, the resulting value is about half the price, which reflects the consistent metric he used.

Cr. Cox observed that the lots were only recently approved for disposal and suggested considering a bidding process, similar to West Grove, since the location is desirable. He cautioned that giving the lot directly to Housing NWT might overlook other community interest.

#25-206	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That Council request a briefing note from Administration on the current status of Housing NWT properties, including which properties are available and which require renovations or remediation.	
PASSED	

#25-207	Moved by: Cr. Karasiuk Seconded by: D/M Keizer
That Council direct Administration to list Lot 415, Plan 207 for sale at a price of \$38,270.00, in accordance with the Land Administration Bylaw.	
PASSED	



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vii. Briefing Note – Land Swap with Housing NWT

25-208

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council directs Administration to begin the process of land disposal of LOT: 646 PLAN: 319 for a nominal fee to Housing NWT and further that Administration begin the process of land acquisition of LOT: 720A PLAN: 601 from Housing NWT for a nominal fee.

PASSED

****Footnote: Following the meeting, Administration identified that the lot number stated in the motion was incorrect. The correct legal description is LOT 415, PLAN 207 (not LOT 649, PLAN 319). This correction is a clerical/typographical amendment only and does not alter the substance or intent of the motion.*

Cr. Karasiuk requested clarification as to whether both lots were equivalent in size. Director McNab stated that he could not provide an exact number but noted that the lot in question is smaller.

viii. Briefing Note – Wildland Urban Interface

25-209

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council supports the Fort Smith Fire Department building capacity locally to respond to wildfire threats and further works with Territorial partners and the Fire Chiefs Association to build a mutual aid program.

Further, that Council supports the Fire Department in deploying to provide such mutual aid, provided the Town of Fort Smith maintains cost recovery or revenue from this service and that the Emergency Services expected in the Town of Fort Smith can be maintained during such deployments.

PASSED

Cr. Cox noted the strong benefits of Alberta's mutual aid system, where resources such as trucks and personnel are shared across communities, citing Slave Lake as an example. He expressed support for developing a similar system in the NWT, emphasizing that it would improve response capacity. He added that as the community grows, having clear standards would also help guide decisions on when local resources can be shared and when they must be reserved for local emergencies.

b. Corporate Services

- i. Director's Report
- ii. Accounts Paid List
- iii. Correspondences

D/M Keizer expressed disappointment with the Minister's response (re NTPC reimbursing costs incurred during brown/blackouts) . He acknowledged that while the clause states the Town is not considered a customer and must be accountable for its own services, the community had been heavily impacted by what he described as NTPC's inability to effectively manage their service. He found the response to be dismissive and more administrative than helpful, adding that it felt like a way of saying "thank you very much, but please leave us alone."

Cr. Couvrette stated that while there is a process that needs to unfold, he anticipates that in the near future Council may need to take a stronger stance. He suggested that the Town is not doing anything extraordinary beyond responding to the limitations placed on cost recovery due to the provider's inability to effectively deliver power.



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D/M Keizer asked Administration, based on the response received, whether a list would still be compiled outlining what occurred regarding compensation. He questioned if the matter was effectively ended or if this was simply a temporary setback.

SAO Thomas confirmed that the Town will continue documenting all costs related to the damages, including overtime and callout expenses, a process that Jim had already begun prior to his leave. She explained that once the full submission is prepared, it will be presented to the Council for support. She noted that her discussions with the NTPC representative indicated they were not outright rejecting the claims, but were required to word their responses cautiously. She emphasized that the Town would continue the process of submitting the information despite the wording used in the replies.

Cr. Cox expressed frustration with the letter, noting that while it appears supportive on one hand, it also seems to set the stage for a denial within 60 days. He stated that this approach is frustrating and does little to resolve the ongoing challenges, such as delays in receiving pool parts and the lack of a generator. He pointed out that despite having two years to address these issues, the provider is now citing problems with the surge tank, leaving no clear timeline for resolution. He warned that the Town is quickly approaching the same difficulties with the pool as last year, through no fault of its own.

c. Briefing Note: Donation Request Salt River First Nation

# 25-210	Moved by: Cr. Heaton Seconded by: Cr. Cox
That Council approve a \$1,000 donation from the remaining 2025 donation budget to provide the stage for the SRFN TLE celebration, and further approve the provision of equipment and operational support as outlined above, including closure of Marine Drive on September 13, in partnership with SRFN to support this significant community event.	
PASSED	

D/M Keizer pointed out that the proposal indicates \$1,000 will be allocated to offset the cost of the stage, along with other equipment, operational support, and additional donation requests. He questioned whether those other costs had also been calculated and charged to the donation budget.

SAO Thomas explained that because this is a large community event with many benefits, Administration viewed it as an opportunity to partner, similar to how the Town collaborates on events such as Frolics and Aboriginal Day. She emphasized that it was approached as a partnership rather than simply a donation.

8. COUNCIL BUSINESS

- a. Bylaws and Policies
 - i. Third reading of the Community Plan Bylaw 1060

# 25-211	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That Bylaw 1060 the Community Plan bylaw, be given Third reading by title only.	
PASSED	

- b. Appointments



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c. Mayor and Council / Board Representatives

- i. Cr. Tuckey noted that from what he had heard, all of the Town's festivals were very successful and well attended. He also offered his condolences to the Beaver and Beaulieu families, as well as all who have lost a loved one recently.
- ii. Cr. Cox reported that there had been an HAF meeting with no major changes, but highlighted that grants and funding opportunities are now available online and encouraged residents to review them. He shared community feedback, passing along kudos to the Town for installing a staircase between Pine Crest and Primrose to address erosion issues caused by quads along the summer water line. He also noted that a zoning bylaw consultation meeting had taken place the previous evening, describing it as a fairly heated discussion, and extended thanks to all who took the time to review the material and provide input.
- iii. Cr. Couvrette reported that he spoke with CBC Radio about the Town's role in the NTPC intervention processes. He explained that the Town steps in to protect residents' interests, since the process is too complex for most individuals, and also because electricity rate increases directly affect the Town's budget and services. He emphasized that the Town has a responsibility to represent the community in these matters.
- iv. Cr. Benwell noted that the Salt River First Nation's Treaty Land Entitlement event is taking place this weekend and expressed hope that everyone will be able to attend and enjoy some part of it.
- v. Cr. Heaton highlighted the urgent need for volunteers in the community, noting that the animal shelter and the Food Bank are both struggling with limited support. She encouraged residents with spare time to help, stressing how essential these services are, especially with increased demand. She also gave recognition to Maureen Mercredi for her dedicated work running the Sister Southern Thrift Store almost entirely on her own, pointing out it as a good opportunity for students to earn volunteer hours. Cr. Heaton emphasized that many vital community services rely on volunteers, and with burnout on the rise, she urged everyone to give whatever time or support they can.
- vi. Cr. Karasiuk reflected on the recent bylaw open house, noting it was one of the better-attended sessions in some time and describing the discussion as passionate rather than heated. He highlighted key takeaways, including a level of community distrust toward Town operations and decisions, which he said underscores the need for improved communication and education from Council. He also observed strong interest in broader bylaw reviews beyond zoning. Cr. Karasiuk thanked participants for their input and emphasized the importance of continuing to engage with residents. Separately, he suggested that with the new meeting format only the Mayor chairs, Council could consider calling for a volunteer co-chair at the end of each meeting to share responsibility and provide experience.
- vii. Cr. Bathe reported that he attended the HAF meeting and shared similar observations to those of Cr. Cox, noting it was encouraging to see interest and uptake. He expressed optimism about communications helping to further promote housing development in the community. He also emphasized the importance of Council taking responsibility for clear communication,



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particularly in light of recent issues with the draft bylaw. He noted that staff unfairly bore the brunt of the miscommunication and stressed that it is Council’s responsibility to ensure documents are properly prepared and aligned with community expectations. He added that throughout this process, he has been mindful of how Council’s words and actions can significantly impact staff.

- viii. D/M Keizer reported that as part of the Northwest Territories Association of Communities, he will be in Ottawa from October 19 to 29 to meet with MPs and advocate for northern funding and opportunities, alongside mayors from other communities. He invited Council members to share any issues they would like raised with federal ministers before his departure, noting that topics could include housing or other funding priorities. On a lighter note, he mentioned that the Northern Life Museum and Cultural Centre has started a ukulele club and, as a former player, he may attend.
- ix. Mayor Fergusson reported that the TLC group met this week to discuss several matters, including the graveyard fences. She noted that after the TLE event and the busy weekend, coordination will begin on installing fences at both the Anglican and Catholic churches, and Administration can expect to be contacted regarding materials. She also shared that TLC met with the Board of Governors Chair and the College President. While the meeting began on a difficult note, she felt it ended more positively, and a follow-up in-person meeting is tentatively scheduled for the 15th to further discuss the future of the college.

She added that while the college does have students attending in-person and online programming in Fort Smith, her main takeaway from the recent public meeting was how encouraging it was to see residents who do not usually attend stepping forward to share their views. Although the discussion went off topic at times, she valued the input and noted one comment about reinstating an annual ratepayer meeting. She suggested this could be an opportunity for better communication with the public and thanked everyone who participated.

9. DATE OF NEXT COUNCIL MEETING

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

10. EXCUSING OF COUNCILLORS

11. ADJOURNMENT

# 25-212	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
That the meeting be adjourned at 7:55 pm.	
PASSED	

12. QUESTION PERIOD



Council of the Town of Fort Smith
September 9, 2025 @ 7:00 PM

Minutes adopted this 23rd day of September 2025.

Dana Fergusson
Mayor

Certified Correct by Tracy Thomas
Senior Administrative Officer

REPORT TO COUNCIL

RECOMMENDATION:

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

BACKGROUND

Recreational Programming

We were able to help with multiple community events like the Whooping Crane Festival, the Fireweed Festival.

We onboarded two new casual staff, Tara & Dora.

The Farmer’s Market have been going well. Some have been outdoor, however; the weather has led to a few markets indoor — developing the partnership with the Farmer’s Market has been beneficial for their organization, but also for ours, drawing in more of a crowd on Saturday afternoons.

Pete’s gym has been consistently busy, however; numbers are slightly down across the board in August. This is likely due to summer vacations or better weather, leading people to search for recreational activities outdoors.

Recreation, Aquatic, Childcare Programming Statistics

Town of Fort Smith Community and Recreation Centre Stats		
August/2025		
Fort Smith Community and Recreation Centre	August 2025 Sessions	August 2025 Participants
Squash	Operational days 30	25
Pete's Gym	Operational days 30	1079
Senior Lane Swim	18	86
Public Swim	35	850
Public Lane Swim	27	65
Parents & Tots Swim	17	37 Parents; 38 Tots
Daycare Swim	7	106
Summer Camp Swim	6	119
Metis Summer Day Camp (pool)	2	35
Farmers Market	4	280
Drop-in soccer/Futsal	9	57
Drop-in Volleyball/Jr Girls Volleyball	14	64
18+ Women’s Volleyball/18+ Drop-In	3	54
Drop-in Badminton	4	4
Outdoor Volleyball	4	0
Youth Night Volleyball	5	11
Family Drop-in Sports	5	26
Parents & Tots Gym	26	228 Parents; 694 Tots
Gym Rentals	7	123
Pickleball	7	48
Youth Night	9	46
Youth Drop-In	14	32
AA	9	56
Whooping Crane Fest Youth Event	1	96
Fireweed Fest Youth Event	1	23
CRC Daily Total	30	4557
Fort Smith Special Events	August 2025 Sessions	August 2025 Sessions

REPORT TO COUNCIL

Community Services

Community Services Monthly Report

Date: Sept 23, 2025

Fireweed	1	1500 over the weekend (900 Saturday, 600 Sunday)
Paddlefest Canoe/BBQ	1	108

Fort Smith Child Care	August 2025 Sessions	August 2025 Sessions
Summer Camp	20	360/400
Daycare	20	17FT; 2HT; 4FTI; 0 Drop-Ins (HD)

Community & Recreation Centre Gymnasium Fall 2025 SCHEDULE



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	
					Rental 1 12:30-1:30	Rental 1 12:30-1:30
Senior Pickleball 1:30-3:00		Senior Pickleball 1:30-3:00			Rental 2 2:00-3:00	Rental 2 2:00-3:00
ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 1:00-5:00	Rental 3 3:30-4:30	Rental 3 3:30-4:30
Youth Drop-In 5:15-6:45		Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:15		Family Drop-In 5:00-6:00
Open 18+ Drop-in Sports 7:00-8:30	Futsal U12 & U16 5:30-8:00		Drop-In Sports 7:15-8:15	Drop-in Pickleball 6:30-8:00	Futsal U12 & U16 5:30-8:00	Badminton 6:00-7:00
Open 18+ Womens Drop-in Sports 8:30-9:45	Volleyball Drop-in 8:00 - 9:45	Volleyball (age 13 & up) 7:15-8:15	Volleyball 8:15-9:45		Youth Night Volleyball (ages 12-18) 8:00-9:30	Volleyball (13 & up) 8:30-9:45
		Drop-In Sports 8:15-9:45		Youth Night (ages 12-18) 8:00-11:15 Doors closes at 10:00	Youth Night (ages 12-18) 9:30-11:15 Doors closes at 10:00	

Aquatics

Ashlee Steed has left the Aquatic Coordinator position, leaving the Town of Fort Smith to hire another coordinator. Raphaël Jeansonne-Gélinas will be taking over September 26th to take Bronze Cross Training, his First Aid after that, and the National Lifeguard in late October/early November.

This will mean we have a full time Aquatic Coordinator able to lead the pool team.

Public swims at 1:30 were blanket cancelled as we only have 1 staff who can work during the day.

We are looking at starting swims at 4:00PM rather than 4:30PM to better accommodate childcare.

The lifeguards seem in good spirit, despite the frequent change in management, and are looking forward to having a permanent coordinator.

William Schaefer Memorial Swimming Pool

2025 FALL SCHEDULE (STARTING SEPT 1 until NOV 1)



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CLOSED	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			
	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)		
	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	
					Public Swim (1:30-3:30)	
	Public Swim (4:30-7:00)	Public Swim (4:30-7:00)	Public Swim (4:30-7:00)	Public Swim (4:30-7:00)	Public Swim (4:30-7:00)	

Mary Kaeser Library

For the first time since we started keeping these stats, the number of adult visitors was higher than the number of children patrons. We have seen this anecdotally as well from staff, as the number of prints, reference questions and program attendance remains steady. As stated last month, with this beautiful summer, there is less hanging out in the library. The adult patrons that visit are often looking for assistance with technology or specific items, so staff are kept busy.

The Cooks & Books program had its highest number of participants in months, which tracks. As the months get colder our programs become more popular. September's them will be ingredients that are locally harvested.



The Library wrapped up its Summer Reading Programs for kids with a few creative programs, the most popular of which was Glow Sticks & Ghost Stories. This program allowed children to engage with oral storytelling, through listening and telling their own stories. We will repeat this program in the fall closer to Halloween. The final celebration had a craft of making musical instruments (to tie in with the Fireweed Festival) and Minute-to-win-it games.



In August, the library partnered with Parks Canada to provide a program about whooping cranes, to tie in with the Whooping Crane Festival. This event was much more popular than the one in July, as more people had heard about it.

The Adult Craft Night in August focused on sewing basics – how to use your machine and make a basic bag. The craft programs are extremely popular, so we have started a Craft Night mailing list so regular participants can hear about events and get a registered spot. The next few Craft Night programs will be crochet, Witch's brooms, and cookie decorating. The Craft Nights attract a diverse group of (mostly always) women and is very welcoming to those learning new skills.

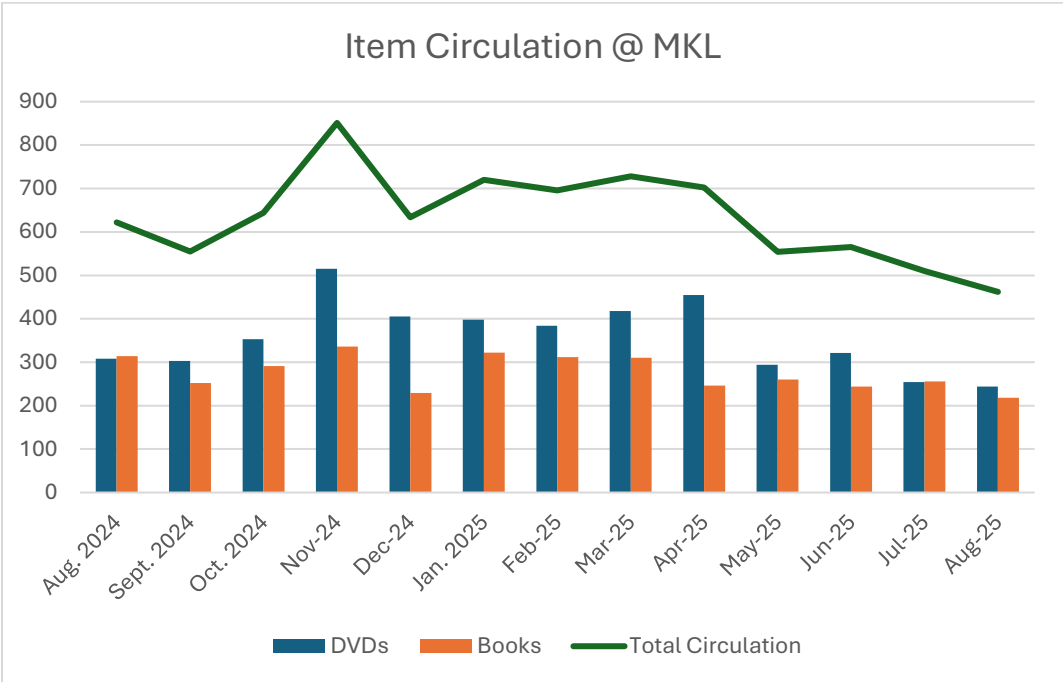
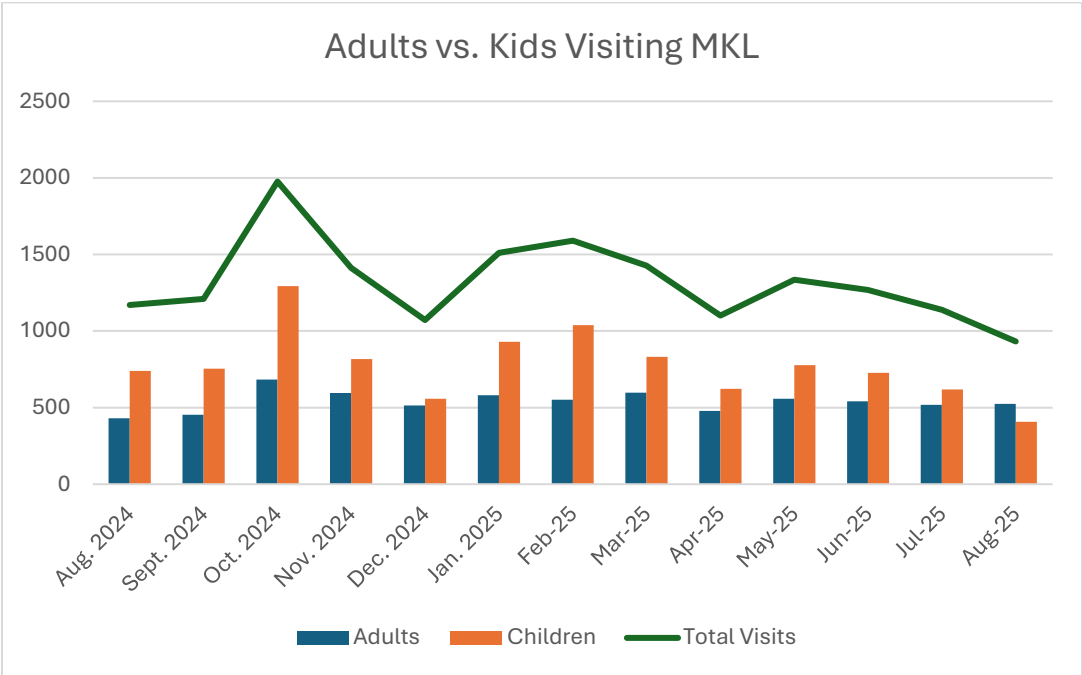


The Summer Reading Challenges for teens and adults ended on August 31 and had 20 participants. The library held a draw for the Adult and Teen categories and the winners won: a Kobo ereader, gift card to Yellowknife Books, and other assorted reading goodies. The library had positive feedback from all participants about the challenges.

Upcoming programming in September and October includes a Cooks & Books: locally harvested, Adults Craft Night: Crochet, and two book clubs youth (1 for Grades 4-6, and one for Grades 7-12). October will resume our regular weekly programs: Teen Night, Curious Creators (Friday afternoon art and science activities), and Storytime. Currently the library coordinator is planning a escape room for around Halloween.

The Library coordinator submitted an application to NWT Arts to receive funding to complete another mural in the Community and Recreation Centre. She expects to hear back around November.





REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: Sept 23, 2025

Mary Kaeser Library Activity Report August 2025

	Aug-24	Last Month	Aug-25	YTD
Adults	430	519	525	4352
Children	740	619	407	5954
Total attendance	1170	1269	932	10306
CAP Computer Users	324	263	196	2155
CAP Computer Hours	380.25	207.1	222	1932
Wifi users	163	100	149	1776
Programming:				
Family literacy	14	40	22	213
Adult programs	0	14	15	79
Seniors programs	2	4	n/a	18
Curious Creators (Friday Kids)	n/a	n/a	n/a	110
Special events (Other)	n/a	54	n/a	158
Outreach/partnerships	13	n/a	29	130
holiday/spring break/summer reading	23	103	38	173
Teen programs	n/a	25	n/a	137
Class/daycare visits	124	99	54	831
Total program Attendance	176	228	158	1849
Other				
Circulation stats	622	510	462	4932
Inter-library loan requests (MKL patrons)	13	3	5	76
Inter-library loan requests (NWT patrons)	12	15	19	133
Printing	296	369	524	3994
Reference	54	113	92	834
Operational Hrs	211	226	208	1700

MARY KAESER LIBRARY

September

2025

HOURS

Monday: 10:00-7:00

Tuesday: 12:00-7:00

Wednesday: 10:00-7:00

Thursday: 12:00-7:00

Friday: 12:00-7:00

Saturday: 12:00-6:00

Sunday: 12:00-4:00

EVERY
CHILD
MATTERS



867-872-0362

library@fortsmith.ca

2nd Flr Community & Rec Centre

facebook.com/MaryKaeserLibrary

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

CLOSED

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Kids' book club

3:30-4:30

21

22

23

24

25

26

27

28

29

30

Teen Book Club

4:00-5:00

Adult Art Night

Crochet

7:00

CLOSED

Starting in October:

Teen Night: Oct. 1

Curious Creators: Oct. 3

Storytime: Oct. 20

Childcare

August was full of laughter, creativeness, and a lot of outdoor play. The childcare team remains fully staffed with the exception of decreasing a part-time term staff due to low attendance in our infant care program. Revenues will reflect lower this month and going forward until the infant care program meets its capacity of 6 participants. ECE will continue funding for these vacant spaces unless we have a drop in attendance to 50% or more in our overall program. The likelihood of this occurring is quite low as we have a waitlist of 18 preschoolers (2+). If in the event our infant care spaces fill, we have casual employees ready to work and take on additional hours. The childcare department staff have been working collaboratively and remain committed to their employment, have a positive teamwork ethic and a structured working environment. Turnover has been the lowest recorded since the Town of Fort Smith Daycare opened.

The children have been kept busy in their early learning environment focusing on their weekly themes, having water days, and enjoying the warmer weather. They also have been swimming twice a week with the parent and tots swim sessions which has been an ongoing favorite for the children and staff to participate in. We had four children graduate in our preschool program and who have secured spaces in the after-school care program for September. Another two preschool spaces opened in addition to this, as a family moved out of town. These preschool spaces were quickly filled with preschoolers who have attended our infant program as they get priority, and another child on our waitlist.

Overall, we are fully enrolled in our Afterschool Care Program for September and are prepared to run yet another successful school year.

Summer Camp:

The Town of Fort Smith Summer Camp came to an end in August. It was an overall successful season with our weeks hitting capacity or close to it. The children participated in many outings which supported local businesses and had a memorable visit to the fire hall where the Protective Services donated their time in educating the children during Career Week. One of our favorite themed weeks is "Career Week" where the participants become young entrepreneurs. They learned about running businesses through locals and had a fun experience with our ETDO Daniel Wiltzen who came in to do a "building your business" presentation and game with them. Towards the end of the week the children held a lemonade stand where they sold their freshly made lemonade and baked goods. The engagement from the parents and community made this a success. The children earned over \$400 which they used towards a pizza party. We were able to access exciting programming with tennis lessons through Joan's Health and Fitness, and yoga guided by Sarah Tomkins at The Den, as well as exploring the outdoors and getting in touch with culture by making bannock on a stick during Camping Week where we spent the morning at Queen Elizabeth Territorial Campground. We appreciate these local businesses opening their doors to our children and youth. Many families have come forward stating how happy they are with our services provided through our summer camp program. We look forward to next year!



Economic and Tourism Development



Paddle Hard:

The 2025 paddling events were a partnership between the Town of Fort Smith and the Fort Smith Paddling Club. Early summer discussions revealed that the organization did not have the capacity to facilitate a large scale “Paddlefest”.

We recognize the value of Paddling & Adventure Tourism and wanted to make sure that the community knew that the municipality supports these events.

We reached out to the Fort Smith Metis Nation, Tthabathie Denesuline and Salt River First Nation who provided staff assistance, picnic tables & a bus service respectively.

The Paddling Club provided canoes & a \$500 cash prize. 14 people canoed on the river, while 108 came to watch on the beach.

2026 Paddlefest will be a large scale event with more potential to bring in out of town travellers. A close partnership will be developed in early spring to ensure that the Fort Smith Paddling Club has the capacity to bring more visitors in for next years festival.

We will still help with the “flat water Friday” kick off event as it proved successful.

Whoop Whoop:

2025 Northern Whooping Crane Festival was planned exclusively by the Northern Life Museum as opposed to last year, where team leads from Salt River First Nation, Smith’s Landing First Nation, the Fort Smith Metis Nation and the Town of Fort Smith met regularly to plan each detail.

- We (The Town of Fort Smith) assisted in booking a yellow bus rental for the medicine walk to the fox holes
- We developed a webpage with the itinerary information
- We assisted in marketing the event locally
- We hosted the Teen Party



The scope of the festival was reduced. We did not go to Tthabathie Denesuline land, we did not go to Thebacha Campgrounds whereas last year the whole intention was to mix the high level of academic research that is done around the Thebacha region with on the land lifestyles.

Further thinking needs to be done on the purpose of this event and if a sole organizer from a third-party organization should be the event planner, or if involved planners from each nation & municipality is more effective.



The Fireweed Festival brought 1500 people through the Queen Elizabeth Campground over August 23rd & 24th.

Mike Hall, of Rust Valley Restorers was a great draw to the event — a strategic move from the festival organizers that brought attention and excitement to Fort Smith.

The Town of Fort Smith operated an Information booth, talking with festival attendees about the community and the event.

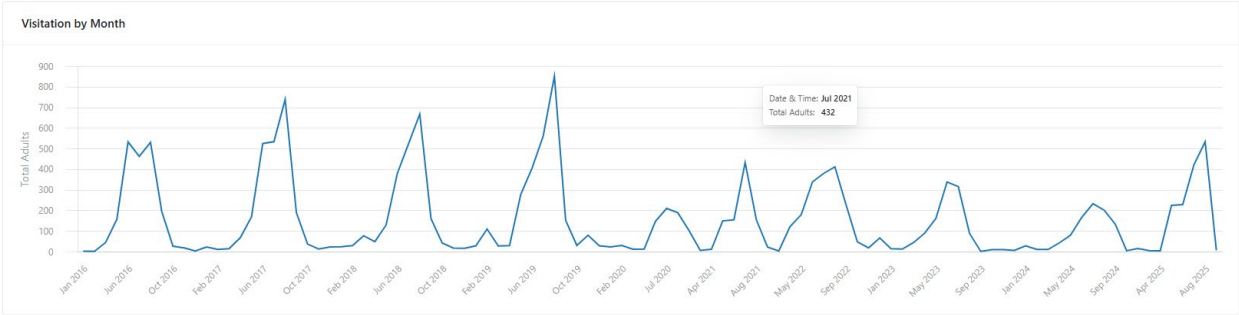
This was also our chance to sell merchandise for the first time. We sold

\$1200 of merchandise over the 2 days, profiting \$545. A great proof of concept for pop up shops. Further work will be done to get merchandise available year round at the Community & Recreation Centre and Town Hall.

Tourism Numbers:

2025 is the first year in 5 years that we have seen a positive increase in visitation, though pre-covid numbers have yet to be matched. This means that the Town of Fort Smith & Wood Buffalo National Park are regaining recognition as a summer destination, visitor confidence is returning, and the community is again positioning itself for regional and national tourism.

This is great news for Fort Smith!



Above graph is visitation by month. Each spike is the summer season, starting in 2016. Until 2019, there was steady growth, peaking in August which neatly correlated to our events like Paddlefest & Dark Sky Festival. 2019 – 2022 we saw slow growth, which was halted by the wildfire season in 2023 which led to reduced travel in 2024.

2025 Total Visitation - 1416	2024 Total Visitation – 923	2019 Total Visitation – 2574
May – 221 (179% YoY)	May – 79	May – 231
June – 219 (36% YoY)	June – 161	June – 368
July – 405 (80% YoY)	July – 225	July – 504
August – 469 (148% YoY)	August – 189	August – 827

Capital Project Updates

1. CRC exterior entrance improvements – Entrance & exit signs have been installed
2. CRC backup generator and heating – adjusting original scope
3. CRC signage – Indoor directional signage has arrived. Now waiting for municipal services to install.
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

Prepared by:
Community Services Team
Date: September 16, 2025

Reviewed By:
Senior Administrative Officer
Date:

RECOMMENDATION:

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

CAPITAL PROJECTS

Lagoon liner Upgrade – Completed

Main lift station – This month, the contractor focused on cement work and adding foam insulation to the ceiling at the main lift station, with siding to follow. Groundwork is complete, with only the front backfilling left, which will be finished after insulation is done. The new pumps are scheduled for installation by the end of fall, with one installed at a time as the system upgrades from 208v to more efficient 600v pumps.

Raw Water Intake – Work is wrapping up for the season on this project. Next steps will be brought forward by SAO to Council in the upcoming month.

The old chipper plant demolition – This building has been demolished and the salvage parts of this project will be brought to the landfill where we will be building storage for our hazardous waste collection.

Loader replacement – Completed

Cross walk lights – Completed, both crossings for this year have been completed and are operational.

Sidewalk repair and improvements – Finalizing Tender will be posting and awarding this year for work to be completed next year.

Garbage Truck – Finalizing Tender for release in next month.

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

Grader Rebuild – Completed, the Grader has been returned to us and is looking and working better than brand new. Finning has sent a tech over and we are working the Grader while they run performance tests to ensure it is running at 100%.

Ice Resurfacers 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

Staff completed stage set-up and take-down for the SRFN TLE community event.

Road crack sealing is ongoing throughout the community. Please be advised of workers present on local roads.

We have been sewer flushing our sewer lines, please be advised of workers on the road.

A local contractor has mobilized to begin shortening the electric fence at the landfill. This project is expected to be completed by the end of the month.

Crosswalk painting is being carried out at various locations around the community.

Winter sand and melting agent have been delivered and the winter sand for the spreader has been mixed as we start preparing for the winter season ahead.

WATER PLANT

The SRFN development sewer has been temporarily turned off. Once activated, it was discovered that the lagoon was draining back into the SRFN lift station and sewer system. At SRFN's request, the system has been shut down until the cause and solution are identified. We continue to work with SRFN to resolve this issue.

We are preparing to shut off summer water lines notices have been posted to affected customers and have been posted online.

The clarifier at the water plant has been cleaned. Following inspection, it was determined that painting and minor repairs will be required. These will be completed during the pond season next year.

Preparations are in place to flush hydrants, as well as repair or replace three hydrants. This work will cause some service interruptions. Notices will be issued to affected customers and shared online in advance.

We have been doing seasonal maintenance around the water and wastewater facilities while assisting the capitol projects happening at 2 of our major service facilities.

FACILITY MAINTENANCE

The cement pad at the back entrance of Town Hall has been repaired. This addresses a safety concern that has now been resolved.

All exterior lights at the recreation centre, including the parking lot, have been repaired or replaced, significantly improving safety and security in the area. In addition, the front entrance door has been repaired and no longer requires a chain for overnight security.

All emergency lights have been repaired or replaced to ensure proper operation.

The curling ice plant piping has been finished, and the plant is ready for this curling season. We will be starting both ice plants once Cimco arrives after the 22nd of September.

Pool Update:

The variable speed components have shipped, and the local contractor will be installing them as soon as they arrive. These components will help the air handler operate properly and help prevent unplanned repairs and shutdowns. The surge protector for the entire building has also shipped and we will be planning installation when it arrives.



140H Grader returns

Crack sealing asphalt



Grader at work stress testing while working on roads



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: September 18, 2025
Subject: DPA-044-25 Conditional Approval

PURPOSE:

To seek Council's decision on granting **conditional approval** to allow the pouring of footings only for a proposed development at 90 Portage, pending final building drawings and approval from the Office of the Fire Marshal (OFM).

BACKGROUND:

The property at **90 Portage** is an empty lot in the Town Centre, located just behind the post office. The developer has submitted building placement drawings and site plans, but has not yet provided structural drawings approved by the OFM.

CURRENT SITUATION:

The developer has received approval to install services to the lot and has been conditionally approved to prepare and set formwork for future footings.

The most recent site plan drawings indicate compliance with minimum setback requirements and align with on-site inspections. The drawings also provide for **25 parking spaces**.

A conditional approval at this stage would permit the pouring of footings before cold weather prevents further work, with the requirement that **all final drawings, updated site plans, and OFM approvals** be submitted and approved before any additional construction proceeds.

CONSIDERATION:

The submitted drawings provide **25 parking spaces**, while the **Zoning Bylaw No. 936** requires a minimum of **30 spaces** for a building of this size. As such, the current application is in **contravention of the Zoning Bylaw**.

Council must determine whether to grant conditional approval for footings only, recognizing the deficiency in parking, or to require compliance with the Zoning Bylaw prior to any approval being issued.

RECOMMENDATION:

Administration recommends that Council grant **conditional approval** for the pouring of footings only, subject to the following conditions:

1. Proof of adequate parking.
 - a. Written permission through a lease agreement, sale, or other mechanism showing that CAB construction and this property will retain exclusive access in perpetuity to at least 5 additional parking stalls and road access to them. This can be from any off-site property holder including but not limited to the Commissioners property adjacent.



Briefing Note

-or-

- b. Submit an expression of interest with the Town of Fort Smith for CAB construction to install adequate culverts, backfill, and pave the ditch adjacent to the property with curb and gutter outflowing into the ditch for the purposes of on street parallel parking. Municipal Services and the Director of Protective Services have assessed that this may be a viable option if interested, subject to council approval.
2. Engineer drawings of the building including floor plans and elevations
3. Drainage plan for the site showing where water will be captured and diverted.
4. Review of drawings by the Office of the Fire Marshal (note that the outcome of this review may impact the work currently being done and is at the developer's risk)
5. No additional construction beyond footings may proceed until full compliance is demonstrated and a final development permit is issued.





TOWN OF FORT SMITH

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

Application No. 114

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Cab Construction Ltd Interest (if not owner): _____
Telephone: 867 872 0503 _____ Email: mbrowne@cabnwt.ca
Mailing Address: Po box 456 fort smith X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: 507387 Nwt Ltd.
Telephone: _____ Email: _____
Mailing Address: _____

Property Information:

Civic Address to be Developed: 90 Portage
Zoning: _____ Lot# 32 Block# _____ Plan# 14
Lot Width: 50 metres Lot Depth: 59 metres Lot Area: 2827 square metres
Existing Use(s) of Property: empty lot
Proposed Use(s) of Property (if applicable): Parks Canada office building

Estimated Cost of Project: \$ \$875000.00 = 4375 + 578 = 4952

Each application for a Development Permit **shall** be accompanied by a fee calculated in accordance with the current consolidated rates and fees bylaw.

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:

Applicant's Signature

Sep 2 2025
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. _____

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- ☒ 1. CONSTRUCTION ☐ 2. EXCAVATION ☐ 3. HOME OCCUPATION
☐ 4. RELOCATION ☐ 5. DEMOLITION ☐ 6. SIGN

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: 37.73m Length: 43m Height: 4.75m Area: 1193sqm

☐ 1 set of site plans showing:

- Building outlines; - Legal description - Provisions for landscaping and drainage
- Yards/Setbacks (front, rear, and side) - Provisions for off-street loading, parking, and property access

☐ 1 set of floor plans (minimum 1:100 scale)

☐ 1 set of elevations (minimum 1:100 scale)

☐ 1 set of sections (minimum 1:100 scale)

☐ Estimated commencement date Sept 15th

☐ Estimated completion date Nov 28th 2028

☐ Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)

2. PROPOSED EXCAVATION

☐ 1 set of plans for the location of the excavation

☐ Plans for excess fill: _____

☐ Length (metres) _____ Width (metres) _____ Depth (metres) _____

☐ Planned Excavation Start Date _____

☐ Planned Excavation Completion Date _____

3. HOME OCCUPATION

☐ Business License Application Completed and Fees Paid.

☐ Business License and Zoning Bylaws reviewed to ensure the Home Occupation is suitable for a residential zone.

☐ A complete description of the business is submitted for review by the Development Officer.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 23rd, 2025
Subject: Housing Accelerator Fund – Development Fee Refund and Waiver

PURPOSE:

To seek Council approval to refund all development fees collected since January 1, 2025, and to waive all development fees for the duration of the Housing Accelerator Fund (HAF) program, with costs recovered through HAF funding.

BACKGROUND:

The HAF program requires participating municipalities to implement initiatives that accelerate housing development. One of the 2025 deliverables is to create a more streamlined and cost-recovery-based development fee structure. This work is scheduled for later in the year as part of the Town's planned review of the Rates and Fees Bylaw.

To provide immediate support and incentives for housing starts, Administration recommends an interim measure: refunding development fees collected since January 1, 2025, and waiving all development fees for the remainder of the HAF program period. This approach supports HAF objectives while allowing time to develop a permanent, transparent fee model.

This proposal was reviewed by the Housing Accelerator Fund Committee and is recommended for Council approval.

ANALYSIS:

Administration proposes a two-phase approach:

Phase One – Immediate Incentive

- Refund all development fees collected since January 1, 2025.
- Waive all development fees for the remainder of the HAF program period.
- Capture these costs within the HAF funding allocation to ensure full cost recovery.
- Estimated cost is \$25,000 annually, with approximately \$19,532.50 in refunds to date.

Phase Two – Future Structure

- Develop and phase in a streamlined, transparent development fee structure during the review of the Rates and Fees Bylaw.
- Ensure the new structure aligns fees with actual municipal service costs and reduces subjectivity, providing predictability for both the Town and developers.

Benefits and Implications

- For Developers/Homeowners: Provides immediate financial relief and a clear incentive to proceed with housing starts.
- For the Town: Stimulates development and meets HAF program targets while ensuring that costs are fully offset through HAF funding.
- For Long-Term Sustainability: Creates space to modernize the development fee system in a fair and consistent way as part of the bylaw review.



Briefing Note

RECOMMENDATION:

That Council approve the refund of all development fees collected since January 1, 2025, and the waiver of development fees for the duration of the Housing Accelerator Fund program, with associated costs recovered through HAF funding. Further, that Administration incorporate a streamlined cost-recovery development fee model into the Rates and Fees Bylaw review.

Motion

That Council approve refunding all development fees collected since January 1, 2025, and waiving development fees for the remainder of the Housing Accelerator Fund program, with costs recovered through HAF funding, and direct Administration to incorporate a cost-recovery fee model in the Rates and Fees Bylaw review.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 23, 2025
Subject: Guardrail installation on McDougal

PURPOSE:

To update Council on the guardrail installation on McDougal Road near the Wastewater Treatment Facility entrance, and to outline findings from additional engineering review and next steps.

BACKGROUND:

To comply with Bylaw 642 (Civic Address Numbering) and the Integrated Transportation Master Plan, a civic address sign was planned for the entrance to the Wastewater Treatment Facility. The site was selected to meet placement requirements and to provide clear visibility from McDougal Road.

The guardrail was installed to protect the newly paved entrance from off-road vehicle damage, to safeguard the civic address sign as a fixed roadside object, and to improve overall safety at a curve known for speeding. The Town used materials already on hand, minimizing initial costs.

Guardrails are widely used across Canada to reduce the severity of accidents and protect critical roadside infrastructure. From the outset, the installation was a sound operational decision rooted in safety, infrastructure protection, and regulatory clarity.

ANALYSIS:

After partial installation, work was paused while additional professional input was sought in response to concerns about the guardrail's design, placement, and interaction with off-road vehicle activity.

The engineers confirmed that the original installation was technically appropriate and could have continued to serve its intended purpose.

However, they also identified several additional design measures—such as modified end treatments, re-alignment of the guardrail, and complementary traffic-calming or lighting features—that could fully address every concern raised. Implementing these enhancements would significantly increase the cost of the project beyond the approved and available budget.

Alternative measures, including strategic relocation of the civic address sign and improved signage or lighting, provide a more cost-effective and immediate response.

CURRENT SITUATION:

While the existing installation remains a valid and safe solution, fully incorporating all suggested enhancements is not financially feasible at this time.

Public Works will remove the partially installed guardrail and work with the Lands Department to identify an alternative location for the Wastewater Treatment Facility sign that, while not ideal, will meet operational needs in the short term. All guardrail materials will be salvaged for future use, and longer-term safety and traffic-calming options will be considered as part of future capital planning.



Briefing Note

RECOMMENDATION:

That Council receive this briefing note for information purposes only.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 23, 2025
Subject: First Reading – Excluded Employee Employment Bylaw No. 1064

PURPOSE:

To present Bylaw No. 1064 – Excluded Employee Employment Bylaw for first reading.

BACKGROUND:

The Town's existing Excluded Employment Bylaw No. 1020 sets out detailed terms and conditions of employment for excluded employees. Over time, this detailed bylaw has proven inflexible, as even minor changes to employment provisions require a full bylaw amendment process.

Earlier this year, Administration worked with senior management and the Human Resources (HR) Committee to develop a new framework to address these challenges. The resulting Excluded Employee Policy and high-level bylaw structure were reviewed and recommended for approval by the HR Committee, and subsequently reviewed and recommended by the Bylaw and Policy Review Committee.

ANALYSIS:

Bylaw No. 1064 repeals and replaces Bylaw No. 1020. It establishes a basic governance framework and formally recognizes the Excluded Employee Policy as the primary document for employment-related provisions such as compensation, leave, performance, and discipline.

Key features of the new approach:

- The bylaw provides clear authority for the Excluded Employee Policy while setting out high-level governance principles, including Council oversight and periodic review.
- Detailed employment terms are contained in the Policy, which can be updated and approved by Council motion without requiring a bylaw amendment.
- This structure ensures that the Policy can remain current with evolving best practices, legislative changes, and operational needs, effectively making it a living document that can be adapted more efficiently.
- The bylaw maintains Council's ultimate authority by requiring that all Policy updates receive Council approval, while allowing timely adjustments to ensure fairness, consistency, and responsiveness.

TIMING AND NEXT STEPS

The bylaw ONLY is being presented at this time for first reading. Administration will distribute the Excluded Employee Policy Manual to Council shortly after today to provide additional time for review and questions. Because the Policy is approved by Council motion rather than bylaw, it cannot be adopted until the bylaw itself is in force. The intent is to have Council approve the Policy by motion at the same meeting that gives Bylaw No. 1064 third reading, so that the bylaw and Policy take effect together.



Briefing Note

RECOMMENDATION:

That Council give first reading to Bylaw No. 1064 – Excluded Employee Employment Bylaw, which repeals and replaces Bylaw No. 1020 and establishes the Excluded Employee Policy as the guiding document for excluded employees.

Motion

That Bylaw No. 1064 – Excluded Employee Employment Bylaw be introduced and given first reading.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH

BY-LAW 1064

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH IN THE NORTHWEST TERRITORIES, TO ESTABLISH THE CONDITIONS OF EMPLOYMENT FOR EXCLUDED EMPLOYEES, PASSED PURSUANT TO SECTION 48 OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, c.C-22

WHEREAS the Council of the Town of Fort Smith has the authority to establish terms and conditions of employment for employees excluded from a collective agreement.

AND WHEREAS Council supports the use of a formal Policy to guide the detailed administration of excluded employee roles;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, in regular session, is duly assembled, enacts as follows:

1. SHORT TITLE

The By-law may be cited as “The Excluded Employee Bylaw”.

2. APPLICATION

- a. The Policy applies to all excluded employees unless otherwise stated in legislation or individual employment agreements.
- b. The Policy shall be approved and amended by Council motion.
- c. The Policy shall be reviewed periodically to ensure alignment with legislation, collective agreement benchmarks, and best practices.

3. DEFINITIONS

Excluded Employee: An employee not covered by the collective agreement

Policy: The Excluded Employee Policy Manual, as adopted and amended by Council

4. PURPOSE

This bylaw establishes the authority of the Policy as the guiding document for the employment of excluded employees, including matters of compensation, leave, performance, discipline, and related terms.

5. ROLES AND RESPONSIBILITIES

The Senior Administrative Officer (SAO) is responsible for the administration of the Policy.

6. CONFLICT AND INTERPRETATION

Where this bylaw conflicts with the Policy, the bylaw shall prevail. Interpretation of this bylaw rests with Council.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1064

7. REPEALS

By-law No. 1020, as amended, is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 2024 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 20 A.D.

READ A THIRD TIME THIS ____ DAY OF _____, 20 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

Senior Administrative Officer