



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

AGENDA

1. CALL TO ORDER

- a. Confirmation of Quorum and Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

- a. RCMP Monthly Policing Report
- b. AECOM – Raw Water Intake
- c. Collier – Landfill Project

4. APPROVAL OF MINUTES

Regular Meeting of Council September 23rd, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Protective Services
 - i. Director's Report
 - ii. DPA-052-25
- b. Corporate Services
 - i. Director's Report
 - ii. Accounts Paid List
 - iii. Correspondence
- c. Briefing Note: Appointment of Acting Senior Administrative Officer (SAO) October 14-24, 2025
- d. Briefing Note: Establishing a Permanent Twice-Monthly Council Meeting Schedule
- e. Briefing Note: Landfill Expansion and Reclamation – Engineering Award Recommendation

8. COUNCIL BUSINESS

- i. Bylaws
- ii. Second Reading of the Zoning Bylaw No. 1063
- iii. Second and Third Reading of the Excluded Employee Employment Bylaw No. 1064
- iv. Approval – Excluded Employee Policy Manual
- v. First Reading of the Land Administration Bylaw No. 1065
- vi. First and Second Reading : Land Disposal Bylaw No. 1068
- vii. First and Second Reading: Land Acquisition Bylaw No. 1069

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of Council will be held on October 21st, 2025, with Community and Municipal Services reports.

11. EXCUSING OF COUNCILLORS

12. ADJOURNMENT

13. QUESTION PERIOD



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MINUTES

The Regular meeting of the Council on 10-25 was held on
Tuesday, September 23, 2025, @ 7 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Cox and Cr. Couvrette
Regrets: Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer
Daniel Wiltzen, Economic and Tourism Development Officer (Acting Recording Secretary)
Adam McNab, Director of Protective Services

1. CALL TO ORDER

- a. Mayor Fergusson confirms quorum and reads the Acknowledgment of First Nations. Mayor Fergusson handed off the chair to Cr. Karasiuk.

2. ADOPTION OF AGENDA

# 25-213	Moved by: Cr. Bathe Seconded by: Mayor Fergusson
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council September 9th, 2025

# 25-214	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That the minutes of the Regular Meeting of September 9th, 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
 - i. Director’s Report

SAO Thomas commended the team for pulling the report together despite the absence of both a director and an aquatics coordinator. She noted that with the recreation coordinator away for medical reasons, the team has stepped up and shared the additional responsibilities effectively.

Cr. Karasiuk noted that the new Director of Community Services will begin in early October and asked for clarification on the start date of the new Aquatics Coordinator. SAO Thomas



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confirmed that the Aquatics Coordinator will begin on September 26 and will immediately begin training.

Cr. Couvrette commended Town staff for their strong support of the August festivals, noting that the events were demanding for both volunteer groups and the community. He encouraged the Town to connect with the Thebatcha Leadership Council to help bring volunteer groups together and discuss scheduling events more spread out rather than all together as its very demanding on volunteers.

Mayor Fergusson echoed the comments made, emphasizing that Town staff did an excellent job supporting the recent festivals. She noted that the events were successful because of the strong efforts and resources provided by everyone involved. She also shared that she is looking forward to attending craft night at the library this Thursday to learn crocheting. Mayor Fergusson highlighted the value of having adult evening activities available, especially heading into the winter months, and commented on how engaging and enjoyable the community’s programs are.

b. Municipal Services

i. Director’s Report

Mayor Fergusson inquired about the pool, asking whether it is currently operating at reduced capacity due to the missing unit. She noted that the same unit had been awaited even after the pool reopened and observed that staff are still managing the air despite its absence.

SAO Thomas explained that the biggest challenges with the pool’s air system have typically occurred in the winter, when it either runs at full blast and becomes too cold, or is turned off and ice begins to form. She noted that while these issues have been managed in the past, a positive development is that the replacement part is now on its way. The supplier has confirmed its shipment, and it is expected to arrive within the next few weeks. Once installed, it should not impact pool operations.

Cr. Cox asked whether an additional spare part had been ordered along with the required one. SAO Thomas said she was unsure if a spare part had been ordered but would follow up, adding that she may consider ordering one depending on the cost. Deputy Mayor Keizer noted that a surge protector was also on the way for the pool equipment.

D/M Keizer recalled that a motion had been passed a few meetings earlier to activate the sewer system for Salt River and noted a concern mentioned in the report. He asked the SAO for an update on the status, whether the issue had been resolved, and if the cause of the problem was known.

SAO Thomas reported that we had met with the CEO of Salt River First Nation earlier that day and confirmed they are still looking into the issue and working to address it.

c. Briefing Note: DPA-044-25 Conditional Approval

# 25-215	Moved by: Mayor Fergusson Seconded by: Cr. Couvrette
That DPA-044-25, submitted by CAB Construction, for the pouring of footings for the proposed development at 90 Portage Street be granted conditional approval subject to proof of adequate parking, submission of required engineering and drainage plans, and approval of final building drawings by the Office of the Fire Marshal, with no further construction permitted until final development permit is issued.	



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PASSED

Cr. Couvrette noted that, pending the vote, conditional permission would be issued to proceed with pouring the footings. He then asked if, in the event construction on the building could not continue, the property would need to be returned to its original condition or if the footings would be allowed to remain.

SAO Thomas deferred the question to Director McNab but emphasized that it would likely follow the same conditions as any other development permit. If the project could not continue due to lack of funding, the same requirements would apply.

Director McNab agreed with SAO Thomas, explaining that if a conditional permit cannot be met, it is treated like any other permit. Should the work not be completed or the permit expire, a stop work order would be issued, and the property would be required to be returned to its original condition.

D/M Keizer, referring to the briefing note, observed that Council was being asked to choose between option A or B, along with several sub-criteria numbered two to five. He asked the Director if he would be addressing those points in more detail, noting that he would like to hear his perspective beyond what was written.

Director McNab provided an overview, explaining that the contractor is requesting conditional approval to proceed without meeting the standard requirements of a development permit. He noted that only a building footprint has been submitted, which does not allow for the 30 parking spaces required by zoning bylaws. Currently, only 25 spaces are available.

He stated that temporary approval was previously granted for formwork, as it was not permanent, but this request for footings is more significant. Conditional approval would require proof of adequate parking, either through a long-term lease or other agreement, or by submitting a proposal to Council to create additional parallel parking along the frontage.

Other required conditions include: submission of engineered building drawings with floor plans and elevations, a drainage plan, and review by the Office of the Fire Marshal, which could require changes that affect the footprint. No further construction beyond footings would be permitted until full compliance is achieved and a final development permit is issued.

D/M Keizer asked if it was common practice for a development application to include only a floor plan without a full building design, and whether this had been seen in past projects. Director McNab stated that this situation is new to him and expressed surprise that a footprint was submitted in the report without any engineered building drawings.

Cr. Cox noted that the proposed use of the property is listed as a Parks Canada office building, but shared that in unofficial conversations, Parks staff seemed unaware of the project. He expressed concern that while the intended purpose of a building can change over time, there is currently uncertainty about its actual use. He pointed out that if it were strictly office space, fewer parking spaces might be needed since many staff could walk or bike. However, if the building later became a visitor center, larger accommodations such as RV parking would be required, which would complicate the situation. He concluded that there does not seem to be enough information at this stage.

Director McNab agreed and noted that if the visitor experience portion of Parks Canada were to relocate, some visitors would likely still come through the area, depending on whether the Town continues to host its tourist information there. He also asked Council to consider that the parking lot would need to accommodate not only staff vehicles but also Parks Canada fleet vehicles, which currently take up a significant number of spaces behind



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the federal building. He added that this demand could nearly fill the lot and suggested that D/M Keizer may know the exact number of fleet vehicles present on a given day.

Cr. Cox noted that while it is not Council's role to decide how Parks Canada allocates its staff or operations, the proposed building appears to have substantially less square footage than their current facility. He suggested this likely means not all staff would be moving to the new location. He added that the main question remains whether or not there will be enough parking spaces to support the building's use.

Cr. Couvrette stated that his main concern was ensuring the site would not be left in poor condition if the contractor's plans did not move forward. He noted that Director McNab had assured him the current processes would require the land to be remediated if construction did not proceed. With that assurance, he expressed support for granting conditional approval to allow the contractor to move ahead, acknowledging the likely need to pour concrete this fall under a tight timeline. He added that new development and a large building on the lot would generate more tax revenue for the Town than leaving it vacant.

d. Briefing Note: Housing Accelerator Fund – Development Fee Refund and Waiver

25-216

Moved by: Cr. Bathe

Seconded by: Cr. Couvrette

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.

PASSED

Cr. Couvrette proposed a slight amendment to the motion to make it explicitly clear that development fees would apply only to projects under the HAF funding. He expressed concern that if the wording referred to "all development fees," it could create confusion or be misinterpreted in the future.

SAO Thomas explained that one of the requirements of the HAF program is to streamline the overall development fee structure. She noted that this timeline will not be met this year due to delays in moving that part forward. She clarified that when data on development fees is collected, HAF requires information on all fees, not just those tied to new builds. She added that the intent is to create a comprehensive development fee structure that reviews all related fees and cost recovery mechanisms, making it all-encompassing rather than limited to new units.

Cr. Couvrette stated that his concern was ensuring clarity around which development fees are included. He noted that between January 1, 2025, and now, other development permits may have been issued for commercial or industrial projects. He emphasized that the intention should be clear—that only residential units under the HAF program would qualify, and that fees from other types of development, such as industrial or commercial, would not be refunded.

Cr. Bathe asked for confirmation that the program is intended to cover all development fees, not just those related to housing. SAO Thomas explained that the project requires a review of the entire development fee model, not just specific portions. She added that if Council preferred to limit it to residential builds, she had no objection, noting that it would simply result in a different figure.

Mayor Fergusson sought clarification that the \$19,000 referenced represents all development fees collected since January 1 and that the HAF funding will cover all of those fees. She stated her support for the motion as written, noting that it encourages



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development and benefits the community. She added that the Town should not limit the coverage unless the funding requirements or reporting expectations change. She concluded that the original wording does not need amendment and should be approved as stated.

SAO Thomas added clarification, noting that she had already reviewed the matter with the HAF project administrator at CMHC. She explained that during the last reporting round, when she submitted a report showing only new build units, the administrator advised that all development activity needed to be included. She confirmed that the program requires capturing all related data and reassured Council that this approach had already been validated with the project consultant.

Cr. Cox acknowledged Cr. Couvrette’s concern, noting that his initial reaction was similar. However, he stated that since the funding simply shifts costs from one source to another, it ultimately benefits local developers and helps encourage development. He added that increased development also builds community capacity by creating more opportunities for tradespeople to gain certifications and experience. He expressed support for the program, provided it is clear that it is a one-time initiative and that development fees will eventually return as a Town responsibility.

Cr. Couvrette withdrew his amendment to the motion.

e. Briefing Note: Update Metis Land Swap Proposal and Water Sewer Assessment

# 25-217	Moved by: Mayor Fergusson Seconded by: Cr. Cox
THAT Council direct Administration to inform the Fort Smith Métis Council that, following the completion of the Water and Sewer System Assessment and the confirmation that additional land for future water reservoir needs will not be required, the Town will not be proceeding with the proposed land trade at this time;	
AND THAT Administration convey Council’s appreciation for the cooperative discussions to date and its commitment to working with FSMC on future opportunities of mutual benefit.	
PASSED as amended	

Mayor Fergusson noted that when the Town undertook the water and sewer assessment project one of the considerations was potential growth in areas such as Border Town, Smith Landing, or other new developments. The SAO met with the engineers conducting the assessment and they have confirmed that the existing system could support additional subdivisions with the current water supply.

SAO Thomas clarified that the engineer indicated there is more than sufficient land beside the water plant to allow for future expansion if needed. However, it does not project future need for additional water reservoirs. The recommendations will likely focus more on upgrading the existing technology within the water plant, which would increase capacity without requiring additional reservoirs.

Mayor Fergusson asked whether the Town had other land that could be considered suitable for trade, beyond what had already been proposed as there is indication that the other party was still seeking land and wondered if there were alternative options available that could be offered for trade. Director McNab noted that would be a discussion between both parties.

Cr. Couvrette recalled that this matter had also been discussed by the previous council. At that time, part of the conversation focused on how the land identified for a potential trade



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would allow the Métis to pursue significant developments, including housing within the town center area. He expressed hope that by deciding not to proceed with a land swap,

Council would not jeopardize the ability of the Fort Smith Métis to move forward with their proposed development.

Mayor Fergusson suggested that the discussion be tabled until Council could determine whether other land might be more suitable for development. She pointed out that the parcel currently under consideration, located next to the water treatment facility, is low-lying and not ideal for housing or other development, though it might serve better as a pond. She noted that this land belongs to the Métis and acknowledged their concern that it offers limited development potential. She emphasized the importance of identifying land that could better support development, since both the Town and the Métis share that goal, and proposed that Council revisit the matter once alternative options had been reviewed.

SAO Thomas noted that this is actually two separate discussions. She clarified that the matter at hand was not about trading the parcel being discussed for the proposed land swap. If the other party wished to approach the Town for further discussions, that would become a new and separate conversation. She cautioned that combining the two could lead to mixing up distinct issues.

Cr. Cox stated that Council is certainly supportive of development. He added that if another development proposal were to arise, it should be brought forward to Council in the form of a briefing note so that it could be properly considered and discussed.

- f. **Briefing Note: Guardrail installation on McDougal Road**
 - For information purposes only.

Cr. Benwell observed that the guardrail had been removed from the area and a large new sign had been installed. She asked if that was how it was going to remain moving forward. SAO Thomas confirmed.

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. First Reading – Excluded Employee Employment Bylaw No. 1064

# 25-218	Moved by: Cr. Bathe Seconded by: D/M Keizer
That Bylaw No. 1064 – Excluded employee Employment Bylaw be introduced and given first reading.	
PASSED	

Cr. Couvrette raised a point of order, noting that during the first reading of a bylaw, the entirety of the preamble and where as’s are required to be read out.

SAO Thomas noted that she had looked into this matter, as she had never run into this requirement in the past. She explained that she had spoken with other communities, reviewed the CTV Act and the Town’s procedural bylaw, and consulted with MACA. Her findings confirmed that bylaws do not need to be read in full, even at first reading. Instead, they may be read by name only, provided that the bylaw is made public and all required steps are followed.

b. Appointments



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c. Mayor and Council / Board Representatives

- i. Cr. Bathe commented on the many festivals held recently and expressed appreciation for both Town staff, who provided support, and the volunteers, whose efforts made the events possible. He emphasized that both groups deserved recognition for their contributions to the community.
- ii. D/M Keizer noted that the Carnival was a great success. He mentioned that he attended the event and spoke with many young people who shared how much fun they were having. He expressed hope that the community of Fort Smith enjoyed the opportunity.
- iii. Mayor Fergusson reported that she met with the hospital CEO to discuss several issues, including the safe room. The hospital advised that the project is still awaiting Infrastructure and remains about a year away, which continues to strain policing, mental health, and community services. She plans to send a strongly worded letter to Infrastructure. She noted positive news from the hospital: two new locum physicians are on site, one with dual capability in lab work and X-ray, with hopes they will accept indeterminate positions.

She highlighted last week's TLC celebration at Salt River First Nation, which was well attended by territorial leaders and community representatives. She also attended a joint leadership dinner with the Métis, Salt River First Nation, and other councils to discuss TLC's future and funding. There was broad support to continue the partnership, which she believes strengthens advocacy with bodies such as the RCMP, the Justice Minister, NTPC, and the Royal College.

She has circulated the second draft of the zoning bylaw to local leaders and administrative staff for review. She reminded everyone that September 30 is the National Day for Truth and Reconciliation and encouraged participation in community events and engagement with Elders and survivors.

- iv. Cr. Tuckey – excused
- v. Cr. Cox- noted that Aurora College has a busy schedule of Truth and Reconciliation events, which is positive, and added that many other activities are also taking place in the community. He encouraged participation and involvement. He also remarked on the smoke he noticed while driving to the meeting, saying it was not a concern for the community at this time but served as a reminder that spring is approaching. He stressed that now is an ideal time for FireSmart practices, such as clearing grass and debris around buildings, since conditions will soon be dry and preparation in the fall is important.
- vi. Cr. Couvrette- followed up on the Mayor's comments regarding September 30, the National Day for Truth and Reconciliation. He added that PWK High School was also marking Truth and Reconciliation Week with an impressive lineup of activities and encouraged the community to take part in those events.



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He also picked up on Councillor Cox’s remarks about smoke, noting that forestry crews have had to respond to two grass fires in the past two days, one outside of Providence and another near Hay River. He stressed that this highlights the fact that the region remains in fire season. He reminded residents that grasses can ignite quickly, campfires must be fully extinguished until snow is on the ground, and that ongoing drought conditions make the risk of fire even greater. He urged everyone to be especially careful while out on the land.

- vii. Cr. Benwell - shared that for the National Day for Truth and Reconciliation on September 30, an event is planned in partnership between Fort Smith and Salt River First Nation. The event will include a walk from the recreation center to the lookout, followed by a feeding of the fire ceremony, drumming, and speeches. She invited everyone to join at 1:00 p.m.
- viii. Cr. Heaton - reported that Uncle Gabe’s Friendship Centre lunch program is back in full operation, with many children registered. She noted the program is always in need of volunteers, as even 30 minutes of help goes a long way in ensuring children receive a healthy meal before returning to school.

She also shared some of her recent activities, including making her first Dene drum at the TLE, helping with the \$10,000 bingo, and participating in the community garden harvest where more than 400 pounds of produce were collected. Aurora College donated the harvest to community partners and the food bank, which was gratefully received.

- ix. Cr. Karasiuk - remarked that many points had already been covered but added several updates. He noted that both PWK and JBT schools have Truth and Reconciliation activities planned throughout the week and encouraged residents to check their websites and Facebook pages. He welcomed returning college students and new staff at both schools, especially the new principal at JBT, and highlighted that JBT has reintroduced a supervised lunch program.

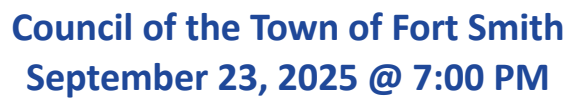
He provided an update on the DEA, noting their Facebook page is now institutionally managed rather than owned by an individual, and that a new website is being developed to host minutes and policies.

On infrastructure, he mentioned an MLA meeting on September 29 at the constituency office, describing it as a good opportunity to apply political pressure to advance projects such as the safe room. He also shared an article from BC about a community addressing doctor shortages by hiring physicians directly as town employees, suggesting it as an example of thinking outside the box.

Wearing his seniors’ committee hat, he announced an Elder Abuse Prevention Workshop scheduled for October 4 from 3:30 to 5:30 p.m. in the seniors’ room at the rec center.

9. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Protective & Corporate)	October 7th, 2025 @ 7 pm. To be chaired by Cr. Heaton
Regular Meeting of Council (Community & Municipal)	October 21 st , 2025 @ 7 pm



25-219 **Moved by: Mayor Fergusson**
Seconded by: Cr. Bathe

PASSED

PASSED

PASSED

PASSED

PASSED

Certified Correct by Tracy Thomas
Senior Administrative Officer

REPORT TO COUNCIL

Department: Protective Services

Date: October 03, 2025

Subject: Monthly Report

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

Fire/EMS Response Activities

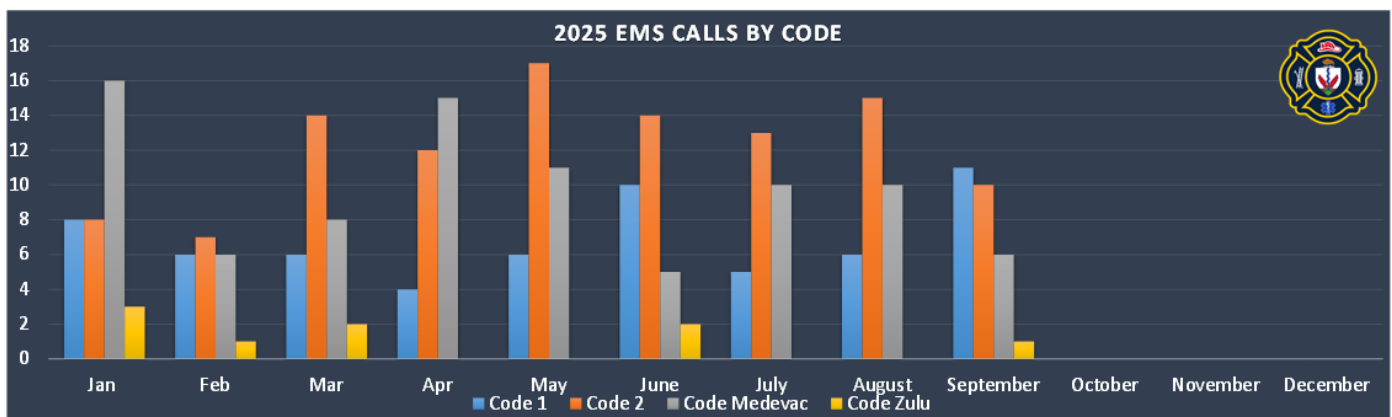
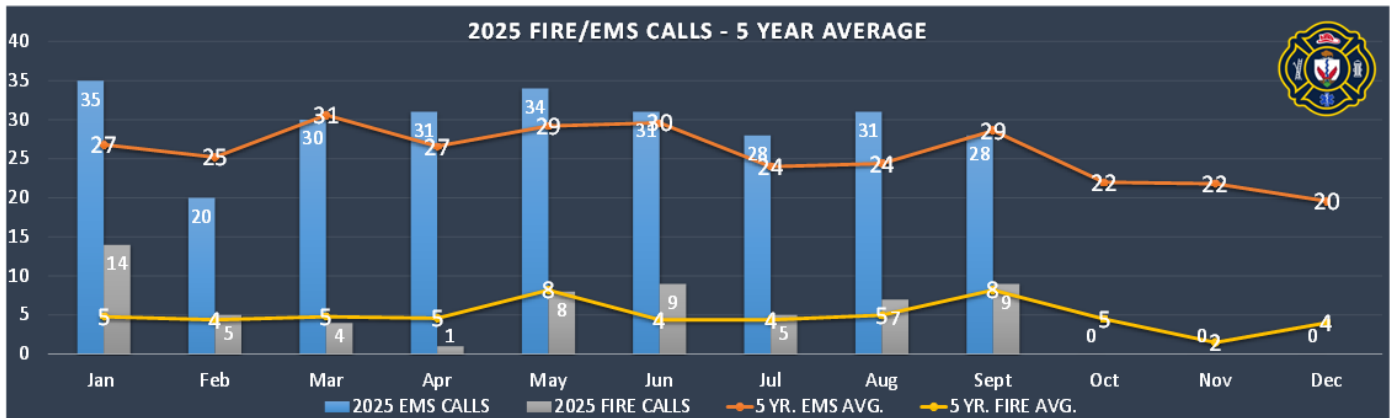
Fort Smith Fire/EMS responded to 37 calls in September 2025, including 9 Fire Calls and 28 EMS calls. Call volume across Fire and EMS was at or above the 5-year average.

The Fire Department responded to another structure fire in the community. This fire presented several challenges due to the weather. Crews were able to quickly extinguish two spot fires in adjacent properties before significant damage was caused. Both spot fires were in tall grass and flammable debris next to homes which highlights the value and importance of FireSmart.

Fire/EMS Training Activities

NFPA 1001 Structural Firefighter training continues. The 2025 group has finished their written and practical exams! The group will be headed to Hay River for the final Hazardous Materials component in two weeks.

Fire/EMS conducted 8 training events during September 2025. This training has now moved into preparation for fall and winter operations. Our focus will be on cold weather operations, mental health calls, and chimney fires.



Reminder to the community, Fire Prevention Week is coming up! Follow the Protective Services Facebook page for updates on events throughout the community!

REPORT TO COUNCIL

The Fort Smith Fire/EMS department has implemented a bi-annual recruitment intake to reduce the burden of onboarding new members throughout the year and improve the flow of training new recruits!

Our department has adequate resources to support a full compliment of 34 members (space in the halls notwithstanding). We currently have 26 dedicated volunteers leaving 8 spots vacant. So far, our campaign has brought in 10 applications! We will continue to accept applications until October 12 with review and selection occurring on October 14th. A big thank you to all of our community members who have expressed interest in helping!

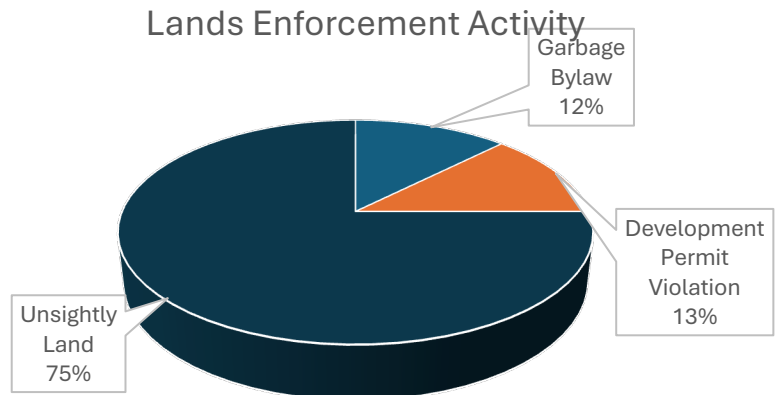
Land & Development Summary

Lands and Development Officer Nick Carbery has been busy processing development permits and business licenses. At this time of year, we see a lot of new applications and work with people on completing outstanding permits.

The number of new enforcement files does not adequately represent the fact that we continue to pursue over 100 open enforcement files.

We have seen another structure burn in our community. With ongoing concern about the hazards these buildings present, officers continue to work on enforcement of remediation.

Garbage Bylaw	1
Dev. Permit Violation	1
Complaint received	0
Business Lic. Violations	0
Civic Address	0
Unightly Land	6
Water and Sewer Bylaw	0
Public Engagement	0
TOTAL	8



Licensing Report

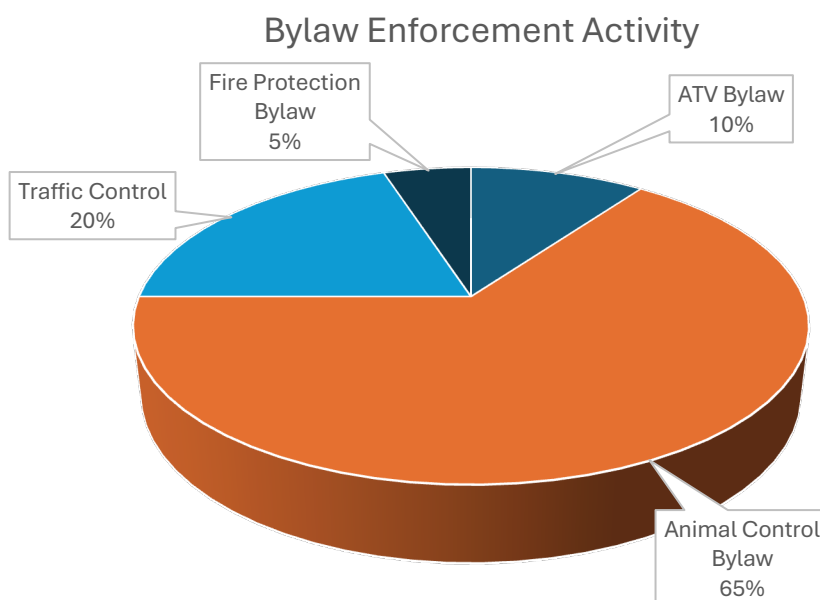
Business License Holder	Number	Address	Notes
Mikayla Kryzanowski	180	450 South Ave	Wild Rose Shows Inc.
Michelle Lambert	179	289 McDougal Rd	Michelle/Sensual Awakenings
Katie Reid	181	28 Wanderingspirit St	Katie Reid o/a Executive Administrative Services
Development Permit Holder	Number	Address	Notes
Michelle Lambert	DPA-046-25	289 McDougal Rd	Home Occupation
Khaled Zaarour	DPA-047-25	73 Field St.	Demolition
George Abraham	DPA-048-25	23 Portage Ave.	Change in use
Corwin Hann	DPA-049-25	24 Tamarac	Construction
Thaidene Paulette	DPA-050-25	116 Field St.	Demolition
Dog Tag Holder	Number	Address	Notes
Animal Shelter	41	38 York Cr.	One Time
Animal Shelter	42	38 York Cr.	One Time

Bylaw Enforcement Summary

School is back in session! Bylaw enforcement will have a presence in school zones to support student safety. We will also be out providing helmets and bike safety tips to kids around the schools.

Animal control has been a major concern for residents this month. Bylaw Officers continue to proactively patrol and respond to public complaints. Thirteen enforcement files for animal control alone have been opened this month. We do not have the resources to scour Facebook for posts. Anyone with concerns about bylaw infractions can visit fortsmith.ca to submit an online concern or call the Bylaw Officer directly.

ATV Bylaw	2
Animal Control Bylaw	13
Noise Control Bylaw	0
Traffic Control	4
Public Engagement	0
Fire Protection Bylaw	1
Taxi Livery	0
TOTAL	20



Emergency Management

The emergency management plan and associated resources are in place for the remainder of the 2025 wildfire season. Work continues to make improvements as events occur.

The recent downturn in fire weather is a welcome change! We have lifted the

An after-season review will take place as we move into fall and the review process will begin for the 2026 Emergency Management Plan.

Part of the annual Fire Chiefs Association Conference this year will include meetings with ECC and other partner communities to discuss wildfire response and the Wildfire Urban Interface Program.

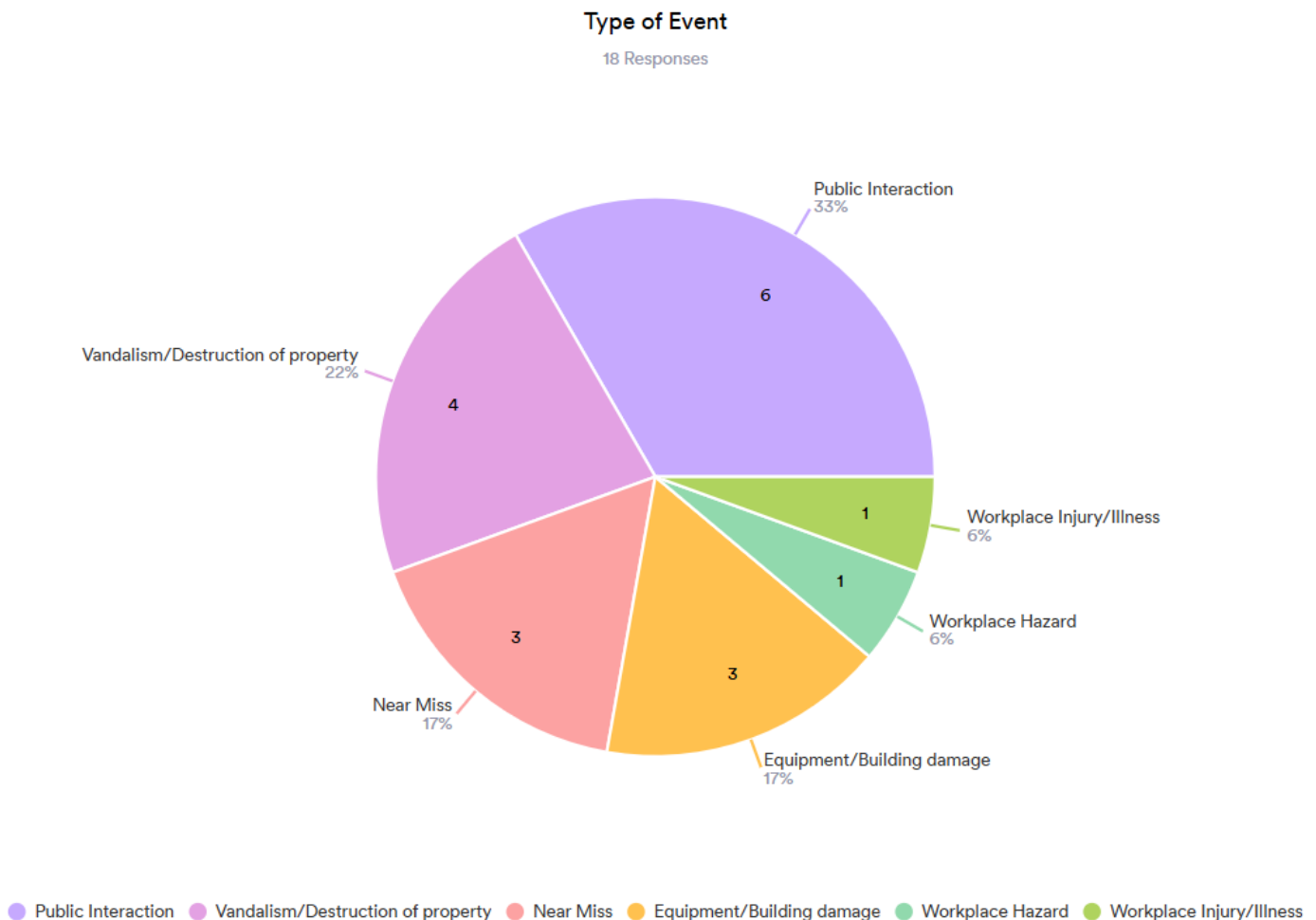
REPORT TO COUNCIL

Occupational Health and Safety

The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee met this week, and the next meeting is scheduled for November 06, 2025.

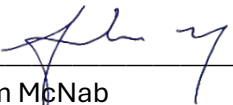
We are excited to have an HR manager to help further this program! Elsie will be working towards improved training and safety programming processes.

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



Capital Projects Update

1. **Emergency Equipment Evergreen** – Equipment including SCBA tanks and structural firefighting hose has been identified for replacement and ordered. New hose has been received. Bunker gear is ordered.
2. **Fire Hall retrofit** – A scope of work has been created, Maskwa has been chosen as the project manager, and a full quote based on scope of work is being created for Council review.
3. **New Fire Hall RFP** – A document has been created and is under review. A preferred site location has been identified across from the Fort Smith Health Center. This land is currently owned by House NWT. Discussions are ongoing regarding a potential land swap. Once options have been identified, a briefing note will be brought before Council.
4. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.
5. **Replacement Ambulance** – Specifications for a replacement ambulance have been drafted. One response has been received. We are working on next steps for this procurement.
6. **Fire Break Maintenance** – A tender was completed to mow firebreaks around the community.
7. **New FireSmart** – Tenders will be put out for the DMAF funding to conduct work outlined in the Community Wildfire Protection Plan. The Town has reached out to all indigenous partners. We are waiting for feedback to our consultation to move this work forward.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: October 3, 2025
Subject: Home Occupation: DPA-052-25

PURPOSE:

Helena Katz has submitted a Home Occupation Development Application. This application is for the operation of Boreale Group at the following location:

Lot	Block	Plan	Zone	Civic Address
1576	NA	2265	RC	10 Eckaloo Dr.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned RC 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 Telephone and deck consulting work. This operation has indicated there will be no increase in vehicle and foot traffic. No equipment storage on site. 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) If operation differs from what has been indicated during application.

Plan 15



Geographical
Planning Tier 1

Plan 2265



TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION
In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

RECEIVED
SEP 29 2025

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 September 19, 2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Helena Katz		Name of Business Boreale Group (previous business was Katz Communications)	
Business Street Address 10 Eckaloo Drive		Legal Address 1576 Lot: Plan:	Mailing Address Box 1354, Fort Smith, NT X0E 0P0
Phone Number 867-872-0755		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address helena@katzcommunications.ca		Business Website: www.katzcommunications.ca	
Do you wish to receive email newsletters from the Town regarding Business opportunities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Business: RESIDENT <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Home Occupation – Includes desk operations <input type="checkbox"/> Commercial in a residential zone – Non-conforming <input type="checkbox"/> Hawker/Peddler <input type="checkbox"/> Junior Business <input type="checkbox"/> Charitable Purposes		Type of Business: NON-RESIDENT <input type="checkbox"/> Non-resident <input type="checkbox"/> Non-resident Vendor <input type="checkbox"/> Charitable Purposes	
<input type="checkbox"/> Change Fee <input type="checkbox"/> Late Fee (if renewal received after February 15) <input checked="" type="checkbox"/> Reduced resident rate (application after Sept. 1 st)			
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.)			
This telephone and desk operation offers the following services remotely: Communications consulting, tourism development consulting, economic development consulting, Arts and crafts, writing			
There will be no foot and vehicle traffic			
Date of Commencement (If New or Non-Resident): July 15, 2025		Date of Termination (If Non-Resident):	Number of Employees Full Time: Part Time: 1

I, Helena Katz, 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 .5 (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**


Signature of Applicant

On Behalf of (Name of Business)

September 19, 2025

Signature of Development Officer

Date



TOWN OF FORT SMITH

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

Application No. _____

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Helena Katz (Boreale Group) Interest (if not owner): _____
Telephone: 867-872-0755 Email: helena@katzcommunications.ca
Mailing Address: Box 1354, 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: 10 Eckaloo Drive
Zoning: _____ Lot# 1576 Block# _____ Plan# _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Existing Use(s) of Property: Private residence
Proposed Use(s) of Property (if applicable): Desk and telephone (home occupation) operation

Estimated Cost of Project: \$ Project costs \$0. Application fee for home occupation \$165

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

October 3, 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: _____ Length: _____ Height: _____ Area: _____

- ☐ 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 _____
- ☐ Estimated completion date _____
- ☐ 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.

REPORT TO COUNCIL

Corporate Services
Corporate Services Monthly Report

Date: October 7, 2025

RECOMMENDATION:

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

BACKGROUND

Corporate Services continues to face staffing challenges. The Interim Director of Corporate Services is currently on leave until early November, with the SAO serving as Acting Director of Corporate Services in the interim. The team continues to support one another, though staff shortages due to unfortunate circumstances have required additional coverage across positions.

An Administrative Assistant has been hired on a short-term basis to assist with records management in the Corporate Services Department, with a particular focus on priority HR files. Corporate Services currently has one vacant position, as efforts to permanently fill the Director of Corporate Services role have been unsuccessful to date. Recruitment efforts are ongoing, including the use of a recruiter. In the interim, Jim Hood has agreed, following a short break, to return to the position effective November 3, 2025, until August 28, 2026, or until the role is permanently staffed.

The September utility billing has been delayed due to ongoing staff absences but is expected to be issued within the next week. Collection efforts on outstanding utility accounts continue. The most recent disconnection process was successful in resolving nearly all outstanding balances, and any accounts remaining unpaid by year-end will be transferred to property tax accounts. Over the coming months, efforts will also continue to address outstanding accounts receivable.



Briefing Note

To: Mayor and Council
From: Administration
Date: October 7th, 2025
Subject: Appointment of Acting Senior Administrative Officer (SAO) – October 14–24, 2025

PURPOSE:

To appoint Adam McNab as Acting SAO for the period of October 14–24, 2025.

BACKGROUND:

The SAO will be away from October 14 to October 24, 2025. During this time, Adam McNab will act as SAO.

ANALYSIS:

To ensure continuity during this period, it is recommended that Director of Protective Services, Adam McNab, serve as Acting SAO. This approach aligns with the Town’s standard appointment process and ensures consistent leadership and operational oversight.

RECOMMENDATION:

That Council, by motion, appoint Adam McNab, Director of Protective Services, as Acting SAO for the period of October 14–24, 2025.



Briefing Note

To: Mayor and Council
From: Administration
Date: October 7th, 2025
Subject: Establishing a Permanent Twice-Monthly Council Meeting Schedule

PURPOSE:

To recommend that Council set a permanent schedule of two regular Council meetings per month, on the first and third Tuesdays at 7:00 p.m., following the successful three-month trial authorized by Council motion 25-152 at Regular Meeting 06-25 on June 24, 2025.

BACKGROUND:

At its Regular Meeting 06-25 on June 24, 2025, Council passed motion 25-152: “That Council amend its meeting procedures on a three-month trial basis beginning August 2025, to hold two regular Council meetings per month on the first and third Tuesdays at 7:00 p.m.”

The intent was to improve decision-making responsiveness, reduce redundancy between committee and Council meetings, and allow more timely consideration of municipal business. The trial period began in August 2025 and concludes in October 2025.

ANALYSIS:

The trial period demonstrated significant benefits:

Increased responsiveness: Council could address emerging issues within two weeks rather than waiting a full month, enabling more agile decision-making and timelier approvals.

- Improved workload management: Distributing business over two meetings resulted in more focused agendas, shorter meetings, and deeper discussion.
- Better alignment with project and funding timelines: The bi-monthly schedule supported timely approval of contracts, permits, and funding applications.
- Enhanced public engagement: Residents and delegations had more opportunities to present to Council and follow issues of interest.
- Reduced redundancy: The previous model required a formal Council meeting largely to approve recommendations from earlier committee meetings. The new schedule streamlined approvals and eliminated unnecessary duplication.
- Staff efficiency: Preparing Council packages and minutes for both committee and formal Council meetings was time-intensive, leaving limited time for reports and core operational work. The new schedule enables staff to focus on substantive tasks and strategic projects.

The trial also highlighted some learning curves and process refinements to consider:

- Tabled items and pending information: With meetings every two weeks, Council and Administration adjusted to a shorter turnaround for preparing follow-up materials and recognized that tabled items could return within two weeks rather than a month.
- Agenda planning: Administration refined scheduling practices to balance workloads and avoid duplication or rushed reports.

Strategic Alignment:

This recommendation supports the Town of Fort Smith’s 2025–2027+ Strategic Priorities, including:

- Sustainable Service Delivery – ensuring efficient operations and timely decision-making to support critical infrastructure and service needs.
- Modernization – improving municipal processes and records management for more efficient governance.



Briefing Note

RECOMMENDATION:

That Council, by motion, set a permanent schedule of two regular Council meetings per month, on the first and third Tuesdays at 7:00 p.m., replacing the historical once-a-month cycle.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1063**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH IN THE NORTHWEST TERRITORIES, TO ADOPT A ZONING BYLAW PURSUANT TO THE COMMUNITY AND DEVELOPMENT ACT S.N.W.T, 2011, c.22.

PURSUANT TO:

- a) Part 2, Sections 3 to 7 inclusive of the *Community Planning and Development Act*, S.N.W.T., 2011, c.22; and
- b) Due notice to the public, provision for inspection of this by-law and due opportunity for objections thereto to be heard, considered and determined; and
- c) The approval of the Minister of Municipal and Community Affairs certified hereunder.

WHEREAS the Municipal Corporation of the Town of Fort Smith deems it desirable to adopt a Community Plan by by-law;

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

SHORT TITLE

- 1. The By-law may be cited as “The Fort Smith Zoning Bylaw”.

APPLICATION

- 2. The Community Plan for the Town of Fort Smith comprised of Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.

REPEALS

- 3. By-law No. 935, as amended, is hereby repealed.
- 4. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

READ A FIRST TIME THIS 17th DAY OF December, 2024 A.D.

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

APPROVED by the Minister of Municipal and Community Affairs of the Northwest Territories this _____ DAY OF _____, 20 ____ AD.

Minister Municipal and Community Affairs



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1063

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

“Schedule A”



**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



Briefing Note

To: Mayor and Council
From: Administration
Date: October 7th, 2025
Subject: Approval – Excluded Employee Policy Manual

PURPOSE:

To present the Excluded Employee Policy Manual for Council approval by motion, in order to align with and give effect to Bylaw No. 1064 – Excluded Employee Employment Bylaw.

BACKGROUND:

Council has given first reading to Bylaw No. 1064 – Excluded Employee Employment Bylaw, which repeals and replaces Bylaw No. 1020. The new bylaw establishes a high-level governance framework and recognizes the Excluded Employee Policy Manual as the guiding document for detailed employment terms and conditions.

The Policy Manual was developed in consultation with senior management and the Human Resources Committee, and reviewed by the Bylaw and Policy Review Committee. It contains the detailed provisions for compensation, leave, performance, and discipline, ensuring consistency with organizational needs and current best practices.

ANALYSIS:

For Bylaw No. 1064 to function as intended, the Excluded Employee Policy Manual must also be formally approved by Council. The bylaw provides the overarching authority and governance structure, but the detailed terms reside in the Policy Manual. Approval of both at the same meeting ensures accuracy, consistency, and immediate effect once the bylaw is passed.

RECOMMENDATION:

That Council approve the Excluded Employee Policy Manual by motion, to align with and give effect to Bylaw No. 1064 – Excluded Employee Employment Bylaw.

Motion

That Council approve the Excluded Employee Policy Manual, effective upon passage of Bylaw No. 1064 – Excluded Employee Employment Bylaw.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1068

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO DISPOSE OF A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 53 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose the lands described hereunder, and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to the NORTHWEST TERRITORIES HOUSING CORPORATION a freehold interest or fee simple title in the following parcel of land whole of Lot 649 Plan 319 27 Whooping Crane Crescent FORT SMITH, in consideration for the sum of One Dollar (\$1.00)
2. THAT the Mayor and Senior Administrative Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS ____ DAY OF _____, 2025 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 2025 A.D.

READ A THIRD TIME THIS ____ DAY OF _____, 2025 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



Briefing Note

To: Mayor and Council
From: Lands Officer
Date: October 7th, 2025
Subject: Land Disposal Bylaw No. 1068 Lot 646, Plan 319 27 Whooping Crane Crescent

PURPOSE:

To present for First Reading a Land Disposal Bylaw authorizing the transfer of Lot 646, Plan 319 (27 Whooping Crane Crescent) to NWT Housing for the sum of \$1.00.

BACKGROUND:

Lot 646, Plan 319, 27 Whooping Crane Crescent, is currently owned by the Town of Fort Smith. NWT Housing has identified a need for this property to support their housing initiatives within the community.

CURRENT SITUATION:

This transfer forms part of a land exchange between the Town of Fort Smith and NWT Housing, involving:

- Transfer of Lot 646, Plan 319 (27 Whooping Crane Crescent) to NWT Housing, and
- Acquisition of Lot 720A, Plan 601 (69 St. Ann’s Street) by the Town.

Both transactions are being processed concurrently through their respective Land Disposal and Acquisition Bylaws.

RECOMMENDATION:

That Council gives First Reading, *Land Disposal Bylaw No. 1068 – Lot 646, Plan 319 (27 Whooping Crane Crescent)*, to authorize the transfer of the subject lands to NWT Housing for the amount of \$1.00.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1069

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ACQUIRE A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 53 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to acquire the lands described hereunder, and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to acquire a freehold interest or fee simple title in the following parcel of land from THE NORTHWEST TERRITORIES HOUSING CORPORATION the whole of Lot 720A Plan 601 69 St. Ann’s Street FORT SMITH, and as shown outlined in red on the attached sketch in “Schedule A” for certain, in consideration for the sum of One Dollar (\$1.00)
2. THAT the Mayor and Senior Administrative Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS ____DAY OF _____, 2025 A.D.

READ A SECOND TIME THIS ____DAY OF _____, 2025 A.D.

READ A THIRD TIME THIS ____DAY OF _____, 2025 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



Briefing Note

To: Mayor and Council
From: Lands Officer
Date: October 7th, 2025
Subject: Land Acquisition Bylaw No. 1069 Lot 720A, Plan 601 69 St. Ann's Street

PURPOSE:

To present for First Reading a Land Acquisition Bylaw authorizing the purchase of Lot 720A, Plan 601 (69 St. Ann's Street) from NWT Housing for the sum of \$1.00.

BACKGROUND:

Lot 720A has been utilized as a public park and maintained by the Town of Fort Smith, despite being under the ownership of NWT Housing. Formal acquisition will align legal ownership with existing use and maintenance practices.

CURRENT SITUATION:

This acquisition forms part of a land exchange between the Town of Fort Smith and NWT Housing, involving:

- Transfer of Lot 720A, Plan 601 (69 St. Ann's Street) to the Town, and
- Transfer of Lot 646, Plan 319 (27 Whooping Crane Crescent) to NWT Housing.

Both transactions are being processed concurrently through their respective Land Acquisition and Disposal Bylaws.

RECOMMENDATION:

That Council gives First Reading to *Land Acquisition Bylaw No. 1069 – Lot 720A, Plan 601 (69 St. Ann's Street)*, to authorize the acquisition of the subject lands from NWT Housing for the amount of \$1.00.