



Council of the Town of Fort Smith
October 21, 2025 @ 7 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

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council October 7th, 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: Request to make McDougal Rd. and Portage Ave. Crossing into a 4-way Stop
- d. Briefing Note: Request to Change Yield Signs to Stop Signs Throughout Community
- e. Briefing Note: Administrative Amendments to Excluded Employee Policy
 - i. Excluded Employee Policy Manual
- f. Briefing Note: Acting Senior Administrative Officer – Acting SAO Attendance Fire Chief's Association
- g. Briefing Note: Council Meeting Cost Savings
- h. Briefing Note: Thebacha Leadership Council (TLC) Continuance Funding 2026

8. COUNCIL BUSINESS

- a. Bylaws
 - i. Second Reading Land Administration Bylaw No. 1065
 - ii. Third Reading Land Disposal Bylaw No. 1068
 - iii. Third Reading Land Acquisition Bylaw No. 1069
- b. Mayor and Council / Board Representatives

9. PROCLAMATIONS



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10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on November 4, 2025, with reports from Protective and Corporate Services.

11. EXCUSING OF COUNCILLORS

12. QUESTION PERIOD

13. ADJOURNMENT



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

MINUTES

The Regular meeting of the Council was held on
Tuesday, October 7, 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, and Cr. Cox

Regrets: Cr. Couvrette

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services
Lauren Howes, Director of Community Services

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

# 25-224	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
That the agenda be adopted as amended to add 2 briefing notes under 7. Administration. PASSED	

3. DELEGATIONS

- a. RCMP Monthly Policing Report – was unable to attend.
- b. AECOM – Raw Water Intake

Nick Bevington of AECOM provided an update on the rehabilitation of two critical pieces of aging infrastructure in Fort Smith: the main lift station and the raw water intake. Both were originally constructed in 1960 and have now reached the end of their service life. The rehabilitation work is being carried out by CAB Construction, a local contractor, with approximately 80% of the lift station work complete and the raw water intake work just beginning.

The raw water intake, located within the Slave River near McDougal Road, is the Town’s primary source of water. It was built directly into the Precambrian bedrock using blasting and concrete pouring to create four intake chambers situated about six meters below the river’s surface. The intake includes six ports—two visible above water and four submerged—that draw water into the system. The structure features a concrete buttress and a steel nose plate that protects it from ice damage during spring breakup.

During recent inspections using divers and GoPro cameras, engineers discovered significant erosion and voids in the concrete behind the steel nose plate. The steel anchors embedded in the concrete had loosened as the surrounding concrete deteriorated, leaving parts of the plate unsupported and deformed. One section has twisted and separated due to ice pressure. The inspection also showed that the erosion extends behind the plate and may have compromised the supporting concrete in multiple areas.

To repair the damage, AECOM proposes removing and replacing the damaged steel plate, installing new anchors, and refilling the eroded areas with concrete to reestablish support. Preliminary design work will be developed over the winter, with on-site remediation.



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planned for spring. Once repaired, the structure is expected to last another 60 years. In the meantime, a temporary pumping system is supplying water to the Town until the permanent pumps are reconnected in the coming days.

D/M Keizer asked whether the photos shown during the presentation could be shared for use in public communications. He noted that visuals like these would be valuable for the Town's Communications Committee to help explain key questions from residents, such as why this work is happening, why the Town is investing in it, and why the project may be over budget. He emphasized that these are the kinds of "why" questions the Town often receives, and that the images presented, particularly one showing the extent of the damage, clearly demonstrate the need for the repairs. Nick Bevington noted that he will have the images sent to Administration.

c. Collier – Landfill Project

Hans Seidemann of Colliers Project Leaders provided an update on the Town of Fort Smith's landfill upgrade project and outlined recommendations for moving it forward. He explained that the project originated in 2016, when AECOM was engaged to develop a Landfill Master Plan and Groundwater Monitoring report. That work, completed in 2017, produced design drawings and a report estimating a project cost of approximately \$1.5 million. Due to limited municipal funding at the time, the Town applied for external support and secured \$1.5 million in 2019 through the Investing in Canada Infrastructure Program, supplemented by Town contributions. However, by the time funding was received, construction costs had increased substantially, with new estimates approaching \$3 million.

To manage costs, the project scope was narrowed to focus on capping the existing landfill cell and developing a new one. The Town also allowed additional time for the existing cell to be filled with municipal waste, reducing the need for expensive imported fill. After several years of delay, the project was reactivated in 2024. Although AECOM provided updated pricing to continue with detailed design work, the Town chose not to proceed at that time. Now, in 2025, Colliers has been brought in to assist with project management, review prior work, and help move the project through design and into construction. Seidemann presented two potential approaches: either directly award the continuation of the design work to AECOM or initiate a new competitive procurement process.

After reviewing both options, Colliers recommended proceeding with a direct award to AECOM. Seidemann explained that AECOM's original contract contemplated completing the detailed design, procurement, and construction support. Since AECOM already prepared the initial design and tender drawings, updating those plans would be faster and more cost-effective than bringing in a new engineering firm. Starting over would require a full resurvey and redesign, increasing costs and delaying construction.

He emphasized that continuing with AECOM would allow construction to begin as early as spring 2025, within the optimal construction window, and help avoid further cost escalation. Colliers therefore recommends that the Town directly award AECOM the contract to update the detailed design package and continue working with them for procurement, construction administration, and post-construction support to ensure the best value for the Town.



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4. APPROVAL OF MINUTES

a. Regular Meeting of Council September 23rd, 2025

25-225

Moved by: Cr. Cox

Seconded by: Cr. Karasiuk

That the minutes of the Regular Meeting of September 23rd, 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

Director McNab reported that the Fort Smith Fire Department recently responded to a house fire that had significant potential to spread. Thanks to the team's quick and effective work, the fire was contained to the original structure, with a few small spot fires extinguished promptly. He commended the department for their strong performance and ongoing commitment to training, noting that the NFPA 1001 group is nearly complete with its certification.

He highlighted that Fire Prevention Week is underway, with several community activities planned, including a barbecue on Thursday, an open house on Saturday, and school visits to JBT, PWK, and the daycare. Sparky the Fire Dog will also be participating in the events. McNab added that the department is in the middle of a volunteer recruitment drive, with eight available positions and already ten applicants have been received. Applications will continue to be accepted until the end of Fire Prevention Week on October 12.

He also shared that he and the two deputy fire chiefs will be travelling to Yellowknife in the coming weeks to attend the annual Fire Chiefs Association Conference. While there, they will meet with Travis Wright, Director of Protective Services for Hay River, to represent the association in discussions with ECC and other partners about wildland-urban interface initiatives. The meetings will include a postseason debrief on recent deployments, program development, training needs, and financial considerations.

ii. DPA-052-25

25-226

Moved by: Cr. Karasiuk

Seconded by: Cr. Benwell

That DPA-052-25 submitted by Helena Katz to run a consulting business from Lot 1576, Plan 2265, 10 Eckaloo Dr., Fort Smith, be approved.

PASSED

b. Corporate Services

i. Director's Report

ii. Accounts Paid List

iii. Correspondence



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c. Briefing Note: Appointment of Acting Senior Administrative Officer (SAO)
October 14-24, 2025

25-227 **Moved by: Cr. Cox**
 Seconded by: Cr. Karasiuk

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

PASSED

d. Briefing Note: Establishing a Permanent Twice-Monthly Council Meeting
Schedule

25-228 **Moved by: Cr. Karasiuk**
 Seconded by: D/M Keizer

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.

PASSED

Cr. Heaton, while reviewing the analysis, noted that one important point was missing: the cost savings achieved by reducing the number of monthly meetings. She recalled that when the change was originally proposed, Cr. Karasiuk had emphasized this as a key benefit. Although the report listed advantages such as improved efficiency and reduced redundancy, she suggested that it should also acknowledge the financial benefit, as the Town is now holding fewer meetings and therefore spending less money. She clarified that a detailed cost analysis was not necessary, but the savings should be recognized as part of the overall list of benefits.

Cr. Karasiuk asked for clarification on whether the motion would limit Council’s ability to adjust meeting dates. He noted that if the first Tuesday of the month follows a staff holiday or similar circumstance, Council should still have the authority to reschedule meetings, for example, to the second and fourth Tuesdays, to accommodate such situations. SAO Thomas confirmed that it would not.

e. Briefing Note: Landfill Expansion and Reclamation – Engineering Award
Recommendation

25-229 **Moved by: Cr. Cox**
 Seconded by: D/M Keizer

That Council approve awarding the engineering services for the landfill expansion and reclamation project to AECOM for the project management, design, and tendering of a new landfill cell and the capping of the existing cell, within the allocated \$1.5M budget, excluding construction and post-construction services at this stage.

PASSED

SAO Thomas clarified that the purpose of the motion was to award the design portion of the landfill upgrade project. She explained that Colliers is currently managing the project, and the next step is to secure the design work, which includes developing the detailed design and tender documents. Once that stage is complete, the project will move forward to the next phase. She noted that the overall project budget is \$1.5 million, and this design award represents only a portion of that total amount.



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f. Briefing Note: Raw Water Intake Project – Successful CHIF Funding
- For information

SAO Thomas reported that the Town received confirmation of its successful funding application under the Canada Housing Infrastructure Fund. She explained that the Town had submitted the proposal in December 2024 and, despite repeated follow-ups and requests for updates, had not received any response until recently. In March, the federal programs second stream was released to the Territory and the funds transferred to a new stream, but the Town continued to advocate persistently through both administrative and political channels.

Last week, the Town was notified of its approval for \$3,398,393 in funding toward the Raw Water Intake project, which has a total estimated cost of \$4.5 million. This funding is through the CHIF Northwest Territories Agreement Stream. Thomas noted that the remaining balance will be covered through the Town’s own sources, including the Gas Tax Fund and the Community Public Infrastructure Fund. She expressed satisfaction with the outcome and highlighted the significance of this funding for the ongoing infrastructure work.

g. Briefing Note: Update to Town of Fort Smith Signing Authorities

# 25-230	Moved by: Cr. Benwell Seconded by: Cr. Cox
That Council approve the changes to the Town of Fort Smith signing authorities as presented, effective October 7, 2025, adding Adam McNab, Director of Protective Services, and removing Emily Colucci, Director of Community Services, while on extended leave.	
PASSED	

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. Seconding Reading of the Zoning Bylaw No. 1063

# 25-231	Moved by: Cr. Cox Seconded by: Cr. Karasiuk
That Bylaw No. 1063, the Zoning Bylaw, be given second reading.	
PASSED	

The third reading will be in November, ensuring that there is a month between each reading as requested by D/M Keizer.

ii. Second Reading of the Excluded Employee Employment Bylaw No. 1064

# 25-232	Moved by: Cr. Cox Seconded by: D/M Keizer
That Bylaw No. 1064, the Excluded Employee Employment Bylaw, be given second reading.	
PASSED	



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iii. Third reading of the Excluded Employee Employment No. 1064

# 25-233	Moved by: Cr. Cox Seconded by: Cr. Benwell
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That Bylaw No. 1064, the Excluded Employee Employment Bylaw, be given third reading.	PASSED
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iv. Approval – Excluded Employee Policy Manual

# 25-234	Moved by: D/M Keizer Seconded by: Cr. Cox
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That Council approve the Excluded Employee Policy Manual, effective upon passage of Bylaw No. 1064 – Excluded Employee Employment Bylaw.	PASSED
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Cr. Karasiuk referred to the section discussing the payout of sick leave and noted that under the first seven years of service, the rate is one to ten to a maximum of ten days, but after that, it increases to one to two to a maximum of one hundred days. He commented that this seemed like a significant jump and asked whether he had missed that detail previously or if there was specific reasoning behind such a large increase at that threshold.

SAO Thomas explained that the policy is now being aligned with the terms of the collective agreement. She noted that existing employees will be grandfathered under the previous structure, but moving forward, the provisions will match those in the UNW collective agreement.

D/M Keizer noted that within the non-discrimination section, there is a detailed list of protected grounds but no mention of individuals who have been convicted and served their sentence. He pointed out that while the policy includes protection for those who have received a pardon, it does not explicitly cover people who have completed their sentence and reintegrated into the community. He suggested that such individuals should also be protected from discrimination, as they could otherwise be unfairly targeted or stigmatized.

SAO Thomas responded that the omission was due to not being able to cover every contingency however, She agreed that this category should reasonably be included, as it seems straightforward to identify and include among the protected grounds.

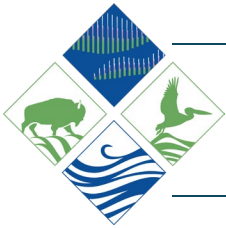
v. First Reading of the Land Administration Bylaw No. 1065

# 25-235	Moved by: Cr. Cox Seconded by: Cr. Karasiuk
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That Bylaw No. 1065, the Land Administration Bylaw, be given first reading.	PASSED
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SAO Thomas explained that the bylaw had been reviewed by the Senior Management Team and then brought to the Bylaw and Policy Review Committee, with consultants present for discussion. She noted that the highlighted sections in green indicated areas where the committee wanted Council’s input rather than making final decisions themselves.

She drew attention to Section 5.5, which addresses the pricing of land designated for development. Currently, there is no mechanism to adjust the price of a lot after it has been set. The committee discussed introducing a clause that would allow the Town to revisit and potentially reprice a parcel—at no less than 50 percent of its original cost—after a set period of time. The two options proposed for Council’s consideration were three years or



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five years. Thomas used the long-unsold West Grove lots as an example of why a review timeline could be beneficial.

Cr. Karasiuk sought clarification, asking whether the discussion referred specifically to serviced lots rather than vacant or undeveloped parcels of land. SAO Thomas confirmed that they are serviced.

Cr. Benwell said she would support a three-year review period, noting that five years felt too long for land to remain unused when it could be developed or put to better use sooner.

Cr. Cox agreed with Cr. Benwell’s position, noting that the bylaw states the Town may adjust the price after a set period, but is not required to. He pointed out that after three years, the Town would have the option to reassess pricing if the lot had not sold, but it could still choose to maintain or only slightly reduce the price—for example, to 75 percent rather than 50 percent—depending on market conditions and Council’s direction at that time.

Cr. Karasiuk said he was comfortable with a three-year review period but raised a concern about potential buyers waiting for prices to drop before purchasing. He asked whether there could be a requirement that anyone buying a lot at a reduced rate must begin development or construction within a set timeframe, such as one or two years, to prevent the lots from being purchased and left undeveloped.

SAO Thomas noted that it is the Council that determines the terms of sale.

Director McNab explained the Town’s current process for selling municipal land, using a lot on Pine Crescent as an example. When a property is identified for sale, Mayor and Council must first assign or approve its value. The lot is then advertised on the open market for a minimum of two weeks. During that period, interested buyers can submit an offer to purchase, along with a down payment equal to a set percentage of the lot’s value.

If multiple offers are received by the deadline, the sale is determined through a bid process, where the highest qualifying offer is selected. If only one offer is received, that buyer may complete the purchase by paying the remaining balance. If no offers are received within the two-week period, the property remains on the open market and can be sold to the first qualified buyer who submits the required paperwork, deposit, and payment.

He noted that this system aligns closely with the proposed option outlined in Section 7.6, which includes the same purchasing requirements and a 10 percent refundable deposit on the land value.

vi. First Reading of the Land Disposal Bylaw No. 1068

# 25-236	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
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.	
PASSED	



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vii. Second Reading of the Land Disposal Bylaw No. 1068

25-237 Moved by: Cr. Karasiuk
Seconded by: D/M Keizer

That Council gives second 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.

PASSED

viii. First Reading of Land Acquisition Bylaw No. 1069

25-238 Moved by: Cr. Cox
Seconded by: D/M Keizer

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.

PASSED

ix. Second Reading of Land Acquisition Bylaw No. 1069

25-239 Moved by: Cr. Cox
Seconded by: Cr. Benwell

That Council gives second 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.

PASSED

9. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Community & Municipal)	October 21 st , 2025, @ 7 pm to be chaired by Cr. Heaton
Regular Meeting of Council (Protective & Corporate)	November 4 th , 2025 @ 7 pm.

10. EXCUSING OF COUNCILLORS

25-240 Moved by: D/M Keizer
Seconded by: Cr. Cox

That Cr. Couvrette be excused from the Regular Meeting of Council on October 7th, 2025.

PASSED

11. QUESTION PERIOD

12. ADJOURNMENT

25-241 Moved by: Cr. Karasiuk
Seconded by: Cr. Cox

That the meeting be adjourned at 8:22 pm.



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Minutes adopted this 21st day of October 2025.

Dana Fergusson
Mayor

Certified Correct by Tracy Thomas
Senior Administrative Officer

RECOMMENDATION:

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

BACKGROUND

Recreational Programming

During the month of September, we had the chance to slow down a bit after a busy summer of events. Our CRC department focused on future program planning, structure, and routine for staff. We onboarded two new staff as we continue to struggle with shift coverages as well as additional staff to cross train for coverage when needed at the arena. Our staff were able to support Salt River First Nation's LTE event with set up and take down of the event, as well as supplied tables and chairs.

Pete's gym remains with steady attendance through the month. We've had some new faces from Aurora College as well as the participants from the nations.

Yoga with Mel is picking up again. We were able to provide a couple FREE classes on Sunday's and marketing them as "yoga in the park" and ran the program at Conibear Park. They were well received but we are continuing to work with Melanie to increase participants in her classes.

Our Rec programming schedule remains consistent. We are working on implementing Futsal and Archery back in the next month when the facilitators are prepared. Girl's volleyball on Wednesday's has been well attended towards the end of the month, and we are seeking more groups to utilize our space for their programs as well as implementing our own in spaces we feel are not being used to the full potential.

Youth night's is one of the areas we're focusing on more. With more organization and structure, the facilitators of youth night programs will be more successful in the outcome, and the goal is to attract more youth and new faces in our weekend evening activities.

Recreation, Aquatic, Childcare Programming Schedule & Statistics

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	

REPORT.TO.COUNCIL

Community Services
Community Services Monthly Report

Date: October 21st, 2025

Town of Fort Smith Community and Recreation Centre Stats		
Sep-2025		
Fort Smith Commuity and Recreation Centre	Sept 2025 Sessions	Sept 2025 Participants
Squash	Operational days 28	120
Pete's Gym	Operational days 28	1067
Senior Lane Swim	16	79
Public Swim	22	471
Public Lane Swim	25	65
Parents & Tots Swim	16	12 Parents; 12 Tots
Daycare Swim	7	97
ASCP Swim	2	53
Metis Summer Day Camp (pool)	-	-
Mackenzie Youth Summer Camp (pool)	-	-
Lifeguard Training -First Aid/Bronze Cross	4	25
Pool Rentals	1	11
Senior Walking	9	9
Mackenzie Youth Summer Camp	-	-
Farmers Market	3	242
Drop-in soccer/Futsal	6	40
Drop-in Volleyball/Jr Girls Volleyball	4	37
18+ Women's Volleyball/18+ Drop-In	4	48
Drop-in Badminton	4	12
Outdoor Volleyball	over for summer	over for summer
Youth Night Volleyball	2	21
Family Drop-in Sports	4	11
PWK Volleyball (June 16)	-	-
Parents & Tots Gym	24	130 Parents; 565 Tots
Gym Rentals	9	206
Pickleball	12	33
Girl Guides	over for summer	over for summer
Youth Night	8	34
Youth Drop-In	18	95
AA	9	39
Healthy Families	4	26
SRFN Vote	-	-
WCF Youth Event	-	-
FWF Youth Event	-	-
Farm to Fork (Curling Lounge) June 26	2	21
CRC Daily Total	28	6384
<u>Comments:</u> .		
Fort Smith Centennial Arena	Sept 2025 Sessions	Sept 2025 Participants
Rec Hockey	Arena Ice Closed	Arena Ice Closed
Womens Hockey		
Old Timers Hockey		
Public Skate		
Family Skate		
Rentals		
Canada Day	-	-
Teddy Bear Picnic	-	-
Treaty Days	-	-
PRIDE	-	-
National Indigenous Peoples Day	-	-
Fireweed	-	-
Paddle Fest Canoe/BBQ event	-	
<u>Comments:</u> .		
Fort Smith Child Care	Aug 2025 Sessions	Aug 2025 Participants
Summer Camp	20	520/609
Daycare	20	16FT; 2HT; 2FTI; 0 Drop-Ins (HD)
<u>Comments:</u> .		
FTI is for Full Time Infant		

Fort Smith Centennial Arena

On track to open October 14th.

Fort Smith Centennial Arena
2025-2026 SEASON SCHEDULE



Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
										OPEN @9:45AM			
										MH U9/U11 (10:05 - 10:55)			
										MH U13/U15 (11:10 - 12:00)			
				MH Girls All Divisions (12:15 - 1:05)						OPEN @ 13:00PM			
				Family Skate (1:20 - 2:00)						Family Skate (1:00 - 2:15)			
Public Skate (2:00 - 2:45)													
Opens at 3:30pm each Weekday										Rental 1 (3:00 - 3:45)		Rental 1 (2:30-3:15)	
StarSkate (4:00-5:00)		StarSkate (4:00-5:00)		StarSkate (4:00-5:00)		StarSkate 3+ (4:00-5:00)		StarSkate (4:00 - 5:15)		Rental 2 (4:00 - 4:45)		Rental 2 (3:30 - 4:15)	
Sr Canskate (5:15-6:00)	Pre-Canskate (5:30 - 6:00)	Powerskating (5:00 - 6:00)		Sr Canskate (5:15-6:00)	Pre-Canskate (5:30 - 6:00)	StarSkate 1 & 2 (5:00-6:00)		Sr Canskate (5:30-6:15)		Youth Shinney (5:00 - 5:45)		Rental 3 (4:30-5:15)	
Canskate 6:15-7:00		MH U7/U9 (6:15 - 7:05)		Canskate 6:15-7:00		MH U7/U9 (6:15 - 7:05)		FS Adult/Teen Skate (6:15 - 7:00)		Rental 3 (6:00 - 6:45)		MH U18 (5:45 - 6:35)	
MH U11 (7:15 - 8:05)		Women's Hockey (7:20 - 8:50)		MH U11 (7:15 - 8:05)		Old Timers (7:20 - 8:20)		Women's Hockey (7:15 - 8:45)				Women's Hockey (7:00-8:30)	
MH U13/U15 (8:20 - 9:10)				MH U13/U15 (8:20 - 9:10)									
Old Timers (9:25 - 10:25)		MH U18 (9:05 - 9:55)		Rec Hockey (9:25 - 10:40)				Rec Hockey (9:00 - 10:15)					
Closes 30min after Last Ice Time													

Aquatics

Our new Aquatic Coordinator, Rapha l Jeansonne-Gelinas has been with us since September 26th. The aquatics team is looking forward to learning and adapting to new leadership. Bronze Cross training was successfully completed September 26   28th with 9 participants. Most of these same participants will be completing the National Lifeguard Training in late October. There will be an increase in hours of pool operation come October with additionally trained staH. The pool staH are planning to increase promotional materials in October as well.

William Schaefer Memorial Swimming Pool
2025 FALL / WINTER SCHEDULE (OCT 1 - DEC 31)



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CLOSED	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			
	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)			
	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)	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)	
	ASCP (4:00-4:50)		ASCP (4:00-4:50)			
	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

September at the library saw an increase in numbers, largely due to the youth being back in school. The adult visitation levels are also increasing, which is always a positive to see. Youth attendance is very variable (depending on school and extra curriculars). Average adult visitor per month in 2024 was 510, but so far in 2025 it is 546. These gradual changes in numbers is a positive trend.

While September usually serves as a rest period for programming, we had good engagement in the programs we did run:

- Tween book club (Grades 4-6, 9–12-year-olds) had 13 kids attend! This is very exciting news as historically only 3 to 5 children attend.
- Teen book club had 3 youth participate. This is a new program this year, so this was to be expected. A lovely outcome of this is 3 more youth have signed up for October, as they heard about book club from a friend.
- Unfortunately, due to the postal strike, the library will not receive the books for Book Club in time for October meeting, yet our library programming team will get creative to still plan engaging and relevant programming while we wait for the materials to arrive.
- Adult Craft Night was well attended. Beginner crochet was on the docket this month. 14 participants signed up, but due to smoke and poor weather, 10 showed up. All the participants were pleased and expressed excitement for next month's craft night.
- "Local Harvest" was the theme for Cooks & Books this month. 8 Participants attended. There were lots of delicious dishes with locally harvested berries and veggies, and even some white fish from Great Slave Lake!
- A Story Walk at the lookout was popular with 18 participants, including the Metis Daycare.

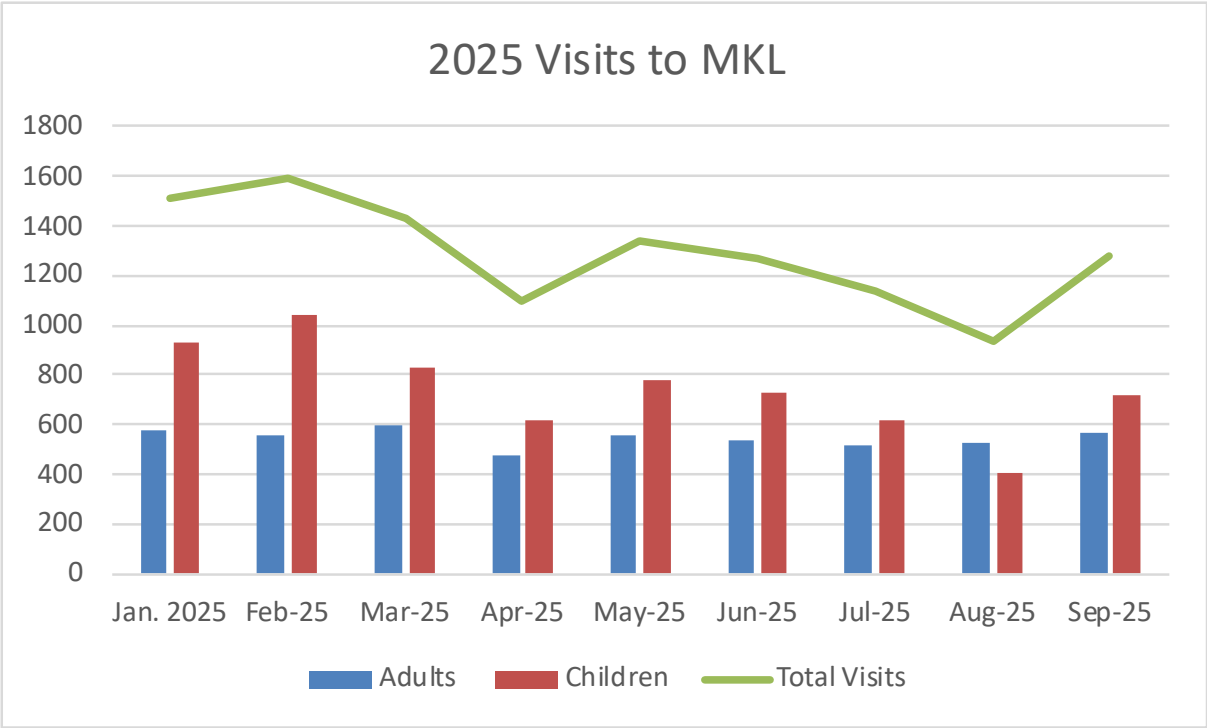
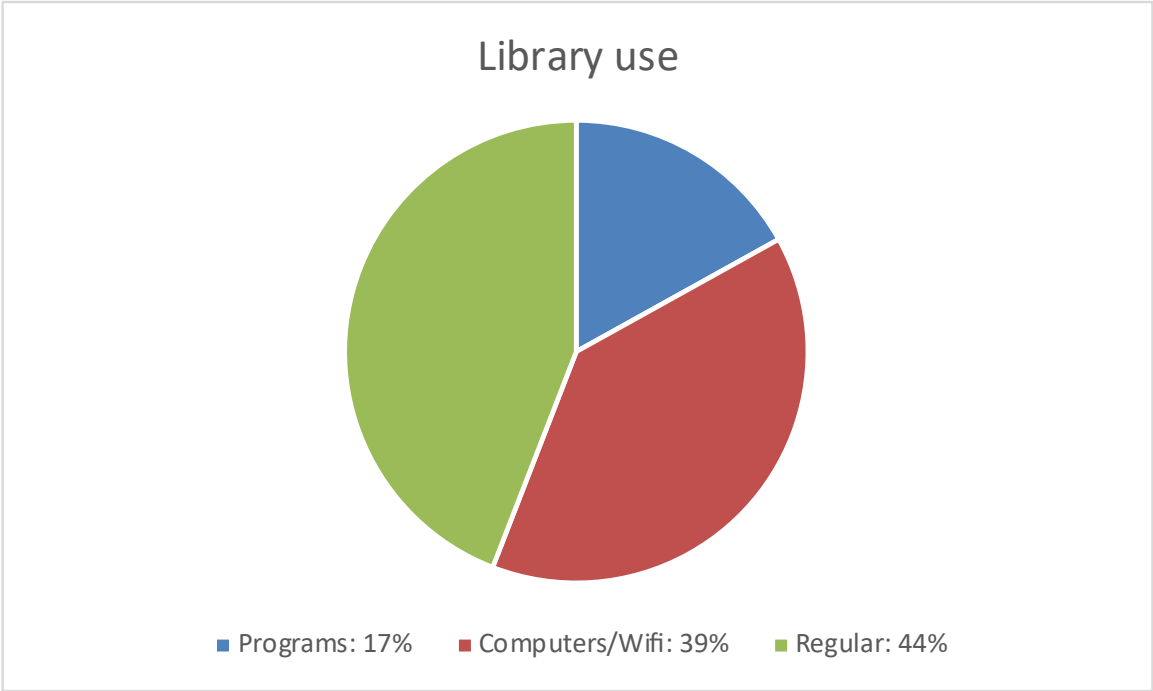


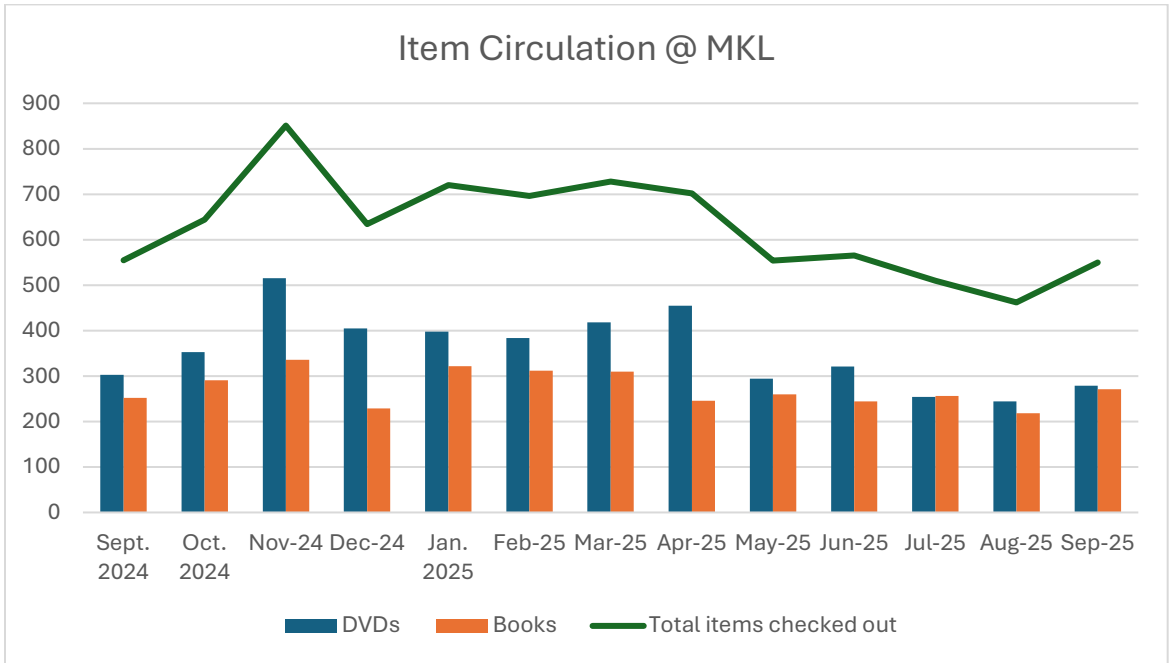
Programming we are excited to add in October:

- Teen Night (Wednesdays, 7-9 P.M.)
- Curious Creators (Fridays, 3:30-4:30 P.M.)
- Storytime (Mondays, 10:30-11:30 P.M.)



The library staff is hard at work planning another escape room! This is a great opportunity for local offices to participate in some team building, as well as high school classes. This year’s theme is Zombie Research Lab. With lesser programming in September, staff are pleased to have time to catch up on library maintenance tasks such as accounting for lost books, and weeding books that have low or minimal check-out rates. The library successfully received funding from Northern Store – Healthy Horizons; \$4800 for snacks at Teen Nights. This will be used as an opportunity to purchase healthy and nutritious snacks to encourage health habits. The library will also be applying to Canada Council for the Arts to bring in some authors to tour the South Slave Region (Fort Smith, Hay River, For Res, Katlodeeche..etc.). Application is due November 19th.





Mary Kaeser Library

Activity Report August 2025

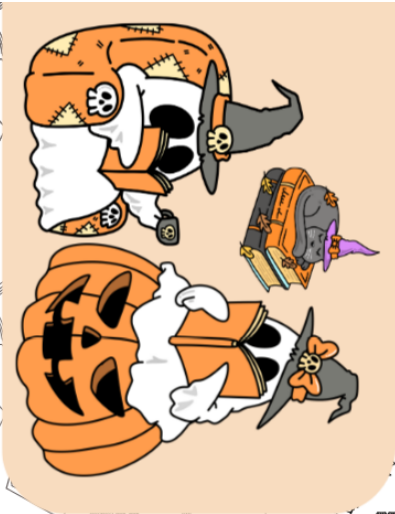
	Aug-24	Last Month	Sept-25	YTD
Adults	454	525	563	4915
Children	755	407	715	6669
Total attendance	1209	932	1278	11584
CAP Computer Users	282	196	213	2368.3
CAP Computer Hours	274.55	222	206	2138.5
Wifi users	249	149	229	2005
Programming:				
Family literacy	n/a	22	18	231
Adult programs	n/a	15	18	97
Seniors programs	n/a	n/a	1	19
Curious Creators (Friday Kids)	n/a	n/a	n/a	110
Special events (Other)	n/a	n/a	n/a	158
Outreach/partnerships	n/a	29	n/a	130
holiday/spring break/summer reading	n/a	38	n/a	173
Teen programs	n/a	n/a	16	153
Class/daycare visits	n/a	54	59	890
Total program Attendance	0	158	158	1961
Other				
Circulation stats	555	462	551	5483
Inter-library loan requests (MKL patrons)	12	5	10	76
Inter-library loan requests (NWT patrons)	19	19	7	133
Printing	233	524	343	4337
Reference	87	92	140	974
Operational Hrs	191	208	196	1700

MARY KAESER LIBRARY

October 2025

HOURS

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





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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Teen Night String Dolls 7:00-9:00	2 Cooks & Books Celebration Food 7:00	3 Curious Creators Club Decorate bags 3:30-4:30	4
5	6	7	8 Teen Night Jam Night 7:00-9:00	9	10 Curious Creators Club Fall Leaf Suncatcher 3:30-4:30	11
12	13	14	15	16	17 Curious Creators Club Popsicle stick bridges 3:30-4:30	18
19	20	21 Kids' book club 3:30-4:30	22 Teen Night Pumpkin Painting 7:00-9:00	23	24	25
26	27 Storytime 10:30-11:30	28 Teen Book Club 4:00-5:00	29 Teen Night Horror Movie 7:00-9:00	30 Adult Art Night Witch's Broom 7:00	31 Curious Creators Club Slime Club 3:30-4:30	
	Storytime 10:30-11:30		Escape room Teen Night 7:00-9:00	Escape room	Escape room Book or Treat All Day	Escape room

Childcare

ASCP

September started off with back to school! We began our school year with a full afterschool care program hitting our capacity of 30 participants. Many returning from the previous year, some who graduated from the preschool program as well as new faces.

We continue with 5 five child waitlist with this program and still find the demand high for out of school care. We will continue to follow JBT's schedule and provide care on regular days 3:10pm-5pm, STIP days from 1pm-5pm and full day care on PD days from 8:30am-5pm.

The ASCP is lead by one primary lead and two assistants as per our licencing guidelines. The children spent lots of time doing outdoor activities while the warmer weather lasted and were able to do a couple swims through the month as the pool schedule didn't accommodate the program as it did in the past. Towards the end of the month acting Coordinator Daniel Wiltzen was able to create a schedule that met the desires and incorporated two swims per week for the ASCP.

Daycare

September began with welcoming some new faces in our program as well as one child with higher needs in which we were able to provide a one-to-one support staff for them in order to participate safely in our program. This was funded with SCIP funding through ECE. This created a full-time position as well as gave the opportunity for this child to participate in our environment. It has been a success so far and we will continue to support them for the next year. As many children aged out into JK/K we had spaces open and accommodated some infants who attended previously as well as new friends in the classroom. On the preschool we currently have 12 families waiting. Our infant care which are aged under 2 have 4 open spaces. We have advertised, but have been unsuccessful on filling the vacant spaces. We have continued to decrease staffing due to loss in revenues.



The childcare programs continue to enjoy participating in Parent and Tot swims on Tuesday and Thursday morning's, lots of our door time and following our themed weeks through the month of September. We particularly enjoyed "culture week" where we focused on indigenous culture. We welcomed Lois Lafferty in to teach the children jigging, did a fur workshop with Farrah Freund and the children were able to experience bannock and fry bread making with our indigenous staff Kelsi Funk. During culture week our childcare menu for the week included fried local fish caught by one of our staff members as fried moose meat. The children enjoyed their learnings and the out reach from the volunteers was greatly appreciated.



Economic and Tourism Development

Orange T-Shirt Day & Partnerships

Early in September, the ETDO communicated with Salt River First Nations to partner on an event for September 30th, National Day of Truth & Reconciliation.

A call-out was made for Speakers to share their stories should they feel comfortable if only 1 person registered.

The day was casual, with a walk from the Community & Recreation Centre, stopping by an art installation at the Fort Smith Municipality Council building, before continuing to the lookout. Salt River First Nation had prepared Bannock and a Fire for community members to utilize, while the programming took place. A welcome occurred, survivors shared their stories, and the event concluded.

It was emotional.

Should we do this again, I recommend having culturally informed mental health workers present to debrief with community members should they require. A speaker who originally wanted to share could not continue after hearing Albertine talk about her time in residential schools.



Fort Smith Municipality Council provided giftcards to all participants, NSixty provided a portable speaker and microphone and Fireweed Festival donated candy cups. I think there is a need for more municipal programming in September.

I also believe that recreational activities should be available on Stat holidays (CRC / Pool should be open) as most families have spare time that could be spent at our facilities.

Wildrose Shows & Facebook Giveaway

ETDO facilitated a giveaway online for the Fort Smith community. He talked with Mikayla, the owner/operator of Wild Rose Shows to secure 4 wristbands (\$60/each) that could be given away to community members.

A short social media post generated 181 shares, 191 likes & 159 comments over 3 days.

Brenda Chalifoux & Cayleen Adam were the recipients.

Small giveaways boost engagement to our social media and work to create a space that people feel comfortable interacting with.

Consistent social media posts, that provide opportunities for engagement, are critical for the growth of this channel.



Concerns: Conversations with the staff revealed that they were dissatisfied with the state of our event grounds, Riverside Park. The space is dusty and dark.

The complaint of dust is mirrored from previous community events (Canada Day before Conibear Park) and should be addressed should the municipality continue to utilize this space.

Is there not a capital budget allocated to the development of Riverside Park? Should this be used to seed the grounds to allow for better user experience during large-scale events?

As this space has seen significant traffic throughout the summer season, development plans should be established to ensure Riverside Park can better serve our community.

PSAs & Cross Department Partnership

ETDO was asked to support Protective services in creating messages around traffic speeds & the start of school. The description of this post (that was pushed to Facebook & on our website) included messaging standardized by the Government of the Northwest Territories but also catered to community and tied into projects that the Town of Fort Smith has been working on throughout the summer.

Pedestrian crosswalks have been installed, and this was the opportunity to highlight this new piece of safety infrastructure along with the positive messaging of protecting our students as they start a new year.

ETDO went to take pictures of the crosswalks, with the elementary school playground in the background in an image that residents of the area would immediately connect with.

This post had positive engagement and a reminder that information including pictures that people resonate with will always perform better than just text or a text heavy graphic.



Salt River First Nation new neighborhood development & Treat Land Entitlement Day

The ETDO emceed the opening of Salt River First Nation's new neighborhood ribbon cutting ceremony for delegates like the Premier RJ Simpson, chief Toni Heron, chief Loraine MacDonald, President Alan Heron and Mayor Fergusson.



Capital Project Updates

1. CRC exterior entrance improvements – Entrance & exit signs have been installed
2. CRC backup generator and heating – adjusting original scope, ongoing.
3. CRC signage – Indoor directional signage has arrived and is in the process of being installed.
4. 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.
5. Centennial Arena Upgrades – 25% from this budget has been reallocated
6. Pete's Gym Equipment (evergreen) – Complete
7. Phone System Upgrades – This project has been handed over to the SAO

Prepared by:
Director of Community Services
Lauren Howes
Date: October 15th, 2025.

Reviewed By:
Acting Senior Administrative Officer
Adam McNab
Date: October 16th, 2025

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 – Finishing work continues.

Raw Water Intake – Work is wrapping up for the season on this project. Contractor will be moving back onto our pumps for the winter, and this is planned to be completed next summer season.

The old chipper plant demolition – Working with the contractor to move the steel frame as one piece to the landfill to be used as a frame for a compactor building in the future. This is additional work that is funded by Waste Reduction, Environmental Protection and Waste Management funding.

Loader replacement – Completed

Crosswalk lights – Completed.

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

Garbage Truck – Working with the Canoe procurement program to order a truck and bins. This is a program that we are members of, and we can utilize for equipment purchases as they have already done the tender and RFP work to guarantee is best prices. This should help with administrative costs and shorten procurement times.

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

Grader Rebuild – Completed.

Skid Steer Replacement (evergreen) – units should be arriving in November.

Ice Resurfacers Replacement – Waiting for the updated quote from The Olympia supplier and will be ordering once we receive it.

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 shutdown.

Fire Hydrant Replacement – One of the fire hydrants identified for replacement in the Fort Smith Co-op area has been successfully replaced just requires the bollards to be installed, then it will be complete. The second hydrant identified for replacement is located near a power pole, and the contractor is coordinating with the Power Corporation to ensure safe completion of this work.

Last year, a hydrant located behind the college was replaced. After installation, a leak was detected. The contractor was contacted under warranty; however, further investigation revealed that the issue was not with the hydrant installation itself but with the water line supplying the hydrant.

During efforts to isolate and contain the affected area, it was discovered that the known valves in the vicinity are not effectively isolating the water supply, preventing completion of necessary

repairs. To address this issue, additional control valves will need to be installed in the area to allow for proper isolation and maintenance. This work will be brought forward as an additional project for consideration.

Water licence renewal – project manager is finalizing draft and will be submitting draft to the MVLWB for review.

PUBLIC WORKS

Fall clean-up was a success, with minimal community members signing up.

Guard rails by the wastewater treatment facility entrance have been removed.

We have installed signage at the wastewater treatment facility and the municipal services garage.

We have been doing culvert maintenance around the community in areas that require it.

The landfill has been spread and compacted, and the new electric fence has been installed. We continue to monitor and maintain this fence to help with the bears in the area. We have seen a significant decrease in bear activity.

WATER PLANT

Summer water lines have been blown out and are shut down for the season. No issues to report.

The boilers that heat the water at the water plant have been turned on as we are headed into winter operations.

We have been doing repairs on the raw water transmission line as maintenance identified.

The water tower communications are still down; we have reached out to Vector and are waiting for a response with a solution for this issue. We do daily checks on the tower to ensure that we are operating properly. We have also discovered that there was a leak in the pump at the tower, and that has been repaired.

FACILITY MAINTENANCE

The arena ice went in and was ready for Thanksgiving weekend. During this installation, we did some in-house training on the ice resurfacer for the new staff. We also replaced some flooring in the players' bench areas.

We have installed hot tub timers. This is used to turn on the timers for the hot tub that prevent the pump from being burnt out.

Painted an office at town hall and will help with the move of the payroll to this office afterwards, will be painting the office that the director of corporate services will move into.

The snowboard shack roof has been blushed, and the drywall inside the shack will be repaired by the end of October to be ready for this winter season.

The curling ice plant should be operational by October 21st. When Cimco was here to start both ice plants, they noticed that a compressor gasket on the ice plant was not working properly and needed to be replaced. They have the part and will be returning to install it so we can start the plant and run for the season.

Pool Update:

The variable speed components have arrived, and CAB went to install them and realized the need for an additional part that wasn't in the package when they arrived. CAB has ordered the part, and it is on its way here. Once it arrives, it will be installed.



Steel Frame to be moved to the landfill



Hydrant replacement in the coop



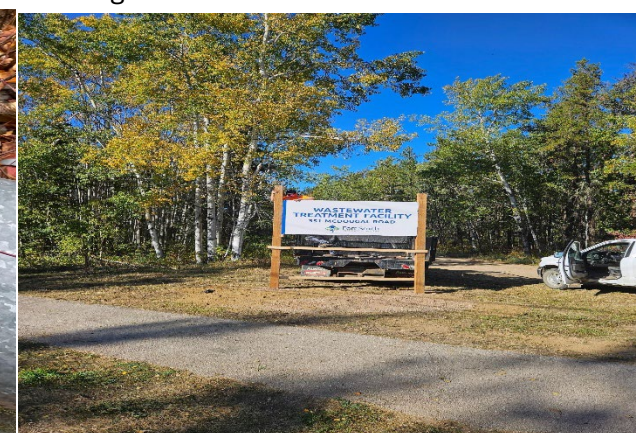
Fall cleanup



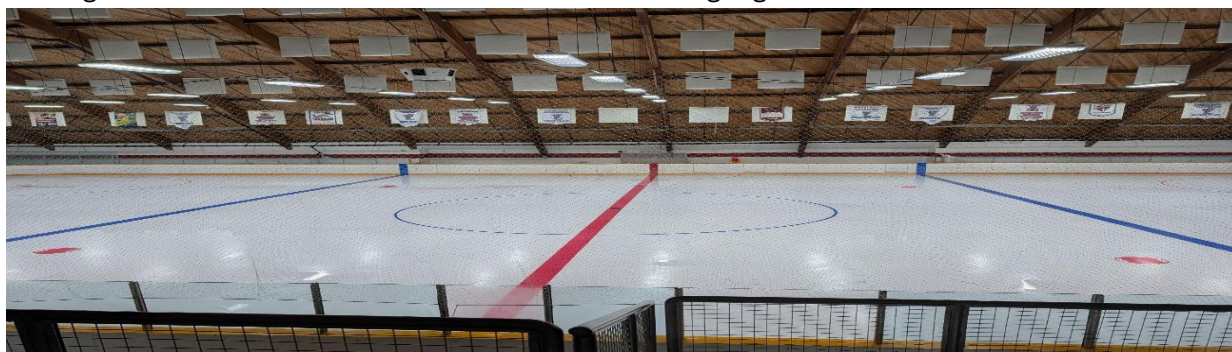
Working on the raw water transmission line.



Damaged raw water transmission line



New signage



The ice at the arena is complete



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: October 21, 2025
Subject: Request to make McDougal Rd. and Portage Ave. crossing into a 4-way stop

PURPOSE:

To seek Council approval to install additional stop signs on Portage Avenue, creating a 4-way stop at the intersection of Portage Avenue and Calder Avenue.

BACKGROUND:

The Town has received a public request to convert the existing intersection at Portage Avenue and Calder Avenue into a 4-way stop. Currently, only Calder Avenue is controlled by stop signs, while traffic along Portage Avenue flows uninterrupted.

With recent and ongoing commercial developments approved in the area, traffic volumes are expected to increase. Residents have also raised concerns about the speed of vehicles travelling along Portage Avenue.

CURRENT SITUATION:

The Public Works Department has observed increased vehicle speeds and several instances of infrastructure damage in the area, including to signs and guardrails. These issues suggest that the current traffic control measures may not be sufficient to ensure safety as development continues.

The Town has the necessary budget allocation and materials available to install the additional stop signs without delay.

RECOMMENDATION:

That Council approve the installation of additional stop signs on Portage Avenue at the intersection with Calder Avenue, converting it into a 4-way stop.



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: October 21st, 2025
Subject: Request to change yield signs to stop signs throughout the community

PURPOSE:

To seek Council approval to replace appropriate existing yield signs in the community with stop signs as part of the upcoming sign maintenance and replacement work.

BACKGROUND:

The Public Works Department has identified that many of the community's yield signs are showing significant wear and are due for replacement. During this review, staff also identified an opportunity to improve traffic safety and operational efficiency by transitioning from yield signs to stop signs across appropriate intersections where yield signs currently exist.

CURRENT SITUATION:

The installation of **stop signs** in place of yield signs will:

- **Enhance intersection safety** by requiring all vehicles to come to a complete stop, significantly reducing the likelihood of "rolling stops" and improving right-of-way clarity.
- **Improve driver compliance and consistency** by standardizing traffic control devices across similar intersection types, reducing confusion and variability.
- **Simplify maintenance and inventory management** by eliminating yield sign stock, allowing the use of standardized stop sign materials and reducing reorder costs.
- **Leverage existing operational capacity** by completing replacements during routine sign maintenance cycles, ensuring cost efficiency without additional staffing or budget pressures.
- **Budget implications** the replacement of existing yield signs with stop signs will be undertaken within the approved Public Works Department operating budget. The initiative will be incorporated into the Department's scheduled sign maintenance and replacement program, ensuring that costs are absorbed within existing allocations and no additional budget authority is required.

The intersections to be treated with this upgrade will be assessed in line with the 2022 Integrated Transportation Master Plan Section 6.2 as follows:

Stop Signs on Minor Roadways

Stop signs are to be used on the lower-traffic roadway at intersections, on one approach of a 'T' intersection and on two approaches of a four-way intersection. Subject to engineering judgement, the following identifies intersections where a stop sign is recommended, as identified in the TAC Manual of Uniform Traffic Control Devices for Canada:

- At an intersection where a restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through roadway;
- At an intersection where the application of the normal right-hand rule, which generally requires that when two vehicles enter an uncontrolled intersection at approximately the same time, the driver on the left must yield the right-of-way to the vehicle on the right, would be unduly hazardous;



Briefing Note

- At an intersection where the safe vehicle speed on the approach is less than 15 km/hr or;
- Where there is an unusually high number of right-angle collisions that have occurred, and methods of reducing the collision experience, such as improving sightlines, street lighting, parking prohibitions, enforcement, geometric modifications, or a Yield sign, have been tried unsuccessfully.

RECOMMENDATION:

That Council approve the replacement of existing yield signs throughout the community with stop signs in line with the recommendations and guidance of the Town of Fort Smith Integrated Master Plan.



Briefing Note

To: Mayor and Council
From: Administration
Date: October 21, 2025
Subject: Acting SAO Attendance – Fire Chiefs Association Conference

PURPOSE:

To inform Council that Acting Senior Administrative Officer (SAO) McNab will be attending the Fire Chiefs Association Conference on October 23 and 24, 2025.

BACKGROUND:

The Acting SAO has been invited to attend the Fire Chiefs Association Conference, which provides an opportunity to support the Town's Protective Services Department and engage with regional fire leadership on shared priorities and best practices.

ANALYSIS:

During this two-day period, Director of Municipal Services Andrew Grenier will serve as Acting SAO to ensure operational continuity and oversight of municipal operations.

RECOMMENDATION:

That Council, by motion, appoint Andrew Grenier, Director of Municipal Services, as Acting SAO for the period of October 23 -24, 2025.



Briefing Note

To: Mayor and Council
From: Administration
Date: October 21, 2025
Subject: Council Meeting Cost Saving

PURPOSE:

To provide Council with an update on the estimated cost savings resulting from the decision to move from three regular Council meetings per month to two.

BACKGROUND:

At the October 2025 Council meeting, Administration was asked to quantify the financial impact of reducing the number of regular Council meetings per month from three to two. This change was implemented in August 2025 following the three-month trial period that began in June 2025.

ANALYSIS:

Under the previous schedule of three Council meetings per month, the annual honorarium cost was calculated as:

$8 \text{ councillors} \times \$100 \times 3 \text{ meetings} \times 12 \text{ months} = \$28,800$

Under the new schedule of two Council meetings per month, the annual cost is:

$8 \text{ councillors} \times \$100 \times 2 \text{ meetings} \times 12 \text{ months} = \$19,200$

This results in an annual savings of **\$9,600** if no additional meetings are held.

As the change was implemented in the eighth month of the fiscal year, the savings apply for five months (August to December), equating to **\$800 per month** for a total of **\$4,000**.

Considering scheduled Council training and an estimated two additional budget meetings, the projected cost for those sessions is approximately **\$2,400**, which would reduce the anticipated savings to **\$1,600**.

RECOMMENDATION:

That Council receive this briefing note for information, noting that the net projected savings of \$1,600 will be allocated toward additional donation requests for the remainder of the fiscal year.



Briefing Note

To: Mayor and Council
From: Administration
Date: October 21st, 2025
Subject: Thebacha Leadership Council (TLC) Continuance Funding 2026

PURPOSE:

The Thebacha Leadership Council (TLC) requires confirmation of partner commitment and interim funding support to maintain operations following the sunset of CIER's (Centre for Indigenous & Environmental Resources) funding in June 2026.

BACKGROUND:

The TLC was formed under a Memorandum of Agreement (MoA) signed by five partners to advance regional collaboration and community well-being.

- CIER provided \$150,000 to support coordination and startup operations until June 2026.
- The TLC has been operating since August 2024 and has completed a Strategic Plan, initiated economic development projects, and coordinated regional advocacy.
- Without new funding sources, operational costs after June 2026 will not be covered.

The annual core operating budget is projected at **\$80,000**, with an equal contribution of **\$20,000 per partner**. For 2026, the Town's share would include:

- **\$10,000 for July–December 2026** (core operations continuation)
- **\$5,000 contingency/top-up to October–December 2026**

Future budget commitments beyond 2026 would be subject to Council review during the 2027 budget process.

CURRENT STATUS:

- CIER funds are expected to carry operations through October 2026.
- The TLC seeks partner motions confirming commitment and interim funding for the remainder of 2026 to maintain administrative continuity while pursuing long-term funding.

RECOMMENDATION:

That Council confirm its ongoing commitment to the Thebacha Leadership Council process and approve a **2026 funding contribution of up to \$15,000**, to be allocated from the 2026 operating budget.

Motion:

That the Town of Fort Smith confirm its continued participation as a partner in the Thebacha Leadership Council and approve a contribution of **up to \$15,000 for 2026** to support the TLC's core operations from July to December 2026, with future funding to be considered during the 2027 budget deliberations.

*attached memo from TLC

Thebacha Leadership Council

Thebacha / Fort Smith



Briefing Note

TLC Continuance Motion – Memorandum of Agreement (MoA) Partners

Issue:

At the recent presentation format meeting (September 18), the TLC asked each of the MoA partners to bring forward a motion from their perspective Councils that clearly states their commitment to the TLC process and, commitment to support the TLC by means of ongoing financial contribution to core activities.

Under the current and only funding agreement as provided by CIER (*Centre for Indigenous & Environmental Resources*), this funding source will sunset in June 2026. Currently the TLC has not secured funding contribution(s) to cover core operational expenses. Doing so is a key priority for the TLC. Considering the reality of typical 3rd-party funding agreements, it is highly unlikely that any potential source funders will off-set the total costs for core funding needs of the TLC. This shortfall will need to be funded by the MoA partners.

The total TLC core funding requirement is estimated at \$80,000 per year, or a contribution of about \$20,000 per year for each MoA partner – *details are provided below*. These figures represent current operation configuration and could be off-set by other funding sources.

Background

On June 21, 2024, the five signatories to the Memorandum of Agreement (MoA) provided their commitment to a common Vision of:

“Together, as community leaders, we will work collaboratively to build a healthy, strong, prosperous, equitable, and sustainable community and region for all citizens to achieve an unrivalled quality of life.”

The MoA represented a multi-year process that was facilitated by CIER at the request of the community leaders under their CLI (*Community Leadership Initiative*) program. As part of their commitment to the overall success of the CLI process, CIER also committed \$150,000 to assist the community in securing a coordinator and to fund its basic or fundamental start-up operations. This commitment has a sunset date of June 2026.

In August 2024, the TLC Coordinator was brought on-stream on a contract basis. The initial key objectives included:

- Establishing the Thebacha Leadership Council as a not-for-profit entity in the NWT.
- Establish a “Leaders Table” between the 4 government and administrations.
- Complete a process for establishing Strategic Plan (*was adopted in March 2025*).
- Initiate the development of a conservation economy economic development strategy.
- Initiate a process for development of a Regional Asset Inventory.
- Provide administrative and analytical support to the TLC operations.

Current Status

Based on current projections the TLC anticipates to be in a surplus position in the funding received from CIER covering coordination and strategic planning initiatives. This situation could potentially fund TLC operations for an additional 4 months (Oct 2026).

Coordination funding status:

- funded to June 2026 / anticipate carry-over of \$18,000 (3.6 months)

Strategic Initiative funding status:

- funded to June 2026 / anticipate carry-over of \$5,400

Due to a degree of uncertainty relating to sustainable core operational funding for the TLC’s administrative activities, it is difficult to plan and coordinate long-term (+12 *months*) strategic priorities and initiatives. A decision is needed from the TLC partners regarding a financial commitment / contribution (equally) to continue the TLC administration.

Required funding commitments

Timeframe		Total Funding \$	Act Portioned \$	Recommend \$
Balance 2026	Jul – Dec	\$ 36,400.00	\$ 9,135.00	\$ 10,000.00
	Oct – Dec	12,180.00	3,045.00	5,000.00
2027 + forward	Jan – Dec	73,080.00	18,270.00	20,000.00

Yearly funding commitments are based on TLC’s anticipated maximums and could or will be off-set by funds received from 3rd party sources including administrative fees associated with project-specific contributions, etc.

Recommendation

That the partner organizations of the TLC confirm by motion or resolution, their commitment to the TLC process. As well, the motion / resolution commits the organization to providing a financial contribution to the TLC to continue its core operational activities.

B/N Information: TLC Core Operational Budget Overview

CIER Funding Contribution		Totals	Breakout	Apr 2025	July 2025	Jan 2026
CIER funds (until Jun 2026)	Total contribution	141,326.91				
	- Strategic initiatives		58,326.91			
	- Coordination services		83,000.00			
Cash flow	Total	141,326.91		51,326.91	65,000.00	25,000.00
	- Strategic initiatives	56,326.91		23,826.91	32,500.00	
	- Coordination services	85,000.00		25,000.00	35,000.00	25,000.00
				48,826.91	67,500.00	25,000.00
						141,326.91

Projected Expense / Revenues		Base	Multiplier	Bal 2025	2026 - Jun	July - Dec 26	2027 + fy
Expenses							
Coordinator contract fee		5,000.00	monthly	15,000.00	30,000.00	30,000.00	60,000.00
Office rental	Mcdougal centre office	500.00	monthly	1,500.00	3,000.00	3,000.00	6,000.00
Communications	internet account, access	125.00	monthly	375.00	750.00	750.00	1,500.00
Services (<i>leases, etc.</i>)	phone, misc services	75.00	monthly	225.00	450.00	450.00	900.00
Supplies / equipment		100.00	monthly	300.00	600.00	600.00	1,200.00
Misc, contingency @ 5%		150.00	monthly		1,740.00	1,740.00	3,480.00
				17,400.00	36,540.00	36,540.00	73,080.00
Revenues							
CIER funding	coordination services	5,000.00	monthly	15,000.00	30,000.00		
shortfall coverage				2,400.00	6,540.00	36,540.00	73,080.00
Proportional contribution						9,135.00	18,270.00

Additional B/N Notes / Information

Active Projects – 3rd party funded (*economic development*)

<i>3rd Party Funded Projects</i>		<i>Funding \$</i>	<i>Source</i>
•	Whooping Crane Economy Market Research	\$ 242,000	CanNor (98%)
•	Regional Asset Inventory	\$ 28,750	CIER (52%) / I.T.I. (48%)
•	College Students Lifestyle promotion	\$ 9,700	I.T.I. (70%) / TLC (30%)

- Whooping Crane Economy Market Research (*conservation economy*)
 - Facilitate research on the potential economic development opportunities associated with the conservation economy efforts and activities relating to Whooping Crane population including the hosting of an annual Northern Whooping Crane Festival.
 - The research project will include cataloging economic opportunities, conservation risk assessment, conservation and scientific partnerships, indigenous protocols and conservation management and asset and opportunity assessments.
- Regional Asset Inventory (*economic development*)
 - To identify, document, and spatially map the; physical/built, financial/economic, natural, cultural, human, social and political assets of the Thebacha area in order to support the development of a conservation economy that balances ecological integrity with sustainable livelihoods.
 - The project aims to provide baseline data/material for informed land-use planning, Indigenous stewardship initiatives as well as economic development strategies that prioritize conservation, community resilience, and long-term environmental sustainability.
- College Students Lifestyle promotion
 - Aurora College (Thebacha campus) student attraction promotion, promoting Fort Smith and Thebacha campus as a safe, health and energetic community for students and families to live and study. Collaboration with College.

Active Projects – currently not funded (*economic development*)

- *potential for future funding / significant benefits*

<i>Non-Funded Projects</i>		<i>Pot Funds</i>	<i>Source</i>
•	Water Management – Centre Excellence	\$ 200,000	MRB Ecosystem (feds)
•	Agri-Food Security (<i>several project initiatives</i>)	200,000	Various (<i>SSRC identifying</i>)
•	Indigenous Peoples Resiliency Fund (agri)	75,000	Walmart Foundation

- Water Management ~ *Centre of Excellence for Water Management*
 - Potential funded by: Mackenzie River Freshwater Ecosystem Initiative - 2025/2026
 - The over-arching goal of this Project is to develop the framework for the creation of a Center of Excellence for water research and monitoring collaboration and, to improve the efficiency and effectiveness of water quality monitoring in the Slave River at the Alberta and NWT border, and to ensure coordinated activities with Indigenous-led research groups and other centres within the Mackenzie basin.
 - Funding request for \$199,500 submitted (*declined – Sep 2025*). Other opportunities are being explored in collaboration with Minister of ECC, CIER and other partners.
 - Will be pursuing when next call for interest issued
- Agri-Food Security / Research Greenhouse (*conservation economy*)
 - Potential funded by: Agriculture and Agri-Food Canada, ITI
 - Ongoing support and assistance in promoting food security issues/concerns and programs in community and general agriculture promotion and development.
 - Support and assisting in process to establish commercial research greenhouse in Fort Smith (Thebacha Campus). Application due in Nov 2025.
 - Continue programs/supports from: South Slave Research Institute, Wilfred Laurier University, ITI, Territorial Agrifood Association, local governments
- Indigenous Peoples Resiliency Fund (*agriculture / food security*)
 - Walmart Foundation / South Slave Research Centre
 - Funding request submitted for Indigenous Peoples Resiliency Fund (*Walmart Foundation*) for \$75k to hire agriculture coordinator (*declined – Jun 2025*)
 - Will be pursuing other opportunities when next call for interest issued

Active Initiatives - (*strategic priority objectives*)

- TLC Economic Development Strategy / Outline
 - Strategic priority objective
 - Establish basis for TLC driven initiatives to support economic development and growth in Fort Smith. Initial proposal to include project scoping for activities of common interest. This could include, eco-tourism incubator cooperative, community electrification strategy (*electric heat, industry use/rates, etc.*), housing development strategy outline.
- Community Wellness / Crime Issues
 - Action plan for community involvement, continued advocacy.

Initial research has identified potential funding sources and support resources:

Public Safety Canada (federal govt) - Aboriginal Community Safety Planning Initiative

 - The Aboriginal Community Safety Planning Initiative (ACSPI) supports Indigenous communities addressing local safety and crime prevention concerns with the goal of strengthening community well-being and resilience.

Yukon - House of Wolf & Associates (HoWA)

- HoWA specializes in Social Justice Infrastructure design that is custom, responsive, trauma-informed, and sensitive to your community's needs. Social Justice Infrastructure refers to the network of in-house programs that address intergenerational trauma as the root cause of crime and criminality.
- Community and leadership meetings with Chief Superintendent of RCMP planned for Nov 2025, to include update on new NWT legislative initiatives.

Ongoing Advocacy Issues

- Aurora College / Thebacha Campus
 - Increase utilization of Thebacha campus, expand offering of diploma programs, trades.
 - Improvements to student housing / student safety and lifestyle perceptions
 - Staff employment location and retention concerns (*remote working in YK, etc.*)

Meetings with Board Governors Chairperson, President and key senior staff. Significant concerns expressed by TLC about perceived lack of strategic direction for College and, the transformation process and plans.

 - Ongoing priority
- NT Power Corporation
 - Ongoing issues with Taltson retro-fit and impacts on quality of service
 - Local distribution system upgrade (*timelines potentially hindering development*)
 - Electricity rates, net-metering, interruptible power rates, etc.

Meetings with Minister, CEO and senior staff.

 - Ongoing
- GNWT positions and decision making (*centralization, not filling vacant positions, etc.*)
 - Attempting to resolve clarity of filled vs vacant positions, including remote work
 - Impacts of restructuring and proposed austerity measures (*leaving positions vacant*)

Meeting with Minister. Received data dump – information very suspect and requested they revisit and update, ie; *data provided noted +650 pys, main estimates approved 453, only 2 positions identified as working remotely (H&SS)*

 - Ongoing priority
- Community Health Services
 - Hospital safe room, RCMP staffing levels, potential Social Worker ride-along for after hours callouts / responses.
 - Ongoing priority
- Wildfire After-Action report – community consultation (*lack thereof*)
- Status of Fort Smith as Regional Centre (*previous news article on service centers prompted*)
- Men's Corrections facility (*current lead initiative by TLC partner – update pending*)

TLC Coordinator Contract Terms

- CIER original contract

Appendix A – List of Services to be provided by Contractor

Contractor is responsible for the following main tasks as determined from time-to-time in accordance with section 2 of this Agreement:

- Coordination of the Fort Smith Collaborative Leadership Table, comprised of elected leaders of the Fort Smith Métis Council, Salt River First Nation, Smith's Landing First Nation, Town of Fort Smith, the Member for Thebacha of the Legislative Assembly of the Northwest Territories.
- Draft and finalize a Fort Smith Strategic Plan for the Conservation Economy, including the development of a regional asset inventory, as a specific deliverable to be provided to the Fort Smith Collaborative Leadership Table and the CIER Collaborative Leadership Initiative Team.
- Synthesize guidance, recommendations, and direction from the Fort Smith Collaborative Leadership Table.
- Conduct research/analysis and provide recommendations to inform the collaborative leadership process and its activities.
- Track, record, and summarize the implementation of the collaborative leadership process, including creating reports, briefing documents, and other materials capturing the process.
- Attend meetings, engagement sessions, and other activities associated with the Fort Smith Collaborative Leadership Table and report back to the CIER Collaborative Leadership Initiative Team.
- Act as the liaison between the Fort Smith Collaborative Leadership Table and others, including – but not limited to – CIER staff and subject matter experts.
- Other duties related to the coordination of the Fort Smith Collaborative Leadership Table as needed.



**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 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 7 DAY OF OCTOBER, 2025 A.D.

READ A SECOND TIME THIS 7 DAY OF OCTOBER, 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



**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 7 DAY OF OCTOBER, 2025 A.D.

READ A SECOND TIME THIS 7 DAY OF OCTOBER, 2025 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2025 A.D.

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Senior Administrative Officer