



Council of the Town of Fort Smith
December 16, 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 December 9th, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
 - i. Director's Report
- b. Municipal Services
 - i. Director's Report
- c. Briefing Note: Purchase of Electric Olympia Ice Resurfacer and Ice Edger
- d. Briefing Note: Donation Request – Fort Smith Girl Guides

8. BUDGET:

- a. Briefing Note: 2026 Budget 1st Draft
- b. Budget Presentation
- c. Summary – Levels of Service

9. COUNCIL BUSINESS

- a. Bylaws
 - i. Third Reading Jim Hood SAO Appointment Bylaw No. 1073
 - ii. First Reading Land Disposal Bylaw No. 1074
 - iii. Second Reading Land Disposal Bylaw No. 1074
- b. Mayor and Council Round Table

10. PROCLAMATIONS

11. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on January 13th, 2026, with reports from Protective and Corporate Services.



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12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

14. ADJOURNMENT

FORT SMITH
POLICING REPORT
November 2025



Fort Smith RCMP Detachment
G Division
Northwest Territories



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada 

Summary of Police Occurrences:

The Fort Smith RCMP Detachment members responded to 158 reported calls for service for the month of November 2025, which was 9 more than November 2024.

Fort Smith Detachment/Community Policing Priorities:

(1) Community Policing – Communicate effectively:

Members engaged with community members at the local coffee shop and on their regular patrols within the community. Members maintained a visible presence in the community which had been commented on by several community members indicating they had not seen such a visible presence of police in the community “in several years”. Several school visits were made, engaging youth through attendance to play sports at recess, and attending a pancake breakfast to assist.

(2) Substance Abuse – Alcohol and Drugs:

The RCMP executed a search warrant at a residence in a continued effort to counter the illicit drug trade in the month of November. The search warrant resulted in over 2 ounces of suspected crack/cocaine being seized, along with a large amount of cash. The Fort Smith RCMP also entered into four investigations of impaired operation resulting in two files leading to charges with one still under investigation. Members of the community are continuously providing tips and information involving the illicit sale of drugs in Fort Smith. Members of the public also have the option to provide any information through Crime Stoppers (www.crimestoppers.ca) should they not feel safe in coming directly to the police with information.

(3) Violence in relationships:

There were 9 files related to intimate partners and/or violent situations, 5 of which led to charges and are presently before the courts.

Prolific Offenders

To address what causes the greatest harm in the Fort Smith RCMP detachment area, a Prolific Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. The Fort Smith detachment has been actively monitoring persons identified as prolific offenders and are actively working on executing outstanding arrest warrants currently held by the Fort Smith detachment. Harm reduction will continue to tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols will continue to detect and deter illicit behavior.

Other Notes: Project Guardian has enabled a large visible police presence within the community. An influx of resources will continue to be present and visible throughout the month

of December.

Notable Community Occurrences For The Month:

On November 1st, 2025, the Fort Smith RCMP were dispatched to a single vehicle collision. Members attended and initiated an investigation that is still ongoing.

On November the Fort Smith RCMP executed a search warrant at a residence in Fort Smith which resulted in approximately 2 ounces of suspected crack cocaine being seized along with approximately \$7700 in Canadian currency. This warrant execution resulted in charges being laid.

Members also participated in the town Christmas Parade on November 29th.

SUMMARY OF REPORTED OCCURRENCES FOR November 2025 – Fort Smith

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (excluding sexual assaults)	17	190	15	242
Sexual Offences	4	17	6	22
Mental Health	9	102	11	134
Wellbeing Checks	5	123	10	101
Drug Offences	5	68	3	68
Impaired Driving	4	33	4	66
Mischief (Property Damage)	1	43	4	58
Possession of Property obtained by crime	1	4	1	3
Break and Enter	1	27	2	19
Theft	5	74	9	94
Disturb the peace and Mischief (Interfere with lawful enjoyment)	30	410	39	461
Other Violations	30	557	43	665
Total Violations	158	1654	147	1931

Total Occurrences: 150

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	18	3	24
Victim Services Referral - Declined	2	85	3	86
Victim Services - Proactive Referral	1	12	1	9
Victim Services - Not Available	0	0	0	0
Emergency Protection Orders	0	21	1	18
Emergency Medical Transport of Patients	0	1	0	2
Prisoners Held (On Detachment's Occurrences)	14	149	13	171

First Nation and Inuit Policing Program/ Letter of Collaboration Priorities	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Community Policing Engagements	3	12	0	0
Reconciliation/Cultural Activities	1	12	0	0
Community Leadership Meetings	1	20	0	0
Cultural Awareness Training	0	0	0	0
Activities to Increase Awareness of Policing	1	9	0	0

If you have any questions or concerns regarding this report and would like to discuss it further, please feel free to contact me at 867-872-1111 or through email at andrew.kern@rcmp-grc.gc.ca.

Respectfully submitted.

A.Sgt. Andrew KERN
65311

Acting Detachment Commander
Fort Smith RCMP Detachment

External Distribution List:

Fort Smith Mayor and Council

Salt River First Nation

Metis Council "G" Division Criminal Operations

"G" Division Business Manager

Sgt. James LAI District Officer in Charge

S/Sgt. Tim WILLIAMS District Advisory Non-Commissioned Officer



MINUTES

The Regular meeting of the Council was held on
Tuesday, December 9, 2025, @ 7 pm within the Town Hall Council Chambers.

Present: Mayor Fergusson, D/M Keizer, Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, Cr. Tuckey, Cr. Cox, and Cr. Couvrette

Regrets:

Staff Present: Jim Hood, Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services
Cassandra Gibbons, Director of Corporate Services

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

# 25-298	Moved by: Cr. Cox Seconded by: Cr. Tuckey
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

- a. Animal Shelter – Robyn Brown

Robyn Brown explained that the Fort Smith Animal Society is facing serious operational strain due to volunteer burnout and a lack of board members, which has made it difficult to maintain basic shelter functions such as adoptions, phone line coverage, animal care, and coordination of veterinary services. She notes that the Society is operating with the minimum number of board members required and that she will be stepping down as president in 2026 with no identified successor. Without structural support from the Town, including a paid staff position, she warns that the shelter may be forced to close within months. She urged the Town to establish a paid Animal Shelter Manager role to stabilize operations, support enforcement of animal bylaws, and improve overall care for animals and residents.

Brown outlined two possible Town-funded options. The first would integrate shelter responsibilities into a new bylaw or animal control officer position. The second would create a dedicated full-time Animal Shelter Manager responsible for coordinating animal care, volunteers, adoptions, medical needs, and administrative tasks. She stressed that if the upcoming AGM cannot fill vacant board roles, the Society will dissolve, shifting all responsibility for shelter operations to the Town. Brown emphasized that stricter bylaw enforcement will increase animal intake, making a paid position essential to keep the shelter open and prevent animal suffering.

D/M Keizer began by expressing his appreciation for the work of the Fort Smith Animal Society. He noted that every rescue he has supported since moving to Fort Smith has come through the shelter, and he thanked the delegation for coming forward with solutions rather than simply presenting problems. He said he genuinely admires the effort they put in. He also shared that he has been trying to imagine what the town would look like without a



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shelter, and the only parallel he could draw from his own experience was during his time with Parks, when staff had to visit communities without shelters and shoot dogs. He explained that it was the duty Parks staff disliked the most, and he understands the seriousness of the situation the Society is describing.

Cr. Cox asked whether the Society has seen an increase in dogs over the past year. He wondered if the issue is a rising number of animals needing care, decreasing volunteer availability, or a combination of both. He asked what the community is truly facing regarding shelter demand and volunteer capacity.

Robyn Brown explained that while she has only served as president for a year, she has volunteered with the shelter for about 15 years and has seen a clear increase in the number of dogs needing care. She noted that numbers nearly doubled at one point, and the evacuation a few years ago placed a heavy strain on volunteers and board members. During that period, many animals left behind in town were brought to the shelter, with more than 40 dogs taken in and roughly half never reclaimed by their owners. When residents returned in 2023, the shelter was over capacity, with some dogs doubled up in kennels. Although the Society managed to bring numbers down to just one dog at the start of this year, the shelter quickly filled again, reaching nine dogs within a few months. Brown emphasized that while she cannot provide exact figures, the trend shows a steady and significant increase in dogs needing care.

Cr. Cox followed up with another question, noting that any decision would involve a financial commitment from the Town and requires proper due diligence. He asked whether the Animal Society has financial reports and statistics available, such as the number of animals taken in, how many are euthanized, how many are adopted out, and other typical operational figures. He wondered if this information could be provided to council for review.

Robyn Brown explained that the Animal Society can provide financial reports and statistics, though she does not have them on hand. She noted that their long-serving treasurer of about 20 years prepares an annual report for the AGM, which can be shared with council. She added that adoption data is available for the past few years, but records beyond that may be limited. Brown also thanked council for their support during the challenges of last year and responded to a broader question about how the Society could support the Town if a Town-mandated structure were created. She said their main contributions would come through education and outreach, as they already provide tours and learning sessions for groups like Girl Guides and local schools. Brown reminded council that the Society already has an MOU with the Town and receives financial support, which they appreciate, but emphasized that the core issue is not funding alone. The main strain is the lack of available volunteer time needed to run the shelter.

Cr. Heaton spoke about the PetSmart incubator program, noting that she has raised it several times because she believes it could offer real benefits. She explained that the program has been successful in places like Mikisew Cree First Nation, providing funding for fencing, straw, spay and neuter services, and dog medications. She emphasized that the program is designed to be inclusive, and the more partners involved, the stronger the outcomes tend to be. She added that it requires collaboration with community organizations, and acknowledged that while the Town and the Animal Society could do more to build these partnerships, it has been challenging given the pressures of the past year. She suggested that if the shelter is able to continue operating, developing these partnerships should become a priority.



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4. APPROVAL OF MINUTES

a. Regular Meeting of Council November 18th, 2025

# 25-299	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
That the minutes of the Regular Meeting of November 18th, 2025, be adopted as presented.	
PASSED	

b. Special Meeting of Council November 25th, 2025

# 25-300	Moved by: Cr. Cox Seconded by: Cr. Bathe
That the minutes of the Special Meeting of November 25 th , 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

1. Cr. Karasiuk – Fort Smith Seniors Society
2. Cr. Heaton – Uncle Gabe’s Friendship Centre

7. ADMINISTRATION

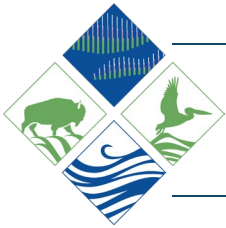
a. Protective Services

i. Director’s Report

Director McNab explained that the fire hall retrofit has been discussed since the last budget cycle and remains a priority. He noted that the building is a Town-owned asset with existing value, but that value will decline if the structure continues to age without upgrades. Even if the Town issued an RFP for a full design and development of a new fire hall tomorrow, he estimated it would still take about five years before the facility could be replaced. For that reason, the Town will need to continue using the current building for several more years, after which it may either repurpose the facility or dispose of it, depending on its remaining value.

He clarified that the planned retrofit focuses on the building envelope to extend the fire hall’s useful life by three to five years. This would include repairing or replacing portions of the roof, updating the aging wood-frame windows, and addressing flooring and other basic maintenance needs. McNab noted that he had hoped to bring this work forward during the budget six months ago, but they are still waiting on information from the contractor and have been pushing for updates. He added that discussions have also taken place about potential new locations for a future fire hall, including earlier considerations involving Housing NWT, but other site options may need to be explored. He confirmed that the Town is working with a contractor to review the initial RFP documents for a design-build approach, but more work remains before anything can move ahead.

Director McNab reported that November was one of the busiest months the department has ever experienced when combining fire and ambulance activity. By the end of the month, they had responded to 55 fire and ambulance calls, many of which were serious. He said the volunteer group handled the situations very well, as they always do, and he expressed pride in their performance.



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He also welcomed seven new members who have completed their initial orientation and will join weekly practices. Training will continue in the new year, including an emergency medical responder course scheduled for January. The department is also exploring bringing in Wounded Warriors to provide additional mental health and resiliency training for first responders, which he said he is looking forward to. McNab added that a new officer has joined their leadership group, which is another positive development. He concluded by noting that Bylaw completed 40 reimbursement enforcement files in the recent reporting period, 19 of which were related to animal bylaw matters.

Director McNab reported that the recent workshop hosted by the GNWT was excellent. It followed the same format as the wildfire workshop and was well organized by NWTAC, with support from FCM. He noted that the session brought in geomorphologists and geotechnical engineers who provided detailed information to all river communities affected by riverbank erosion. He said the material was very helpful and informative.

McNab added that the workshop gave him the opportunity to learn what other communities are doing, along with potential funding sources to continue local assessment and planning work. He also delivered a presentation on Fort Smith's experiences, outlining the Town's history of riverbank erosion and the efforts taken over the years to address the issue.

Cr. Cox began by offering kudos to everyone involved in the Food & Toy Drive, noting that it was a cold day to be outside and expressing appreciation for their efforts. He then reflected on the recent riverbank learning workshop, saying his main takeaway was how far along Fort Smith is compared to many other communities facing erosion issues. While he previously thought Fort Smith had some of the most serious challenges, he learned that other communities are dealing with immediate risks such as relocating homes and finding temporary housing for residents in high-risk zones.

He explained that communities typically move through five phases when addressing landslides and slope stability, and Fort Smith is sitting at around phase four and a half. The Town still needs to complete risk assessments, determine projected land loss, identify mitigation options, and calculate costs. Even so, he said Fort Smith is in a stronger position than most, with major infrastructure already set back safely and residential areas gradually moving away from the bank. He feels more confident about the community's position, acknowledging that there is still work ahead but praising the progress and the ongoing efforts to update assessments and plans

ii. Briefing Note: Animal Shelter Operations Support - For Information

Director McNab outlined four options for council to consider regarding future animal shelter operations. He noted that each option reflects a different level of service and financial commitment. The first option would be to significantly increase the Town's annual contribution to the Animal Society so the Society could hire and manage a part-time staff member to handle administrative and operational duties. The second option would involve issuing an RFP for a contractor to fully operate the shelter, with the Town managing the contract while the Animal Society continues its volunteer support, if able.

The third option would place shelter operations under a municipal bylaw officer, supported by volunteers, though McNab cautioned that assigning this responsibility to the current bylaw officer would cut enforcement capacity by more than half. A dedicated animal control officer could make this model more viable. The fourth option is to maintain the current level of service and continue working collaboratively with the Animal Society, though he acknowledged this may not be sustainable for the Society. McNab explained that



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these four options are meant to give council a starting point for discussion, and they will be reflected in the upcoming budget presentation next week.

iii. Briefing Note: Property Sale 9 Whitford Rd.

25-301

Moved by: Cr. Bathe

Seconded by: D/M Keizer

That Council approve this application and move forward with writing a land disposal bylaw for 9 Whitford Rd.

PASSED

b. Corporate Services

i. Director's Report

Director Gibbons noted that this was her first meeting before council and acknowledged that it has been a steep learning curve. She shared that she has officially stepped into the Director of Corporate Services role and is working hard to understand the many moving parts of the department. The budget is her main focus right now, and she reported that staff are preparing a detailed presentation that will be delivered in two parts. The first part will outline the core budget, while the second will serve as a workshop where council can explore broader operational considerations and the financial context behind key decisions.

She also highlighted ongoing work within Corporate Services, noting that the new Human Resources staff member has developed a strong 2026 training schedule. This schedule includes sessions on workplace respect, conflict resolution, and other broad professional development topics that will support employees and help strengthen team cohesion. In addition, she explained that the department is closing out year end processes, reviewing actuals from the past eleven months, and looking ahead to strategic goals and milestones for early 2026. She emphasized that this forward planning will help lay a solid foundation for the initiatives and priorities reflected in the upcoming budget.

Cr. Heaton sought clarification regarding property assessments.

Director Gibbons noted that there has already been some discussion and concern about how the results of upcoming assessments might be misinterpreted by the public. She explained that people may assume the assessed values directly reflect future mill rates or tax increases, which is not the case. Because of this, council previously suggested preparing a strong public communication piece to clearly distinguish between assessment values and taxation, and to reassure residents that the size of the assessment investment does not determine future tax rates.

She said the plan is to work with the Town's Economic and Tourism Development Officer, who has strong graphic design skills, to create a clear and accessible public-facing document. This would use plain language, relatable examples, and visual elements to help the community understand the difference between assessments and taxes. The communication would be shared widely through the Town's website, social media, and other platforms. While the idea is still in the suggestion stage, Gibbons said internal discussions have identified no reason not to proceed, and it appears to be the most responsible way to prevent confusion or misinformation.

ii. Account's Paid List

iii. Correspondence



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- c. Briefing Note: Canada Housing Infrastructure Fund (CHIF) – Upcoming Funding Call and Recommended Project Priority

25-302

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Council direct Administration to pursue partner capital commitments in support of a Canada Housing Infrastructure Fund application for the Tower Pumphouse refurbishment and SCADA modernization project and, if such commitments cannot be secured, pivot to a secondary application for the Klondike/Caribou Lift Station replacement.

PASSED

- d. Briefing Note: Attendance at the NWTAC 2026 Annual General Meeting

Council members are requested to confirm their attendance by the Regular Meeting of Council on December 16th, 2025.

This will allow Administration to:

1. Register all confirmed attendees.
2. Release any unneeded rooms to minimize costs.

- e. Briefing Note: Donation Request – Fort Smith Seniors Society

25-303

Moved by: Cr. Heaton

Seconded by: Cr. Couvrette

That Council approve the Fort Smith Seniors Society's request for an in-kind donation by waiving the rental fees and staff costs for the use of the Recreation Centre gym on Sunday, December 14, 2025, in support of their annual Christmas Dinner.

PASSED

*Cr. Karasiuk declared a conflict of interest

- f. Briefing Note: Donation Request – Uncle Gabe's Friendship Centre

25-304

Moved by: Cr. Karasiuk

Seconded by: Cr. Couvrette

That Council approve a donation to Uncle Gabe's Friendship Centre in support of the 2025 Food Hamper Initiative, with the contribution amount or type to be determined by Council.

PASSED

*Cr. Heaton declared a conflict of interest

A conversation was had around how much remaining funds are in the donation and public relations budget.

Cr. Karasiuk commented that with current grocery prices, five hundred dollars does not go very far. He said he would be interested in increasing the amount, especially since it sounds like there is some remaining funding available as the year comes to an end. He described the organization as a great group that provides strong support to the community, and for that reason, he stated a preference to offer a one-thousand-dollar contribution instead.

Cr. Couvrette said he believes the Seniors Society provides valuable contributions to the community, benefiting many residents. He noted that they do a significant amount of fundraising for various groups, and offering them use of the gym along with staff support for setup is a small gesture compared to the work they do. He expressed his support for the



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proposed one-thousand-dollar contribution and thanked the organization for everything they do for the community.

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. First Reading Jim Hood SAO Appointment Bylaw No. 1073

# 25-305	Moved by: Cr. Karasiuk Seconded by: Cr. Couvrette
That the Jim Hood SAO Appointment Bylaw No. 1073 be given first reading.	
PASSED	

ii. Second Reading Jim Hood SAO Appointment Bylaw No. 1073

# 25-306	Moved by: Cr. Couvrette Seconded by: Tuckey
That the Jim Hood SAO Appointment Bylaw No. 1073 be given second reading.	
PASSED	

b. Mayor and Council / Board Representatives

- i. Cr. Tuckey had nothing to report.
- ii. Cr. Cox spoke about the Riverbank Workshop he attended and let council know that if they have any questions, he would love to talk to them about it.
- iii. Cr. Couvrette raised a concern in his role on the NTPC Intervention Committee, noting that the Town has not received an update for several months on NTPC’s operations in Taltson or on the status of repairs to the surge tank. He emphasized that the community has been operating as a non-hydro community for far too long. He suggested that the Mayor invite NTPC to attend a future council meeting as a delegation to provide an update on repair timelines and when hydro service may return.

He also referenced information shared earlier by the Town’s consultant during the 2026 capital plan review, which identified a new ten-million-dollar budget item for surge tank repairs. He noted that the Town needs clarity on how this major cost will affect future power rates and applications, especially given that NTPC recently invested ten million dollars in a midlife retrofit of the dam.
- iv. Cr. Benwell expressed her appreciation towards Northern Lights Special Care home for the invitation to join them for their Christmas Dinner, especially with it being Phillip (Pi) Kennedy’s 99th birthday. She also expressed her condolences to all families who have lost a loved one recently. Cr. Benwell reminded the community that the PWK Annual Santa Claus Parade was taking place tomorrow, and for everyone to drive safely.
- v. Cr. Heaton reported that the food bank remains extremely busy, noting that many residents and students are staying in town because travel costs are high. She encouraged all forms of donations, especially monetary contributions, which can often be eligible for tax receipts. She also highlighted the recent Christmas parade and thanked the many volunteers who keep the thrift store running, acknowledging Maureen in particular for her long standing commitment, as well as Gary, Natalie, Georgette, Lois, and the high school students who help earn CALM hours.



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She also promoted a few upcoming community events, including Moonlight Madness taking place on Friday from six to nine, encouraging residents to shop locally. She added that JBT’s Christmas concert will feature a VIP auction package with reserved parking, front row seating, and access to the light refreshments, inviting people to bid through the JBT auction page.

- vi. Cr. Karasiuk reminded council that the Santa Run is taking place tomorrow, with tea and light refreshments available in front of the school. Cash donations for the food bank will be accepted, and he encouraged anyone able to stop by, enjoy a warm drink, and contribute. He also noted that the Seniors Society is hosting its annual Christmas dinner this Sunday at five o’clock in the gym, welcoming all seniors to attend. Santa will be there for photo opportunities. He closed by wishing everyone happy holidays.
- vii. Cr. Bathe expressed his appreciation for the museum's pancake breakfast, noting that Santa was also there to take pictures.
- viii. D/M Keizer reminded council about the upcoming NWTAC AGM, noting that attendance is important and that the call for resolutions is open. He explained that Fort Smith submitted two resolutions last year, both of which were accepted, and encouraged councillors to bring forward ideas for either community-specific or territory-wide resolutions by early January. He added that the GNWT issue could be considered as a potential resolution and joked that even a draft prepared through ChatGPT would be a fine starting point.

He also shared a few holiday updates, noting that Santa has been very active around town and that the festive season is well underway. He spoke warmly about attending the seniors’ Christmas dinner, where he had meaningful conversations and saw many familiar faces. He added a personal note that his five-year-old grandson was thrilled by the Christmas lights around town and enjoyed identifying the decorations on each pole during their drive home. He said the lights clearly continue to have an impact and help make Fort Smith feel festive and welcoming for the season.

- ix. Mayor Fergusson reported that it has been a busy period in the office, with several letters sent out in recent weeks. She wrote to the departments of Infrastructure, Municipal and Community Affairs, Housing, Wood Buffalo National Park, and the local MLA. She also sent a letter of support for the team representing Fort Smith at the annual Provincial Hockey Championships. She noted that she has not yet received responses to any of the letters but joked that she is writing almost two a week at this point.

She shared that she recently spoke with CBC North, who reached out for comments for stories related to fire services, mental health, and wellness. She added that the planned leadership meeting with the CEO of the health authority was cancelled, which meant she was unable to raise questions about service levels and what the next few months may look like for the community. She noted that last year’s service levels were manageable, and she hopes to revisit the issue soon. Finally, she mentioned that TLC will be hosting a gathering on Thursday, where all leadership representatives will be meeting.

9. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Community & Municipal)	December 16, 2025, @ 7 pm
Regular Meeting of Council (Protective & Corporate)	January 13, 2026, @ 7 pm



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10. EXCUSING OF COUNCILLORS

11. QUESTION PERIOD

A community member noted that with strengthened animal care and welfare bylaws expected to come into effect, there may be a surge in the number of dogs entering the shelter once enforcement begins. They suggested that even a short term solution, reviewed again in two years, could help the Town manage this transition while focusing on spay and neuter efforts and public education. They explained that once the community gets animal numbers under control, the same level of support may no longer be needed. However, they expressed concern that in the immediate future, stronger enforcement will likely result in more animals being impounded, which is costly for the Society and challenging to manage. They emphasized the need for temporary support while moving toward a more responsible and sustainable system.

12. ADJOURNMENT

25-307

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

That the meeting be adjourned at 8:27 pm.

PASSED

RECOMMENDATION:

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

BACKGROUND

Recreational Programming

Fort Smith Curling Club

The Curling Club experienced some early-season challenges when their ice plant repeatedly shut down, causing delays in ice preparation. After CIMCO addressed the issue and corrected the plant levels, the system stabilized and the club was able to begin regular programming. Their weekly schedule has filled quickly. On their regular curling days (Monday, Wednesday, and Friday), they consistently host 10 dedicated curlers. Saturday sessions have also seen strong participation, with 7 curlers on November 15 and 11 on November 22, including both returning players and newcomers. The November 29 session was cancelled due to major community events, including the MAXX sale and the Christmas parade.

Interest in outside programming continues to grow. The Club recently welcomed the Girl Guides for a session with 13 participants, and their December schedule is already filling with bookings from PWK High School, JBT Elementary School, youth curling groups, and a collaboration with Teen Night.

The Curling Lounge has also gained traction as a community rental space, particularly for government and corporate groups. NWT Literacy booked the lounge five days per week from October 27 to December 15, 2025, hosting 19 sessions in November with 173 total participants. December is expected to be busy with multiple Christmas party rentals. The curling club and its representatives continues to provide mixology services under their liquor license for these events, a service that has become well regarded in the community. Visitors consistently comment on the lounge's comfortable and functional layout.

November 11 Holiday Opening

For the first time in several years, the recreation facility opened on the November 11 holiday, offering Parents & Tots in the gymnasium and access to Pete's Gym from 12:00 p.m. to 4:00 p.m. The facility welcomed 43 participants. Patron feedback was overwhelmingly positive, including appreciation from a visiting non-resident who expressed gratitude for having a space to go when most businesses were closed. The opening was a strong success and well received by the community.

Teen Night

Teen Night continues to thrive, with programmers expanding their offerings to include more outdoor and Indigenous-focused activities. A highlight this month was an outdoor campfire session that drew enthusiastic participation and helped welcome several new teens into the program. In addition, a youth beading group has been launched in partnership with the library every Thursday, fostering meaningful connections among participants. In November, Teen Night held 17 sessions and engaged more than 200 participants.

Yoga

Mel, our yoga instructor, noted that community members had not been seeing current advertisements for yoga programs. In response, updated posters were redistributed and the program was "boosted" on Facebook to improve visibility and reach a broader audience. Early indications suggest increased community awareness following these changes.

Thebacha Drone Club

Every second Sunday, the Thebacha Drone Club rents the gym for a 90-minute session. Participation continues to grow, with typical attendance ranging from 8 to 13 community members. The group has expressed strong appreciation for continued access to the space, and the program is steadily becoming more popular.

Senior Walking Program

The Senior Walk program launched in November and currently runs Tuesday through Thursday from 1:00 p.m. to 2:00 p.m. The first four sessions welcomed a total of 16 participants, and interest is quickly building. Seniors have already begun requesting additional dates, and we will increase promotional efforts to ensure the program continues to grow.

HOBOGO Event

From November 6–9, the facility supported Trevor Wetmore’s HOBOGO event, a multi-sport weekend combining volleyball, dodgeball, and hockey. Volleyball and dodgeball sessions were held in the gym, with 4 sessions and a total of 155 participants. The hockey component maintained the same high level of energy, with 8 sessions involving 178 on-ice participants and 513 spectators. This was another highly successful community event and a strong collaboration between recreation staff, arena personnel, and volunteers.

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

Town of Fort Smith Community and Recreation Centre Stats

Nov-2025

Fort Smith Commuity and Recreation Centre	Nov 2025 Sessions	Nov 2025 Participants
Squash	Operational days 29.5	88
Pete's Gym	Operational days 29.5	1214
Senior Lane Swim	31	130
Public Swim	25	470
Public Lane Swim	27	79
Parents & Tots Swim	20	26 Parents; 24 Tots
Daycare Swim	6	97
ASCP Swim	6	155
JBT	1	15
Pool Rentals	1	13
Lifeguard Training -First Aid/Bronze Cross	2	14
Zumba (Marie is injured)	2	11
NLMCC	1	427
Active Aging/Senior Walking	4	16

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: December 16th , 2025

Table Tennis	1	24
Drop-in soccer/Futsal	7	32
Drop-in Volleyball/Jr Girls Volleyball	12	150
18+ Women'sVolleyball/18+ Drop-In	4	42
Drop-in Badminton	5	44
Women's Squash League	4	27
MACCA/SRFN Vote	5/1	80/119
Family Drop-in Sports	5	49
Open Squash League	3	25
Parents & Tots Gym	25	110 Parents; 295 Tots
Gym Rentals	15	227
Pickleball	11	57
Girl Guides	3	35
Youth Night/Youth Night Volleyball	13	180
Youth Drop-In	13	120
AA	8	30
Healthy Families	4	34
Hobago Volleyball/Dodgeball	4	155
PWK Firedrill	1	152
Union Local 2 Meeting	2	20
NWT Literacy	19	173
CRC Daily Total	29.5	6618

Comments: .

Fort Smith Centennial Arena	Nov 2025 Sessions	Nov 2025 Participants
Figure Skating	47	593 on-ice, 508 off-ice
Minor Hockey	41	665 on-ice, 553 off-ice
Old Timers Hockey	8	176 on-ice, 24 off-ice
Womens Hockey	10	178 on-ice, 13 off-ice
Rec Hockey	6	90 on-ice, 20 off-ice
Public Skating	2	8 on-ice, 7 off-ice
Family Skating	6	46 on-ice, 13 off-ice
Parents & Tots	4	6 on-ice, 4 off-ice
Rentals	6	53 on-ice, 49 off-ice
Youth Shinny	2	7 on-ice, 0 off-ice
Hi Tech Development Camp		on-ice, off-ice
Skating Clinic	28	275 on-ice, 265 off-ice
Hobago Volleyball/Dodgeball	8	178 on-ice, 513 off-ice
Hawks Tournament	7	311 on-ice, 1287 off-ice
Fury	1	8 on-ice, 3 off-ice

Comments: .

Fort Smith Child Care	Nov 2025 Sessions	Nov 2025 Participants
Summer Camp	19	509/570
Daycare	19	16FT; 2HT; 2FTI; 0 Drop-Ins (HD)

Comments: .

FTI is for Full Time Infant

Fort Smith Centennial Arena

The arena continued to operate at full capacity throughout November, with a robust schedule and consistently strong participation both on and off the ice. Over the course of the month, the facility hosted 150 programming sessions, drawing 1,822 on-ice participants and 1,191 off-ice participants. The arena

remains one of our highest-traffic areas, and staff continue to take great pride in maintaining a clean, safe, and welcoming environment for the community.

In recent weeks, several user groups raised concerns regarding declining ice conditions. In response, we worked closely with the Facility Maintenance team to develop and implement a corrective plan. Ice preparation is now underway, and we expect conditions to return to standard in advance of the PWK Winter Classic.

Figure Skating Clinic

From November 6–9, the arena supported the Figure Skating Club’s on- and off-ice clinic, held each morning and afternoon. The clinic helped skaters refine their routines and prepare for upcoming AWG programs. Participation was strong, with 275 on-ice and 265 off-ice attendees. The event was well received and demonstrated strong community support for the club’s developmental activities.

Minor Hockey Tournaments – U7 to U11 (November 15) and U12 to U18 (November 22)

Minor Hockey hosted two one-day tournaments in November, both welcoming teams from Hay River. The U7 to U11 tournament on November 15 offered a fun and friendly series of matchups and generated strong community engagement, supported by the operation of the local canteen. The following weekend, the U12 to U18 groups held their tournament; while winter weather forced a slightly shortened schedule, participants remained safe and enjoyed their time in the community.

Across both events, a total of 7 sessions were held, with 311 on-ice participants and 1,287 off-ice spectators. The arena was filled with positive energy throughout both weekends, highlighting strong community spirit and support for youth sport.

Fort Smith Centennial Arena

2025-2026 SEASON SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					OPEN @ 9:45AM	
			Parents & Tots (10:30 - 11:30)		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)	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)	MH U18 (8:35 - 9:25)			
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

In November, several operational adjustments were implemented to enhance public access and improve overall service delivery at the aquatic facility. Opening hours were extended on both Wednesdays and Fridays, with the pool now available beginning at 3:30 p.m. instead of 4:30 p.m. Additionally, a new Friday rental slot was added from 10:00–11:00 a.m., increasing opportunities for community use. On Wednesdays, staff have also begun installing the Wibit play platforms to provide expanded recreation options for families and youth.

To better understand facility usage, hourly attendance statistics are now being tracked, along with daily opening data for both the pool and spa. In November, the pool remained open 96% of the month, while the spa was available 53% of the time. Any partial-day closures are counted as closed for tracking purposes.

Recruitment efforts continued, with three lifeguard competitions posted to hire newly trained candidates; these competitions close on December 3. Additional children’s swimsuits have been ordered to support


ASCP participants who may forget their own, ensuring that all children can take part in aquatic activities rather than sitting out.

November also saw four participants complete the “Swim for Cancer” challenge, each successfully achieving their goal of swimming 5 km. Fundraising totals are not yet available. Promotion for Parent & Tot swims was conducted both online and through printed materials distributed throughout the community.

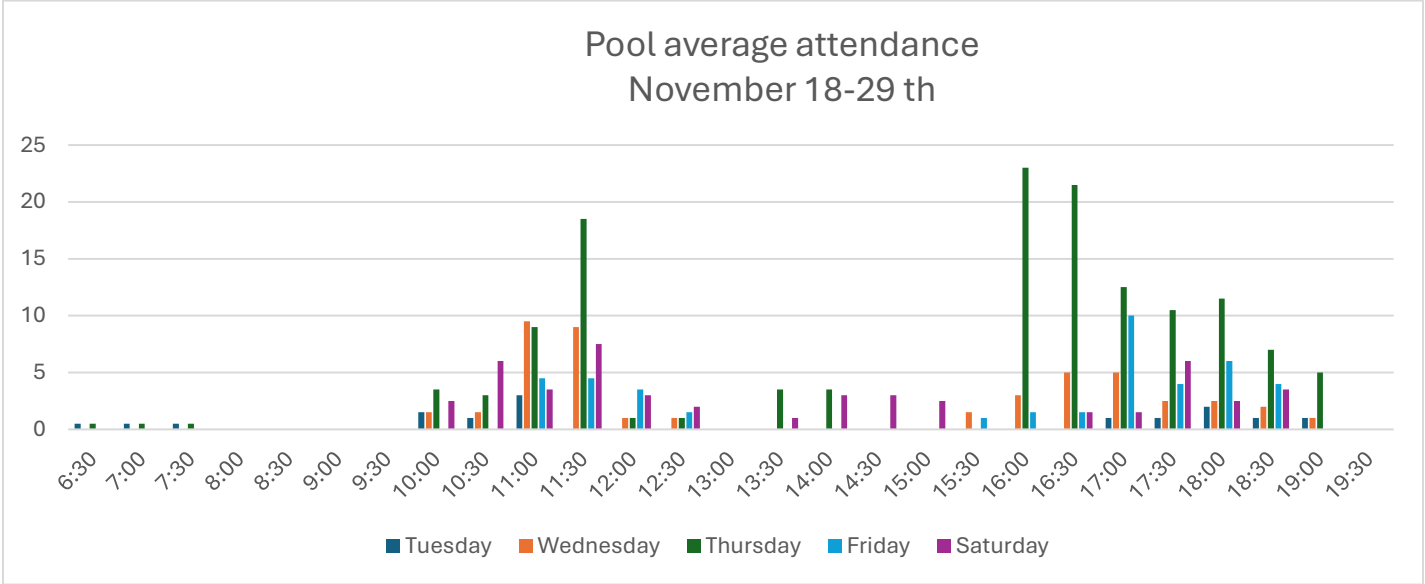
An online survey was conducted over a two-week period, receiving 87 responses. Key themes included strong interest in Sunday openings and later evening hours, significant demand for swimming lessons (30 requests), and continued interest in Aquafit programming (16 requests). Respondents also noted ongoing frustration with the frequent closure of the hot tub.

William Schaefer Memorial Swimming Pool

2025 FALL / WINTER SCHEDULE (NOV 10 - 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)	RENTAL (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)	Public Swim Wibit night (3:30-7:00)	ASCP (4:00-4:50)	Public Swim (3:30-7:00)		
	Public Swim (4:30-7:00)		Public Swim (4:30-7:00)		Public Swim (4:30-7:00)	



Mary Kaeser Library

November was a strong month for library usage and programming. Average daily attendance remained high, with a continued notable increase in adult visitors—a trend that has persisted throughout the fall. Circulation statistics were particularly encouraging, with the highest number of items borrowed since January, reflecting strong engagement with both new and existing collections.



Programs were well attended across all age groups. Storytime continued to draw excellent turnout, including several new families joining regularly. Curious Creators maintained a consistent core group, particularly a dedicated group of girls who attend weekly. Teen Night participation remained steady, with reliable attendance each week. Our Cooks & Books program featured a hands-on pasta-making workshop that was very positively received by participants. Adult programming also saw success, with approximately 17 people registered and 12 attending our cookie-decorating event—an attendance pattern typical for this program and in line with expectations.

After delays due to the postal strike, we were pleased to finally receive the new books

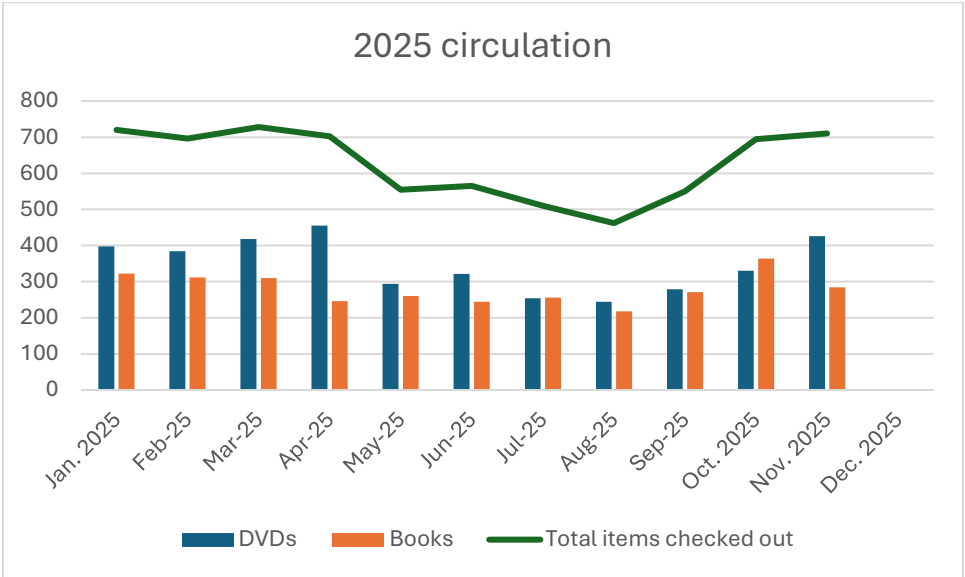
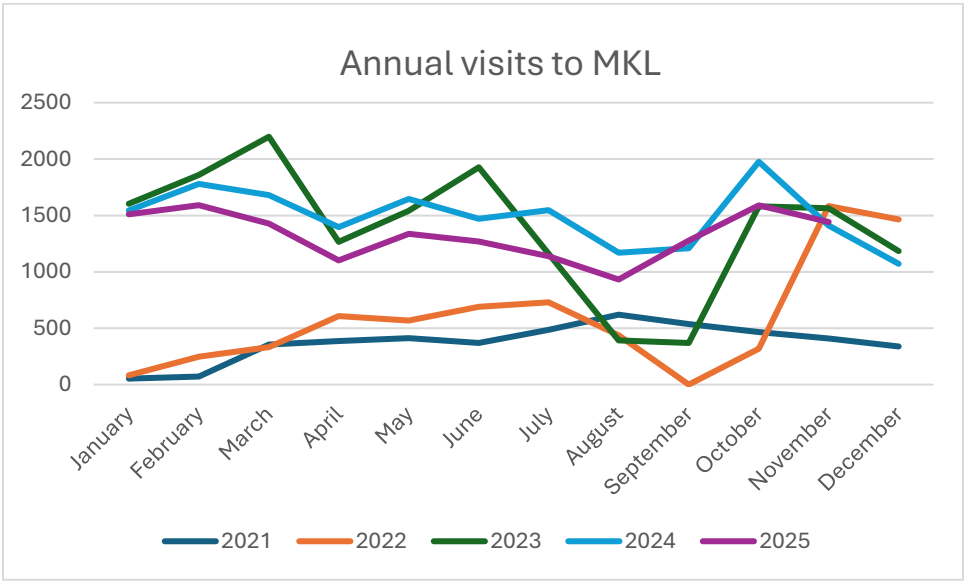
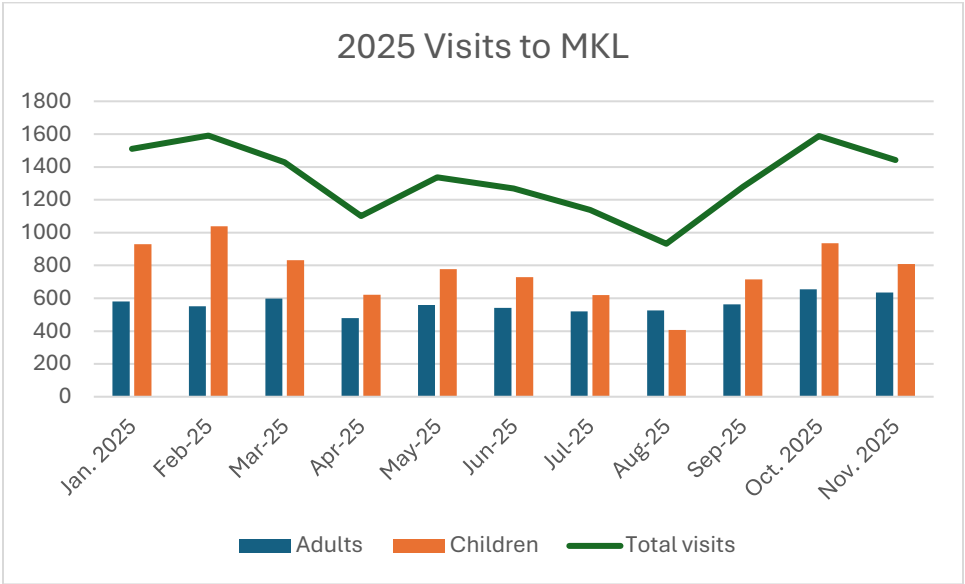


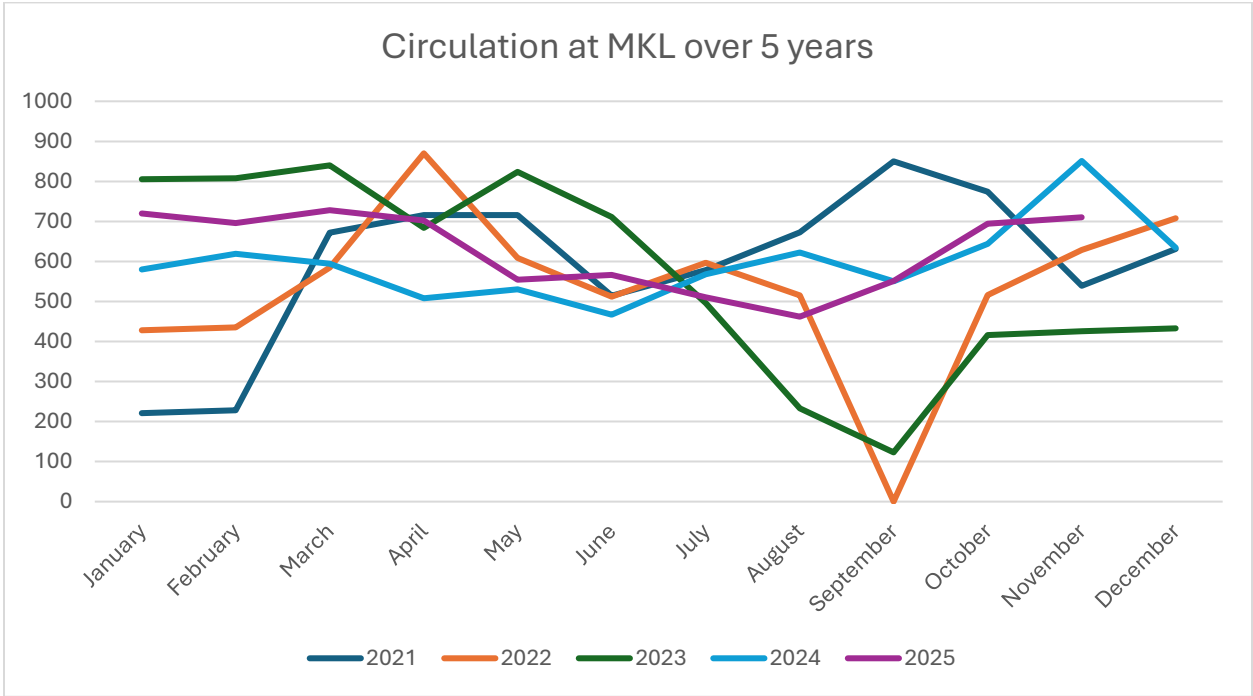
ordered earlier in the year, which are now being processed and added to the shelves.

Looking ahead to December, several special activities are planned. Patrons will have the opportunity to write letters to elders at Northern Lights Special Care Home, and we will be hosting two Santa visits throughout the month. Cooks & Books will continue with a festive “breakfast for dinner” theme. Over the Christmas break, we will offer a special session of Slime Club on December 29 for families looking for engaging activities during the holidays.



REPORT TO COUNCIL





MARY KAESER LIBRARY

December

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 Storytime 10:30-11:30	2	3 Teen Night Movie Night 7:00-9:00	4	5 Curious Creators Club Paint Snow 3:30-4:30	6
7	8 Storytime 10:30-11:30	9 Kids' book club 3:30-4:30	10 Teen Night Bake cookies 7:00-9:00	11 Cooks & Books Breakfast for Dinner 7:00	12 Curious Creators Club 3:30-4:30	13
14	15 Santa Storytime 10:30-11:30	16 Teen Book Club 4:00-5:00	17 Santa Storytime 6:30-7:30	18	19	20
21	22	23	24	25	26	27
28	29 Slime Club 2:00-4:00	30	31 OPEN 10:00-12:00	CLOSED	CLOSED	3
				1 CLOSED	2	

Childcare

Daycare

During the month of November, the Town of Fort Smith Daycare celebrated Dinovember! Each day our Dinosaurs escaped and got up to no good. The children enjoyed searching the CRC for them and finding them splashing in the pool, getting into Bruce's paperwork and even a trip on the elevator. We also took advantage of the milder temperatures and went outdoors often for sliding and snow fun. Our weekly themes consisted of Space, Opposites, Germs, and of course Dinosaurs. The children focused their days on learning and exploring through play-based learning on each topic.



We had a another mural completed by Shanna Schaefer to add some brightness to our class room and the special touch of a local artist.

Our front entrance coverage is complete, providing a safe shelter for the children as well as preventative measures for ice buildup and potential snow fall. Our preschool remains full with enrollment and with a waitlist. Our infant care has 5 spaces available. Advertisement though social media and local networks has been distributed.



ASCP

Our afterschool care program had a busy month. We hosted the children regularly including STIP days as well as three PD days during the month of November.

The program had fun-filled activities as well and participated in swimming twice per week. This group also took advantage of the warmer temperatures while sliding down the hills at the Rec Centre. We had a BYOS bring your own sled event towards the end of the month where children were able to bring their own equipment, which was well received.

Enrollment for the program remains full with no waitlist. Advertisement for potential availability has been advertised through the community.



Economic & Tourism Development

NOVEMBER ECONOMIC & TOURISM DEVELOPMENT

November 5 – 7: Northwest Territories Tourism AGM & Conference in Inuvik



Floor decal welcomes attendees to the Annual Conference at the Midnight Sun Complex.

The ETDO attended the annual NWTT Conference in Inuvik to reconvene with territorial partners & participate in workshops, seminars & learn about best practices in 2025.

The Midnight Sun Complex is a multi-use building serving the residents of Inuvik. It houses the Pool (with evening adult swims from 9-10pm), the arena (which was busy all day) and the Conference Hall with a stage, projection equipment, a kitchen that catered most meals and tables & chairs available to operate as a fully-fledged meeting place.

The ability to host the NWTT Annual Conference is a long-term goal. It requires more visitor accommodation than we have available in Fort Smith, however; the specific requirements are requested by the ETDO from the staff at NWTT to assess the possibilities of hosting this conference locally.



At the Inuvik Visitor Centre, visitors can get a free "Certificate of Passage" printed off.

ETDO will be using this idea during the 2026 Summer Season to offer a low cost, high impact souvenir to all visitors. All it costs is some fancy paper, and a templated design & maybe a thin cardboard frame!



These keychains were printed & laser cut at the Inuvik Makerspace highlighting the potential for partnership between the Aurora Research Institute Makerspace in Fort Smith and how supporting their development can lead to positive impacts for residents & visitors.

Attendance at this conference was supported by Industry, Tourism & Investments (ITI) Business Support & Intelligence Grant Pathway. Of the \$3900 trip (Including round trip flights from Fort Smith to Inuvik & Accommodation) the Town of Fort Smith was responsible for just \$500 (plus wages & per diems).

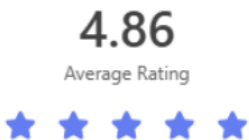
MAXX Christmas Sale

Hosted by the Northern Life Museum, the MAXX Sale took place at the Community & Recreation Centre on November 29th from 1:00PM -4:00pm.

This event saw just under 500 people walk through the CRC & shop around at the 19 local vendors, artisans and makers.



2. How satisfied were you with the venue?



A post event survey revealed that the participants were satisfied with the Venue. Last year, it was at the Museum, however; participants requested it be held at the CRC because of parking, venue lighting and so that all vendors are on the same floor, without being hidden or tucked away in other rooms.

We also participated in the sale by selling Official Town of Fort Smith merchandise. We sold \$612.04 of product with the top seller being Town of Fort Smith socks. These socks did not arrive in time for the Fireweed Festival but are now being sold for the holiday season. They will be available at the Moonlight Madness Sale on December 12th.

Santa Claus Parade

This collaborative community event sets the tone for the Holiday season and allows families to enjoy a visit with Santa Claus. This years event took place from 5:00PM and was closing down at 6:00PM.

Early estimates of attendance numbers were around 100 people. We exceeded this amount with an estimated 140 participants. Next year, we should aim for 200.

Thank you to the Seniors Society for there work to feed the community & keep them warm, the Francophone association for the sugar shack, the Fireweed Festival for providing firewood, Flat World Alpacas for the hay bales that families& Santa sat on, the RCMP, the Northern Store, the Anglican Church & the Fire Department for decorating vehicles and participating in the parade, to Blades Construction & TDC for helping get the Santa Sleigh on a trailer for us to pull, for Mr Kiezer for his connections to Mr. Claus.



This event is an incredible way to welcome the holiday season in Fort Smith. The Community Services team did manage to decorate the outdoor space, however; in coming years, it would be much easier to get Christmas Lights up when there is no snow. This might be best to take place in October, so we are not scrambling in the snow the day before the event to ensure the community can have a “light up the tree” moment.

Capital Project Updates

1. **Centennial Arena Upgrades** – There are no updates at this time. With the season and scheduling now fully underway, this project is not expected to proceed this year. It is recommended that planning resume early next construction season.
2. **William Schaefer Memorial Pool Partial Retrofit** – Most project components have been completed. The electronically controlled valve parts are already on-site at the pool and scheduled for installation during the next annual shutdown. Remaining work includes repairs to the steam room and replacement of the variable frequency drive (VFD) for the air handling unit, which is still pending delivery. The Director of Municipal Services will continue to oversee the project until it is fully completed.
3. **CRC Signage** – Interior signage for the CRC has been successfully installed, and we have received positive feedback regarding improved wayfinding throughout the facility. Additional areas requiring further signage continue to be identified. The Economic & Tourism Development Officer (ETDO) and the Recreation & Special Events Coordinator are collaborating on the final stages of this project, including the installation of a large-scale welcome sign on the second-level balcony to ensure a cohesive and welcoming presentation.
4. **CRC Exterior Entrances Improvement** – The entrance to the Seniors Room and Daycare has been completed. An additional consideration arising from this project is the creation of a fenced-in area adjacent to the Seniors Room entrance. This space has been a recurring area of concern, and installing a fence would help mitigate these issues while also providing additional outdoor storage for Community Services.

Prepared by:
Director of Community Services
Lauren Howes
Date: December 16th, 2025.

Reviewed By:
Senior Administrative Officer

Date:

RECOMMENDATION:

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

CAPITAL PROJECTS

Main lift station – The contractor reported steady progress, with soffit installation underway and exterior siding expected to begin next week. The team aims to complete the exterior of the main lift station before their holiday shutdown on December 20, with work resuming January 5. Electrical work is advancing, including installation of the power pole and preparation for major equipment tie-ins. Planning is underway for the complex pump change-out, which will necessitate a coordinated temporary operations plan involving the Town, Power Corp, Leviathan, and the contractor. Several technical submittals and change notices remain under review, but no safety or quality control issues were reported. The project continues to move forward with design clarifications, shop drawings, and cost breakdowns being processed by the Town’s engineer.

Sidewalk repair and improvements – The final draft of the project is scheduled for review on December 19, 2025, with tendering planned for January 2026, subject to approval. Considerable effort has been invested in the project to date, and particular care is being taken to ensure that all drawings are accurate and complete for inclusion in the tender package.

Garbage Truck – Over the past month, we have continued working with the supplier selected through the Canoe Procurement Program, and the project is now moving forward in full motion toward implementation. After extensive communication and design review, it was determined that the original front-load design with the planned attachment would not be suitable for our current setup, as the model is too tall for the garbage truck bay. To avoid further delays, we shifted focus to a side-loading truck configuration that meets our operational requirements and fits within existing infrastructure. We are now finalizing the design details and expect to present purchase options to Council at the January municipal meeting. In addition, we have been collaborating with a consultant experienced in similar waste management transitions, including projects in Yellowknife and Hay River, both of which implemented this style of service. A full project timeline, including the launch plan for the new garbage collection service in the Town of Fort Smith, will be provided to Council at future meetings as plans are finalized. Administration is dedicated to making this as smooth and successful a transition as possible for the community.

Ice Resurfacer Replacement – Administration is currently awaiting an updated quote from the Olympia supplier for the proposed purchase. Once the quote is received, a briefing note with a recommended course of action will be prepared and brought forward to Mayor and Council for consideration and approval. Upon receiving approval from Mayor and Council to proceed with the purchase, Administration will confirm the order with the supplier and will update Mayor and Council with an anticipated delivery and implementation timeline.

Landfill Expansion – technical work and paperwork signed. Kick-off meeting with Colliers and AECOM is being scheduled before the year's end. Will have updates as the project continues.

Water licence renewal – project manager submitted draft to the MVLWB for review.

Raw Water Intake – To be completed next summer season.

Fire Hydrant Replacement – To be completed next summer season.

Pool upgrade/repairs – To be completed during the next annual shutdown for maintenance.

Water Tower Truck Fill Station – No new updates currently.

The old chipper plant demolition – No new updates currently.

Lagoon liner Upgrade – Completed

Loader replacement – Completed

Crosswalk lights – Completed.

Grader Rebuild – Completed.

Skid Steer Replacement (evergreen) – Completed.

PUBLIC WORKS

Jersey barriers have been installed at Conibear Park parking lot, and snow removal has been started in key areas throughout town as winter conditions set in. Public Works staff repaired and prepared the community Christmas lights for installation by the Power Corporation, ensuring they are ready for the holiday season. In addition, lighting in the Municipal Services garage yard was repaired and installed to improve visibility and safety for ongoing operations.

WATER PLANT

1. Boiler 1 Water Plant

Boiler 1 has been taken out of service due to the progression of an existing leak that has advanced to the point where refilling the system with glycol is no longer effective or safe. The contractor and technician have inspected the unit, confirmed that the necessary repair parts are available, and have recommended proceeding with the work. Given the colder weather approaching, restoring the boiler to full operation is a priority for ensuring reliable heating capacity. The contractor is scheduled to begin repairs during the second week of December. Will give updates when more information is available.

2. Neptune Meter Reader Upgrade

The purchase order for the Neptune meter reader upgrade has been written and submitted. We are currently waiting for Jami from Neptune to respond so we can move forward with implementation.

3. PLC and SCADA Communication Issues

The PLC that was sent out for repair—intended to restore automatic nighttime operation of the reservoir and tower—did not resolve the issue. This repair normally fixes the problem, but this time the system is still unable to run in auto mode without manually operating a pump continuously.

Additionally, communications with the pond pump house have failed, and we have also lost visibility of the reservoir in the SCADA system. We are still waiting for Vector to provide an update or solution.

4. Frontier Pump Station

We have been unable to source the specific pipe needed for the rail system required to reinstall the pump in Frontier. As a result, the site is currently operating with only one pump. We are continuing to look for a solution for this specific pipe to make the necessary repairs.

5. Primrose Lift Station

A contractor inspected the Primrose lift station and identified a warning on the control panel that is preventing Pump 2 from operating. Currently, it appears the local contractor has completed all work he plans to undertake, and we do not yet have a clear path forward on resolving the issue. Will provide an update when more information is available.

6. Tamarac Pump Panel

When attempting to start the second pump in Tamarac, the fuses in the panel blew. The local contractor has not yet been available to assess or repair this issue. Will update when more information is available.

7. Filter 3 – Major Repair Needed

Filter 3 cannot be repaired in-house as originally hoped, and the repair must be completed before the freshet; accordingly, AWI Calgary—the contractor who previously repaired Filters 1 and 2—has been contacted to provide a quote. AWI has since responded, and staff have begun the process of scheduling the required work. At this time, we are awaiting confirmation of the specific gravity of the filter sand and anthracite so that the correct quantities can be ordered without delay, and further updates will be provided to the Mayor and Council as information becomes available.

8. Water Production Challenges

The unseasonably warm weather has continued to create clarifier issues that have made water production challenging—conditions that are normal for this time of year, though being down a filter has added further strain to the system. While we have been able to maintain supply, we were not able to build reserves as anticipated, and at one point, the reservoir dropped to half capacity, prompting the fire department to notify us in the event of a fire so production could be increased overnight. The situation has now stabilized, the reservoir is full, and we are currently able to maintain adequate production levels.

Summary

Water Works is currently addressing several important maintenance tasks across the water and wastewater systems, some of which require specialized parts or external support and have resulted in minor delays. Key items underway include the repair of Boiler 1, restoring PLC and SCADA communications, and completing the necessary work on Filter 3 ahead of the freshet. These activities are being managed proactively, and updates will continue to be provided as progress is made.

FACILITY MAINTENANCE

The arena ice plant has been operating reliably, supporting several successful weekend tournaments. Cimco has also resolved earlier issues with the curling club’s ice plant, which is now running properly. For safety improvements, ice guards have been installed at the water plant, and ice deflectors have been added at the Recreation Centre above the senior room, day care and ice plant entrances. The Rec Centre continues to experience ongoing problems with certain light fixtures, and the contractor is still awaiting a required part for the air handler and surge protection system. At this time, no timeline is available for when the part will arrive, and the repair can be completed.



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: December 16th, 2025
Subject: Purchase of Electric Olympia Ice Resurfacer and Ice Edger

PURPOSE:

To recommend the purchase of a 2025 Olympia Millennium Model E (Electric) ice resurfacer and an Olympia battery-powered ice edger from Big Hill Services Ltd., our long-standing Western Canadian supplier. This recommendation supports the municipality's commitment to sustainable service delivery, environmental stewardship, and operational efficiency while optimizing existing inventory investments.

BACKGROUND:

The municipality's current ice resurfacer, a 2007 model with 3,100 operating hours, is approaching the end of its lifecycle after 18 years of service. The machine has experienced increasing mechanical failures, including deterioration of gaskets and seals due to age. While reconditioning will extend its operational life, replacement with modern equipment is essential for long-term service reliability.

Big Hill Services Ltd., based in Cochrane, Alberta, has been our trusted equipment supplier and service partner for over 15 years. This established relationship has provided consistent support, reliable equipment, and professional service delivery to our arena operations.

The transition to electric ice resurfacing equipment aligns with the municipality's Strategic Plan objectives for sustainable service delivery and environmental responsibility, while reducing operational costs by approximately 90% compared to propane-powered alternatives.

CURRENT SITUATION:

Immediate Operational Need

The current ice resurfacer has now been reconditioned and is expected to remain reliable and operational until the new electric replacement unit is delivered after the 12-month lead time. Once the new electric ice resurfacer is in service, the reconditioned unit will be retained as an emergency backup to provide additional operational resilience and minimize the risk of service disruptions at the arena.

Equipment Selection

Following investigation and evaluation, the following equipment has been selected:

2025 Olympia Millennium Model E (Electric) Ice Resurfacer

- Total cost: \$222,579.00 (including Nexsys batteries, charger, GST, and F.O.B. Cochrane, AB)
- Delivery timeline: Approximately 12 months after order
- Powered by four AC electric wheel motors with 80-volt battery system
- Operating cost: one tenth the cost of propane or natural gas alternatives
- Features over 30 years of proven technology with stainless steel construction
- 84-inch blade width suitable for standard arena ice surfaces



Briefing Note

- Warranty: 2-year parts and labour; 25-year corrosion warranty on chassis; 3-year plus 1-year prorated battery warranty
- Includes training and on-site support by experienced trained arena personnel

Olympia Battery-Powered Ice Edger

- Cost: \$8,748.00 (with 3 sealed lead acid gel-filled batteries)
- Specifications: 3.1 kW electric motor with 40 minutes of high-performance edging capability
- Features eight (8) carbide-tipped blades with adjustable cut depth
- Includes smart charger, cable, and one-year warranty
- Weight: 220 lbs with full battery capacity

Parts Compatibility Advantage

A critical operational benefit of maintaining the Olympia brand for the ice resurfer is the compatibility of existing wear parts and maintenance components in our current inventory. The municipality has accumulated specialized parts over the 18-year lifecycle of our existing Olympia equipment, including:

- Cutting blades and blade assemblies
- Conditioner runners and wear components
- Hydraulic seals and gaskets
- Various operational parts and fasteners

These existing parts will remain functional and compatible with the new Olympia Millennium Model E, significantly extending the utility of our current inventory and reducing future replacement part costs. This represents a substantial operational and financial advantage that would be lost if equipment brands were changed.

Supplier Relationship Benefits

Big Hill Services Ltd. provides:

- 15+ years of established service relationship
- Shop and mobile service capabilities from Cochrane
- Professional, arena-experienced service personnel
- Complete operational and maintenance support
- Comprehensive training for new equipment

This long-standing partnership ensures continuity of service, priority support, and reliable access to specialized expertise.

JUSTIFICATION:

Environmental Leadership

Transitioning to electric equipment eliminates harmful emissions from the arena facility, improves indoor air quality for arena users, and demonstrates municipal commitment to environmental sustainability and carbon reduction. This decision aligns directly with the Strategic Plan goal of sustainable service delivery.



Operational Cost Reduction

Electric operation reduces fuel costs to approximately one tenth of propane-powered equipment costs, providing significant annual savings over the 8–10 year (5000 hour) lifecycle of the equipment.

Equipment Reliability and Longevity

The Olympia Millennium E represents over 30 years of proven technology with comprehensive warranty protection:

- 2-year full parts and labour coverage
- 25-year corrosion warranty on stainless steel chassis
- 3+ years of battery coverage
- Professional factory training and ongoing support

Parts Inventory Optimization

Maintaining the Olympia brand ensures that the municipality's existing inventory of specialized parts and components remains useful and compatible. This represents a significant asset that would be forfeited if equipment brands were changed, resulting in unnecessary waste and additional replacement part costs for new equipment.

Long-Term Service Partnership

The 15+ year relationship with Big Hill Services Ltd. provides continuity, reliability, and priority service support that is difficult to replicate. The supplier's local presence (Cochrane, AB) ensure minimal service interruptions.

Strategic Timing

The 12-month delivery timeline aligns appropriately with the reconditioning timeline for the current equipment, allowing the municipality to plan infrastructure upgrades during the interim period without service disruptions.

CONCLUSION:

The purchase of the 2025 Olympia Millennium Model E electric ice resurfacer and battery-powered ice edger from Big Hill Services Ltd. represents a strategic investment in the municipality's ice arena operations. This decision supports environmental sustainability, reduces operational costs, leverages 15+ years of supplier relationship, preserves our existing parts inventory investment, and ensures reliable service delivery to the community.

The selection of electric equipment over traditional propane-powered alternatives demonstrates the municipality's commitment to modern, sustainable practices while maintaining equipment consistency that protects existing operational assets.

RECOMMENDATION:

Council is requested to **APPROVE** the following:

1. **Purchase of 2025 Olympia Millennium Model E (Electric) Ice Resurfacer** from Big Hill Services Ltd. at the quoted price of \$222,579.00 (including batteries, charger, GST, and freight to Cochrane, AB)



Briefing Note

2. **Purchase of Olympia Battery-Powered Ice Edger** from Big Hill Services Ltd. at the quoted price of \$8,748.00 (plus applicable taxes)
3. **Authorization for Municipal Services** to proceed with infrastructure assessment and any necessary upgrades (electrical system modifications, charging stations) to support the new equipment, with costs to be budgeted separately upon completion of the infrastructure investigation

Financial Summary

- Electric Ice Resurfacer (including batteries and charger): \$222,579.00
- Battery Ice Edger: \$8,748.00
- **Subtotal: \$231,327.00**
- **GST \$11,566.35**
- **Equipment Total: \$242,893.35**

Council approval will enable Municipal Services to proceed with necessary infrastructure planning and equipment procurement.



Briefing Note

To: Mayor and Council
From: Administration
Date: December 16th, 2025
Subject: Donation Request – Fort Smith Girl Guides

PURPOSE:

To request Council consideration of a monetary contribution to support Fort Smith Girl Guides youth programming and to seek approval in principle for a short Town Hall visit by the unit in the new year.

BACKGROUND:

The Fort Smith Girl Guides is a volunteer run youth organization serving girls aged 9 to 11. The unit provides a safe, inclusive, and supportive environment focused on skill development, leadership, confidence building, and community engagement through hands on activities and outdoor experiences.

As a volunteer led program, the unit relies on community support to keep participation affordable and accessible for families. The group meets weekly on Tuesdays from 6:30 pm to 8:00 pm.

In addition to the funding request, the group has expressed interest in visiting Town Hall in the new year to introduce the girls to local government and show them where community leaders meet. The proposed visit would involve a brief tour starting at 6:30 pm, with the option to remain for the opening of a Council meeting at 7:00 pm or return to the Community and Recreation Centre.

ANALYSIS:

The requested \$1,000 would be used to offset program materials, supplies, and special events that enhance the learning experience for participants. Planned activities may include pool rental or admission, beading supplies and honoraria, cross-country ski rentals, and camping-related costs.

Supporting the Girl Guides aligns with the Town's commitment to youth development, community engagement, and inclusive programming. The request represents a modest financial contribution with a direct and tangible benefit to local youth.

The proposed Town Hall visit offers an educational opportunity that encourages civic awareness and helps young residents better understand municipal governance in a welcoming and age-appropriate way. Scheduling the visit prior to the start of a regular Council meeting minimizes operational impact.

RECOMMENDATION:

That Council consider providing funding support to the Fort Smith Girl Guides to assist with youth programming, subject to budget availability.

That Council approve in principle a short Town Hall tour for the Fort Smith Girl Guides in the new year, to be coordinated with administration for an appropriate date and time.



Briefing Note

To: Mayor and Council
From: Administration
Date: December 16th, 2025
Subject: 2026 Operations and Maintenance Budget – 1st Draft

PURPOSE:

To present the 2026 Operations and Maintenance Budget – 1st Draft for Council review and consideration.

BACKGROUND:

The Town of Fort Smith is required to approve, by motion of Council, an annual budget. This budget is to be approved by December 31 each year. Administration, at the direction of Council, requested and was approved for an extension of this deadline by 30 days. The annual budget must be approved by January 30, 2026.

ANALYSIS:

Over the past month, the Senior Management Committee made up of the SAO and the four directors has met to identify financial needs for the coming year. Through those meetings, the attached budget has been developed for Council's consideration. During the budget meetings, the SMC considered historic information, projected needs for forced growth and the direction provided by Council through the adoption of the Strategic Plan, Organizational Review and budget priorities.

The highlights of the budget include the following:

Total revenue based on 2025 figures and proposed increases in 2026 is \$14,151,495

Total Expenses projected for 2026 are \$14,455,533

Required additional revenue from taxation for 2026 is \$304,038, or an increase of 7% over 2025.

In addition to the increase in revenue from taxation, administration is proposing increases to the Consolidated Rates and Fees, particularly in the area of Ambulance Recoveries is shown under SALE OF SERVICES.

Other major changes to revenue include the reduction in Development Permits. These permit fees are now part of the HAF Program for the next three years. A reduction in the Tourism Grant Revenue is a result of uncertainty in the level of funding provided by the GNWT. Child Care revenue is projected to be down in 2026 as a result of fewer infants in our care. Unconditional Grant will be higher in 2026 due to increased funding from MACA for O&M. Conditional Grants have also increased in 2026 due to additional funding for CPI and Gas Tax to support capital projects.

Notable changes to expenses include an increase in Administration Personnel for the inclusion of a position to manage communication and other tasks. The decrease in Administration Office Costs related to the HAF Program. The expenses previously budgeted for here have been moved to General Debentures/HAF Program. Protective Services has increased primarily due to the inclusion of a Deputy Director position that was identified in the Organizational Review. Ambulance Services have increased with an additional contribution to the Capital to replace the aging fleet. More details will be provided to council during the upcoming workshop.



Briefing Note

Also included with this budget is a description of the Levels of Service for each department. This is the first time we are presenting this information as part of the budget process, and this will provide council with context for making decisions regarding the budget.

RECOMMENDATION:

For Council review and consideration.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1073

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A SENIOR ADMINISTRATIVE OFFICER, PASSED PURSUANT TO SECTION 41 OF THE CITIES, TOWNS AND VILLAGES 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 appoint a Senior Administrative Officer.

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

- 1. That Jim Hood be appointed as Senior Administrative Officer for the Town of Fort Smith effective January 1st, 2026.
- 2. That Bylaw 1056 is hereby repealed.
- 3. That Bylaw 1073 will come into effect upon receiving third and final reading.

READ A FIRST TIME THIS 9 DAY OF December, 2025 A.D.

READ A SECOND TIME THIS 9 DAY OF December, 2025 A.D.

READ A THIRD TIME THIS DAY OF , 2026 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



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