



Council of the Town of Fort Smith
November 18th, 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 November 4th, 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: Municipal Services Department Roadmap
- d. Briefing Note: Draft Water and Sewer System Strategic Plan – Preliminary Findings and 2026 Capital Priorities
- e. Briefing Note: Third Quarter Variance Report
- f. Briefing Note: Capital Projects Update to October 31st, 2025
- g. Briefing Note: Request for Council Support to Advocate to GNWT for Land Swap for Preferred Fire Hall Site
- h. Briefing Note: Christmas Eve Half Day
- i. Briefing Note: Santa Claus Parade
- j. Briefing Note: New Year's Eve Fireworks

8. IN-CAMERA

That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23(3)(b and c).

9. COUNCIL BUSINESS

- a. Bylaws
 - i. Third Reading Land Administration Bylaw No. 1065
 - ii. Third Corporate Seal Bylaw No. 1070



Council of the Town of Fort Smith
November 18th, 2025 @ 7 pm

- iii. First Reading SAO Bylaw No. 1071
- iv. Second Reading SAO Bylaw No. 1071

b. Mayor and Council / Board Representatives

10. PROCLAMATIONS

11. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on December 2nd, 2025, with reports from Protective and Corporate Services.

12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

14. ADJOURNMENT

MONTHLY POLICING REPORT

October 2025

Fort Smith, NT

Fort Smith Detachment

“G” Division

Northwest Territories



The Fort Smith RCMP Detachment investigated a total of 186 occurrences during the month of October 2025 which is 1 more occurrence than October 2024, right on average.

Community Policing Priorities:

(1) Community Policing – Communicate effectively

Members engaged with the community multiple times this month. Due to the influx of members in town we have been able to spend lots of time within the schools and community. Members played badminton and other various sports within the schools

Members met with the mayor during this month and discussed various issues within the community. Resources as well as community initiatives such as drug talks at the schools were discussed.

(2) Substance Abuse – Alcohol and Drugs

The RCMP did not execute any search warrants into countering the illicit drug trade in the month of October. Members of the community are continuously providing tips and information involving the illicit sale of drugs in Fort Smith.

(3) Violence in relationships

There were 4 files related to intimate partners and/or violent situations, of these files, 4 led to charges and is before the court.

Other related Information – Criminal Charge Files

There were 11 files in the month of October where individuals were charged. 5 of those files were failure to comply with orders. Members have been working hard to ensure offenders abide by their conditions place on them by 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. Harm reduction will 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.

- One active offender management task for the detachment. Fort Smith RCMP members conducted several curfew compliance checks on the individual.

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

Hospital Mental Health Act patients – There were no instances in the month of October where RCMP members were required to guard mental health apprehensions at the hospital.

Notable Community Events For The Month:

- NIL

| Violations | Current Month | Year to Date | Current Month of previous year | Previous Year Total |
|--|----------------------|---------------------|---------------------------------------|----------------------------|
| Assaults (excluding sexual assaults) | 12 | 172 | 21 | 240 |
| Sexual Offences | 0 | 11 | 3 | 22 |
| Mental Health | 13 | 93 | 5 | 134 |
| Wellbeing Checks | 13 | 117 | 6 | 101 |
| Drug Offences | 4 | 63 | 3 | 68 |
| Impaired Driving | 4 | 28 | 7 | 66 |
| Mischief (Property Damage) | 5 | 42 | 6 | 58 |
| Possession of Property obtained by crime | 0 | 3 | 0 | 3 |
| Break and Enter | 2 | 26 | 3 | 19 |
| Theft | 14 | 74 | 11 | 94 |
| Disturb the peace and Mischief (Interfere with lawful enjoyment) | 30 | 378 | 52 | 461 |
| Other Violations | 61 | 518 | 52 | 665 |
| Total Violations | 158 | 1525 | 169 | 1931 |

Total Occurrences : 186

(Of the Assault statistics, 3 resulted in Charges.)

| JUSTICE REPORTS | Current Month | Year to Date | Current Month of previous year | Previous Year Total |
|--|----------------------|---------------------|---------------------------------------|----------------------------|
| Victim Services Referral - Accepted | 0 | 16 | 0 | 24 |
| Victim Services Referral - Declined | 10 | 83 | 9 | 86 |
| Victim Services - Proactive Referral | 1 | 11 | 0 | 9 |
| Victim Services - Not Available | 0 | 0 | 0 | 0 |
| Emergency Protection Orders | 0 | 21 | 0 | 18 |
| Emergency Medical Transport of Patients | 1 | 1 | 0 | 2 |
| Prisoners Held (On Detachment's Occurrences) | 42 | 134 | 12 | 169 |

| 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 | 5 | 13 | 0 | 0 |

| | | | | |
|--|----|----|---|---|
| Reconciliation/Cultural Activities | 0 | 10 | 0 | 0 |
| Community Leadership Meetings | 1 | 20 | 0 | 0 |
| Cultural Awareness Training | 0 | 0 | 0 | 0 |
| Activities to Increase Awareness of Policing | 1 | 8 | 0 | 0 |
| School Visits/ Presentations | 10 | 30 | 0 | 0 |

FNIPP – New member in the role part time. No known actions taken specifically for this role.

If you have any questions or concerns regarding this report and would like to discuss it further, please feel free to contact me via phone, email or in person. Respectfully submitted.

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

Cpl. Brett Little 62584



Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM

MINUTES

The Regular meeting of the Council was held on
Tuesday, November 4, 2025, @ 7 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Bathe, D/M Keizer, Cr. Tuckey, Cr. Cox, and
Cr. Couvrette
Regrets: Cr. Karasiuk and Mayor Fergusson
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services
Jim Hood, Director of Corporate Services

1. CALL TO ORDER

- a. D/M Keizer confirms quorum and hands the chair to Cr. Couvrette. Cr. Couvrette reads the Acknowledgment of First Nations.

2. ADOPTION OF AGENDA

25-258

Moved by: Cr. Bathe
Seconded by: Cr. Tuckey

That the agenda be adopted as amended to remove the third reading of the Zoning Bylaw and add an in-camera session.

PASSED

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council October 21st, 2025

25-259

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

That the minutes of the Regular Meeting of October 21, 2025, be adopted as presented.

PASSED

**Chair transferred to D/M Keizer at 7:04 pm.*

25-260

Moved by: Cr. Couvrette
Seconded by: Cr. Bathe

That Council direct the Mayor to write to the responsible Ministers requesting a prompt resolution regarding the Safe Room at the Fort Smith Health Centre. The letter should ask for an explanation for the delays, and for clear timelines for when the Safe Room will be properly repaired and fully operational for use by both the Health Centre and the RCMP.

PASSED

Cr. Couvrette reiterated concerns raised during the RCMP delegation about the condition of the safe room at the health center. He stated that the issue remains unacceptable and should remain a high priority for Council. He noted frustration that two government departments continue to defer responsibility back and forth, resulting in delays.



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

Cr. Couvrette highlighted that the current state of the room is causing the RCMP to waste important resources because they cannot use the space as intended. He requested that the Mayor either write a letter or contact the responsible ministers to demand a prompt resolution, along with an explanation for the delay and clear timelines for when the room will be properly repaired and operational for both the health center and the RCMP.

25-261

Moved by: Cr. Heaton

Seconded by: Cr. Couvrette

That Council direct the Mayor to write to the Honourable Jay Macdonald, Minister of Environment and Climate Change for the Government of the Northwest Territories, outlining Council's serious concerns regarding the proposed release of tailings water into the Athabasca River system. The letter should request that the GNWT formally raise these concerns with the Government of Alberta and its regulatory bodies, and advocate for the protection of downstream communities, including Fort Smith. The letter should also request that the GNWT require that Alberta's regulatory authority provide a clear explanation of the rationale, risk assessment, monitoring plan, and long-term stewardship measures associated with the release, and request that these officials attend a public meeting in Fort Smith, either virtually or in person, to answer questions directly.

PASSED

Cr. Couvrette spoke in response to comments raised by Cr. Heaton regarding concerns about tailings water being released into the Athabasca River from the Alberta Oil Sands. He stated that the situation is unacceptable and emphasized the potential long-term impacts on the environment and on communities downstream, including Fort Smith and others throughout the Mackenzie River Basin.

He suggested that the Town take a firm stance, beginning with Council and extending to other local governments, to ensure the issue is addressed. He recommended that Council contact the appropriate regulatory authorities in Alberta and request a delegation to come to Fort Smith to explain why the release of tailings water is being considered, and to outline what assurances can be provided regarding the long-term health and safety of the river system and affected communities.

Cr. Heaton spoke to the need for direct communication with Alberta's energy regulators regarding their decisions on releasing tailings water. She stressed that the Northwest Territories should present a united position and join with communities in Fort Chipewyan and the Athabasca Delta, who are already voicing strong opposition.

She noted that the Athabasca River system connects to Great Slave Lake and continues north, meaning any contaminants from the tailings ponds will affect communities and traditional land users throughout the Northwest Territories. She emphasized that this is an issue that impacts everyone who relies on the water system.

**Chair transferred back to Cr. Couvrette at 7:12 pm.*

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

a. Protective Services

i. Director's Report



Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM

Director McNab reported that October was a busy month for Fire and Ambulance, with 31 calls, which falls around their usual average. The department also carried out extensive public outreach for Fire Prevention Week, visiting schools and daycares and hosting an open house. In total, there were 12 training and outreach events, bringing their overall activity for the month to 43 separate callouts and engagements.

The recruitment drive held during Fire Prevention Week was very successful. It was the first time the department used a single intake with a firm deadline, which will help with onboarding and training. Fourteen people applied for seven available openings. Seven new members have been selected and will begin orientation this Sunday. The remaining applicants will be kept on file for future opportunities.

On the bylaw side, officers are seeing an increase in animal control concerns, including loose and neglected animals. This is putting pressure on the volunteer-run animal shelter, where capacity and volunteer availability continue to be stretched. He noted the importance of working with the Animal Society to find longer-term solutions.

He also attended the Fire Chiefs Association Conference with the Deputy Fire Chief. The conference provided strong training and networking opportunities. The Association continues to work in partnership with Wounded Warriors Canada to support mental health for first responders, and arrangements are being made to bring training to the community early in the new year.

Finally, he and the Hay River Fire Chief continue to sit on the territorial committee focused on wildland urban interface response. Both were re-elected to their roles with the Fire Chiefs Association and will continue to represent the region in that work.

b. Corporate Services

i. Director's Report

25-262

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

That Council direct Administration to contact MACA to request a 30-day extension for budget submission.

PASSED

ii. Accounts Paid List

iii. Correspondence

25-263

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

That Council direct Administration to prepare a briefing note outlining various options and potential concerns regarding how the Town of Fort Smith could best provide support to the Fort Smith Animal Society. The briefing note should include an overview of possible budgetary implications and reference how other municipalities have approached similar support arrangements.

PASSED

Cr. Cox noted that it is important for volunteers to know they have the Town's support. He acknowledged the dedication and passion shown by both volunteers and community members and expressed optimism for the work ahead. He added that the bylaw related to



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

animal control was one of his top priorities when he joined Council, and he is pleased to see progress being made.

D/M Keizer shared that he had spoken with several residents about the situation and reflected on similar past discussions regarding childcare in the community, which had once divided Council. He acknowledged the valuable work done by the previous Council on daycare matters but expressed concern about the Town potentially overextending its responsibilities. He emphasized the importance of having a broader discussion about where the Town's role ends and where individual responsibility begins when it comes to pet care. He clarified that he was not seeking an immediate answer but wanted to highlight the need for thoughtful consideration as Council moves forward.

Cr. Heaton informed Council that PetSmart Charities offers an Incubator Program currently being piloted in Katlodeche First Nation in Hay River. The program provides a three-year grant that communities can apply for, with funding substantial enough to cover a full-time position, fencing, dog food, and other necessary supplies such as straw. She explained that while capacity challenges prevented participation at the time, she had already contacted PetSmart Charities and received a positive response indicating that, if the community were to apply in the future, funding could be available to support this type of initiative.

c. Briefing Note: Policy and Bylaw Review Project – Mid-Project Update

SAO Thomas provided an update on the project's progress, noting that the deliverables had been scaled back due to the significant amount of preliminary work required. She explained that the Town's existing records were disorganized, with incomplete and fragmented policy documents, which created considerable cleanup work at the outset. As a result, much of the initial effort focused on sorting and organizing all available materials into a usable database that identifies which policies still need review. She added that the project team prioritized enforcement-related areas, including animal control, municipal enforcement, and administrative bylaws, in line with the scope outlined in the original proposal.

Cr. Couvrette sought clarification as to what the timeline was for this particular project.

SAO Thomas noted that the remaining Phase One kickoff has been completed and that the comprehensive review and development of the internal bylaw database will continue through November 2025. The goal is to have Track One finalized and presented to the Bylaw Committee by the end of this phase, with Track Two addressing the remaining bylaws and policies to be completed between late 2025 and early 2026. She added that the project remains aligned with the original timeline as planned.

Cr. Couvrette suggested that Council consider discussing this project further during the upcoming budget process to determine whether it should be extended or continued. He noted that if the project is only completed halfway, there may be issues with materials that remain unaddressed or outdated.

SAO Thomas stated that she would provide an updated project substantiation, including her observations and takeaways from the project to date. She noted that this update would outline areas where fine-tuning or alternative approaches could be considered and confirmed that it will be included as part of her project closeout.

d. Briefing Note: Christmas Eve Office Closure

25-264

**Moved by: Cr. Heaton
Seconded by: Cr. Bathe**

That all Town facilities be closed for the full day on Wednesday, December 24, 2025.

DEFEATED



Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM

D/M Keizer noted that, as a unionized workplace, time off is subject to negotiated agreements. He explained that the Town already provides time off for community events throughout the year and that a full day off represents a significant additional cost. He pointed out that historically, only a half day has been given and questioned whether granting an extra half day could set a precedent that might impact future collective bargaining.

SAO Thomas explained that the proposal is intended as part of a broader wellness approach, recognizing the importance of family time and acknowledging staff efforts over the past year. She noted that while it may not necessarily set a precedent, it could be framed as a one-time motion. She emphasized that the gesture reflects Council's appreciation for staff who have worked through short staffing, taken on multiple roles, and supported one another during a challenging year.

Cr. Cox noted that after calculating the time, the proposed additional half-day off amounts to roughly 0.3 percent of annual work hours, which he felt was a minimal impact. He added that, given Fort Smith's status as a government town where many already receive similar "Donny days," the request seemed reasonable, provided there are no union conflicts. He also asked for confirmation that the closure would not disrupt programming at the Recreation Centre or the Arena, especially during the busy Christmas period.

SAO Thomas clarified that the final section of the proposal specifies that if operational requirements necessitate employees working on that date, they will receive equivalent time off in lieu at a mutually agreed-upon time. She explained that this applies to staff required to work events such as tournaments or other activities during that period.

**Chair transferred to D/M Keizer at 7:40 pm.*

Cr. Couvrette noted that the Christmas season can be a particularly difficult time for vulnerable community members, especially youth affected by issues such as evictions. He observed that during extended holiday closures, many have nowhere to go, and suggested that Council consider, through the upcoming budget process and future collective agreement discussions, a mechanism to keep facilities like the Recreation Centre or Arena open in the evenings as safe spaces. He acknowledged the additional demands this would place on staff but emphasized that a community is judged by how it treats its most vulnerable members. He added that, with higher levels of government reducing their involvement in social programming, municipalities have a responsibility to help fill that gap.

D/M Keizer called a point of order, asking Cr. Couvrette, that in relation to the motion on the floor, about half paid off. It's a wonderful speech he's making, but how does that relate to this issue?

Cr. Benwell noted that Cr. Couvrette's point highlights the reality that some children come from troubled homes and rely on community facilities as a safe space. She expressed concern that closing early for the additional half day could leave those youth vulnerable or put them in harm's way.

Cr. Tuckey shared that in his experience supervising staff, good performance is generally recognized through regular pay and acknowledgment rather than additional time off. He expressed concern that granting extra leave could create unnecessary administrative work to track who works and who receives time in lieu. He added that many organizations in town only receive a half-day off, and also have staff deserving of recognition. He felt council already does well in acknowledging employee efforts and cautioned that closing facilities could negatively impact community members who rely on them for warmth and social connection during the holidays.



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

SAC Thomas clarified that the discussion specifically concerns granting the morning of Christmas Eve off, as the afternoon was already scheduled as time off. She noted that this would effectively extend the existing holiday period by a few hours and would not add any new evening closures. She also stated that the change would not create additional administrative work beyond normal time-off tracking. Thomas added that council could choose to amend the motion to a half day if preferred, or proceed with the current motion and revisit the matter through a future briefing note if needed.

Cr. Cox stated that he was unsure how much the facilities, such as the Recreation Centre, are used on Christmas Eve morning. He suggested that if attendance is typically low, closing might not cause an issue, but if there is regular use, the Town should avoid inconveniencing residents. He proposed that council consider a second motion to grant staff the additional half-day off while keeping facilities open, allowing employees to take that time later in lieu of operational needs requiring them to work. He also recommended reviewing last year’s usage data before making a final decision and asked whether deferring the discussion to the next council meeting in mid-November would be appropriate.

Cr. Benwell emphasized that relying on last year’s statistics would not capture the realities of crises as they occur. She explained that during situations where youth need to leave unsafe environments, such as homes affected by parties or substance use, having public spaces available can make a difference. She acknowledged that substance abuse remains a serious but often unspoken issue in the community and expressed concern that closing facilities, even for half a day, could leave vulnerable youth without a safe place to go.

Cr. Tuckey added that Fort Smith’s social environment has changed significantly over the past two decades, noting that many support services once available to youth are no longer in place. He explained that the community no longer has a treatment center or an emergency group home, leaving few resources for teenagers in crisis. He agreed with Cr. Benwell, that substance abuse remains a serious issue in the community and that the holiday season often heightens these challenges. He stressed that some youth may need a warm, safe space and the chance to connect with peers during this time, and suggested that the Town should be prepared to help fill that gap, especially given the lack of territorial government support for youth services.

**Chair transferred back to Cr. Couvrette at 7:43 pm.*

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. Briefing Note: Land Administration Bylaw No. 1065 – Council Direction on Two Items

| | |
|--|---|
| # 25-265 | Moved by: Cr. Cox Seconded by: Cr. Bathe |
| That Council direct Administration to adjust the draft to allow calls for proposals for all Town lands and to rely on the Underutilized Land Bylaw for the definition of vacant or underutilized land. | |
| PASSED | |

ii. Briefing Note: Corporate Seal Bylaw No. 1070



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

iii. First Reading of the Corporate Seal Bylaw No. 1070

25-266

Moved by: Cr. Cox

Seconded by: Cr. Tuckey

That Bylaw No. 1070, the Corporate Seal Bylaw, be given first reading.

PASSED

iv. Second reading of the Corporate Seal Bylaw No. 1070

25-267

Moved by: Cr. Bathe

Seconded by: Cr. Heaton

That Bylaw No. 1070, the Corporate Seal Bylaw, be given second reading.

PASSED

v. Third Reading of the Zoning Bylaw No. 1063

25-268

Moved by: D/M Keizer

Seconded by: Cr. Cox

That Bylaw No. 1063, the Zoning Bylaw, as amended, be given third and final reading.

PASSED

Council discussed Section 7.13.2 regarding paving requirements for new developments. The current bylaw requires hard surfacing for off-street parking and access areas in institutional, commercial, and Town Centre zones, with gravel permitted only where adjacent streets or lanes are not paved. Concerns were raised that this could impose high costs and discourage development, particularly in areas outside the Town Centre.

Suggested Revision:

Every off-street parking space and its access in the Institutional and Town Centre Zones must be hard surfaced if the access is from a street or lane that is hard surfaced. If the access street or lane is not hard surfaced, the parking area must be surfaced with a gravel mixture in accordance with applicable Town engineering standards.

Administration noted that allowing broader language based on feasibility or cost could lead to inconsistent enforcement if not clearly defined. Council generally supported allowing durable, dust-free gravel alternatives and acknowledged that strict paving requirements have seldom been applied in residential zones. The consensus was that some flexibility is appropriate, but the final wording must support clear and consistent application by the Development Officer.

b. Mayor and Council / Board Representatives

- i. Cr. Benwell thanked all community members who helped make Halloween safe for local children. She also noted that drivers throughout town were cautious, keeping their speeds down, which she appreciated. Additionally, she praised Salt River's Halloween display, calling it "awesome," and said her grandson especially enjoyed it.
- ii. Cr. Heaton shared that she attended the graduation ceremony for the *Empowering and Building Better Futures Program*, hosted by Uncle Gabe's Friendship Centre in



Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM

partnership with Workforce Canada. She congratulated the group of 12 youth who completed the program, which taught life skills, first aid, wilderness first aid, and traditional skills such as hide skinning.

She also helped at the JBT canteen during the Lawrie Hobart tournament and gave a special shout-out to Quinn Heron for co-running the canteen and recently celebrating her birthday.

Cr. Heaton mentioned that she volunteered at the animal shelter for a month and echoed earlier comments about the shelter's challenges, noting it is entirely volunteer-run and needs extra help, especially over the holidays. She encouraged residents to donate time or visit to walk the dogs.

She also reminded the public that the Food Bank is preparing for the holiday season and welcomed donations of money or non-expired food items, suggesting that monetary donations may be made to the Episcopal Society.

In closing, she offered gratitude to all members of the community who have served in the Canadian Armed Forces, thanking them in several languages, and invited residents to attend the upcoming Remembrance Day ceremony at the Salt River First Nation Conference Centre at 10:30 a.m. next week.

iii. Cr. Karasiuk: excused

iv. Cr. Bathe expressed appreciation to Town staff and the many volunteers who helped make the Lawrie Hobart Memorial Tournament a success. He said it was wonderful to see the community come together to create a safe, positive environment for youth, emphasizing the important role that sports play in providing healthy outlets and connections.

He also mentioned seeing Sparky out greeting children on Halloween and thanked the volunteers who participated, along with the EMS and Fire Department members who continue to respond to difficult calls at all hours. He recognized their ongoing commitment and thanked them for keeping the community safe.

v. D/M Keizer provided a briefing on his recent trip to Ottawa with the Association of Communities, summarizing key meetings and discussions with federal ministers and deputy ministers.

He reported meeting with the Deputy Minister of Infrastructure and Housing, where they discussed federal housing programs and the challenges of balancing new construction with the need to renovate or replace existing units. He noted that officials were surprised to learn that Fort Smith and other northern communities have empty government housing due to issues such as fire damage, black mould, or asbestos. The Deputy Minister took notes and expressed interest in following up.

In a meeting with the Department of Environment, Keizer raised concerns about water levels in Great Slave Lake and shared findings from the recent retrofitting of Fort Smith's water intake system, which revealed extremely low water levels. He said the officials appeared engaged and took notes, suggesting they would look into the issue further.

He also met with the Department of National Defence, where he thanked the Minister for the ongoing support of the Canadian Rangers in northern communities, noting that several Fort Smith residents were travelling for training at the same time.



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

Discussions with Aboriginal Affairs focused on the Thebacha Leadership Committee, which is entering a funding wind-down phase. Keizer emphasized the importance of the committee’s work and the need for continued support. Officials were unaware of the funding challenges and committed to looking into it.

Keizer noted that the newly released federal budget emphasizes long-term, investment-based “nation-building” projects rather than smaller, community-specific infrastructure requests such as roads or landfills. He said it was clear that budget cuts are expected across Canada, but the North remains a stated priority for the government, with some targeted investments anticipated in areas like radar systems and highway projects.

He concluded that it was an intense but productive week, with six to seven meetings per day that felt like “job interviews.” He described the reception from federal officials as very positive and said the northern delegation made a strong impression in Ottawa. He will provide further updates as developments unfold.

- vi. Mayor Fergusson: excused
- vii. Cr. Tuckey wished the community a safe and happy Halloween.
- viii. Cr. Cox reminded residents to drive carefully as the darker months set in, noting that the current season often brings freezing rain and slippery roads. He encouraged drivers to slow down, clear their windshields, and stay alert in school zones, especially since many pedestrians wear dark clothing despite the lit crosswalks. He also highlighted that volunteers recently cleared and mowed the entire Locker Trail from end to end, likely for the first time, and commended their efforts.
- ix. Cr. Couvrette noted that he had no committee meetings to report but extended congratulations to all athletes who participated in the Lawrie Hobart Memorial Volleyball Tournament. He highlighted the event as a strong economic driver for Fort Smith, noting the positive financial impact of visiting teams and families on the community.

9. DATE OF NEXT COUNCIL MEETING

| | |
|---|---------------------------|
| Regular Meeting of Council (Community & Municipal) | November 18, 2025, @ 7 pm |
| Regular Meeting of Council (Protective & Corporate) | December 2, 2025, @ 7 pm. |

10. EXCUSING OF COUNCILLORS

25-269 **Moved by: Cr. Cox**
 Seconded by: Cr. Bathe

That Cr. Karasiuk and Mayor Fergusson are excused from the Regular Meeting of Council on November 4, 2025.

PASSED

11. QUESTION PERIOD



**Council of the Town of Fort Smith
November 4, 2025 @ 7:00 PM**

12. IN-CAMERA

25-270

**Moved by: Cr. Benwell
Seconded by: Cr. Cox**

That Council move in-camera at 8:32 pm in accordance with the Cities, Towns, and Villages Act, Section 23(3)(b and c), information received in confidence that, if disclosed, would be prejudicial to the municipal corporation or the persons involved; and personal information, including personal information about employees.

PASSED

25-271

**Moved by: Cr. Heaton
Seconded by: Cr. Cox**

That Council move out of camera at 9:10 pm.

PASSED

13. ADJOURNMENT

25-272

**Moved by: Cr. Cox
Seconded by: Cr. Bathe**

That the meeting be adjourned at 9:10 pm.

PASSED

Minutes adopted this 18th day of November 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 OCTOBER 2025 AS PRESENTED.

BACKGROUND

Recreational Programming

October was an exciting month filled with seasonal programs and community events. From spooky teen nights to a territorial-wide volleyball tournament, the month offered a variety of engaging activities for all ages.

From October 16–19, the community hosted the annual Laurie Hobart Memorial Volleyball Tournament, a long-standing event that brings together teams from across the Northwest Territories. The opening ceremony took place in our gym facility, setting the tone for an electric weekend filled with strong sportsmanship and roaring community spirit. Tournament games were held in both PWK & Rec Centre gymnasiums. For visiting participants, recreation staff organized a movie night and a safe meet-and-greet to foster connection and provide entertainment outside of tournament hours. William Schaefer Memorial Pool also had free swimming opportunities for athletes and their families. Community feedback was overwhelmingly supportive. Recreation staff worked hard to ensure organization and cleanliness of the facilities. We look forward to next year’s tournament.

On October 10, recreation staff hosted “Teensgiving”, preparing a meal for local teens and providing an opportunity for one-on-one interaction. The evening featured Thanksgiving-themed programs that encouraged gratitude and community building.

The month continued with a Pumpkin Carving Night on October 24, where 16 pumpkins were carved, and many new participants joined the event. Prizes were awarded, and the evening was filled with creativity and laughter. Finally, on October 31, the department hosted a costume contest and Movie Night. Many children arrived proudly wearing their costumes, rounding out a festive and successful Halloween season.

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 (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 | | | Youth Night (ages 12-18) 9:30-11:15 Doors closes at 10:00 | |



REPORT TO COUNCIL

Town of Fort Smith Community and Recreation Centre Stats

Oct/2025

| Fort Smith Community and Recreation Centre | Oct 2025 Sessions | Oct 2025 Participants |
|--|---------------------|-----------------------|
| Squash | Operational days 30 | 39 |
| Pete's Gym | Operational days 30 | 1950 |
| Senior Lane Swim | 36 | 194 |
| Public Swim | 25 | 400 |
| Public Lane Swim | 29 | 68 |
| Parents & Tots Swim | | 16 Parents; 14 Tots |
| Daycare Swim | 8 | 101 |
| ASCP Swim | 8 | 202 |
| JBT | 1 | 47 |
| Mackenzie Youth Summer Camp (pool) | - | - |
| Lifeguard Training -First Aid/Bronze Cross | 4 | 23 |
| Pool Rentals | 0 | 0 |
| Senior Walking | 0 | 0 |
| Mackenzie Youth Summer Camp | - | - |
| Farmers Market | - | - |
| Drop-in soccer/Futsal | 7 | 34 |
| Drop-in Volleyball/Jr Girls Volleyball | 10 | 153 |
| 18+ Women's Volleyball/18+ Drop-In | 3 | 8 |
| Drop-in Badminton | 4 | 7 |
| Outdoor Volleyball | 4 | 25 |
| Youth Night Volleyball | 4 | 0 |
| Family Drop-in Sports | 4 | 14 |
| Lawrie Hobart Volleyball Tournament | 4 | 6296 |
| Parents & Tots Gym | | 98 Parents; 365 Tots |
| Gym Rentals | 10 | 174 |
| Pickleball | 11 | 59 |
| Girl Guides | 4 | 25 |
| Youth Night | 7 | 184 |
| Youth Drop-In | 17 | 116 |
| AA | 7 | 29 |
| Healthy Families | 4 | 24 |
| TOFS MM Meeting | 1 | 16 |
| Meet the Mayor | 1 | 5 |
| Union Local 2 Meeting | 1 | 8 |
| Farm to Fork (Curling Lounge) June 26 | - | - |
| CRC Daily Total | 30 | 13473 |

Comments: .

| Fort Smith Centennial Arena | Oct 2025 Sessions | Oct 2025 Participants |
|-----------------------------|-------------------|-------------------------|
| Figure Skating | 31 | 390 on-ice, 395 off-ice |
| Minor Hockey | 23 | 390 on-ice, 388 off-ice |
| Old Timers Hockey | 5 | 108 on-ice, 16 off-ice |
| Womens Hockey | 3 | 73 on-ice, 16 off-ice |
| Rec Hockey | 6 | 77 on-ice, 22 off-ice |
| Public Skating | 0 | 0 on-ice, 0 off-ice |
| Family Skating | 2 | 0 on-ice, 2 off-ice |
| Parents & Tots | 0 | 0 on-ice, 0 off-ice |
| Rentals | 2 | 16 on-ice, 4 off-ice |
| Youth Shinny | 0 | 0 on-ice, 0 off-ice |
| Hi Tech Development Camp | 17 | 381 on-ice, 479 off-ice |
| | | |
| | | |

Comments: .

| Fort Smith Child Care | Oct 2025 Sessions | Oct 2025 Participants |
|-----------------------|-------------------|----------------------------------|
| Summer Camp | 21 | 525/630 |
| Daycare | 21 | 15FT; 2HT; 2FTI; 0 Drop-Ins (HD) |

Comments: .

FTI is for Full Time Infant



REPORT TO COUNCIL

Fort Smith Centennial Arena

The Fort Smith Centennial Arena reopened for the season on October 14th, marking the start of another busy winter of community recreation. In the weeks leading up to the opening, recreation staff worked diligently to prepare the facility and ensure operations began smoothly. Skating groups were the first to take to the ice, and early feedback from parents indicated that attendance for the Parents & Tots drop-in session could improve if moved to Thursdays, as similar programming is currently offered elsewhere in town at the same time. This will be actioned in November once staffing logistics are finalized.

Fort Smith Centennial Arena 2025-2026 SEASON SCHEDULE



| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | |
|---|----------------------------|------------------------------|--|---------------------------|----------------------------|-----------------------------|--|-----------------------------------|--|-----------------------------|--|----------------------------|--|
| Opens at 3:30pm each Weekday | | | | | | | | | | | | | |
| 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 1 (3:00 - 3:45) | | Rental 1 (2:30-3:15) | |
| 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 2 (3:30 - 4:15) | |
| 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 U18 (9:05 - 9:55) | | MH U13/U15 (8:20 - 9:10) | | MH U18 (8:35 - 9:25) | | Rec Hockey (9:00 - 10:15) | | | | | |
| Old Timers (9:25 - 10:25) | | | | Rec Hockey (9:25 - 10:40) | | | | | | | | | |
| Closes 30min after Last Ice Time | | | | | | | | | | | | | |

Aquatics

National Lifeguard training was held on October 24–26 and 31, and November 1–2, with six participants successfully completing the course. In addition, a Pool Supervisor training session took place from October 28–31, attended by Aquatic Coordinator Raphaël and Lifeguard Geneviève.

Both the Director of Community Services and the Aquatic Coordinator completed their *Pool Operator Level 1* certification in October. This additional qualification will allow them to assist with pool maintenance when staffing levels are low, helping to ensure smooth operations.

The facility underwent both an Aquatic Safety Inspection and a Health Inspection during the final week of October. The inspection findings are being reviewed and actioned as needed, and the official Health Inspection report has not yet been received.

Looking ahead, the Aquatic Coordinator anticipates hiring additional casual staff and potentially one part-time employee in November. These staffing additions will help expand programming and increase public access to aquatic services.



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) | | ASCP (4:00-4:50) | | | |
| | Public Swim (4:30-7:00) | Public Swim Wubit night (3:30-7:00) | Public Swim (4:30-7:00) | Public Swim (3:30-7:00) | Public Swim (4:30-7:00) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Curling Centre

The Fort Smith Curling and Winter Sports Centre have been hard at work preparing the ice surface for the upcoming season, with the facility anticipated to open in early November.

Mary Kaeser Library

The Escape Room program was a great success, with over 90 participants and 30 groups taking part, not including the Town of Fort Smith trial groups. Every booking was filled, except for the 1:00–3:00 p.m. time slot, and we extended the program to an additional day to allow more youth to participate. We welcomed a diverse range of participants, including five government worker groups, nine families or young adult groups, and sixteen youth groups. The program reached multiple demographics and received entirely positive feedback. We are excited to offer it again next year.





REPORT TO COUNCIL



The annual Book-or-Treat event was once again very popular, with families, children, and adults visiting in costume on Halloween to receive a free book.

Curious Creators, our Friday afternoon program for ages 9–12 (with flexibility for younger or older participants), also returned in October with steady attendance. Activities included painting trick-or-treat canvas bags and launching our new monthly theme, “Slime Club.” The latter was especially well received, drawing 31 participants and running for two hours instead of the usual one.



Teen Night attendance continues to grow, with participation increasing each week. We are also seeing ongoing growth in the number of adults visiting the library. With the postal strike now resolved, we were able to distribute books for the children’s and teen book clubs and look forward to the next meetings in November. Storytime has also returned, with good attendance, including regular visits from the local daycare.



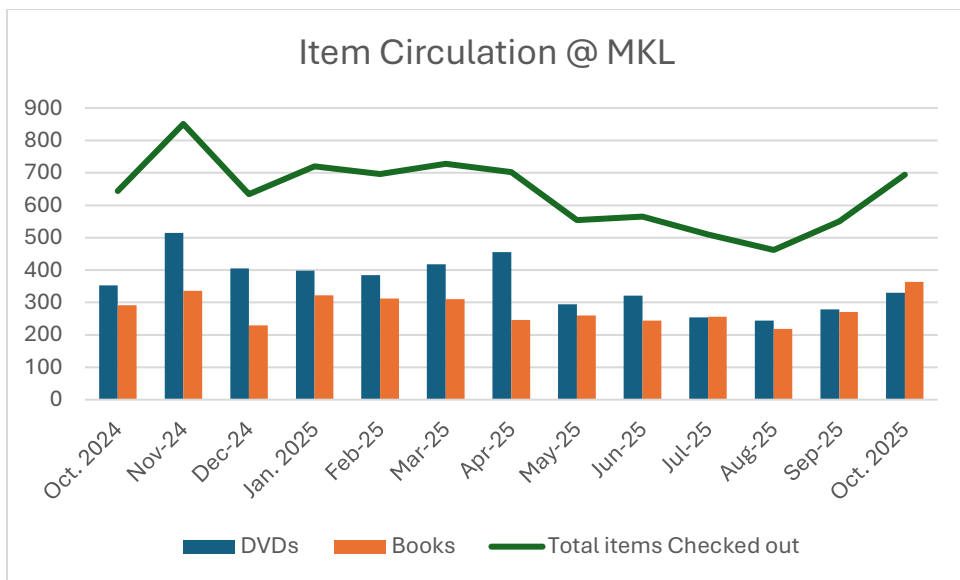
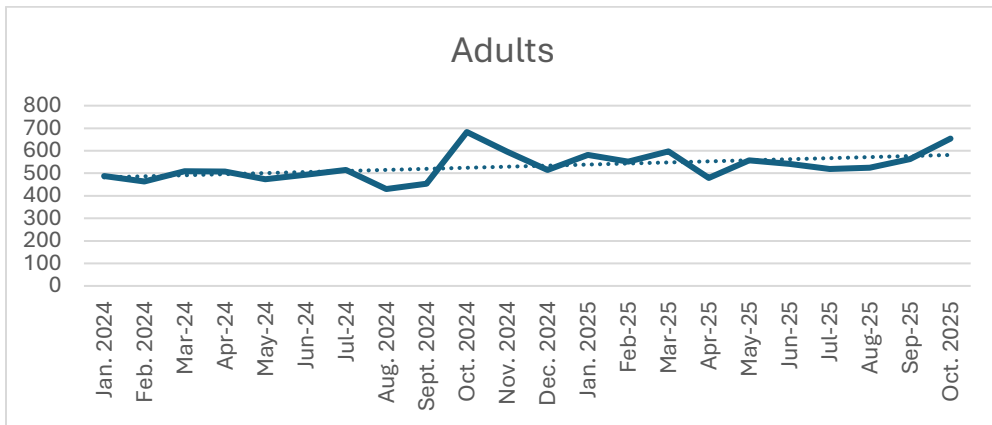
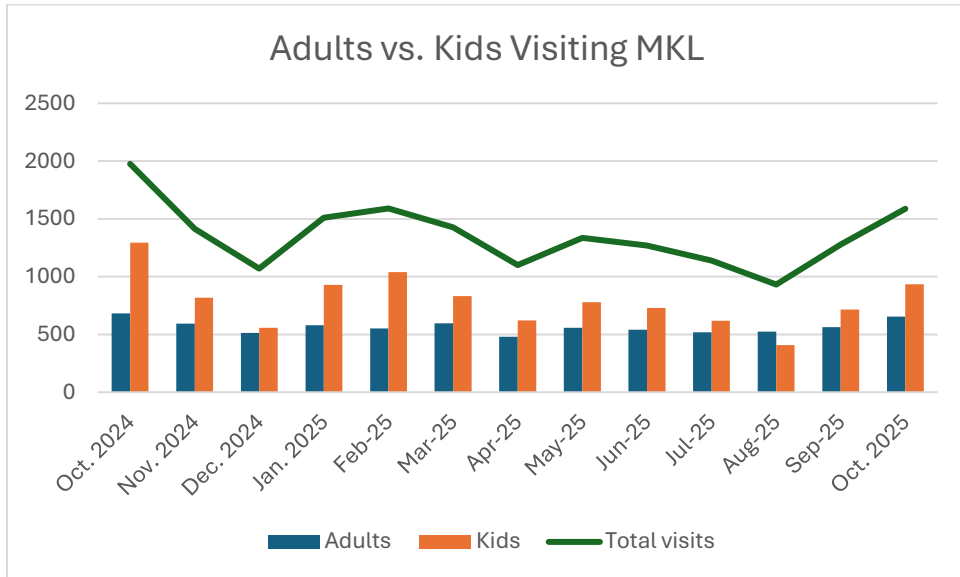
Upcoming in November, we have school visits planned with junior kindergarten and kindergarten classes, and our regular programs will continue, including Cooks & Books and Adult Craft Night. Preparations are underway for December Santa Claus visits, and we will begin our Letters to Santa activity at the end of November. Staff are also preparing a grant application to the Canada Council for the Arts to support author visits in 2026.

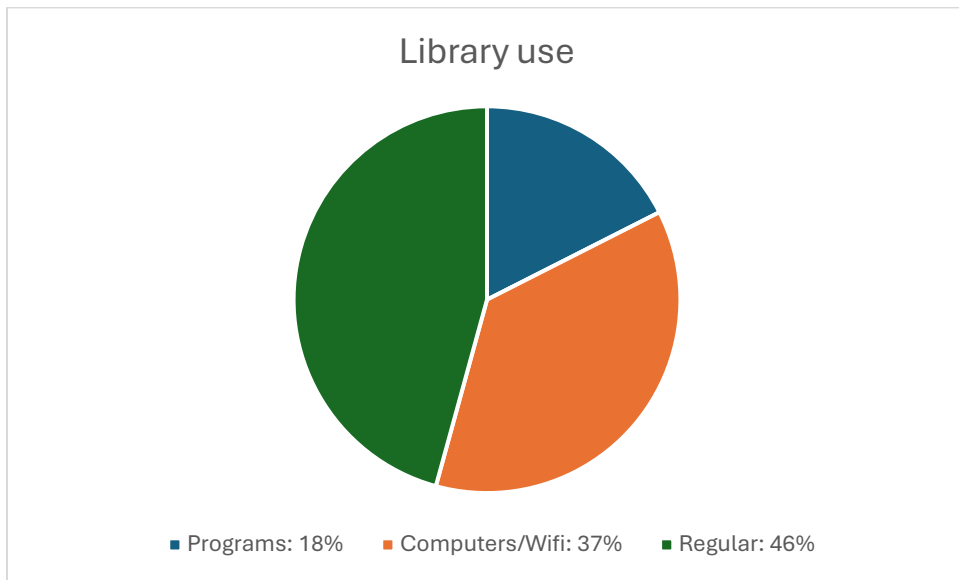
Additional upcoming initiatives include a youth beading program in partnership with the Recreation Department, ongoing weeding of the junior fiction and graphic novel collections, and the arrival of new books and movies ordered prior to the postal strike.






REPORT TO COUNCIL





MARY KAESER LIBRARY
November 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 |
|-----|---|------------------------------|--|--|--|-----|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Storytime 10:30-11:30 Escape room | | Teen Night Sew a handwarmer 7:00-9:00 | | Curious Creators Club Friendship bracelets 3:30-4:30 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | Storytime 10:30-11:30 | CLOSED | Teen Night Jam Night 7:00-9:00 | Cooks & Books Pasta Group meal 7:00 | Curious Creators Club Sock monkeys 3:30-4:30 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | Storytime 10:30-11:30 | Kids' book club 3:30-4:30 | Teen Night Karaoke 7:00-9:00 | | Curious Creators Club STEM: Spinning Tree 3:30-4:30 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | Storytime 10:30-11:30 | Teen Book Club 4:00-5:00 | Teen Night DIY Cricut Stickers 7:00-9:00 | Adult Art Night Cookie Decorating 7:00 | Curious Creators Club Slime Club 3:30-4:30 | |
| 30 | | | | | | |

Stay tuned for Letters to Santa, letters to Elders, and a gingerbread house contest!

Childcare

ASCP

October continued to be a busy and engaging month for the Afterschool Care Program. Seasonally themed programming—centered around Halloween and Thanksgiving—was in full swing, supporting learning through play, creativity, and relationship building. Nutritious and delicious snacks, such as homemade banana bread, have become a staple of the program and are consistently enjoyed by participants. Children have also expressed how much they look forward to swimming on Tuesdays and Thursdays. ASCP staff continue to work hard at building strong connections with the children, and their efforts are evident in the enthusiasm





participants show for attending each day. The program remains in high demand, with five children currently on the waitlist.



Daycare

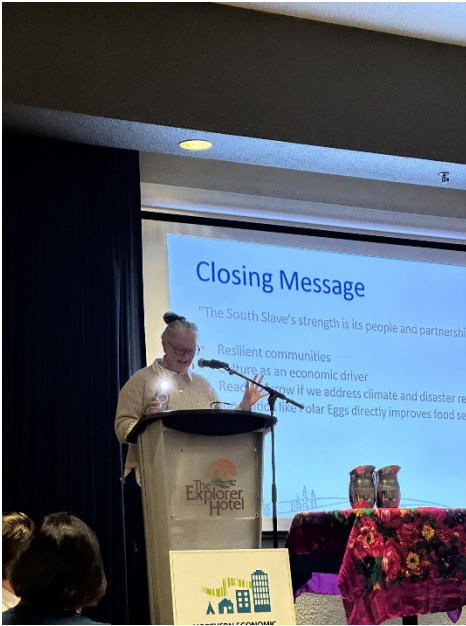
The children participated in a variety of themed weeks, including *Culture Week*, *Giving Thanks*, *On the Pumpkin Patch*, and *Spooky Things*, providing consistency and a shared learning focus across age groups. The group also enjoyed trick-or-treating at Northern Lights Special Care Home, which was equally enjoyed by the residents and proved beneficial for both generations. A visit from the local fire department during Fire Prevention Week was another highlight, where Sparky taught the group which number to call in case of emergencies. The children also took part in a meaningful trip to *Babies are Our Future* for cultural activities, which was very engaging for our daycare participants. A visit from the dental hygiene staff was "ahhhmazing," helping to create positive connections between young children and healthcare providers. Our monthly fire drill was also completed to ensure that safety procedures and requirements continue to be met. The children had a wonderful time participating in all activities and remained enthusiastic and engaged throughout the month.



Economic & Tourism Development

Northern Economic Development Practitioners Conference

ETDO attended NEDP in Yellowknife along with a variety of professionals in the Economic Development sector across the NWT. This included other EDO's from NWT communities, along with government representatives for ITI, NWT Parks, Cannon, ProsperNWT, Office of the Ombud & more.



This was the first time this conference took place in 7 years. Registration to the conference was free & travel / accommodations were supported through an ITI SEED Business Intelligence & Networking grant. The Town of Fort Smith paid \$500 + per diem for travel.

This was a chance for Northern Economic Development Practitioners to connect to talk through the successes & challenges for each region. Representing the South Slave, Diane Seals talked through Hay River's Egg Plant, Fish Plant & Fireweed Festival as strong drivers for our localized economy.

Tourism 2030, as mentioned by Stephanie Hardisty, Manager of Tourism & Parks, will be released in early 2026 - our strongest sector for development.

Lawrie Hobart Memorial Volleyball Tournament

Sports tourism continues to be an excellent opportunity for local businesses & organizations to capitalize on an increased population of potential customers. Over 50 teams of youth volleyball players, their parents and their coaches travelled into the community for a weekend of competition.

ETDO was asked to Emcee the opening ceremonies - a welcomed partnership that has continued from the previous year.

More work will need to be done on methods of tracking the economic impact of these events to better verbalize & predict the benefits of hosting sporting events.



Small Business Week Events

On October 22nd & October 23rd ETDO hosted events for the nationally recognized Small Business Week. The Wednesday Dinner had 25 attendees, 17 local business representatives & 8 government representatives. Presentations involved Chris Westwell, president of the Thebacha Chamber of Commerce, Diane Seals, ITI, Dana Fergusson, Mayor & Owner of Pelican Inn, Amy Stuart, CANNOr & Daniel Wiltzen, ETDO.

Dialogue was 2 ways & involved celebrating the successes of local businesses while identifying challenges within the local community.



Feedback prompted with "One thing you would like to learn, or one thing your business struggles with":

1. All Festival Coordinators Meetings to work together & avoid overlap etc
2. Grant Writing
3. Developing business confidence & attitude
4. Training for how to do payroll w/ more than 20 people

5. Bookkeeping (Tax efficiency/ what things can be expensed)
6. Working collaboratively with shipping costs
7. Alternate suggestions / create thinking for logistical issues of the NWT
8. Town Directory does not have a search function. 'Business names' don't have plumbing listed, so how can they find them?
9. Marketing & Website Development
10. The Town needs a new Economic Development Plan

Number 10 is one of the most pressing suggestions. ETDO aims to update our Economic Development Strategy for the 2026 fiscal year.

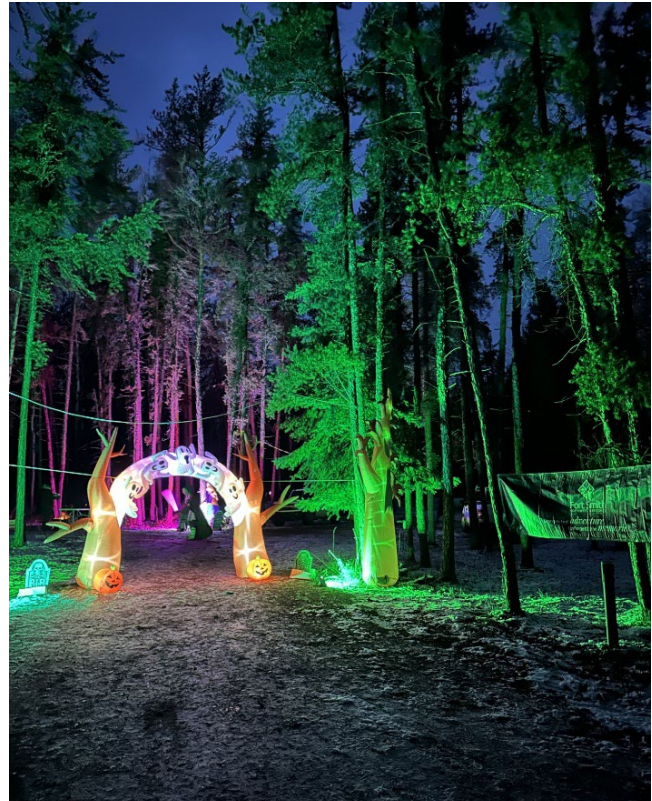
Haunted Campground Crawl

On Halloween, The Town of Fort Smith brought a variety of decorations, lights & candy to transform Queen Elizabeth Territorial Park into a walk through haunted attraction.

This is the second year of the Campground Crawl, with continued excitement from all community members. This event is facilitated by the Fireweed Festival, the Town of Fort Smith is just an active participant.

We selected plot #1, the most coveted spot, and throughout the evening (5:00PM - 8:00PM) we gave out candy to 261 individuals (kids & kids at heart).

Overall, this was a great way to engage with community & it's recommended we continue partnership with the Fireweed Festival & their events.



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

REPORT TO COUNCIL

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 has been completed. Construction for the Daycare entrance is ongoing. 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: November 13th, 2025.

Reviewed By:
Senior Administrative Officer
Tracy Thomas
Date: November 14th, 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 was some delays in materials the finish date has been moved to February 2026

Raw Water Intake – We are back on our pumps, 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 frame for compactor building in the future. This is additional work that is funded by Waste Reduction, Environmental Protection and Waste Management funding.

Loader replacement – Completed

Cross walk lights – Completed.

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

Garbage Truck – A supplier has been selected through the Canoe procurement program (NWTAC Program) list, and we are working on final design for truck. I should be able to provide timeline for next report.

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) – Completed

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 shut down.

Fire Hydrant Replacement – Co-op hydrant replacement completed, Pigeon hydrant will be completed next year. The contractor has to work with power corporation on this dig, and it is too late in season with risk of freezing water lines. The contractor requested an extension.

The hydrant behind the college campus has been postponed until next year as well for the same reason

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

PUBLIC WORKS

We have installed the stop signs on Portage avenue with new stop sign ahead warning signs and will install the 4-way signs on posts when we receive them. We have been changing the yield signs to stop signs around the community as well.

Our materials have arrived for the landfill hazardous waste storage area as part of the old water plant building demolition project and have started working on the fence around the asbestos area at the landfill site.

WATER PLANT

The failed SCADA PLC system for the water tower has been sent out for repair. However, it has not yet been returned. As a result, staff continue to perform daily visual water height checks at the reservoir.

Due to the system failure, the tower pump must currently be operated manually at night, as it cannot be set to automatic mode until the repaired SCADA PLC system is reinstalled and operational.

All summer water lines have been recorded, blown out, and properly stored for the winter season.

The scheduled six-month maintenance has been completed on all pumps, motors, air compressors, and furnaces at the water plant in preparation for winter operations.

We have coordinated with the Health Officer to confirm and finalize the testing requirements for the pool and hot tub. There are no outstanding issues, and we anticipate no difficulties in submitting required tests moving forward.

FACILITY MAINTENANCE

The arena ice plant is up and running and is operating well with no issues reported.

The curling rink ice plant is also operational. We did experience some minor hiccups with the system earlier in the season, but staff have been working closely with CIMCO to address and resolve these issues. The Curling Club has begun making ice, and operations are proceeding smoothly at this time.

All parks and mowing equipment have been cleaned, serviced, and stored for the season as we transition fully into winter operations.

All pool equipment is functioning properly, and no operational concerns have been reported.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: Municipal Services Department Roadmap

PURPOSE:

To provide Council with an update on the Municipal Services Department Roadmap and the next steps for implementation.

BACKGROUND:

In October and November, the Municipal Services Department undertook a structured review and planning process involving staff participation, operational observation, and facilitated planning sessions. The intention was to develop a practical roadmap that supports consistent service delivery, staff development, and longer-term departmental stability.

ANALYSIS:

The review confirmed that the Department continues to deliver reliable core services, with strong teamwork and well-maintained core infrastructure. The Roadmap identifies internal priorities that will support improved clarity, consistency, and readiness for future needs.

A key outcome was the identification of the need to document service levels and establish formal service plans in areas such as snow control, facility operations, water and sewer operations, and preventative maintenance. This work will assist in standardizing practice, supporting training and succession planning, and providing clearer expectations for both staff and the community.

Several improvement priorities were identified internally and will form part of the Department's ongoing mandate, including:

- Documenting operational procedures for key facilities and systems
- Establishing a coordinated training and succession planning framework
- Increasing consistency in the application of policies and collective agreement provisions
- Strengthening attendance management practices and supervisory expectations
- Providing supervisors with routine access to budget and variance information
- Developing service plans and defined service levels across operational functions

In order to implement and sustain this work, ongoing coaching and mentorship support for the Director is recommended. This will help maintain momentum and ensure management capacity is strengthened as the Roadmap progresses. This support will be reflected in the Municipal Services operating budget for 2026.

The Roadmap is structured over several years to allow work to move forward while daily service responsibilities continue. It will be reviewed and adjusted annually.

FINANCIAL CONSIDERATIONS:

No immediate decisions are required. Coaching and mentorship support for the Director will be incorporated in the 2026 operating budget. Additional requests for training or documentation resources may follow through normal budget planning processes.



Briefing Note

NEXT STEPS:

- Begin implementation of initial Roadmap actions
- Initiate service level and service plan development
- Incorporate coaching and mentorship support for the Director in the 2026 budget
- Integrate Roadmap priorities into annual work planning and supervisory performance goals
- Report progress through regular operational updates

RECOMMENDATION:

That Council receive this briefing note for information.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: Draft Water and Sewer System Strategic Plan – Preliminary Findings and 2026 Capital Priorities

PURPOSE:

To present the preliminary findings from the Draft Water and Sewer System Comprehensive Assessment and identify priority capital projects for consideration in the 2026 Capital Budget. The report is in draft form at this time and the final version will be provided to Council in December.

BACKGROUND:

AECOM is completing a community-wide assessment of the Town's water and wastewater systems, including condition, capacity, and future servicing needs. The draft report also considers the potential expansion of piped water and wastewater servicing to Smith Landing First Nation.

While core treatment infrastructure is performing adequately, several key components of the system are aging and require renewal. Current SCADA and control systems have limited remote monitoring and automation, which increases operational workload on an already small team.

ANALYSIS:

Preliminary observations from the draft report indicate the following:

- The Water Treatment Plant is structurally sound but the process control systems require modernization to improve reliability and reduce operator workload.
- The Tower Pumphouse is in poor condition and requires full refurbishment, including ventilation, pumps, and control systems.
- The Water Tower condition (interior and upper structure) has not been recently verified and requires inspection before confirming refurbishment versus replacement.
- The Klondike/Caribou Lift Station has reached the end of its life and should be prioritized for replacement.
- Much of the Town's water and sewer distribution network is original asbestos-cement pipe and will require phased replacement, starting with known problem areas.

Estimated capital costs (2026 dollars) included in the draft report are summarized as follows:

- Water Tower inspection: \$30,000
- Water licence renewal and lagoon study: \$25,000 to \$40,000
- Tower Pumphouse refurbishment and SCADA modernization: approximately \$12.5 million
- Water Tower refurbishment: approximately \$2.0 million
- Water Tower replacement: approximately \$6.0 million
- Water Tower demolition (if needed): approximately \$3.0 million
- Klondike/Caribou Lift Station replacement: approximately \$3.0 million
- Water and sewer main replacement pilot project (1 km): approximately \$5.0 million



Briefing Note

Smith Landing First Nation Servicing Considerations:

If Council wishes to extend piped services to Smith Landing First Nation, modernization of SCADA and control systems should be completed first to support reliability and reduce operational burden. It is recommended that discussions with Smith Landing First Nation include shared funding for these upgrades to ensure timely implementation.

RECOMMENDATION:

That Council direct Administration to include the following draft priority projects in the 2026 Capital Budget for further consideration, pending confirmation in the final report expected in December:

1. Tower Pumphouse refurbishment and SCADA modernization
2. Water Tower inspection
3. Klondike/Caribou Lift Station replacement
4. Water and sewer main replacement pilot project
5. Water licence renewal and lagoon study

Further, that the Mayor and Senior Administrative Officer initiate discussions with Smith Landing First Nation regarding funding participation in required system upgrades associated with potential piped service expansion.

Motion:

That Council receive the Draft Water and Sewer System Strategic Plan findings for information, direct Administration to bring the identified priority projects forward during 2026 Capital Budget deliberation, and that the Mayor and Senior Administrative Officer initiate discussions with Smith Landing First Nation regarding funding participation in required system upgrades associated with potential piped service expansion.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 13, 2025
Subject: Budget Variance Report as of September 30, 2025

PURPOSE:

To provide Council with a third quarter variance report for the period of January 1 to September 30, 2025, highlighting key financial variances and recommending acceptance of the report for information.

BACKGROUND:

This report presents an unaudited snapshot of the Town's financial performance up to September 30, 2025. It reflects revenues and expenditures to date, with some significant variances that require attention. The report is still in progress, and further updates will be provided as additional information becomes available.

ANALYSIS:

Revenue:

- As of September 30, 2025, the Town has received 71% of its projected revenue.
- A major outstanding revenue sources are Conditional Grants which should be received before the end of the year..
- Tourism Grants and Library (Grant) have not been received as of September 30th.
- Childcare revenue has already exceeded projected revenue for the year with one quarter to go.

| TOWN OF FORT SMITH APPROVED BUDGET SUMMARY 2025 | | | | |
|---|----------------------------------|----------------------|--------------------------|------------|
| | 2025 YTD ACTUAL AND COMMITTED | 2025 TOTAL BUDGET | 2025 REMAINING BUDGET | % |
| GENERAL OPERATING FUND REVENUES | | | | |
| TAXATION | \$ 2,523,931 | \$ 2,542,026 | \$ 18,095 | 99% |
| GRANTS IN LIEU OF TAXES | \$ 1,817,329 | \$ 1,677,290 | \$ 140,039 | 108% |
| SALE OF SERVICES | \$ 426,314 | \$ 542,280 | \$ 115,966 | 79% |
| INTEREST INCOME | \$ 206,975 | \$ 235,000 | \$ 28,025 | 88% |
| GNWT GRANTS | \$ 37,000 | \$ 37,000 | \$ - | 100% |
| DEVELOPMENT PERMITS | \$ 30,501 | \$ 18,150 | \$ 12,351 | 168% |
| FINES | \$ 10,192 | \$ 5,000 | \$ 5,192 | 204% |
| TAX CERTIFICATES | \$ 2,186 | \$ 2,000 | \$ 186 | 109% |
| LICENCES | \$ 22,206 | \$ 26,200 | \$ 3,994 | 85% |
| MISC. REVENUE | \$ 21,887 | \$ 30,000 | \$ 8,113 | 73% |
| ANIMAL CONTROL | \$ 1,005 | \$ 1,000 | \$ 5 | 101% |
| TOURISM GRANTS | \$ 3,507 | \$ 50,000 | \$ 46,493 | 7% |
| TOURISM REVENUE | \$ 23,032 | \$ 45,000 | \$ 21,968 | 51% |
| RECREATION ADMINISTRATION | \$ 35,134 | \$ 37,636 | \$ 2,502 | 93% |
| DAY CAMP | \$ 30,315 | \$ 32,400 | \$ 2,085 | 94% |
| CHILDCARE | \$ 1,067,706 | \$ 786,937 | \$ 280,769 | 136% |
| LOTTERY LICENSING | \$ 11,441 | \$ 10,000 | \$ 1,441 | 114% |
| ARENA | \$ 33,564 | \$ 54,000 | \$ 20,436 | 62% |
| BALL PARK | | \$ - | \$ - | |
| RECREATION SPECIAL EVENTS | \$ 42,184 | \$ 34,000 | \$ 8,184 | 124% |
| RCC | \$ 122,722 | \$ 170,000 | \$ 47,278 | 72% |
| LIBRARY | \$ 6,429 | \$ 56,210 | \$ 49,781 | 11% |
| UNCONDITIONAL GRANTS | \$ 1,644,000 | \$ 2,422,000 | \$ 778,000 | 68% |
| CONDITIONAL GRANTS | \$ 822,486 | \$ 4,024,004 | \$ 3,201,518 | 20% |
| SCHOOL TAX | \$ 459,359 | \$ 447,000 | \$ 12,359 | 103% |
| TRANSFER FROM INVESTMENT IN CAP. ASSETS | | \$ - | \$ - | |
| TRANSFER FROM RESERVES - OPERATIONS | | \$ - | \$ - | |
| | | | \$ - | |
| Total REVENUES | \$ 9,401,405 | \$ 13,285,133 | \$ 3,883,728 | 71% |



Expenditures:

- Current expenditures are at 54% of the budget. Notably:
 - **Administration Personnel:** The allocation of administrative costs to the Utility and Environmental Funds have not been completed for this quarter. This will be completed before yearend and these expenses will continue to be monitored..
 - **Administration Office Costs:** This category includes expenditures related to the HAF Funding which is just getting underway.
 - **Protective Services:** Many expenditures in this category are onetime costs and the budget is spread over the entire year. This should be correct in the next quarter. These expenditures will be monitored to yearend.
 - **Fire Hall Operations:** Expenditures are 87% of budget due to the allocation of demolition costs related to the removal of the old fire hall on Rupert Avenue.
 - **Facility Maintenance:** The allocation of costs for work completed for other departments has not been completed this quarter. This will be done for yearend and these expenses will be monitored.
 - **Curling Centre Ice Plant:** This over expenditure is related to the replacement of the ice plant and additional work required that was not capital in nature.



Briefing Note

| GENERAL OPERATING FUND EXPENSES | 2025 YTD ACTUAL AND COMMITTED | 2025 TOTAL BUDGET | 2025 REMAINING BUDGET | % |
|-------------------------------------|----------------------------------|----------------------|--------------------------|------------|
| LEGISLATIVE | \$ 188,180 | \$ 251,301 | \$ 63,121 | 75% |
| DOWN TOWN DEVELOPMENT | \$ 23,845 | \$ 47,545 | \$ 23,700 | 50% |
| ADMINISTRATION PERSONNEL | \$ 554,791 | \$ 599,850 | \$ 45,059 | 92% |
| ADMINISTRATION OFFICE COSTS | \$ 161,136 | \$ 609,000 | \$ 447,864 | 26% |
| TOWN HALL OPERATIONS | \$ 39,160 | \$ 53,335 | \$ 14,175 | 73% |
| PLANNING /LANDS | \$ 88,976 | \$ 111,886 | \$ 22,910 | 80% |
| FINANCIAL MANAGEMENT | \$ 95,388 | \$ 140,000 | \$ 44,612 | 68% |
| TAXATION COSTS | \$ - | \$ 1,000 | \$ 1,000 | 0% |
| INSURANCE | \$ 66,336 | \$ 65,000 | \$ -1,336 | 102% |
| GRANTS-COMMUNITY | \$ - | \$ 35,000 | \$ 35,000 | 0% |
| BYLAW ENFORCEMENT | \$ 90,268 | \$ 145,450 | \$ 55,182 | 62% |
| PROTECTIVE SERVICES | \$ 195,145 | \$ 228,530 | \$ 33,385 | 85% |
| AMBULANCE SERVICES | \$ 85,959 | \$ 181,662 | \$ 95,703 | 47% |
| ANIMAL CONTROL | \$ 18,173 | \$ 30,156 | \$ 11,983 | 60% |
| FIRE DEPT ADMINISTRATION | \$ 182,432 | \$ 266,873 | \$ 84,441 | 68% |
| FIRE ALARM SYSTEM | \$ 4,678 | \$ 6,000 | \$ 1,322 | 78% |
| HYDRANT MAINTENANCE | \$ - | \$ 2,750 | \$ 2,750 | 0% |
| FIRE HALL OPERATIONS | \$ 38,457 | \$ 44,123 | \$ 5,666 | 87% |
| FIRE FIGHTING EQUIPMENT | \$ 11,690 | \$ 27,450 | \$ 15,760 | 43% |
| PUBLIC WORKS ADMINISTRATION | \$ 549,233 | \$ 619,528 | \$ 70,295 | 89% |
| PW MOBILE EQUIPMENT | \$ 66,074 | \$ 125,000 | \$ 58,926 | 53% |
| SMALL TOOLS | \$ 4,289 | \$ 6,000 | \$ 1,711 | 71% |
| PUBLIC WORKS BUILDING | \$ 92,898 | \$ 127,149 | \$ 34,251 | 73% |
| ROADS & SIDEWALKS | \$ 15,102 | \$ 55,000 | \$ 39,898 | 27% |
| DRAINS & DITCHES | \$ 347,740 | \$ 564,531 | \$ 216,791 | 62% |
| STREET SANDING | \$ 86,786 | \$ 110,000 | \$ 23,214 | 79% |
| SNOW REMOVAL | \$ 13,133 | \$ 20,000 | \$ 6,867 | 66% |
| STREET LIGHTING | \$ 26,914 | \$ 45,000 | \$ 18,086 | 60% |
| STREET SIGNS | \$ 7,693 | \$ 10,000 | \$ 2,307 | 77% |
| UTILITY FUND ALLOCATION | \$ 40,000 | \$ 80,000 | \$ 40,000 | 50% |
| MUNICIPAL DUMP | \$ - | \$ - | \$ - | - |
| ANNUAL CLEAN UP | \$ - | \$ 7,306 | \$ 7,306 | 0% |
| CEMETARIES | \$ 1,440 | \$ 25,224 | \$ 23,784 | 6% |
| SENIORS CITIZENS TAX RELIEF PROGRAM | \$ 165,005 | \$ 181,808 | \$ 16,803 | 91% |
| FACILITY MAINTENANCE | \$ 585,477 | \$ 623,861 | \$ 38,384 | 94% |
| ECONOMIC DEVELOPMENT/VIC | \$ 172,534 | \$ 206,468 | \$ 33,934 | 84% |
| TOURISM | \$ 200 | \$ 300 | \$ 100 | 67% |
| RECREATION ADMINISTRATION | \$ 248,721 | \$ 324,198 | \$ 75,477 | 77% |
| SUMMER CAMP PROGRAM | \$ 34,789 | \$ 41,002 | \$ 6,213 | 85% |
| CHILD CARE | \$ 681,395 | \$ 831,768 | \$ 150,373 | 82% |
| SWIMMING POOL | \$ 293,439 | \$ 457,710 | \$ 164,271 | 64% |
| NL MUSEUM | \$ 2,589 | \$ - | \$ 2,589 | - |
| ARENA | \$ 189,510 | \$ 294,696 | \$ 105,186 | 64% |
| ICE PLANT | \$ 82,523 | \$ 153,820 | \$ 71,297 | 54% |
| BALL PARKS | \$ - | \$ 6,000 | \$ 6,000 | 0% |
| PARKS/PLAYGROUNDS | \$ 4,376 | \$ 8,500 | \$ 4,124 | 51% |
| SPECIAL PROGRAMS | \$ 384,151 | \$ 397,500 | \$ 13,349 | 97% |
| SLIDING HILL | \$ 6,604 | \$ 11,169 | \$ 4,565 | 59% |
| RECREATION & COMMUNITY CENTRE | \$ 900,892 | \$ 1,364,267 | \$ 463,375 | 66% |
| CURLING CENTRE ICE PLANT | \$ 21,410 | \$ 11,600 | \$ 9,810 | 185% |
| LIBRARY | \$ 251,346 | \$ 306,475 | \$ 55,129 | 82% |
| GENERAL DEBENTURES | \$ 38,964 | \$ 156,342 | \$ 117,378 | 25% |
| OTHER DEBT CHARGES | \$ 33,116 | \$ 46,000 | \$ 12,884 | 72% |
| BAD DEBT ALLOWANCES | \$ - | \$ 15,000 | \$ 15,000 | 0% |
| SCHOOL TAX REQUISITION | \$ - | \$ 447,000 | \$ 447,000 | 0% |
| CASH OVER/SHORT | \$ 200 | \$ - | \$ -200 | - |
| TRANSFER TO/FROM REVENUE | \$ - | \$ 2,918,000 | \$ 2,918,000 | 0% |
| Total EXPENDITURES | \$ 7,107,979 | \$ 13,285,133 | \$ 6,177,154 | 54% |

RECOMMENDATION:

It is recommended that Council accept this third quarter variance report for information. This report provides a preliminary look at the Town's financial status, and further updates will follow as more data becomes available.



Expenditures:

- Current expenditures are at 54% of the budget. Notably:
 - **Administration Personnel:** The allocation of administrative costs to the Utility and Environmental Funds have not been completed for this quarter. This will be completed before yearend and these expenses will continue to be monitored..
 - **Administration Office Costs:** This category includes expenditures related to the HAF Funding which is just getting underway.
 - **Protective Services:** Many expenditures in this category are onetime costs and the budget is spread over the entire year. This should be correct in the next quarter. These expenditures will be monitored to yearend.
 - **Fire Hall Operations:** Expenditures are 87% of budget due to the allocation of demolition costs related to the removal of the old fire hall on Rupert Avenue.
 - **Facility Maintenance:** The allocation of costs for work completed for other departments has not been completed this quarter. This will be done for yearend and these expenses will be monitored.
 - **Curling Centre Ice Plant:** This over expenditure is related to the replacement of the ice plant and additional work required that was not capital in nature.

Capital Project Updates to October 31, 2025

| Project | Total Project Value | Expenditures to July 31 | Budget Remaining | Status Update | Responsible |
|---|---------------------|-------------------------|------------------|--|---------------------|
| Raw Water Intake / Pumphouse Replacement | \$ 4,472,102 | \$ 510,065 | \$ 3,962,037 | This project will not be completed within this construction season, and the budget impacts are being assessed. A temporary pump is in place if needed, but it cannot be overwintered. The Town is waiting for an updated schedule and budget. The RWI project is approximately 20 percent complete. We will be submitting scope changes for the updated mud induction system, the repair design for the eroded concrete buttress presented to Council on October 7, and the design of the control local systems for both the RWI and MLS. Once these design updates are completed, the Contractor will be issued CCNs for the additional construction work, including the revised mud induction system, the concrete buttress repair, the control systems for the RWI and MLS, and the updated backflow preventer for the MLS. NOTE : This project has \$3.4 Million in CHIF Funding to support it. Contribution agreement not yet received, therefore any spending to date is not under that funding. | AECOM PM DMS/SAO |
| Main Lift Station mid-life retrofit | \$ 3,066,327 | \$ 689,559 | \$ 2,376,768 | Project progress is continuing, but key electrical distribution and switchgear components are delayed, pushing the final commissioning and switchover to February 2026. In the meantime, CAB is completing all available work, including exterior finishes, ducting, and electrical equipment mounting, while maintaining temporary heat to support winter construction. Coordination with NTPC and AECOM is ongoing to confirm delivery timelines and refine the switchover plan. | AECOM PM DMS/SAO |
| Lagoon Liner | \$ 1,181,535 | \$ 928,297 | \$ 253,238 | The Wastewater Treatment Facility is now operating at full capacity, with all three cells back online. FINAL INVOICE outstanding still | WSP PM DMS |
| Landfill Reclamation and Expansion inc bld | \$ 1,408,166 | | \$ 1,408,166 | Council has approved continuing with AECOM as the designer for the landfill expansion and reclamation project. To date, approximately \$250,000 has been committed for Colliers, AECOM, geotechnical work, and survey to advance the project to tender-ready design. This will allow updated design to current standards and clearer cost estimates for both the new cell and capping of the existing cell. Remaining funding is approximately \$1.25M, including about \$250,000 for AECOM's construction-phase services and \$1M toward construction. Current estimates indicate that \$1M will likely only support construction of the new cell, which remains the priority to meet operational needs. Further cost clarity will be confirmed once design and tender documents are complete. | Collier PM DMS |
| Water Truck Fill Station | \$ 35,000 | | \$ 35,000 | The Water Tower Truck Fill Station project is nearing completion, with work now focused on hose placement and final setup for truck filling. | DMS |
| Community Plan and Zoning Bylaw Review | \$ 20,000 | | \$ 20,000 | The Community Plan was completed and adopted on September 9, 2025, and the Zoning Bylaw was finalized and passed in November 2025. With both documents now approved and in effect, this project is complete. | SAO |
| Functional Review | \$ - | \$ 51,903 | -\$ 51,903 | Completed | SAO |
| HAF | \$ 654,005 | \$ 9,058 | \$ 644,947 | Three initiatives have been released and advertised, with a mail drop sent July 11. First-quarter financial reporting is complete and accepted. Ongoing updates with CMHC continue. The Town has received an inaugural application for four new units, totaling \$110,000 in grant funding plus the tax exemption. Other deliverables, including the Zoning Bylaw and related bylaws, are underway. The Town will continue to advertise the project and monitor uptake. | SAO - DPS |
| Energy Upgrades | \$ - | \$ 44,100 | -\$ 44,100 | Completed | DMS |
| Water and Sewer Assessment | \$ 85,000 | \$ 20,829 | \$ 64,171 | The draft report has now been received, with the final report expected in December. Preliminary recommendations include modernizing SCADA and control systems at the Water Treatment Plant and Tower Pumphouse, replacing the Klondike/Caribou Lift Station, and initiating a phased water and sewer main replacement program beginning in known problem areas. An inspection of the Water Tower is also recommended to determine whether refurbishment or replacement is required. The scale and timing of these projects will be brought forward for Council consideration during 2026 capital budget planning, and discussions with Smith Landing First Nation regarding funding participation for shared servicing upgrades are proposed to begin following release of the final report. | SAO/DMS |
| Burn Can/Training Grounds | \$ 463,000 | | \$ 463,000 | The GNWT Lands department is being engaged for an update on land transfer process for the new site. | DPS |
| Protective Services Building Replacement - DESIGN | \$ 200,000 | | \$ 200,000 | A preferred site has been identified across from the Fort Smith Health Centre, which is currently owned by Housing NWT, and discussions regarding a potential land swap remain ongoing. To move the project forward, the Town is sourcing a Project Manager through the standing offer agreements to lead the next phase of work. Once the PM is secured, they will establish the next steps and overall project timeline. This will include creating a committee made up of key stakeholders, Protective Services leadership, staff, and other user groups to support a comprehensive needs analysis. As part of this phase, a feasibility study will also be completed to assess whether integrating a new Town Hall within this facility is the most practical and cost-effective option, or whether alternative approaches should be considered. A briefing note will be brought to Council once options are developed, and all resulting documents will be presented for review prior to any decisions being made. | SAO/DPS |
| Slope Stabilization | \$ 15,000 | \$ - | \$ 15,000 | Project complete, with reporting requirements underway for final closure. | SAO |
| Slope Monitoring | \$ 357,500 | \$ - | \$ 357,500 | CIRNAC has approved an extension of the project to the 2027/2028 fiscal year, with all costs fully covered. Council has approved a direct award to WSP, all project contracts have been signed, and the project is ready to proceed. Town is hiring a term Coordinator for this and HAF project, fully funded | SPS/DCorpS |
| Existing Fire Hall Retrofit | \$ 150,000 | | \$ 150,000 | A project manager has been engaged, and the quoting process is underway. The PM contract has been awarded, and we are awaiting the final quote for the work. Core sampling of the floor has been completed, with results showing less concern than originally anticipated. | DPS |
| Asset Management Assessment and Planning | \$ 120,000 | \$ 39,850 | \$ 80,150 | The site visit has been completed, with staff now engaged in data gathering, developing levels of service, and outlining tasks and time requirements. An SAO meeting has been held, and the initial phases of the project are well underway. | SAO/DMS |
| CRC Exterior Entrances Improvements | \$ 20,000 | | \$ 20,000 | The contractor is now on site and the work is underway, with completion expected shortly. Responsibility for this project remains with the Director of Municipal Services, who is overseeing the final stages and close-out. | DMS |
| Ambulance Replacement and Stretcher Upgrade | \$ 540,000 | | \$ 540,000 | Specifications have been finalized and will be compiled into a tender package. As there are only two manufacturers, the process will proceed through an invitational tender. | DPS |
| Loader Replacement | \$ 420,000 | \$ 374,105 | \$ 45,895 | This project has been completed. | DMS |
| Sidewalk improvements | \$ 400,000 | \$ 72,864 | \$ 327,136 | Finalizing Tender will be posting and awarding this year for work to be completed next year. | DMS |
| Garbage truck | \$ 1,000,000 | | \$ 1,000,000 | A supplier has been selected through the Canoe procurement program (NWTAC Program) list, and we are working on final design for truck. Timeline will be provided in December. | DMS |
| IT Upgrades | \$ 20,000 | \$ 16,500 | \$ 3,500 | Final stages being wrapped up. | SAO |
| Demolition old chipper plant | \$ 70,000 | \$ 36,183 | \$ 33,817 | This project has been awarded to a local contractor and is already underway. | DMS |
| Phone System Upgrades | \$ 120,000 | | \$ 120,000 | Initial needs analysis and preliminary research for upgrades to the CRC phone system and other municipal facilities have been completed; however, the project will not proceed this year. It is recommended that this item remain in consideration for the 2026 budget. | SAO |
| William Schaefer Memorial Pool Partial Retrofit | \$ 120,000 | \$ 107,242 | \$ 12,758 | Most project components have been completed, with the electronically controlled valve parts already on hand at the pool and scheduled for installation during the next annual shutdown. Remaining work includes repairs to the steam room and replacement of the variable frequency drive (VFD) for the air handling unit, which is still awaiting delivery. The Director of Municipal Services will continue to oversee the project until it is fully complete. | DMS |

| | | | | | |
|---|----------------------|---------------------|----------------------|--|-----------------------|
| Centennial Arena Upgrades | \$ 675,000 | \$ - | \$ 675,000 | No progress to report at this time. Given the season and current scheduling constraints, this project is not expected to proceed this year. It is recommended that planning resume early next construction season. | DComServ/DMS |
| Street Crossing Lights (T Plan) | \$ 40,000 | \$ 27,784 | \$ 12,217 | The posts have arrived and are prepared for cementing. Once the concrete has cured, hardware installation will follow, with an electrician scheduled to complete the electrical connections for both the hospital crossing and the King Street–McDougal Street crossing. | DMS |
| CRC Backup Generator and Heating | \$ 750,000 | | \$ 750,000 | The original project scope is being refined to better align with operational needs. The Project Manager has met with the Senior Management Committee and is proposing a full needs assessment, including review of past design work and previous analysis. Further details will be brought forward once the revised scope is finalized. | WSP PM SAO/DMS/DPS |
| Ice resurfacers replacement | \$ 255,000 | \$ 3,500 | \$ 251,500 | The Olympia has been returned and is ready for the upcoming season. The order for the new electric Olympia is being finalized, and updates on delivery timelines will be provided as they become available. | DMS |
| Riverside Park and Lookout Development | \$ 970,000 | | \$ 970,000 | A project manager has been secured, the initial start-up meeting and review of the original plans have been completed, and stakeholder engagement is now underway. | DMS |
| Streetscape | \$ 50,000 | \$ - | \$ 50,000 | Quotes have been received for this project. Plans include ordering 30 new garbage bins to replace existing open bins and adding bins in new locations such as along the trail system and at playgrounds. The Director of Municipal Services will oversee the reception of the items and their installation. | DMS |
| CRC Signage | \$ 15,000 | \$ 2,287 | \$ 12,713 | Interior signs for the CRC have been ordered, and design work for the “Welcome” and exterior signs has been completed. The project will continue in collaboration with the Economic Development and Tourism Officer (ETDO) and the Recreation and Special Events Program Coordinator to ensure a cohesive and welcoming presentation. | DComServ |
| Cemetery Fence | \$ 45,000 | \$ 29,387 | \$ 15,613 | Awaiting an update from the Mayor on TLC’s plans for a potential partnership. | Mayor |
| 140h grader rebuild | \$ 500,000 | \$ 500,000 | \$ - | Completed | DMS |
| Town Hall Retrofit | \$ 250,000 | \$ 23,006 | \$ 226,994 | This project was not initiated this year. The paving at the back entrance has been completed, and handrails will be added in the spring. It is recommended that the project remain in the 2026 budget for completion. | DMS |
| Municipal Services Roadmap | \$ 30,000 | | \$ 30,000 | The Department has completed its review and established a multi-year roadmap focused on clarifying service levels, improving procedures and training, and strengthening supervisory capacity. Coaching support for the Director will be included in the 2026 operating budget to support implementation while capital and operational work continues as planned. | SAO/DMS |
| EVERGREEN -Bunker Gear | \$ 18,500 | \$ 5,940 | \$ 12,560 | underway | DPS |
| EVERGREEN -Emergency Communications Annual | \$ 10,000 | | \$ 10,000 | May not be required for this fiscal year. | DPS |
| EVERGREEN- Annual Fire Abatement | \$ 50,000 | \$ 14,175 | \$ 35,825 | Mowing work has been awarded, with additional work expected to be issued from this contract. DMAF-funded tenders for fall and winter work will be issued in the coming months. | DPS |
| EVERGREEN - Emergency Equipment Annual | \$ 18,500 | \$ 18,069 | \$ 431 | completed | DPS |
| EVERGREEN- SCBA Annual (\$200,000.00/10 yr) | \$ 20,000 | | \$ 20,000 | annual set-aside | DPS |
| EVERGREEN- hydrant replacement | \$ 50,000 | \$ 28,587 | \$ 21,413 | Underway | DMS |
| EVERGREEN - IT | \$ 10,000 | \$ 8,890 | \$ 1,110 | Underway | SAO |
| EVERGREEN - skid steers | \$ 20,000 | \$ 19,157 | \$ 843 | annual set-aside | DMS |
| EVERGREEN -Pete’s Gym Equipment | \$ 10,000 | \$ 9,109 | \$ 891 | This project has been completed. | DComServ |
| | \$ 18,724,635 | \$ 3,605,245 | \$ 15,119,389 | | |



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: Request for Council Support to Advocate to GNWT for Land Swap for Preferred Fire Hall Site

PURPOSE:

To request Council's assistance in advocating to the GNWT for a land swap to secure the preferred site for the proposed new Fire Hall and related civic facility planning.

BACKGROUND:

As the Town begins its preliminary planning for the upcoming Fire Hall Needs Assessment and broader civic facilities review, it is important to identify a potential building site early in the process. While site confirmation is not the first step in the assessment itself, any design or concept development that follows will require a confirmed location in order to proceed.

The preferred location is the parcel directly across from the hospital, currently used by GNWT as staff parking. This site offers clear operational advantages, including improved response times, efficient circulation, and proximity to emergency and health services.

The SAO and the Director of Protective Services have raised the possibility of a land swap with GNWT on several occasions. To date, there has been no progress and no indication of interest from GNWT. Additional support is needed to move this discussion forward.

ANALYSIS:

Without clarity on a potential building site, the Town cannot move into concept design, functional planning, or early costing. Identifying whether the preferred location is achievable will help determine the overall approach to the project and prevent unnecessary delays or unusable design work.

A land swap with GNWT remains the most practical option. Engagement from Council, particularly through formal communication with GNWT Ministers and senior officials, may help create the traction needed to initiate formal discussions.

RECOMMENDATION:

That Council support Administration by formally advocating to GNWT leadership for a land swap to secure the preferred site across from the hospital for the proposed new Fire Hall.

Motion:

That Council direct the Mayor to write to GNWT leadership requesting that GNWT work with the Town to pursue a land swap for the property currently used as hospital staff parking, in order to secure the preferred site for the new Fire Hall.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: Christmas Eve Half-Day

PURPOSE:

To request approval to close Town facilities and provide staff with a half-day off at 12:00 pm on Wednesday December 24th, 2025.

BACKGROUND:

Town Council has given staff a half-day on Christmas Eve for the past number of years which had been made into effect through motion of Council.

Council passed the following motion at the Regular Meeting of Council 12-24 on December 17, 2024.

24-334 That all Town facilities close at noon on Tuesday, December 24th, 2024; and

That Town staff, dependent on operational needs, be given a half-day on December 24th, 2024. Should operational requirements necessitate employment on this noted date, the employee should be given equivalent time off at a mutually agreed time.

RECOMMENDATION:

That all Town facilities close at noon on Wednesday, December 24th, 2025; and

That Town staff, dependent on operational needs, be given a half-day on December 24th, 2025. Should operational requirements necessitate employment on this noted date, that the employee be given equivalent time off in lieu at a mutually agreed time.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: Santa Claus Parade Road Closure

PURPOSE:

To request a road closure of the 2025 Santa Claus Parade.

BACKGROUND:

The Santa Claus Parade Road Closure requires Council approval.

Advertisements for participation in the parade are out, and the event and road closure will be advertised to the community. Protective Services and the RCMP will also be made aware of the closures in case of emergency response.

The Santa Claus Parade will begin at 5:00 pm on Saturday, November 29, 2025. The route starts at the Fort Smith Centennial Arena, turns right onto Rupert Ave., left onto Simpson St., right onto McDougal Rd., left onto King St., and finishes at the Community and Recreation Centre.

RECOMMENDATION:

That Council approves the following road closure for the Santa Claus Parade route: from the Fort Smith Centennial Arena to Rupert Ave., along Simpson St. to McDougal Rd., then to King St., ending at the Community and Recreation Centre, for the duration of the parade.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 18th, 2025
Subject: New Year's Eve Fireworks Road Closure

PURPOSE:

To request a road closure of Marine Drive between Mills Street and Walrus Street to all traffic from 6:30 pm to 8:00 pm on Wednesday, December 31st, 2025, for the New Year's Eve Fireworks event.

BACKGROUND:

To support the safe viewing of the fireworks on December 31st, a road closure from 6:30 pm to 8:00 pm is requested for Marine Drive, between Mills Street and Walrus Street. This will ensure safe viewing for community members who may prefer to watch the fireworks outdoors or who do not have access to a vehicle during the event, and to prevent vehicle congestion in that section of Marine Drive. Protective Services and the RCMP will also be made aware of the closures in case of emergency response.

RECOMMENDATION:

That Council approve the following road closure;

That Marine Drive, between Mills Street and Walrus Street, be closed to vehicle traffic from 6:30 pm to 8:00 pm on Wednesday, December 31st, 2025, for the annual New Year's Eve fireworks display.



Fort Smith

NORTHWEST TERRITORIES

LAND ADMINISTRATION BYLAW NO. 1065

TABLE OF CONTENTS

| | |
|--|-----------|
| PART A - GENERAL | 3 |
| 1. SHORT TITLE | 3 |
| 2. APPLICATION | 3 |
| 3. DEFINITIONS | 4 |
| PART B - APPLICATION | 7 |
| 4. ACQUISITION AND DISPOSAL OF LAND..... | 7 |
| 5. ESTABLISHING THE PRICE OF LAND..... | 8 |
| 6. OFF-SITE LEVIES | 9 |
| 7. TERMS AND CONDITIONS OF LAND DISPOSAL | 9 |
| 8. PUBLIC NOTICE OF SALE | 11 |
| 9. LAND SALE REGISTER..... | 12 |
| 10. LAND DEVELOPMENT FUND..... | 12 |
| 11. QUARRY MANAGEMENT | 12 |
| 12. BYLAW ADMINISTRATION | 13 |
| 13. SEVERABILITY | 13 |
| PART C – REPEALS AND EFFECT | 13 |
| 14. REPEAL..... | 13 |
| 15. EFFECT | 13 |



LAND ADMINISTRATION BYLAW NO. 1065

A BYLAW of the Council of the Municipal Corporation of the Town of Fort Smith in the Northwest Territories authorizing the Municipal Corporation of the Town of Fort Smith to regulate land administration in the Town of Fort Smith, passed pursuant to sections 53, 54, 55 and 70 of the *Cities, Towns and Villages Act*, SNWT 2003, C. 22;

WHEREAS the Council of the Municipal Corporation of the Town of Fort Smith is authorized to purchase, sell, lease or otherwise acquire and dispose of real property;

AND WHEREAS section 55 of the *Cities, Towns and Villages Act*, SNWT 2003, C. 22, requires the Town to adopt a Land Administration Bylaw to provide for policy and procedures relating to the acquisition, holding and disposal of real property;

NOW, THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, in regular sessions duly assembled, enacts as follows:

PART A - GENERAL

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Land Administration Bylaw".

2. APPLICATION

2.1. This Bylaw, except as otherwise expressly authorized by Bylaw, applies to all acquisitions, sales, leases, or other disposition of lands by the Town.

3. DEFINITIONS

3.1. In this Bylaw:

- a. “Acquisition of Land” means the purchase, lease, or other means of acquiring land;
- b. “Council” means the Council of a Municipal Corporation and includes the Mayor and/or Councilor(s);
- c. “Developed Land” means land in which the necessary municipal infrastructure has been placed to all improvements to be built or installed thereon;
- d. “Development Costs” means the Town’s direct and indirect costs of developing a lot or another specific area of land for disposition to the public, and which may include:
 - i. land acquisition costs;
 - ii. fees for appraisal, legal services, surveying, planning, and engineering designs and project management;
 - iii. land excavation and filling;
 - iv. roads, lanes, parking areas, curbs, sidewalks, boulevards, and all necessary appurtenances;
 - v. water, sanitary, and storm sewer systems, including service connections and all necessary appurtenances;
 - vi. electrical, street lighting, gas and communication transmission systems, including service connections and all necessary appurtenances;
 - vii. parks and recreational improvements;
 - viii. financing charges, including interest;
 - ix. environmental studies and/or cleanup; and
 - x. administrative costs associated with the acquisition and disposal of land, including the

related salaries and benefits of municipal administrators;

- e. "Disposal of Land" means the sale, lease, or other means of disposing of land;
- f. "Land" means real property or an interest therein, other than an easement or restrictive covenant;
- g. "Lot" means a specific area of land, the boundaries of which are:
 - i. shown on a plan registered in Land Titles Office, or
 - ii. described in the Certificate of Title to the land;
- h. "Market Value" means the value of land based on the amount that a willing buyer would pay to a willing seller. This value will be determined either by a professionally qualified land appraiser, by auction, or by public tender;
- i. "Minister" means the Minister of Municipal and Community Affairs;
- j. "Off-Site Levy" means a surcharge levied by the Town against a person who has acquired land in the Town. The Town uses this levy to pay for all or part of the capital cost of all or any Municipal infrastructure located outside the land being purchased or leased but which is of direct, though not exclusive, benefit to the purchaser or lessee and which may include, but is not limited to:
 - i. new or expanded facilities for the storage, transmission, treatment, or supply of water;
 - ii. new or expanded facilities for the transmission, treatment, or disposal of sewage;
 - iii. new or expanded storm sewer drainage facilities;
 - iv. new or expanded roadways or sidewalks;
 - v. new or expanded electrical, transmission systems, including all necessary appurtenances; and

- vi. land required for, or in connection with, any of the facilities described in sections 3.j.i-v.;
- k. “Quarry” means any work or undertaking in which granular materials are removed from the ground or the land by any method, and includes all ways, work, machinery, plant, building, and premises belonging to or used in connection with the quarry;
- l. “Replacement Cost” means the cost that the Town would incur if it was to develop a lot itself at the time that the Town acquired the lot.
- m. “Senior Administrative Officer” means the Senior Administrative Officer of the Town of Fort Smith appointed by Council pursuant to the *Cities, Towns and Villages Act*, SNWT 2003, C. 22, or their designate, as amended;
- n. “Site-Specific Factors” means factors which may be used, where applicable, in addition to or subtracting from the cost of developed land and which may consist of:
 - i. the size of the parcel;
 - ii. the site conditions;
 - iii. the desirability of location;
 - iv. the existing adjacent land uses; and
 - v. the land’s zoning;
- o. “Town” means the Municipal Corporation of the Town of Fort Smith in the Northwest Territories, established pursuant to the *Cities, Towns and Villages Act*, SNWT 2003, C. 22;
- p. “Town Standard” means the rules, regulations, practices, and codes of the Town, including but not limited to development and design standards, plans, specifications, general provisions, or processes that are documented in writing or have previously been implemented;
- r. “Undeveloped Land” means land which does not have the municipal infrastructure necessary to use the land for its intended purpose.

- s. "Underutilized Land" and "Vacant Land" has the same meaning as in the Fort Smith Underutilized Lands Bylaw.

PART B - APPLICATION

4. ACQUISITION AND DISPOSAL OF LAND

- 4.1. The acquisition or disposition of land will be authorized by Bylaw. Such a Bylaw will contain:
 - 4.1.1. a complete legal description of the land to be acquired, sold, leased, or otherwise disposed of;
 - 4.1.2. the minimum consideration to be paid for the acquisition, sale, lease or other disposition of the land; and
 - 4.1.3. in the case of a lease of un-surveyed land, a description of the parcel and sketch sufficient to identify the property to be leased.
- 4.2. No Bylaw for the acquisition, sale, lease or other disposition of land will be passed until:
 - 4.2.1. the Senior Administrative Officer has certified the assessed value of the said land and any improvements thereon, and that the zoning requirements relating thereto are appropriate in reference to the proposed sale or other disposition thereof; and
 - 4.2.2. it has been established through a search at the appropriate Land Registry Office, that the town may lawfully acquire, sell, lease, or otherwise dispose of the said land;
 - 4.2.3. an inspection of the said land has been made on behalf of the Town, establishing:
 - 4.2.3.a. the occupancy thereof,
 - 4.2.3.b. the improvements thereon,
 - 4.2.3.c. the easements affecting the same,
 - 4.2.3.d. any circumstances that may delay or prevent the disposition of land; and
 - 4.2.3.e. other pertinent facts relating to the land, if any; and
 - 4.2.4. if the purchaser or lessee is a business, society, or corporation, the purchaser or lessee has provided the Senior Administrative Officer with proof that it is in good standing under the provisions of the *Societies Act*, RSNWT 1988, C. S-11, *Business Corporations Act*, SNWT 1996, C. 19, the Fort Smith Business Licensing Bylaw No. 504, as amended, or other relevant Acts or Bylaws.
- 4.1. Any individual, business, corporation, or society acquiring a leasehold interest in land must maintain public liability insurance with a company licensed and registered to do business in the Northwest Territories, for the land and any improvements to it, in an amount not less than \$2,000,000.00, or such other amount as reasonably directed by the Town from time to time. The individual, business, corporation, or society must provide the Town with documentary

evidence of such insurance, in a form satisfactory to the Town, which names the Town as an insured party.

5. ESTABLISHING THE PRICE OF LAND

- 5.1. The price of land developed by the Town will, at minimum, recover the development costs and off-site levies.
- 5.2. The Town may set a price of land developed by the Town that accounts for site-specific factors and the market value of the lot.
- 5.3. The price of land not developed by the Town, but to be disposed of by the Town, will be the greater of the fair market value or the replacement cost of the land and improvements.
- 5.4. If Council is unable to determine the fair market value or the replacement cost of land not developed by the Town, the price will be determined based on the assessed value of the land, including improvements, plus a percentage factor, determined by Council, which would be designated to approximate the fair market value of the land.
- 5.5. Notwithstanding sections 5.1 and 5.2, if the Town is unable to dispose of land that it developed within three years of the initial advertisement for disposal, Council may dispose of the land for a price that is not less than fifty percent (50%) of development costs and off-site levies.
- 5.6. The amounts of capital grants or contributions from the Territorial Government, Federal Government, or other registered non-profit association for the development of land will be deducted from the Town's calculation of development costs.
- 5.7. In determining the amount to be raised by off-site levies for municipal infrastructure, the Town will deduct the amount of any capital grants received from the Territorial or Federal Governments for the completion of any portion of the municipal infrastructure for which the off-site levy is being made.
- 5.8. The annual lease rate for land leased from the Town will not exceed ten percent (10%) of the established price of land.
- 5.9. In determining the development costs or the amounts to be raised by off-site levies, Council may deduct any amounts received from capital grants or contributions from the Territorial, Federal, or Indigenous Governments, or registered charities, for the development of housing and municipal infrastructure in the Town of Fort Smith, if the Town chooses to use that portion of the grants and contributions to offset the price of land.
- 5.10. If Council decides to deduct all or a portion received from capital grants or contributions under section 5.9 from the price of land, Council will disclose in a public meeting, the:

5.10.1 name,

5.10.2 donor,

5.10.3 year, and

5.10.4 amount or proportion

of the grant or contribution that it used.

5.11. Council may, by way of resolution, approve a policy for payment over time for the sale of specific lots or land.

6. OFF-SITE LEVIES

6.1. The Town may charge off-site levies against land being developed, whether by the Town or by a private developer, to pay for all or part of the capital costs of any municipal infrastructure which is located outside the boundaries of the land being developed.

6.2. The Town may designate by Bylaw areas of the town in which off-site levies may be imposed. The amount of the off-site levy may be a fixed amount payable for each lot or may be an amount per unit basis on some measurable criteria such as the frontage, area, or fair market value of a lot.

7. TERMS AND CONDITIONS OF LAND DISPOSAL

7.1. In disposing of land, the Town will initiate one of the following methods of land disposal:

7.1.1. Ballot Draw, or

7.1.2. A Call for Proposals, in the case of General Commercial, Industrial, or Town Centre Lots, as defined in the Zoning Bylaw, as amended.

7.2. If, after the completion of a ballot draw or a call for proposal process, the Town has not disposed of a lot, the lot will be disposed of on a first-come, first-serve basis. A lot disposed of on a first-come, first-serve basis will be:

7.2.1. listed in the land bank register; and

7.2.2. disposed of to the first person to enter into a completed sale or lease agreement with the Town.

7.3. Notwithstanding section 7.2, Council may refuse to dispose of land to a person who owns one or more vacant or underutilized lots in the Town.

7.4. The Town will conduct an additional ballot draw or an auction for lots if the Town sets a price that is lower than development costs and off-site levies, in accordance with section 5.5 of this Bylaw and procedures determined by the Town from time to time.

- 7.5. Anyone wishing to purchase or lease land from the Town will submit an application to the Senior Administrative Officer. Applications to the Town must:
 - 7.5.1. be in writing and in a format which is acceptable to the Town.
 - 7.5.2. indicate the applicant's proposed use of the Land, and, in the case of vacant or underutilized land, the improvements proposed to be constructed or placed by the applicant on the Land if the purchase is approved.
 - 7.5.3. include a refundable payment of ten percent (10%) of the value of the land.
- 7.6. If a person pays some amount to the Town in their application to purchase or lease land, but is not selected to purchase or lease the land, the Town will refund the amount paid by that person in its entirety, except for an administrative fee as prescribed in the Consolidated Rates and Fees Bylaw No. 1045, as amended.
- 7.7. A person who acquires vacant or underutilized land from the Town will be required to commence development, add a specific amount of value to, or quarry the Land within twenty-four months of purchase; otherwise, the land will, in accordance with the terms of the agreement dealing with the disposition, revert to the Town.
- 7.8. No lands will be sold by the Town to a tax-exempt institution unless an the Town first makes an agreement with the purchaser, and that agreement requires that subject lands will revert back to the Town for no more than the original purchase price should the institution no longer require the lands.
- 7.9. If a private developer wishes to purchase undeveloped land from the Town and to build or install municipal infrastructure to develop the land, then, before approving the disposal to the private developer, the Town will:
 - 7.9.1. obtain from the private developer a cost estimate establishing the cost at which the private developer will be able to develop and sell lots;
 - 7.9.2. require the private developer to provide a letter from a financial institution confirming that the private developer has sufficient financial resources to complete the development of the subject land;
 - 7.9.3. require the private developer to enter into an agreement with the Town requiring the private developer to dispose of vacant land by way of an auction, ballot draw, or call for proposals, unless a building has been constructed or installed on the land and the building is sold with the land;
 - 7.9.4. require that the developer complete development of the municipal infrastructure within a reasonable period of time to ensure an adequate supply of serviced land is maintained in the Town;

- 7.9.5. specify by agreement with the private developer any requirements for the development of the land pursuant to the *Planning Act*, RSNWT 1988, C. P-7, including any restrictions on the use of the lands; and
- 7.9.6. transfer title to the private developer, subject to a caveat to ensure compliance with sections 7.9.2 to 7.9.5, if applicable.

8. PUBLIC NOTICE OF SALE

- 8.1. The Town will not dispose of any land until such time as the land has been advertised for a minimum period of three weeks in the Town Office and three prominent locations within the community, and:
 - 8.1.1. in a locally circulated newspaper; or
 - 8.1.2. on the Town's website, on its home page.
- 8.2. An advertisement for sale will include, but not be limited to, the following:
 - 8.2.1. date of posting;
 - 8.2.2. closing date of posting;
 - 8.2.3. legal description of land;
 - 8.2.4. a sketch or survey of the land;
 - 8.2.5. location of the land;
 - 8.2.6. price of land;
 - 8.2.7. the zone of the land per the Zoning Bylaw; and
 - 8.2.8. local improvement charge and/or off-site levies, if any;
 - 8.2.9. the process for the disposal of the land, and how participants can participate in it; and
 - 8.2.10. contact information to obtain more information about the property.
- 8.3. Sections 7.1 to 7.6 and 8.1 to 8.2 will not apply to the disposal of land to:
 - 8.3.1. the Federal Government or the Territorial Government;
 - 8.3.2. be used for the installation of electric power, telephone, or other communication utilities, if the utility company is a Crown corporation or government regulated monopoly;

- 8.3.3. be consolidated with adjoining land when the land being disposed of does not comply with the minimum lot size requirements as the Town's Zoning Bylaw;
- 8.3.4. a person or persons with a leasehold interest who wish to purchase the freehold interest in the same land; or
- 8.3.5. an assignment of an existing lease.

9. LAND SALE REGISTER

- 9.1. A register of all land which has been approved for disposal by the Town will be maintained. The information in the register will include:
 - 9.1.1. a sketch, identifying the size and location of the land;
 - 9.1.2. the full legal description, if any;
 - 9.1.3. the price of the land;
 - 9.1.4. conditions of disposal; and
 - 9.1.5. a record of pending disposals.
- 9.2. The register will be open for inspection by the public at the Town Office during normal business hours.

10. LAND DEVELOPMENT FUND

- 10.1. All revenues from the disposal of land and off-site levies will be held in the Land Development Fund.
- 10.2. The Land Development Fund is managed and operated in accordance with the Financial Administration Bylaw No. 972, as amended.

11. QUARRY MANAGEMENT

- 11.1. Where the Town manages quarries, it will be in accordance with the Statutes of the Governments of the Northwest Territories and Canada.
- 11.2. The acquisition and disposal of land for quarry purposes will be subject to the requirements of this Bylaw.
- 11.3. Subject to authorization by Bylaw, the Town may apply for quarry permits and land use permits from senior governments for quarry purposes, and issue quarry permits to other parties.

- 11.4. Any agreement executed by the Town to lease or sell land for quarry purposes will require the purchaser or lessee from the Town to restore the land at their own expense in accordance with the policies and guidelines established by the Government of the Northwest Territories and any other requirements of the Town.
- 11.5. Before executing a lease agreement or transfer for quarry lands, the Town will require the lessee or purchaser to deliver and deposit security with the Town to ensure complete restoration of the site. The terms and amount of this security will be determined by Council. This security will consist of cash or an Irrevocable Letter of Credit issued by a Chartered Bank or a Surety Company.

12. BYLAW ADMINISTRATION

- 12.1. Council may adopt standard forms, agreement, fees, and procedures required for the administration of this Bylaw.
- 12.2. The Senior Administrative Officer may make such minor amendments to any such standard forms of agreement or procedures as may be necessary to adapt the agreement to the requirements of any particular transaction.

13. SEVERABILITY

- 13.1. Each provision of this Bylaw is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this Bylaw will remain valid and enforceable, and the Bylaw will be interpreted as such.

PART C – REPEALS AND EFFECT

14. REPEAL

- 14.1. Bylaw No. 862 is hereby repealed.

15. EFFECT

- 15.1. That this Bylaw will come into effect upon receiving Third Reading and otherwise meets the requirements of sections 53, 54, 55 and 70 of the *Cities, Towns and Villages Act*, SNWT 2003, C. 22.

READ A FIRST TIME THIS _____ DAY OF _____, 202_, A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 202_, A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 202_, A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1070**

A BY-LAW OF THE COUNCIL OF THE MUNICIPAL CORPORATE OF THE TOWN OF FORT SMITH IN THE NORTHWEST TERRITORIES, TO ADOPT A CORPORATE SEAL PURSUANT TO PROVISIONS OF THE CITIES, TOWNS, AND VILLAGES ACT, SNWT 2011,C.7,SCH.B,S.3.

AS the Town of Fort Smith desires to adopt a corporate seal for the municipal corporation;

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

SHORT TITLE

1. The By-law may be cited as the Corporate Seal Bylaw.

GENERAL PROVISIONS

2. The design depicted in Schedule A, attached to and forming part of this bylaw, is adopted as the deal of the Town of Fort Smith.
3. The Senior Administrative Officer is responsible for maintaining custody of the corporate seal and shall cause it to be affixed to any documents where required.

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

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

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

MAYOR

SENIOR ADMINISTRATIVE OFFICER

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

Senior Administrative Officer



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1070**

“Schedule A”

