



**Council of the Town of Fort Smith**  
**January 13<sup>th</sup>, 2026 @ 7 pm**

**AGENDA**

**1. CALL TO ORDER**

- a. Confirmation of Quorum and Acknowledgment of First Nations

**2. ADOPTION OF AGENDA**

**3. DELEGATIONS**

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of Council December 16<sup>th</sup>, 2025

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. ADMINISTRATION**

- a. Protective Services
  - i. Director’s Report
  - ii. Briefing Note: DPA-055-25 Development Application
  - iii. Briefing Note: Fire Training Equipment
- a. Corporate Services
  - i. Director’s Report
  - ii. Account’s Paid List
  - iii. Correspondence
- b. Briefing Note: Appointment of Deputy Mayor

**8. COUNCIL BUSINESS**

- a. Bylaws
  - i. Third and Final Reading of the Land Disposal Whitford Road Bylaw No. 1074
- b. Mayor and Council / Board Representatives

**9. PROCLAMATIONS**

**10. DATE OF NEXT COUNCIL MEETING**

The next Regular Meeting of the Council will be held on January 20<sup>th</sup>, 2026, with reports from Community and Municipal Services.

**11. EXCUSING OF COUNCILLORS**

**12. IN-CAMERA**

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

**13. QUESTION PERIOD**

**14. ADJOURNMENT**



The Regular meeting of the Council was held on Tuesday, December 16<sup>th</sup>, 2025, @ 7 pm within the Town Hall Council Chambers.

Regrets:

Staff Present: Jim Hood, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Lauren Howes, Director of Community Services  
Andrew Grenier, Director of Municipal Services  
Cassandr Gbbons, Director of Corporate Services

- a. Mayor Fergusson confirms quorum and hands the Chair to Cr. Cox. Cr. Cox reads the Acknowledgment of First Nations.

**PASSED**

Compared to last year, assaults increased slightly while sexual offences declined, with many calls related to disturbances involving intoxicated individuals and driving complaints. Police also handled nine intimate partner violence-related files, resulting in five charges before the courts. The prolific offender management program continues, staffing levels are gradually increasing with additional members expected, and relief resources are used for high-demand events. Public engagement remains a priority through school activities, informal community interactions, Crime Stoppers promotion, and ongoing efforts focused on community policing, reconciliation, and youth engagement.

**PASSED**



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## Council of the Town of Fort Smith

### December 16, 2025 @ 7:00 PM

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Cr. Couvrette noted that portions of the minutes required clarification and correction. He indicated that under Section F, Administration, comments attributed to him regarding Uncle Gabe's Friendship Centre should instead be placed under Section E, as those remarks related to the seniors program and the significant contributions seniors make to the community, which were discussed before the item on Uncle Gabe's. He also clarified that under the item concerning Uncle Gabe's Friendship Centre, the minutes should clearly reflect the \$1,000 donation that was referenced. Additionally, under the Mayor and Council section, he corrected the final sentence of his comments regarding Power Corp, noting that the major retrofit referenced was \$100 million, not \$10 million.

#### 5. BUSINESS ARISING FROM THE MINUTES

- a. Attendance at the NWTAC 2026 Annual General Meeting

#### 6. DECLARATION OF FINANCIAL INTEREST

#### 7. ADMINISTRATION

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

Director Howes highlighted the strong level of community collaboration over the past month, noting the Santa Claus Parade as a particularly successful example of a large team effort involving Community Services, Municipal Services, the Seniors Society, the Anglican Church, the Fire Department, TDC, and many other partners. She expressed appreciation to all contributors and acknowledged that the list of supporters was extensive. Director Howes also noted that it was a hectic month for programming, with the library delivering several highly successful programs and receiving positive community feedback, crediting staff for the significant planning and attention to detail required. In addition, she reported that the arena was operational throughout the month and hosted a range of activities, including the HOBOGO event, which was well received.

D/M Keizer sought clarification regarding the status of the hot tub. Director Howes explained that the hot tub closures are largely related to the chemical balance required for the hot tub, noting that its depth creates additional challenges in maintaining appropriate chemical levels. She advised that work is underway with Municipal Services to arrange training for the aquatics lead and herself so they can be more directly involved in maintenance and respond more quickly when issues arise. She noted that this training is planned for the coming weeks in the new year and is expected to support quicker reopening and more effective treatment of the hot tub when problems occur.

Cr. Karasiuk noted that the Seniors are very appreciative of the revised exterior entrance/exit, noting it is a big improvement from what they've had in the past.

Cr. Heaton raised a question regarding messaging and communications for Recreation Centre activities. She noted that the Town currently maintains an official Facebook page, while the Recreation Centre and Protective Services each have their own separate pages. Cr. Heaton asked whether it would be possible to better align or sync recreation-related messaging through the Town's main Facebook page to improve visibility and ease of communication, as not all residents follow the Recreation Centre page.

Director Howes responded that this is something Administration can explore further. She noted that Community Services currently shares information through the Town's main Facebook page, the Recreation Centre page, and the community bulletin board and



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these channels often generate strong engagement. However, she acknowledged that some activities, such as senior walking programs, can occasionally be missed. Director Howes advised that this feedback will be taken into consideration as staff look at ways to improve and better coordinate messaging to the community.

b. Municipal Services

i. Director's Report

Director Grenier provided an update on several operational items, noting significant progress at the water treatment plant, with actions underway for nearly all identified issues, including engaging a contractor to repair the backup boiler in the near term. He also addressed the garbage truck project, explaining that an initial approach was discontinued after unsuccessful adjustments, and that staff are now working with an experienced consultant to develop a revised program. Options for purchase are expected to be presented at the next meeting, with an estimated implementation timeline around spring cleanup, approximately three to four months away, and more detailed information to follow in future meetings.

Director Grenier also acknowledged an ongoing chemical issue related to the hot tub system, which is being addressed in collaboration with Community Services and is expected to stabilize over time. He gave a strong commendation to Public Works staff for their efforts during heavy snowfall, noting positive feedback from the public, and advised that a tender for sidewalk work is anticipated to be ready in early January, with further details to be brought forward.

D/M Keizer asked for clarification regarding the Facility Maintenance section of the report, specifically the reference to the air handler system and surge protection system. He noted that the required part has not yet been received and asked whether there is any risk of losing pool operations again this winter, or if the issue can be managed as it arises.

Director Grenier advised that he has been awaiting an update, as the air handling unit was scheduled to be installed this past Sunday. He will update Council once he has an answer.

c. Briefing Note: Purchase of Electric Olympia Ice Resurfacer and Ice Edger

**# 25-310**

**Moved by: Mayor Fergusson**

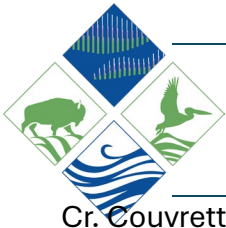
**Seconded by: Cr. Tuckey**

**THAT Council approve the following:**

1. The purchase of one 2025 Olympia Millennium Model E electric ice resurfacer from Big Hill Services Ltd. in the amount of \$222,579.00, inclusive of batteries, charger, GST, and freight to Cochrane, Alberta.
2. The purchase of one Olympia battery-powered ice edger from Big Hill Services Ltd. in the amount of \$8,748.00, plus applicable taxes.
3. Authorization for Municipal Services to proceed with an infrastructure assessment and any required electrical upgrades, including charging infrastructure, to support the new equipment, with associated costs to be brought forward to Council separately following completion of the assessment.

**AND FURTHER THAT** the total equipment cost be approved in the amount of \$242,893.35, inclusive of GST.

**PASSED**



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Cr. Couvrette noted that the briefing note references the need for infrastructure upgrades, primarily electrical, with the possibility of additional work, but does not provide any indication of potential costs. He expressed concern about the lack of even a general estimate and indicated that having a rough cost range would provide greater comfort in considering the matter, whether the upgrades are relatively minor or could be significantly more substantial.

Director Grenier responded that the work would be completed by a local contractor, with estimated costs ranging between \$5,000 and \$10,000. He noted that the contractor still needs to review the equipment, which will be supplied by the same vendor.

Mayor Fergusson asked whether, given that the Olympia equipment is battery-powered, local contractors are equipped and trained to handle mechanical breakdowns, repairs, and

ongoing maintenance. She sought clarification on whether the system functions similarly to gas or propane-powered equipment and whether local contractors would be able to service it if issues arise.

Director Grenier advised that the electric unit is simpler to maintain than gas or propane-powered equipment, as it consists of an electric motor and a battery.

**d. Briefing Note: Donation Request – Fort Smith Girl Guides**

**# 25-311**

**Moved by: Cr. Bathe**

**Seconded by: Cr. Couvrette**

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

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

**TABLED**

Council discussed a donation request and expressed concerns about insufficient detail to support an informed decision. Cr. Karasiuk noted discomfort with supporting the motion without a clearly stated funding amount and requested clarification on how many Girl Guides would benefit. SAO Hood advised that this information was not included in the original request but could be obtained by Administration, and that Council could choose to table the motion pending receipt of additional details. He confirmed that the request is new and not recurring.

Several members, including D/M Keizer and Cr. Couvrette, questioned whether requests for youth programming should be addressed through the regular budget process rather than through ad hoc donations. Cr. Couvrette emphasized the need for consistency and suggested that youth programming be identified as an annual budget item aligned with Council's strategic priorities. SAO Hood later confirmed participation data, noting that 35 participants were recorded in November.

Mayor Fergusson raised concerns about the scale of the request relative to the number of participants served and questioned whether the request meets the threshold of providing broad community benefit, particularly when compared to other organizations that serve larger or more diverse groups. While expressing personal support for Girl Guides, she indicated uncertainty about whether the request aligns with the Town's typical donation criteria.

Council members repeatedly highlighted the need for a clear and standardized donation policy. Cr. Couvrette, Cr. Cox, Cr. Bathe, and Cr. Tuckey all referenced the importance of having defined criteria to assess value, community impact, and consistency across



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donation requests. Cr. Tuckey cautioned that national organizations may already receive support through other means and emphasized careful scrutiny of municipal donations. Cr. Cox noted that the requested amount is significant for a relatively small group and suggested a smaller contribution may be more appropriate without further justification.

SAO Hood agreed with Council's direction and advised that, following budget approval, a committee could be formed to develop a formal donation policy, including application requirements, justification criteria, and consideration of whether certain organizations should receive annual funding through the Community Services budget. He clarified that in-kind donations have the same impact on the donations budget as cash contributions and must be accounted for accordingly.

Council acknowledged that the request could be tabled to allow Administration to gather additional information, including clearer cost breakdowns and intended use of funds, before further consideration.

## 8. BUDGET

### a. Briefing Note: 2026 Budget 1<sup>st</sup> Draft

SAO Hood advised that over the past few months, Administration and departmental directors have been working on the 2026 budget. While the budget is normally required by December 31, a 30-day extension was requested due to a late start, setting the new deadline at January 30, 2026. He noted that the proposed budget reflects an increase in total expenses from \$13.3 million in 2025 to \$14.45 million in 2026. The draft budget also includes a projected \$304,000 increase in taxation revenue, representing a 7 percent increase over the previous year. In addition, the Administration is reviewing existing fees under the current fees bylaw to identify opportunities for adjustments, including proposed increases to ambulance recovery fees. He explained that most ambulance recovery costs are paid by the territorial government and that the proposed rates would align Fort Smith more closely with communities such as Hay River and Fort Simpson. Some of these anticipated fee increases have already been factored into the draft budget. SAO Hood reminded Council that a budget workshop is scheduled for December 29, where a more detailed discussion can take place, and encouraged Councillors to submit questions in advance so Administration can prepare responses.

Cr. Karasiuk suggested that detailed questions be held until the budget workshop, but asked whether the draft budget reflects the roundtable discussions Council held one to two weeks earlier, particularly around communication priorities, or whether those items have not yet been incorporated.

SAO Hood confirmed that Administration has taken into account the priorities set by Council, including those related to communications and levels of service. He noted that the budget document includes a section outlining the levels of service for each department, which is intended to help Council better understand the work being done and the constraints Administration faces, such as legislative and regulatory requirements. He added that these considerations have been incorporated into the budget for Council's information and review.

Cr. Couvrette stated that he does not believe a 7 percent increase in revenue would be well received by residents. He suggested that a more realistic and palatable range would be closer to half of that amount. He acknowledged that some level of increase is likely unavoidable, given rising costs associated with operating as a municipal corporation, including increases in the cost of services, heating, and electricity, which are affecting everyone. He indicated that he is looking forward to a robust discussion on the proposed





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figures during the budget workshop and noted that, in his view, an increase in the range of 3 to 3.5 percent would be more acceptable to the community.

#### b. Budget Presentation

#### c. Summary – Levels of Service

A note was made to change all entries regarding Smith Landing's name to Tthebatthie Denesųliné Nation (TDN). An apology was made regarding the error.

D/M Keizer commented that the budget document is detailed and requires careful review, noting that it took multiple readings to fully understand. He indicated that while the document is not suitable for release to the public in its current format, it contains valuable information that could be repackaged into clear communication materials to help residents better understand the work of municipal departments. He referenced feedback from the pre-budget community survey, where concerns were raised about the perceived growth of Town staff, and suggested that these concerns may stem from a lack of understanding of the services being provided. He noted that, even from his perspective as Deputy Mayor, the document was insightful in highlighting the scope of departmental responsibilities. He recommended that the Administration work with the communications team, including Director Grenier and the Mayor, to share this information in a more accessible way, as it may help the public better recognize the level and quality of services being delivered by Town staff.

## 9. COUNCIL BUSINESS

#### a. Bylaws and Policies

##### i. Third Reading Jim Hood SAO Appointment Bylaw No. 1073

<b># 25-312</b>	<b>Moved by: Cr. Karasiuk</b> <b>Seconded by: Cr. Bathe</b>
That the Jim Hood SAO Appointment Bylaw No. 1073 be given third and final reading.	
<b>PASSED</b>	

##### ii. First Reading Land Disposal Bylaw No. 1074

<b># 25-313</b>	<b>Moved by: Mayor Fergusson</b> <b>Seconded by: Cr. Couvrette</b>
That the Land Disposal Bylaw No. 1074 be given first reading.	
<b>PASSED</b>	

##### iii. Second Reading Land Disposal Bylaw No. 1074

<b># 25-314</b>	<b>Moved by: Cr. Couvrette</b> <b>Seconded by: D/M Keizer</b>
That the Land Disposal Bylaw No. 1074 be given second reading.	
<b>PASSED</b>	

#### b. Mayor and Council Round Table

- Cr. Tuckey noted that he has not been around much recently but has heard that events have been going well and expressed satisfaction with how things were going.
- Cr. Cox extended his wishes for a happy holiday season and safe travels to those who would be travelling.



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- iii. Cr. Couvrette offered a special thank you to the volunteers who continue the long-standing Santa Claus tradition throughout the community. He acknowledged that conditions would be extremely cold but noted that the volunteers would carry on regardless, providing a meaningful and positive experience for residents. He encouraged community members to acknowledge them as they pass by, even if only with a wave. He emphasized the value of their efforts and expressed appreciation for the work they do. He concluded by wishing everyone a safe and festive holiday season, a Merry Christmas, and a Happy New Year.
- iv. Cr. Benwell stated that she is keeping those who are less fortunate in her thoughts and prayers, particularly the local young family who were involved in a truck accident while returning from a shopping trip.
- v. Cr. Heaton followed up on earlier comments by acknowledging fellow Cr. Amy Harris for TDN and her family, noting that her partner and two children are currently hospitalized. She recognized community fundraising efforts underway to support the family during the Christmas season. Cr. Heaton also highlighted Cr. Harris' role as Executive Director of the Friendship Centre and expressed appreciation for the staff and volunteers who have supported youth programming throughout the school year, particularly Michelle McNeill for providing consistent care and warm meals to children since September. She noted that these meals are sometimes the only meal children receive in a day. She also recognized volunteers for their contributions to keeping children supported, fed, and engaged in learning. Cr. Heaton advised that the food bank will be closed until January and asked the community to be aware. She also mentioned the upcoming JBT Christmas concert, noting that fundraising through premium seating is ongoing and could potentially be expanded to increase participation.
- vi. Cr. Karasiuk extended season's greetings and New Year wishes, noting that this was the last regular meeting before the new year. He thanked the Town for the in-kind donation supporting the seniors' event and expressed appreciation to the Rec Centre staff for their assistance with setup and cleanup. He noted that the event was very successful, with approximately 110 people served and many meals taken home. He also offered thanks to Santa for helping spread holiday cheer among the seniors and emphasized that the support from the Town was greatly appreciated by those who attended.
- vii. Cr. Bathe continued the discussion regarding the family injured in the recent car accident, advising that an art sale will be held in the seniors' room on Thursday from 5 to 8 p.m., with the family donating pieces from their own collection as a fundraiser to support those affected. He noted that this provides another opportunity for the community to assist. Cr. Bathe also extended season's greetings and New Year wishes, expressed appreciation for the return of longer daylight in the coming months, and thanked Town staff for their continued work in keeping services running smoothly while many others are on holiday.
- viii. D/M Keizer encouraged Council to continue advocating for resolutions through NWTAC, noting that discussions with the association are planned for January. He emphasized the importance of recognizing that certain service pressures are GNWT responsibilities and encouraged residents to share ideas in the new year so they can be explored further. He extended Christmas wishes to the community, acknowledging that it has been a difficult week globally with several tragic events. He expressed his condolences and support to Fort Smith's Jewish community and concluded by wishing everyone in Fort Smith a Merry Christmas and well wishes through the holiday season.





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- ix. Mayor Fergusson extended season’s greetings and New Year wishes and encouraged residents to check in on others during the Christmas season, particularly those who may be alone or hesitant to ask for help. She suggested simple acts such as visiting or sharing a meal to support community members. She also invited residents to participate in the Town’s Christmas home decorating contest by posting photos and nominations on the Town’s Facebook page, noting that the winner will be selected on December 22. Mayor Fergusson concluded by thanking Town staff for their dedication and hard work throughout the year and expressed appreciation for their efforts, as well as looking forward to working together in the new year.

10. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Protective & Corporate)	January 13 <sup>th</sup> , 2026, @ 7 pm, chaired by Cr. Tuckey
Regular Meeting of Council (Community & Municipal)	January 20 <sup>th</sup> ,2026, @ 7 pm, chaired by Cr. Couvrette

11. EXCUSING OF COUNCILLORS

12. QUESTION PERIOD

13. ADJOURNMENT

# 25-315	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
That the meeting be adjourned at 8:07 pm.	
PASSED	

Minutes adopted this 13th day of January 2026.

Dana Fergusson  
Mayor

Certified Correct by Jim Hood  
Senior Administrative Officer

# REPORT TO COUNCIL

**Department:** Protective Services

**Date:** January 02, 2026

**Subject:** Monthly Report

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

## Fire/EMS Response Activities

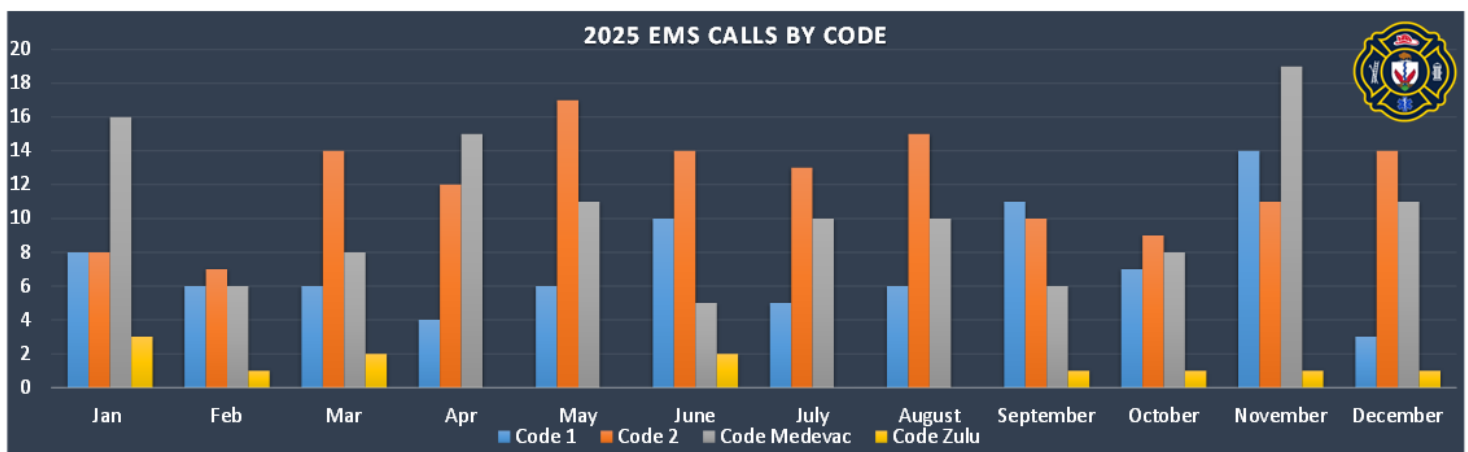
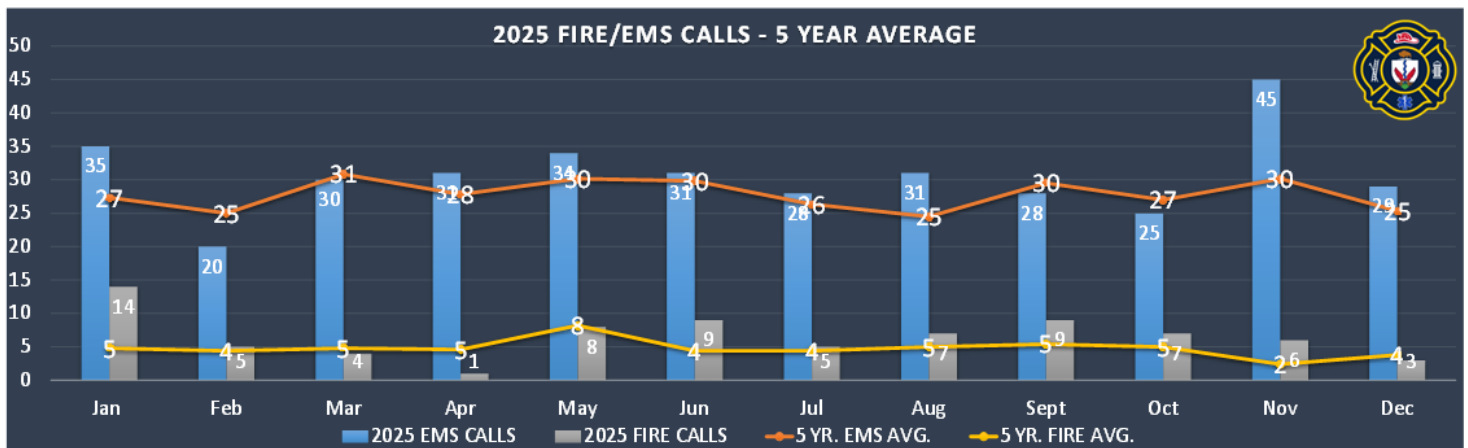
Fort Smith Fire/EMS responded to 31 calls during December 2025, consisting of 3 fire calls and 28 EMS calls. The overall call volume remains consistent with monthly averages.

2025 saw the highest call volume of calls for Fire and EMS in department history. A total of 446 calls were run – 368 EMS and 78 Fire calls. This dedicated team worked tirelessly all year to ensure that the people of Fort Smith have consistent, reliable, and professional service on every call we ran.

## Fire/EMS Training Activities

Six training and public outreach sessions were carried out. December focuses on getting into the schools and working with other response agencies like the RCMP and Park Wardens to spread some Christmas cheer! The annual food and toy drive was a great success and a point of pride for this group!

In 2026 the department will be providing NFPA Fire Investigator training to senior members with the support of the GNWT Office of the Fire Marshal along with an Emergency Medical Responder Course, NFPA 1021 Fire Officer Course, and a Mental Wellness course.



# REPORT TO COUNCIL

## Land & Development Summary

Lands and Development Officer Nick Carbery is currently focused on implementing the HAF program, reviewing and updating information in preparation for creating the tax roll, and processing permits.

The lands department is also engaged in research and production of files for an ongoing enforcement case that has taken up a considerable amount of time.

## Licensing Report

<b>Business License Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
Brad Bourque	194	93 Wilderness	River Taxi
Bert Buckley	197	48048 Mackenzie Hwy	Bert Buckley's Fish
<b>Development Permit Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
Yves St-Cyr	DPA-058-25	49 Pelican St.	Construction
Thaidene Paulette (GNWT)	DPA-059-25	62 Portage Ave.	Demolition
Dylan Jones	DPA-060-25	73 Field St.	Demolition
Dan Kearley	DPA-061-25	27 Caribou Cr.	Construction
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
Mary Anne Schoenhardt	51	136 Primrose Lane	One Time

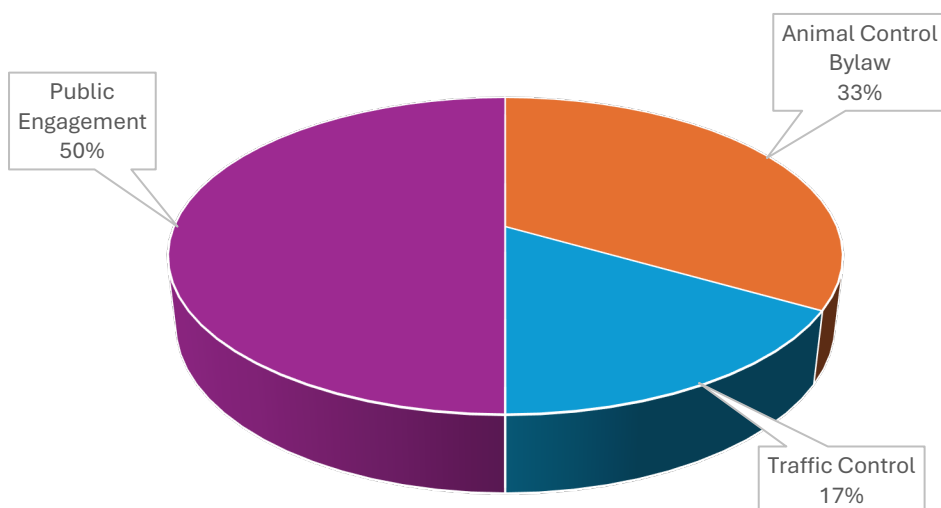
## Bylaw Enforcement Summary

Animal control remains a major concern for residents. Bylaw Officers continue proactive patrols and respond to public complaints.

The Bylaw review process is continuing with a focus on completing the animal control bylaw incorporating input received from the Fort Smith Animal Society where possible.

Bylaw Enforcement Activity

ATV Bylaw	0
Animal Control Bylaw	2
Noise Control Bylaw	0
Traffic Control	1
Public Engagement	3
Fire Protection Bylaw	0
Taxi Livery	0
<b>TOTAL</b>	<b>6</b>



# REPORT TO COUNCIL

## Emergency Management

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

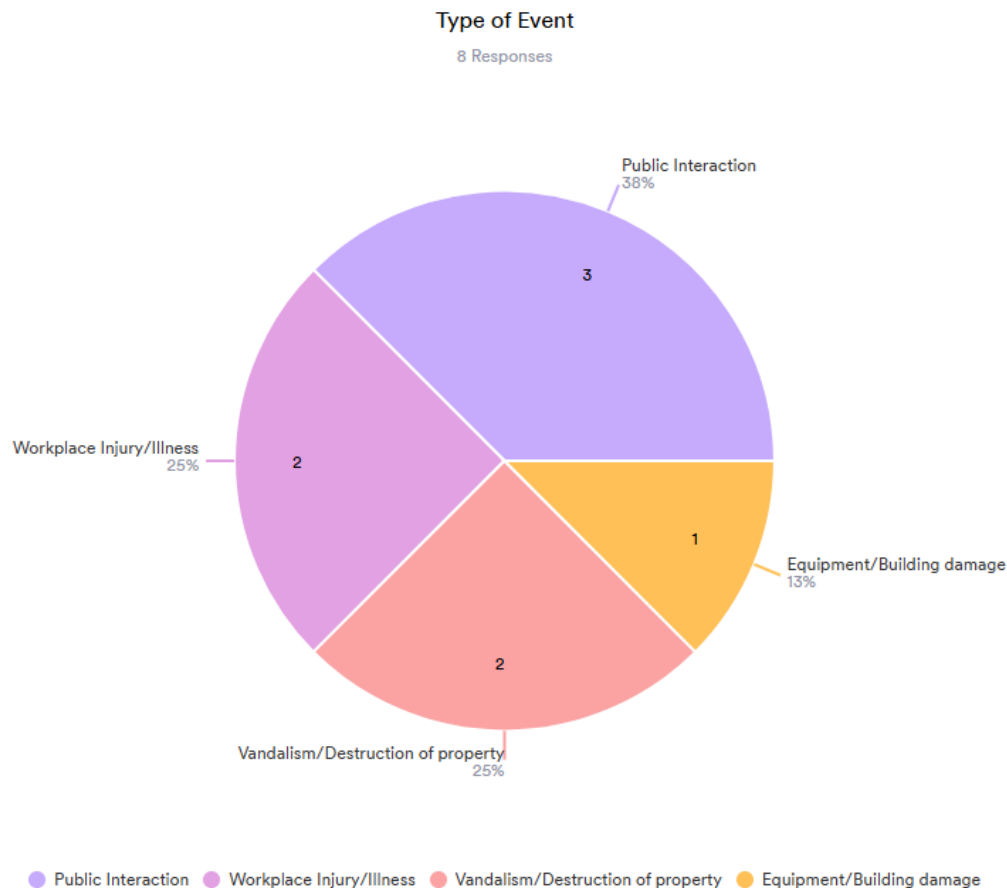
An after-season review of all large-scale emergency responses has begun. This review of operational issues will help inform the Emergency Management Plan review process for the 2026 Emergency Management Plan cycle.

The riverbank stability and monitoring continues to be a priority for the Town of Fort Smith and is being supported by an annual slope monitoring project. Project deliverables from 2025 are being prepared and will be presented to Council soon.

## Occupational Health and Safety

The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time.

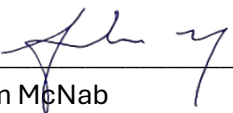
Below are the December OHS incident reporting statistics. This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up. The JOHSC met in December as scheduled.



# **REPORT TO COUNCIL**

## **Capital Projects Update**

1. **Emergency Equipment Evergreen** – Completed for 2025
2. **Fire Hall retrofit** – A scope of work has been created, Maskwa has been chosen as the project manager, and a full quote based on scope of work is being created for Council review.
  - a. Maskwa confirmed this week that they will have estimates in the next 7 days.
3. **New Fire Hall RFP** – Before moving forward with this project, consideration will need to be given to the full scope of the project. Discussion with Council will happen during Capital planning. The RFP document that was created to support awarding design will be altered if required.
4. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.
  - a. A needs assessment has been completed for our department's level of service and quotes have been received.
  - b. A briefing note has been provided for the approval of the first of two training facilities.
5. **Replacement Ambulance** – Specifications for a replacement ambulance have been drafted. One response has been received. We are working on next steps for this procurement.
6. **Fire Break Maintenance** – Work completed for 2025
7. **New FireSmart** – Tenders will be put out for the DMAF funding to conduct work outlined in the Community Wildfire Protection Plan.
  - a. The Town has reached out to all indigenous partners. We are waiting for feedback to our consultation to move this work forward.



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Adam McNab  
Director of Protective Services



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** Jan 02, 2026,  
**Subject:** DPA-055-25

### PURPOSE:

Salt River First Nation has submitted a Development Application. This application is for the construction of a Early learning program and family enrichment center at the following location:

Lot	Block	Plan	Zone	Civic Address
3025	NA	4091	R1	265 McDougal Rd.
or Certificate of Title:			NA	

### BACKGROUND:

This property is zoned R1 and a building of this type is a conditional use in this zone requiring Council approval.

### CURRENT SITUATION:

An application has been received that indicates operations including early education, childcare, and family enrichment programs. An operation of this nature will see an increase in vehicle and foot traffic and an increase in noise. Equipment will be stored on sight. Construction, and signage shall occur.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

### CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, and noise contravening the Zoning Bylaw 936 part 8.1 (1).







# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## DEVELOPMENT PERMIT APPLICATION

### Applicant Information:

Name: **Salt River First Nation 195** Interest (if not owner): \_\_\_\_\_  
Telephone: **867-872-2986** Email: **ceo.srfn@northwestel.net** Mailing Address: **Po Box 960 Fort Smith,**  
**NT – Postal Code X0E 0P0**

### Owner Information (if different than applicant):

Registered Owner's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### Property Information:

Civic Address to be Developed: **McDougal Road** Zoning: \_\_\_\_\_ Lot# **3025** Block# \_\_\_\_\_ Plan# **91552**  
**CLSR**

Lot Width: **100 meters** Lot Depth: **150 meters** Lot Area: **15000 meters**

Existing Use(s) of Property: **E m p t y**

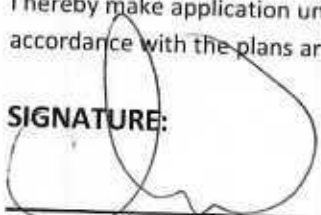
Proposed Use(s) of Property (if applicable): **Child and Family enrichment center**

Estimated Cost of Project: **\$3.2 Million dollars**

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

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

**SIGNATURE:**

  
Applicant's Signature

  
Date

Owner's Signature (if different than applicant)

Date





# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## PROPOSED DEVELOPMENT(S):

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

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

### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: **126 FT** Length: **108 FT** Height: \_\_\_\_\_ Area: **13608 FT**

☐ 1 set of site plans showing:

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

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

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

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

☐ Estimated commencement date **November 26, 2025**

☐ Estimated completion date **December 19, 2025**

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

### 2. PROPOSED EXCAVATION

☐ 1 set of plans for the location of the excavation

☐ Plans for excess fill: \_\_\_\_\_

☐ Length (metres) \_\_\_\_\_ Width (metres) \_\_\_\_\_ Depth (metres) \_\_\_\_\_

☐ Planned Excavation Start Date \_\_\_\_\_

☐ Planned Excavation Completion Date \_\_\_\_\_

### 3. HOME OCCUPATION

☐ Business License Application Completed and Fees Paid.

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

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



## TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

### 4. PROPOSED RELOCATION

- ☐ Type of Building or Structure to be Relocated: \_\_\_\_\_
- ☐ From: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- ☐ To: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- ☐ Proposed Route: \_\_\_\_\_
- ☐ Planned Date of Move: \_\_\_\_\_

The following **CONDITIONS** apply to the relocation of buildings the applicant is responsible for:

1. Bylaw 936 Part 6.1 (7)
2. Securing a permit to construct on the destination property if applicable.
3. Alerting NorthwesTel Inc., NWT Power Corporation, the GNWT Department of Highways, and RCMP of the move.
4. Any damages which may occur as a result of this relocation.

### 5. PROPOSED DEMOLITION

- ☐ Type of Building or Structure to be Demolished: \_\_\_\_\_
- ☐ Demolition Methods to be used: \_\_\_\_\_
- ☐ Disposal Methods: \_\_\_\_\_
- ☐ Planned Demolition Start Date: \_\_\_\_\_
- ☐ Planned Demolition Finish Date: \_\_\_\_\_

### 6. PROPOSED SIGN

- ☐ Site Plan showing the location of the sign.
- ☐ 1 set of drawings to scale, showing:
- Sign location
  - Dimensions (Height, Width, and Thickness)
  - Size of letters
  - Projection from the building face
  - Height above average ground level at the building face
  - Manner of illumination, animation, or flashing lights (if applicable)
- ☐ Message on sign: \_\_\_\_\_
- ☐ Planned Installation Date: \_\_\_\_\_





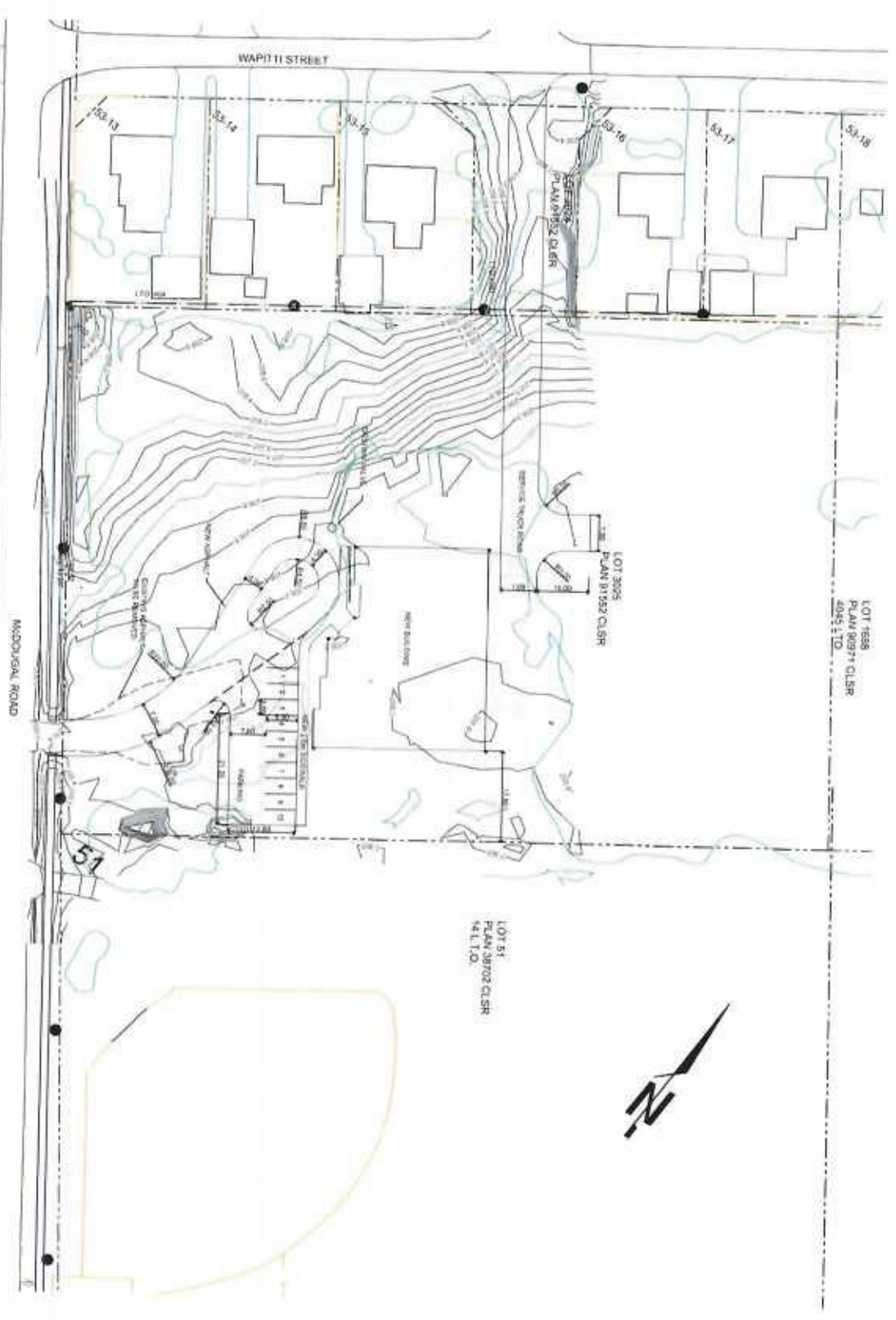
October 21, 2025  
 Legend

- Block Land Transfer Boundaries
- Development Areas
- Condominium Units
- Surveyed Parcels
- Surveyed Easements
- Suspension Order
- Revised Land
- Pending Application
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Public Highway
- Private Land
- Non-Designated

- Municipal Boundaries
- Recreational Fishing Tracts
- Subdivision Applications
- Building Footprints
- Line Approximately 37m from O.H.W.M.
- Surface Land Withdrawal
- Active Tundra
- Federal Land
- Conservation Land
- Territorial Protected Areas
- Municipal Land
- Key River Features

Scale 1:2,000  
 50 metres  
 UTM Zone: 12  
 COPYRIGHT Government of the Northwest Territories,  
 Department of Lands

Scale:	1:750	DRAWING TITLE:	PROPOSED SITE PLAN	CLIENT:	SPFN	LEGEND:		DRAWN BY:	MH
Orig No.:	C100	PROJECT:	LOT 3024 & 3025 PLAN 81552 CLSR	MASKWA JOB No.:	25-123	PROPERTY LINE	---	CHECKED BY:	
Revision:	0		CHILD AND FAMILY ENRICHMENT CENTRE			TREE LINE	---	DATE:	OCT 21 2023
						ASPHALT/GRASS/DR	---		
						OVERHEAD POWER	---		
						NATURAL CABLE	---		
						POWER POLE	●		
						ALL DIMENSIONS IN METRES UNLESS OTHERWISE NOTED			
						No	Date	Description	Drawn





12/16/20



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SALT RIVER FLINT NATION

## GENERAL LAYOUT

ADVERTISING  
SALES  
MANAGER  
MARTIN M. GILBERT  
1000 N. W. 10th St.  
Miami, Fla. 33136

POOL	REY	SCALE 100-100	DATE: 10/10/10
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## Briefing Note

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**To:** Mayor and Council  
**From:** Protective Services  
**Date:** January 13<sup>th</sup>, 2026  
**Subject:** Fire Training Facility

### PURPOSE:

To obtain spending approval from Council for the purchase of a Taylor'd Series 40 firefighter training facility as part of the approved 2025 capital plan budget allocation of \$463,000.00 for a fire training ground.

### BACKGROUND:

The Fort Smith Fire Department operates as an NFPA 1001-trained organization responsible for structural firefighting and emergency response. Members are trained and certified to national standards; however, many critical firefighting skills—including interior operations, forcible entry, search, ventilation coordination, hose advancement, and crew-based decision-making—are high-risk, low-frequency tasks that require regular, realistic, hands-on practice to remain effective and safe.

Current training methods rely heavily on classroom instruction, limited simulations, and periodic access to external training opportunities. These approaches are constrained by availability, cost, travel requirements, weather, and scheduling challenges. As a result, opportunities for consistent, repeatable, scenario-based training are limited, particularly for interior operations and coordinated crew movements.

To maintain NFPA 1001 compliance and ensure firefighter safety, the Department requires a permanent, on-site training solution that supports progressive skill development, instructor-led evaluation, and realistic operational scenarios within a controlled environment.

### IDENTIFIED NEED:

The Department requires a training facility that:

- Supports ongoing evaluation and maintenance of NFPA 1001 Firefighter I and II competencies
- Enables realistic, repeatable, scenario-based training for interior and exterior operations
- Reduces dependence on external training sites and associated travel and scheduling impacts
- Increases training frequency, participation, and operational readiness
- Provides a sustainable training asset that supports long-term workforce development

### PROPOSED SOLUTION:

The Taylord Series 40 training facility provides a purpose-built, modular training environment designed to support structural firefighting competencies. The facility allows for configurable layouts and progressive training scenarios, supporting interior operations, forcible entry, search and rescue, ventilation coordination, hose handling, and crew-based training in a controlled setting.



## Briefing Note

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### CONCLUSION:

The acquisition of a Taylord Series 40 training facility is a strategic investment in firefighter safety, competency maintenance, and operational readiness. It provides a consistent, on-site training solution that supports NFPA 1001 compliance, reduces reliance on external facilities, and strengthens the Department's ability to deliver safe and effective emergency services to the community.

This purchase aligns with the original purpose of the 2025 capital project and will be the first of two facilities purchased within the allotted \$463,000.00 budget.

### RECOMMENDATION:

That Council approve the quoted price of \$189,439.00 for the purchase and delivery of a Taylor'd Series 40 firefighting trainer facility.



## RECOMMENDATION

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

## BACKGROUND

### Budget 2026

Efforts toward refining the budget continued at full capacity throughout the month. Senior management were heavily collaborative in discussions surrounding service levels and related operational workflows, and the resultant precision-forward discourse proved invaluable in balancing the priorities of the Strategic Plan, Organizational Review, priorities identified by Council, and the needs of staff and members of the community. As a supplementary part of this process Town Executive hosted a budget information workshop with Council to review assumptions, priorities, and financial considerations in advance of final submission; Council expectations for the final budgetary outcomes were gratefully received and have been given priority toward the management of content for the ultimate submission.

### Housing Accelerator Funding (HAF)

The funding-associated regulatory expectations for the Town participation in the HAF program were given multifaceted attention in December as conversations surrounded the introduction of a novel Executive Assistant position were explored [as part of the budget development workflow]. One of the many benefits of the HAF program is the removal of development permitting fees, which required some retroactive financial adjustments on the part of the Town to ensure fees were correctly refunded, and the terms of the funding continue to be honoured by Fort Smith. Accounting personnel launched a workflow to ensure all permits purchased in 2025 receive a refund of their payment value, and this remains a priority to continue until all applicable refunds have been completed.



### Property Assessments

Corporate Services worked with Land and Development Officer Nick Carberry to ensure the recently released assessment roll for Fort Smith was given timely attention and all municipal properties were provided their updated assessment values. Corporate Services also designed an infographic, upon suggestion from Council, to better inform community members of the distinction between property assessment values and property taxation amounts. This informational page was intended to support transparency and minimize the potential for misunderstanding, while also assuring residents that the forthcoming budget wouldn't imply the degree of increase toward municipal taxes as was noted with the assessment

outcomes. Support of this rollout of information on the part of Corporate Services continues to

## ***REPORT TO COUNCIL***

Corporate Services  
Corporate Services Monthly Report

**Date:** January 7, 2026

ensure Lands and Development is fully enabled in assisting the members of the community in navigating any administrative challenges surrounding the 2025 property assessments.

### **Staffing**

Recruitment efforts have begun to fill the maternity replacement requirement for payroll. The competition garnered applications from both members of the Town of Fort Smith as well as those further south. Interviews for this selection process are taking place on Thursday, January 8, 2026, with intention to have the new incumbent begin training with outgoing personnel on February 2, 2026.

### **Fiscal Year-End**

With the end of December came a focus on year-end financial processes. Account reconciliation practices began, end of year leave bank payouts were addressed by payroll, system settings considerations were actioned by payroll, cash handling, and accounting staff, and likewise payables, receivables, and grant-related transactions are undergoing ongoing conclusion to ensure all best practices have been followed and that the spring audit will be approachable with ease. Work began on preparing for the transition to Budget 2026, and Corporate Services staff also provided ongoing financial governance, records management, and human resources support to all Town staff per the usual Departmental approach.

Prepared by:  
Cassandra Gibbons  
Director of Corporate Services  
Date: January 7, 2026

Reviewed by:  
Jim Hood  
Senior Administrative Officer  
Date:





## Briefing Note

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**To:** Mayor and Council  
**From:** Administration  
**Date:** January 13<sup>th</sup>, 2026  
**Subject:** Appointment of Deputy Mayor

### PURPOSE:

To appoint a Deputy Mayor for a one-year term in accordance with The Council Procedures Bylaw No. 902.

### BACKGROUND:

The Council Procedures Bylaw No. 902, Section 6(c)(i), requires Council to appoint, by resolution and on the recommendation of the Mayor, a Deputy Mayor at the first meeting of each remaining year, for a one-year term.

Michael Keizer has served as Deputy Mayor for the past year.

### ANALYSIS:

The appointment of a Deputy Mayor is an annual requirement under the bylaw. The Deputy Mayor fulfills the duties of the Mayor when the Mayor is unavailable and may carry out other responsibilities as assigned. Making the appointment at this meeting ensures compliance with the bylaw and continuity of Council leadership.

### RECOMMENDATION:

That Council, by resolution and on the recommendation of the Mayor, appoint a Deputy Mayor for a one-year term in accordance with The Council Procedures Bylaw No. 902, Section 6(c)(i).



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 1074**

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

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

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to MATHIEU DOUCET a freehold interest or fee simple title in the following parcel of land whole of Lot 1758 Plan 4330 9 WHITFORD ROAD, FORT SMITH, in consideration for the sum of FORTY-NINE THOUSAND SIX HUNDRED and SIXTEEN DOLLARS (\$49,616.00)
2. THAT the Mayor and Senior Administrative Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

READ A FIRST TIME THIS 16 DAY OF DECEMBER , 2025 A.D. READ A

SECOND TIME THIS 16 DAY OF DECEMBER , 2025 A.D. READ A THIRD TIME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 2026 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

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



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 1074**

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Senior Administrative Officer