



Council of the Town of Fort Smith
January 20th, 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 January 13th, 2026

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
 - i. Director's Report
 - ii. 2025 MKL Annual Report
 - iii. Briefing Note: Annual Maintenance Closure of the William Schaefer Memorial Pool
- b. Municipal Services
 - i. Director's Report
 - ii. Briefing Note: Garbage Truck Purchasing
- c. Briefing Note: 2026 General Operations and Maintenance Budget, Utility Fund Operations and Maintenance Budget and Environmental Fund Operations and Maintenance Budget

8. COUNCIL BUSINESS

- a. Bylaws
- b. Mayor and Council Round Table

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on February 3rd, 2026, with reports from Protective and Corporate Services.

11. EXCUSING OF COUNCILLORS

12. QUESTION PERIOD

13. ADJOURNMENT



Council of the Town of Fort Smith
January 13, 2026 @ 7:00 PM

MINUTES

The Regular meeting of the Council was held on
Tuesday, January 13, @ 7 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

- a. Mayor Fergusson confirms quorum, reads the Acknowledgment of First Nations and hands the chair to Cr. Tuckey.

2. ADOPTION OF AGENDA

# 25-316	Moved by: Cr. Karasiuk Seconded by: Cr. Cox
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council December 16th, 2025

# 25-317	Moved by: Cr. Cox Seconded by: D/M Keizer
That the minutes of the Regular Meeting of December 16th, 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

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

Director McNab reported that the December report was straightforward and largely focused on the holiday season and year-end operations.

Operationally, the department was primarily in response mode over the holidays. December was a busy month, with 31 total calls, consisting of three fire calls and 28 ambulance calls. For the year overall, the department responded to 446 calls, including 368 ambulance calls and 78 fire calls, making it the busiest year on record for transport. The year also included several structure fires that required significant effort, and Director



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McNab commended the volunteers for their hard work and strong performance throughout the year.

The training activity was reduced in December due to the holiday break; however, six training and public outreach sessions were still completed for fire and ambulance planning and development. Some training time was also dedicated to community outreach and Christmas events, which were well attended and appreciated.

Development and planning work continued, with staff focused on tax roll updates and verification during November and December. Several development permits and a small number of business licence permits were also processed. Enforcement activity was slower during the month, with efforts primarily focused on responding to public concerns.

Emergency management will be a key focus in the coming months, with work underway to finalize the 2026 Emergency Management Plan, review any changes, and prepare public information ahead of the 2026 wildfire season. This work will include coordination with community partners, the local emergency management organization, and other critical departments to ensure preparedness.

Occupational health and safety activities continued as scheduled, with regular monthly meetings, good attendance, and strong participation. Director McNab noted positive engagement and reporting within the health and safety program.

Overall, the report highlighted a busy and successful December and a highly active year for the department.

Cr. Heaton inquired about the timeline for the animal control bylaw. Director McNab advised that staff are currently working with a contractor to finalize several bylaws, including the one presently under review. A draft has been prepared and is undergoing internal review, with input from the bylaw officer. Feedback has also been received from the Animal Society and is being considered for inclusion where appropriate. Director McNab indicated that the work is expected to progress over the next two to three weeks.

**The chair was transferred to Mayor Fergusson at 7:07 pm.*

Cr. Tuckey asked why the ambulance was parked outside the bay at the hospital. Director McNab explained that there was damage to the ambulance bay door, and it is currently not operational, preventing access in and out of the bay. The ambulance is, however, plugged in. He noted that another ambulance is currently stationed in another area, plugged in and fully ready for use.

**The Chair was transferred back to Cr. Tuckey at 7:08 pm.*

ii. Briefing Note: DPA-055-25 Development Application

# 25-318	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That DPA-055-25, submitted by Salt River First Nation, for the construction of an Early Learning and Family Enrichment Centre, from Lot 3025, Plan 4091, 265 McDougal Road, Fort Smith, be approved.	
PASSED	

Cr. Karasiuk asked whether the land, although identified as band land, is considered reserve land, and why the permit application is being brought to the Town. Director McNab noted that he first wished to correct an error in the briefing note before speaking further. He



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clarified that the property is zoned R2, not R1. He also explained that the Salt River First Nation has a municipal services agreement with the Town of Fort Smith, which includes the adoption of all municipal bylaws, including the Zoning Bylaw. Director McNab added that he was not fully certain of the current status of the land, noting that it was previously federal land.

iii. Briefing Note: Fire Training Facility

# 25-319	Moved by: Cr. Karasiuk Seconded by: Cr. Couvrette
That Council approve the quoted price of \$189,439.00 for the purchase and delivery of a Taylor'd Series 40 firefighting trainer facility.	
PASSED	

Cr. Karasiuk sought clarification as to whether this was a piece of equipment or an actual building.

Director McNab explained that the structure is a 40-foot c-can that has been modified to function as a training facility. The interior includes movable walls that can be reconfigured as needed. It is equipped with a forcible entry door to support breaching training, an enlarged search window trainer to allow for exterior ventilation and second-storey window entry, and a temporary staircase for stair training. The unit can be filled with smoke to support search and suppression training scenarios. Overall, the facility is intended to support a wide range of training activities, short of live fire exercises, and will serve as a single, comprehensive training space.

Cr. Couvrette asked two questions. First, he inquired about the proposed location of the facility. Second, he sought clarification on whether the facility could operate independently, noting that the briefing note described it as one component of a multi-component package. He asked whether the facility would remain functional if the additional components did not proceed in the future due to funding or other constraints.

Director McNab explained that the preferred location for the facility is on land currently under application from the Government of the Northwest Territories, located across Highway 5 from the landfill in a cleared area. If that land were acquired, the proposal would be brought forward to the Council for development approval. As the land acquisition process has taken longer than expected, an interim solution would be to place and use the unit at the landfill, where municipal services have confirmed there is suitable space available. He also noted that preliminary discussions have taken place with the college regarding a potential future training partnership at a more accessible location that would not be near residential areas. The unit is movable and not intended to be permanently fixed to one location.

Director McNab further advised that timing is a key factor, as costs for specialized training containers are expected to increase significantly in the near future. The current pricing reflects older inventory, making early purchase financially advantageous. Placing the unit at the landfill on a temporary or permanent basis is therefore a practical option.

In response to the second question, Director McNab confirmed that the facility is fully functional as a standalone training asset and does not depend on the next phase of the project to be usable. The subsequent phase would involve replacing the live fire burn container. The proposed container would support all training activities other than live fire. He added that, based on current estimates, approximately \$80,000 would remain in the budget for site preparation, such as fencing and potential power installation, depending on the final location. He noted that these details may change as alternative sites continue to be evaluated.



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Cr. Couvrette expressed concern about the ongoing challenges the Town faces in accessing land from the territorial government, particularly for projects related to community safety and well-being. He stated that the land transfer process should be straightforward and questioned why the municipality continues to face delays and administrative barriers when the intended use clearly serves the public interest. Cr. Couvrette suggested that this issue be raised at an upcoming NWTAC meeting and noted that the Mayor may wish to discuss the matter directly with the Minister to encourage a more timely and practical approach to land transfers within municipal boundaries.

b. Corporate Services

i. Director's Report

A discussion was held regarding the infographic that accompanied the property assessments. Cr. Heaton asked whether the infographic would be posted online, including on Facebook. Director McNab advised that he and Cassandra, Director of Corporate Services, are working on additional communications related to the assessments.

There was a discussion regarding uptake under the HAF program, and Cr. Couvrette asked whether Administration could bring forward a briefing note with the relevant information.

Director McNab advised that, if a report is requested, he can work with Administration to prepare one. He also noted that 10 new units have been applied for under the program, ranging from single-family detached homes to fourplex units.

ii. Account's Paid List

Cr. Couvrette sought clarification as to whether cheque 43534 for the Paddle Club annual contribution was for 2025 or 2026. Mayor Fergusson noted that it was for the 2025 annual contribution.

Cr. Couvrette raised a question regarding the paid activity listings, noting two separate amounts related to MasterCard payments. He asked for assurance that MasterCard purchases are being made in accordance with the Town's procurement policy and, where practical, are supporting local suppliers. His concern was to ensure that the use of MasterCard does not bypass local contractors or established procurement processes, particularly while the policy is pending update as part of the bylaw review process.

Mayor Fergusson advised that multiple staff review and approve purchases before they are finalized. She noted that many of the MasterCard transactions, particularly within Community Services, relate to items such as library books, videos, and other specialized materials that are not readily available locally. She explained that similar situations apply to Protective Services, where certain specialized equipment cannot be sourced within the community. The Mayor emphasized that local procurement is used wherever possible and that the Town spends a significant amount with local businesses. Based on her review, she stated that procurement practices are being followed appropriately and consistently.

iii. Correspondence

c. Briefing Note: Appointment of Deputy Mayor

25-320

Moved by: Mayor Fergusson

Seconded by: Cr. Cox

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

PASSED



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8. COUNCIL BUSINESS

a. Bylaws and Policies

- i. Third and Final Reading of the Land Disposal 9 Whitford Ave Bylaw No. 1074

25-321

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the Land Disposal of Lot 1758, Plan 4330, 9 Whitford Rd. Bylaw No. 1074 is to be given its third and final reading.

PASSED

b. Mayor and Council Round Table

- i. Cr. Cox noted that there have been a few new HAF applications, even though no recent meetings have been held. He added that some activity under the program is still moving forward. He also reminded residents to use caution on the roads due to warmer temperatures causing slippery conditions, particularly at four-way intersections and stop signs. Cr. Cox further mentioned that a large women's hockey tournament is taking place over the weekend, which may increase traffic in the community.
- ii. Cr. Couvrette gave kudos to the Public Works Department for the continued high quality of their maintenance work, particularly given the significant amount of snow the community has received this year.
- iii. Cr. Benwell extended well wishes to everyone in Fort Smith, expressing hope that residents had a safe and enjoyable holiday season with adequate food and warmth during the extreme cold. She also thanked those who looked out for dogs that were outdoors in the cold and wished everyone all the best in the new year.
- iv. Cr. Heaton shared that she recently worked several morning shifts at the animal shelter and emphasized the ongoing need for volunteers across many community organizations, particularly youth who are required to complete volunteer hours for graduation. She highlighted the animal shelter as one such opportunity. Cr. Heaton also noted the upcoming community wellness open houses with Salt River, describing them as an exciting and valuable initiative for the community. She emphasized the importance of Indigenous-owned and led healing spaces and encouraged residents to support local organizations by getting involved in volunteer efforts.
- v. Cr. Karasiuk noted that he stayed in the community over the Christmas holidays, which he had not done in some time. He acknowledged the cold weather but said he still enjoyed being able to relax and spend the time locally. He concluded by wishing everyone a happy and healthy new year.
- vi. Cr. Bathe – excused
- vii. D/M Keizer advised that resolutions are being sought by the end of January for consideration at the NWTAC AGM in February. He noted that only one idea has been raised so far, originating from Mayor Fergusson, related to college campuses and future Government of the Northwest Territories plans for their use, though further development of that idea is still required. He encouraged Council members to bring forward any additional resolutions, noting that submissions are typically more



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effective when they have a broader territorial perspective rather than being specific to Fort Smith. He also noted that two resolutions were submitted last year, and both were accepted.

D/M Keizer also acknowledged the recent fire response outside of town, stating that he has heard very positive feedback from both those involved and the community. He commended the responders for their professionalism and efforts, noting that out-of-town responses can be especially challenging, and expressed appreciation for the work done.

- viii. Mayor Fergusson congratulated the athletes who participated in the Arctic Winter Games trials held recently in Yellowknife, acknowledging the dedication it takes to compete at an elite level and reaffirming the community's support for them as they move forward.

She advised that the Mayor and TLC recently met for a strategic planning session, which she described as productive and collaborative. Through that discussion, three shared priority areas were identified: the college, community infrastructure, and water. Mayor Fergusson noted that TLC is aligned on these priorities and has a clear path forward with planned outcomes and timelines, which will be shared once further details are available.

The Mayor also thanked Council for their participation in the budget workshop held before the New Year, noting that it involved a thorough, line-by-line review of the operations and maintenance budget and resulted in meaningful and constructive discussion. She stated that she looks forward to continuing those conversations informally.

She reported that the Human Resources Committee has been very active and expressed optimism that there may soon be positive news regarding a potential candidate to meet the Town's SAO needs. She also noted that the Bylaw Committee is scheduled to meet next week, and if successful, new bylaws may be brought forward for Council's review and approval.

Finally, Mayor Fergusson encouraged Council to reflect on the future role of the Town's advisory boards. She noted that these groups are intended to advise Council on community issues, but currently lack clear direction or assigned tasks. She emphasized the need to better define how advisory boards can support Council by gathering and providing relevant community information.

- ix. Cr. Tuckey shared his hope that 2026 will be a good year for the community. He spoke about enjoying time over the holidays with his granddaughter and great granddaughter, including taking them out for lunch, and shared a lighthearted moment about his great granddaughter being distracted by Santa Claus.

He also raised a public safety concern, noting that he observed foxes crossing the road near the church site and behind the Northern Store, and wanted to make residents aware of wildlife activity in that area. In addition, he reported witnessing a vehicle go through a four-way stop and expressed concern about the current road conditions. Cr. Tuckey noted that the roads are very poor, travel conditions have been challenging, and the forecast suggests conditions may worsen. He encouraged everyone to use extra caution while driving.

9. PROCLAMATIONS

Council discussed chemical sensitivity and awareness, and would like the Mayor to make a proclamation on the topic closer to the event date in May.



Regular Meeting of Council (Community & Municipal)	January 20 th , 2026, @ 7 pm, chaired by Cr. Couvrette
Regular Meeting of Council (Protective & Corporate)	February 3 rd , 2026, @ 7 pm,

25-322 Moved by: Cr. Cox
Seconded by: Cr. Couvrette

That Cr. Bathe be excused from the Regular Meeting of Council on January 13th, 2026.

PASSED

25-323 Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That Council move in-camera at 7:46 pm in accordance with the Cities, Towns, and Villages Act, Section 23(3) (e).

PASSED

**# 25-324 Moved by: Mayor Fergusson
 Seconded by: Cr. Cox**

That Council move out of in-camera at 8:21 pm.

PASSED

14. ADJOURNMENT

25-325 Moved by: Cr. Karasiuk
Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:22 pm.

PASSED

Certified Correct by Jim Hood
Senior Administrative Officer

RECOMMENDATION:

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

BACKGROUND

Recreational Programming

Parent and Tot programming saw increased participation in December, likely influenced by visiting family members in the community during the holiday season. This trend highlights the value of offering family-focused programming during periods when more households can attend together.

Youth Night and youth drop-in attendance remained steady throughout the month. The Recreation Centre continues to provide a positive and welcoming space for youth to connect and participate in structured activities. The Youth Lead has developed strong relationships with participants, contributing to consistent attendance and engagement. Programming continues to run smoothly, with minor adjustments made to maintain interest and variety. Adult Crib Night continued to operate successfully with consistent participation, providing a relaxed and social gathering opportunity for adults in the community.

The New Year’s Eve Family Dance was well attended and well received. Activities included a balloon drop, refreshments, healthy snacks, and face painting, creating a welcoming and family-oriented atmosphere. The community fireworks display was enjoyed by attendees. While fewer materials were available than in previous years, the Bomb Squad delivered a display that was extremely well received. A community fire and hot chocolate were also provided, contributing to a festive and inclusive event.


The Senior Club hosted their annual Christmas dinner in the gymnasium and expressed appreciation for the support provided by Recreation staff. This event continues to be an important social gathering for seniors in the community.

Curling Rink and Curling Lounge

The Curling Lounge supported the library by providing space for play rehearsals during December. With another community banqueting space unavailable, the Curling Lounge accommodated additional Christmas party rentals this year. Three events were hosted for local businesses and organizations, with a total of 175 participants. The curling rink hosted 20 sessions throughout the month, welcoming a total of 122 participants. Programming remained steady, and community engagement with curling activities continues to be strong.

Recreational Programming Schedule & Statistics

Community & Recreation Centre
Gymnasium
Winter 2025-2026 SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parents & Tots 10:00 - 12:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 12:00	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 Walking 1:00 - 2:00	Senior Pickleball 1:30-3:00	Senior Walking 1:00 - 2:00	ASCP 1:00 - 5:00	Rental 2 2:00 - 3:00	Rental 2 2:00 - 3:00
ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00		Rental 3 3:30 - 4:30	Rental 3 3:30 - 4:30
Youth Drop-In 5:15 - 6:45		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+ Women's Volleyball 7:00 - 8:30	Futsal U12 & U16 5:00 - 8:00			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 (13 & up) 8:00 - 9:45	Girls Volleyball (ages 12 - 16) 7:00 - 9:15	Archery 7:15 - 8:30		Youth Night Volleyball (ages 12-18) 8:00-9:30	Volleyball (13 & up) 8:30 - 9:45
			Volleyball 8:30-9:45	Youth Night (ages 12 - 18) 8:00 - 11:15 Doors closes at 10:00	Youth Night (ages 12-18) 9:30-11:15 Doors closes at 10:00	

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: January 20th , 2026

Town of Fort Smith Community and Recreation Centre Stats				
Dec/2025				
Fort Smith Commuity and Recreation Centre	Nov 2025 Sessions	Nov 2025 Participants	Dec 2025 Sessions	Dec 2025 Participants
Squash	Operational days 29.5	88	Operational days 30.5	65
Pete's Gym	Operational days 29.5	1214	Operational days 30.5	900
Senior Lane Swim	31	130	29	92
Public Swim	25	470	18 (2 UNW/60)	261
Public Lane Swim	27	79	35	89
Parents & Tots Swim	20	26 Parents; 24 Tots	19	16 Parents; 19 Tots
Daycare Swim	6	97	5	83
ASCP Swim	6	155	5	121
JBT	1	15	1	12
Pool Rentals	1	13	2	11
Lifeguard Training -First Aid/Bronze Cross	2	14	0	0
Zumba (Marie is injured)	2	11	0	0
NLMCC	1	427	-	-
Active Aging/Senior Walking	4	16	2	2
Table Tennis	1	24	1	6
Drop-in soccer/Futsal	7	32	9	48
Drop-in Volleyball/Jr Girls Volleyball	12	150	14	153
18+ Women's Volleyball/18+ Drop-In	4	42	4	13
Drop-in Badminton	5	44	3	24
Women's Squash League	4	27	3	22
MACCA/SRFN Vote	5/1	80/119	-	-
Family Drop-in Sports	5	49	3	22
Open Squash League	3	25	3	22
Parents & Tots Gym	25	110 Parents; 295 Tots	26	162 Parents; 344 Tots
Gym Rentals	15	227	12	134
Pickleball	11	57	9	35
Girl Guides	3	35	2	20
Youth Night/Youth Night Volleyball	13	180	10	130
Youth Drop-In	13	120	14	138
AA	8	30	7	43
Healthy Families	4	34	3	41
Sam Play Practice	-	-	4	125
Crib Night	-	-	3	22
Yoga	4	14	4	15
New Year's EVE Party	-	-	1	158
Senior Christmas Dinner	-	-	1	97
Christmas Movie/Game night	-	-	2	7

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: January 20th , 2026

Curling	-	-	20	122
PWK Firedrill	1	152	1	115
Health Centre Christmas Dinner	-	-	1	50
NWT Literacy	19	173	2	2
CRC Daily Total	29.5	6618	30.5	4837
<u>Comments:</u> .				

Fort Smith Centennial Arena	Nov 2025 Sessions	Nov 2025 Participants	Dec 2025 Sessions	Dec 2025 Participants
Figure Skating	47	593 on-ice, 508 off-ice	33	389 on-ice, 239 off-ice
Minor Hockey	41	665 on-ice, 553 off-ice	27	432 on-ice, 231 off-ice
Old Timers Hockey	8	176 on-ice, 24 off-ice	5	145 on-ice, 23 off-ice
Womens Hockey	10	178 on-ice, 13 off-ice	8	114 on-ice, 11 off-ice
Rec Hockey	6	90 on-ice, 20 off-ice	6	98 on-ice, 29 off-ice
Public Skating	2	8 on-ice, 7 off-ice	3	29 on-ice, 28 off-ice
Family Skating	6	46 on-ice, 13 off-ice	3	57 on-ice, 08 off-ice
Parents & Tots	4	6 on-ice, 4 off-ice	2	10 on-ice, 1 off-ice
Rentals	6	53 on-ice, 49 off-ice	10	97 on-ice, 19 off-ice
Youth Shinny	2	7 on-ice, 0 off-ice	2	15 on-ice, 22 off-ice
PWK Winter Classic		on-ice, off-ice	3	59 on-ice, 134 off-ice
Christmas Classic		on-ice, off-ice	27	583 on-ice, 384 off-ice
Skating Clinic	28	275 on-ice, 265 off-ice		
Hobago Volleyball/Dodgeball	8	178 on-ice, 513 off-ice		
<u>Comments:</u> .				

Fort Smith Child Care	Nov 2025 Sessions	Nov 2025 Participants	Dec 2025 Sessions	Dec 2025 Participants
Summer Camp	19	509/570	15	389/450
Daycare	19	16FT; 2HT; 2FTI; 0 Drop-Ins (HD)	15	16FT; 2HT; 1FTI; 0 Drop-Ins (HD)
<u>Comments:</u> .	FTI is for Full Time Infant		FTI is for Full Time Infant	

Fort Smith Centennial Arena

Arena user groups reported a positive experience throughout December. Ongoing collaboration with the maintenance team has resulted in noticeable improvements to ice quality. As a result, complaints have decreased, and user groups have expressed appreciation for the improvements.

Most arena user groups paused programming between December 20 and January 1 for the holiday period. This pause allowed both Recreation and Maintenance staff to complete ice maintenance more efficiently and contributed to improved productivity across departments.

Parent and Tot Skate continued to grow in popularity throughout the month, with increased attendance observed. Families who participated expressed appreciation for the opportunity to share ice time with their children in a welcoming and supportive environment. Programs operating out of the arena maintained strong participation levels across the three weeks of active programming in December, demonstrating continued community interest and engagement in arena-based activities.

The PWK Winter Classic took place again this year and was a highlight of the month. The event featured the Town mascot, the Muffaloose, participating in the ceremonial puck drop alongside the PWK mascot. Students first competed in two 20-minute periods to determine which team would advance to face the teachers. Team Asher defeated Team Tony and went on to play Team PWK Staff in two additional 20-minute periods. Team PWK Staff won the final game 3–0. The event included 59 on-ice participants and attracted more than 134 spectators. The energy and community engagement were strong, and Recreation staff were pleased to continue supporting this annual event.

The Christmas Classic Weekend was once again a successful community event. Eight teams participated, with a total of 88 players, including mixed male and female teams. The arena remained active throughout the weekend, serving as a central hub for competition and community connection. Fort Smith Minor Hockey operated the canteen and sponsored the event banner.

Fort Smith Centennial Arena

2025-2026 SEASON SCHEDULE

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

Aquatics

In December, several adjustments were made to further expand public access and optimize programming at the aquatic facility. Opening hours were increased through the addition of a public lane swim from 9:00 - 10:00 a.m., Tuesday through Thursday. A new Saturday morning rental from 10:00 - 11:00 a.m. was also introduced, along with two additional Saturday afternoon rental slots between 1:00 and 3:00 p.m. Through improved staff scheduling, the facility is now open until 7:30 p.m. daily, extending evening access by 30 minutes.

Wednesday Wibit nights continue to perform strongly and, excluding the ASCP group, represent the busiest day of the week on average, indicating sustained interest in enhanced recreational programming.

Facility usage tracking continued throughout the month. In December, the pool was open for 90% of the days, while the hot tub was available for 13% of the month. As with previous reporting, any partial-day closures are counted as closed for statistical purposes.

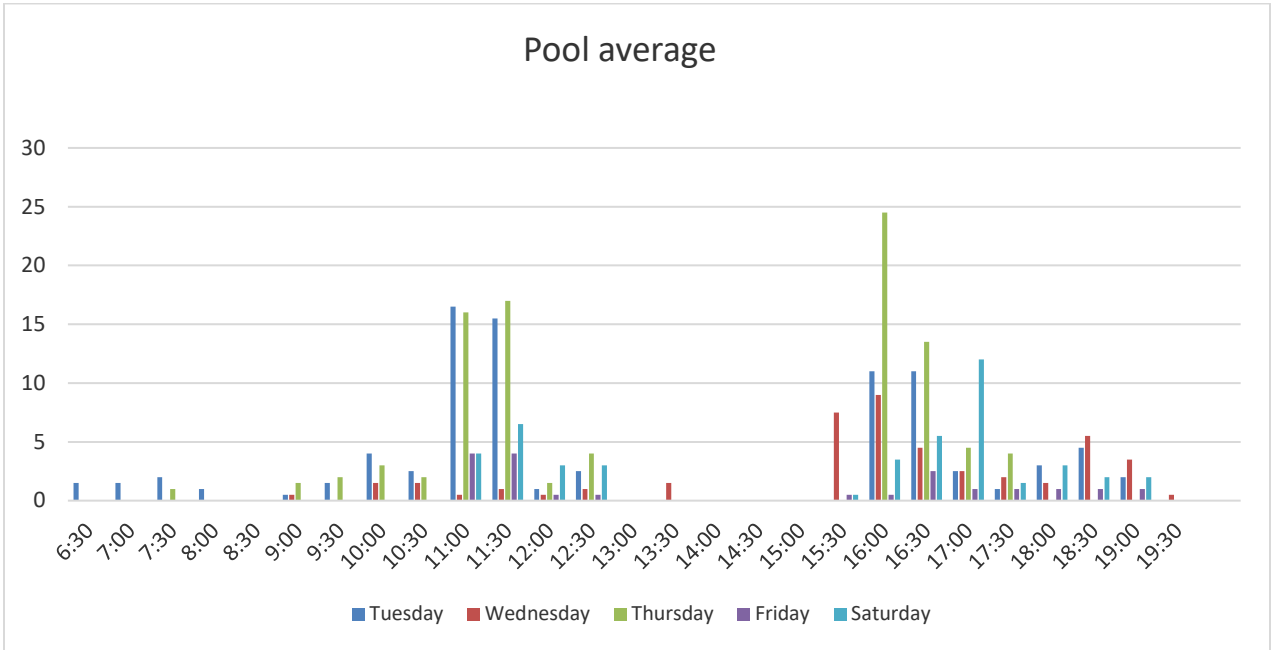
Staffing efforts progressed, with two Junior Lifeguards and two Lifeguards successfully hired. The facility did experience the loss of a full-time lifeguard as of December 16. One new part-time staff member began on December 23, with all remaining new hires scheduled to start on January 3.

Operational challenges were encountered over the Christmas period due to staffing shortages and pool water quality issues. These challenges resulted in a total loss of three operational days during the month.

William Schaefer Memorial Swimming Pool

2025 WINTER SCHEDULE

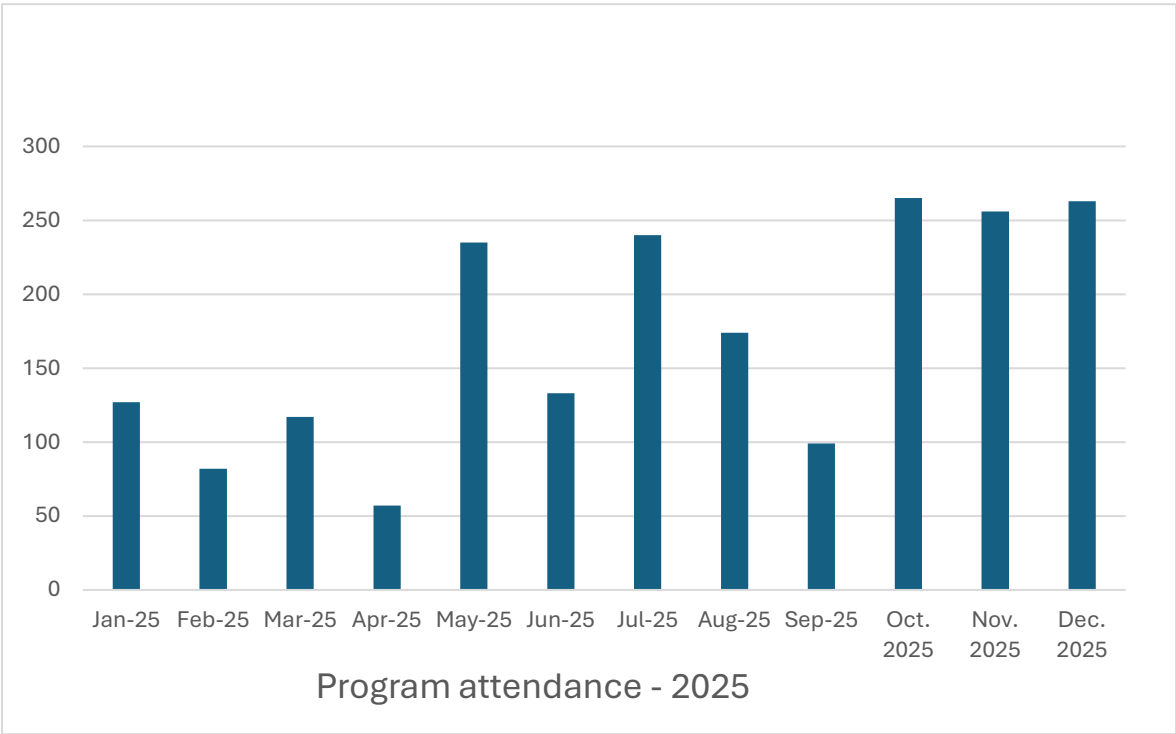
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 Fort Smith <small>NORTHWEST TERRITORIES</small> CLOSED	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			CLOSED
	Public Lane (9:00-11:00)	Public Lane (9:00-11:00)	Public Lane (9:00-11:00)	PUBLIC LANE (10:00-11:00)	RENTAL (10:00-11:00)	
	Senior 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 (12:00-12:50)	
					RENTAL (1:00-2:00) RENTAL (2:00-3:00)	
	Public Swim (3:30-7:30)	Public Swim Wibit night (3:30-7:00)	Public Swim (3:30-7:30)	Public Swim (3:30-7:30)	Public Swim (3:00-7:30)	

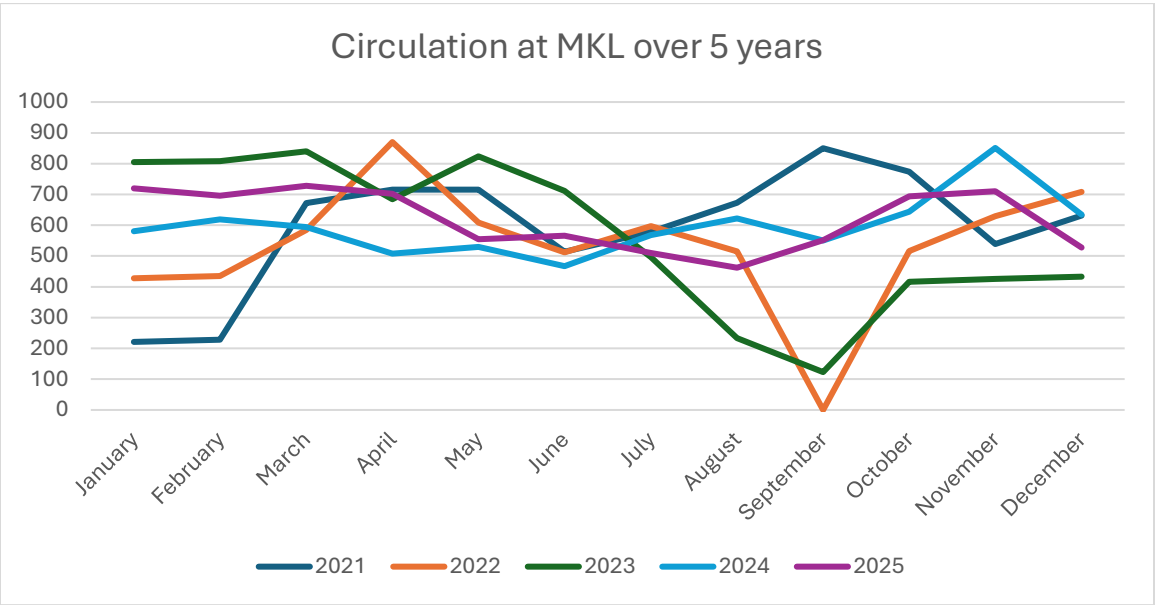
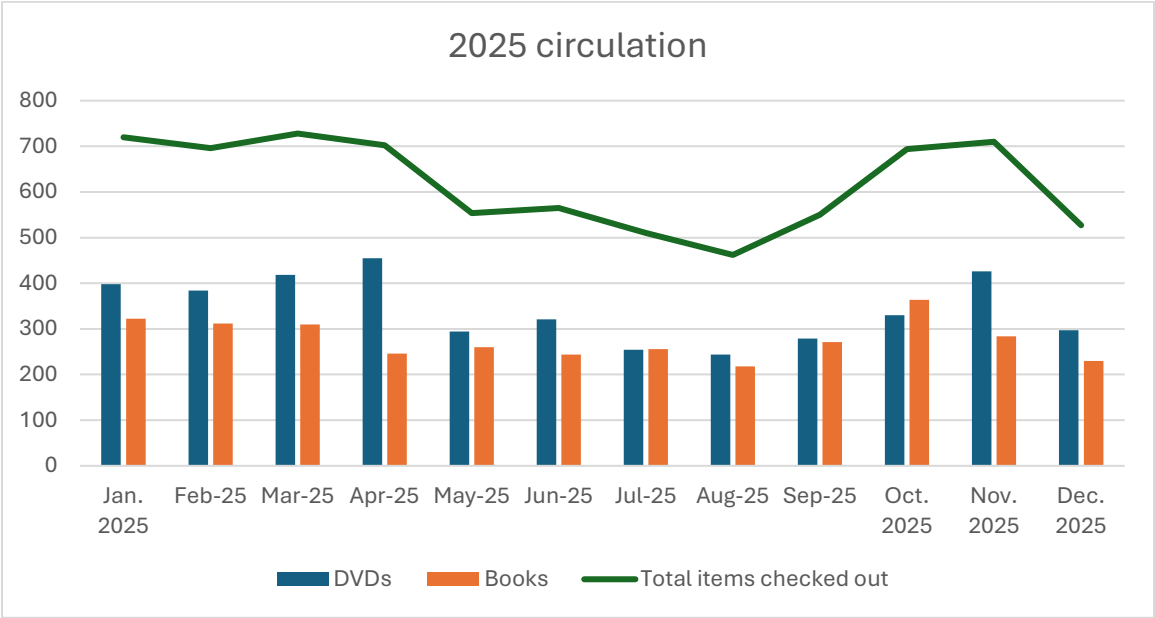
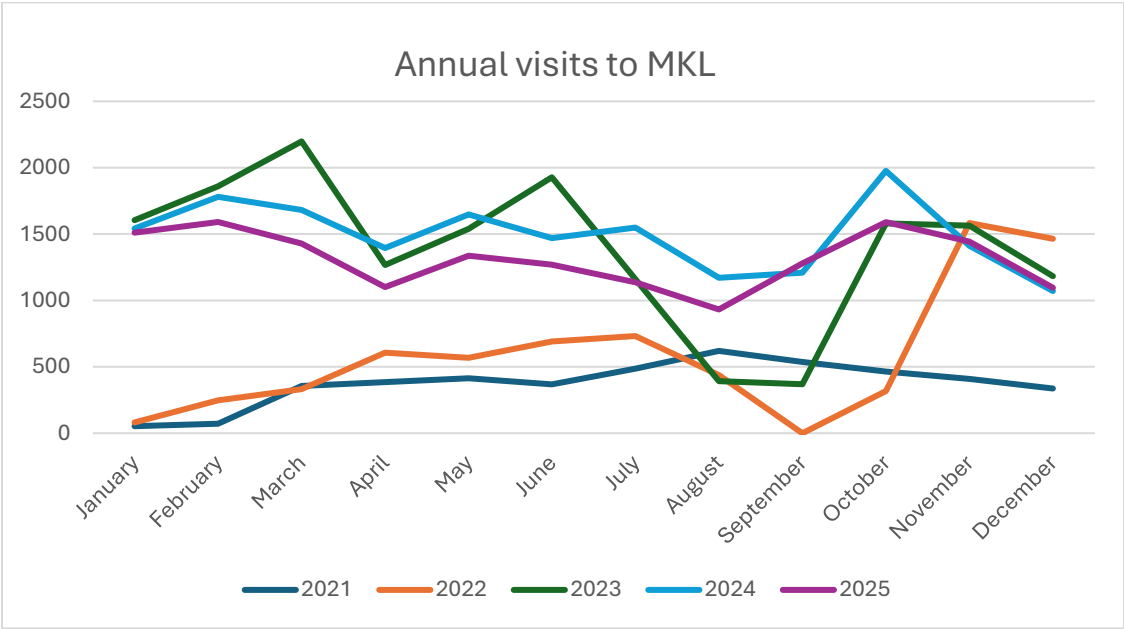


Mary Kaeser Library

The library saw many successful, festive events in December. Teens enjoyed movie nights, book clubs and baking cookies. Cooks and books was a success with the crowd favourite theme of “breakfast for dinner”. The library was the rehearsal spot for The Northern Nutcracker, which was a success. Santa made two separate appearances for Storytime, and made sure to put all the children in attendance on the nice list. Staff took a well-deserved break during the holiday season to ensure they’re ready to rock and roll for some exciting January programming.

We look forward to the long awaited five-week crochet along workshop for adults lasting from January to March. Keep an eye out around town folks wearing their snazzy cardigans in the spring. Cooks and Books is back for 2026. This has been an outstandingly successful program and a community favourite. Teen nights will be back up and running in January as well as Tween and Teen book club. We look forward to seeing the library buzz with our youth using it as their safe and welcoming hang-out space. We take great pride in the fact our youth enjoy coming by to use the wifi, computers or even simply chill out in our big bean bag chairs.







Mary Kaeser Library

January 2026

HOURS

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





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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CLOSED	2	3
4	5	6	7 Teen Night Cooking: Nachos 7:00-9:00	8	9	10
11	12 Storytime 10:30-11:30	13	14 Teen Night Crafty: Cricut Stickers 7:00-9:00	15 Cooks & Books Favourite Recipe 7:00	16 Curious Creators Club 3:30-4:30	17
18	19 Storytime 10:30-11:30	20 Kids' book club 3:30-4:30	21 Teen Night Movie Night 7:00-9:00	22	23 Curious Creators Club 3:30-4:30	24
25	26 Storytime 10:30-11:30	27 Teen Book Club 4:00-5:00	28 Teen Night Roblox Tournament 7:00-9:00	29 Crochet Along 7:00-9:00	30 Slime Club 3:30-4:30	31

Childcare

Daycare

During the month of December, the Town of Fort Smith Daycare experienced a busy and festive few weeks filled with special activities and community involvement. The children enjoyed a field trip to the museum, participated in Christmas crafts, and created handmade gifts for their families. Our classroom was decorated with festive homemade décor, and the children spread holiday cheer as they learned and sang Christmas carols together.



Earlier in the month, Brenda Dragon from Aurora Heat joined us during circle time and generously gifted each child a pair of beaver fur hand warmers. The children enjoyed learning about beavers during the presentation and were excited to use their new hand warmers during outdoor play. We were also fortunate to have Molly McAllister, a parent, visit the daycare to play the trumpet and fiddle for the children, who enthusiastically sang along. Additionally, Pierre Emmanuel, a parent and photographer, kindly volunteered his time to take professional photos of the children as gifts for their families. This generosity was greatly appreciated and well received by our daycare community.



A highlight of the month was an extra special surprise visit from Santa and his "elves." Santa visited the daycare accompanied by Parks Warden Tom Colucci and Protective Services Officers Dane Wright and Nick Carbery, who delivered a gift to each child. This thoughtful event was organized by former RCMP officer Stephanie Leduc, with assistance from Tom Colucci. We extend our sincere thanks to everyone involved in making this memorable experience possible, as it brought many smiles to the children's faces.



The daycare observed its annual holiday closure from December 24th to January 5th, allowing staff a well-deserved break. During the closure, the Town of Fort Smith Daycare organized a family swim on December 30th. We joined the Parent and Tot swim with approximately 20 participants, including children from our program and their families, providing a wonderful opportunity for connection and community engagement.

ASCP

The Afterschool Care Program remained at full enrollment throughout December, with lower daily attendance due to families travelling for the holidays. There is currently a waitlist of seven children, with the next anticipated openings not expected until September 2026. Throughout the month, the program focused on holiday-themed crafts, enjoyed several visits to the library, and participated in swimming activities. The program also closed for its annual holiday closure from December 22nd to January 5th.

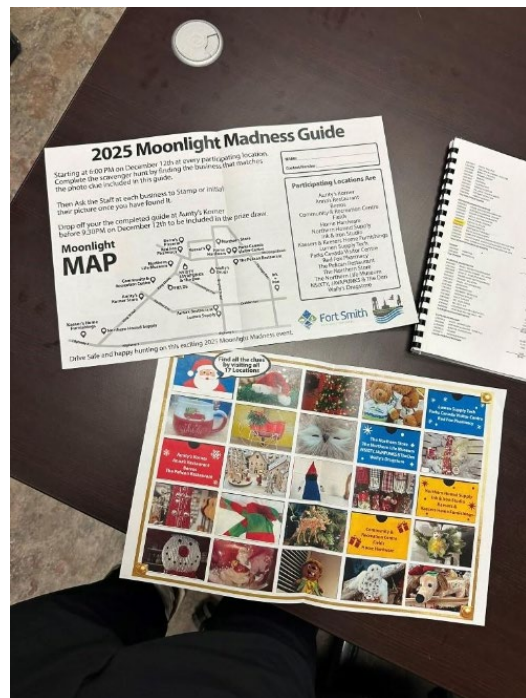
Economic & Tourism Development

Moonlight Madness

The 2025 Moonlight Madness Shopping Event took place on Friday, December 12th, from 6:00 p.m. to 9:00 p.m., with 18 local businesses participating. A total of 61 participants completed and submitted scavenger hunt entries; however, the overall number of shoppers is estimated to be higher, as not all participants submitted their player sheets.

Participating businesses reported increased foot traffic compared to a typical evening, with a positive mix of both regular and new customers. This event was delivered in partnership with the Thebacha Chamber of Commerce and the Town of Fort Smith and continues to be a valued holiday season tradition.

Attracting shoppers and supporting local businesses aligns with Goal #6 of the Economic Development Strategy, as well as efforts to strengthen communication with and within the business community. Town-wide shopping events provide an opportunity for residents to support local businesses while increasing visibility and customer traffic for participating retailers.



Appreciation Post Gets 327 Likes

An appreciation post recognizing Public Works received strong engagement, with 327 likes on Facebook. The post was created organically after ETDO captured a photo of a garbage truck while in the community.

ETDO would like to explore coordinating additional appreciation opportunities highlighting various branches of Public Works to further encourage community recognition and engagement. Potential focus areas include water delivery, landfill operations, ice maintenance (Zamboni), snow plowing, and sidewalk clearing. These photo opportunities could be loosely coordinated over the coming weeks to ensure minimal disruption to operations.



Holiday Lights

The 2025 Holiday Lights Competition received submissions from eight households, encouraging residents to showcase their holiday spirit for a chance to win a cash prize.

For future years, it is recommended that funding for this program be identified in late October or early November to allow participants adequate time to decorate prior to extreme cold temperatures.

Results:

- 1st Place: 135 Wood Bison
- 2nd Place: 8 Wabisca
- 3rd Place: 30 Co-op

New Years

ETDO prepared a communal art mural in the lobby of the Community & Recreation Centre for the Family New Year's Eve Party. The mural was well received and was fully completed with children's handprints by the end of the event. ETDO would like to explore creating additional large-scale communal art projects at future community events throughout the year.

The fireworks display was also well attended and positively received. NSixty generously donated hot chocolate for attendees, and ETDO set up a branded tent with lighting at the viewing area. Attendance was estimated at approximately 120 people at the top of the hill, with additional community members viewing

from the parking lot. Looking ahead, ETDO recommends consideration of fireworks in the budget for recognition of the Town of Fort Smith's 60th year of incorporation.



Capital Project Updates

1. **Centennial Arena Upgrades** – There are no updates at this time. With the season and scheduling now fully underway, this project is not expected to proceed this year. It is recommended that planning resume early next construction season.
2. **William Schaefer Memorial Pool Partial Retrofit** – Most project components have been completed. The electronically controlled valve parts are already on-site at the pool and scheduled for installation during the next annual shutdown. Remaining work includes repairs to the steam room and replacement of the variable frequency drive (VFD) for the air handling unit, which is still pending delivery. The Director of Municipal Services will continue to oversee the project until it is fully completed.
3. **CRC Signage** – Interior signage for the CRC has been successfully installed, and we have received positive feedback regarding improved wayfinding throughout the facility. Additional areas requiring further signage continue to be identified. The Economic & Tourism Development Officer (ETDO) and the Recreation & Special Events Coordinator are collaborating on the final stages of this project, including the installation of a large-scale welcome sign on the second-level balcony to ensure a cohesive and welcoming presentation. The signage has been ordered and will be installed in the coming weeks.

Prepared by:
Director of Community Services
Lauren Howes
Date: January 20th, 2025.

Reviewed By:
Senior Administrative Officer
Jim Hood
Date: January 20th, 2026



ANNUAL REPORT 2025

Mary Kaeser Library

Samantha Stokell, Library coordinator
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Website: facebook.com/MaryKaeserLibrary

Tel: 867-872-0362
108 King Street – 2nd Floor



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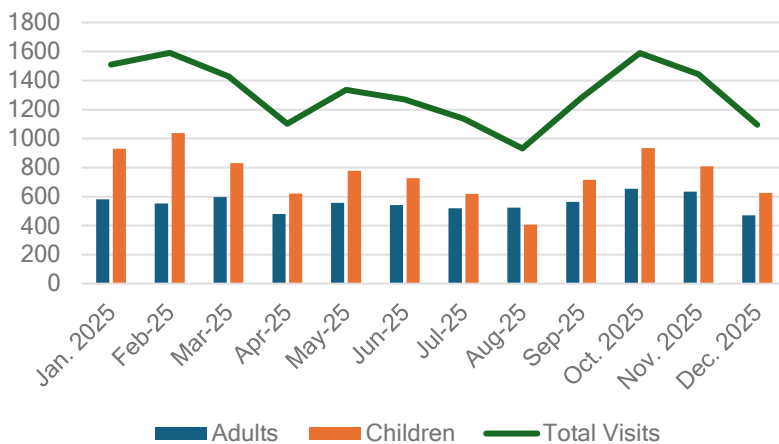
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PATRONS

Mary Kaeser Library has 1219 patrons, 1061 who have an OK status (not barred or delinquent due to books not being returned.) The library coordinator actively maintains the patron database to ensure unused accounts are not included – anyone who has not used the library in 5 years will be removed from the system.

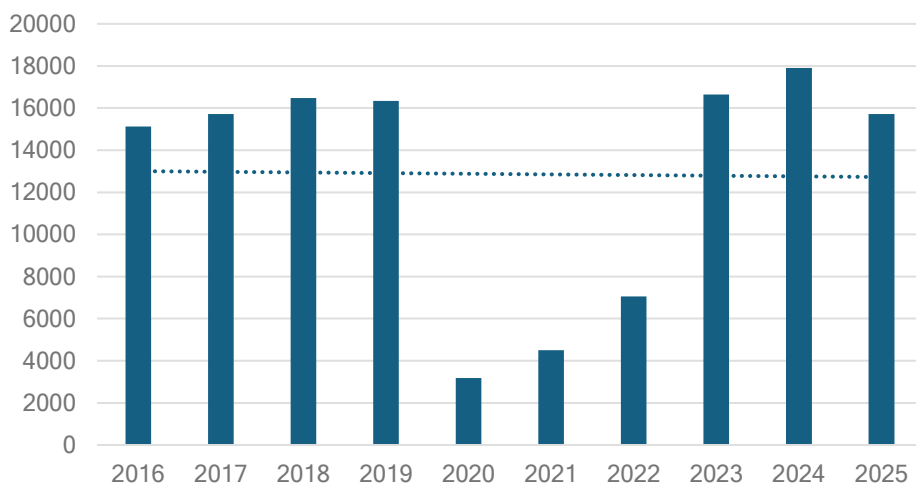
In 2025, Mary Kaeser Library welcomed 185 new patrons to the library, the most new patrons over the last five years. Although the number of visits to the library decreased over 2024, the number of adult patron visits increased by 550. The number of children visitors decreased by 2,740 visits. This decrease in children visitors averages out to about 7 children per day.

2025 Visits to MKL



	Adults	Children	Total Visits
January	581	930	1511
February	552	1039	1591
March	597	831	1428
April	479	622	1101
May	558	778	1336
June	541	728	1269
July	519	619	1138
August	525	407	932
September	563	715	1278
October	654	935	1589
November	634	809	1443
December	471	625	1096

Library patrons - 2016-2025



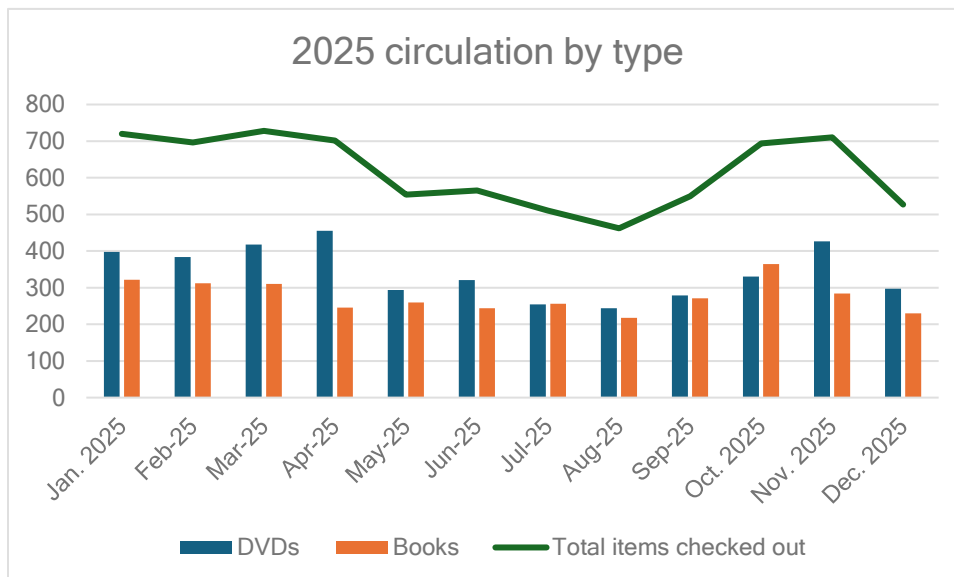
Year	Visits
2016	15131
2017	15713
2018	16477
2019	16339
2020	3175
2021	4499
2022	7060
2023	16645
2024	17902
2025	15712

CIRCULATION

Total number of items circulated in 2025 was 7414, compared to 7144 in 2024. The library is happy with the increase in circulation, which becomes more difficult each year due to the popularity of the ebook apps such as Libby and Hoopla. Unfortunately, the apps are managed by NWT Public Library Headquarters, and we don't have access to those circulation numbers. Pre-covid item checkouts were around 12,000 items, so one goal for the library is to increase circulation year over year.

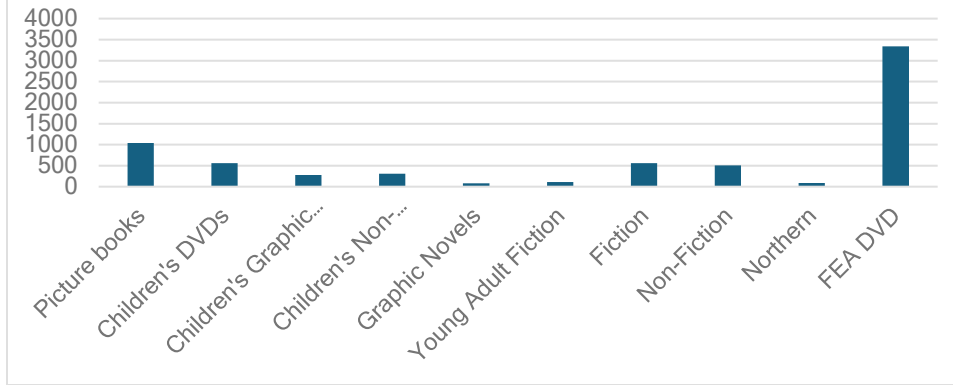


Circulation by Item Type



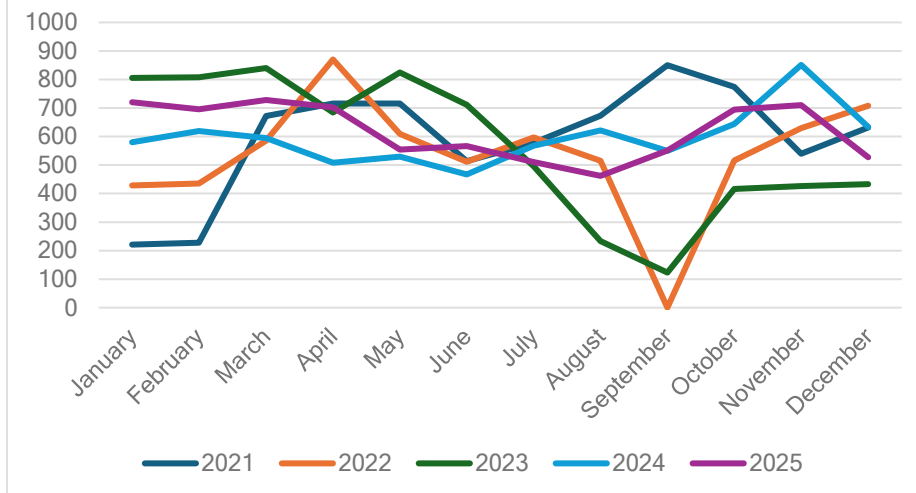
In 2025, the library coordinator analyzed the data to determine what type of items are most checked out. The most used section of the library was Adult DVDs, with Children's picture books and Adult Fiction close behind. In the Adult Non-Fiction books, the subjects most checked out were: Cookbooks, North American Geography and History, and Drawing/Textile Arts. These topics relate to our adult program popularity in Cooks & Books, and Adult Craft Nights. North American Geography and History is where Indigenous stories are catalogued, which is a purchasing priority, so it's great that these books are checked out regularly.

Items checked out by type - 2025



Total checkouts over the past five years

Circulation at MKL over 5 years



Circulation by profile type in 2025 (who checked out items)

Profile Type	Items Checked out - 2024	Items Checked out - 2025
Adults	5207	5862
ILL	189	187
Kids	1177	938
Missing	42	13
Staff	239	228
Students	292	166
Visitors	8	22

PROGRAM ATTENDANCE

Programs run:

Craft Supply Swap

Storytime

Adult Art/Craft Nights:

Curious Creators (Friday kids)

Tween Book Club

Artist Talk

Tech and Tea

Senior's Morning Out

Teen Kitchen

Gardener Workshop

Cooks & Books

Frolics crafts

Teen Nights

Spring Break programs

Drag Storytime

Summer Reading Program

Freddy the Turtle Birthday party

Parks Canada - Crane Talk

STEAM Day at JBT

Teen Book Club

Book or Treat

Escape Room

Santa letters

Monthly Scavenger hunts

Santa Visits

Letters to Elders

Northern Nutcracker - play

Slime Club





Outreach/partnering

Boreal Berry/ARI:

STEAM Day - JBT

Drag Storytime - Northern Mosaic Network

Total program attendance

Throughout 2025 2910 people attended programs at the library, which is 208 fewer people than 2024.

Over the year, 19% of patrons

attended programs, which is an increase of 2% over 2024.

Most popular programs

One-off programs such as the Escape Room (89), Freddy's Birthday Party (54), Frolics Programming (49) and the Northern Nutcracker play (122) had the highest attendance per programs, but our regular weekly or monthly programs have steady attendance. Our weekly Curious Creators Club for children aged 9 and up regularly averages 9 participants and had 268 participants over 31 events. The monthly Adult Craft and Learn programs are well attended, and average 8 participants each month. The library coordinator has started using an email list to send out notifications about programs to encourage registration, as well as provide reminders for when the Adult programs that happen.

New programs

Mary Kaeser Library offered several new programs: Kid's Book Club, Teen Book Club, Cooks & Books, Slime Club, and Teen Nights. Each of these clubs have a dedicated following and will continue in 2026.

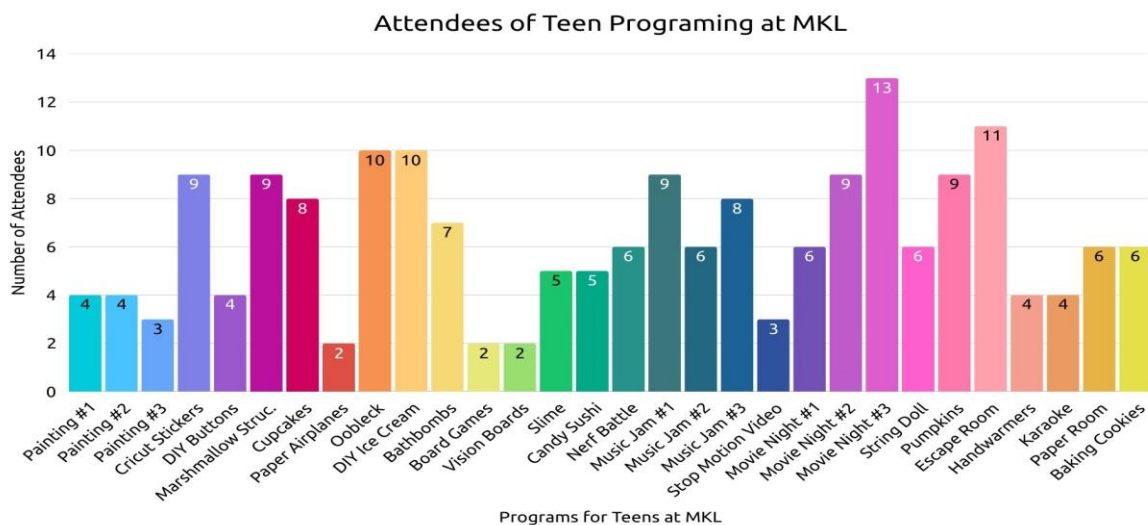
In Kid's Book Club, the group reads one book over a month and then they come together to discuss the book, do a creative activity, and discuss the next book they read. The children (aged 8-12) choose which books to read.



Teen Book Club runs similarly for youth aged 12-18. Both programs have a committed group of 5-8 kids who come out monthly.

Cooks and Books runs monthly and has participants bringing in a dish that they cooked to share with the group. The participants then discuss the recipes, and challenges and successes in their cooking while eating together. This program builds literacy and social connections through the shared food. More successful nights have been when some instruction has been involved (eg. Pasta making, Indian food), so the library hopes to include more of those sessions in 2026.

Teen Night has been a major success. Despite being a hang out place for youth attending PWK High School, teen programming had failed in previous years. This year with a dedicated staff member who offered creative and consistent programming, Teen Nights have become a staple of Mary Kaeser Library's programming. Teen Night averages 6 or 7 participants each week. The activities offered included: movie nights, music jam nights, cooking nights, and crafts.

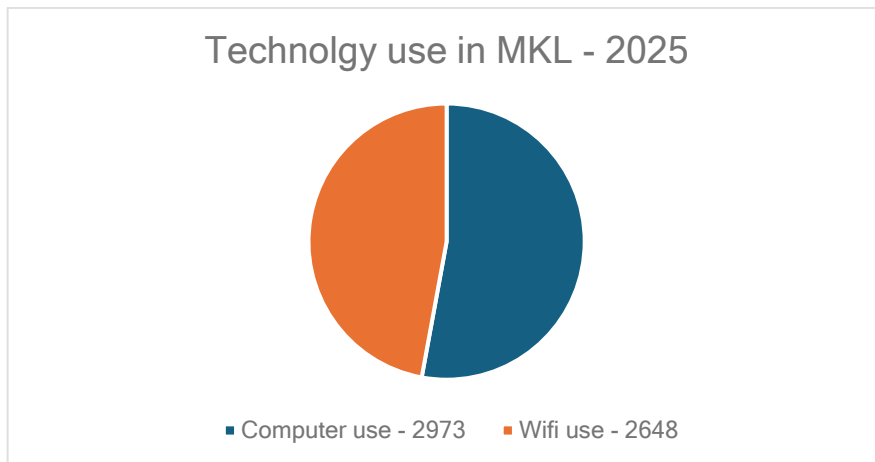


COMPUTER USE & TECHNOLOGY

Computer and wifi use

The majority of computer users are children who spend their free time playing online games, but we have also seen an increase in adult computer usage. In 2024, 36% of our patrons used computers or wifi and that number remained consistent in 2025. That number is likely low as we can't know when everyone is using wifi in the library.

Computer use over the year:



Printing

Mary Kaeser Library offers free printing for up to 30 pages, and this is a well-used service. In 2025, 5184 pages were printed. In 2024, 3433 pages were printed. This free service allows patrons who don't have access to a printer at home to print official documents, resumes and other items. Staff also assist patrons with scanning and emailing documents. The library 3D printed 65 items for patrons.



Technology Help

The library offers hands-on help for anyone needing assistance with their technology. This service is used at least weekly. The Tech and Tea program had very poor attendance so the library switched to appointment-based tech help and this has been more popular due to the flexibility, and also provides more targeted help and attention. It is 100% seniors who visit the library for tech help with their cell phones, tablets, laptops or computers.

COLLECTION DEVELOPMENT

Collection Development is the process of building the collection of materials (books, DVDs, magazines, etc.) that meets the need of the community it serves. Mary Kaeser Library currently has 16,547 items in its collection, with an average age of publication from 2014. Library standards recommend a collection's average age be 15 years, so Mary Kaeser Library's collection is newer than average at 12 years old.

Weeding

In 2025 the library focused on weeding physical audiobooks, DVDs, children's graphic novels, and picture books. This is an important part of library science. Like in a garden, you must get rid of the stuff you don't need. In a library, this means getting rid of items that are not used. We want a library that reflects the interests and needs of our patrons, as well as ensures current and up-to-date information in non-fiction books (eg. science is outdated within two years, but fiction can stay on the shelf longer).



Purchasing

This year library staff spent the majority of their budget. The head librarian completed two DVD orders from CVS (94 DVDs), and 2 orders from ULS (385 books). Items purchased are based on best seller lists, local interest, new and anticipated items, and gaps in the collection.

Diversity

Mary Kaseser Library prioritizes items from diverse authors. The population of Fort Smith is made up of 65% Indigenous people. Library staff try to purchase as many books by Indigenous authors and movies with Indigenous characters and producers, writers. Other items purchased include books from other diverse authors such as people of different genders, races, abilities, and sexual preferences or gender identities. A problem with prioritizing diverse authors and creators is that the items are not supported by large distributors and it is difficult to find a location to purchase the items from. Library staff also prioritize displaying diverse voices on our shelves, in our displays, and in special collection lists for the public. These books are accessible and visible year-round.

FINAL WORDS

A successful year



The staff of Mary Kaeser Library are hard workers and are dedicated to making the space a pleasant, enjoyable, welcoming and useable space by all community members.

One of the biggest highlights of the year was the completion of a mural by local Dene artist Melanie Jewell. Through funding from NWT Arts, the library was able to provide a beautiful piece of art on the walls for the community to enjoy.

Some of the goals that we set in 2025 that were met this year, include:

- have more library staff offer programming
- Offer diverse programs to attract new patrons to the library
- Increase circulation numbers

Our goals for 2026 are:

- Maintain patron numbers
- Ensure staff take continuing education courses
- Continue offering diverse and creative programs to attract new patrons to the library



RECOMMENDATION:

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

CAPITAL PROJECTS

Sidewalk repair and improvements – Work on the sidewalk project design package is experiencing some delays the contractor is having some software compatibility issues but continues to advance toward completion. The drawings are currently approximately 75% complete when we were expecting completed final draft for review, with additional drawings and the associated specification documents in the process of being finalized.

Garbage Truck – Work continues on the development of the new waste collection system for the community. Administration has reviewed several vehicle and receptacle options and is recommending the purchase of a tandem axle waste collection truck equipped with a Labrie side-load collection arm.

The proposed side-load unit is compatible with 240L and 600L curbside carts as well as 1100L poly bins. The vehicle can be operated by a single operator and is capable of servicing approximately 100 standard 240L carts per hour, depending on route configuration and distances between pick-up points. The truck is equipped with onboard cameras and route-tracking technology that will assist with both operational oversight and cart inventory management, while also enabling data collection to support route optimization.

Alternative collection options, including a front-load style truck, were evaluated; however, the front-load model was deemed unsuitable due to height limitations in the Public Works Garage and its limited applicability to residential service. The side-load system provides greater flexibility for community-wide use and aligns with the municipality’s focus on operational efficiency and safety.

Residential Waste Receptacles

Following a review of available options, administration recommends the purchase of standardized 240L curbside carts for each residential service point. This size and model are widely adopted across North America, including in communities such as Yellowknife and Hay River, and have proven durable in northern climates. The 240L carts are large enough to meet residential waste needs while remaining easy to maneuver due to their lightweight design and large wheels.

Commercial Waste Receptacles

Research into commercial (Industrial, Commercial, Institutional – ICI) waste collection indicates that side-load collection is not typically used for this sector. However, in smaller communities—such as Pincher Creek, Alberta—both residential and ICI collections are successfully managed with a single side-load collection vehicle.

To assess the viability of this approach, administration proposes a test phase for ICI collection. This would include acquiring a small number of different sized receptacles for pilot testing at select commercial locations. Concurrently, a waste audit would be performed to evaluate waste volumes, compositions, and site conditions. The findings will inform recommendations on appropriate bin types and service methods for a full ICI program rollout.

Program Roll-Out Schedule

A phased implementation approach is proposed as follows:

Phase 1 – Residential Curbside Collection

February 2026 – Upon Council approval, order collection truck and carts

March 2026 – Conduct public education and engagement

April 2026 – Deliver carts and starter packages to residents

May 2026 – Launch residential collection program and remove existing wooden waste bins

Test Phase – ICI Collection

June–July 2026 – Conduct waste audit

July–August 2026 – Deploy test receptacles at select locations

September 2026–March 2027 – Collect data and feedback on test bins

April 2027 – Determine final bin types and sizes

May 2027 – Implement full ICI program rollout

Collection Frequency

It is recommended that residential waste be collected once per week, consistent with best practices in comparable jurisdictions. Additional collection streams, such as organics or recyclables, may be introduced in the future with corresponding adjustments to frequency as needed.

Ice Resurfacer Replacement – The electric ice edger has now arrived and will be placed into immediate use, replacing the gas-powered unit previously used indoors, which posed a health and safety concern due to emissions in an enclosed space. This new edger represents the first component of the approved capital project, with the main ice resurfacer scheduled to arrive near the end of the year.

Crosswalk lights – No new updates for this report.

Main lift station – No new updates for this report.

Landfill Expansion – No new updates for this report.

Water licence renewal – No new updates for this report.

Water Tower Truck Fill Station – No new updates for this report.

The old chipper plant demolition – No new updates for this report.

Raw Water Intake – To be completed next summer season.

Fire Hydrant Replacement – To be completed next summer season.

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

Skid Steer Replacement (evergreen) – To be done in late fall, early winter.

PUBLIC WORKS

Due to significant recent snowfall, Public Works crews have been actively engaged in snow clearing, plowing, and removal operations throughout the community. In preparation for the fireworks event, staff also completed snow clearing in the designated parking area to ensure accessibility and safety for attendees. Additionally, planning is underway for the controlled burning of leftover limbs and unsuitable wood currently stored and piled at the snow depot.

WATER PLANT

1. Boiler 1 Water Plant

Boiler 1 has been repaired.

2. Neptune Meter Reader Upgrade

The Neptune meter reader upgrade is in progress, and staff are currently working with Jami from Neptune to finalize dates for implementation. This step will ensure the project moves ahead as planned once scheduling details are confirmed.

3. PLC and SCADA Communication Issues

The PLC that was sent out for repair, intended to restore automatic nighttime operation of the reservoir and tower, continues to experience issues. Although this repair normally resolves the problem, the system still requires a pump to be operated manually to maintain functionality. We are continuing to troubleshoot the issue, and Vector is asking for the plc to be sent to them again for the pond pumphouse and the tower/reservoir.

4. Frontier Pump Station

We have been unable to source the specific pipe needed for the rail system required to reinstall the pump in Frontier. As a result, the site is currently operating with only one pump. We are continuing to look for a solution or this specific pipe to make the necessary repairs. – no update for this report.

5. Primrose Lift Station

We are reaching out to the contractor who originally installed the control panel at the Primrose lift station to determine if they can provide a solution to the issue preventing Pump 2 from operating. Further updates will be provided once we receive their assessment and recommended next steps.

6. Tamarac Pump Panel

The contractor has not yet had an opportunity to inspect the Tamarac lift station due to the holiday season. Over the Christmas break, the capacitors failed once again, making this a recurring issue that we are actively investigating. It has been suggested that converting the lift station to three-phase power may resolve the problem; however, this would be a significant expense, and we want to confirm that it would provide a permanent solution before considering it as a potential capital request.

7. Filter 3 – Major Repair Needed

A quote has been received from AWI Calgary, the contractor that previously completed repairs on Filters 1 and 2. As the Filter 3 repair must be completed prior to the spring melt to ensure proper operation of the water treatment facility, this project will be submitted as a capital request for Council's consideration.

8. Water Production Challenges

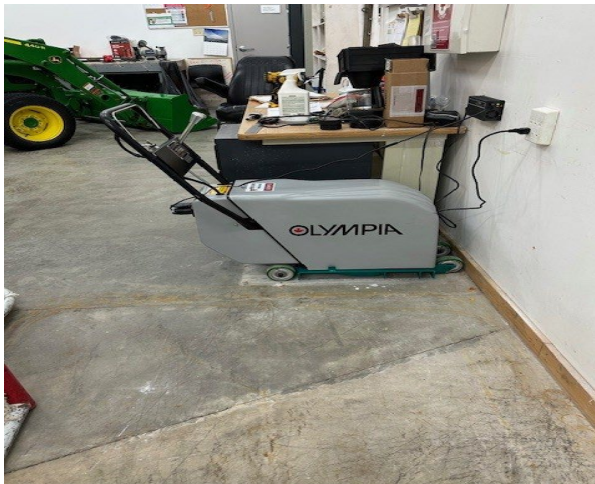
This no longer an issue.

Summary

Water Works continues to advance the maintenance and repair activities outlined above in order to support reliable operation of the community's water and wastewater systems. Progress includes the successful repair of Boiler 1, ongoing coordination of the Neptune meter reader upgrade, and active troubleshooting of PLC and SCADA communication issues. Staff are also working with contractors on required lift station repairs and preparing the Filter 3 project as a capital request to ensure readiness prior to the spring melt.

FACILITY MAINTENANCE

Facility operations remain stable, with both ice plants and the arena running well and the recent Christmas Classic completed without any issues. The snowboard shack has been set up and is operating as intended, and while the pool pump is leaking, the required parts are now on hand and staff are coordinating with the contractor to complete the full-day repair, which will require a temporary closure of that service during the work. Cold weather continues to affect the pool air handling unit, but adjusting operations by shutting off the fan when it is not required has helped keep the unit thawed, and the contractor is still awaiting a required part for the air handler and surge protection system. Staff are also completing the annual infrastructure inspections, which are conducted every year and contribute to a rebate from the municipality's insurance provider.





Briefing Note

To: Mayor and Council
From: Municipal Services
Date: January 20th, 2026
Subject: Purchase of Tandem Axle Waste Collection Truck with Side-Load Collection Arm

PURPOSE:

To present Council with information regarding the purchase of a new tandem axle waste collection truck equipped with a Labrie side-load collection arm, and to seek Council approval for the procurement of this vehicle through the NWTAC Purchasing Program, Canoe program.

BACKGROUND:

The Town of Fort Smith has undertaken a comprehensive review of waste collection options to develop a new waste collection system for the community. Administration has evaluated multiple vehicle and receptacle options to identify the most efficient, safe, and operationally effective solution for residential and future commercial waste collection.

The proposed system includes:

- Collection Vehicle: Tandem axle waste collection truck with Labrie side-load collection arm
- Residential Receptacles: Standardized 240L curbside carts
- Capacity: Vehicle capable of servicing approximately 100 standard 240L carts per hour
- Technology: Onboard cameras and route-tracking technology for operational oversight, cart inventory management, and route optimization
- Operator: Single operator requirement

This side-load unit is compatible with 240L and 600L curbside carts as well as 1100L poly bins, providing flexibility for both residential and potential commercial applications.

CURRENT SITUATION:

Administration has completed a competitive evaluation of waste collection options through the NWTAC Purchasing Program, Canoe program. Superior North America Inc., a supplier within this cooperative purchasing framework, has provided a quotation for a stock unit currently in production.

Quotation Summary (Quote #6599, Revision 0, dated January 13, 2026):

- Supplier: Superior North America Inc., Calgary, Alberta
- Equipment: Labrie Automizer 29 cu yd (TTD) waste collection truck on Freightliner LHD chassis (6X4 drivetrain)
- Body Capacity: 29 cubic yards (27 cu yd body + 2 cu yd tailgate)
- Collection Arm: Single right-hand curb-side collection arm with heavy duty arm and gripper (32 to 95 US gallons / 120 to 360 litres capacity)



Briefing Note

Price Breakdown:

Item	Amount
Subtotal Body (Net)	\$218,307.43
Chassis Price	\$171,021.25
Commercial Grabber/Combination Unit	\$15,000.00
Pre-Delivery Inspection (PDI)	\$2,500.00
Freight Charges	\$10,000.00
Total Unit (Net)	\$416,828.68

Equipment Includes:

- Labrie Automizer TTD 29 cu yd body
- Single right-hand curb-side collection arm with heavy duty gripper
- Commercial 300-gallon grabber and 1100-litre pneumatic combination
- Advanced camera system: 3X Renegade HD cameras with heater/shutter
- Cart/Container counting device on arm
- 9" color HD monitor (4 channels) mounted on ceiling near windshield
- Comprehensive LED lighting package including work lights, backup lights, and alternating amber strobes with automatic shutoff at 50 km/h
- Heated mirrors, mud guards with Labrie logo, anti-sail bars
- Spill shield and specialized spill kit on body
- Fire extinguisher (20 lbs) and broom/shovel/hoe
- Electric over hydraulic body main valve
- Diesel tank, 12V body electrical system
- Standard tailgate seal and mud guards

Important Stock Unit Information:

This quotation represents a stock unit currently in production with availability approximately 90-120 days. The price quoted is time-sensitive:

- Stock Units: Available at \$416,828.68 CAD (subject to first come, first serve basis)
- Future Orders: After stock units are depleted, new orders will be subject to a price increase of 3% or more and face a delivery timeline of 380 days plus delivery

This represents a significant opportunity for cost and schedule optimization.

Quote Validity: This quotation is valid until February 15, 2025.

Procurement Method: This purchase utilizes the NWTAC Purchasing Program, Canoe cooperative purchasing agreement, of which the Town of Fort Smith is a member. This program provides competitive pricing and expedited procurement through pre-negotiated supplier agreements.

JUSTIFICATION



Briefing Note

1. Operational Efficiency

The side-load collection system provides superior operational flexibility compared to alternative models. A single operator can service approximately 100 standard 240L carts per hour, enabling efficient residential collection services. The vehicle's design accommodates both residential curbside carts and larger commercial bins, supporting a comprehensive, unified waste collection program.

2. Facility Compatibility

Alternative collection options, including front-load style trucks, were evaluated. However, the front-load model was deemed unsuitable due to height limitations in the Public Works Garage and its limited applicability to residential service. The side-load system meets facility requirements and provides greater flexibility for community-wide use.

3. Safety and Technology

The vehicle is equipped with onboard cameras and route-tracking technology that provides:

- Operational oversight and staff accountability
- Cart inventory management
- Data collection for route optimization
- Enhanced safety monitoring

These features support the municipality's commitment to operational efficiency and worker safety.

4. Proven Durability

The recommended 240L curbside carts are widely adopted across North America, including in comparable northern communities such as Yellowknife and Hay River, and have demonstrated durability in northern climates.

5. Time-Sensitive Pricing

The current quotation reflects stock unit pricing with immediate availability. Delaying this purchase will result in:

- Higher unit cost for new production orders
- 380-day delivery delay versus immediate availability
- Potential impediment to the planned February 2026 procurement date and May 2026 program launch

Proceeding with this purchase ensures cost optimization and adherence to the established program implementation schedule

CONCLUSION

Administration has completed a thorough evaluation of waste collection systems and has identified a cost-effective and operationally efficient solution through the NWTAC Purchasing Program, Canoe cooperative purchasing agreement. The quoted equipment from Superior North America Inc. meets the Town's operational requirements, facility constraints, and strategic objectives.

The stock unit availability and current pricing represent a time-sensitive opportunity. Delaying the purchase will result in higher costs and significantly extended delivery timelines (380 days), which would disrupt the planned program implementation schedule and increase overall project costs.



Briefing Note

The proposed tandem axle waste collection truck equipped with a Labrie side-load collection arm, combined with standardized 240L residential curbside carts, will provide the Town of Fort Smith with a modern, efficient, and flexible waste collection system capable of supporting both current and future collection needs.

RECOMMENDATION:

That Council approve the purchase of one (1) tandem axle waste collection truck equipped with a Labrie side-load collection arm and associated residential waste receptacles from Superior North America Inc., as quoted under Quote #20260113 (dated January 13, 2026), for a total of \$416,828.68.



Briefing Note

To: Mayor and Council
From: Administration
Date: January 20, 2026
Subject: 2026 General Operations and Maintenance Budget, Utility Fund Operations and Maintenance Budget and Environmental Fund Operations and Maintenance Budget

PURPOSE:

To provide Council with a summary of the 2026 Operations and Maintenance Budget for the General Operating Fund, Utility Operating Fund and Environmental Operating Fund for approval.

BACKGROUND:

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

CURRENT SITUATION:

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

At Council's direction, the SMC has been able to present a General Operating Budget with a required increase in tax revenue of 3.5%, a Utility Operating Fund Budget with no projected increase and an Environmental Operating Fund with a 2.4% increase.

RECOMMENDATION:

Administration recommends that Council approve the 2026 General Operating Fund Operations and Maintenance Budget of \$14,402,852; Utility Operating Fund Operations and Maintenance Budget of \$2,842,000 and the Environmental Operating Fund Operations and Maintenance Budget of \$833,857.

Motion: Council approve the 2026 General Operating Fund Operations and Maintenance Budget of \$14,402,852; Utility Operating Fund Operations and Maintenance Budget of \$2,842,000 and the Environmental Operating Fund Operations and Maintenance Budget of \$833,857.

TOWN OF FORT SMITH UTILITY OPERATING FUND BUDGET SUMMARY 2026	
	2026
	BUDGET
UTILITY OPERATING FUND	
REVENUE	
PIPED WATER REVENUE	\$ 1,215,000
TRUCKED WATER REVENUE	\$ 191,000
SEWAGE PUMPOUT REVENUE	\$ 96,000
WATER SEWER SUBSIDY	\$ 940,000
TRANSFER FROM INVESTMENT IN CAP AS	\$ 400,000
TOTAL REVENUE	\$ 2,842,000
EXPENSES	
WATER DEPT ADMINISTRATION	\$ 1,649,019
WATER TREATMENT PLANT OPERATIONS	\$ 412,980
WATER INTAKE	\$ 42,100
MAINT. WATER TRANSMISSION LINE	\$ 56,980
RESERVOIR/TOWER/PUMPS	\$ 35,700
WATER METERS	\$ 25,000
WATER DELIVERY	\$ 167,039
SEWER TRANSMISSION LINE	\$ 31,000
SEWAGE LIFT STATIONS	\$ 32,200
LAGOON MAINTENANCE	\$ 31,980
SEWAGE PUMPOUTS	\$ 35,990
ALLOCATION FROM PUBLIC WORKS	\$ 80,000
TRANSFER TO/FROM OTHER FUNDS	\$ 242,011
Total UTILITY OPERATING FUND REVENUE	\$ 2,842,000
Total UTILITY OPERATING FUND EXPENSE	\$ 2,842,000

TOWN OF FORT SMITH PROPOSED BUDGET SUMMARY 2026	
	2026 Budget
GENERAL OPERATING FUND REVENUES	
TAXATION	\$ 2,675,288
GRANTS IN LIEU OF TAXES	\$ 1,817,329
SALE OF SERVICES	\$ 629,400
INTEREST INCOME	\$ 225,000
GNWT GRANTS	\$ 37,000
DEVELOPMENT PERMITS	\$ -
FINES	\$ 10,000
TAX CERTIFICATES	\$ 2,000
LICENCES	\$ 25,000
MISC. REVENUE	\$ 30,000
ANIMAL CONTROL	\$ 1,000
TOURISM GRANTS	\$ 40,000
TOURISM REVENUE	\$ 42,570
RECREATION ADMINISTRATION	\$ 30,000
DAY CAMP	\$ 34,000
CHILDCARE	\$ 750,000
LOTTERY LICENSING	\$ 10,000
ARENA	\$ 54,000
BALL PARK	\$ 2,000
RECREATION SPECIAL EVENTS	\$ 35,000
RCC	\$ 170,700
LIBRARY	\$ 56,200
UNCONDITIONAL GRANTS	\$ 2,564,000
CONDITIONAL GRANTS	\$ 4,703,005
SCHOOL TAX	\$ 459,360
Total REVENUES	\$ 14,402,852

GENERAL OPERATING FUND EXPENSES	2026 Budget
LEGISLATIVE	\$ 249,652
DOWN TOWN DEVELOPMENT	\$ 53,101
ADMINISTRATION PERSONNEL	\$ 609,700
ADMINISTRATION OFFICE COSTS	\$ 255,000
TOWN HALL OPERATIONS	\$ 49,100
PLANNING /LANDS	\$ 131,283
FINANCIAL MANAGEMENT	\$ 145,000
TAXATION COSTS	\$ 1,000
INSURANCE	\$ 67,000
GRANTS-COMMUNITY	\$ 35,000
BYLAW ENFORCEMENT	\$ 135,298
PROTECTIVE SERVICES	\$ 335,277
AMBULANCE SERVICES	\$ 186,711
ANIMAL CONTROL	\$ 30,156
FIRE DEPT ADMINISTRATION	\$ 221,400
FIRE ALARM SYSTEM	\$ 6,000
HYDRANT MAINTENANCE	\$ 4,000
FIRE HALL OPERATIONS	\$ 46,100
FIRE FIGHTING EQUIPMENT	\$ 30,300
PUBLIC WORKS ADMINISTRATION	\$ 704,780
PW MOBILE EQUIPMENT	\$ 125,000
SMALL TOOLS	\$ 6,000
PUBLIC WORKS BUILDING	\$ 121,149
ROADS & SIDEWALKS	\$ 60,000
DRAINS & DITCHES	\$ 365,000
STREET SANDING	\$ 110,000
SNOW REMOVAL	\$ 15,000
STREET LIGHTING	\$ 60,000
STREET SIGNS	\$ 10,000
UTILITY FUND ALLOCATION	-\$ 100,000
ANNUAL CLEAN UP	\$ 7,745
CEMETARIES	\$ 27,980
SENIORS CITIZENS TAX RELIEF PROGRAM	\$ 201,000
FACILITY MAINTENANCE	\$ 658,889
ECONOMIC DEVELOPMENT/VIC	\$ 197,685
TOURISM	\$ 300
RECREATION ADMINISTRATION	\$ 349,129
SUMMER CAMP PROGRAM	\$ 42,122
CHILD CARE	\$ 803,993
SWIMMING POOL	\$ 511,735
ARENA	\$ 357,141
ICE PLANT	\$ 135,150
BALL PARKS	\$ 6,000
PARKS/PLAYGROUNDS	\$ 8,500
SPECIAL PROGRAMS	\$ 422,000
SLIDING HILL	\$ 11,700
RECREATION & COMMUNITY CENTRE	\$ 1,346,375
CURLING CENTRE ICE PLANT	\$ 18,600
LIBRARY	\$ 339,434
HOUSING ACCELERATOR FUND PROGRAM	\$ 654,005
OTHER DEBT CHARGES	\$ 46,000
BAD DEBT ALLOWANCES	\$ 15,000
SCHOOL TAX REQUISITION	\$ 459,360
TRANSFER TO RESERVES	\$ 3,715,000
Total EXPENDITURES	\$ 14,402,852
Total REVENUES	\$ 14,402,852

TOWN OF FORT SMITH ENVIRONMENTAL OPERATING FUND BUDGET SUMMARY 2026	
	2026
	BUDGET
ENVIRONMENTAL FUND	
REVENUE	
Solid Waste Levy	\$ 761,857
Other Revenue	\$ 30,000
Transfer from Investment in Capital Assets	\$ 42,000
TOTAL REVENUE	\$ 833,857
EXPENSES	
Landfill Operations	\$ 375,665
Administration	\$ 115,232
Garbage Collection/Disposal	\$ 191,960
Capital Expenditures	\$ 51,000
Transfer to Reserve	\$ 100,000
Total ENVIRONMENTAL FUND EXPENSE	\$ 833,857
Total ENVIRONMENTAL FUND REVENUE	\$ 833,857