



Council of the Town of Fort Smith
April 28th, 2026 @ 7 pm

AGENDA

1. CALL TO ORDER

- a. Confirmation of Quorum and Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

- a. Audited Financial Statements Presented by William Senfuma of Avery Cooper
- b. Fort Smith Slope Stability 2026 Update Presented by Blade Brodland of WSP

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council March 17th, 2026

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
 - i. Director's Report
 - ii. Briefing Note: Fireweed Festival Consolidated Request
 - iii. Briefing Note: Fireweed Festival – Riverside Campground Overflow Request
 - iv. Briefing Note: Tthebatthie Denesųtiné Treaty Day Donation Request
- b. Municipal Services
 - i. Director's Report
 - ii. Briefing Note: Landfill Closure and Expansion
- c. Briefing Note: Asset Management Plan
- d. Briefing Note: Signing Authority Update
- e. Briefing Note: Land Disposals

8. COUNCIL BUSINESS

- a. Bylaws
 - i. Third and Final Reading of the Consolidated Rates and Fees Bylaw No. 1076
 - ii. First and Second Reading of the SAO Employment Bylaw No. 1077
- 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 May 4th, 2026, with reports from Protective and Corporate Services.

11. EXCUSING OF COUNCILLORS

12. QUESTION PERIOD

13. ADJOURNMENT



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

MINUTES

The Regular meeting of the Council was held on
Tuesday, April 14, @ 7 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

26-044

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

PASSED

3. DELEGATIONS

Monthly Policing Report – RCMP

Constable Martinussen introduced himself as a temporary member assigned to the Fort Smith detachment, noting he has been in the community for one week and will remain for another week before Corporal Brett Little returns on March 27 to resume regular duties. He reported a decrease in calls for service in March, with 99 occurrences, approximately 50 fewer than the same period last year, which may be partly attributed to several prolific offenders being removed from the community. He highlighted the detachment’s strong community policing efforts, including participation in local events, school visits, youth programming, and recreational activities, and noted this level of engagement is commendable despite staffing challenges. With respect to policing priorities, there was minimal substance-related activity, with only one reported drug trafficking file and no search warrants executed. There were three files related to violence and intimate partner situations, two of which resulted in charges now before the court. He also noted that one prolific offender was charged for breaching conditions related to intimate partner violence and taken into custody. Constable Martinussen advised that additional details are available in the report.

Mayor Fergusson asked what the current staffing numbers in town are.

Constable Martinussen advised that he does not have the exact number of officers currently staffed. He noted that, at present, there are only two officers in the community, himself and one other. He added that several officers are on vacation and are expected to return within the next week, while others are currently on ODS.

Constable Martinussen also shared that, based on information from Brett, a new detachment manager is expected to arrive in May. He acknowledged the frustration surrounding current staffing levels, both within the community and among officers, noting



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

that the current workload, including being on call around the clock, is very demanding. He stated that efforts are underway to improve the situation and that conditions are expected to improve in the near future.

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council March 17th, 2026

26-045

Moved by: Cr. Cox

Seconded by: Cr. Benwell

That the minutes of the Regular Meeting of March 17th, 2026, 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 provided a summary of Protective Services activities, noting that Fire and Ambulance responded to 22 calls during the reporting period, which is below average. He highlighted the completion of an EMR course, resulting in eight new EMR medics for the ambulance department, and expressed appreciation for the volunteers involved.

He advised that recruitment for the Protective Services Coordinator role is ongoing, with hopes to finalize the process shortly. Procurement planning is underway, pending capital budget approval, including work toward a new dispatch system and updated fire software.

Director McNab reported that a comprehensive civic addressing review is in progress to support future dispatch and 911 services. In collaboration with the GNWT Geomatics department, a new GIS layer is being developed to cover the entire community, including Salt River First Nations and nearby lands, which will be shared with dispatch services.

He noted increased reporting on business licensing, now including a three-year snapshot of new licenses, renewals, and outstanding renewals, while cautioning that 2026 figures may appear lower due to late renewals.

Bylaw Enforcement has been active, with increased concerns related to animal and traffic control. Officers are continuing enforcement and community engagement efforts in response to these issues.

In Emergency Management, preparations are underway for the 2026 wildfire season, including updates to the emergency management plan and coordination with MACA and other partners. Public engagement is planned once further coordination with ECC is complete.

Director McNab concluded by noting that capital project updates remain largely unchanged from the previous month.



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

ii. Briefing Note: DPA-007-26 Corwin's Painting & More

26-046

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That DPA-007-26, submitted by Corwin Hann - Corwin's Painting & More, to operate a painting and renovations business, from Lot 870, Plan 837, 24 Tamarac Cr., Fort Smith, be approved.

PASSED

iii. Briefing Note: DPA-008-26 Northern Lights Catering Company

26-047

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That DPA-008-26, submitted by Allison Courtney – Northern Lights Catering Company, to conduct the desk operations for a catering services business, from Lot 2, Plan 285, 5 Peregrine St., Fort Smith, be approved.

PASSED

iv. Briefing Note: DPA-009-26 Neapetung Contracting

26-048

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

That DPA-009-26, submitted by Arnold Neapetung – Neapetung Contracting, to operate a contracting business, from Lot 1618, Plan 2895, 27 Wandering Spirit St., Fort Smith, be approved.

PASSED

v. Briefing Note: DPA-010-26 For the Love of Beading

26-049

Moved by: Mayor Fergusson
Seconded by: D/M Keizer

That DPA-010-26, submitted by Shawna Kendi-McDonald – For the Love of Beading, to operate a beading business, from Lot 536, Plan 272, 116 Woodbison Ave., Fort Smith, be approved.

PASSED

vi. Briefing Note: DPA-011-26 Linaker Enterprises Inc.

26-050

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

That DPA-011-26, submitted by Beckie Linaker – Linaker Enterprises Inc., to conduct a property management and janitorial services business, from Lot 878, Plan 837, 56 Tamarac Cr., Fort Smith, be approved.

PASSED

vii. Briefing Note: DPA-012-26 AAG Landscaping

26-051

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That DPA-012-26, submitted by Amanda Grenier – AAG Landscaping, to operate a landscaping business, from Lot 961, Plan 1260, 60 Field St., Fort Smith, be approved.

PASSED



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

viii. Briefing Note: DPA-013-26 Andon's Dad Plumbing

26-052

Moved by: D/M Keizer

Seconded by: Cr. Cox

That DPA-013-26, submitted by Levi MacDonald – Andon's Dad Plumbing, to conduct a plumbing and heating business, from Lot 787, Plan 490, 31 Tamarac Cr., Fort Smith, be approved.

PASSED

b. Corporate Services

i. Director's Report

Director Gibbons reported that Corporate Services had a number of key activities during the month. She noted that the annual audit fieldwork was completed with representatives from Avery Cooper, who provided positive feedback on the Town's financial practices and audit process. Final audited financial statements are still pending but are expected shortly.

She advised that the Town has received its 2026 insurance documentation, which has been distributed internally for fleet registration purposes and will also be shared with banking and funding partners, including the GNWT and Community Services programs.

Director Gibbons highlighted the successful onboarding of the new payroll staff member, who recently completed her first independent payroll cycle. She noted the employee has integrated well into the team and is performing strongly.

She also reported that HR launched organization-wide training focused on workplace respect and team building, delivered by a facilitator from Aurora College. Feedback from the initial session was positive, with further sessions to be refined and improved.

Director Gibbons added that she supported Protective Services in the recruitment process for a new position, noting a strong pool of candidates. She further advised that Corporate Services participated in an information session with benefits provider representatives to better understand employee benefit programs, and that additional support will be made available to union members who require clarification on their benefits.

D/M Keizer thanked Director Gibbons for the report and noted an ongoing concern raised by both himself and the Mayor regarding advisory boards. He suggested that Corporate Services consider including a regular update on advisory boards within monthly reporting, as information is not consistently brought forward.

He indicated that a dedicated section outlining current activities and progress would help keep Council informed and address questions from community members who have previously served on these boards. He clarified that this was a suggestion for consideration rather than a formal request.

Mayor Fergusson advised that she had circulated information on the current status of the advisory boards. She noted that, as each board falls under a specific department, it may be most effective for updates to be included within each Director's regular report where applicable.

She also highlighted that Council representation exists on each advisory board and suggested that the assigned Councillor provide updates during meetings. This approach would help ensure Council and the public remain informed about the work of the advisory boards.



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

Mayor Fergusson explained that advisory boards had previously lost direction and were meeting without a clear purpose or defined outcomes. She noted that the current focus is on re-establishing clear mandates and ensuring each board has meaningful work and expectations.

She emphasized the importance of guidance from Directors to help define priorities and ensure that board members understand their role and the value of their contributions before meetings take place.

Cr. Couvrette noted that, based on recent reporting, there has been limited activity from the Bylaw Review Committee. He acknowledged current workload pressures but requested that, within the next month, an update be provided to committee members outlining the status of the bylaw review process, including upcoming priorities and which bylaws are next for review.

Director Gibbons confirmed that an update can be provided to the committee. She noted that several bylaws and a policy are scheduled for first and second reading that evening, which will help advance the review process.

She added that she is newly involved with the Bylaw Review Committee, having stepped in for Jim, and is currently getting up to speed. Director Gibbons indicated she will ensure she is fully informed moving forward and will support ongoing progress.

ii. Accounts Paid List

iii. Correspondence – none

c. Briefing Note: Consolidation of Contribution Agreements and 2026 Funding Overview

26-053

Moved by: Mayor Fergusson

Seconded by: Cr. Couvrette

That Council approve the contribution agreement with MACA for the fiscal year 2026-2027.

PASSED

Cr. Couvrette raised ongoing concerns regarding Municipal and Community Affairs (MACA) funding, noting a continued shortfall despite recent changes to consolidate funding agreements. He questioned whether recent increases are keeping pace with inflation and cost-of-living pressures, expressing doubt that they are sufficient.

He emphasized that limited funding makes it increasingly difficult for communities to maintain expected service levels, particularly as responsibilities continue to be shifted from the Government of the Northwest Territories to municipalities. He suggested that municipalities should continue to advocate collectively for improved funding and urged the GNWT to address disparities, particularly for smaller communities outside of Yellowknife and Inuvik, to ensure they can sustain and improve essential services.

Director Gibbons apologized for misunderstanding the initial question regarding funding and advised that she will provide a detailed breakdown of funding comparisons. She noted that funding levels are likely not keeping pace with inflation, but will confirm this with additional information.

She further explained that recent budget development involved careful consideration of financial constraints, with an effort to balance service needs while avoiding excessive tax



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

increases for residents. As a result, the Town is preparing to operate within tighter funding limits and will take a more cautious and responsible approach to spending, particularly in light of potential shortfalls.

- d. Briefing Note: Appointment of Acting Senior Administrative Officer (SAO) April 11- May 3, 2026

26-054

Moved by: Mayor Fergusson

Seconded by: Cr. Cox

That Council appoint Cassandra Gibbons as Acting Senior Administrative Officer for the period of April 11– May 3, 2026, in accordance with the Senior Administrative Officer Establishment Bylaw No. 1071.

PASSED

- e. Briefing Note: Water and Sewer Comprehensive Assessment, Needs Analysis and Strategic Planning Report

26-055

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

That Council accept the 2026 Fort Smith Water and Sewer Comprehensive Assessment, Needs Analysis and Strategic Planning Report.

PASSED

Cr. Cox noted that the report was comprehensive and appreciated having multiple documents consolidated in one place, though he suggested providing a searchable digital version for easier reference.

He raised concerns regarding the lagoon, highlighting that while it may meet certain territorial requirements, it does not comply with the Northwest Territories Public Health Act. He pointed out that approximately 17 properties fall within the restricted distance, and emphasized that this, along with slope stability and odour impacts, should be considered in future planning. He also noted the likely need for improved wastewater treatment in the future.

Cr. Couvrette noted that the report is highly detailed and complex, making it difficult to fully interpret within a short timeframe. He suggested holding an informal working session for interested Council members to review the findings in plain language and discuss next steps.

He emphasized the need for long-term planning, particularly for water and sewer infrastructure, noting that decisions should consider a 20 to 30 year horizon. He also raised the importance of planning for potential population growth and ensuring the community has the infrastructure and services needed to support future development.

Cr. Couvrette added that these discussions should include other community partners and local governments, as their involvement will play a significant role in supporting and shaping the community's future growth.

Director Gibbons advised that she met briefly with Director Grenier earlier in the day to discuss the report. She noted that, as the report was only recently received, he is still in the process of reviewing and digesting its contents.

She indicated that Director Grenier intends to use the report to help guide next steps and is currently reassessing priorities and planning for the coming months. He is making adjustments to improve processes based on the detailed information provided.



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

Director Gibbons added that Director Grenier is very supportive of the report and views it positively, noting his strong interest in the findings and their application to ongoing infrastructure work.

Cr. Couvrette emphasized the need for the community to act quickly in pursuing upcoming infrastructure funding opportunities, including newly announced federal funding. He noted that the report provides strong support and justification for funding applications, particularly for water and wastewater projects, and stressed the importance of being prepared to compete for available resources.

**Cr. Heaton transferred the chair to Cr. Benwell at 7:43 pm*

Cr. Heaton expressed interest in participating in a site review to better understand the condition and deterioration of existing infrastructure. She acknowledged that aging infrastructure is a broader issue across Canada but noted concerns related to local water licensing requirements and compliance, including areas where current standards are not being met.

She emphasized the importance of having time to fully review and understand the report, and supported the idea of follow-up sessions in plain language to help Council and the community better interpret the findings. She also raised concerns about population projections included in the report, noting they may not align with current trends.

Director Gibbons clarified that the Town has taken the necessary steps to renew its water licence. She advised that the required fee was submitted to the consultant ahead of the deadline, and that Andrew has been working with them to confirm all materials were filed on time. She noted that, in the absence of any updates to the contrary, it is expected that the renewal process is proceeding as required.

**Chair transferred back to Cr. Heaton at 7:46 pm*

f. Briefing Note: Capital Plan

26-056

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

That Council receive the Capital Planning Report as presented and provide direction as desired regarding capital priorities.

PASSED

Cr. Couvrette acknowledged the focus on infrastructure in upcoming priorities but emphasized that economic development should be elevated to a top priority. He suggested moving away from a traditional strategy and instead developing a practical economic development action plan focused on achievable short, medium, and long-term opportunities.

He highlighted the urgency of preparing for potential economic growth tied to major projects in the NWT, noting that without a clear plan, the community risks missing out on these opportunities. He stressed the need to act quickly to support growth, strengthen the local economy, and enhance overall community well-being.

Cr. Benwell expressed concern about the loss of services and opportunities in Fort Smith, including changes to the college and other closures, noting it creates a sense of decline in the community. She emphasized the need for a strong economic plan to help reverse this trend and support growth, adding that if the goal is to increase the population, the community must be prepared to build and develop accordingly.



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

Mayor Fergusson noted that many items listed under Priority 1 and 2 have already been completed, initiated, or are in progress, and expects the list will shorten as work continues. She indicated that this may allow lower-priority items to move up.

She agreed with Councillor Couvrette that economic development should be elevated in priority and suggested it be moved up as higher-priority items are completed.

Director Gibbons clarified that an economic development strategy already exists but is currently expired, and the intent would be to update it rather than create a new document. She explained that the strategy is designed to set broad goals, supported by an existing framework, rather than provide detailed action items.

She noted that some past goals were general in nature and could benefit from clearer direction in the update. She welcomed input from Council and the community to help refine priorities and identify meaningful goals. She also highlighted that both small initiatives and larger objectives can contribute to positive economic outcomes, and that feedback will help strengthen the revised strategy moving forward.

D/M Keizer noted that the recently announced major national projects are not currently reflected in existing plans, and cautioned that without strategic alignment, the community risks missing out on potential benefits. He acknowledged that while some developments may not directly impact Fort Smith, there are opportunities in areas such as education, training, and workforce development.

He emphasized the importance of positioning the community now to take advantage of these opportunities and suggested a stronger focus on people-centered initiatives to support long-term growth.

Cr. Cox indicated he is generally satisfied with the current plan but noted capacity constraints as a key consideration. He suggested maintaining the plan as is for now, with a commitment to revisit it in a few months once the new SAO is in place.

He also requested additional detail on some of the priority items, particularly those related to infrastructure, and asked whether a more detailed briefing document could be provided to support future discussions.

g. Briefing Note: Appointment of members to the Board of Revisions

26-057

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

That Council appoint John Gray, Denise Yuhás, and Marie Elle Piche as members of the Board of Revision for the 2026 taxation year.

PASSED

8. COUNCIL BUSINESS

a. Bylaws

i. Briefing Note: Amended Rates and Fees Bylaw No. 1076

ii. Consolidated Rates and Fees Bylaw No. 1076

26-058

Moved by: Mayor Fergusson

Seconded by: Cr. Couvrette

That the Consolidated Rates and Fees Bylaw No.1076 be given first reading by title only.

PASSED



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

Cr. Cox sought clarification regarding landfill fees, noting that his understanding is that residential users are not charged drop-off fees. He asked that this be clearly confirmed, as he recalled seeing this information but was unable to locate it again.

D/M Keizer clarified that he was able to confirm the correct information, noting that residential garbage is free to dispose of at the landfill when it is properly secured.

**Cr. Heaton transferred the chair to Cr. Benwell at 8:04 pm*

Cr. Heaton asked whether the figures presented for the new animal control bylaw reflect the proposed increases, or if they are preliminary estimates.

Director McNab advised that the fee changes outlined in the document have been incorporated into the draft Animal Control Bylaw. He noted that the finalized bylaw will be brought forward for Council consideration once it has completed a legal review to ensure it is enforceable if required.

Cr. Heaton sought clarification regarding sponsorships in the Consolidated Rates and Fees bylaw. Director Gibbons advised that the sponsorship and donation section was not updated as part of the bylaw review. She explained that it was determined this area requires a more focused discussion and should be addressed separately.

She noted that, given the importance of sponsorship and donations, including interest previously expressed by Mayor Fergusson, Administration intends to revisit this section through a separate process or document at a later date.

Cr. Heaton expressed support for the waiver of burial fees for seniors in both winter and summer, and requested confirmation that families are still required to purchase the burial plot, with only the burial fees being waived. Director Gibbons confirmed.

**Chair transferred back to Cr. Heaton at 8:08 pm*

iii. Consolidated Rates and Fees Bylaw No. 1076

# 26-058	Moved by: Cr. Cox Seconded by: Cr. Couvrette
That the Consolidated Rates and Fees Bylaw No.1076 be given second reading by title only.	
PASSED	

b. Policies

i. Briefing Note: Respectful Workplace and Harassment Policy

# 26-059	Moved by: Mayor Fergusson Seconded by: D/M Keizer
That Council approve the Respectful Workplace Policy as presented.	
PASSED	

ii. Council Procedures Policy

# 26-060	Moved by: Cr. Couvrette Seconded by: Cr. Cox
That Council approve the Council Procedures Policy as presented.	
PASSED	



Council of the Town of Fort Smith
April 14, 2026 @ 7:00 PM

c. Mayor and Council Round Table

- i. Cr. Karasiuk was excused
- ii. Cr. Bathe noted that he did not have anything to add, and is just looking forward to returning to Fort Smith tomorrow.
- iii. D/M Keizer noted that he will be attending the FCM conference in June.
- iv. Mayor Fergusson provided an update on recent activities since the last meeting on March 17. She highlighted a meeting with leadership from the Town, including the MLA, where productive discussions focused on community priorities and opportunities for joint advocacy.

She noted that the Bylaw Review Committee met to discuss rates, fees, and upcoming bylaws, including animal control. She also attended the college community services fair, which showcased a wide range of local organizations and saw strong community engagement.

Mayor Fergusson further participated in a territorial working group with mayors, SAOs, and other representatives to discuss improving federal leadership and coordination during emergency responses. She advised that this engagement is expected to contribute to updates to the Northwest Territories Emergency Management Act, with follow-up discussions planned.

She also met with the mayors of Inuvik and Yellowknife to strengthen collaboration, particularly around shared priorities such as the college, with the goal of presenting a unified voice on key issues.

Mayor Fergusson added that she hosted a “Word on the Street” engagement session on April 2, which was well attended and generated significant feedback from residents on topics including advisory boards, water, and other community concerns. She plans to hold another session in the evening to increase participation.

She concluded by acknowledging the work of the Acting SAO and noting that recruitment for the permanent position is ongoing.

- v. Cr. Tuckey was excused
- vi. Cr. Cox noted there was limited new information to report, as no recent Housing Advisory Committee meeting had taken place. He highlighted an upcoming meeting focused on accessibility, where several approvals are expected that could support development and community growth.

He also reminded Council of the upcoming trade show on April 25, noting it is typically a well-attended event.

- vii. Cr. Couvrette encouraged residents to attend the upcoming trade show, noting that the Town will have a booth in place. He added that Protective Services is expected to have a dedicated area to engage with the public on emergency preparedness and related topics, and expressed appreciation for this outreach.

RECOMMENDATION:

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

Recreation Programming

March was a highly active and successful month for Recreation programming, marked by strong community participation and a series of large-scale events. The month began with the conclusion of the Snowboarding Territorial Championships on March 1. The event was well organized and well attended, with Recreation staff providing operational support, materials, and coordination. Collaboration between Recreation staff, the Economic and Tourism Officer, the Acting Director, and NWT Snowboarding contributed to the event's success despite challenging weather conditions.



The following week, the community hosted the 2026 Frolics, which saw strong engagement across multiple age groups. Activities commenced on March 5 with an under-18 talent show that showcased local youth and encouraged positive participation. A youth dance followed, along with informal programming that fostered a welcoming and social environment. On March 6, Recreation staff supported a children's carnival at the Recreation Centre, which was well attended by families. Additional programming included youth Northern Games hosted outdoors, incorporating both traditional and contemporary activities.

Frolics programming continued throughout the weekend with adult-focused activities hosted at the Roaring Rapids Hall, including games and a community dance. The event concluded with a bingo activity at the Recreation Centre, providing a well-rounded schedule of inclusive programming for all age groups.

In addition to event programming, Recreation staff participated in first aid training during the month, supporting ongoing staff development and safety readiness. On March 14, staff contributed to the Loppet by supporting a checkpoint and assisting participants along the course. Recreation also responded to a late request for support on the same day, successfully coordinating resources across departments to deliver a well-received community activity.

From March 23-27, Recreation facilities supported the TAP program by providing access to space and hosting a movie night in the Curling Lounge. This partnership contributed to a positive experience for visiting students and demonstrated the facility's flexibility in accommodating diverse programming needs.

Overall, March Recreation programming reflected a high level of community engagement, strong interdepartmental collaboration, and the continued ability to deliver diverse and inclusive opportunities for residents.

Fort Smith Centennial Arena

The Arena hosted the Joel Tsetso Memorial Hockey Tournament beginning March 6, bringing together 10 teams from five communities. The tournament demonstrated strong regional participation and community spirit, with Hay River awarded first place in the Oldtimers division and Team TK securing first place in the Recreation league. The Skating Carnival, held March 20-22, was another highlight of the month. The local figure skating group demonstrated strong commitment and organization, delivering a high-quality performance following extensive preparation. The event was well attended and positively received by the community.

Arena operations remained consistent throughout the month, supporting both scheduled programming and special events. The successful delivery of tournament play alongside regular ice use highlights the

team's capacity to manage increased demand while maintaining quality service for user groups and participants.



Recreational Programming Schedule & Statistics

Community & Recreation Centre Gymnasium SPRING 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		Rental 2 2:00 - 3:00	Rental 2 2:00 - 3:00
ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 1:00 - 5:00	Rental 3 3:30 - 4:30	Rental 3 3:30 - 4:30
Women's Baseball 5:15 - 6:00	Open Drop-In 5:00 - 5:30	Men's Baseball 5:15 - 6:00	Youth Drop-In 5:15 - 6:45	Youth Drop-In 5:15 - 6:15	Drop-In Badminton 5:00 - 6:30	Family Drop-In 5:00 - 6:00
Youth Drop-In 6:15 - 7:00	Minor Baseball 5:30 - 8:00	Youth Drop-In 6:15 - 6:45		Drop-in Pickleball 6:30 - 8:00	Futsal U12 6:30 - 8:00	Badminton 6:00 - 7:00
Badminton 9+ 7:15 - 8:00		Girls Volleyball (Ages 12 - 16) 7:00 - 9:15	Archery 7:15 - 8:30		Youth Night Volleyball (ages 12-18) 8:00-9:30	Adult Dodgeball 7:15 - 8:30
Womens Volleyball 8:00 - 9:45	Volleyball (13 & up) 8:00 - 9:45	Open Drop-In 9:15 - 9:45	Volleyball 8:30-9:45	Youth Night (Ages 12 - 18) 8:00 - 11:15 Doors close at 10:00	Youth Night (Ages 12-18) 9:30-11:15 Doors close at 10:00	Volleyball (13 & up) 8:30 - 9:45



Town of Fort Smith Community and Recreation Centre Stats

Mar-2026

102055

Fort Smith Community and Recreation Centre	Feb 2026 Sessions	Feb 2026 Participants	Mar 2026 Sessions	Mar 2026 Participants
Squash	Operational days 28	76	Operational days 31	61
Pete's Gym	Operational days 28	1197	Operational days 31	1275
Senior Lane Swim	0	0	2	15
Public Swim	0	0	2	78
Public Lane Swim	0	0	3	10
Parents & Tots Swim	0	0 Parents; 0 Tots	2	1 Parents; 2 Tots
Daycare Swim	0	0	1	14
ASCP Swim	0	0	0	0
JBT	0	0	0	0
Pool Rentals	0	0	0	0
Sauna	13	137	29	256
Zumba (Marie is injured)	0	0	0	0
NLMCC	-	-	-	-
Active Aging/Senior Walking	4	17	3	14
Snow Boarding Event	5	187	2	72
Drop-in soccer/Futsal	8	124	8	124
Drop-in Volleyball/Jr Girls Volleyball	13	158	18	126
18+ Women's Volleyball/18+ Drop-In	0	0	2	30
Drop-in Badminton	4	15	4	18
Women's Squash League	4	30	4	21
Pi Day	-	-	1	30
Family Drop-in Sports	4	20	4	25
Open Squash League	4	18	4	23
Parents & Tots Gym	23	121 Parents; 319 Tots	23	131 Parents; 323 Tots
Gym Rentals	17	280	14	188
Pickleball	9	43	11	71
Girl Guides	4	38	5	29
Youth Night/ Youth Night Volleyball	12	109	10	134
Youth Drop-In	17	142	18	128
AA	8	33	10	53
Healthy Families	2	27	1	6
Cooks N' Books Feb 12/March	1	3	1	17
Crib Night	4	8	4	5
Yoga	4	12	3	7
Teen Nights - Wednesday Activities	4	32	4	40
Curling	37	301	30	192
Frolics Bingo	-	-	1	136
Frolics Kids Carnival	-	-	1	319
TAP (gym)	-	-	4	66
CRC Daily Total	28	4278	31	4883
Comments: .	Pool closed ALL February		Pool closed. Opened March 30	
Fort Smith Centennial Arena	Feb 2026 Sessions	Feb 2026 Participants	Mar 2026 Sessions	Mar 2026 Participants



Figure Skating	47	641 on-ice, 467 oH-ice	42	573 on-ice, 377 oH-ice
Minor Hockey	38	481 on-ice, 438 oH-ice	39	578 on-ice, 598 oH-ice
Old Timers Hockey	7	129 on-ice, 15 oH-ice	7	111 on-ice, 37 oH-ice
Womens Hockey	12	113 on-ice, 7 oH-ice	8	125 on-ice, 22 oH-ice
Rec Hockey	7	79 on-ice, 17 oH-ice	2	31 on-ice, 17 oH-ice
Public Skating	4	32 on-ice, 11 oH-ice	1	5 on-ice, 0 oH-ice
Family Skating	8	72 on-ice, 6 oH-ice	4	36 on-ice, 2 oH-ice
Parents & Tots	4	3 on-ice, 3 oH-ice	3	3 on-ice, 3 oH-ice
Rentals	16	163 on-ice, 54 oH-ice	8	75 on-ice, 83 oH-ice
Youth Shinny	3	8 on-ice, 0 oH-ice	0	0 on-ice, 0 oH-ice
JTM Tournament			20	578 on-ice, 468 oH-ice
Figure Skating Carnival			9	322 on-ice, 551 oH-ice
PWK PHE			4	30 on-ice, 6 oH-ice
Comments: .				

Fort Smith Child Care	Feb 2026 Sessions	Feb 2026 Participants	Feb 2026 Sessions	Feb 2026 Participants
Summer Camp	20	513/600	21	423/630
Daycare	20	16FT; 2HT; 1FTI; 2 Drop-Ins (HD)	22	16FT; 2HT; 1FTI; 2 Drop-Ins (HD)
Comments: .	FTI is for Full Time Infant		FTI is for Full Time Infant	

Aquatics

William Schaefer Memorial Pool remained closed for the duration of March as part of a planned shutdown to complete critical maintenance, with reopening occurring on March 30. While the closure was initially scheduled for six weeks, timelines were extended due to the discovery of leaking jets, which resulted in water infiltration into the basement and required additional repairs to ensure long-term system integrity.

During the shutdown, significant work was completed across multiple areas of the facility. In the mechanical and basement systems, this included replacement and installation of main pumps, upgrades to plumbing and valve systems, and associated electrical work to support improved reliability and performance. Additional mechanical improvements included repairs to the steam room heat sensor and preparatory work related to the air handling unit.

Facility enhancements were also undertaken in public and staff-facing areas. In the waterslide and hot tub area, repairs were completed to address leaks, replace caulking, and conduct deep cleaning. Storage areas were reorganized and inventoried to support operational efficiency moving forward.

Work was also completed within the pool basin, including cleaning and seam checks of the pool lining, followed by reheating and treatment of the water in preparation for reopening. Administrative efforts during the closure included updates to staff onboarding materials and manuals and SOP/SOGs.

Overall, the shutdown period allowed for the completion of essential maintenance and system upgrades that support the safe, efficient, and reliable operation of the pool moving forward.



REPORT.TO.COUNCIL

Fort Smith
NORTHWEST TERRITORIES

Community Services
Community Services Monthly Report

Date: April 24, 2026

William Schaefer Memorial Swimming Pool 2026 Spring Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 CLOSED	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			
	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)	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 Wubit night (3:30-7:00)	Public Swim (3:30-7:30)	Public Swim (3:30-7:30)	Public Swim (3:00-7:30)	
						CLOSED

Mary Kaeser Library

March was an active and engaging month for Library programming, with a variety of initiatives that supported community connection and participation. The library contributed to the 2026 Fort Smith Frolics by offering quiet Frolics activities, which saw strong attendance throughout the afternoon and provided a welcoming space for families seeking a calmer environment during the festivities. Ongoing crochet nights continued to build momentum, with approximately half of participants completing their sweaters and others making steady progress, reflecting strong interest in creative, skill-based programming.

The library also hosted a local author talk featuring Daniel Allaire, which provided an opportunity to highlight local talent while supporting community engagement and book sales. In addition, the Get Active Storytime program, supported through funding from the Northwest Territories Parks and Recreation Association, was well received, offering an inclusive and family-friendly environment with refreshments and door prizes for participants.

Overall, March Library programming demonstrated steady participation, meaningful community engagement, and continued interest in both literacy-focused and recreational learning opportunities.

Mary Kaeser Library Activity Report March 2026

	Mar-25	Last Month	Mar-26	YTD	
Adults	597	488	571	1656	
Children	831	684	812	2218	
Total attendance	1428	1172	1383	3874	
CAP Computer Users	270	239	244	696.65	
CAP Computer Hours	234.75	226	212.25	641.98	
WiFi users	237	218	254	697	
<i>Programming:</i>					
Family literacy	20	30	43	119	



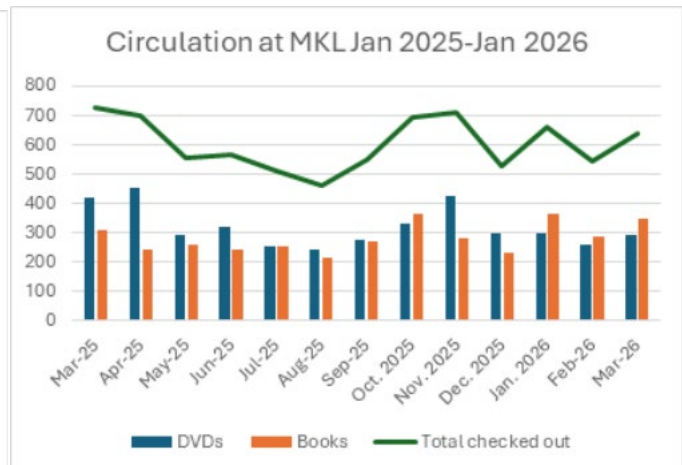
REPORT.TO.COUNCIL

Fort Smith
NORTHWEST TERRITORIES

Community Services
Community Services Monthly Report

Date: April 24, 2026

Adult programs	9	14	19	44	
Seniors programs	7	2	0	2	
Curious Creators (Friday Kids)	14	14	7	38	
Special events (Other)	49	n/a	45	45	
Outreach/partnerships	n/a	n/a	n/a	n/a	
holiday/spring break/summer reading	n/a	n/a	n/a	n/a	
Teen programs	23	25	29	92	
Class/daycare visits	125	85	76	253	
Total program Attendance	247	170	219	593	
Other					
Circulation stats	753	545	638	1842	
Inter-library loan requests (MKL patrons)	18	4	5	30	
Inter-library loan requests (NWT patrons)	16	23	24	59	
Printing	617	643	462	1643	
Reference	124	104	328	557	
Operational Hrs	211	208	230	659	





REPORT.TO.COUNCIL

Fort Smith
NORTHWEST TERRITORIES

Community Services
Community Services Monthly Report

Date: April 24, 2026

Mary Kaeser Library March 2026		Sun	Mon	Tue	Wed	Thu	Fri	Sat
HOURS Monday: 10:00-7:00 Tuesday: 12:00-7:00 Wednesday: 10:00-7:00 Thursday: 12:00-7:00 Friday: 12:00-7:00 Saturday: 12:00-6:00 Sunday: 12:00-4:00	1							
	2		Storytime 10:30-11:30		Teen Night Cooking: Pancakes 7:00-9:00		Frolics activities 1:00-3:00	
	3							
	4							
	5							
	6							
	7							
	8							
	9		Storytime 10:30-11:30	Author Talk Daniel Allaire 7:00 pm	Teen Night Crafty: Cricut Stickers 7:00-9:00	Craft Drop in 7:00-9:00	Curious Creators Club Spooky stories 3:30-4:30	
	10							
	11							
	12							
	13							
	14							
	15							
	16		Get Active Storytime 10:30-11:30	Kids' book club 3:30-4:30	Teen Night Movie Night 7:00-9:00		Curious Creators Club 3:30-4:30	
	17							
	18							
	19							
	20							
	21							
	22							
	23							
	24			Teen Book Club 4:00-5:00	Teen Night Rubber Ducky Cosplay 7:00-9:00	Crochet Along 7:00-9:00		
	25							
	26							
	27							
	28							
	29							
	30							
	31							

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

Childcare

Daycare

During the month of March, the Town of Fort Smith Daycare engaged in a variety of seasonal and play-based learning activities. The children celebrated St. Patrick's Day, explored seasonal changes, and participated in themed programming during Dr. Seuss Week. Educators continued to support development through play-based learning, creating engaging opportunities that meet children at their individual stages.

Due to continued cold temperatures, programming primarily took place indoors, making use of available spaces to support gross motor development, with outdoor play incorporated when weather permitted.



On March 14th, the daycare hosted its first open house. While attendance was modest, the families who participated provided positive feedback and expressed interest in enrolling their children as spaces become available.

An application for Early Childhood Infrastructure funding has been submitted to the Early Childhood Education consultant. The proposed project includes renovations to kitchen cabinetry, addressing plumbing concerns, and upgrading to commercial-grade appliances. The estimated cost of the project is approximately \$150,000, with a projected completion date of March 2027.



ASCP

The Afterschool Care Program experienced a busy month with consistently high attendance. Due to ongoing cold weather, most programming was delivered indoors, utilizing the gymnasium, library, and curling lounge spaces.

Spring Break programming commenced on March 27th, with full-day care provided to participants. The program continues to maintain strong interest, with movement on the waitlist and an increasing number of families adding their children in advance of the upcoming school year, particularly those entering Junior Kindergarten in September.

Staffing pressures continued throughout March, with absences impacting scheduling and requiring the use of casual staff to support operations. An unexpected vacancy mid-month was filled internally, resulting in a subsequent need to backfill the position.

Recruitment efforts remain ongoing in preparation for upcoming summer programming, including summer camp and infant care, to support required staffing levels.

The following positions are currently being recruited:

- Full-time indeterminate Childcare Primary Care position
- Two-month full-time term Summer Camp Primary Care position
- Two-month full-time term Childcare Primary Care position (leave backfill)
- Six-week full-time term Childcare position (leave coverage)
- Five-month part-time term Childcare Aide position

Despite these challenges, staff continue to prioritize professional development. During the month, two staff members renewed their First Aid certification, and all team members participated in a virtual workshop titled *Back to Basics: Positive Discipline 101*. Additionally, two staff members began an online Outdoor Education certification course through Take Me Outside, a Canadian organization based in Banff, Alberta. Further training opportunities will continue in the coming months.



Economic & Tourism Development

Supporting Sporting Events

March madness was in full effect. Snowboarding territorials & the Thebacha Ski Loppet were supported by the ETDO office to provide merchandise to participants, and in-person event supports.

In support of local athletes traveling to Arctic Winter Games, ETDO utilized our social channels to promote community spirit. This post got 237 likes.

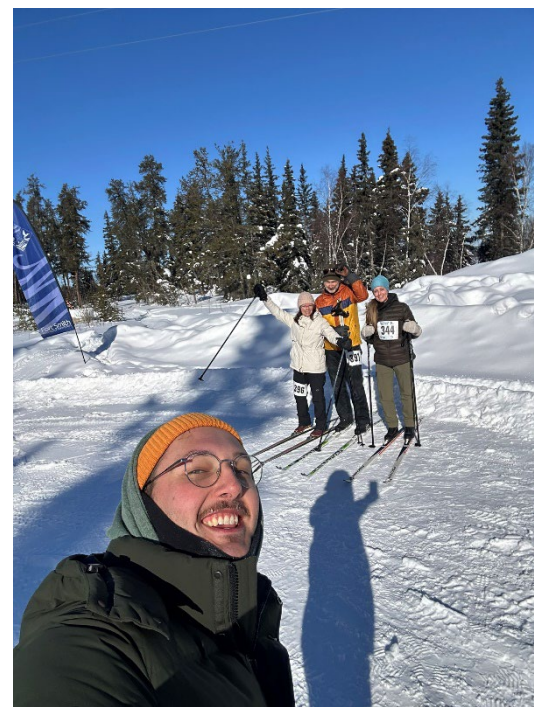
ETDO also provided marketing support through weekly / weekend activity highlights.



Frolics

The ETDO supported the frolics organization by Emceeing the Youth Talent Show, the Fashion Show, Youth Outdoor Events & being an event support during the outdoor adult games.

This event continues to be the largest winter events in Fort Smith.



Time Change Survey

We posted a survey online with interesting results.

198 Survey Responses

90% of people support adopting a single year-round time

53% of survey respondents suggested permanent Daylight-Saving Time (Summer) over Standard Time (winter)

94% of people are affected at least a little by time changes.

Sleep and health were the biggest area of life that is most impacted by Fort Smith residents (88%). Then Work productivity (42%), then School schedules (22%), then business coordination (8%). (Respondents could select more than one option which is why this percentage totals over 100).

Many residents thought that this was an initiative that Fort Smith was planning to implement alone, this was clarified by editing the survey text & description. This is something that could benefit Fort Smith residents should GNWT move forward with their plans to reconsider time changes.

Some survey respondents also mentioned that we should be aligning with Alberta as well, not just the NWT.



GROWnwt Conference

The ETDO attended the Territorial Agrifood Association's conference in Yellowknife.

This travel was 100% supported through a grant from the Sustainable Canadian Agriculture Program (SCAP) and included per-diems, gas money & accommodations.

Last year the Town of Fort Smith supported the Farmer's Market as a venue for their weekly events – this is a way we can further support the development of small-scale commercial growers in the community.

The Aurora Research Institute is planning more research throughout the summer and has been secured to also be planting berries in some of our communal planters (i.e. the one by the post office). They also wanted to ask if the water could be turned on earlier in the community garden to support as long of a growing season as possible.

Following in the footsteps of Hay River & their remediation of NFTI, for the land by highway 5 (recently the fire breaks), there is potential to develop that area into general commercial plots to support area for agricultural development.



Capital Project Updates

As the 2026 capital budget was approved at the most recent Council meeting, detailed capital project updates will be provided beginning next month. This will allow Administration adequate time to finalize project planning, confirm timelines, and initiate procurement processes. A comprehensive update, including priority projects and anticipated schedules, will be included in the next report.

Prepared by:
Director of Community Services
Lauren Howes
Date: April 28th, 2026

Reviewed By:
Acting Senior Administrative Officer
Cassandra Gibbons



Briefing Note

To: Mayor and Council
From: Community Services
Date: April 28, 2026
Subject: Fireweed Festival Consolidated Donation Request

PURPOSE:

To inform Council of a request for support from Fireweed Festival NT for the annual festival taking place August 21–23, 2026, and to seek approval for the provision of Town resources and financial assistance.

BACKGROUND:

Fireweed Festival NT is an annual community event that continues to grow each year, bringing cultural, tourism, and economic benefits to the Town of Fort Smith. With increasing attendance and programming, additional logistical supports are required to ensure the event remains safe, organized, and welcoming for residents and visitors. Festival organizers have compiled a consolidated list of requests for support from the Town so that all items may be reviewed together. Requested support includes:

- **Portable stage and Town staff support (setup and removal)**
Estimated cost: \$1,500.00 + labour to be charged in accordance with Policy 6.4 (fully burdened rate +20%, plus 15% administration fee; minimum callout provisions apply).
- **Bouncy castle and staffing**
Estimated cost: \$165.00 (2 hours with CRC staff)
- **Garbage bins and waste removal**
Placement of additional bins and support for waste collection during festival weekend
Estimated cost: \$110.00 per bin + \$53.00 per additional dump
- **Portable washrooms**
Contracted locally to support increased attendance
Estimated cost: ~\$100.00 per unit (quantity TBD)
- **Teen dance – August 20, 2026**
Support for a supervised youth event, including space and staffing
Estimated cost:
 - Facility use (gymnasium, pool, Wibit): \$180.00
 - Staffing: 6 hours × 2–3 staff × \$30/hour = \$360.00–\$540.00
- **Monetary contribution**
Requested contribution toward festival operations and programming
Amount: \$5,000.00

Providing these resources aligns with the Town's commitment to supporting community events, recreation, and tourism development.

ANALYSIS:

The requested support will assist in delivering a safe, well-organized, and engaging community event. Fireweed Festival NT contributes positively to local economic activity, enhances community pride, and promotes Fort Smith as a regional destination. Town involvement will primarily include logistical support, equipment provision, and limited staffing. While there are associated costs, these are balanced by the social and economic benefits generated through increased visitation and community participation.



Briefing Note

Waste management, sanitation, and event infrastructure support are essential to maintaining public safety and minimizing environmental impact. The requested financial contribution will further assist organizers in delivering quality programming.

RECOMMENDATION:

That Council approve the provision of municipal equipment, personnel, and financial assistance of \$5,000, in accordance with applicable policies, to support Fireweed Festival NT, 2026.



Briefing Note

To: Mayor and Council
From: Community Services
Date: April 28, 2026
Subject: Riverside Campground Overflow Request

PURPOSE:

To inform Council of a request from Fireweed Festival NT for the use and designation of Riverside Park as overflow camping during the annual festival taking place August 21–23, 2026, and to seek approval for this temporary use to accommodate increased visitation when Queen Elizabeth Territorial Park reaches capacity.

BACKGROUND:

Fireweed Festival NT is an annual community event that continues to grow each year, bringing cultural, tourism, and economic benefits to the Town of Fort Smith. With increasing attendance, existing campground capacity at Queen Elizabeth Territorial Park is often exceeded, creating a need for additional, organized camping options within municipal boundaries.

Festival organizers have requested the temporary use of Riverside Park as a designated overflow camping area for the duration of the festival. This approach is intended to support visitors while maintaining safe, controlled, and respectful use of public space. Organizers have provided operational details to ensure appropriate safety and management measures are in place, including:

- **Emergency Planning**
 - Communication of an evacuation plan to all campers upon arrival
 - Identification of a clearly visible muster point near the main entrance
 - Maintenance of an unobstructed emergency access route
- **Fire Safety**
 - Compliance with all GNWT fire bans and restrictions
 - Restriction to propane fire pits or full prohibition of open fires if required
 - Provision of a fire extinguisher at a central check-in/first aid station
- **First Aid**
 - Establishment of a basic first aid station at a central check-in area
 - Availability of first aid supplies and access to emergency services if required
- **Operations**
 - Placement and monitoring of garbage bins with planned waste removal
 - Compliance with territorial regulations regarding liquor and cannabis use
 - Provision of proof of insurance coverage
- **Facilities**
 - Portable washrooms to be provided
 - Access to shower facilities at the Recreation Centre for Riverside campers

Providing Riverside Park as overflow camping aligns with the Town's commitment to supporting community events, tourism, and visitor experience, while helping to reduce informal or unmanaged camping within municipal areas.

ANALYSIS:

Designating Riverside Park as an overflow camping area will support a safe and organized approach to managing increased visitor numbers during the festival. By formalizing this space, the Town can help mitigate risks associated with unregulated camping, including impacts to public safety, environmental concerns, and bylaw compliance.



Briefing Note

Fireweed Festival NT has demonstrated a proactive approach by outlining clear plans for emergency response, fire safety, waste management, and overall site operations. While there may be minor impacts to park use during the festival weekend, these are temporary and balanced by the broader economic and social benefits associated with increased tourism and community vibrancy.

This request does not require direct financial contribution but does involve approval for land use and coordination to ensure alignment with municipal standards and policies.

RECOMMENDATION:

That Council approve the temporary use and designation of Riverside Park as overflow camping for Fireweed Festival NT 2026, subject to compliance with all applicable municipal and territorial regulations, to support increased visitation and ensure safe, organized accommodation of festival attendees.



Briefing Note

To: Mayor and Council
From: Community Services
Date: April 28, 2026
Subject: Tthebatthie Denesų́liné Treaty Day Donation Request

PURPOSE:

To inform Mayor and Council of a request from Tthebatthie Denesų́liné for support for their upcoming Treaty Day event and to seek direction regarding the provision of Town resources and assistance.

BACKGROUND:

Tthebatthie Denesų́liné is planning a community Treaty Day event aimed at celebrating culture, community connection, and local traditions. Events such as Treaty Day contribute to cultural awareness and community engagement within Fort Smith. The organizers have requested support from the Town to assist with event delivery.

ANALYSIS:

The following items and services have been requested:

- Provision of a corn cooker for food preparation (estimated cost: \$200)
- Rental and setup of a bouncy castle, including staffing support (estimated cost: \$165)
- Support for children's games, including 1–2 staff to facilitate activities (3 hours × 1–2 staff × \$30/hour = \$90–\$180)

Total Estimated Cost: \$455–\$545

RECOMMENDATION:

That Mayor and Council approve the provision of requested Town resources and support for the Tthebatthie Denesų́liné Treaty Day event, subject to staff availability and operational considerations.

RECOMMENDATION:

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

CAPITAL PROJECTS

Sidewalk repair and improvements – Sidewalk tender has been posted, and we are waiting for bidders' response.

Garbage Truck – Update on project

- **Communication update:**
Communications have begun with the public around the new collection system and levels of service. We have done door deliveries and website/Facebook releases/updates. There will also be information pamphlets attached to each cart being delivered, containing proper placement of their new carts.
- **Garbage Truck update:**
The garbage truck has been built, awaiting confirmation of the delivery date. We are anticipating it earlier than the cart's arrival to facilitate operator training.
- **Garbage cart update:**
Garbage carts are expected to arrive on May 16, 2026. Following their delivery, the contracted team will mobilize to complete cart distribution and provide training on the new collection system.

The first residential collection using the new system is anticipated to occur on May 22, 2026. Residential collection will transition to a once-weekly schedule on Fridays, while commercial collection will occur weekly on Tuesdays. While collection days remain unchanged, service areas have been adjusted to align with the new system.

This marks the transition to a streamlined collection model consisting of one residential collection day and one commercial collection day per week, aligning municipal services more closely with current common practices.

- **Use of staff affected by this change:**
As the Municipality transitions to the new solid waste collection process and adjusted service levels, labourers previously assigned to rear-load collection are being redeployed to support other operational areas.

During collection days, these staff will assist with arena operations, including ice maintenance. This additional support is particularly important given recent staffing shortages, which have contributed to a backlog in ice maintenance activities. They will also provide coverage during staff absences to help maintain consistent service levels.

During the summer months, these labourers will support ground maintenance activities, including grass mowing in ditches, parks, and ball fields. In addition, they will assist with work orders, provide support to maintainers, and contribute to general labour requirements across all municipal service areas, as required.

They will also be utilized to provide operational support during the transition period, including assisting in the event of equipment malfunctions or service disruptions, and supporting the pilot phase of the new garbage truck program, particularly with respect to commercial bin collection.

This approach is intended to maintain operational efficiency while optimizing the use of available staff resources throughout the transition.

Water licence renewal – No new updates for this report.

Ice Resurfacer Replacement – 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.

Crosswalk lights – No new updates for this report.

Main lift station – No new updates for this report.

Landfill Expansion – see Briefing note.

Raw Water Intake – To be completed next summer season.

Fire Hydrant Replacement – To be completed next summer season.

Pool upgrade/repairs – Pool is open, and this project is complete.

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

PUBLIC WORKS

Snow removal operations have been ongoing on McDougal, Bryenat, King, and Conibear, with additional work completed on portions of Calder and Raven to ensure that primary drainage ditches remain open. Road peeling has been carried out as weather conditions permit, following a prioritized approach beginning with emergency service routes, then main access streets, followed by residential areas identified as high risk due to narrowing conditions, and finally remaining residential streets. This season has presented above-average snowfall, creating additional operational challenges, particularly with late-season low temperatures that increase the risk of equipment strain, breakdowns, and potential infrastructure damage when performing peeling activities. Despite these constraints, public works continue to make steady progress and remain committed to completing the work safely and effectively. We respectfully ask for the Council's and the community's continued understanding and patience as we work through these conditions.

WATER PLANT

1. Neptune Meter Reader Upgrade

No new updates for this report.

2. Frontier Lift Station

We have a welder from Hay River coming to do some work on filter 3, and they will be quoting us for this work, and we will be getting it completed after that confirmation.

3. Primrose Lift Station

No new updates for this report.

4. Tamarac Pump Panel

No new updates for this report.

5. Filter 3 – Major Repair Needed

This work is underway will update after completion of this project.

Lead testing has been completed, with elevated levels identified in a limited number of locations, specifically Town Hall, the Fire Hall, the Animal Shelter, and a sink at Pete’s Gym. Mitigation measures are underway, including the installation of filtration systems at the affected sites to eliminate any associated risk.

The garage door opener at the water treatment plant has been removed due to a critical failure. A local contractor is currently researching suitable replacement options to ensure reliable operation moving forward.

The replacement pump for the pond pumphouse has been received and relocated to the site. Installation is currently in progress.

Repairs to a broken caustic soda line, which is used for pH management during winter water treatment operations, have been completed. Minor issues are still being addressed; however, there are no immediate operational concerns at this time.

Operational adjustments continue in response to the prolonged cold weather and delayed spring melt. Staff have been working extended hours on Mondays and Thursdays to build and maintain reservoir levels. These efforts are also necessary due to Filter 3 currently being out of service, which has reduced overall treatment capacity.

FACILITY MAINTENANCE

Two Facility Operators completed Pool Operator Levels I and II, as well as Trades Levels I and II, further strengthening in-house capacity and certification levels.

Pool:

Maintenance work at the community pool has now been completed. The pool pump shaft seal was successfully replaced, eliminating the previous leak. The pool was fully drained to facilitate repairs, during which a new electric shut-off valve was installed. Chemical feed systems were thoroughly cleaned, and analyzers, sensors, and probes were replaced as part of scheduled servicing. Repairs were also completed to damaged pool deck tiles, and a new speaker system was installed with appropriate conduit for improved safety and durability.

During the refill process, leaks beneath the concrete deck were identified and subsequently repaired. These issues, which are difficult to detect until the system is pressurized, resulted in delays to the original reopening schedule. All identified leaks have now been addressed, and the system has been successfully tested.

Following completion of repairs, the pool was refilled, chemicals were added, and the water was brought up to operating temperature over eight days. The pool has since reopened on the adjusted timeline.

Arena:

Operations at the arena remained smooth throughout major events, including the Carnival Hockey Tournament and the Figure Skating Carnival, both of which were completed without issue.

Seasonal transition activities were also completed at the arena. The ice plant was shut down for the season, ice was removed, and the arena floor was cleaned. Corner boards were taken down, and the facility was prepared for off-season use, including events such as trade shows.



Briefing Note

To: Mayor and Council
From: Acting Senior Administrative Officer
Date: April 28, 2026
Subject: Landfill Closure and Expansion: Tendering and Bid Acceptance

PURPOSE:

To address the issuance of a tender for the closure of the existing landfill cell and development of a new landfill cell, and the authorization to post/circulate.

BACKGROUND:

The Town's current landfill cell is approaching its operational capacity and is supported by aging infrastructure that no longer reflects current best practices in safety, environmental management, and operational efficiency.

Proactive planning is required to ensure continuity of this critical service delivery and to avoid operational constraints associated with exceeding cell capacity. The development of a new landfill cell has been identified as a necessary next step to maintain reliable waste management operations, and will act in concurrent benefit toward the ongoing issues of wildlife encroachment on the existing facility and enhancements safety and environmental considerations for the overall waste handling operation.

In advance of construction, Administration is seeking Council's approval to initiate the procurement process for a qualified contractor.

ANALYSIS:

The proposed new landfill cell has been conceptually designed to incorporate modern safety, environmental, and operational features, including:

- robust bear-resistant fencing
- enhanced safety measures for staff and the public
- improved site layout and waste handling processes
- a revised public access model

The revised access model is intended to reduce safety risks associated with public interaction in active disposal areas, improve operational control, and support more efficient site management.

The development of the new cell is also an exciting tangential pursuit alongside the Department of Municipal Services' rollout of an updated residential garbage collection program, including the introduction of a new collection vehicle and computerized tracking system. Together, these initiatives represent a coordinated approach to a thoughtful and robust modernizing of the Town's waste management system – a goal of the municipal Strategic Plan and an advancement of the service delivery of the organization of the Town of Fort Smith.

Financial Considerations

Issuing a tender will provide more accurate pricing and allow Administration to assess financial implications in current operational detail.

The outcome of the tender period will be brought to Council, where there will be an opportunity to review the results and raise questions and concerns. Consideration of the



Briefing Note

2026 Capital Plan, review of available funding and budget capacity, and potential phasing options for the construction development will be reflected in the information submitted to Council.

Environmental and Safety Considerations

The proposed new landfill cell is intended to improve environmental management and site safety through:

- better containment and control of waste materials
- reduced wildlife interaction risks
- enhanced safety for both staff and the public
- improved operational oversight of waste handling activities
- advanced client-facing troubleshooting

Proceeding with a planned and structured development approach supports responsible environmental stewardship and risk mitigation.

Implementation

Subject to Council approval, Administration will proceed with:

- preparation and issuance of a public tender for the construction of the new landfill cell
- evaluation of submissions in accordance with procurement policies
- presentation of tender results and recommendations to Council for consideration

Further decisions regarding project award and construction timelines will be brought forward to Council following completion of the procurement process.

RECOMMENDATION:

That Council approve the issuance of a Landfill-focused tender for the closure of the current landfill cell, site expansion into a new cell, and installation of new fencing to restrict wildlife access.



Briefing Note

To: Mayor and Council
From: Acting Senior Administrative Officer
Date: April 24, 2026
Subject: Asset Management Plan

PURPOSE:

The newly issued Town of Fort Smith organizational Asset Management Plan is presented for Council's consideration and approval for adoption.

The Asset Management Plan establishes a structured, long-term approach to managing municipal assets in a manner that supports sustainable service delivery, informed decision-making, and responsible financial planning.

BACKGROUND:

Municipal assets - including infrastructure, facilities, equipment, and systems - form the foundation of service delivery to residents. The development of an Asset Management Plan reflects a commitment to improving how the Town plans for, invests in, and manages its assets over their full lifecycle. The Plan provides a framework for moving from reactive maintenance practices toward a more proactive, data-informed approach. Effective asset management ensures that these assets are maintained, renewed, and replaced in a way that balances service expectations, maintenance risks, and financial capacity. The Plan also aligns with broader expectations across the municipal sector to strengthen and improve long-term financial sustainability.

ANALYSIS:

The Asset Management Plan provides a comprehensive framework that:

- inventories and categorizes the Town's assets
- assesses asset condition and performance where data is available
- identifies risks associated with asset deterioration or failure
- establishes levels of service to guide investment decisions
- supports prioritization of maintenance, rehabilitation, and replacement activities
- integrates asset management considerations into financial planning

The Plan is intended to be a living document that will evolve as additional data is collected and as organizational capacity grows. Initial implementation focuses on establishing core practices and improving the quality and consistency of asset information.

Adoption of the Plan supports more informed capital planning by linking infrastructure needs to service outcomes and risk considerations. It also provides a foundation for more transparent communication with Council and the public regarding infrastructure investment decisions, and concludes a valuable service contract, on the part of the consultants at WSP, toward establishing the Town with the framework needed to pursue Asset Management activities into the future.

Financial Considerations

Implementation of the Asset Management Plan includes budgetary considerations related to:

- implementation of software
- development and maintenance of asset inventories and data systems



Briefing Note

- condition assessments and ongoing monitoring
- staff training and capacity building
- integration of asset management practices into existing operational processes and workflows

The Plan also strengthens the Town's position when seeking external funding, as many funding programs increasingly require demonstrated asset management maturity.

Strategic Considerations

Adoption of the Asset Management Plan supports key organizational objectives, including:

- sustainable and reliable service delivery
- responsible stewardship of public assets
- improved risk management
- enhanced transparency and accountability in decision-making
- alignment between infrastructure planning and financial strategy

A structured asset management approach enables the Town to better balance current needs with long-term sustainability.

RECOMMENDATION:

That Council adopt the Asset Management Plan as presented.

THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH

BYLAW # 1076

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH BY BYLAW FEES OR OTHER CHARGES FOR PRODUCTS, PROGRAMS, SERVICES, PUBLIC UTILITIES, INFRASTRUCTURE AND FACILITIES PROVIDED BY THE MUNICIPALITY FOR USE OF PROPERTY UNDER THE OWNERSHIP, DIRECTION, MANAGEMENT OR CONTROL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTIONS 70, 71, 72, 73, 74 AND 75 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 expedient and wishes to both consolidate and update the various fees and charges collected by the Town of Fort Smith;

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

1. That this Bylaw may be cited for all purposes as "**The Consolidated Rates and Fees Bylaw**".
2. The Council of the Town of Fort Smith does now set the rates and fees for services described in the schedules attached to this by-law as Schedules A to K.
3. That Schedules "A" to "K" attached hereto form part of this bylaw.
4. Repeal: Bylaw 1045 is hereby repealed.

READ A FIRST TIME THIS _____ DAY OF _____, 2026 A.O.

READ A SECOND TIME THIS _____ DAY OF _____, 2026 A.O.

READ A THIRD TIME THIS _____ DAY OF _____, 2026 A.O.

Mayor

Senior Administrative Officer

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

Senior Administrative Officer

TABLE OF CONTENTS

SCHEDULE A: ADMINISTRATION FEES	3
SCHEDULE B: PROTECTIVE SERVICES	3
SCHEDULE C: CEMETERY FEES	4
SCHEDULE D: DEVLEOPMENT FEES	5
SCHEDULE E: LICENSING FEES.....	5
SCHEDULE F: TAXI RATES AND FEES.....	7
SCHEDULE G: RENTAL FEES.....	7
SCHEDULE H: RECREATION FEES	7
SCHEDULE I: SOLID WASTE MANAGEMENT	13
SCHEDULE J: WATER AND SEWER	15

SCHEDULE A: ADMINISTRATION FEES

Research	\$75.00 per hour
Photocopying	\$2.00 per page
Land Sales and Title Registration	Cost Recovery
Residency Letters	\$20.00
Tax Certificate	\$50.00
Marriage License ¹	\$77.00
Commissioner of Oaths	No charge
Notary Public	No charge
Maps	8 x 11: \$20.00 11 x 17: \$25.00
Locating / Marking Property Pins	\$100
Tax or Utility Information	\$20.00 per request
AR Paper Billing ²	\$5.00 per bill
Charge for NSF Cheque	\$40.00

SCHEDULE B: PROTECTIVE SERVICES

Ambulance Service

In-Town Response	\$700.00
Highway Response	\$800.00 + \$2.50/km ³
Medevac	\$2800
Standby Attendance	\$165.00 per hour

Fire and Rescue Service

Response within Town Minimum charge; first 2 hours	\$550.00 per call
Response within Town Each additional hour	\$220.00 per hour

¹ Fees are struck by GNWT; \$38.50 is remitted to the Territorial government, \$38.50 is revenue for Fort Smith.

² Available to ToFS residential customers ONLY.

³ Kilometer value is representative of the round trip, starting and ending at Fort Smith town limits.

Fire and Rescue Service - Continued

Highway Response Basic response fee – not applicable toward hourly rate.	\$1800.00
Highway Response Minimum charge, up to two hours.	\$550.00 per hour
Highway Response Hourly charge; greater than two hours.	\$220.00 per hour
False Alarm: 1 st incident	No cost
False Alarm: Each call, subsequent to first, in calendar year	\$500.00 per call

SCHEDULE C: CEMETERY FEES

Single Burial Plot	\$450.00
Burial Fee: Summer Service	\$500.00
Burial Fee: Summer Service, Senior	No charge
Burial Fee: Summer Service, Cremation	\$250.00
Burial Fee: Winter Service	\$700.00
Burial Fee: Winter Service, Senior	No charge
Burial Fee: Winter Service, Cremation	\$400.00
Columbarium Niche: At time of need	\$750.00
Columbarium Niche: Reservation	\$1000.00
Columbarium: Additional Internments Occupying Single Niche	\$250.00
Columbarium: Niche Reopening Service	\$250.00
Disinterment and Reburial: Winter	\$2000.00
Disinterment and Reburial: Summer	\$1500.00

SCHEDULE D: DEVLEOPMENT FEES

Development Application Fee	
Project value: \$0.00 - \$5000.00	\$100.00
\$5,001.00 - \$10,000.00	\$175.00
\$10,001.00 - \$20,000.00	\$275.00
\$20,001.00 - \$50,000.00	\$450.00
\$50,001.00 - \$100,000.00	\$600.00
> \$100,000.00	\$600.00 + \$7.00 for each \$1,000.00 over \$100,000.00
Development Application Extension	\$100.00
Application to Amend the Zoning Bylaw	\$500.00 + Applicable Development Application fee
Home Occupation Development Permits	\$200.00
Relocation Permit	\$100.00

SCHEDULE E: LICENSING FEES

Animal Control

Dog license: Unneutered/unspayed or unvaccinated	\$500.00 every 5 years
Dog license: Neutered/Spayed and vaccinated	\$50.00 every 5 years
Cat license	\$25.00 per animal
Replacement tags	\$25.00 per tag
Kennel Operating Fee	\$100 annually
Breeder Fee	\$500 annually

Business Licensing

Business license: Resident Commercial	\$125.00
Business license: Home Occupation	\$125.00
Business license: Resident, Commercial allowed in residential zone (non-conforming)	\$175.00

Business Licensing - Continued

Business license: Resident, Charitable Purposes	No charge
Business license: Resident, Change	\$50.00
Business license: Resident, Hawker/Peddler	\$125.00
Business license: Resident, Junior	\$1.00
Business license: Resident, Applications Received after Sept. 1.	½ applicable fee
Business license: Resident, Renewal Penalty (received after Feb. 15.)	\$40.00
Business license: Non-Resident	\$375.00
Business license: Non-Resident Vendor	\$60.00 per weekend or per 2-days

Lottery Licensing

Lottery License Application, more than a week in advance of lottery	\$50.00
Lottery License Application, less than a week in advance of lottery	\$65.00
Lottery License Amendment, more than a week in advance of lottery	\$50.00
Lottery License Amendment, less than a week in advance of lottery	\$100.00
Processing fee for incorrect or incomplete documents	\$25.00

Prize Fees

Prizes under \$7,000	\$50.00
Prizes between \$7,000 and \$20,000	\$300.00
Prizes over \$20,000	\$750.00

Traffic

Towing	Cost + 25% admin fee
Impound	\$10.00 per day + \$100 Vehicle Release fee

SCHEDULE F: TAXI RATES AND FEES

Taxicab Operator's License	\$200.00
Taxicab Operator's Permit	\$100.00
Transfer of Taxicab Operator's License	\$20.00
Replacement of Taxicab License/Permit	\$20.00
Fare Rate: Flag Rate (includes 150 m of travel)	\$4.00
Additional one tenth (1/10) of a kilometer (including GST)	\$0.20 per 1/10 km
Charter with the Municipal Boundaries (flat, per trip)	\$25.00
Bag or luggage from stores or to/from the airport.	N/C

SCHEDULE G: RENTAL FEES

Council Chamber rental, daytime, 8:30am – 5:00pm	\$165.00 per day (or part thereof)
Council Chamber rental, evening, 7:00pm – 11:00pm	\$99.00 per day
Council Chamber rental, day use requiring evening extension	\$55.00

SCHEDULE H: RECREATION FEES

Day Pass: Child	
Daily	\$3.00
Punch Pass	\$27.25
Monthly	\$27.25
Quarterly	\$73.00
Biannually	\$126.50
Annually	\$218.00
Day Pass: Adult	
Daily	\$10.00
Punch Pass	\$85.00
Monthly	\$85.00
Quarterly	\$211.75
Biannually	\$369.00
Annually	\$635.25

Day Pass: Student/Senior	
Daily	\$4.50
Punch Pass	\$38.50
Monthly	\$38.50
Quarterly	\$101.75
Biannually	\$178.25
Annually	\$306.00

Day Pass: Family	
Daily	\$16.50
Punch Pass	\$137.50
Monthly	\$137.50
Quarterly	\$366.50
Biannually	\$643.50
Annually	\$1098.00

Pool

Rent Pool	\$110.00 per hour
Rent Pool - Birthday package (1 hour pool + 1 hour in gym OR party room)	\$137.50
Rent Pool – School/Institution	\$72.50 per hour
Swimming Lessons – Pre-School Package (10 sessions of 30 minutes)	\$44.50
Swimming Lessons – School-Age Package (10 sessions of 45 minutes)	\$57.20
Swimming Lessons – Adult Package (6 sessions of 45 minutes)	\$66.00
Swimming Lessons – Private Instruction	\$35.20 per session
Swimming Lessons – Semi-Private Instruction (2-3 participants)	\$22.00 per person, per session
Swimming Patrol / Junior Lifeguard Club	\$84.75
Bronze Star Instruction	\$217.80
Bronze Medallion Instruction	\$254.10
Bronze Cross Instruction	\$272.25
Standard First Aid Instruction	\$363.00
National Lifesaving Instruction	\$472.00
Aquatic Emergency Care Instruction	\$472.00

Gym

Rent Gym – Birthday package (2 hours gym and foyer)	\$44.00
Rent Gym – for sports	
Adult	\$33.00 per hour
Youth	\$16.50 per hour
Rent Gym – Room Only	\$27.50 per hour
Gym floor covering install/removal fee	\$302.50
Gym, Instructor-Lead Classes	\$5.50 per class
Add Gym Equipment Rental – one hour (with staff, use of foyer)	\$88.00
Add Gym Equipment Rental – two hour (with staff, use of foyer)	\$165.00
Add Gym Equipment Rental – one hour (NO staff, use of foyer)	\$49.50
Add Gym Equipment Rental – two hour (NO staff, use of foyer)	\$93.50
Add Bouncy Castle Rental – 1 hour (with staff, use of foyer)	\$88.00
Add Bouncy Castle Rental – 2 hours (with staff, use of foyer)	\$165.00

Arena

Rent Arena – Youth Group	\$48.50 per hour
Rent Arena – Adult Groups	151.25 per hour
Rent Arena – Youth Tournament Deposit	\$550.00
Rent Arena – Youth Tournament	
Up to 20 hours	\$453.75 + dep.
20 – 30 hours	\$774.50 + dep.
More than 30 hours	\$1016.50 + dep.
Rent Arena – Adult Tournament Deposit	\$550.00
Rent Arena – Adult Tournament	
Up to 20 hours	\$1452.00 + dep.
20 – 30 hours	\$2420.00 + dep.
More than 30 hours	\$3300.00 + dep.

Arena Mezzanine

Rent Arena Mezzanine – Youth Groups	\$42.50 per hour
Rent Arena Mezzanine – Adult Groups	\$151.25
Rent Arena Mezzanine – Birthday Party (two hours)	\$78.50
Rent Arena Mezzanine – Ice Birthday Party (1 hour mezzanine + 1 hour ice)	\$78.50
Rent Arena Mezzanine – Youth Tournament	No charge
Rent Arena Mezzanine – Adult Tournament	No charge
Rent Arena Mezzanine – Deposit	\$550.00
Rent Arena Mezzanine – Adult Party (Licensed evening event)	\$605.00 + dep.
Rent Arena Mezzanine – Conference (mezzanine + ice)	\$1650.00 + dep.
Canteen Service – Off-Season	\$181.50 per day

Ball Diamond

Rent Ball Diamond – Youth Group 90 minutes	\$175.45
Rent Ball Diamond – Adult Group 90 minutes	\$194.00
Rent Ball Diamond – Youth Tournament	\$90.75
Rent Ball Diamond – Adult Tournament	\$363.00

Afterschool Program

Afterschool Program – Weekly	\$110.00
Afterschool Program – Afternoon	\$22.00 per child
Afterschool Program – Half Day	\$33.00 per child
Afterschool Program – Full Day	\$55.00 per child

Daycare

Daycare – Full Day	\$65.00 per child
Daycare – Half Day	\$32.50 per child
Daycare – Weekly	\$225.00 per child

Other

Rent Table	\$3.00 per table
Rent Chair	\$1.00 per chair
Rent Sound System	\$15.00
Rent Barbecue – portable	\$200.00
Rent Barbecue – fixed	\$250.00

Library

Library Membership	No charge
Library Membership Replacement Card	\$2.00 per card
Library Membership – Lost Materials	Cost to replace + \$5.00

Sponsorship and Donation**Playground Naming**

Playground structures will be named for the duration of the life of the equipment. Signage will be placed on the structure where possible or top billing on any signage in proximity to the structure.

Walter's Court	\$20,000.00
Caribou Crescent	\$25,000.00
Timber Crescent	\$25,000.00
Kid City (co-named)	\$40,000.00
Kay Fergusson (co-named)	\$40,000.00

Facility Naming

Facilities will be identified by the sponsor name in all Town documents/correspondence. Signage will be placed in a prominent location within each facility.

Gymnasium	\$30,000 for 20 years or \$2,000/year for 5 years
Community Centre	\$20,000 for 20 years or \$1,000/year for 5 years
Arena Mezzanine	\$20,000 for 20 years or \$1,000/year for 5 years
Arena Dressing Rooms	\$10,000 for 20 years or \$500/year for 5 years
Curling Rink	\$30,000 for 20 years or \$2,000/year for 5 years
Skatepark	\$10,000 until replacement or \$500/year for 5 years
Landslide Snowboard Park (co-named)	\$20,000 for 20 years or \$1,000/year for 5 years

Partial Sponsorships

Applies to all indoor and outdoor facilities and playgrounds. Signage will be onsite at each facility with higher levels of donors identified at the top of the sign and donors listed in descending order by dollar value.

Diamond Sponsor (2'x4', top of sponsor sign)	\$10,000 +
Gold Sponsor (2 'x2 ')	\$5,000 to \$9,999
Silver Sponsor (1 'x 1 ')	\$2,000 to \$4,999
Bronze Sponsor (list)	\$1,000 to \$1,999
Community Sponsor (list)	Up to \$999

Landscaping Sponsorships

Each donated amenity will include a 2"x4" commemorative plaque provided by the Town of Fort Smith affixed to the amenity or posted in close proximity.

Tree	\$500.00
Bench	\$2,500.00
Picnic Table	\$3,000.00
Garden Boxes	\$500.00
Gazebo	\$5,000.00
Flower Baskets	\$100.00

Advertising

All advertisement sponsorships must provide their own artwork and signs. Administration will have final say on any signs or advertisements.

Arena Dasher Boards	
3'x6'	\$600/year for three years
3'x4'	\$400/year for three years
Ice Resurfacers (Zamboni)	
One side	\$1,000/year for three years
Both sides	\$2,000/year for three years
In ice sign (maximum 3'x6')	\$400/year for three years
Electronic Signs and Monitors (per 20-second ad)	\$100/month/ad placement
Recreation Program Guide	
Full page	\$500/guide
Half page	\$400/guide
Quarter page	\$300/guide

SCHEDULE I: SOLID WASTE MANAGEMENT

Vehicle Tipping

Vehicle: End Dump	
Secured	\$150.00
Unsecured	\$300.00
Vehicle: Tandem Dump	
Secured	\$120.00
Unsecured	\$240.00
Vehicle: Single Axle Dump	
Secured	\$100.00
Unsecured	\$200.00
Vehicle: Pick Up Box	
Secured	\$25.00
Unsecured	\$50.00
Vehicle: 12 feet and under, flat deck	
Secured	\$70.00
Unsecured	\$140.00
Trailer Unit - 8 feet and under	
Secured	\$25.00
Unsecured	\$50.00

Vehicle Tipping - continued

Trailer Unit - over 8 feet, up to 12 feet	
Secured	\$70.00
Unsecured	\$140.00
Trailer Unit – over 12 feet	
Secured	\$100.00
Unsecured	\$200.00

Residential Bulk

Residential Secured Load	No charge
Other Waste: Appliances	\$30.00
Other Waste: CFC Appliances	\$60.00
Other Waste: Items Requiring Additional Handling (E.g. bicycles, barbecues, microwaves, etc.)	\$5.00 per item
Other Waste: Hazardous	
Fluorescent Bulbs	\$3.00
Paint – Can	\$15.00 per can
Paint - Pail	\$65.00 per pail
Glycol – Can	\$15.00 per can
Glycol - Pail	\$65.00 per pail
Other Waste: ATVs / Snowmobiles	\$60.00
Other Waste: Empty 45 gallon Drum	\$30.00
Other Waste: Empty Heating Fuel Tank	\$100.00
Other Waste: Mobile Home / Trailer / Camper	\$600.00
Other Waste: Regular Tires (NO Rims)	\$20.00
Other Waste: Regular Tires (ON Rims)	\$65.00
Other Waste: Oversized Tires (NO Rims)	\$30.00
Other Waste: Regular Tires (ON Rims)	\$85.00
Other Waste: Vehicle Disposal	\$300.00

Solid Waste Levy

Solid Waste Levy: Residential bin Replacement Fee	\$100.00
---	----------

Solid Waste Levy – continued

Solid Waste Levy: Additional Residential bin	\$100.00
Solid Waste Levy: Residential	\$26.00 per month
Solid Waste Levy: Commercial	\$53.00 per month
Solid Waste Levy: Industrial	\$53.00 per month
Solid Waste Levy: Institutional	\$53.00 per month
Garbage Dumpster – Pick Up, Rental	\$110.00 per month
Garbage Dumpster – Pick Up, Client-Owned	\$53.00 per month
Garbage Dumpster – Additional Pickups	\$53.00 per dumpster
Dumpster Removal – Failure to Pay	\$53.00 per dumpster
Non-Resident Solid Waste Fee – Residential	\$26.00 per use
Non-Resident Solid Waste Fee – Commercial / Industrial / Institutional	\$53.00 per use
Annual Cleanup Fee	\$50.00 per registered household
Snow Dump Access Fee	\$250.00 per year, per contractor

SCHEDULE J: WATER AND SEWER⁴

Security Deposit ⁵	\$125.00
Connection / Disconnection Fee	\$56.02
Disconnection due to Non-Payment	\$56.02
Disconnection Notice	\$25.00
Service Interruption Insurance	\$4.00
Water & Sewer Installation ⁶	\$3000.00 deposit

⁴ This schedule is applied to all municipalities for which the Town of Fort Smith holds an MSA or MOU addressing water service.

⁵ Security Deposits will not be refunded but will be applied as credit to the accounts after 12-months of no late payments. Any security deposits or credits on the utility account will be refunded when the account is closed and in good standing.

⁶ Domestic sized property services with maximum 1 inch water line and or 4 inch sewer lines (damage to municipal infrastructure)

Water and Sewer - continued

Water & Sewer Damage

Sidewalk	\$1500.00 fee + cost of work
Road	\$3000.00 fee + cost of work
Public Piped Water Access Fee	\$5.00 per month
Residential Piped Water Consumption Fee	
Up to 18,000 L	\$57.87
Per 1000 L More	\$3.07
Government Piped Water Consumption Fee	\$169.02 per month for first 18,000 liters then \$8.91 per 1,000 litres thereafter
Commercial / Industrial Piped Water Consumption Fee	\$59.28 per month for first 18,000/litres then \$3.15 per 1,000 litres thereafter
Unmetered Residential Water Users	\$140.84 per month
Unreadable Meters Residential Water Users	\$140.84 per month
Unmetered / Unreadable Meter – Commercial	\$211.26
Unmetered / Unreadable Meter – Government / Institutional	\$242.00
Residential Trucked Water	\$25.00 per month access fee + \$0.00851 per litre
Commercial Trucked Water	\$50.00 monthly access fee plus \$0.0126 per litre up to 17,000 litres and \$3.15 per litre thereafter
Government / Institutional Trucked Water	\$50.00 monthly access fee plus \$0.0132 per litre up to 17,000 litres and \$3.30 per litre thereafter
All Clients Outside Town	\$0.0174 per litre up to 17,000 litres and \$3.07 per litre thereafter plus a \$50.00 flat rate delivery fee

**Delivery requests outside of normal delivery day,
but during normal business hours**

within Town boundaries	\$133.38 charge
outside Town boundaries	\$50.00 delivery charge in addition to outside client cost

Delivery outside normal business hours

within Town boundaries	\$186.73 charge
outside Town boundaries	\$50 delivery charge in addition to outside client cost
FOB: Water Tower	\$50.00
FOB: Replacement	\$10.00
FOB: Water Charge	\$0.00851 per litre
Sewer Pump-Out: Scheduled	\$82.16 per pump out
Sewer Pump-Out: callout during normal business hours	\$140.05 additional fee
Sewer Pump-Out: callout after normal business hours	\$193 .15 additional fee
Sewage Pump Out outside municipal boundaries	\$50.00 additional flat fee
Commercial Sewage Dumping: Truck 4500L or less	\$25.00
Commercial Sewage Dumping: Truck 4501 L to 9000L	\$50.00
Commercial Sewage Dumping: Trucks over 9000L	\$100.00



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1077**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A SENIOR ADMINISTRATIVE OFFICER, PASSED PURSUANT TO SECTION 41 OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003,c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to appoint a Senior Administrative Officer.

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

1. That David Henderson be appointed as Senior Administrative Officer for the Town of Fort Smith, effective May 4th, 2026.

2. That Bylaw 1073 is hereby repealed.

3. That Bylaw 1077 will come into effect upon receiving the third and final reading.

READ A FIRST TIME THIS _____ DAY OF _____, 2026 A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 2026 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2026 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

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

SENIOR ADMINISTRATIVE OFFICER