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**Council of the Town of Fort Smith**  
**June 16<sup>th</sup>, 2026 @ 7 pm**

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**AGENDA**

**1. CALL TO ORDER**

- a. Confirmation of Quorum and Acknowledgment of First Nations

**2. ADOPTION OF AGENDA**

**3. DELEGATIONS**

- a. Stand Alone Energy
- b. Fort Smith District of Education Authority

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of Council June 2<sup>nd</sup>, 2026

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. ADMINISTRATION**

- a. Community Services
  - i. Director's Report
  - ii. Briefing Note: Request for Support - Stone Point Development
- b. Municipal Services
  - i. Director's Report
  - ii. Briefing Note: Sidewalk Project 2026
- c. Briefing Note: Housing Accelerator Funding Update
- d. Briefing Note: DPA-033-26 Variance Request

**8. COUNCIL BUSINESS**

- a. Bylaws
- b. Appointments Advisory Boards
- c. Mayor and Council / Board Representatives

**9. PROCLAMATIONS**

**10. DATE OF NEXT COUNCIL MEETING**

The next Regular Meeting of the Council will be held on July 7<sup>th</sup>, 2026, with reports from Protective and Corporate Services.

**11. EXCUSING OF COUNCILLORS**

**12. QUESTION PERIOD**

**13. ADJOURNMENT**

Stand Alone Energy Systems Ltd. (SAES)

May 8, 2026

338 Calder Ave, Box 404

Fort Smith, NT X0E0P0

Senior Administrative Officer

Town of Fort Smith, NT

Re: Delegation to Community Services Committee

On behalf of SAES, I would like to request the opportunity to have a delegation in front of the Town's Community Services Committee. SAES is a Fort Smith company for 28 years, dealing with energy management and renewable energy projects. We have recently become a distributor for a Canadian battery energy storage system company, TROES Inc.

We understand that the Town is now considering back-up electrical systems for a number of important facilities under its' control. We recognize the importance of this direction and would be very interested in discussing what we have to offer for that purpose.

The advantages that our battery systems offer over conventional back-up diesel generators are zero exhaust and noise, ease of installation, powered by clean hydro or solar, and comparable costs. There is a new program with the GNWT that offers to cover 75% of costs of municipalities installations of clean energy production. This would certainly not be available for a fossil fuel system.

We look forward to sharing our information with the committee. Please contact me at 867 872 2899, or [debevington@gmail.com](mailto:debevington@gmail.com)

Thanks for your attention,



Dennis Bevington



**Council of the Town of Fort Smith  
June 2, 2026 @ 7:00 PM**

**MINUTES**

The Regular meeting of the Council was held on Tuesday, June 2, @ 7 pm within the Town Hall Council Chambers.

**Present:** Mayor Fergusson, Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, Cr. Tuckey, and Cr. Couvrette  
**Regrets:** D/M Keizer and Cr. Cox  
**Staff Present:** David Henderson, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Adam McNab, Director of Corporate Services  
Lauren Howes, Director of Community Services

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**# 26-123**

**Moved by: Cr. Couvrette**

**Seconded by: Mayor Fergusson**

That the agenda be adopted as presented.

**PASSED**

**3. DELEGATIONS**

- a. Monthly Policing Report – RCMP

Sgt. Jacobson reported that a new member arrived in the community last week and is currently getting settled. One member was required to return to Tuktoyaktuk for court proceedings and will be away from the community for a period of time.

Sgt. Jacobson noted that three incidents over the past month required members to remain at the hospital in relation to mental health calls, which was fewer than the previous month.

He also advised that overall call volume was lower than during the same period last year. The report was completed on the 29th; however, the past weekend was particularly busy, and those additional calls are not reflected in the reported figures.

Mayor Fergusson noted that call volumes have been lower over the past several months and asked whether there is a specific reason for the decline. She inquired whether the decrease could be attributed to increased police presence, improved policing efforts, or other contributing factors.

Sgt. Jacobson stated that he has only been in the community for a few weeks and was unable to provide a definitive explanation for the decrease in calls. He suggested that reduced staffing levels over an extended period may have contributed to the decline, as fewer members available in the community can lead to fewer proactive policing activities and fewer self-generated files. He noted that he would like to see members out in the community more often as staffing levels improve.



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Mayor Fergusson noted that the community experienced a busy weekend with several events taking place. She stated that, during an earlier discussion, Sgt. Jacobson had indicated that the graduating students were not responsible for any of the incidents that occurred. Mayor Fergusson wanted to publicly acknowledge and highlight that the graduates conducted themselves responsibly throughout the celebrations.

**4. APPROVAL OF MINUTES**

a. Regular Meeting of Council May 19, 2026

**# 26-124**

**Moved by: Cr. Benwell**

**Seconded by: Cr. Karasiuk**

That the minutes of the Regular Meeting of May 19, 2026, be adopted as presented.

**PASSED**

Cr. Couvrette raised two items under Business Arising from the Minutes.

First, he referenced the Community Services report regarding internet testing initiatives and noted that while Fort Smith was among the first communities in the NWT to receive fibre optic infrastructure, service to most residents remains dependent on the existing cable network. He suggested that the Town request information from Northwestel regarding its plans and timeline to provide fibre optic service directly to homes and businesses in Fort Smith, particularly given recent federal investments in telecommunications infrastructure and the community's reliance on internet connectivity.

Second, Cr. Couvrette addressed the issue of secondary water tank fills for residents in Bell Rock, Border Town, Fort Fitzgerald, Salt River, and other areas outside the municipal piped water system. He expressed concern that limiting water deliveries to primary tanks could negatively impact residents' ability to protect their properties during wildfire events, particularly those who have invested in sprinkler systems and other FireSmart measures.

He also noted that access to affordable water is important for food security and residential gardening. While private water delivery services are available, he stated that the cost is prohibitive for many residents. Cr. Couvrette suggested that Administration explore alternative options, including potential agreements with local service providers, to improve access to water services for residents outside the municipal distribution system.

b. Special Meeting of Council May 21, 2026

**# 26-125**

**Moved by: Cr. Karasiuk**

**Seconded by: Cr. Heaton**

That the minutes of the Special Meeting of Council of May 21, 2026, be adopted as presented.

**PASSED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. ADMINISTRATION**

a. Protective Services



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i. Director's Report

Director McNab reported a slightly below-average month for emergency response activity, with 26 calls, 2 fire calls and 24 ambulance calls. The department completed 10 training events, including the Wildland Urban Interface Member Course, bringing the number of qualified members to 14 and enhancing the department's ability to participate in mutual aid deployments and local wildfire response.

He advised that the new Deputy Director, Spencer Porter, started on May 25 and has already been a valuable addition to the team. Director McNab also reported the arrival of the new Type 2 Structure Protection Trailer funded through the GNWT Wildfire Resiliency Fund. The trailer and equipment have been inspected and are expected to significantly strengthen the community's wildfire response capabilities. Work is also underway to upgrade the existing Type 3 trailer to provide additional deployment flexibility.

Director McNab noted that work on the new dispatch service continues to progress, with staff actively transitioning data and processes into the new software system. Within the Lands and Development department, permitting activity remains high, and significant effort was dedicated to tax roll preparation and system integration.

He reported that bylaw enforcement continues to experience increased demand, particularly related to animal control. Increased use of the online reporting portal and greater public engagement have contributed to higher call volumes and enforcement activity.

With respect to emergency management, Director McNab advised that he is maintaining communication with the incident management team overseeing the Wood Buffalo wildfire. While no impacts to Fort Smith are currently anticipated, Administration is monitoring conditions closely and is prepared to activate the Local Emergency Management Organization if circumstances change. Occupational health and safety initiatives and ongoing capital projects also remain active priorities.

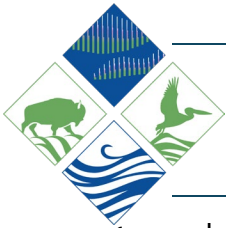
Mayor Fergusson asked if the department was considering another prescribed burn. Director McNab advised that a prescribed burn was being considered for the following day in partnership with ECC, involving several wildland fire crews. He noted that the burn is highly dependent on weather conditions and may not proceed due to the current warming and drying trend. Director McNab emphasized that all prescribed burns are preceded by a comprehensive safety briefing and a review of weather and fire weather forecasts. If conditions are deemed appropriate, the burn may proceed; otherwise, it will be postponed. He added that this would likely be the final prescribed burn of the season.

Cr. Heaton inquired about the current status of the Animal Control Bylaw.

SAO Henderson advised that the Animal Control Bylaw was received earlier in the week and is currently being reviewed through Administration's process before being brought forward to Council for consideration. Mayor Fergusson clarified that it will first go to the Bylaw Review committee and then be brought forward to Council.

Cr. Heaton expressed appreciation for the installation of the backup generator at the Recreation Centre, noting that it provides an important emergency resource for residents, particularly those who may not have access to safe shelter options during severe weather events or other emergencies.

Returning to the topic of animal control, Cr. Heaton noted that the Animal Shelter is exploring additional fundraising opportunities. She asked whether there has ever been a



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program where funds raised by the shelter were used to offset or cover animal registration fees for residents. Specifically, she inquired whether a designated registration day could be offered, where the shelter would use fundraising proceeds to pay registration costs on behalf of pet owners.

Director McNab stated that he was not aware of any previous initiatives where fundraising proceeds had been used to cover animal registration fees. He noted that a non-profit organization is free to raise funds and direct those funds toward programs it considers beneficial. However, he suggested that resources may have a greater impact if directed toward spay and neuter initiatives, while acknowledging that such decisions would ultimately rest with society.

Director McNab noted that the registration fee structure has been revised through the new Rates and Fees Bylaw, reducing the burden on pet owners by requiring registration only once every five years. He stated that the registration cost is relatively low; however, if the fee remains a barrier and the Animal Shelter Society wishes to assist pet owners through fundraising efforts, that would be a positive initiative. He clarified that any such arrangement would be between the society and the pet owner, rather than between the society and the Town.

Cr. Heaton asked, with the increase in animal control-related calls being handled by Bylaw Enforcement, whether Administration tracks how many of the animals involved are registered. She inquired whether a high percentage of animals subject to complaints or enforcement actions are currently registered with the Town.

Director McNab estimated that the animal registration rate within the community is likely no higher than five percent. He explained that many of the animals involved in animal control calls are repeat offenders, and in some cases, owners only register their pets after an initial at-large incident. While some of these animals may subsequently be registered, many owners do not keep the registration tags attached to their pets, resulting in additional fines for untagged animals.

Director McNab noted that registration and tagging provide significant benefits, as a bylaw officer who encounters a registered and properly tagged animal can often return it directly to its owner without the need to transport it to the shelter. He emphasized that pet registration is intended to protect both the animal and the owner, while helping Bylaw Enforcement reunite lost pets with their families more efficiently.

Cr. Benwell commented that a spay and neuter assistance program had previously been offered through fundraising efforts organized by Dixie Penner. She noted that the program was beneficial in helping reduce the number of unwanted litters and puppies in the community.

Cr. Heaton noted that the Animal Shelter continues to operate a spay and neuter assistance program for families who may not have the financial means to cover the costs. She advised that the program remains available and continues to provide support to pet owners in the community, but additional fundraising is needed to sustain and expand the service.

Mayor Fergusson asked how the deployment process works when Fort Smith provides assistance to another community. She inquired whether the Town is reimbursed for personnel, equipment, and related costs during deployments, and whether there is any financial benefit associated with participating in mutual aid responses.

Director McNab advised that he could provide Council with information on the Territorial Wildland Urban Interface Program, either through a future report or by email. He explained



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that the program establishes billable rates for equipment, staff, and volunteers deployed under the mutual aid framework. While participation is not expected to be a significant

source of revenue, the reimbursement structure is designed to fully cover costs and may generate modest additional revenue for the Town.

Mayor Fergusson noted that she had previously spoken with a former president of the Animal Shelter Society regarding mobile spay and neuter clinics that travel to communities and provide low-cost or free services. She recalled that the Society had information about these programs and that an invitation or support from the Town may have been required to facilitate a visit.

Mayor Fergusson asked whether the Society still has information on these mobile clinics and suggested that it be shared with Administration for consideration. She noted that access to a travelling spay and neuter program could help address some of the financial barriers associated with pet care and support efforts to reduce the number of unwanted animals in the community.

ii. DPA-014-26 LeVantine Kitchen

**# 26-126**

**Moved by: Cr. Heaton**

**Seconded by: Mayor Fergusson**

That DPA-014-26, submitted by Saeed Aldweik – LeVantine Kitchen, to conduct culinary services, from Lot 15, Plan 212, 5 Ptarmigan St., Fort Smith, be approved.

**4 IN FAVOR**

**1 AGAINST**

**MOTION PASSED**

Cr. Couvrette expressed concerns regarding several home occupation development permit applications, noting that the briefing materials provided to Council often lack sufficient detail to allow for a thorough assessment of potential impacts on surrounding neighbourhoods. Using a culinary services application as an example, he stated that the information provided did not clearly indicate the nature of the business operations or whether customer traffic would be generated at the residence. He suggested that future reports include more specific information regarding anticipated traffic, customer visits, noise, and other potential impacts so Council can make informed decisions and demonstrate due diligence.

Cr. Couvrette also raised broader concerns about the growing number of home-based businesses operating within the community. He questioned whether the Town should be exploring ways to encourage businesses to transition into commercial spaces and whether there is a role for the Town in supporting business incubator or startup spaces. He noted that changing economic trends and the growth of home occupations warrant further discussion about community economic development and the long-term use of commercial space within Fort Smith.

Mayor Fergusson agreed with many of Cr. Couvrette's comments, particularly regarding home-based businesses that may operate like established commercial businesses. She noted that several local businesses maintain commercial premises and incur additional costs associated with property taxes, insurance, licensing requirements, WSCC compliance, and other regulatory obligations, particularly within the food service sector.

Mayor Fergusson stated that when home-based businesses have direct interaction with customers, it is important for Council to have clear information regarding the nature and scope of those operations. She suggested that an advisory committee review or provide recommendations on appropriate parameters for home-based businesses to ensure consistency and fairness. Mayor Fergusson added that establishing clearer guidelines.



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would support existing businesses while contributing to the Town's broader economic development goals and efforts to strengthen the local economy.

Cr. Benwell noted that she had observed an increase in applications for home-based food businesses. She referenced a previous applicant who indicated that their application had been delayed pending inspections or approvals from multiple officials. Cr. Benwell asked whether similar inspection and review requirements apply to all applicants seeking approval for home-based food service operations.

Director McNab advised that the Town apply the bylaw requirements consistently to all applicants and not make exceptions based on the type of business or applicant. He explained that commercial kitchen operations, whether located in a private residence, a hotel, or another commercial building, must comply with applicable fire code requirements.

He noted that some home-based food businesses may operate from duplexes or other multi-unit dwellings, making fire safety considerations particularly important. As the authority responsible for enforcing the Town's bylaws and ensuring compliance with fire code requirements, Administration requires inspections of home-based food service operations before approving business licences.

Director McNab acknowledged that there has been some resistance to these inspections in the past; however, he emphasized that the requirements are intended to protect residents, neighbouring properties, and business operators by ensuring that minimum safety standards are met.

Cr. Heaton acknowledged Cr. Couvrette's concerns, but emphasized the important role that home-based businesses play in the current economic environment. She noted that many residents maintain home businesses in addition to their regular employment to supplement their income, save for future goals such as homeownership or retirement, and support their families.

She stated that many businesses begin as small home-based operations and may eventually grow into commercial ventures, but the cost of renting commercial space can be a significant barrier for entrepreneurs. Cr. Heaton noted that the limited availability of small commercial spaces in the community further reinforces the need for home-based business opportunities.

While she agreed that additional information in Council reports could be beneficial, she expressed confidence in applications that have been reviewed and recommended by Protective Services and Administration. Cr. Heaton stated that home-based businesses contribute positively to the community by encouraging entrepreneurship, supporting economic resilience, and providing residents with opportunities to generate additional income in a challenging economic climate.

*\* The chair was transferred to Mayor Fergusson @ 7:26 pm*

Cr. Tuckey stated that changing economic conditions have created challenges for businesses of all sizes, noting that even large retail stores are facing closures due to factors such as online shopping and shifting consumer habits. He acknowledged that home-based businesses may generate additional traffic; however, he emphasized that these businesses also contribute to the local economy by purchasing goods and services from existing businesses within the community.



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Cr. Tuckey expressed support for small and home-based businesses, noting that they provide important economic opportunities for residents and can help strengthen the local economy.

economy during difficult times. He added that rising costs and economic pressures are affecting both businesses and residents, and suggested that supporting entrepreneurship and small business development is an important part of maintaining a vibrant community.

*\* chair transferred back to Cr. Tuckey @ 7:38 pm*

Cr. Bathe expressed support for home-based businesses, noting that many successful enterprises begin as small entrepreneurial ventures. Drawing on his experience working in the restaurant industry, he described how a business owner he knew started with small-scale operations before eventually building a successful chain of businesses.

He suggested that the Town explore opportunities to help entrepreneurs grow beyond home-based operations by providing access to shared or incubator-style commercial spaces. As an example, he noted that the commercial kitchen at the Recreation Centre is unused for much of the year and could potentially serve as a space for entrepreneurs to test and expand their businesses. Cr. Bathe suggested that providing access to facilities such as commercial kitchens could help local entrepreneurs gain experience operating in a commercial setting while supporting economic development and creating new opportunities within the community.

iii. DPA-020-26 Northern Lights Catering Company

**# 26-127**

**Moved by: Cr. Bathe**

**Seconded by: Cr. Heaton**

That DPA-020-26, submitted by Allison Courtney – Northern Lights Catering Company, to expand to cooking from home in addition to on-site catering operations, from Lot 2, Plan 285, 5 Peregrine St., Fort Smith, be approved.

**PASSED**

Cr. Couvrette sought clarification on the development permit approval process. He asked whether, following Council's consideration of the application, the next step would be to post notice of the proposed development and notify adjacent property owners and occupants, who would then have a 14-day period in which to appeal the decision.

Director McNab clarified the development permit process, explaining that applications submitted for Council approval initially require only basic information. While Council may choose to request additional details through future policy changes, Administration does not conduct inspections at the application stage. For businesses involving food preparation in a residence, applicants are advised that inspections and additional requirements will be necessary; however, Administration does not undertake those inspections until Council has indicated support for the application, as approval remains conditional at that stage.

Director McNab further explained that once Council approves an application, Administration begins the inspection and compliance process with the applicant while simultaneously posting notice at the property and notifying adjacent property owners. Neighbouring property owners then have 14 days to appeal the decision. He clarified that any appeal is made through the process established under the Development Permit Bylaw and is not an appeal directly to Council.



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iv. DPA-021-26 Lakeshare Lashes

**# 26-128**

**Moved by: Cr. Benwell**

**Seconded by: Mayor Fergusson**

That DPA-021-26, submitted by Allison Courtney – Lakeshare Lashes, to conduct cosmetology services, from Lot 2, Plan 285, 5 Peregrine St., Fort Smith, be approved.

**PASSED**

v. DPA-022-26 Hao Nguyen Photography

**# 26-129**

**Moved by: Cr. Bathe**

**Seconded by: Cr. Karasiuk**

That DPA-022-26, submitted by Hao Nguyen – Hao Nguyen Photography, to conduct photography services, from Lot 841, Plan 781, 9 Pond Cr., Fort Smith, be approved.

**PASSED**

vi. DPA-027-26 Lantz Welding Ltd.

**# 26-130**

**Moved by: Mayor Fergusson**

**Seconded by: Cr. Bathe**

That DPA-027-26, submitted by Hunter Lantz – Lantz Welding Ltd, to conduct mobile welding services, from Lot 295, Plan 207, 17 Pine Cr., Fort Smith, be approved.

**PASSED**

vii. DPA-028-26 Borderline Contracting Ltd.

**# 26-131**

**Moved by: Cr. Benwell**

**Seconded by: Cr. Heaton**

That DPA-028-26, submitted by Harvey Lepine – Borderline Contracting Ltd, to conduct landscaping and firewood services, from Lot 526, Plan 272, 305 McDougal Rd., Fort Smith, be approved.

**PASSED**

viii. DPA-029-26 True Gritt Contracting

**# 26-132**

**Moved by: Cr. Karasiuk**

**Seconded by: Mayor Fergusson**

That DPA-029-26, submitted by Chad Taylor – True Gritt Contracting, to conduct contracting services, from Lot 355, Plan 207, 21 Poppy Cr., Fort Smith, be approved.

**PASSED**

b. Corporate Services

i. Director's Report

SAO Henderson presented the Corporate Services report in the absence of the Corporate Services Director. He provided a brief staffing update, noting that recruitment efforts are currently underway for the Corporate Services Director, Human Resources Manager, and Executive Assistant positions.

He also referenced the recently completed property tax process, including the special Council meeting held approximately one week earlier to approve the 2026 mill rates.

ii. Accounts Paid List



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c. Briefing Note: Donation Request – Frank Gruben Pride Festival

**# 26-133**

**Moved by: Mayor Fergusson**

**Seconded by: Cr. Couvrette**

That Council approve support for the 2026 Frank Gruben Pride Festival, including:

- Permission for the rainbow crosswalk painting, subject to coordination with Administration;
- A in-kind donation of \$1500.00 to Fort Smith Pride towards the rental of the Centennial Arena;
- A financial contribution of \$250;
- The closure of King Street, from the Community Recreation Centre parking lot to McDougal Road; McDougal Road, from King Street to Breynat Street; Breynat Street, from McDougal Road to Rupert Avenue; and Rupert Avenue, from Breynat Street to the Fort Smith Centennial Arena parking lot, be closed on June 13, 2026, from 12:30 p.m. to 1:00 p.m. for the Frank Gruben Pride Festival Parade.
- The temporary road closure of McDougal Rd. The crosswalk between St. Joseph's Cathedral and the undeveloped lot will be closed on June 5th, 2026, or if the weather is inclement, June 7, 2026, from 8:00 to 12:00 pm for the painting of the crosswalk.

**PASSED**

Cr. Karasiuk suggested an amendment to the second bullet point to clarify that the support being provided is an in-kind donation rather than a direct financial contribution. He noted that, in similar situations, the Town typically provides access to a facility and internally transfers funds to offset the rental cost, rather than issuing funds directly to the organization. After clarification that the \$1,500 contribution would be applied toward the rental of the Centennial Arena, Cr. Karasiuk recommended that the wording be revised to reflect the in-kind nature of the contribution, while retaining the reference to a financial contribution in the third bullet point.

Cr. Heaton asked whether the crosswalk painting had been completed on a Sunday in the previous year, noting that the location is near a church and can experience increased traffic during services. She recalled that the schedule may have been adjusted previously and suggested that timing and location considerations be reviewed again.

Cr. Heaton noted that recent public comments on social media indicated the issue could be sensitive for some residents. She suggested that organizers consider maintaining a respectful distance from church activities and take potential community concerns into account when planning the event.

Mayor Fergusson suggested considering an alternative location for the crosswalk painting. Rather than using the crosswalk between St. Joseph's Cathedral and the undeveloped lot, she proposed using the crosswalk on McDougal Road between the Fire Department and the drugstore. She noted that both crosswalks have been painted previously and stated that if there are concerns about the perception of the location near the church, selecting a different crosswalk may be a more appropriate option.

Cr. Karasiuk stated that the crosswalk has been used for the event for many years and noted that it is located on a public roadway and sidewalk. He indicated that he could understand concerns if the event were to interfere with traffic or church services on a Sunday morning; however, he did not support changing the location solely because of its proximity to the church property. He expressed the view that the existing location should remain unless there are specific operational or safety concerns.



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d. Briefing Note: Housing Accelerator Fund – Development Fee Refund \*update

**# 26-134**

**Moved by: Mayor Fergusson**

**Seconded by: Cr. Couvrette**

That Council direct Administration to discontinue the use of the Housing Accelerator Fund funding for development permit fee waivers that are not directly related to the creation of new housing units.

**MOTION TABLED**  
**4 IN FAVOR**  
**1 ABSTAINED**

SAO Henderson advised that the recommendation is relatively straightforward. The Town is currently covering certain development permit fees through the Housing Accelerator Fund (HAF), which is intended to support the creation of new housing units within the community.

Administration recently identified that some fee waivers have been applied to projects that do not result in new housing units. To better align the program with the intent of the HAF funding, the Administration is recommending that developments not associated with the creation of new residential units no longer be eligible for HAF-funded fee waivers. SAO Henderson noted that approximately \$60,000 in fee waivers have been identified as falling into this category and indicated that a minor adjustment to the eligibility criteria would ensure the funding remains focused on increasing housing supply.

Cr. Bathe provided additional context regarding the original Housing Accelerator Fund application, noting that the intent at the time was to broadly waive development-related fees to reduce barriers to development. He stated that Council and Administration were aware of and involved in that approach during the application process, and that the rationale was to simplify the permitting process and encourage development activity.

While acknowledging that the original intent was not limited solely to housing projects, Cr. Bathe indicated that he supports the proposed change to better align the use of HAF funding to increase housing supply within the community.

## **8. COUNCIL BUSINESS**

- a. Bylaws and Policies
- b. Mayor and Council Round Table
  - i. Cr. Cox was excused.
  - i. Cr. Couvrette congratulated all graduating students and highlighted several upcoming community events. He encouraged residents to support the Frank Gruben Memorial Parade and Festival and noted that National Indigenous Peoples Day celebrations will take place later in June. He acknowledged the efforts of local organizations in planning activities and thanked them for their continued support of the community and local government.
  - i. Cr. Benwell congratulated all graduates on their achievements. She also thanked graduates for celebrating safely and responsibly during their graduation festivities.



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- i. Cr. Heaton shared an update from her volunteer work at the animal shelter, encouraging residents to consider adopting a pet and highlighting a long-term shelter resident in need of a home. She also promoted Sister Sutherland's upcoming fundraising event and reminded residents that donations of clean and organized items are greatly appreciated.

She encouraged members of the Salt River First Nation to participate in the upcoming election on June 9, either online or in person.

Councillor Heaton also spoke about attending SafeTALK suicide prevention training and emphasized the importance of supporting youth and community members who may be struggling. She reminded residents that help is available, encouraged people to reach out when they need support, and highlighted the value and importance of every individual in the community.

- i. Cr. Karasiuk thanked staff, volunteers, and community members involved in organizing graduation celebrations at both JBT and PWK schools. He also highlighted JBT's recent Science Rendezvous, commending the participating organizations and businesses for providing engaging educational opportunities for students.

He thanked the Thebacha Leadership Council for continuing the tradition of displaying graduation banners throughout the community and wished local athletes success as they travelled to Hay River to compete in track and field events.

Cr. Karasiuk expressed concern regarding recent GNWT funding decisions that affected the Lawrie Hobart Memorial Volleyball Tournament and other northern sporting events. He questioned how funding criteria were applied and requested greater transparency in the evaluation process.

He also noted that Council is approaching the two-year mark of its term and expressed a desire to see a clear timeline for reviewing and updating municipal policies for the remainder of Council's mandate.

- i. Cr. Bathe expressed concern regarding recent education-related decisions and noted that questions from residents about education continue to be a significant topic of discussion in the community. He encouraged greater transparency regarding decisions affecting school programming and requested additional information from education representatives to help address public concerns.

He also congratulated local students participating in track and field events and thanked the volunteers, teachers, and organizers who support youth athletics. Cr. Bathe wished all athletes the best as they travelled to compete and looked forward to supporting them throughout the event.

- i. D/M Keizer was excused.

- i. Mayor Fergusson reflected on the recent FireSmart and firebreak management workshops, noting that they provided valuable information and generated important community discussion. She encouraged the Town to build on the work already completed and suggested that firebreak management could be a priority topic for



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one of the Town's advisory boards, given its importance to the community and the need for ongoing public engagement.

The Mayor also highlighted the role of the Town's advisory boards in providing input on community issues, including business licensing, home occupation policies, waste management, and wildfire preparedness. She encouraged residents to consider joining an advisory board to help shape future municipal decisions and community initiatives.

Mayor Fergusson concluded by congratulating local graduates and commending students, families, organizers, and emergency services for a successful and safe graduation season, noting that celebrations took place without any major incidents.

- i. Cr. Tuckey congratulated the graduating class and commended the students for representing themselves well throughout the graduation celebrations. He noted that it was a strong graduating class and wished all graduates success in their future endeavours.

Cr. Tuckey also extended his condolences to the families and friends of community members who had passed away in recent weeks.

**9. PROCLAMATIONS**

**10. DATE OF NEXT COUNCIL MEETING**

Regular Meeting of Council (Community & Municipal)	June 16 <sup>th</sup> , 2026, @ 7 pm Chaired by Cr. Heaton
Regular Meeting of Council (Protective & Corporate)	July 7 <sup>th</sup> , 2026, @ 7 pm Chaired by Cr. Karasiuk

**11. EXCUSING OF COUNCILLORS**

<b># 26-135</b>	<b>Moved by: Mayor Fergusson</b> <b>Seconded by: Cr. Bathe</b>
That D/M Keizer and Cr. Cox be excused from the regular meeting of Council on June 2 <sup>nd</sup> , 2026.	
<b>PASSED</b>	

**12. QUESTION PERIOD**

**13. ADJOURNMENT**

<b># 26-136</b>	<b>Moved by: Cr. Karasiuk</b> <b>Seconded by: Cr. Bathe</b>
That the meeting be adjourned at 8:23 pm.	
<b>PASSED</b>	



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**Council of the Town of Fort Smith**  
**June 2, 2026 @ 7:00 PM**

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Minutes adopted this 16th day of June 2026.

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Dana Fergusson  
Mayor

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Certified Correct by David Henderson  
Senior Administrative Officer



# REPORT TO COUNCIL

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE COMMUNITY SERVICES MONTHLY REPORT FOR MAY 2026 AS PRESENTED.**

### Recreation Programming

May was a busy and highly active month for Recreation and Special Events, with strong facility utilization and continued growth in community programming across multiple user groups. The season began with indoor gym sessions supporting baseball participants in their early-season preparation, supported in part by community volunteers who helped ensure program delivery. The facility also saw strong engagement through a well-attended Mother’s Day Swim, which provided families an opportunity to celebrate together in the pool, along with continued high demand for birthday rentals throughout the month.

Community partnerships and program expansion remained a key focus in May. The Town supported Trek Tourette by providing the main foyer space for event registration and coordination, further demonstrating the flexibility of our facilities in accommodating community initiatives. The Bumps and Babies program continued to see extremely strong attendance out of the Seniors Centre, highlighting sustained demand for early years programming. Firefighter training was also successfully delivered within the arena, reinforcing the value of the space as a multi-purpose training and events venue.

Recreation programming continued to expand and diversify, with the launch of a new Dodgeball program in partnership with NWT Dodgeball, with participation expected to grow over the summer months. Wellness programming also showed positive momentum following the inclusion of yoga within membership offerings, which has attracted several new participants to the facility. Senior Pickleball maintained consistently high participation levels and remained one of the most well-attended programs, while the Curling Lounge continued to see strong use for meetings and as additional support space for the Childcare Program. Overall, May reflected sustained community engagement, strong facility usage, and continued growth across both recreational programming and partnerships.

### 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	ASCP 1:00 - 5:00	Rental 2 2:00 - 3:00	Rental 2 2:00 - 3:00
ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00	ASCP 3:00 - 5:00		Rental 3 3:30 - 4:30	Rental 3 3:30 - 4:30
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		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	Archery 7:15 - 8:30	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		Youth Night (Ages 12 - 18) 8:00 - 11:15 Doors close at 10:00	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) 9:30 - 11:15 Doors close at 10:00	Volleyball (13 & up) 8:30 - 9:45	



# REPORT TO COUNCIL

May-2026				
102055				
Fort Smith Community and Recreation Centre	April 2026 Sessions	April 2026 Participants	May 2026 Sessions	May 2026 Participants
Squash	Operational days 28	46	Operational days 30	41
Pete's Gym	Operational days 28	1343	Operational days 30	1210
Senior Lane Swim	21	63	22	110
Public Swim	21	684	26	577
Public Lane Swim	51	206	40	138
Parents & Tots Swim	21	26 Parents; 51 Tots	21	15 Parents; 17 Tots
Daycare Swim	9	118	12	130
ASCP Swim	9	226	8	118
JBT 2/33 PWK 1/8	3	41	8	77
Pool Rentals	1	15	10	103
Sauna	28	158	30	210
Kayak Club	2	27	5	78
NLMCC	-	-	-	-
Active Aging/Senior Walking	3	11	22	33
Snow Boarding Event	-	-	-	-
Drop-in soccer/Futsal	14	158	5	2
Drop-in Volleyball/Jr Girls Volleyball			10	122
18+ Women's Volleyball/18+ Drop-In	2	46	10	64
Drop-in Badminton	4	8	4	8
Women's Squash League	2	12	0	0
Pi Day	-	-	-	-
Family Drop-in Sports	4	25	4	42
Open Squash League	2	12	0	0
Parents & Tots Gym	24	117 Parents; 275 Tots	24	73 Parents; 176 Tots
Gym Rentals	8	148	24	335
Pickleball	11	82	7	28
Girl Guides	4	36	4	36
Youth Night/Youth Night Volleyball	4	37	8	88
Youth Drop-In	15	124	16	86
AA	7	28	9	24
Healthy Families	2	9	1	14
Cooks N' Books Feb 12/March	0	0	0	0
Crib Night	3	2	0	0
Yoga	2	9	4	15
Teen Nights - Wednesday Activities	4	30	4	30
Curling	-	-	-	-
Frolics Bingo	-	-	-	-
Frolics Kids Carnival	-	-	-	-
EIM training	2	20		
CRC Daily Total	28	4869	30	5902
<u>Comments:</u> .	Pool closed. Opened March 30			
Fort Smith Centennial Arena	April 2026 Sessions	April 2026 Participants	May 2026 Sessions	May 2026 Participants
Fire Fighting Fitness Test	3	213	2	102
Staff training (use of arena)	3	48		



# REPORT TO COUNCIL

Trade Show	2	912		
<u>Comments:</u> .			Arena closed March 31, 2026 for ice events	

Fort Smith Child Care	April 2026 Sessions	April 2026 Participants	May 2026 Sessions	May 2026 Participants
Summer Camp	20	470/600	20	560/600
Daycare	20	14FT; 4HT; 1FTI; 0 Drop-Ins (HD)	20	16 FT; 2HT; 4 drop ins
<u>Comments:</u> .	FTI is for Full Time Infant		FTI is for Full Time Infant	

## Aquatics

The William Schaefer Memorial Pool continued full operations throughout the month of May, including the continuation of extended evening hours until 8:30 p.m. in response to feedback received through the community survey conducted in Fall 2025. Usage statistics were collected during the latter half of May to begin evaluating the impact of the additional operating hour. Early observations indicate that the extended hours are being utilized by residents, supporting increased accessibility and flexibility for evening users. Administration will continue monitoring attendance trends over the coming months to further assess long-term demand and operational sustainability.

Sunday operations also resumed during the month, with the pool now open from 12:00 p.m. to 4:00 p.m. Each Sunday, the Fort Smith Paddling Club currently utilizes the facility from 12:00 p.m. to 2:00 p.m. as part of their seasonal training and introductory programming, followed by public swimming from 2:00 p.m. to 4:00 p.m. Once the Paddling Club concludes its rental season at the end of June, the full Sunday operating period will transition to public swimming availability.

Due to current staffing limitations, weekday opening times were temporarily adjusted from 9:00 a.m. to 10:00 a.m. Administration notes that this adjustment has not resulted in a noticeable decline in attendance or public usage during morning hours.

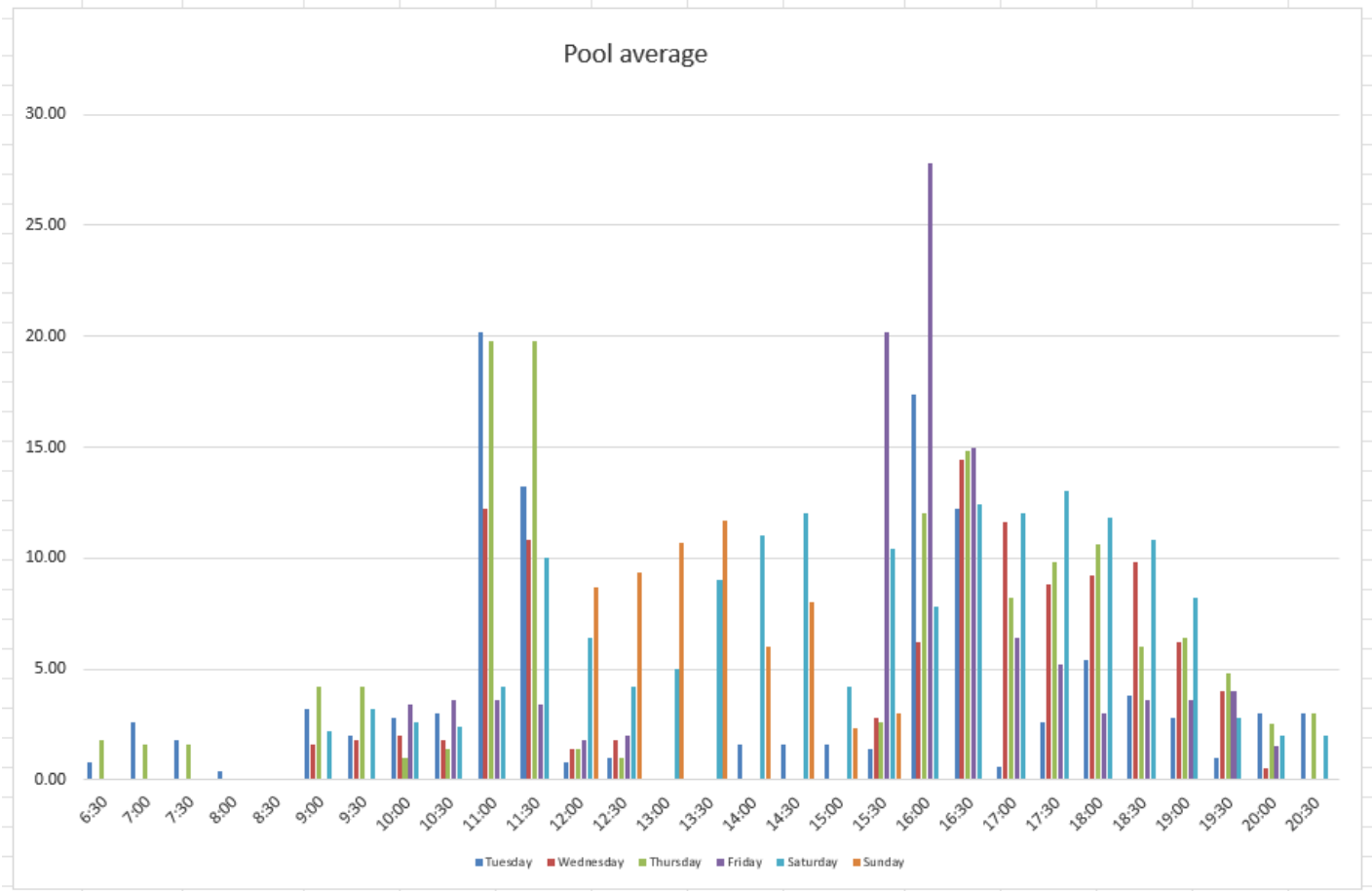
Aquatics staff also continued efforts to support training and certification opportunities within the community. A combined Swimming Instructor and Lifesaving Instructor course has been scheduled for July 18–22, helping to build local capacity and support future staffing and program delivery needs.

Additionally, Elders in Motion aquatic programming officially launched on Wednesday mornings during the month of May. Attendance has remained steady, and feedback from participating Elders has been very positive. The Aquatics team remains committed to supporting inclusive, accessible, and wellness-focused recreational opportunities for residents of all ages and abilities.

To support increased participation during quieter programming periods, targeted advertising efforts have also begun for the lunchtime lane swim program.



# REPORT TO COUNCIL



## William Schaefer Memorial Swimming Pool

### 2026 Spring Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 <b>CLOSED</b>	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)	Public Lane (9:00-11:00)	
	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	
	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-12:50)	Kayak Paddling club (12:00-2:00)
					RENTAL (1:00-2:00) RENTAL (2:00-3:00)	
	Public Swim (3:30-8:30)	Public Swim Wubit night (3:30-8:00)	Public Swim (3:30-8:30)	Public Swim (3:30-8:30)	Public Swim (3:00-8:30)	Public Swim (2:00-4:00)



# REPORT TO COUNCIL

Pool average						
HOURS	Tuesday	Wednesda	Thursday	Friday	Saturday	Sunday
6:30	0.80	0.00	1.80	0.00	0.00	0.00
7:00	2.60	0.00	1.60	0.00	0.00	0.00
7:30	1.80	0.00	1.60	0.00	0.00	0.00
8:00	0.40	0.00	0.00	0.00	0.00	0.00
8:30	0.00	0.00	0.00	0.00	0.00	0.00
9:00	3.20	1.60	4.20	0.00	2.20	0.00
9:30	2.00	1.80	4.20	0.00	3.20	0.00
10:00	2.80	2.00	1.00	3.40	2.60	0.00
10:30	3.00	1.80	1.40	3.60	2.40	0.00
11:00	20.20	12.20	19.80	3.60	4.20	0.00
11:30	13.20	10.80	19.80	3.40	10.00	0.00
12:00	0.80	1.40	1.40	1.80	6.40	8.67
12:30	1.00	1.80	1.00	2.00	4.20	9.33
13:00	0.00	0.00	0.00	0.00	5.00	10.67
13:30	0.00	0.00	0.00	0.00	9.00	11.67
14:00	1.60	0.00	0.00	0.00	11.00	6.00
14:30	1.60	0.00	0.00	0.00	12.00	8.00
15:00	1.60	0.00	0.00	0.00	4.20	2.33
15:30	1.40	2.80	2.60	20.20	10.40	3.00
16:00	17.40	6.20	12.00	27.80	7.80	0.00
16:30	12.20	14.40	14.80	15.00	12.40	0.00
17:00	0.60	11.60	8.20	6.40	12.00	0.00
17:30	2.60	8.80	9.80	5.20	13.00	0.00
18:00	5.40	9.20	10.60	3.00	11.80	0.00
18:30	3.80	9.80	6.00	3.60	10.80	0.00
19:00	2.80	6.20	6.40	3.60	8.20	0.00
19:30	1.00	4.00	4.80	4.00	2.80	0.00
20:00	3.00	0.50	2.50	1.50	2.00	0.00
20:30	3.00	0.00	3.00	0.00	2.00	0.00

## Mary Kaeser Library

The Mary Kaeser Library continued to see steady community engagement throughout the month of May, with regular attendance across library services and programs. Storytime programming experienced particularly strong participation, with a growing number of babies and young families attending weekly sessions. Teen Night programming also remained steady, and with the successful onboarding of three new staff members, the library has been able to resume programming opportunities for the 9–12 age group. Demand for Crochet and Craft Drop-In programming has also returned, with continued community interest in creative and social programming opportunities.

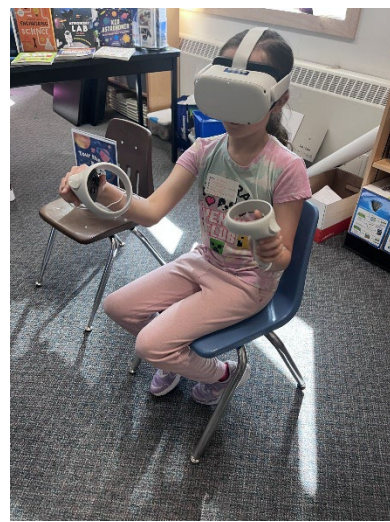


The library participated in the annual Science Rendez-Vous event at JBT, joining over 40 organizations delivering hands-on STEM programming within the community. Library staff provided a virtual reality tour of the International Space Station, a “Train Like an Astronaut” activity, themed book displays, and a LEGO Space Launch System activity for participants. Staff also attended JBT on June 9 to promote upcoming summer programming, including the Summer Reading Program and Theatre Camp. Registration for the Theatre Camp has opened with approximately half of available spaces already filled. The library will be partnering with JBT to host the camp and performances within the Community Recreation Centre gymnasium.

# REPORT TO COUNCIL



Planning for summer programming is well underway for June and July. The Summer Reading Program will include weekly drop-in activities at the library alongside a reading reward system encouraging children to track their reading progress and earn small prizes. Additional partnership programming is also planned with several community organizations, including ARI, The Den, the GNWT Nutritionist, and Parks Canada. Planned activities include robotics sessions, introductory American Sign Language programming for children and families, cooking activities for youth, a planetarium experience, and natural science programming. Teen and adult summer reading challenges are also currently in development.



## Mary Kaeser Library Activity Report May 2026

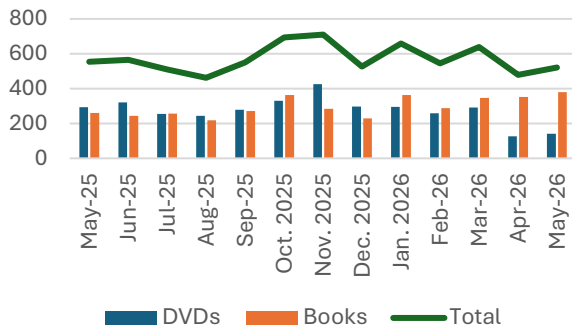
	May-25	Last Month	May-26	YTD
Adults	558	496	457	2609
Children	778	643	751	3612
<b>Total attendance</b>	<b>1336</b>	<b>1139</b>	<b>1208</b>	<b>6221</b>
CAP Computer Users	303	224	292	1212.65
CAP Computer Hours	249	208.65	224.75	1075.38
Wifi users	251	185	166	1048
<b>Programming:</b>				
Family literacy	31	40	36	195
Adult programs	18	n/a	11	55
Seniors programs	n/a	1	2	5
Curious Creators (Friday Kids)	26	n/a	n/a	38
Special events (Other)	n/a	42	41	128
Outreach/partnerships	133	74	70	144
holiday/spring break/summer reading	n/a	n/a	n/a	n/a
Teen programs	28	6	29	127
Class/daycare visits	81	107	74	434



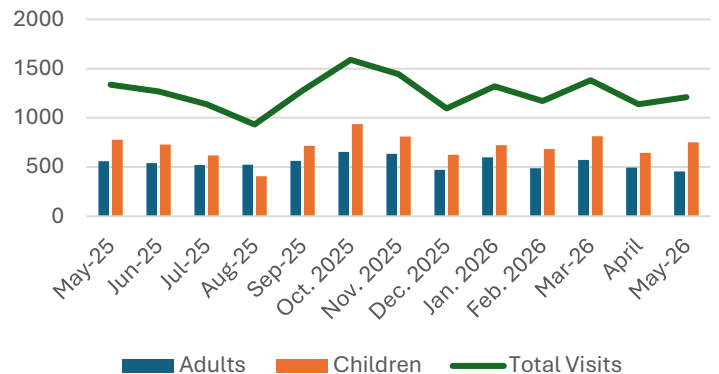
# REPORT TO COUNCIL

<b>Total program Attendance</b>	317	270	263	1126
<b>Other</b>				
Circulation stats	554	479	521	2842
Inter-library loan requests (MKL patrons)	??	12	8	50
Inter-library loan requests (NWT patrons)	??	14	12	85
Printing	590	542	421	2606
Reference	93	323	90	970
<b>Operational Hrs</b>	219	197	217	1073

Circulation at MKL May 2025- May 2026



Visits to MKL May 2025- May 2026



Mary Kaeser Library

## June 2026

**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

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 Story Time 10:30-11:30 Teen Book Club 4:00-5:00	2	3	4 Teen Night Movie & baking 7:00-9:00	5	6
7	8 Story Time 10:30-11:30	9	10	11 Teen Night Hangout 7:00-9:00	12	13
14	15 Story Time 10:30-11:30	16 Kids' book club 3:30-4:30	17	18 Teen Night Nerf Battle 7:00-9:00	19	20
21 CLOSED	22	23	24	25 Teen Night Hangout 7:00-9:00	26	27
28	29	30 Summer Reading Program 1:30-3:30	1 CLOSED	2 Teen Night 7:00-9:00	3	4

## Childcare

### Daycare

During the month of May, the Daycare Program welcomed two new infants into care. The program currently has three vacant infant spaces available, with significant interest from families seeking placement for the fall season. Staff continue to welcome prospective families from the community to visit the program and spend time within the facility. These visits provide families and children with an opportunity to meet staff, become familiar with the learning environment, and gain a better understanding of daily programming and operations.

With warmer weather continuing throughout May, children spent increased time outdoors participating in seasonal activities and nature-based learning opportunities.



A highlight of the month was the butterfly raising project, during which children observed the lifecycle of butterflies from caterpillar to cocoon and eventually release into the wild. The experience supported hands-on learning and generated excitement and curiosity among participants. The program also hosted a Bike Day event, where children brought bicycles and helmets to school to participate in outdoor riding activities. A special visit from Bylaw Officer Dane provided children with an opportunity to learn about bike and road safety through games and interactive activities, culminating in participants earning their own "driver's licences."

In preparation for Mother's Day, children also spent time creating gifts and crafts to celebrate their mothers and caregivers. Operationally, recruitment efforts for the vacant Primary Care Worker position remain ongoing. The position has now been vacant for over five months. Interviews continue to be conducted with qualified prospective candidates;

### ASCP

The After School Care Program (ASCP) welcomed two new participants during the month of May. The program remained at full capacity, although overall attendance was slightly lower due to many children participating in track and field practices several times per week.

Programming throughout the month included increased outdoor activities as warmer weather returned to the community. Participants enjoyed spending time outdoors and taking advantage of the final puddle-filled days of the spring season. The program also welcomed representatives from the Wilder Institute, who delivered an educational presentation on Whooping Cranes followed by a themed craft activity. The presentation was well received by participants and provided an engaging environmental learning opportunity.





## Summer Camp

Registration for the Town of Fort Smith Summer Camp Program opened on May 1, with priority registration initially offered to families currently enrolled in the ASCP before opening to the public the following week. Interest in the program was exceptionally high, with most weeks reaching full or near-full capacity within the first day of registration. Waitlists have since been established for multiple weeks in anticipation of potential openings becoming available.

Preparation for the summer season continues, including program planning and supply procurement. Staffing remains a challenge, particularly as the summer camp program typically shares staff resources with the Childcare Program to support operational needs and reduce staff burnout. Recruitment efforts for additional casual staff continue to address coverage for annual leave, sick leave, and other staffing absences.



## Economic & Tourism Development

### Internet Testing Project

The Economic Tourism Development Office (ETDO) has continued discussions with the Canadian Internet Registration Authority (CIRA) regarding participation in their community internet performance testing program. CIRA, the organization responsible for overseeing Canada's ".ca" internet domain registry, provides communities with access to a free, customized, geo-fenced internet testing portal that allows residents to voluntarily test and submit information regarding their internet connection speeds, including download speeds, upload speeds, and latency.

The purpose of the initiative is to gather accurate, community-specific data regarding internet service performance throughout Fort Smith. This information will help identify average household internet speeds, service reliability, and overall accessibility across different neighbourhoods within the community. The collected data will also provide insight into internet service provider usage trends, including the proportion of households utilizing providers such as Northwestel and Starlink.

The project is investigative in nature and is intended to support future advocacy efforts related to broadband infrastructure and service improvements within Fort Smith. While existing coverage maps may indicate that all households have access to minimum broadband targets, local experiences suggest that internet access and speeds may vary significantly depending on location and available infrastructure. The data collected through this initiative will provide evidence-based information that can be used to support discussions with internet service providers and other stakeholders regarding future investment in cable and fibre internet infrastructure.

Improved internet connectivity remains an important component of broader economic development objectives within the community. Reliable high-speed internet supports remote work opportunities, business development, tourism operations, education, and overall community growth.

There is no direct cost to the Town associated with participation in the CIRA testing program itself. Community participation will be voluntary, with residents accessing the online portal to complete internet speed tests. Potential costs associated with the initiative would be limited to local promotion and public awareness efforts intended to encourage participation and strengthen the accuracy of the collected data.

## NWT Fire Building Groundbreaking

Alyssa Etsell, Communications Coordinator for the GNWT North Slave contacted ETDO for help setting up the groundbreaking ceremony for the new development by the Airport. ETDO & Director of Community Services brought chairs, a podium & audio equipment. ETDO also photographed the event and the pictures ended up on MLA Jay McDonald's Facebook page.

Having the capacity to assist other government organizations when pulling off media events like this has been curated and developed over the past few years. We should be proud we can help.



## Red Dress Day

Partnering with Uncle Gabes, SRFN, Metis Nation, TDBN & Fireweed, the ETDO helped facilitate programming on May 5<sup>th</sup>. The event started with a march from SRFN to Uncle Gabes, and speeches, tea & music followed. Again, it was requested to utilize our Audio Equipment, and the ETDO took pictures throughout the event.

ETDO finds that photography is often overlooked, but incredibly valuable. It's part of the ETDO job description to collect photos, and jumps at any opportunity.



## Yellowknife Tradeshow

In Yellowknife, the Town of Fort Smith was especially popular with the recently acquired wheel & new table runners. These items were acquired through a 70% ITI grant.

The wheel questions were curated for a Yellowknife audience to stimulate conversation that might convert them to visitors.

- **How long is the flight?**
- **What are some animals you might see?**
- **What is Canada's Largest National Park?**

There were 3 groups of attendees.

- Long time residents who have visited / lived in Fort Smith (likely to come visit)
- Long time residents who have never visited Fort Smith (hard to convert)
- New Canadian Residents who are looking to explore the north (biggest target)

ETDO notes that it was surprising the amount of people who couldn't name a summer event in Fort Smith, or didn't know that Wood Buffalo National Park is the largest in Canada. This means that we can do direct targeted ads to the YK area to promote summer events.

ETDO also notes that having 2 Town of Fort Smith staff is necessary for the YK Tradeshaw to be successful. There was 3500 to 4000 people through that weekend, and one person is not enough to have meaningful conversation.

ETDO sold \$541 of merchandise as well, which was surprising! But a reminder that the merchandise we produce is high quality and desirable. The most popular item was the custom socks.



## Guided Hikes down to the Rocks Begin!

Now that we have Visitor Information Centre Staff, we are able to begin offering guided hikes to the Rocks & Historic Walking tours. Frontline Staff Donny and the ETDO were able to attend a hike with Mike Keizer who led a walk for members of the Census who were looking for a local experience.

These experiences will begin to be advertised more regularly as the second Visitor Information Centre Staff comes on. The Town hires 2, and Parks Canada has 4. However, Parks Canada has stopped offering ALL programming. Guided hikes to the Salt Plains, campfire / canoe programs at Pine Lake and they're not even printing physical copies of their Visitor Guide.



I would love some high level conversation to happen between desires of the municipality to continue to development of tourism programming, and the operational abilities of Parks Canada.

## Capital Project Updates

**CRC Backup Generator and Heating;** Administration is currently awaiting follow-up from the project engineers and associated consultants regarding next steps for the Community Recreation Centre backup generator project. Updated renderings, plans, and project details are currently in development and will help inform the next phase of the project. Further updates will be provided to Council as information becomes available.

**Snowboard Park and Lookout Development;** Engineers have been engaged to update project renderings for the Snowboard Park and Lookout Development project as Administration works toward the targeted project completion timeline of September 2027. Current revisions include exploring opportunities to incorporate and build from existing site infrastructure, including the current shelter and pilings, in order to create a more sustainable and cost-effective development approach. Administration is currently awaiting updated renderings and concept plans before proceeding to the next stages of project planning and development.

**Conibear Park Development;** Work on the Conibear Park Development project continues, with engineers currently engaged in the design process. Landscaping concepts are in progress, and renderings for the proposed structure are being developed. Current conceptual plans include a stage/bandstand area, public washrooms, and basic kitchen amenities intended to support community events and programming opportunities within the park space.

Prepared by:  
Director of Community Services  
*Lauren Howes*  
Date: June 10th<sup>th</sup>, 2026

Reviewed By:  
Senior Administrative Officer  
David Henderson



## Briefing Note

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**To:** Mayor and Council  
**From:** Community Services  
**Date:** June 16<sup>th</sup>, 2026  
**Subject:** Request for Support - Stone Point Development

### PURPOSE:

To inform Mayor and Council of a request from Stone Point Development (formerly Hi-Tek Development) for the use of the Community Recreation Centre gymnasium and associated equipment for their 2026 Summer Youth Camp, and to seek direction regarding the provision of Town facility space and in-kind support.

### BACKGROUND:

Stone Point Development is planning its third annual Summer Youth Camp in Fort Smith. The organization has previously delivered youth programming in the community, including summer and hockey camps in 2024 and 2025, with participation ranging from 27 to 72 youth per program.

The 2025 Summer Camp was delivered in partnership with the Town of Fort Smith, Salt River First Nation, and the Fort Smith Métis Council through a cost-shared model supporting youth participation and accessibility.

The organization is requesting continued access to Town facilities to support delivery of the 2026 Summer Youth Camp.

### ANALYSIS:

The following support has been requested:

- Use of Community Recreation Centre gymnasium space
- Use of gym equipment, tables, and chairs
- Facility access from June 27–30, 2026 (9:00 a.m. – 2:30 p.m.)

Estimated in-kind value: to be determined based on facility rental rates and staffing requirements.

The proposed program provides structured recreational programming for youth and supports physical activity, skill development, and community engagement during the summer period.

Stone Point Development has previously delivered similar programming in Fort Smith with varying levels of participation and has demonstrated the ability to operate within community facilities.

Operational considerations include:

- Availability of the facility during the requested dates
- Impacts to scheduled programming and maintenance activities
- Staffing requirements for facility setup, supervision, and support
- Insurance, liability, and facility use agreement requirements

Any approval of in-kind facility support is subject to operational capacity and alignment with Town facility use policies and priorities.



## Briefing Note

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### RECOMMENDATION:

That Mayor and Council consider the request from Stone Point Development for the use of the Community Recreation Centre gymnasium and associated equipment from June 27–30, 2026, and provide direction to Administration regarding approval, subject to facility availability, operational requirements, and applicable Town policies.

**Subject: Request for Partnership Support – 3rd Annual Fort Smith Youth Summer Camp**

Mayor Dana Fergusson and Members of Council  
Town of Fort Smith  
174 McDougal Road  
PO Box 147  
Fort Smith, NT  
X0E 0P0

Dear Mayor Dana Fergusson and Members of Council,

On behalf of **Stone Point Development (formerly known as Hi-Tek Development)**, we are pleased to once again begin planning our upcoming Summer Youth Camp in Fort Smith. As we prepare for our third annual camp, we are hoping to structure this year’s program in a similar way to the **2025 Summer Camp**. The 2025 youth camp was successfully cost-shared through the generous partnership of the Town of Fort Smith, Salt River First Nation, and the Fort Smith Métis Council. That collaborative approach ensured strong participation and accessibility for local youth, and we are aiming to continue building on that model.

Since beginning our programming in Fort Smith, we have been proud to build strong relationships and consistent participation within the community:

**Prior History in Fort Smith:**

- 27 participants – July 2024 Summer Camp (Ages 7–14)
- 70 participants – December 2024 Hockey Camp (Ages 5–18, & the Fury Female Team)
- 29 participants – July 2025 Summer Camp (Ages 7–14)
- 72 participants – October 2025 Hockey Camp (Ages 5–18, & the Fury Female Team)

Each youth camp has demonstrated the strong interest and need for structured, positive programming that builds skills, confidence, leadership, and teamwork in a safe and encouraging environment.

As part of our request, we respectfully ask Council to consider once again donating the use of the gym space at the Community Recreation Centre from **June 27th, 28th, 29th, and 30th, from 9:00 a.m. to 2:30 p.m.** Access to the archery targets, gym equipment, tables, and chairs during this time would also greatly support the success of the youth camp.

We are grateful for the partnership we have built with the Town and the broader community, and we look forward to continuing to work together to support the youth and families of Fort Smith. Thank you for your time and thoughtful consideration

Sincerely,

**Chris Leroux & Jay Langager**

Owner/Instructor  
Stone Point Development  
403-332-1487  
hi-tek.66@gmail.com

## RECOMMENDATION:

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

## CAPITAL PROJECTS

**Sidewalk repair and improvements** – See Briefing note.

**Graveyard Fence** – We are meeting with TDN and formalizing a plan to get the fences installed at both cemeteries. Will have updates as this project progresses.

**Riding Mower** – The tender has been posted as part of the three-year project to procure an identical riding mower, ensuring consistency between units. Having identical mowers will simplify parts inventory and maintenance support, and the tender also requires bidders to provide local parts supply and servicing.

**Garbage Truck – Update on project**

- **Garbage Truck update:**
- The new garbage truck is now in operation. While residential collection times have been longer than usual during the initial rollout, this is expected as staff familiarize themselves with the new equipment and controls. Efficiency is expected to improve as operators gain experience and become more comfortable with the system.
- **Garbage cart update:**  
Residential carts have been successfully delivered, and the old disposal bins have been collected throughout the community. A pilot project is currently underway to assess the effectiveness of the new commercial bins, with no issues identified to date. Several commercial customers were approached to participate in the pilot program and all expressed willingness; however, the Northern Store was selected as the primary participant, as it is expected to provide the most reliable and representative data. The pilot will run over the next year, during which time both collection trucks and the existing commercial bins will continue to be used to support evaluation and comparison.

**Water licence renewal** – No update for this report

**Ice Resurfacers Replacement** – No new updates at for this report.

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

**The old chipper plant demolition** – Construction of the hazardous waste (paint, Glycol and batteries) area has begun and will update as construction continues. We are also preparing to move the steel frame from the old water chipper plant to the landfill to use as a storage building for the compactor in the future.

**Cross walk lights** – We have changed the location of one of the crossings to the crossing between the northern store and the bank. We feel that this is a busy crossing and is higher priority. The other that will be installed is on McDougal road at Simpson street.

**Main lift station** – No new updates for this report.

**Landfill Expansion** – An in-person bidders meeting was held for the landfill expansion project with representatives from AECOM, the Town of Fort Smith, Carter Industries, TDC Contracting, Rowes Construction, and Wildstone Construction in attendance. The meeting included introductions, a safety moment, administrative updates, a review of project scope and tender requirements, discussion of the project schedule, and a site tour.

The meeting also provided contractors with key administrative and technical information related to the tender. Addendum 2 was issued, confirming that tender submissions are due by June 11, 2026 at 2:00 p.m. MT and must be submitted electronically to the updated submission contact. Project requirements reviewed with bidders included contractor responsibilities for water supply, coordination of site access and working hours with the Town, accommodation of ongoing landfill operations during construction, and awareness of site-specific conditions such as wildlife and security risks.

A detailed overview of the Cell 1A construction scope was also presented, including grading, access road and berm construction, installation of the liner and leachate collection systems, and associated quality control requirements. The project schedule remains subject to Mackenzie Valley Land and Water Board approval, with substantial performance expected within three months of contract award. The meeting concluded with a site tour to review the laydown area, Cell 1A location, and site access routes intended to minimize conflicts with regular landfill traffic.

**Raw Water Intake** – No update for this report.

**Fire Hydrant Replacement** – No update for this report

**Skid Steer Replacement (evergreen)** – No update for this report.

## PUBLIC WORKS

Public Works has launched operations with the new garbage truck, and staff are currently becoming familiar with the new systems and controls. Spring cleanup activities have been completed, including the collection of all old garbage containers from throughout the community. At the landfill, spring cover placement and electric fence maintenance have been completed, and the annual spring water licence inspection was carried out with very positive results.

Street sweeping operations have also begun and will continue until all areas are completed. Crosswalk painting is now underway, with the main four-way downtown intersection completed as a priority in support of a request from the local LGBTQ community. In addition, crews have been repairing existing commercial bins while the garbage collection pilot project continues.

Additional transportation and infrastructure work has also been completed or is underway. Signage and jersey barriers have been installed on Simpson Street to support the new parallel parking designation, and road and trail maintenance has begun, including pothole repairs and general damage remediation.

## WATER PLANT

During the reporting period, several key water system maintenance and seasonal transition activities were completed. The McDougal waterline repair was finished and the road was reopened, with frozen ground being the only notable challenge encountered during the work.

Seasonal system preparations are now largely complete. Mud induction at the raw water intake was finished, the summer ponds were cleaned, filled, and placed into operation, and the summer waterline switchover has now been completed following repairs that temporarily delayed commissioning. Summer water service to both graveyards has also been restored.

Progress was also made on water treatment infrastructure and supporting equipment. The pond pump house pump has been installed and is awaiting electrical hookup, chlorine room parts were received and installed with the system now operating properly, and a replacement hose for the water truck has been ordered to address aging equipment.

Routine operational work continued throughout the month, including curb stop locates for the college and water meter readings. Meter reading issues were significantly reduced, with only two meters still not reading properly by machine, and the spring inspection by ECC was completed, with results still pending.

Overall, water plant operations remain stable. Filter 3 and the new turbidimeter are performing as expected, and preliminary results indicate the anthracite and sand media in the two older filters remain in good condition, removing a previous area of concern.

### **1. Neptune Meter Reader Upgrade**

No new updates at for this report.

### **2. Frontier Lift Station**

No new updates at for this report.

### **3. Primrose Lift Station**

No new updates at for this report.

## **FACILITY MAINTENANCE**

Seasonal maintenance activities are now underway throughout the community. Grass cutting has started for the season, and crews have also been collecting litter and debris from roadside ditches that accumulated over the winter months. Recreation field and outdoor facility preparation has also begun, with soccer field lines marked in the track and field area, maintenance work underway at the ball diamond, and tennis court maintenance included in the seasonal work program. During ball diamond maintenance, issues were identified with the water reels, and options are currently being reviewed to determine an appropriate solution.

Downtown beautification efforts are also in progress, with annual flowers now installed and hanging baskets in place. In addition, the painting of Town Hall has been awarded to a local contractor, and replacement of air conditioning units is being carried out as part of identified building maintenance. Maintenance work has also started at the graveyard, and a summer work plan has been developed that will increase the level of maintenance in this area over the course of the season.



## Briefing Note

**To:** Mayor and Council  
**From:** Municipal Services  
**Date:** June 16<sup>th</sup>, 2026  
**Subject:** Sidewalks and Concrete Works 2026 Tender Review

### PURPOSE:

To provide Council with the results of the Sidewalks and Concrete Works 2026 tender review and to seek direction on how the Town wishes to proceed, given that all compliant bids exceed the current project budget.

### BACKGROUND:

Maskwa Engineering reviewed tenders submitted by Delta Contracting, Signature West Contracting, and Blades Construction for the Town of Fort Smith Sidewalks and Concrete Works 2026 project. All three submissions included the required bid security and bonding, and the consultant noted several minor mathematical errors in the Delta Contracting bid and one error in the Blades Construction bid, while Signature West had no pricing errors.

After correction of the pricing, the tender totals excluding GST were reported as \$1,289,878.87 for Delta Contracting, \$1,836,645.80 for Signature West Contracting, and \$2,432,819.80 for Blades Construction. Delta Contracting is therefore the lowest compliant bidder.

The tender summary prepared by Maskwa Engineering shows a combined total for all project parts of \$1,172,617.16 for Delta Contracting, plus a 10 percent contingency of \$117,261.72, for a subtotal of \$1,289,878.87 excluding GST. The same adjusted subtotals for Signature West and Blades Construction are \$1,836,645.80 and \$2,432,819.80 respectively.

### CURRENT SITUATION:

The consulting engineer has advised that all bids are higher than the Town's allotted budget for the project. As a result, Council must decide whether to proceed by increasing available funding, reducing project scope, or directing administration to pursue a negotiated approach with the lowest bidder.

The tender review breaks the work into nine parts, including Conibear, King, Cummins, JBT to Drop Off, Lou's to SRFN Development, McDougal to Wintergreen, and a retaining wall component at McDougal. Based on the summary, the retaining wall component is priced at \$74,500.00 by Delta Contracting before contingency and GST, while other individual sections range from \$72,104.92 to \$175,701.95, which may allow Council to consider phasing or scope reduction if required.

### Options for Council

Option	Description	Advantages	Considerations
1. Re-tender with reduced scope	Cancel the current tender and re-issue the project with fewer project components so the work aligns with available budget.	Could bring the project within existing funding; allows the Town to prioritize the highest-need sidewalk and	Delays construction, requires additional design/administrative work, and may result in further price changes on re-tender.



## Briefing Note

Option	Description	Advantages	Considerations
		retaining wall sections.	
2. Allocate additional funds and award to Delta Contracting	Increase the project budget and award the full project to Delta Contracting at \$1,289,878.87 excluding GST, plus any required internal approvals.	Allows the full scope to proceed in 2026 and secures the lowest evaluated tender.	Requires identification and approval of additional capital funding because the tender exceeds the current budget.
3. Negotiate a reduced scope with Delta Contracting	Authorize administration to negotiate with the lowest bidder to complete only the work that can be accommodated within current funding.	May preserve 2026 construction timing while focusing on priority areas and staying closer to budget.	Requires clear scope definition, may reduce competitive certainty compared with a full re-tender, and not all project sections may proceed this year.

### RECOMMENDATION:

That Council authorize Administration to negotiate a reduced scope with Delta Contracting, as the lowest compliant bidder, and return to Council with a proposed award amount and list of priority project components that can be completed within the approved budget. This option maintains momentum on the 2026 construction season while responding to the budget constraint identified in the tender review.

An alternate direction would be for Council to approve additional funding and award the full project to Delta Contracting if completing the entire 2026 program is the preferred priority.



## Briefing Note

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**To:** Mayor and Council  
**From:** Administration  
**Date:** June 16, 2026  
**Subject:** Housing Accelerator Fund – Development Fee Refund and Waiver

### PURPOSE:

To address questions from council regarding the recommendation from administration to apply the Housing Accelerator Fund (HAF) Town of Fort Smith Development Fee Reimbursement program specifically to Residential development projects.

### BACKGROUND:

The HAF program requires participating municipalities to implement initiatives that accelerate housing development.

The Town of Fort Smith defined one of the program initiatives as a rebate of the Development Permit fee to provide an immediate incentive to developers and home builders to build more housing by lowering the cost of construction.

The applicable Briefing Note wording:

*To provide immediate support and incentives for housing starts, Administration recommends an interim measure: refunding development fees collected since January 1, 2025, and waiving all development fees for the remainder of the HAF program period. This approach supports HAF objectives while allowing time to develop a permanent, transparent fee model.*

*This proposal was reviewed by the Housing Accelerator Fund Committee and is recommended for Council approval.*

#### **Phase One – Immediate Incentive**

- Refund all development fees collected since January 1, 2025.
- Waive all development fees for the remainder of the HAF program period.
- Capture these costs within the HAF funding allocation to ensure full cost recovery.
- Estimated cost is \$25,000 annually, with approximately \$19,532.50 in refunds to date.

#### **Benefits and Implications**

- *For Developers/Homeowners: Provides immediate financial relief and a clear incentive to proceed with housing starts.*

At the Council meeting of June 2, 2026, Administration recommended applying the refund specifically to residential development permits for the following reasons:

- In applying the rebate to **all** development permit fees HAF Funds are potentially provided for Institutional, commercial, industrial and home-based business development fees which are arguably not an immediate incentive to housing construction.
- The HAF program is specifically targeted at accelerating the construction of Housing
- The Program criteria identifies that funds used and later deemed to not have been used within the parameters of the program may be clawed back or not approved
- Funds applied to non residential Development Permits are funds that are then not available for aspects of the program that are direct incentives to housing construction



## Briefing Note

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- The initial proposal estimated annual costs of approx. \$ 25,000. Actual annual costs are approx. \$50,000 or greater

### ANALYSIS:

The briefing notes from administration to council and the advisory committee refer to reimbursing all development permit charges without differentiating between residential and non residential or home-based businesses.

The estimates of total dollar value (\$25,000) appear to refer to residential based development permits given that a single non residential development permit can be \$10 - \$20,000.

The rationale presented - providing developers and homeowners with immediate financial relief and a clear incentive to proceed with housing starts – is applicable with residential development permits but less so with institutional, commercial, industrial, or home-based business development permits.

As noted in the background information, funds that are used in this aspect of the program in Fort Smith are funds that are then not available for other phases of the program ( direct housing construction subsidies, new housing property tax subsidies, residential development permit subsidies, new housing or program administration subsidies )

The risk of funding not being approved or being clawed back is relatively low given the scope of the program but is a risk as per the program outline and information. Administration followed up on this question with the program representative from CMHC who agreed and indicated that if we wished a definitive determination that we could write up a description that CMHC would then send to our program underwriters for review.

Administration does not recommend taking this step at this time but simply, out of an abundance of caution identifies this as a risk in applying the funds to all development permit fees.

Given this analysis administration recommends the program focus be changed to target residential development permit fees.

Maintaining the current application will not significantly affect the financial position of the Town but changing the application as recommended may achieve greater impact and slightly less risk.

### RECOMMENDATION:

That Council receive this briefing note as supporting information for the tabled motion on June 2<sup>nd</sup>, 2026



## Briefing Note

**To:** Mayor and Council  
**From:** Lands & Development Officer  
**Date:** June 08, 2026  
**Subject:** DPA-033-26 Variance

### PURPOSE:

To obtain Council's decision regarding a variance request to reduce the minimum separation distance between buildings for a proposed greenhouse at Paul William Kaeser High School, located at 97 Conibear Crescent.

### BACKGROUND:

The Town has received an application for a Development Permit to construct a greenhouse on the grounds of Paul William Kaeser High School at 97 Conibear Crescent.

The applicant proposes to construct an approximately 22-foot diameter octagonal greenhouse within the existing rear compound area of the property. The proposed location would place the greenhouse approximately 1 metre from an existing portable storage building. The Zoning Bylaw requires a minimum separation distance of 3 metres between buildings.

The applicant has submitted a written request for a variance citing site constraints, existing building locations, limited available space, and the need to maximize solar exposure for the greenhouse.

### CURRENT SITUATION:

Administration has reviewed the application and site plan submitted by the applicant. The proposed greenhouse is intended to be located within an existing developed compound area on the school property.

The requested variance would reduce the required building separation from 3 metres to approximately 1 metre. No encroachment onto adjacent properties is proposed, and the development remains wholly within the subject parcel.

The applicant has indicated that access around the structures will remain available and that drainage, visibility, and public safety will not be negatively affected.

### CONSIDERATION:

Administration has reviewed the request and notes the following:

- The variance is minor in nature and relates solely to the separation distance between two accessory structures.
- The proposed greenhouse will remain entirely on the subject property.
- The development is located within an existing service compound and is not expected to negatively impact neighbouring properties.
- Adequate access appears to remain available around the proposed structure despite the reduced setback.
- The variance does not alter the intended use of the property and is consistent with the educational and community uses already occurring on the site.
- Given the size of the property and the location of existing buildings, the variance appears reasonable and would allow the greenhouse to be situated in a location that maximizes solar exposure.



## Briefing Note

- Administration is not aware of any significant planning concerns that would result from approving the requested variance.

### RECOMMENDATION:

That Council approve the variance request associated with Development Permit Application DPA-033-26, permitting the proposed greenhouse at 97 Conibear Crescent to be located approximately 1 metre from the existing portable storage building, notwithstanding the 3 metre minimum building separation requirement of the Zoning



Date: June 1, 2026

To: Development Officer Nick Carbery  
Town of Fort Smith  
P.O. Box 147  
Fort Smith, NT X0E 0P0

Dear Development Officer Nick Carbery,

I am writing to request a variance for the construction of a greenhouse on PWK High School property located at 97 Conibear Cres. The proposed greenhouse will be approximately 22 feet in diameter (octagonal shape) and located one metre from the existing portable storage building in the back compound. The applicable zoning bylaw requires a greater separation distance, and I am requesting approval to construct the greenhouse within 3 metres of the existing building. The variance is requested because of a combination of limited lot size, existing building locations, site constraints and best solar exposure.

I believe the proposed greenhouse will not adversely affect neighbouring properties or public safety for the following reasons:

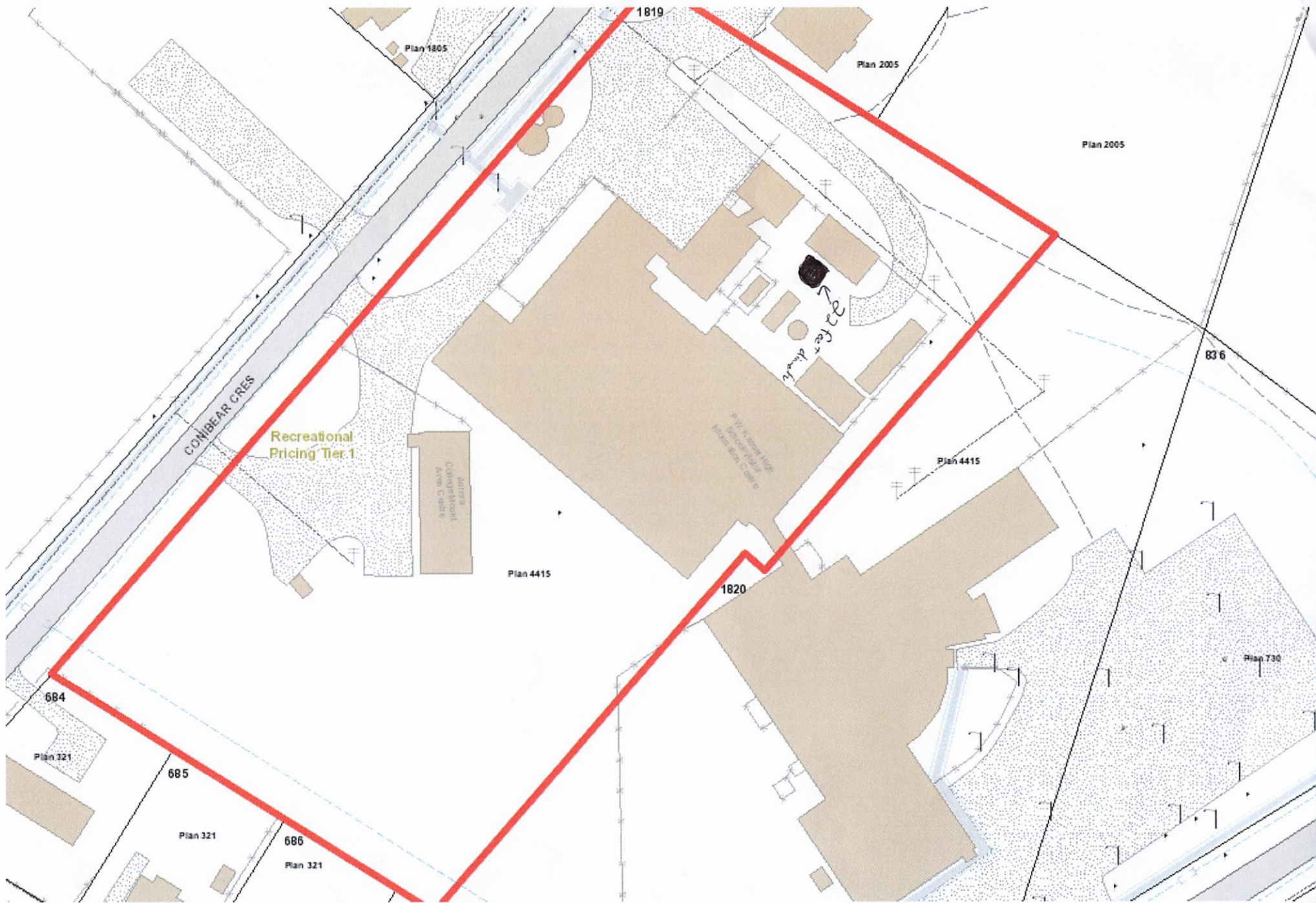
- Adequate access will remain around the structures.
- The greenhouse will not obstruct visibility or access routes.
- Drainage on the property will be maintained.
- The structure will comply with applicable building and fire safety requirements.
- The greenhouse will have minimal visual impact on neighbouring properties.

Attached is a site plan showing the location of the greenhouse.

I respectfully request that the Town approve this variance application. Thank you for your consideration. Please contact me if additional information is required.

Sincerely,

Michael Small  
Vice Principal  
Paul William Kaeser High School



3. From any structure.



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

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

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: PWK High School Interest (if not owner): Principal.  
 Telephone: 867-872-4795 Email: cmackay@ssdec.org  
 Mailing Address: P.O. Box 480

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

Registered Owner's Name: Government of the NWT  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: 97 Caribear Cres  
 Zoning: \_\_\_\_\_ Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: \_\_\_\_\_  
 Proposed Use(s) of Property (if applicable): Greenhouse

Estimated Cost of Project: \$ 38,000 -

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

**SIGNATURE:**

  
 \_\_\_\_\_  
**Applicant's Signature**

Sept 23/25  
 \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature (if different than applicant)**

\_\_\_\_\_  
**Date**



**REQUIRED ITEMS**

**PROPOSED DEVELOPMENT(S):**

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

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

**1. CONSTRUCTION:**

Proposed Building Dimensions: 22 ft diameter

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: 10ft 10in Area: 365ft<sup>2</sup>

- 2 sets of site plans showing:
  - Building outlines;
  - Legal description
  - Yards/Setbacks (front, rear, and side)
  - Provisions for off-street loading, parking, and access and egress points (if applicable)
  - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date November of Spring 2026
- Estimated completion date Summer 2026
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



# TOWN OF FORT SMITH

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

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

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. PROPOSED RELOCATION

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

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

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



## TOWN OF FORT SMITH

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

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

### 5. PROPOSED SIGN

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

### 6. HOME OCCUPATION

- Type of Home Occupation proposed: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: \_\_\_\_\_

*purchased unit*

13

15' DOME	18' DOME	22' DOME	26' DOME	33' DOME	42' DOME
\$9,950	\$13,950	\$18,950	\$24,950	\$36,950	\$54,950
SPACE 165 sq. ft	SPACE 230 sq. ft	SPACE 365 sq. ft	SPACE 510 sq. ft	SPACE 815 sq. ft	SPACE 1375 sq. ft
HEIGHT 9ft. 5inch.	HEIGHT 10ft. 8inch.	HEIGHT 10ft. 10inch.	HEIGHT 12ft. 7inch.	HEIGHT 15ft. 5inch.	HEIGHT 16ft. 6inch.
ASSEMBLED IN ~25 Hours	ASSEMBLED IN ~30 Hours	ASSEMBLED IN ~36 Hours	ASSEMBLED IN ~40 Hours	ASSEMBLED IN ~50 Hours	ASSEMBLED IN ~65 Hours

# What's Included

## INCLUDED IN ALL KITS

- |  |  |
|--|--|
| ✓ Multi-Wall Polycarbonate Panelling           | ✓ Drip Edge Flashing                         |
| ✓ Canadian Spruce-Pine-Fir Wood Framing        | ✓ Water Tank - Climate battery               |
| ✓ Stainless Steel / Aluminum Hubs and Hardware | ✓ 24" Foundation Wall with Structural Siding |
| ✓ Solar-Powered Undersoil Geothermal System    | ✓ 10 Year Polycarbonate Panel Warranty       |
| ✓ Reflective North Wall Insulation             | ✓ 5 Year Structural Framing Warranty         |

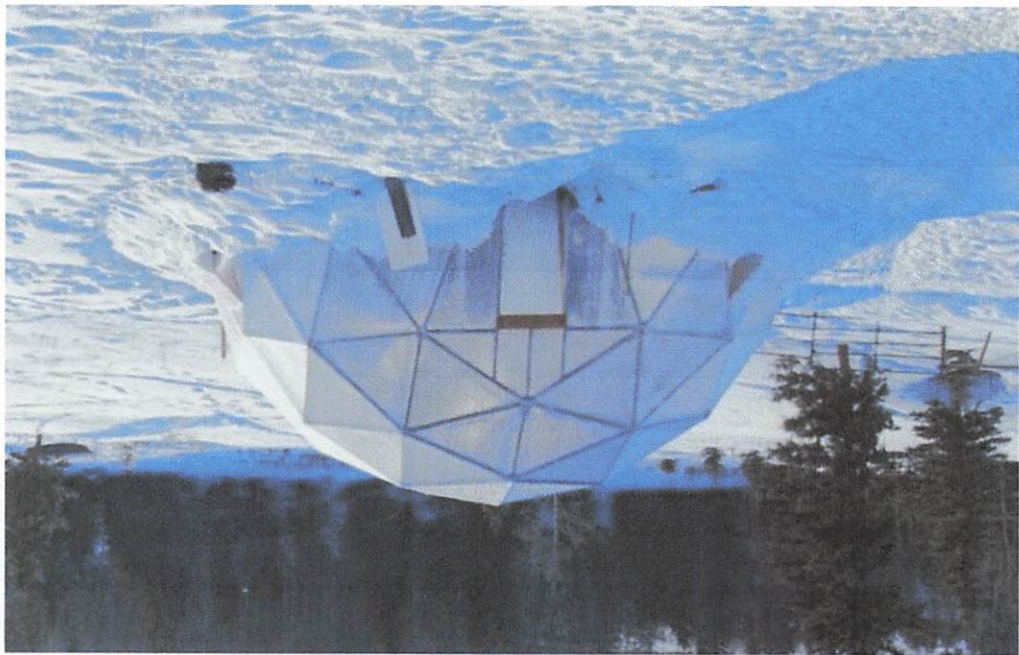
14

## INCLUDED IN ALL KITS PER DOMES

	15'	18'	22'	26'	33'	42'
Exhaust Fan + Frame Kit	1	1	1	2	2	3
Solar-Powered Intake Fan + Frame Kit	1	1	2	2	3	3
Aluminet Shade Cloth	12'x12'	12'x12'	12'x12'	12'x16'	10'x20'	10'x20'
Snowshed Entryway with Door & Window	32'x78'	36'x80'	36'x78'	36'x80'	36'x80'	36'x80'









## Town of Fort Smith

### Expression of Interest

Date: May 15, 2025

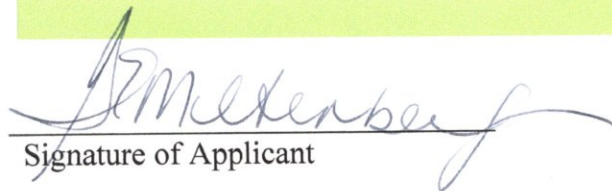
Name: Jeri Miltenberger

I am interested in sitting on the: Community Services Advisory Board  
Advisory Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

~~I have served on the CSAB board for many years. I am a frequent user of the Community and Recreation Centre, walking trails, and other town facilities. I have also participated in and organized many artistic and cultural events during my time as Librarian for the Mary Kaiser Library and as manager and volunteer with the Northern Life Museum and Cultural Centre.~~

Email: jeri.wildenress@gmail.com

  
Signature of Applicant