



Council of the Town of Fort Smith
September 15th, 2026 @ 7 pm

AGENDA

1. CALL TO ORDER

- a. Confirmation of Quorum and Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

- a. Monthly Policing Report - RCMP

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council, September 1st, 2026

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services
- i. Director's Report
 - ii. Briefing Note: Desnedé Farmers' Market
 - iii. Briefing Note: UNW Bench Donation
- b. Municipal Services
- i. Director's Report

8. COUNCIL BUSINESS

- a. Bylaws / Policies
- i. Briefing Note: Draft Donation and Sponsorship Policy
- b. Appointments
- i. Briefing Note: Appointment of the Director of Corporate Services
 - ii. Briefing Note: Appointment of Acting SAO
- c. Mayor and Council / Board Representatives

9. NEW BUSINESS

- a. Notice of Motion

10. PROCLAMATIONS

11. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on October 6th, 2026, with reports from Protective and Corporate Services.

12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

14. ADJOURNMENT

FORT SMITH
POLICING REPORT
August 2026



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 213 calls for service to the Town of Fort Smith during the month of August 2026, 76 more than the same month in 2025 (137 total calls for service).

Community Policing Priorities: (1) Community Policing – Communicate effectively

Members engaged with the community multiple times this month. Fort Smith members participated in the following:

- Members conducted checkstops and engaged with the public
- Members played pickleball with community members

(2) Substance Abuse – Alcohol and Drugs

The Fort Smith RCMP had 9 reported occurrences of drug trafficking in the community. Two search warrants were executed related to investigations involving information about drug trafficking, with charges proceeding in 1 case. Lack of evidence available on other files prevented police from pursuing charges.

There were 4 liquor act occurrences where members of the public were located intoxicated.

Members of the community continue providing tips and information involving the illicit sale of drugs in Fort Smith.

(3) Violence in relationships

There were 5 files related to intimate partner violence all of which led to charges of either Assault or Assault Causing Bodily Harm that are still before the court.

(4) Other related Information – Criminal Charge Files

There were 18 calls for service in the month of August where individuals were charged criminally.

Prolific Offenders

To address what causes the greatest harm in the Fort Smith RCMP detachment area, a Prolific Offender Management system was created to identify and monitor those on conditions and those most likely to result in additional complaints/investigations.

Notable Occurrences for the Month:

August 22 – Members responded to reported gunshots in the parking lot at a local business. Multiple injured parties were located and transported to hospital for treatment. Investigation resulted in multiple charges against two individuals; one for Assault with a Weapon, the other for multiple counts of Aggravated Assault, firearms offences, and drug trafficking.

There were a total of 22 calls for service related to missing person(s) or well being checks. These types of files are typically very labour intensive as they have the potential to be very serious and thus a significant amount of effort is put in at the onset of a complaint being received. All 22 calls had a positive outcome.

There were 15 calls for service relating to assaults and 2 calls for service involving assault with a weapon or causing bodily harm. Nine of these files are before the courts with charges pending.

The Fort Smith Detachment responded to a total of 14 complaints under the Mental Health Act involving individuals who had threatened harm to themselves. These types of complaints are very time sensitive and require immediate attention to mitigate the potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for assessment by medical professionals.

Hospital Mental Health Act patients

There was 4 instances in the month of August where RCMP members were required to guard a mental health apprehension at the hospital.

Occurrence Stats:

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	18	116	11	206
Sexual Offences	1	9	0	24
Break and Enters (Residence & Business)	4	28	4	27
Theft of Motor Vehicle	0	4	0	10
Theft Under \$ 5000.00	4	44	7	69
Theft Over \$ 5000.00	0	0	0	4
Drugs (Possession)	1	8	2	15
Drugs (Trafficking)	10	40	3	62
Liquor Act	3	39	11	110



Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	43	295	39	443
Causing a Disturbance	24	76	11	112
Mischief - damage to property	0	1	0	0
Mischief - obstruct enjoyment	19	218	28	331
Impaired Driving	3	28	4	36
Other Complaints	42	265	40	478
Total Violations	129	876	121	1484

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	5	1	17
Victim Services Referral - Declined	5	32	11	90
Victim Services - Proactive Referral	0	4	2	15
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	0	0	0
Emergency Protection Orders (Detachment Initiated)	0	0	0	3
ODARA Reports	0	1	0	1
Prisoners Held	35	159	14	179
Liquor Destroyed Immediately	1	9	0	13

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

Respectfully submitted,



Sgt. Nathan Jacobson
Fort Smith
Detachment Commander

Distribution List:

Fort Smith Mayor and Council
Salt River First Nation
Metis Council
Insp. James Lai District Officer in Charge
S/Sgt. Tim Williams District Advisory Non-Commissioned Officer



MINUTES

The Regular meeting of the Council was held on
Tuesday, September 1st, @ 7 p.m. in the Town Hall Council Chambers.

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

# 26-176	Moved by: Mayor Fergusson Seconded by: Cr. Couvrette
That the agenda be adopted as amended to remove the delegation from the RCMP.	
PASSED	

3. DELEGATIONS

- a. Fort Smith Animal Society

Alana McGrath, representing the Fort Smith Animal Shelter, provided an overview of the shelter’s ongoing challenges with volunteer capacity and long-term sustainability. She explained that she became involved with the shelter following the 2023 wildfire evacuation, when the shelter cared for 26 animals and supported the care of residents’ animals for approximately six weeks. Since that time, the shelter has continued to rely heavily on a small number of volunteers, with much of the operational responsibility falling on one individual.

McGrath noted that a previous request for funding for a paid shelter position was presented to Council in December 2025 but was not included in the budget. While the shelter currently has sufficient members to maintain its Board, it continues to struggle to recruit enough volunteers to operate consistently. In August, 16 volunteers were available to cover 93 shifts, with McGrath personally covering 19 shifts in addition to orientations, adoption and foster meetings, behavioural assessments, veterinary coordination, and other shelter responsibilities.

McGrath advised that 38 animals have come through the shelter so far in 2026. This includes 14 adoptions, 14 dogs returned to their owners, animals placed in foster care, animals temporarily cared for following the death of their owners, and six dogs and ten puppies cared for during the evacuation period. The shelter’s spay and neuter program has also assisted 16 community members and supported one euthanasia.

McGrath recommended that the Town provide funding for a paid position to support shelter operations. She outlined options including hiring a Town employee or entering into a contract similar to the model used in Hay River. The proposed contract would be



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approximately \$54,000 annually for a six-hour-per-day, Monday-to-Friday position, with volunteers continuing to cover evenings and weekends.

She stated that a paid position would provide stability and consistency in animal care, improve coordination with Bylaw, support adoptions and fostering, increase public education, and potentially allow for initiatives such as obedience training to help keep animals in their homes. She also expressed concern that changes to the Animal Control Bylaw could increase the number of animals entering the shelter.

McGrath advised that without sustainable staffing or Town support, she intends to stop personally coordinating volunteer shifts as of November 1. In that event, animals brought to the shelter by Bylaw would need to be cared for and managed directly by Bylaw. She expressed concern that without active adoption and shelter programming, this could result in increased euthanasia of unclaimed or abandoned animals.

McGrath emphasized the importance of the shelter to animal welfare and public safety and encouraged the Town to consider funding the position for a two- to three-year period while efforts continue to reduce the number of unwanted and abandoned animals in the community.

Mayor Fergusson expressed appreciation for the SPCA and the work undertaken by its volunteers. She noted that the presentation was timely as Council is preparing to enter the budget process and would have an opportunity to consider the funding request. She advised that follow-up questions or requests for additional information may be brought forward through the SAO at Council's direction.

Mayor Fergusson also acknowledged the significant efforts of the SPCA during the 2023 wildfire evacuation, noting that volunteers worked extensively to care for both shelter animals and other animals in the community. She thanked the organization for its continued dedication and service.

b. Marion Berls

Marion Burrows spoke as a concerned citizen and former Town Councillor, noting that she served three terms from 2000 to 2009 and was involved in developing the original Dog Control Bylaw. She acknowledged the ongoing challenges faced by the animal shelter, particularly volunteer shortages and burnout, and expressed appreciation for those who continue to provide animal care services in the community.

Burrows emphasized that animal control is a core municipal responsibility and encouraged Council to prioritize essential services, referring to the municipal responsibilities of "dogs, dumps, and ditches." She stated that too much responsibility has been placed on a small group of volunteers and that the Town needs to provide greater support to ensure the shelter can continue operating.

She also questioned what the Town's plan would be if the shelter could no longer operate, noting that Bylaw staff already have significant responsibilities and that allowing stray animals to remain uncontrolled would create potential public safety concerns. Burrows encouraged Council to consider the shelter's needs during the budget process and advised that residents would be interested in Council's eventual decision on the matter.



4. APPROVAL OF MINUTES

- a. Regular Meeting of Council August 25th, 2026

# 26-177	Moved by: Mayor Fergusson Seconded by: Cr. Tuckey
That the minutes of the Regular Meeting of August 25 th , 2026, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Protective Services

- i. Director’s Report

Director McNab provided an overview of Protective Services activities for August. EMS experienced its busiest August in at least the past five years, responding to 37 ambulance calls, while the Fire Department responded to one fire call.

Training activities are increasing following the summer months. New and recently recruited members will participate in EMR training this fall. A three-day NFPA live-fire training course is also planned following the arrival of the new live-fire trainer, with preparations underway for NFPA 1001 professional firefighter training in the new year.

Director McNab acknowledged a challenging community incident that resulted in EMS responding to several difficult calls and supporting the RCMP. Debriefing and counselling supports have been provided to responders to support their well-being following the incident.

Land and Development continued reviewing active files, with no new applications received under the Zoning Bylaw during August. Bylaw Enforcement remained active with animal control, proactive traffic enforcement, and community outreach.

Emergency Management is conducting after-action reviews of recent response activities, including activation of the Emergency Management Plan, the wildland-urban interface deployment, and the Wrigley evacuation reception centre. Findings will help inform updates to the Emergency Management Plan for 2027.

Director McNab also advised that an Occupational Health and Safety meeting is scheduled for September and provided an update on capital projects.

Cr. Couvrette noted the significant increase in first responder calls and asked whether it could be attributed to a specific incident or reflected a broader trend.

Director McNab advised that a significant portion of the increase could be attributed to the recent shooting incident and the subsequent response to support the RCMP. However, even excluding those calls, August was still a particularly busy month for EMS. He noted that it is difficult to identify a specific trend, as call volumes tend to fluctuate from month to month and year to year.

Mayor Fergusson sought clarification regarding the incidents identified in the Occupational Health and Safety report, including near misses, workplace violence, workplace injuries,



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and illnesses. She specifically asked whether the workplace violence incidents involved interactions between employees and members of the public or incidents occurring internally between employees.

Director McNab advised that the Occupational Health and Safety report provides the same incident category breakdown each month and reflects incidents reported through the Town's OHS Incident Reporting System over the previous 30 days. He explained that workplace violence incidents often involve interactions between Town staff and members of the public.

Director McNab noted that the reported workplace violence incident did not occur within his department and, therefore, he could not provide specific details. He advised that directors and supervisors follow up with affected employees to ensure appropriate supports and corrective measures are put in place. Based on the information available to him, he did not believe the incident was extremely serious.

Mayor Fergusson sought further clarification regarding the OHS report, noting that workplace violence and public interaction are listed as separate categories. She asked whether the reported public interactions represented positive or negative incidents.

Director McNab clarified that the public interaction category refers to negative interactions, typically involving verbal incidents between staff and members of the public, as opposed to incidents involving physical violence.

Cr. Cox requested an update on the Animal Control Bylaw, specifically whether it had been circulated for consultation and when Council could expect to receive it for review.

Director McNab advised that the draft Animal Control Bylaw was circulated for consultation approximately three weeks ago. Feedback has been received from the Animal Society and a local kennel operator, with additional follow-up planned to confirm whether there are any further comments.

In accordance with the Municipal Services Agreement with Salt River First Nation, the Town also has a duty to consult on proposed changes to Town bylaws. The SAO has provided the draft to the CEO of Salt River First Nation, and the Town is awaiting feedback. Once consultation is complete, the feedback will be compiled, and the draft bylaw will be brought forward to Council with recommended notes for consideration, with the intention of proceeding to first reading shortly thereafter.

Mayor Fergusson asked whether the Town considers the country of origin when evaluating RFPs and making significant purchases, particularly for large, high-value items.

Director McNab advised that procurement within Protective Services is conducted in accordance with the Town's Procurement Policy, with preference given to sourcing locally within Fort Smith where possible. He noted that there is currently no requirement related to a specific country of origin. However, the majority of purchases are sourced within Canada or through Canadian suppliers, with only one recent significant Protective Services purchase identified as originating from the United States.

Cr. Heaton sought clarification regarding the recent posting for the Coordinator position, noting that the position had been filled relatively recently, and asked for an update on its current status.

Director McNab advised that the Town has been able to provide significant training and professional development opportunities within the department, which can also prepare employees for new career opportunities. He confirmed that Deputy Porter has accepted a



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new employment opportunity outside the community and expressed his support for Deputy Porter as he moves forward in his career.

Mayor Fergusson thanked Director McNab and the Protective Services team for their work throughout the month. She specifically acknowledged their professional and timely response to the major incident in the community, as well as their support for approximately 30 additional support staff and investigators who arrived afterward. She noted that the group spoke highly of the assistance they received and expressed her appreciation to the entire team for their efforts.

b. Corporate Services

i. Director's Report

Director Mbacke provided her first formal update to Council since assuming the Director role, including updates on Corporate Services staffing, financial matters, and upcoming reporting.

Final interviews for the Payroll Officer position were completed on August 24, with the team finalizing paperwork to extend a formal offer to the preferred candidate. The initial recruitment for the Receptionist position did not result in a suitable candidate, and the position will be re-advertised to ensure an appropriate fit for the public-facing role.

Director Mbacke advised that she is reviewing the Town's current financial systems, processes, and long-term planning as part of her onboarding. The revised audited financial statements have been completed by the auditors and are being prepared for publication on the Town's website. The Finance team is also reviewing the statements in preparation for the 2027 budget process.

Data related to capital projects is currently being migrated into the financial system and monitored. Director Mbacke expects to provide Council with a comprehensive capital project summary and regular variance reporting in the coming weeks as she completes her onboarding and system orientation. Further details regarding the 2027 budget timeline and parameters will be provided by the SAO.

Mayor Fergusson noted the ongoing recruitment challenges and high turnover associated with the Receptionist position. Given the public-facing nature of the role, she suggested reviewing the position's job description, workload, and expectations to determine whether adjustments could make the position more sustainable and attractive to potential candidates.

SAO Henderson advised that administration has identified the same concerns and is currently reviewing the Receptionist position. He acknowledged the repeated turnover in the role and noted that improvements may be needed in how new employees are onboarded and how responsibilities are introduced.

He explained that administration is considering a more gradual approach that would allow a new employee to become comfortable with the front-facing responsibilities before additional duties and processes are assigned. SAO Henderson acknowledged that the current approach has not been successful and advised that changes are being considered to improve retention and support employees in the position.



ii. Accounts Paid List

Cr. Benwell referred to the Dezron Inc. rental listed in the accounts and recalled previously being advised that the Town would continue renting the residence between occupants to ensure it remained available for employees. She sought confirmation as to whether the residence is currently vacant while the Town continues to pay the rent.

SAO Henderson clarified that he currently occupies the residence and reimburses the Town for the rent charged by Dezron Inc.

c. Briefing Note: 2027 Operating and Capital Budget Parameters

# 26-178	Moved by: Cr. Couvrette Seconded by: Cr. Tuckey
That Council approve the 2027 Operating and Capital Budget parameters as presented and direct Administration to proceed with preparation of the 2027 Operating and Capital Budgets in accordance with the budget process schedule previously accepted by Council.	
PASSED	

SAO Henderson provided an overview of the proposed parameters for developing the 2027 budget. He advised that the starting point will be maintaining the Town’s current levels of service unless Council provides direction otherwise.

The draft budget will also incorporate additional costs resulting from Council direction, regulatory requirements, staff recommendations, and established strategic priorities. Known and anticipated increases, including inflationary pressures on goods and services and increased labour costs, will also be considered. Any labour matters related to collective bargaining will be discussed with Council in camera as appropriate.

SAO Henderson advised that administration is proposing a maximum property tax increase of 3.5%, similar to the previous year and generally consistent with projected cost-of-living increases of approximately 3% to 4% across the territory. He noted that some areas, particularly construction-related costs, may experience higher increases.

Administration will use these parameters to prepare the first draft of the budget for Council’s review in accordance with the previously established budget schedule.

Cr. Couvrette referred to the operational efficiency review previously approved by Council, noting that one of its key recommendations was to establish methods for measuring the Town’s levels of service across its various operations. Recognizing the administrative changes that have occurred since the report was accepted, he requested an update on progress toward implementing a process for measuring service levels.

Cr. Couvrette also suggested incorporating service-level measurements into the budget process to provide Council with a clearer understanding of the relationship between the cost of a service and the level of service being delivered. This would allow Council to better evaluate potential adjustments to service levels when considering increasing costs and budget decisions.

SAO Henderson agreed that service levels are an important consideration and advised that administration will work to better incorporate them into both the budget presentation and public communication. He noted that the budget should provide context around the types and levels of services the Town delivers, using measurable indicators and numerical data where appropriate.



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He acknowledged that numerical measures, such as kilometres of roads or sidewalks maintained, may not always fully demonstrate the value or impact of a service. Administration will therefore consider other meaningful measures and ratios where appropriate. SAO Henderson advised that Council's expectations regarding service levels will be recorded and considered as administration develops the budget.

Cr. Benwell referred to the earlier discussion regarding the animal shelter and suggested exploring available government wage subsidy programs to help offset the cost of a paid shelter position. She noted that funding may be available for up to one year and encouraged administration to consider this option when exploring ways to support the continued operation of the animal shelter.

Mayor Fergusson expressed support for the proposed budget parameters, noting that they provide a reasonable starting point for the first draft of the budget. She supported the proposed 3.5% property tax increase as an initial target, with the understanding that Council can make further adjustments once actual costs, service levels, staffing requirements, and other budget considerations are presented.

Mayor Fergusson also welcomed the earlier start to the budget process, noting that in previous years the process has often occurred later than desired. She stated that beginning the process earlier will better position the Town to plan upcoming projects, issue RFPs, and prepare for the construction season. She expressed her support for the parameters as presented and viewed them as a positive start to the 2027 budget process.

SAO Henderson advised that the proposed budget parameters are intended to provide an initial framework and may need to be adjusted as new priorities or costs arise. If Council directs administration to add programs, services, or other expenditures during the budget process, administration will assess the financial impact and advise Council if the proposed tax increase target can no longer be maintained.

Using the animal shelter as an example, SAO Henderson noted that Council has received both the current presentation and information on potential options during previous budget discussions. If Council wishes administration to further explore or include funding for the shelter, clear direction or a motion from Council would be required. Any direction received would then be incorporated into the budget process in accordance with the established parameters.

8. COUNCIL BUSINESS

- a. Bylaws and Policies
- b. Mayor and Council Round Table
 - i. Cr. Bathe expressed appreciation to the evening's delegations for their presentations and the passion they demonstrated. He thanked them for attending and assured them that Council had heard and would consider the concerns and information they brought forward.
 - ii. D/M Keizer noted his personal connection to the animal shelter, having adopted several pets from there. He thanked the delegation for their efforts and for bringing their concerns forward, and advised that Council would continue discussing the matter and consider how to move forward.



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- iii. Mayor Fergusson advised that she would follow up on the concerns raised by preparing a letter inviting the Director of MACA and the Minister of Finance to meet with the Town to discuss municipal funding shortfalls. She expressed concern that insufficient funding for essential municipal services, including water, sewer, roads, animal control, and other infrastructure, places additional financial pressure on local taxpayers. She advised that the letter would be brought forward for Council's support before being sent.
- iv. Cr. Tuckey thanked the delegations for their heartfelt presentations and noted that the matters raised would require further discussion by Council. He also expressed support for Cr. Couvrette's suggestion to invite the Ministers to Fort Smith in a timely manner and welcomed the early start to this year's budget process.
- v. Cr. Cox thanked the delegation and requested that the animal shelter provide Council with any available financial statements, annual reports, or other financial information to assist with future discussions, noting that similar information had been requested in December.
- vi. Cr. Couvrette did not have anything to report.
- vii. Cr. Benwell expressed appreciation for the strong community turnout in support of the animal shelter and emphasized the importance of finding a sustainable solution to keep the shelter operating. She also recognized the organizers of the recent festival for keeping the event running smoothly despite challenges and thanked Protective Services for their response and support.
- viii. Cr. Heaton shared that the Uncle Gabe's Friendship Centre lunch program will begin September 15, with registration available for parents and guardians. She noted that volunteers are also being sought to assist with the program.

Cr. Heaton also highlighted the upcoming Northern Movement Crane Festival, running Thursday through Sunday. Events will take place at the Northern Life Museum, Aurora College, the Salt Plains, and Fitzgerald. She also noted the Ernie Kuyt Pancake Breakfast at Uncle Gabe's Friendship Centre and Bannock on a Stick at Queen Elizabeth Territorial Park. She encouraged residents to review the full festival schedule and participate in the weekend's activities.

- ix. Cr. Karasiuk reminded residents that the Fort Smith Seniors Society will resume its regular meetings following the summer break, with the first meeting taking place Friday at 1:30 p.m. in the Seniors Room at the Recreation Centre. He encouraged seniors to attend and have their voices heard.

Cr. Karasiuk also reminded members to renew their memberships, noting that memberships are available at the door for \$10. He added that individuals under the age of 55 may also join as associate members.

Cr. Karasiuk, as Chair, advised that adding an item to the agenda after its approval requires a two-thirds majority vote. He invited a motion to add Item 8(d), Council Direction to Administration regarding the Animal Shelter, to the agenda for discussion.



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26-179 Moved by: Cr. Couvrette
 Seconded by: Mayor Fergusson

That Mayor and Council direct Administration to explore options and provide potential solutions to support the continued operation of the Fort Smith Animal Shelter.

PASSED

c. Appointments

i. Expression of interest – CSAB Rebecca Pumphrey

26-180 Moved by: Mayor Fergusson
 Seconded by: Cr. Couvrette

That Rebecca Pumphrey be appointed to the Community Services Advisory Board for a two-year term ending in September 2028.

PASSED

ii. Expression of interest – CSAB Jessica Cox

26-181 Moved by: Mayor Fergusson
 Seconded by: Cr. Tuckey

That Jessica Cox be appointed to the Community Services Advisory Board for a two-year term ending in September 2028.

PASSED

9. PROCLAMATIONS

10. IN-CAMERA

11. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Community & Municipal)	September 15 th , 2026, @ 7 pm, chaired by Cr. Cox
Regular Meeting of Council (Protective & Corporate)	October 6 th , 2026, @ 7 pm, chaired by Cr. Couvrette

12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

1. Winston Fitzgerald, President of the Fort Smith Animal Society, sought clarification on the potential timeline should Council approve funding for a paid position at the animal shelter. He asked whether implementation could be expected within six months, one year, or another anticipated timeframe.

Mayor Fergusson advised that, should funding for the position be approved through the upcoming budget process, it would take effect beginning January 1, in accordance with the Town’s fiscal year.

2. Ryker Lonehardt asked what animal control measures the Town would consider if funding for a paid animal shelter position could not be included in the budget. He expressed concern about the potential additional strain on Protective Services and emphasized the importance of maintaining public safety, particularly for children, elders, and residents walking throughout the community.



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Mayor Fergusson advised that it would be premature to speculate on what specific animal control measures may be required. She noted that these matters would be discussed at future public Council meetings as decisions are made, and that any resulting plans would be communicated once determined.

14. ADJOURNMENT

26-182 **Moved by: Cr. Couvrette**
 Seconded by: Cr. Tuckey

That the meeting be adjourned at 8:04 pm.

PASSED

RECOMMENDATION:

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

Recreation Programming

August was a particularly busy month for Recreation & Special Events, with staff supporting several major community events and partnerships while continuing regular summer programming and beginning preparations for the upcoming winter season.

The Farmers Market continued to generate strong activity at the Community Recreation Centre throughout August, averaging increased weekend traffic within the facility. The market's location has had benefits beyond the event itself, with increased visitation also supporting other CRC services and programming, including the library, pool, and Parents & Tots programming. Recreation staff continued working collaboratively with organizers to accommodate changing weather conditions and support the ongoing success of the market.

Through MACA funding, the department was able to invest in new recreation equipment for both indoor and outdoor programming. Two pieces of equipment were purchased for Pete's Gym, including a new Adductor/Abductor machine, which was identified as the



community's preferred equipment addition through a public Facebook poll, and a replacement Smith Machine for existing equipment requiring ongoing repairs. Funding was also used to purchase a replacement outdoor water slide following damage to the previous unit. The new slide will support the department's goal of offering regular outdoor water activities throughout the summer months.



Recreation staff provided significant support to Salt River First Nation's Treaty Land Entitlement Day on August 1, including children's games and activities, tables, chairs, tents, access to arena washroom and first aid facilities, and assistance with event cleanup. The inflatable dinosaur races were a particular highlight, with both youth and adult divisions contributing to a fun and well-received community event.

From August 12–16, Recreation supported Salt River First Nation's Magoo Crew Youth Camp through access to soccer fields, equipment, and facility preparation. When scheduled coaches were unexpectedly unavailable, staff worked quickly to provide access to the gymnasium and recreation equipment so

youth programming could continue with minimal disruption. The camp concluded with basketball programming delivered by coaches from the University of Alberta, providing participating youth with additional skills development and instruction.

The department also played a substantial role in supporting Fireweed Festival from August 20–24. A huge hit was the Youth Night Wibit competition. The evening was attended by over 40 youth and there were prizes for those who could complete the obstacle course the fastest. Recreation staff assisted with preparation and setup across event venues, including tables, chairs, tents and venue layouts, and continued providing operational support throughout the festival. Following the difficult events experienced by the community during the festival weekend, staff remained flexible and responsive as activities continued, assisting with inflatable activities, waste collection, general event support, takedown and site cleanup. Municipal Services also provided valuable staff and equipment support



during takedown, contributing to an efficient return of the event spaces.

As August concluded, Recreation began transitioning toward fall and winter operations, including preparations for arena scheduling, curling, snowboarding, winter recreation programming, and on-the-land activities.

Overall, August demonstrated the Recreation team's ability to balance regular programming with a high volume of community events and partnership requests. Collaboration with other Town departments, Indigenous governments, community organizations and event organizers remained central to the department's ability to respond flexibly and provide meaningful recreation opportunities throughout the community.

Recreational Programming Schedule & Statistics

Town of Fort Smith Community and Recreation Centre Stats				
Aug/2026				
Fort Smith Commuity and Recreation Centre	July 2026 Sessions	July 2026 Participants	August 2026 Sessions	August 2026 Participants
Squash	Operational days 31	29	Operational days 30	17
Pete's Gym	Operational days 31	1212	Operational days 30	1059
Senior Lane Swim	13	43	21	65
Public Swim	13	487	18	493
Public Lane Swim	28	97	52	167
Parents & Tots Swim	13	16 Parents; 16 Tots	21	18 Parents; 22 Tots
Daycare Swim	6	78	(short staff) 2	24
Summer Camp Swim	6	110	(short staff) 2	35
Lifeguard Training	6	48	-	-
Pool Rentals	0	0	6	87
FREE SWIMS - Wallys 3/74 UNW 5/114	5	215	8	188
Water Fun Outdoos at CRC	2	81	1	40
Sauna	31	107	30	148
Kayak Club	-	-	-	-
Active Aging/Senior Walking	12	14	30	18
Drop-in soccer/Futsal	4	0	4	0
Drop-in Volleyball/Jr Girls Volleyball	12	6	13	6
18+ Women'sVolleyball/18+ Drop-In	8	0	4	0
Drop-in Badminton	12	8	10	11
Women's Squash League	over	over	over	over
Open Squash League	over	over	over	over

REPORT TO COUNCIL

Community Services
Community Services Monthly Report

Date: September 15th, 2026

Parents & Tots Gym (7 d /w - 7 hours/day)**	31	** 324 Parents; 889 Tots	30	** 236 Parents; 658 Tots
Gym Rentals	10	135	15	201
Pickleball	12	46	13	43
Girl Guides	-	-	-	-
Youth Night/Youth Night Volleyball	9	38	cancelled for August	cancelled for August
Youth Drop-In	18	42	16	20
Farmers Market	3	419	4	373
Healthy Families	6	36	3	25
Family Drop-in Sports	4	11	4	22
Crib Night	4	0	4	0
Yoga	cancelled for summer	cancelled for summer	cancelled for summer	cancelled for summer
Family & Youth Campfire	1	4	0	0
Basketball Camp	-	-	6	54
Archery	2	3	4	1
CRC Daily Total	31	4547	30	3774
Comments: .	Pool Closed July 11-23		Pool Closed July 11-23	
Fort Smith Centennial Arena	July 2026 Sessions	July 2026 Participants	August 2026 Sessions	August 2026 Participants
Canada Day	1	618		
Comments: .	Arena closed March 31, 2026 for ice events		Arena closed March 31, 2026 for ice events	

Fort Smith Child Care	July 2026 Sessions	July 2026 Participants	August 2026 Sessions	August 2026 Participants
Summer Camp	20	338/400	20	365/400
Daycare	22	13 FT; 7HT; 5 FTI 3 drop ins		16 FT; 2HT; 6 FTI 5 drop ins
Comments: .	FTI is for Full Time Infant		FTI is for Full Time Infant	

Community & Recreation Centre
Gymnasium
SUMMER 2026 SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parents & Tots 10:00 - 5:00	Parents & Tots 10:00 - 5:00	Parents & Tots 10:00 - 5:00	Parents & Tots 10:00 - 5:00	Parents & Tots 10:00 - 5:00	Parents & Tots 12:00 - 5:00	
					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	Summer Camp 8:30 - 5:00		
					Rental 2 2:00 - 3:00	Rental 2 2:00 - 3:00
Summer Camp 8:30 - 5:00	Summer Camp 8:30 - 5:00	Summer Camp 8:30 - 5:00	Summer Camp 8:30 - 5:00			
					Rental 3 3:30 - 4:30	Rental 3 3:30 - 4:30
Youth Drop-in 5:00 - 7:00		Youth Drop-in 5:00 - 7:00	Youth Drop-in 5:00 - 7:00	Youth Drop-in 5:00 - 6:15	Drop-In Badminton 5:00 - 6:30	Family Drop-In 5:00 - 6:00
	Open Drop-In 5:00 - 8:00			Drop-in Pickleball 6:30 - 8:00	Futsal U12 6:30 - 8:00	Badminton 6:00 - 7:00
Badminton 9+ 7:15 - 8:30		Basketball 7:00 - 8:00	Archery 7:15 - 8:30	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 8:30 - 9:45	Volleyball (13 & up) 8:00 - 9:45	Open Drop-In 8:00 - 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

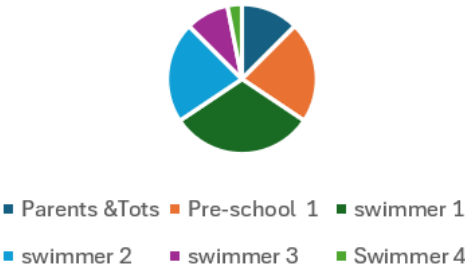
Aquatics

August continued to focus on rebuilding programming capacity at the William Schaefer Memorial Pool, with swimming assessments, staffing, and preparations for the return of structured swimming lessons remaining key priorities.

Swimming assessments continued throughout August and into early September and are now nearing completion. The assessments are providing staff with a clearer understanding of community swimming abilities, age groups, and areas of demand, which will inform the development of upcoming lesson offerings. While seven participants completed the Swim Instructor and Lifesaving Instructor course earlier this summer, two certified instructors currently remain available in Fort Smith. As a result, initial lesson offerings will be developed conservatively to ensure programming can be delivered consistently and sustainably within available instructor capacity.

Swim Levels	Number of Participants	Instructor Ratio
Parents &Tots	4	10:01
Pre-school 1	7	5:01
swimmer 1	10	10:01
swimmer 2	7	10:01
swimmer 3	3	10:01
Swimmer 4	1	10:01

Number of Participants



To further strengthen instructional capacity, Aquatics is working to hire an experienced, recertified Swim and Lifesaving Instructor on a casual basis. In addition to supporting increased swimming lesson capacity through the winter, this

position would assist with delivery of Bronze Medallion and Bronze Cross programming, helping to develop additional Assistant Lifeguards locally and strengthen the longer-term staffing pipeline.

Staffing remains the most significant operational pressure within the facility. Aquatics began August with ten National Lifeguards and two Assistant Lifeguards and ended the month with eight National Lifeguards and no Assistant Lifeguards. Two additional employees are currently unavailable due to family emergencies, with their return dates unknown. Recruitment priorities include one casual instructor, one indeterminate part-time position in the 20–30 hour range to support morning operations, and two to three indeterminate positions of fewer than 15 hours per week to improve afternoon and evening coverage and provide greater consistency within the staffing complement.

Patron attendance continues to demonstrate identifiable programming and scheduling trends. Wednesday evening Wibit programming remains the facility's highest-attended period, averaging approximately 13 patrons between 4:00 and 6:30 p.m., followed by Tuesday afternoons with an average of approximately 10 patrons between 4:00 and 5:30 p.m. The most consistently utilized daytime period is between 10:00 a.m. and noon Tuesday through Friday, averaging approximately four patrons daily. Although attendance at the 6:30 a.m. Tuesday and Thursday swims remains modest at approximately two patrons per session, utilization is consistent and the time slot is particularly valued by those patrons who attend.

Public education regarding appropriate aquatic equipment was also a focus during August. Staff identified approximately five pairs of tempered-glass swim goggles being used by patrons over the course of the month. Staff spoke directly with affected patrons regarding the safety concerns associated with glass in the aquatic environment and how to identify potentially unsafe goggles. These conversations were well received, and additional public education was provided through the Town's Facebook page.

Overall, August reflected continued progress toward restoring swimming lesson programming and developing local aquatic certification capacity. Staffing availability remains the primary constraint on both current operations and program expansion, and recruitment and internal training will continue to be priorities as the facility moves into its fall and winter programming schedule.

Tempered Glass Hint

 Glass feels “cooler” to the touch than plastic

 Lenses are marked with “Tempered” at the top of the lense &/Or an icon at the bottom

 Goggles tend to be heavier

 If in doubt, ask a Lifeguard for help, we are here for you!



Tempered Glass Hint





Pool average

Time Slot	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30	1	1	0	0	0
7:00	2	0	1	0	0
7:30	2	0	1	0	0
8:00	0	0	0	0	0
8:30	0	0	0	0	0
9:00	0	0	0	1	0
9:30	0	0	0	0	0
10:00	3	2	2	1	0
10:30	4	3	3	2	0
11:00	6	4	5	2	0
11:30	8	4	7	5	0
12:00	2	2	1	1	0
12:30	2	2	1	1	0
13:00	2	2	1	7	0
13:30	6	2	2	10	0
14:00	5	5	5	1	0
14:30	3	5	5	2	0
15:00	10	2	2	2	0
15:30	6	3	3	2	0
16:00	5	15	5	8	0
16:30	10	16	8	4	0
17:00	12	15	9	3	0
17:30	9	12	10	4	0
18:00	9	11	5	2	0
18:30	8	11	4	0	0
19:00	0	0	1	0	0
19:30	0	0	0	0	0
20:00	0	0	0	0	0
20:30	0	0	0	0	0

William Schaefer Memorial Swimming Pool

2026 Summer Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 CLOSED	Public lane (6:30-8:00)		Public lane (6:30-8:00)			
	Public Lane (10:00-11:00)	Public Lane (10:00-11:00)	Public Lane (10:00-11:00)	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)	
	Public Swim (1:00-7:00)	Public Swim Wubit night (3:30-7:00)	Public Swim (1:00-7:00)	Public Swim (1:00-7:00)	RENTAL (1:00-2:00) RENTAL (2:00-3:00) Public Swim (3:00-7:00)	Public Swim (12:00-4:00)

William Schaefer Memorial Swimming Pool

2026 FALL SCHEDULE (August 31st-Sept 14)



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Closed	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			
	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)	Senior Swim (10:00-11:00)	
	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	
	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Lane (12:00-1:00)	Public Swim (12:00-4:00)
	ASCP (4:00-4:50)		ASCP (4:00-4:50)		Rentals (1:00-2:00) Rentals (2:00-3:00)	
	Public Swim (4:30-6:00)	Wubit Public Swim (4:30-7:00)	Public Swim (4:30-6:00)	Public Swim (4:30-7:00)	Public Swim (3:00-6:00)	Swim Assessment (4:00- 6:00)
	Swim Assessment (6:00- 8:00)		Swim Assessment (6:00- 8:00)			

Mary Kaeser Library

Programming at the Mary Kaeser Library was intentionally reduced during August in response to staff availability and historically lower participation during the final weeks of summer. Programs that were offered, however, experienced strong engagement.

A partnership with Parks Canada brought a planetarium experience to the library during the month. The program attracted community members across a particularly broad age range, from approximately two



years old through to adults over 65, demonstrating the value of partnership-based programming that appeals to multiple generations.

The Summer Reading Program concluded with a highly successful "Book Bistro." The program encouraged children to sample different types of books before deciding what they wanted to take home, with stations featuring picture books, graphic novels, chapter books and non-fiction. Participants used notebooks to record books of interest before selecting items for their "doggy bag." The program resulted in library checkouts approximately **4.8 times higher** than the daily average for the remainder of that week. Based on its success, staff are exploring a similar Book Bistro concept for adult patrons during the winter months.

September will serve as a transition period as new staff are brought into the library and families return to school-year routines. Teen Nights and Friday afternoon programming are expected to resume, with additional weekend programming anticipated as new staff become established.

Arts & Culture Programming

The Town's Theatre Camp was successfully delivered at Joseph Burr Tyrrell School from August 10–15, bringing professional theatre educators to Fort Smith for a week of immersive performing arts programming.

A total of **28 children between the ages of 8 and 12** participated, supported by one youth volunteer and five adult volunteers. Throughout the week, facilitators worked with participants to develop an original production based on the children's own stories and interests. Participants learned and memorized dialogue, choreography and original songs before presenting the completed production to the community.



Two public performances were held on August 14 and 15, each attracting **more than 115 audience members**. Admission was by donation to the Fort Smith Food Bank, while the Fort Smith Skating Club operated a popcorn and refreshment fundraiser during the performances. An adult improv theatre evening was also offered during the week, with nine participants attending.



Theatre Camp was supported through funding from the MACA Youth Corps, Northern's Healthy Horizons, and the MACA Youth Centre Initiative, in addition to a \$100 participant registration fee. Feedback from children, parents and guardians, volunteers, and facilitators was overwhelmingly positive.



Following the success of the camp and associated performances, staff hope to continue developing theatre and performing arts opportunities throughout the year, subject to available funding. The strong participation in both the camp and public performances demonstrates significant community interest in accessible performing arts programming in Fort Smith.

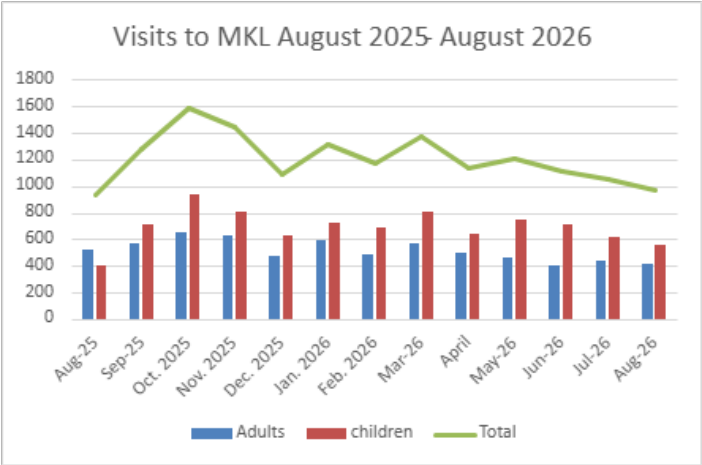
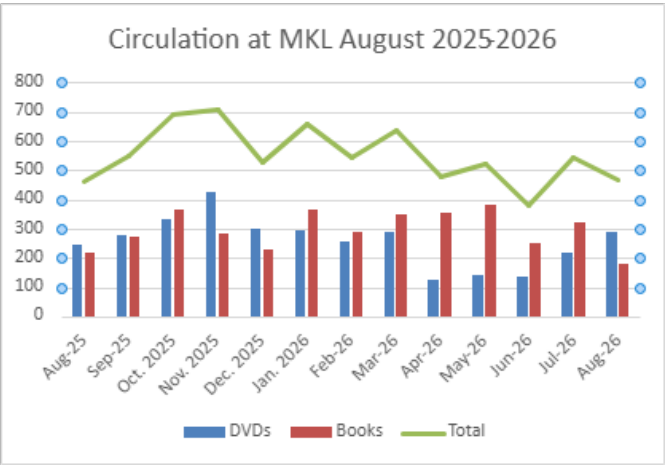
REPORT TO COUNCIL

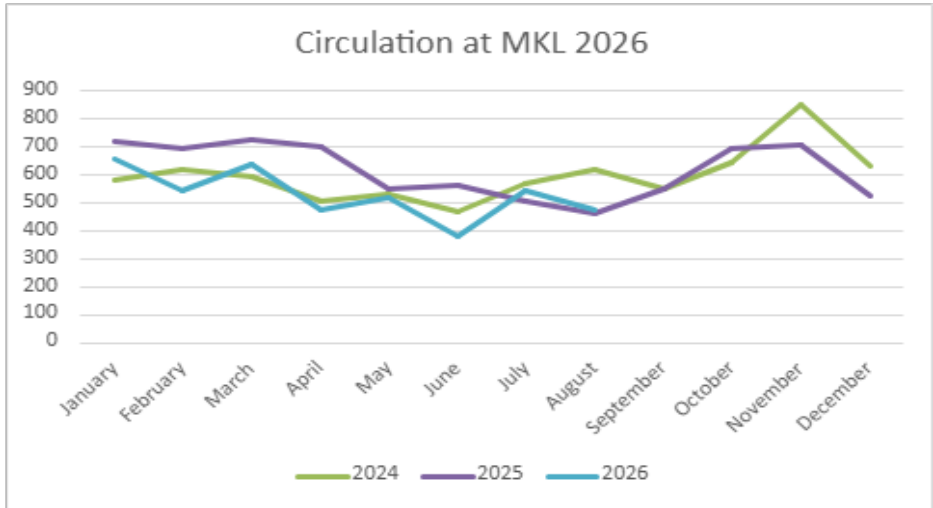
Community Services
Community Services Monthly Report

Date: September 15th, 2026

Mary Kaeser Library Activity Report August 2026

	Aug. 2025	Last Month	Aug-26	YTD
Adults	525	438	417	3865
Children	407	620	561	5502
Total attendance	932	1058	978	9367
CAP Computer Users	196	237	317	2035
CAP Computer Hours	222	250.25	308.75	1876
Wifi users	149	114	103	1386
Programming:				
Family literacy	22	38	8	286
Adult programs	15	4	n/a	63
Seniors programs	n/a	N/A	3	8
Curious Creators (Friday Kids)	n/a	n/a	n/a	38
Special events (Other)	n/a	n/a	n/a	128
Outreach/partnerships	29	7	32	183
holiday/spring break/summer reading	38	80	35	151
Teen programs	n/a	28	n/a	186
Class/daycare visits	54	63	27	579
Total program Attendance	158	220	220	1622
Other				
Circulation stats	462	543	473	4241
Inter-library loan requests (MKL patrons)	5	8	6	68
Inter-library loan requests (NWT patrons)	19	23	32	163
Printing	524	682	522	4151
Reference	92	77	87	1220
Operational Hrs	208	218	200	1707





Childcare

Daycare

August marked an important transition for the Daycare Program as several children prepared to leave the program and begin Junior Kindergarten and Kindergarten. A graduation celebration was held during the month to recognize the children moving on to school, with strong attendance from families. Children received graduation certificates before beginning the school year at Joseph Burr Tyrrell School on August 31.

Children continued to take advantage of summer weather throughout the month, with outdoor programming including sprinkler and water-table activities. Older children also participated in The Wave, a special recreation event delivered by the Town's Recreation and Special Events team.

Demand for childcare spaces remains strong. The Daycare currently has 11 children on its waitlist, seven of whom are infants. The infant program is now operating at capacity following continued efforts to rebuild enrollment within this age group.

Staffing continues to present challenges. The Primary Care Worker position remains vacant, and staff are continuing to explore options to fill the position. A casual childcare position also remains posted and, to date, has not received any applicants. Recruitment will remain ongoing until the position is filled.

After School Care Program

Registration for the 2026/27 After School Care Program filled quickly, with priority initially provided to families who participated during the previous school year. The program was also able to accommodate several children transitioning from the Daycare Program as well as some families accessing the program for the first time.

The program is currently at capacity and has a waitlist of 10 children, demonstrating continued strong demand for after-school childcare within the community.

Summer Camp

The 2026 Summer Camp Program concluded in August following another month of strong participation, operating at or near its 20-child capacity during most weeks.

Weekly themed programming continued throughout the month. During Young Entrepreneurs Week, participants learned introductory business concepts and operated their own lemonade stand, using the proceeds they earned to host a pizza party. Participants also took part in a guided field trip to the Salt River Day Use Area in partnership with Parks Canada and the Aurora Research Institute.

Space Week combined science, art and hands-on learning activities and included a planetarium experience delivered with support from Parks Canada. Art Week provided participants with a variety of creative and

hands-on activities, while the summer concluded with Little Chefs Week. Children participated in cooking and baking activities throughout the week before hosting Daycare children at their own "restaurant."

Overall, Summer Camp experienced very strong participation throughout the 2026 season and provided a diverse range of recreation, educational and outdoor experiences. Despite staffing shortages throughout the summer, staff maintained program operations and delivered a full season of themed programming and community partnerships for participating children.

Economic & Tourism Development

Safety of Pine Lake Road

The condition and safety of Pine Lake Road continues to be an important consideration for both residents and visitors travelling to the area.

During a summer trip to Pine Lake, a friend travelling with the ETDO was involved in a vehicle rollover on a freshly gravelled section of Pine Lake Road. While no serious injuries resulted, the incident highlighted potential safety concerns associated with current road conditions. The individual was an experienced driver, raising additional concerns about visitors who may be less familiar with navigating changing gravel-road conditions. This risk is further compounded by the lack of cellular service along the route.

It may be worthwhile for the Town to consider its role in advocating for the appropriate and consistent maintenance of this important recreational and tourism route.

Accessing remote areas naturally comes with additional considerations; however, ensuring visitors can safely access key attractions such as Pine Lake is also an important part of supporting tourism and positive visitor experiences in the region.



Fort Smith Farms Industry Tour & Farm-to-Table Dinner



The long warehouse at the Community Garden will be transformed into a Farm-to-Table Dinner venue for delegates visiting from Yellowknife and Hay River to meet with Fort Smith agriculture industry professionals.

ETDO, in partnership with GNWT Industry, Tourism and Investment and the territorial agri-food association, is facilitating the event through 100% grant funding provided through the Sustainable Canadian Agricultural Partnership.

ETDO, in partnership with GNWT Industry, Tourism and Investment and the territorial agri-food association, is facilitating the event through 100% grant funding provided through the Sustainable Canadian Agricultural Partnership.

The initiative will provide an opportunity to bring together agriculture professionals from across the territory, showcase Fort Smith's local agriculture sector, and encourage discussion around regional agriculture and agri-tourism opportunities.

60th Birthday Celebration

The incorporated municipality of the Town of Fort Smith is turning 60 years old this year!

As part of the celebration, the Muffaloose head will be returning to the Community & Recreation Centre after being in storage since the facility renovation. It will be mounted above the doors in the entryway, where it will be visible when leaving the Recreation Centre.

A community birthday celebration is planned for Saturday, October 3, including a fish fry, birthday cake, the official reveal of the mounted Muffaloose, and opportunities for pictures with the Muffaloose mascot.

Limited-edition embroidered keychains have also been designed for the celebration. The keychains help tell the story of the Muffaloose and will be gifted during the event.



A plaque sharing the story of the Muffaloose will be installed alongside the mounted head, helping preserve and share this unique piece of Fort Smith history with residents and visitors.

Fireweed Festival 2026

For the third year in a row, ETDO operated a Visitor Information booth at the entrance to the Fireweed Festival grounds. The booth acted as a starting point for residents and visitors looking for information about the festival and the community.

Staff helped visitors find specific areas and activities within the festival, shared information about other things to see and do throughout the region, and offered complimentary Polaroid photos as souvenirs.



Approximately 1,235 people were counted through the park on Sunday, up from approximately 1,000 on the same day last year.

Fireweed Festival was also the final event of the season with the full Summer Visitor Experience Staff team, wrapping up another busy summer of supporting visitors and showcasing Fort Smith and the surrounding region.



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, to support a more sustainable and cost-effective development approach. Administration has also applied for additional funding to support the project and will await confirmation of the funding application before proceeding with the next stages of project planning and development.

Prepared by:
Director of Community Services
Lauren Howes
Date: September 11th, 2026

Reviewed By:
Senior Administrative Officer
David Henderson
Date: September 11, 2026



Briefing Note

To: Mayor and Council
From: Administration
Date: September 15th, 2026
Subject: Desnedé Farmers' Market

PURPOSE:

To inform Council of a request for in-kind support from the Desnedé Farmers' Market for the remainder of its 2026 market season and to seek approval for the provision of Town resources, including tables and chairs, use of the CRC gymnasium as a weather contingency, and assistance with relocating the Farmers' Market storage shed.

BACKGROUND:

The Desnedé Farmers' Market provides a venue for local growers, crafters, cooks, and other vendors to sell their products within the community. The Market is currently celebrating its tenth season and operates on Saturday afternoons at the Community Recreation Centre (CRC) until the end of September.

The Farmers' Market has reported increased attendance and vendor participation during the 2026 season, with an average of more than 100 shoppers per market and more than 20 registered vendors. Approximately six to eight vendors typically participate each week. The Farmers' Market has requested the following in-kind support from the Town of Fort Smith:

Tables and Chairs

- In-kind use of 10 tables and 15 chairs for weekly Saturday markets at the CRC for the remainder of the 2026 season.
- Tables are normally rented at \$3.00 each and chairs at \$1.00 each, representing an in-kind value of \$45.00 per market.

CRC Gymnasium Use

- In-kind use of the CRC gymnasium on September 19 and September 26, 2026, as a weather contingency.
- The Market intends to continue operating outdoors when weather permits; however, the gymnasium would provide an indoor location if weather conditions prevent outdoor operation.
- The applicable weekend gymnasium rental rate is \$49.50 per hour. The total in-kind value would depend on the number of hours the gymnasium is required.

Relocation of Storage Shed

- Assistance from Town staff and equipment to relocate the Farmers' Market storage shed from its current location near the arena to the CRC.
- The shed is used to store Market-owned equipment, including pop-up tents and a portable handwashing station.
- The value of this in-kind contribution is currently to be determined, based on the Town staff time and equipment required to complete the relocation.

The Farmers' Market has purchased several pieces of equipment through GNWT grant funding, including a portable handwashing station, garbage cans, pop-up tents, picnic tables, and lounge chairs. While some equipment can remain outdoors throughout the year, the tents and handwashing station require secure storage.

Relocating the shed closer to the CRC would reduce the need for organizers to transport equipment between locations each week and support more efficient setup and operation of the Market.



Briefing Note

ANALYSIS:

The Desnèdes Farmers' Market is an established community initiative that supports local growers, producers, crafters, and small-scale vendors while providing residents with access to locally produced goods. The Market also contributes to community activity at the CRC and provides opportunities for residents to support local producers and businesses. The requested tables and chairs utilize existing Town resources and have a combined rental value of \$45.00 per market. Providing these resources in-kind would support the continued operation of the Market through the remainder of its season.

Providing access to the CRC gymnasium on September 19 and September 26, 2026, would provide organizers with a suitable contingency location in the event of inclement weather. The gymnasium would only be required if weather conditions prevent the Market from operating outdoors. The applicable weekend rental rate is \$49.50 per hour, with the total value dependent on the number of hours the facility is required.

Assisting with the relocation of the storage shed to the CRC would improve access to Market-owned equipment and reduce the logistical requirements associated with transporting equipment between the arena and CRC each week. This request would require coordination with Municipal Services and would be subject to staff and equipment availability and confirmation of an appropriate location at the CRC. The value of the Town's contribution cannot be confirmed until the staff and equipment requirements for the move have been determined.

Providing the requested in-kind support aligns with the Town's objectives of supporting community initiatives, local economic activity, food security, and opportunities for residents and local producers to participate in community events.

RECOMMENDATION:

That Council approve the following in-kind support for the Desnèdes Farmers' Market for the remainder of the 2026 market season:

- The use of 10 Town tables, at a rental value of \$3.00 per table, and 15 Town chairs, at a rental value of \$1.00 per chair, for the remaining weekly Farmers' Markets, representing an in-kind value of \$45.00 per market;
- The use of the CRC gymnasium on September 19 and September 26, 2026, as a weather contingency, at the applicable weekend rental rate of \$49.50 per hour, subject to facility availability; and
- The provision of available Town equipment and resources to assist with relocating the Farmers' Market storage shed from the arena area to the CRC, subject to operational capacity and confirmation of an appropriate location, with the value of the in-kind contribution to be determined based on the staff time and equipment required.



Desnedé Farmers' Market
dfm.membership@gmail.com
Box 494 Fort Smith, NT X0E 0P0

Dear Mayor and Council:

The Desnedé Farmers' Market provides a venue for local growers, crafters and cooks to sell their products. Vendors are all members of the Desnedé Farmers' Market, and several serve on the board. This year we are celebrating our tenth season. Markets are held every Saturday afternoon until the end of September, starting at 4:00 pm, at the CRC. Weather permitting, the market is held in the field by the playground.

Last year, vendors sold over \$8,000.00. While we haven't compiled the statistics for this season yet, we can say that attendance and vendor participation have increased this year. We have had an average of over 100 shoppers at every market, not counting the vendors who often shop from each other. We have over 20 vendors registered, and there are usually 6 to 8 vendors at each market. Some vendors have been with for several years and some are brand new this season.

A new initiative this year is our Harvester's Table. Last year, right when growers were reaping the peak of their gardens, we learned that growers must have a Food Establishment Permit to sell their produce. As you can imagine, this was a blow to the Market and growers. Doing the work to get the proper permit doesn't make much sense just to be able to sell a few extra zucchini. We discovered that the Yellowknife Farmers Market has a Harvester's Table where a Market volunteer obtained the necessary paperwork and sells the produce on behalf of the grower. This spring, while we were researching Yellowknife's system, we had a person volunteer to be our Harvester's Table co-ordinator and we have been able to offer this service to local growers this season.

The Desnedé Farmers' Market requests an in-kind donation of table and chair rentals for our weekly markets, held Saturday afternoon at the CRC. Our markets usually use 8 – 10 tables and about 15 chairs.

Although our intent always to hold our market outside, the reality is that sometimes the weather does not cooperate. We have moved the market inside to the CRC front lobby on rainy days, but this isn't ideal. We request an in-kind donation of rental of the gymnasium as a backup plan for the remainder of the market season.

With the help of a grant from the GNWT, Desnedé Farmers' Market has purchased a portable handwashing station, garbage cans, pop-up tents and several picnic tables and lounge chairs. While the picnic tables and chairs can stay out in the field year-round, we store the tents and handwashing station in our shed, which is currently located by the arena. We request assistance from the town to move our shed to the CRC. Having the shed closer to the location of the market will save us time as well as us not having to drive back and forth to the shed, and prevent vandalism to the shed.

Thank you for considering our request.

Sincerely

Michele McGuire
Chairperson - Desnedé Farmers' Market



Briefing Note

To: Mayor and Council
From: Administration
Date: September 15th, 2026
Subject: UNW Bench Donation

PURPOSE:

To inform Council of a proposed donation from the **Union of Northern Workers (UNW)** for the installation of a memorial bench and plaque in honour of longtime Fort Smith resident and UNW member **Paul McAdams**.

BACKGROUND:

The Union of Northern Workers has approached the Town of Fort Smith regarding the donation of a memorial bench and plaque in honour of Paul McAdams.

Mr. McAdams was a longtime resident of Fort Smith and an active member of the UNW. The UNW has proposed **Conibear Park** as its preferred location for the memorial bench due to Mr. McAdams' involvement in organizing the annual Labour Day BBQ held at the park.

Alternative locations identified by the UNW include the area near Town Hall or the Community Recreation Centre, as Mr. McAdams was also a regular pool user.

The UNW has proposed that the Town select and procure the bench to ensure it is consistent with existing Town infrastructure and any future plans for the selected location. The UNW would provide a donation to cover the cost of the bench and associated plaque. The estimated cost of a suitable bench through Uline is:

- Bench – **\$1,000.00**
- Mounting hardware – **\$30.00**
- **Total estimated bench cost – \$1,030.00**, excluding applicable taxes, shipping, plaque costs and installation.

The UNW has indicated that, should the bench be able to be ordered and installed before the end of October, the UNW President would be interested in attending an official dedication or unveiling. The UNW would provide proposed wording for the memorial plaque following confirmation of the project.

ANALYSIS:

The proposed memorial bench would recognize a longtime Fort Smith resident and community member while providing a functional public amenity.

Conibear Park has been identified as the preferred location due to Mr. McAdams' connection to the annual Labour Day BBQ. Final placement would need to consider the suitability of the location, accessibility, existing infrastructure, maintenance requirements, and any potential future redevelopment of the park.

Having the Town select the bench would allow the installation to remain consistent with municipal standards and other public furnishings. The current estimated cost of the bench and mounting hardware is **\$1,030.00**, excluding applicable taxes, shipping, plaque costs and installation. The UNW has indicated its intention to provide a donation sufficient to cover the cost of the memorial bench and plaque.

Installation would require coordination with Town staff to confirm an appropriate location and determine any site preparation and installation requirements.



Briefing Note

This briefing note is provided to Council **for information** regarding the proposed donation and memorial installation.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 15th, 2026
Subject: Draft Donation and Sponsorship Policy

PURPOSE:

To present the proposed Donation and Sponsorship Policy to Council for review and approval. The policy establishes a consistent and transparent framework for evaluating requests for financial and in-kind support from the Town of Fort Smith.

BACKGROUND:

The Town of Fort Smith regularly receives requests from community organizations, event organizers, non-profit groups, and other entities seeking municipal support. Requests may include direct financial contributions, facility rental waivers, use of Town equipment and resources, staff support, promotional items, or other forms of in-kind assistance.

Historically, these requests have been considered individually, with limited formal guidance regarding the level of support that may be provided, the information required from applicants, or which requests may be approved administratively versus requiring Council consideration.

Administration has developed a Donation and Sponsorship Policy to provide a more consistent process for receiving, evaluating, approving, and documenting these requests. The proposed policy establishes:

- Eligibility and application requirements for organizations requesting Town support;
- A streamlined application process for requests valued at less than \$1,000, recognizing that smaller requests should not require the same level of information as significant financial or resource commitments;
- Clear approval authorities for requests that may be considered administratively and those requiring Council approval;
- A requirement for annual or recurring funding requests to be presented to Council, recognizing the ongoing financial commitment associated with recurring support;
- A requirement for naming rights and significant recognition agreements to receive Council approval and be established through a written agreement consistent with applicable Town rates, fees, and policies;
- Consideration of both financial and in-kind contributions, including facility use, Town equipment, staff time, promotional materials, and other municipal resources; and
- An accompanying evaluation matrix to assist Administration and Council in determining an appropriate level of support based on factors such as community benefit, participation, economic development, tourism impact, alignment with Town priorities, and the municipal resources required.

ANALYSIS:

Community events, organizations, and initiatives provide significant social, recreational, cultural, and economic benefits to Fort Smith. Municipal support can contribute to the success and sustainability of these initiatives; however, the Town must also ensure that public funds and resources are allocated consistently, transparently, and in alignment with municipal priorities.

The proposed policy creates a standardized process while maintaining flexibility to consider the individual circumstances and benefits of each request.



Briefing Note

The inclusion of an evaluation matrix is intended to improve consistency when determining the appropriate level of municipal support. Rather than treating all requests equally regardless of their scope or community impact, the matrix allows consideration of factors such as expected attendance, tourism and economic benefit, community participation, alignment with Town objectives, and the extent of Town resources required.

The policy also recognizes that the administrative requirements associated with a request should be proportionate to its value. Requests valued at less than \$1,000 would therefore be subject to reduced application requirements, while larger requests would require more comprehensive information to support appropriate evaluation and decision-making.

Requiring recurring or annual funding requests to return to Council provides continued oversight of ongoing municipal commitments and avoids an initial approval being interpreted as an indefinite commitment of Town resources.

Clearly defining administrative and Council approval authorities will also allow routine and lower-value requests to be addressed efficiently while ensuring requests involving greater financial commitments, recurring support, naming rights, or other significant considerations continue to receive appropriate Council oversight.

Overall, adoption of the policy would provide Administration, Council, and community organizations with clearer expectations and a more equitable, transparent, and consistent approach to municipal donations and sponsorships.

RECOMMENDATION:

That Council approve the Donation and Sponsorship Policy, as presented, establishing a standardized framework for the evaluation and approval of financial and in-kind requests for support from the Town of Fort Smith.

THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH

DONATION AND SPONSORSHIP POLICY

Policy No.: CP XXX

Department: Community Services / Corporate Services

Approved By: Town Council

Effective Date: XXX

Supersedes: CP XXX – Donation Policy

Review Date: XXX

1. PURPOSE

The Town of Fort Smith recognizes the important role that community organizations, volunteers, events, programs and initiatives play in enhancing the social, cultural, recreational and economic well-being of the community.

This policy establishes a fair, transparent and consistent process for considering requests for financial and in-kind support. It is intended to:

- provide clear direction to Administration and Council;
- create an accessible and proportionate application process;
- recognize and account for the full value of cash and in-kind support;
- distinguish one-time support from annual or recurring commitments;
- align municipal support with Council-approved plans, priorities, values and objectives;
- allocate limited municipal resources equitably and according to public benefit and operational capacity; and
- ensure municipal support provides an identifiable benefit to Fort Smith and its residents.

Municipal donations and sponsorships are discretionary and subject to approved budgets, resource availability, operational capacity and this policy.

2. DEFINITIONS

Applicant: an eligible organization requesting financial or in-kind support.

Donation: support provided without expectation of direct commercial benefit.

In-kind contribution: non-cash support with an identifiable financial or operational value, including fee waivers, equipment, materials, supplies, staff labour or municipal services.

Sponsorship: support for which the Town receives recognition, promotional exposure or another identifiable benefit.

Community organization: a not-for-profit society, registered charity, volunteer organization, community group or other organization whose activities provide a demonstrable public benefit.

Recurring funding: support requested, expected or provided on an annual, seasonal, periodic or otherwise repeating basis for an ongoing event, program, service or activity.

Naming rights: the right to associate a name, brand or identity with a Town asset, facility, room, feature, program, event or other municipal property for a defined period.

Total municipal value: the combined value of cash, waived or reduced fees, staff labour, equipment, materials and all other Town resources.

SAO: the Senior Administrative Officer or designate.

Town: the Municipal Corporation of the Town of Fort Smith.

3. ANNUAL BUDGET

Council shall establish an annual Donations and Sponsorships budget through the Town's operating budget process. The budget shall account for both direct financial contributions and the calculated value of in-kind support. Approval in the previous year does not create commitment or entitlement in a subsequent year.

Once the annual budget is fully committed, further requests may be denied or referred to Council for an appropriate budget amendment.

4. ELIGIBILITY

To be eligible, an applicant must:

- be a not-for-profit, charitable, volunteer or community-based organization, unless Council approves otherwise;
- be in good financial standing with the Town;
- operate in Fort Smith or demonstrate a significant and direct benefit to Fort Smith residents;
- demonstrate a public or community benefit;
- submit the information required under section 8 within the applicable timeline; and
- comply with legislation, bylaws, policies, permits and Town requirements.

Eligible purposes may include recreation and sport; arts, culture and heritage; tourism and economic development; community development; children, youth, families and elders; health and wellness; environmental stewardship; education; accessibility and inclusion; civic pride; community celebrations; and other activities that provide a significant public benefit.

5. INELIGIBLE REQUESTS

Support will generally not be provided for:

- individuals or activities primarily benefiting an individual;
- for-profit businesses, commercial activities or activities primarily generating private profit;
- political parties, candidates or partisan activities;
- unlawful or discriminatory activities;
- retroactive expenses or activities that have already occurred;

- organizations with outstanding debts or unresolved obligations to the Town;
- requests duplicating another municipal funding program;
- ordinary operating expenses submitted as a one-time request;
- resources the Town cannot reasonably accommodate; or
- late applications.

Council may approve an exception where exceptional circumstances exist and the contribution is in the municipality's best interests.

6. TYPES OF MUNICIPAL SUPPORT

6.1 Financial Contributions

Direct financial support toward an eligible event, project, program or initiative.

6.2 Facility Fee Waivers or Reductions

Full or partial waiver of fees for Town facilities, subject to availability and the Rates and Fees Bylaw. This may include the Community and Recreation Centre, gymnasium and foyer, Pete's Gym and studio, William Schaefer Memorial Pool, Fort Smith Centennial Arena and mezzanine, Harry Sudom Ball Park, Herb Mercredi Ball Park, curling ice and lounge where available, Fire Hall meeting space, Council Chambers, the stage, and other approved Town facilities.

6.3 Equipment and Materials

Eligible resources may include tents, tables, chairs, portable barbeques, PA systems, stage components where available, sporting equipment and other approved municipal equipment or materials. Vehicles, mobile equipment, safety equipment, specialized operational equipment and tools are not normally eligible.

6.4 Municipal Staff and Services

Staff labour or services may be approved where operationally feasible. The responsible Director must confirm that support will not unreasonably interfere with regular operations. Value shall include wages, employer costs and, where applicable, overtime or call-out costs. An applicant may not schedule, direct or supervise Town employees.

7. VALUATION OF IN-KIND CONTRIBUTIONS

All in-kind support shall be assigned a dollar value. Rates established by the Town's Rates and Fees Bylaw shall be used. Where no rate exists, Administration shall use actual municipal cost, wage and employer costs, replacement cost or another reasonable and documented method.

Approval authority and matrix assessment shall use total municipal value, not only the cash portion. For example, \$500 cash plus \$750 in waived fees is a \$1,250 request and requires Council approval.

8. APPLICATION REQUIREMENTS

8.1 Streamlined Application - Total Municipal Value Under \$1,000

A one-time request with a total municipal value of less than \$1,000 may use the streamlined application, provided it is not recurring, does not include naming rights and does not otherwise require Council approval. The applicant shall provide:

1. organization name, primary contact and contact information;
2. brief description of the organization and proposed activity, including date and location;
3. specific cash and/or in-kind support requested;
4. estimated number and general range of Fort Smith residents or participants benefiting;
5. brief explanation of community benefit and alignment with a Town priority, plan, value or objective;
6. disclosure of previous Town support and whether the request may recur;
7. required permits and proof of insurance, if applicable; and
8. any safety, safeguarding or other information reasonably requested by Administration.

8.2 Full Application - \$1,000 or More or Council Consideration

A full application is required where the total municipal value is \$1,000 or more, the request is recurring, naming rights are proposed, Council consideration is required, or Administration determines that the nature or risk of the request warrants additional information. The application shall include:

1. legal or operating name, primary contact and contact information;
2. organizational purpose and proof of status where requested;
3. full description, date, location and duration of the event, project, program or initiative;
4. specific cash and in-kind assistance requested;
5. anticipated participation, demographics, accessibility measures and community benefit;
6. alignment with applicable Council-approved plans, priorities, values and objectives;
7. total budget, anticipated revenues and expenditures, other funding pursued or received, and the applicant's cash, volunteer and in-kind contribution;
8. previous Town support and whether support is expected to recur;
9. permits, licences, insurance, safety and risk-management information;
10. safeguarding practices for children or vulnerable persons, where applicable;
11. proposed recognition of the Town;
12. financial statements or other financial information requested by Administration; and
13. any other documentation reasonably required by Administration or Council.

Submission does not guarantee approval. An incomplete application will not proceed until required information is received.

9. APPLICATION DEADLINES

Complete one-time applications under \$1,000, shall normally be received at least thirty (30) calendar days before support is required. For all reoccurring and/or applications over \$1,000, sixty (60) calendar days before support is required. Earlier submission is strongly encouraged for Council decisions, major events, significant resources, multi-department coordination,

permits, insurance or regulatory review. Late requests may be declined. Placement on a particular Council agenda is not guaranteed.

Administration may establish an earlier annual deadline for recurring requests to align with preparation of the operating budget.

10. RECURRING AND ANNUAL FUNDING REQUESTS

Every annual or recurring request shall be presented to Council, regardless of dollar value. Wherever practicable, it shall be considered through the annual budget process. A request must not be treated as one-time merely because the applicant submits a separate application each year.

Recurring applicants shall provide the full application information in section 8.2, including the upcoming amount and type of support, purpose, previous Town support, organizational or program budget, outcomes, and reporting on the prior contribution where requested.

Council may establish a recurring budget line or written multi-year agreement. Neither a budget line, agreement expiry, nor previous support creates an entitlement to renewal. Any multi-year commitment must comply with the Town's budgeting, signing-authority and financial-administration requirements.

11. EVALUATION OF REQUESTS

Administration shall first confirm eligibility, completeness, total municipal value, approval authority, risk and operational feasibility. Eligible requests shall then be assessed using Schedule A - Municipal Support Allocation Matrix. The matrix supports consistency and transparency but does not replace judgment, budget control, risk review or Council authority.

Assessment shall consider community benefit; alignment with applicable Town plans and objectives; tourism and economic impact; accessibility and inclusion; applicant contribution and partnerships; operational feasibility; previous support; organizational capacity; accountability; and equitable distribution of limited resources.

The Town may approve all, part or none of a request and may provide a different mix of cash and in-kind support than requested.

12. APPROVAL AUTHORITY

12.1 SAO Approval

The SAO or designate may approve a one-time eligible request with a total municipal value of less than \$1,000 where sufficient budget remains, no budget amendment is required, the responsible Director confirms operational feasibility, and the request is not recurring, naming-related, sensitive, controversial, precedent-setting or exceptional.

12.2 Council Approval

Council approval is required where:

- total municipal value is \$1,000 or more;
- the request is annual or recurring, regardless of value;
- naming rights are proposed, regardless of value or duration;
- a budget amendment or support beyond the approved budget is required;
- the request is outside ordinary eligibility or seeks an exception;
- the request creates a significant or ongoing commitment;
- the request is sensitive, controversial, precedent-setting or exceptional; or
- the SAO refers the request to Council.

12.3 No Splitting of Requests

Related cash and in-kind elements and related applications shall be aggregated. Requests shall not be divided to avoid full application requirements or Council approval.

13. FREQUENCY OF REQUESTS

Generally, an organization may receive support through the one-time process once per calendar year. Exceptions may be considered for separate and unrelated initiatives, emergencies, territorial or national events, formal partnerships, budget-authorized initiatives or circumstances approved by Council. Multiple requests shall not circumvent approval thresholds.

14. CONDITIONS OF APPROVAL

Approval may require the recipient to:

- use support only for the approved purpose;
- acknowledge the Town and use its logo only as authorized;
- comply with laws, bylaws, permits, facility rules, insurance and safety requirements;
- provide receipts, financial documents or a post-event report;
- return unused funds where required; and
- notify the Town of material changes.

Approval does not transfer planning, operational, supervisory, safety or liability responsibility to the Town.

15. REPORTING AND ACCOUNTABILITY

For support of \$1,000 or more, recurring support, or any request designated by Administration or Council, the recipient may be required to report within sixty (60) days of completion. Reporting may address participation, outcomes, actual revenues and expenses, use of Town support and recognition provided. Failure to report may affect future eligibility.

16. MUNICIPAL SPONSORSHIP AND RECOGNITION

Recognition shall be proportionate to the nature and value of support and may include the Town logo, promotional acknowledgement, signage, social-media recognition, verbal acknowledgement or event-program recognition. Use of the Town name, logo or branding requires approval.

17. DONATIONS AND SPONSORSHIPS RECEIVED BY THE TOWN

The Town may accept financial or in-kind support that advances a municipal program, service, facility, project or community objective and is consistent with municipal values and the public interest. The Town is not obligated to accept a contribution.

A contribution shall not compromise municipal decision-making, create an unreasonable financial, maintenance or operational obligation, create an actual or perceived conflict, require inappropriate endorsement, violate law or policy, or expose the Town to unacceptable legal, financial or reputational risk. Significant in-kind assets require consideration of acquisition, installation, maintenance, insurance, storage, operation, replacement and disposal costs.

17.1 Naming Rights and Established Sponsorship Opportunities

All naming-rights proposals require Council approval, regardless of value, term or whether the proposal falls within an established sponsorship opportunity. Naming rights shall be documented by a written agreement approved under the Town's signing authorities and shall align with the applicable rates, categories and conditions in the Rates and Fees Bylaw.

The agreement shall address, as applicable: asset or opportunity; sponsor and approved name; term and renewal; financial and in-kind value; payment; recognition and signage; design, installation, maintenance and removal costs; use of Town marks; exclusivity; content and conduct standards; termination; reputational risk; assignment; insurance; and restoration at expiry.

Advertising, facility sponsorships, playground sponsorships, landscaping sponsorships and other established opportunities shall comply with the Rates and Fees Bylaw and applicable policies. Charitable receipts shall be issued only where permitted under federal law and Canada Revenue Agency requirements.

18. EMERGENCY AND EXTRAORDINARY CIRCUMSTANCES

Nothing prevents the Town from receiving or providing assistance during an emergency, evacuation, disaster or extraordinary circumstance. Administration may establish temporary procedures based on operational and community needs and may decline unsolicited goods or services that create unreasonable logistical, financial, safety or operational burdens.

19. CONFLICT OF INTEREST

Council members and employees shall comply with conflict-of-interest law, bylaws and policies. No applicant or donor shall receive preferential treatment because of a personal, political, employment or business relationship.

20. RECORD KEEPING AND REPORTING

Administration shall maintain records of applications, decisions, cash and calculated in-kind contributions, scoring and rationale, recurring commitments, available budget and recipient reporting. Administration shall monitor total support during the year and may report a summary to Council periodically or during the budget process.

21. RESPONSIBILITIES

Town Council

- approve this policy, amendments and the annual budget;
- decide requests outside delegated authority, all recurring requests and all naming-rights proposals;
- consider exceptions and multi-year commitments.

SAO

- administer and interpret this policy;
- exercise delegated authority and refer matters to Council;
- ensure support remains within budget and establish procedures.

Directors and Administration

- review and score applications;
- confirm availability, feasibility, full value, safety and risk;
- prepare Council materials and maintain records.

Applicants

- submit complete and accurate information on time;
- obtain permits, licences, insurance and approvals;
- comply with conditions and reporting.

22. EXCEPTIONS

Council may approve an exception by resolution where exceptional circumstances exist and the exception is in the municipality's best interests. An exception does not establish a precedent or entitlement.

23. REVIEW

This policy shall be reviewed at least once every three years, or earlier where required by legislation, operational experience or Council direction.

RELATED DOCUMENTS

- Consolidated Rates and Fees Bylaw
- Annual Operating Budget
- Signing Authority Policy
- Purchasing / Procurement Policy
- Facility Rental Agreements and Procedures
- Town of Fort Smith Strategic Plan and Council Priorities
- Community Plan
- Economic Development Strategy and Strategic Marketing Plan
- Records Management, Insurance, Risk Management and Financial Administration policies.

SCHEDULE A - MUNICIPAL SUPPORT ALLOCATION MATRIX

Purpose: To guide consistent assessment and the proportionate allocation of cash, facilities, staff time, equipment and other municipal resources. Complete the eligibility and feasibility gate before scoring. The matrix informs a recommendation; it does not create an entitlement, expand delegated authority or override budget, safety, procurement, collective agreement, Rates and Fees Bylaw or operational requirements.

A. Mandatory Gate - Pass / Fail

Gate	Required finding
Eligibility	Applicant and activity meet section 4 and are not ineligible under section 5.
Complete application	Correct streamlined or full application is complete.
Authority identified	Total value, recurring status and naming rights have been identified; correct decision-maker is known.
Legal and risk	Required permits, insurance, safeguarding and risk controls are achievable.
Operational feasibility	Responsible Director confirms that support can be provided without unacceptable disruption, excessive overtime*, safety risk or service reduction.
Budget	Funding is available or Council will consider a budget amendment.

*If overtime does not create unnecessary departmental budgetary constraints, may be considered.

**If a mandatory gate fails, Administration shall recommend denial, deferral, a revised request or referral to Council, as appropriate.

B. Weighted Assessment - 100 Points

Criterion	Weight	Scoring guide (score each 0-5)
1. Strategic alignment	20	0: no clear alignment. 3: supports at least one adopted priority. 5: directly advances multiple current Council/Town priorities with measurable outcomes.
2. Community benefit and reach	20	0: little identifiable public benefit. 3: meaningful benefit to a defined group. 5: substantial, broad or deep benefit to Fort Smith residents.

Criterion	Weight	Scoring guide (score each 0-5)
3. Tourism and economic impact	15	0: none. 3: some visitor, local-spending, business or destination value. 5: strong evidence of overnight visitation, external attendance, local procurement, destination profile or repeat economic benefit.
4. Accessibility, inclusion and community connection	10	0: barriers or limited access. 3: reasonable access and outreach. 5: intentionally inclusive, affordable, culturally respectful and partnership-based.
5. Applicant contribution and leverage	10	0: Town expected to carry initiative. 3: reasonable applicant cash, volunteers or partners. 5: strong leverage of other funding, volunteers, sponsors and organizational resources.
6. Operational feasibility and proportionality	15	0: major disruption or impractical. 3: manageable with coordination. 5: low disruption, efficient resource use and a clear operational plan.
7. Capacity, accountability and past performance	10	0: significant concerns or missing reporting. 3: adequate governance and delivery history. 5: strong record, realistic budget, risk controls and timely reporting.

**Calculation: Points = (criterion score ÷ 5) × weight. Add all criterion points for a total out of 100. Administration shall record a short rationale and evidence for each score. For a new applicant without a Town history, assess demonstrated organizational readiness rather than automatically assigning a low score.

C. Support Bands and Resource Controls

Score	Indicative band	Guidance
0-39	Not recommended	Normally deny, defer or invite a materially revised request.
40-54	Limited support	Consider a modest, targeted contribution; prioritize fee relief or low-impact resources.
55-69	Moderate support	Consider partial support and a defined mix of cash and in-kind resources.
70-84	Substantial support	Consider significant support where budget and capacity permit; written operational plan recommended.

Score	Indicative band	Guidance
85-100	Priority / signature-level support	May warrant the highest level of available support, multi-department coordination or a formal partnership; Council approval will normally be required by value or recurring nature.

**Support bands are not automatic percentages and do not guarantee the amount requested. The recommended amount and resource mix must remain reasonable relative to total event cost, demonstrated need, benefits, comparable Town support and remaining annual capacity.

D. Resource Allocation Worksheet (example)

Resource	Value	Control / consideration	Confirmation
Cash	\$	Donations and Sponsorships budget	Director of Corporate Services / Director of Community Services / SAO
Facility fee waiver or reduction	\$	Rates and Fees Bylaw; lost revenue; availability	Director of Corporate Services / Director of Community Services
Regular staff time	\$	Work plan and service capacity	Responsible Director
Overtime or call-out	\$	Collective agreement; approved budget; operational need	SAO / Responsible Director / Council as applicable
Equipment and materials	\$	Availability; transport; setup; damage/replacement	Responsible Director
Communications / promotion	\$	Staff time; channels; brand approval	Responsible Director
Other support	\$	Document valuation method and conditions	SAO / Council as applicable

Resource	Value	Control / consideration	Confirmation
TOTAL MUNICIPAL VALUE	\$	Aggregate all support; determines approval authority	Administration

E. Event Scale and Coordination guidance

Indicative scale	Typical characteristics	Potential Town response
Local / community	Primarily local attendance; limited duration and infrastructure	Low-impact fee relief, basic equipment or modest cash; one department lead where feasible.
Enhanced community	Broader participation, partnerships or moderate operational needs	Partial cash/in-kind support; documented setup, safety and departmental responsibilities.
Major / destination event	Material visitor draw, local spending, community profile or multi-site operations	May justify increased staff, facilities, equipment and promotion; require full application, detailed operational plan and Council approval where threshold/recurrence applies.
Signature / strategic partnership	Strong evidence of sustained tourism/economic/community value and alignment with multiple priorities	May justify formal agreement, recurring budget consideration and coordinated Town role. Council approval required for recurring support and naming rights.

**Event scale does not replace the weighted score. A large event may receive limited support if benefits, readiness or feasibility are weak; a smaller initiative may score highly because of strong local impact. Town staff always remain under Town supervision at all times.

F. Strategic Alignment Reference

The assessor shall cite the current Council-approved source rather than relying only on general statements. Depending on the initiative, alignment may include: welcoming and inclusive community; health, active living and safety; youth, elders and education; culture, heritage and reconciliation; volunteerism and partnerships; environmental sustainability; responsive and fiscally responsible government; high-quality municipal services; local business development

and diversification; resident attraction and retention; tourism product development; festivals, sporting events and conferences; and promotion of Fort Smith as a destination.

Because plans and Council priorities change, this reference is illustrative. The current Strategic Plan, Council priorities, Community Plan, Economic Development Strategy, Community Services plans and approved budget objectives shall govern. Recommendation Record

Field	Administration record
Applicant / initiative	
Request and total municipal value	
One-time or recurring	
Naming rights proposed	
Mandatory gate result	
Matrix score and band	
Recommended cash support	
Recommended in-kind support	
Conditions / reporting	
Approval authority	
Assessment rationale	

**Drafting note: Dollar thresholds refer to total municipal value. “Under \$1,000” means \$999.99 or less; a request totaling exactly \$1,000 requires the full application and Council approval under this draft. Council may choose “up to and including \$1,000” instead, but the wording should be consistent throughout.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 15th, 2026
Subject: Appointment of Awa Mbacke as Director of Corporate Services and Signing Authority

PURPOSE:

For Council to appoint of Awa Mbacke as Director of Corporate Services and that she be added as an authorized signatory for the Town of Fort Smith.

ANALYSIS:

As a member of the Senior Management Team, Awa Mbacke will support the following:

Corporate Services Team: Providing guidance, mentorship, and oversight to ensure the team operates effectively and meets key deadlines.

Budget Development and Oversight: Working with the SAO on the preparation of the annual budget, aligning it with strategic priorities and financial policies.

Year-End Financial Processes: Ensuring accurate and timely completion of year-end reports, reconciliations, and submissions.

Audit Preparation: Coordinating the audit process, working closely with external auditors, and addressing any audit-related inquiries or requirements.

Financial Management: Monitoring expenditures, revenues, and overall financial performance to maintain accountability and compliance with policies.

Operational Collaboration: Working with other members of the Senior Management Team to ensure interdepartmental coordination and the delivery of organizational goals.

RECOMMENDATION:

That Council appoint Awa Mbacke as Director of Corporate Services and add her as an authorized signing authority for the Town of Fort Smith.

Motion

That Council appoint Awa Mbacke as the Director of Corporate Services, effective August 17, 2026, and that she be added as an authorized signing authority for the Town of Fort Smith.



Briefing Note

To: Mayor and Council
From: Administration
Date: September 15, 2026
Subject: Appointment of Acting Senior Administrative Officer (SAO) – September 17-27, 2026

PURPOSE:

To appoint Adam McNab, Director of Protective Services, as Acting Senior Administrative Officer (SAO) for the period of September 17 to 27, 2026, inclusive.

BACKGROUND:

The Senior Administrative Officer will be out of office from September 17 to September 27, 2026. An Acting SAO is required during this period to ensure continuity of municipal administration and that the powers, duties, and responsibilities of the SAO continue to be carried out during the absence.

Section 9 of the *Senior Administrative Officer Employment Bylaw No. 1071* addresses Acting SAO appointments. Section 9(a) provides that, in the absence of the SAO, Council may appoint an Acting SAO by resolution in accordance with the *Senior Administrative Officer Establishment Bylaw*. Section 9(b) also provides a standing designation for the Director of Corporate Services for short-term or unplanned absences and allows another Director to be designated when the Director of Corporate Services is unavailable.

At this time, the Director of Corporate Services is new to the role and is continuing to become familiar with the Town's operations, administrative processes, and responsibilities of the position. Given the temporary nature of the appointment and the need to maintain continuity during the SAO's absence, Administration is recommending that Adam McNab, Director of Protective Services, be appointed as Acting SAO for this period.

ANALYSIS:

A formal appointment by Council will provide clear authority for the Director of Protective Services to perform the functions of the SAO during the specified period.

While Bylaw No. 1071 provides a standing designation for the Director of Corporate Services for short-term or unplanned absences, Administration considers it appropriate in this instance to recommend Adam McNab as Acting SAO. The Director of Corporate Services is currently new to the position, and appointing an experienced member of the Town's senior management team will provide additional continuity and organizational knowledge during the SAO's absence.

Under Section 9(c) of Bylaw No. 1071, the Acting SAO has all the powers, duties, and responsibilities of the SAO during the acting appointment. The bylaw also limits the Acting SAO from making or authorizing major strategic, financial, or personnel decisions except where necessary to maintain municipal operations or otherwise authorized by Council.

The proposed appointment will provide clear administrative authority and ensure municipal operations and administrative responsibilities continue without interruption from September 17 to September 27, 2026.



Briefing Note

RECOMMENDATION:

That Council appoint the Adam McNab, Director of Protective Services as Acting Senior Administrative Officer from September 17 to September 27, inclusive, pursuant to Section 9 of Senior Administrative Officer Employment Bylaw No. 1071.