



Council of the Town of Fort Smith
October 6, 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 15, 2026

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Protective Services
 - i. Director's Report
 - ii. Briefing Note: Variance Request 28 York Crescent
 - iii. Briefing Note: Land Disposal 22 Whitford Road
- b. Corporate Services
 - i. Director's Report
 - ii. Accounts Paid List
 - iii. Correspondence

8. COUNCIL BUSINESS

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

9. NEW BUSINESS

- a. Notice of Motion

10. IN-CAMERA

11. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of the Council will be held on October 20th, 2026, with reports from Community and Municipal Services.

12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

14. ADJOURNMENT



MINUTES

The Regular meeting of Council was held on
Tuesday, September 15, @ 7 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

- a. Mayor Fergusson confirms quorum and reads the Acknowledgment of First Nations.

2. ADOPTION OF AGENDA

# 26-183	Moved by: Cr. Bathe Seconded by: Cr. Tuckey
That the agenda be adopted as presented.	
PASSED	

3. DELEGATIONS

- a. Monthly Policing Report – RCMP Sgt. Nathan Jacobson

The RCMP were unable to attend.

4. APPROVAL OF MINUTES

a. Regular Meeting of Council September 1, 2026	
# 26-184	Moved by: Cr. Tuckey Seconded by: D/M Keizer
That the minutes of the Regular Meeting of September 1, 2026, be adopted as presented.	
PASSED	

Correction made to who read the land acknowledgement for the September 1st meeting.

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

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



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Director Howes provided the Community Services report for August, highlighting the continued success of the Farmers Market and the addition of new equipment at Pete’s Gym through MACA funding, including an adductor/abductor machine and Smith machine. MACA funding also supported the purchase of a new outdoor waterslide, “The Wave,” which was well received at Connie Bear Park. Recreation staff supported the Salt River First Nation Treaty Land Entitlement Celebration on August 1, while Aquatics completed swimming assessments to help guide future swimming lessons and continued efforts to recruit and develop local youth as lifeguards.

Library programming included the planetarium presentation by Parks Canada and a successful theatre camp with 28 participants and more than 115 spectators attending performances each day. The daycare held a graduation ceremony for children entering pre-K and kindergarten and is currently full, with 11 children on the waitlist, while the after-school program is also full with a waitlist of 10. Summer camp programming was successful, and Economic Development continues planning Fort Smith’s 60th birthday celebrations and a farm-to-table dinner in partnership with the GNWT, ITI, and the Fort Smith Agricultural Society. More than 1,235 people were recorded attending celebrations at Queen Elizabeth Territorial Park, approximately 235 more than the previous year.

Director Howes also acknowledged the impact of the events that disrupted Fireweed weekend and thanked staff, first responders, community organizers, partners, and residents for their support, adaptability, resilience, and compassion.

Cr. Karasiuk requested that future reports include a simple month-to-month comparison of the daycare and after-school program waitlists, indicating whether the number has increased or decreased from the previous month and by how much.

D/M Keizer asked whether usage statistics are being tracked for the curling rink area when it is used for recreational activities during the off-season. He noted that tracking this information would be helpful for future discussions regarding the year-round use of the space.

Cr. Bathe expressed excitement about the new equipment at Pete’s Gym and asked whether a list of available gym equipment could be added to the Town’s website. He noted that having this information available online could help residents create workout plans based on the equipment available at the facility.

Cr. Heaton asked, with the change of season approaching, if there is a confirmed date for when the arena ice will be ready.

Director Howes advised that there is no confirmed date at this time. Once staff are confident that everything is ready and regular programming can safely resume, the information will be shared with the public.

Cr. Bathe suggested exploring opportunities to add fitness equipment, such as stationary bikes, rowing machines, and weights, in available spaces at the arena. He noted that this could provide parents and spectators with an opportunity to be active while watching youth activities and could encourage greater use of the facility.

ii. Briefing Note: Desnedé Farmers’ Market Donation Request

# 26-185	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
That Council approve the following in-kind support for the Desnedé Farmers’ Market for the remainder of the 2026 market season:	



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- 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 not to exceed the upper cap of \$300.00.

PASSED

Cr. Karasiuk expressed concern with approving motions where the financial amount is yet to be determined. He indicated that he would be more comfortable with the motion including a maximum amount for the relocation of the shed and asked whether an appropriate spending cap could be established.

Director Grenier estimated that the work would take approximately half an hour and suggested that a maximum amount of \$250 would be sufficient to cover the cost.

iii. Briefing Note: UNW Bench Donation – For.Information.Only

b. Municipal Services

Director Grenier provided an update on capital projects, including sidewalk repairs and improvements throughout the community. Most sidewalk repairs have been completed, with work remaining at the King Street and McDougal Road intersection. Additional sidewalk work was completed near the hospital, while work in front of the federal building was removed from the current scope as alternative drainage and paving options are being considered. Work is also progressing on the new sidewalk along Cummings Drive, including excavation, culvert replacements, and preparation for a retaining wall. Cemetery fence repairs are continuing through September. Equipment upgrades have been completed and are showing improvements in road maintenance operations.

Director Grenier reported that changes to the residential garbage collection schedule have improved operations by reducing overtime and allowing more time for truck maintenance while providing capacity for future residential growth. The changes have also allowed facility maintenance staff to spend more time on park maintenance and grass cutting. Administration will be meeting with commercial collection customers to gather feedback on the commercial bin system before determining how to proceed with commercial garbage collection. The Type A Water Licence remains under review with the Mackenzie Valley Land and Water Board. The charging station for the new ice resurfacer is expected to arrive within the next month, while delivery of the resurfacer itself has been delayed until January 2027. The existing resurfacer remains operational, and no service impacts are anticipated. Crosswalk lighting and other traffic safety improvements are also progressing.

Public Works continued infrastructure maintenance and safety improvements, including repairs to the landfill electric fence, guardrails, culverts, speed limit signage, crosswalks, and tree removal. At the water plant, work included preparations for repairs to a leaking water shutoff, pump replacement work, cleaning of settling ponds, and replacement of approximately 35 residential water meters. Regular water and wastewater operations and sampling also continued. Facility Maintenance focused on maintaining parks, cemeteries, playgrounds, ballparks, green spaces, and the downtown core, while also supporting community events. Repairs and maintenance were completed at several municipal facilities, including the arena, Connie Bear Park garage, track fencing, and other building and safety systems in preparation for the upcoming winter season.



Cr. Karasiuk asked for an update regarding the main lift station project.

SAO Henderson advised that there has been a change in project management. Nick Bevington, who previously worked with the Town and is no longer with AECOM, will continue working on the project as a subcontractor to AECOM through to completion. He is also assisting the Town with another project.

Regarding the transformers, SAO Henderson advised that they were ordered some time ago but remain on back order due to an NTPC-related supply issue. Delivery may still be approximately eight weeks away, although the timeline is uncertain. At this time, the delay is not expected to significantly impact other aspects of the project. Administration continues to discuss the issue during regular project meetings and is seeking confirmation of any potential impacts to the overall project. While the delay remains a concern, Administration is not overly concerned at this stage based on the information currently available.

Mayor Fergusson thanked Director Grenier and his team for their work throughout the summer, noting the noticeable improvements to grass cutting, the baseball diamonds, the downtown core, and other maintenance throughout the community. She expressed appreciation for the team’s continued efforts in all weather conditions.

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. Briefing Note: Draft Donation and Sponsorship Policy

# 26-186	Moved by: Cr. Bathe Seconded by: Cr. Tuckey
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.	
PASSED	

Cr. Karasiuk asked whether Council will continue to be informed of donations under \$1,000 that can be approved by the SAO or Director through the streamlined application process, even though Council approval is not required. Also, whether Council will still receive applications that receive a low score through the evaluation matrix and are recommended for denial by Administration.

Director Howes advised that this has not yet been discussed at a Senior Management meeting; however, should Council wish to be informed of donations approved through the streamlined process, this can be incorporated into the process.

Cr. Karasiuk expressed concern with the proposed 30-day and 60-day application timelines, noting that some community events may not be organized far enough in advance

to meet these requirements. He suggested reducing the timelines to 21 days and 42 days to provide greater flexibility for community organizations.



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b. Appointments

- i. Appointment of Awa Mbacke as Director of Corporate Services and Signing Authority

# 26-187	Moved by: Cr. Heaton Seconded by: Cr. Karasiuk
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.	
PASSED	

- ii. Appointment of Acting Senior Administrative Officer (SAO) – September 17-27, 2026

# 26-188	Moved by: Cr. Tuckey Seconded by: Cr. Bathe
That Council appoint 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.	
PASSED	

c. Mayor and Council Round Table

- i. Cr. Tuckey advised that he was impressed with the draft Donation Policy and felt it was very well written. He also noted that the carnival was back in town, which he felt was a positive benefit for children in the community.
- ii. Cr. Cox did not have anything to present.
- iii. Cr. Couvrette was excused.
- iv. Cr. Benwell commended Teresa Bourke and her team for organizing a successful weekend of baseball, noting that it was a lot of fun to watch. She also extended her condolences to the family of Gary, noting that it was a beautiful memorial held over the past weekend. She also wished all the children a fun and safe time at the carnival.
- v. Cr. Heaton advised that she was happy to be back and was getting caught up on activities around town. She noted that Gary is greatly missed at the thrift store and throughout the community. She encouraged residents donating to the thrift store to ensure items are clean, folded, and in good condition to assist staff and volunteers with sorting.

Cr. Heaton also noted that the animal shelter continues to seek volunteers. She advised that there are several ways to help, including morning, lunch, or evening shifts, or simply spending a short amount of time walking a dog.

Cr. Heaton concluded by reminding residents that the lunch program is starting and asked drivers to use extra caution in the parking lot as children may be crossing. She noted that efforts will also be made to ensure children cross the parking lot safely.

- vi. Cr. Karasiuk noted that the geese flying overhead and the carnival lights are sure signs that fall has arrived. He wished the students travelling to Hay River for outdoor



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soccer, the first official sporting event of the school year, the best of luck and expressed confidence that they will represent Fort Smith well.

Cr. Karasiuk also reminded residents of the seniors' lunch taking place Friday in the Seniors' Room at the Rec Complex. The lunch will feature chilli and bannock for \$10 at the door, and seniors will also have an opportunity to renew their memberships.

- vii. Cr. Bathe commented on the recent meeting with members of the Town's advisory boards, noting the low number of participants across the boards. He encouraged residents interested in providing input to Council to consider getting involved. He noted that discussions included potential projects for the advisory boards and the possibility of combining them into one board, with more information expected in the future.

Cr. Bathe also commended the work being completed throughout the community, particularly the recent sidewalk improvements, noting the positive impact they have had on the appearance and accessibility of the town.

He suggested considering a designated area in future sidewalk work where children could leave initials, handprints, or similar markings in the concrete, creating a lasting community memory while preventing markings in other areas.

- viii. D/M Keizer advised that an in-person Emergency Management Act facilitated session will be held in Yellowknife on October 14 and 15, which he will be unable to attend. He noted that other members of Council who have participated in related discussions may wish to attend. He will participate virtually in the Association of Communities meetings that follow.

D/M Keizer also encouraged Council to follow the upcoming Yellowknife municipal election, noting its broader importance to communities across the NWT given current northern investment and regional initiatives. The Yellowknife municipal election is scheduled for October 19, 2026.

- ix. Mayor Fergusson provided an update on the recent meeting with advisory board applicants, noting that there are currently not enough members to establish the individual boards or meet the required membership for a combined board. She emphasized that those who have applied are interested in meaningfully contributing to discussions and providing Council with a community perspective.

Mayor Fergusson advised that Council will receive information on previous advisory board priorities and outstanding initiatives. She encouraged Council members to consider how the advisory boards could best be used to provide input on current and upcoming matters, including the landfill, museum, animal shelter, and college, particularly where community input could assist Council in making decisions.



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9. NEW BUSINESS

a. Notice of Motion

# 26-189	Moved by: Cr. Karasiuk Seconded by: Cr. Benwell
That Administration be directed to consult with the Bylaw Review Committee to establish a prioritized timeline for the initial review of at least five bylaws by October 2027.	
PASSED	

10. PROCLAMATIONS

11. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Protective & Corporate)	October 6 th , 2026, @ 7 pm to be chaired by Cr. Couvrette
Regular Meeting of Council (Community & Municipal)	October 20 th , 2026, @ 7 pm to be chaired by Cr. Heaton

12. EXCUSING OF COUNCILLORS

# 26-190	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
That Cr. Couvrette be excused from the regular meeting of Council on September 15 th , 2026.	
PASSED	

13. IN-CAMERA

14. QUESTION PERIOD

15. ADJOURNMENT

# 26-191	Moved by: Cr. Karasiuk Seconded by: Cr. Tuckey
That the meeting be adjourned at 8 pm.	
PASSED	

REPORT TO COUNCIL

Department: Protective Services

Date: September 29, 2026

Subject: Monthly Report

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR SEPTEMBER 2026 AS PRESENTED.

Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 38 calls so far during September 2026, consisting of 8 fire call and 30 EMS calls. The overall call volume was above the 5-year average for Fire and EMS.

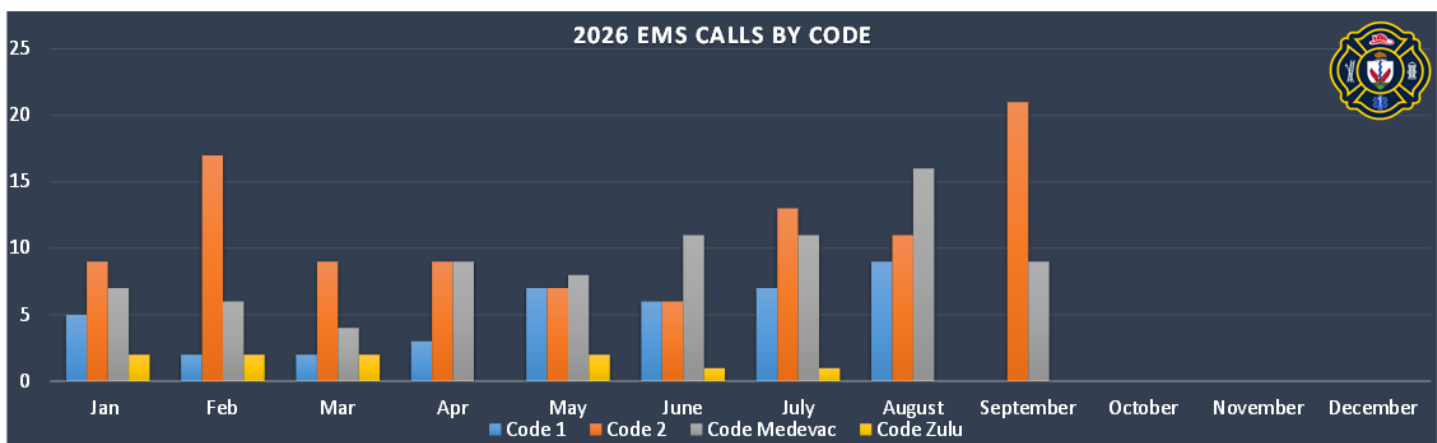
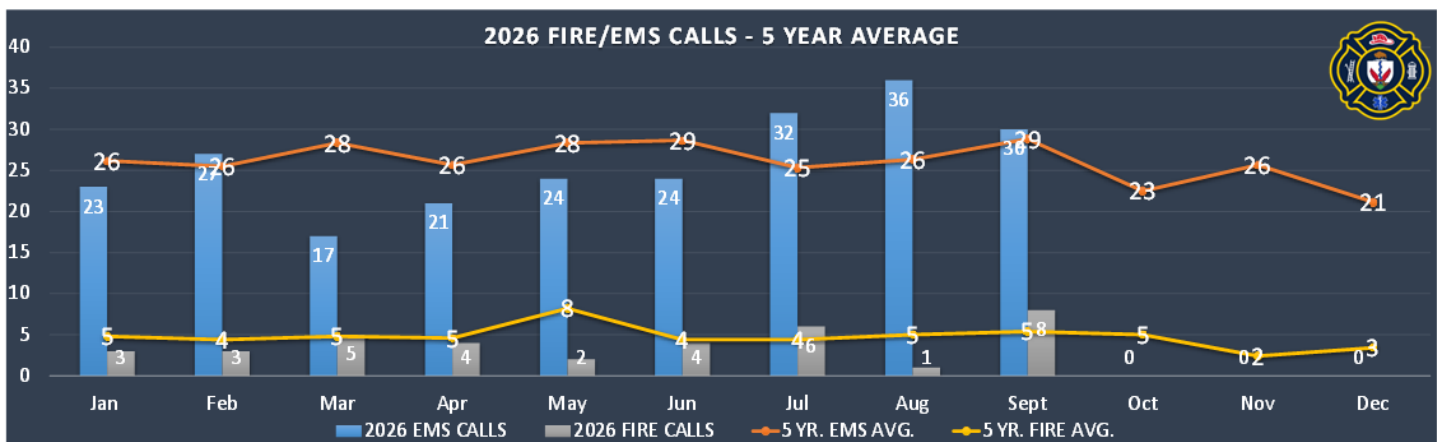
Fire/EMS Training Activities

Five training events were carried out through September. The department will be conducting a live fire train the trainer event in October and beginning an EMR course after our fall recruitment intake.

Fire/EMS General Updates

Training has begun to ramp up, as we have had an increase in attendance as wildfire season ends. The department has taken possession of our new live fire training apparatus and work has begun to prepare the Aurora College training site. A memorandum of understanding with Aurora College is now in place for the use and development of this site. A big thank you to the college team for this opportunity!

The two structure protection trailers have been winterized, and final inventory is being completed so that they are deployment ready for the spring fire season.



REPORT TO COUNCIL

Land & Development Summary

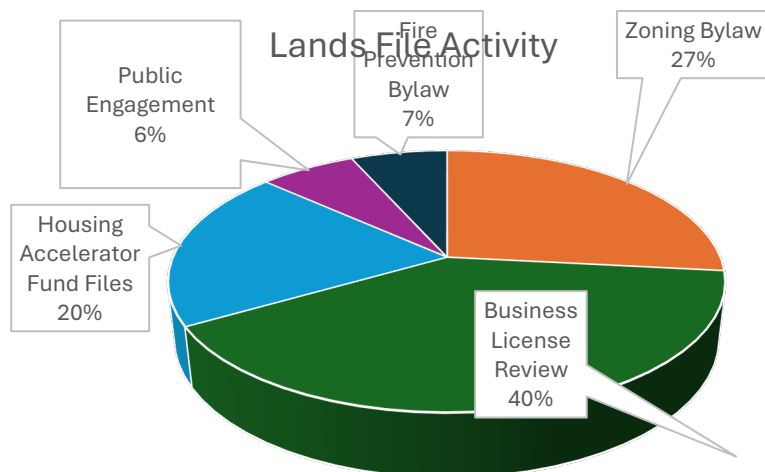
September included continued activity across development, business licensing, land administration, and enforcement.

During the month, seven development permits and six new business licences were processed, alongside five enforcement matters, one variance request, and one property sale request.

Work also continued on existing land and development files, including compliance and enforcement matters.

The month included participation in a Development Appeal Board meeting as well as the HAF Program Committee meeting, while continuing to address regular inquiries and ongoing files within the department.

Zoning Bylaw	4
Public Engagement	1
Business Licensing Review	6
Land Administration	0
Housing Accelerator	3
Fire Prevention Bylaw	1
TOTAL	15



Licensing Report

Business License Holder	Number	Address	Notes
Glen Freund	26-148	38 Highway 5	Card Lock
Stephen Ziemann	26-149	90 McDougal	Equipment rental
Denis Oconnor	26-150	Spruce Grove AB	Refrigeration Services
Rabecca Gauthier	26-151	22 Camsell	B&B
Gladys MacPherson	26-152	Hay River	Furnace Services
Ella Jewell	26-153	17 Winter	Backing (Junior)
Development Permit Holder	Number	Address	Notes
Leonard Tuckey	DPA-043-26	384 Calder Ave	Construction
TDC	DPA-044-26	11 Pickeral Cres	Relocation
Dave Porter	DPA-045-26	69 Pine Cres	Home Occupation
Delbert Bourke	DPA-046-26	208 Primrose Lane	Home Occupation
Craig Croft	DPA-047-26	35 Wandering Spirit	Construction
NTPC	DPA-048-26	42 Highway 5	Construction
Brenda Gauthier	DPA-049-26	120 Wood Bison	Home Occupation
Dog Tag Holder	Number	Address	Notes
Dave Porter	41	69 Pine Cres.	5 Year
Mathew Bourke	42	55 St. Ann's St.	5 Year
Bobby Bourque	43	21 Whitford Rd.	5 Year
Sine Paulette	44	106 Wood Bison Ave.	5 Year

REPORT TO COUNCIL

Business Licensing Report

TYPE	2024 Licenses	2025 Licenses	2026 Year to Date
NEW	26	42	34
RENEWAL	185	163	170
LAPSED/UN-RENEWED	48	89	38
TOTAL	211	205	204

Above is a breakdown of Business Licenses showing the total number of licenses issued as new or renewed over the past three years.

Bylaw Enforcement Summary

This month, Bylaw activity included neighbourhood compliance checks, animal control, vehicle enforcement, and the use of Town land. Civic address visibility and garbage can placement were common issues identified during patrols. Address visibility remains important for emergency response.

Dog control continued to be a regular part of the workload, with attention to dogs at large, registration, bite incidents, and animal welfare.

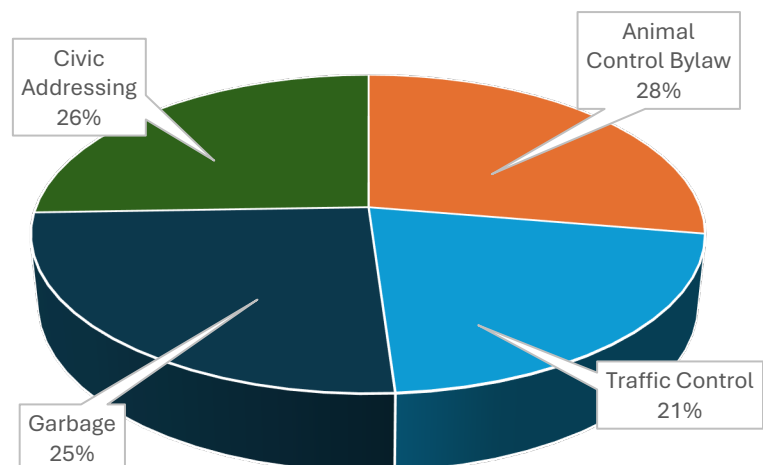
Vehicle matters were more prominent than last month and involved registration, insurance, vehicle condition, and other road safety concerns.

Unauthorized use of Town land was also addressed as encroachment files.

In addition to enforcement work, Protective Services provided fire extinguisher training as an opportunity for practical public education.

Animal Control Bylaw	13
Noise Control Bylaw	0
Traffic Control	10
Taxi Livery	0
Zoning Bylaw	0
Water and Sewer	0
Garbage	12
ATV Bylaw	0
Unsightly Lands	0
Civic Addressing	12
TOTAL	47

Bylaw Enforcement Activity



REPORT TO COUNCIL

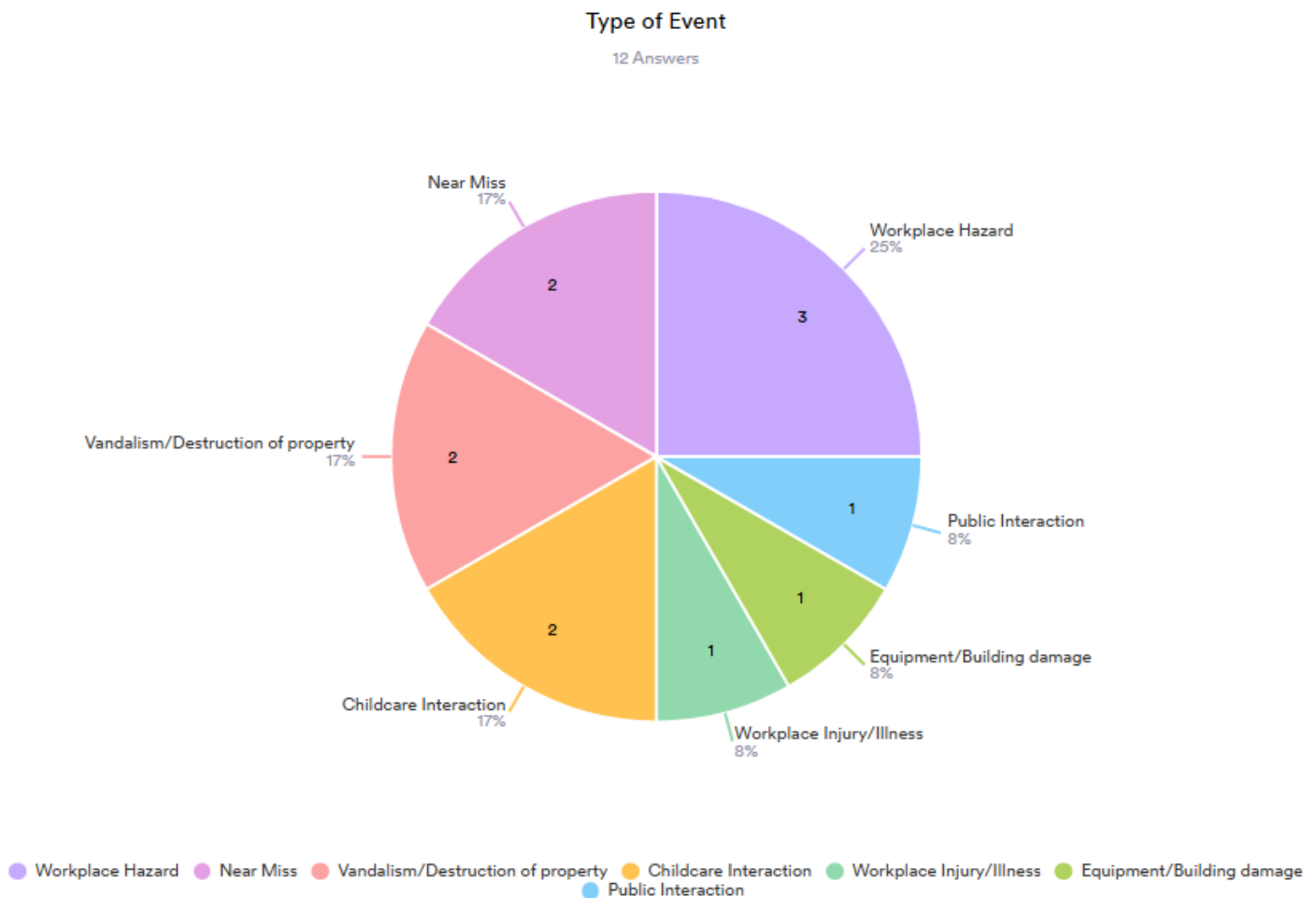
Emergency Management

The emergency management plan is now in the review phase with after action reviews being completed and considered for incorporation into the 2027 planning cycle.

Occupational Health and Safety

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

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



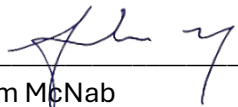
REPORT TO COUNCIL

Capital Projects Update

1. **Emergency Equipment Evergreen** – Capital evergreen planning is completed and equipment is being ordered.
2. **Fire Hall retrofit** – A scope of work has been created, Maskwa has been chosen as the project manager.
 - a. Final drawings and a quote for the work have been delivered. With the approval of the capital plan with the increased cost of the project, this will be moving forward.
 - b. Lead has been found in the plumbing of the existing Fire Hall. Maskwa has been asked to prepare a scope of work and quote for this to be added to the retrofit.
3. **New Fire Hall RFP** – In consultation with the SAO it has been decided that a tender will be created to assess the future viability of Town Hall including a needs analysis of Town Hall and quote for retrofit.
 - a. A site visit has been completed. Initial findings show the building to be structurally in excellent condition. A report will be provided.
 - b. A needs analysis will be conducted shortly, and a draft class D estimate for all work is being reviewed.
 - c. The RFP for design of the new Protective Services building will include the incorporation of an attached Town Hall for consideration. This cost estimate could be compared against the retrofit and expansion option.
 - d. Feasibility of an integrated Town Hall and Fire Hall will need to consider the significant land requirements to meet the needs of both operations simultaneously as well as significant building separations given the uses.
4. **Fire Training grounds** – a memorandum of understanding is now in place with Aurora College and site preparation is ongoing.
 - a. Both units have arrived in Fort Smith.
5. **Replacement Ambulance** – Two quotes have been received for the replacement of the ambulance.
 - a. Updated quote for stretchers in both the new and retained ambulance have been received.
 - b. Quote for mini “re-fit” of the retained apparatus is being processed by manufacturer Crestline. This will include installation of the mounting plate and wiring for the new stretcher.
 - c. Securing this purchase is underway.
6. **Fire Break Maintenance** – Work is now completed.
7. **New FireSmart** – Tenders will be put out for the DMAF funding to conduct work outlined in the Community Wildfire Protection Plan.
 - a. The Town has reached out to all indigenous partners. We have received responses from all groups.
 - b. Tenders have been awarded to various local contractors.
 - c. Work is currently underway.
8. **Community Wildfire Resiliency Funding** – The work identified for 2026 is completed and reporting is being completed.
 - a. 2027 funding has been secured and procurement is occurring now.

REPORT TO COUNCIL

9. **Dispatch Services – Fire/EMS** – This project is nearing completion
- a. First Due agreement is completed and signed. Implementation is nearly complete. The final step will be roll out of mobile dispatching once dispatch is online.
 - b. Strathcona County has completed the agreement and it has been signed. Information gathering for the system has been largely completed.
 - c. Hardware is installed and most testing is completed now.
 - d. Go live date is October 13, 2026.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: September 28, 2026
Subject: Variance Request

PURPOSE:

Anna Gervais has submitted a Variance Application. This application is for an increase in the size of a potential caretaker's suite at the following location:

Lot	Block	Plan	Zone	Civic Address
1730	NA	4313	ID	28 York Cres.
or Certificate of Title:			NA	

BACKGROUND:

The property is zoned ID under Zoning Bylaw No. 1063.

A caretaker's suite exceeding 80 m² requires a variance and approval from Council. The applicant is proposing a caretaker's suite with an area of 96.62 m², resulting in a requested variance of 16.62 m².

CURRENT SITUATION:

The proposed caretaker's suite would be constructed entirely within the existing commercial building located at 28 York Crescent. No addition or increase to the exterior footprint of the building is proposed.

The proposed suite would be approximately 1,040 sq. ft. and would comprise approximately 12% of the existing commercial floor area. The submitted layout includes an entrance/porch, bedroom, bathroom/laundry area, kitchen, and living area.

The applicants, Anna Gervais and Robin Wachter, intend to occupy the suite as their primary residence. The applicants own and operate Northern Hound Supply Ltd. and a dog boarding facility from the property. The application states that residing on-site would assist with after-hours animal care, security, alarms, heating or mechanical issues, and general oversight of the property.

The building is currently used for multiple commercial purposes, including Northern Hound Supply Ltd., dog boarding, and heated ambulance storage. The applicants have also indicated an intention to develop heated storage units on the property in the future.

CONSIDERATION:

The requested variance represents an increase of approximately 180 sq. ft. above the maximum floor area permitted for a caretaker's suite.

The proposed suite would be contained entirely within the existing commercial building and would not result in an expansion of the building footprint. The caretaker's suite would remain accessory to the commercial use of the property.

The applicants have indicated that the additional floor area is intended to accommodate the existing configuration of the building and provide a functional permanent residence for two occupants. They have also identified operational benefits associated with having the owners of the dog boarding facility residing on-site, particularly for after-hours animal care and property oversight.



Briefing Note

Council may consider whether the proposed increase in floor area maintains the intent of a caretaker's suite as an accessory use and whether the proposed variance would result in any adverse impact on the surrounding area.

RECOMMENDATION:

That Council approve the variance application for Lot 1730, Plan 4313, municipally known as 28 York Crescent, to permit a caretaker's suite with a maximum floor area of approximately 1,040 sq. ft. (96.6 m²), subject to compliance with all other applicable requirements of Zoning Bylaw No. 1063.

Cover Letter

September 14th, 2026
Mayor and Council
Town of Fort Smith
Fort Smith, Northwest Territories

Caretaker Suite Variance - Request to Increase Maximum Floor Area to 1,040 sq. ft.

We are respectfully submitting the enclosed proposal requesting approval to increase the maximum floor area of a caretaker suite from 860 square feet to approximately 1,040 square feet within our existing commercial building (26 York Cr.)

The requested increase is 180 square feet, or approximately 21%. The proposed suite would be constructed entirely within the existing building and would not increase the building's exterior footprint. The proposed size is intended to work practically with the existing configuration of the building while providing a functional primary residence for the two of us, Anna Gervais and Robin Wachter, along with our large dogs.

Living on-site would also directly support the operation and oversight of the property. We operate Northern Hound Supply Ltd. and a dog boarding facility, where animals remain in our care outside regular business hours. The building also rents a portion of its heated commercial space for ambulance storage, and we intend to develop heated storage units on the property in the future. Our presence on-site would improve our ability to respond promptly to animal-care needs, security concerns, alarms, heating or mechanical issues, and other after-hours matters.

We believe the requested variance is modest, practical, and consistent with the purpose of a caretaker suite. It would allow us to make efficient use of an existing commercial structure without creating a new residential addition or changing the overall footprint of the property.

Thank you for your time and consideration. We respectfully ask Council to approve the requested increase to approximately 1,040 square feet. We would be pleased to answer questions or provide any additional information required in support of the application.

Respectfully submitted,

Anna Gervais & Robin Wachter

Caretaker Suite Variance Proposal

REQUEST AT A GLANCE

Current maximum	860 sq. ft.
Proposed suite	Approx. 1,040 sq. ft. (12% of the existing commercial floor area)
Requested increase	180 sq. ft. (approx. 21% over current maximum)
Exterior expansion	None - suite is within the existing building

1. Existing Building and Proposed Layout

The proposed caretaker suite would be constructed entirely within the existing commercial building. No addition to the exterior footprint is proposed. The approximately 1,040-square-foot layout follows the existing configuration of the available space and creates a functional residential area consisting of the normal components of a home, including an entrance/porch, bedroom, bathroom/laundry area, kitchen, and living area.

The proposed layout is irregular because it works with the existing building configuration rather than being designed simply to maximize residential floor area. Reducing the suite to 860 square feet would require further alteration of the proposed layout and would result in a less practical use of the existing space.

2. Minimal Impact of the Variance

The requested variance would not create a new building addition or increase the exterior footprint. The additional 180 square feet would remain entirely within the existing commercial structure. The suite would remain accessory to the operation, supervision, security, and maintenance of the commercial property.

Because the request involves a relatively small increase within an existing building, we believe it would have minimal impact on neighbouring properties or the surrounding commercial area.

3. Occupancy and Practical Residential Use

While 860 square feet may provide suitable accommodation for a single caretaker, the suite would be the primary residence of two adults - Anna Gervais and Robin Wachter - together with our large dogs. The requested additional 180 square feet would provide a more functional and comfortable long-term living arrangement for two occupants without creating an oversized residence. We intend to continue and commit to our current and future businesses in Fort Smith for years to come.

At approximately 1,040 square feet, the suite would remain modest in size and would contain only the ordinary living spaces required for our household. The request is intended to make the caretaker residence workable for two permanent occupants while remaining clearly secondary to the commercial use of the property.

4. Connection to Northern Hound Supply and Dog Boarding

We own and operate Northern Hound Supply Ltd., including a dog boarding facility. Animals remain in our care outside regular business hours, including overnight. Living on-site would allow us to respond promptly to animal-care concerns, emergencies, unusual behaviour, building issues, or other situations requiring attention outside normal operating hours.

For a boarding operation, having the owners living on the property provides an additional level of supervision and supports the safe and responsible care of animals entrusted to us.

5. Other Commercial and Community-Related Uses

The building is a multi-use commercial property. A portion of its heated space is rented for ambulance storage, and we also intend to develop heated storage units as an additional commercial use of the property.

Having the owners residing on-site would provide additional oversight for the property as a whole. Our presence would allow us to respond quickly to security concerns, alarms, heating or mechanical issues, maintenance problems, or other after-hours emergencies affecting the building and its occupants or uses.

6. Reasons Supporting Approval

- . The entire caretaker suite would be located within the existing building, with **no** exterior expansion.
- . The proposed size provides a practical primary residence for two permanent occupants and large dogs.
- . The on-site residence directly supports the operation and after-hours supervision of the dog boarding facility.
- . On-site occupancy would provide additional oversight for the retail business, heated ambulance storage, and future heated storage uses.
- . The proposed suite remains modest in size and clearly accessory to the commercial use of the property.

7. Request to Council

For the reasons outlined above, we respectfully request that Council approve a variance increasing the permitted caretaker suite floor area from 860 square feet to approximately 1,040 square feet.

We believe the requested 180-square-foot increase is reasonable, maintains the intent of a caretaker suite, and allows us to make practical use of an existing commercial building while improving our ability to supervise and respond to the needs of the property and the businesses operating from it.

Thank you for considering our application.

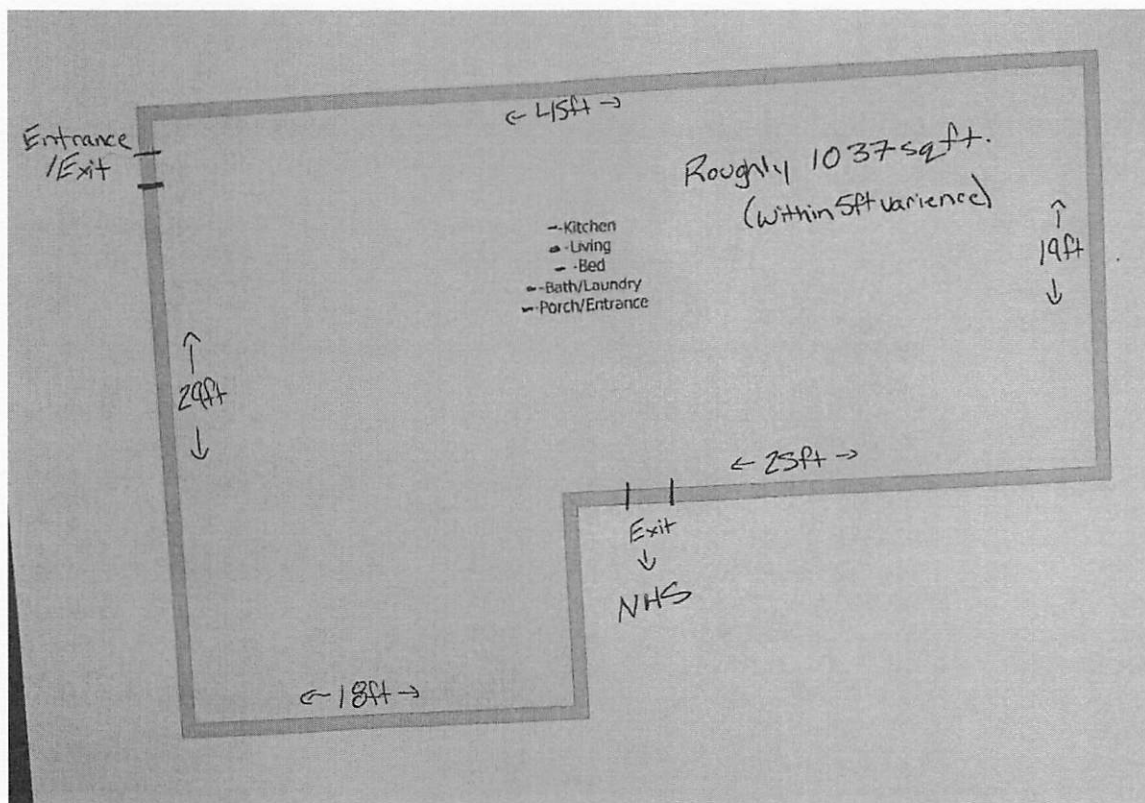
Respectfully submitted,

Anna Gervais & Robin Wachter

Northern Hound Supply Ltd.

Fort Smith, Northwest Territories

Attachment







Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: September 29, 2026
Subject: Land Disposal

PURPOSE:

To present for first reading a Land Disposal Bylaw authorizing the transfer of Lot 1766, Plan 4330 (22 Whitford Rd.) to Rajyashri S. Waghray and Pranay Waghray for the sum of \$70,441.00.

BACKGROUND:

Lot 1766, Plan 4330 (22 Whitford Rd.) is currently owned by the Town of Fort Smith and is listed for sale.

An application to purchase the property has been received from Rajyashri S. Waghray and Pranay Waghray at the listed price of \$70,441.00. The applicants have submitted the required 15% deposit in the amount of \$10,566.15.

CURRENT SITUATION:

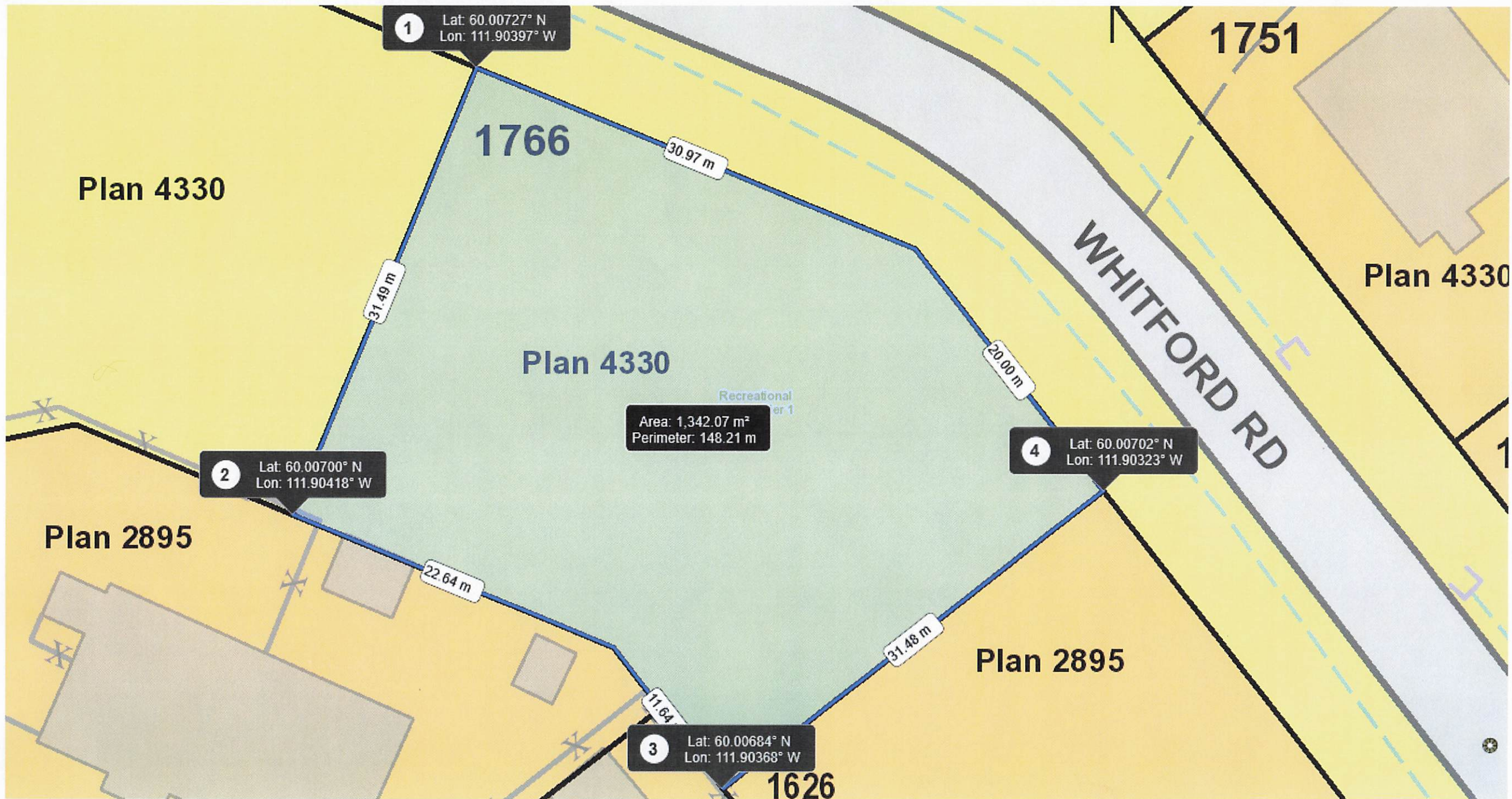
The applicants have applied to purchase Lot 1766, Plan 4330 (22 Whitford Rd.) from the Town of Fort Smith for the listed price of \$70,441.00.

The application indicates that the property is to be registered to the applicants as Joint Tenants with right of survivorship.

The sale of the property requires authorization through a Land Disposal Bylaw prior to the Town proceeding with the transfer of the subject lands.

RECOMMENDATION:

That Council give First Reading to the Land Disposal Bylaw – Lot 1766, Plan 4330 (22 Whitford Rd.), authorizing the transfer of the subject lands to Rajyashri S. Waghray and Pranay Waghray for the amount of \$70,441.00.





THE CORPORATION OF THE TOWN OF FORT SMITH

APPLICATION TO PURCHASE LAND

22 Whitford.

I/We the undersigned RAJYASHRI S. WAGHARAY + PRANAY WAGHARAY of the
Town of Fort Smith, in the Northwest Territories, hereby make application to the Town of Fort
Smith, to purchase the following land this 23rd day of SEPTEMBER, 2026
A.D.

LOT 1766 Lot# 1766 Plan 4330 Zoning _____ Price \$ 70,441 includes GST.

Lot# _____ Plan _____ Zoning _____ Price \$ _____ includes GST.
(if more than 2 lots, attach separate listing)

In good faith of the application, I/We enclose/attach a certified cheque/money
order/cash Visa/Mastercard (circle appropriate method) in the amount of \$ 10,566.15
representing 15% of the total purchase price. Balance shall be due and payable on advice
received of Council Approval.

I/We understand and acknowledge that this is an application and does not commit the Town to
sell nor enter into any agreement nor commit the Town in any matter whatsoever related to the
said land.

I/We understand and acknowledge that I/We have the option to withdraw the application to
purchase at any time without penalty, but I/We understand and acknowledge that once the By-
Law to sell has been passed and/or an agreement has been signed that should I/We wish to
withdraw our application that a 15% penalty will be assessed, based on the total cost of the
land being purchased.

Title Registration

- ☒ Joint Tenants (survivorship)
☐ Tenants in Common (non-survivorship)

[Signature]
Witness

[Signature]
Signature of Applicant(s)

[Signature]

This application received and acknowledged this _____ day of _____, 20__ A.D.

Receipt Number _____ issued to _____ in the
amount of \$ _____ this _____ day of _____, 20__ A.D.

(For the Town of Fort Smith)

By-Law Number _____ approved by Council this _____ day of _____, 20__ A.D.

RECOMMENDATION:

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

SUMMARY

Staffing:

- **Payroll Officer:** The candidate declined the offer; posting is back online.
- **Receptionist:** We have an accepted offer; the candidate is expected to start by October 5th

Finance:

- **Sept 2026 account paid list**
- **2025 fiscal year auditors' final entries**
- **Corporate Credit Card Policy and guidelines**
- **Utility billing and Senior Tax Exemption updates**