Council of the Town of Fort Smith
November 17, 2026 @ 7 pm

AGENDA

1. CALL TO ORDER

a. Confirmation of Quorum and Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

4. APPROVAL OF MINUTES

a. Regular Meeting of Council, November 3rd, 2026
b. Advisory Board Meeting, October 29th, 2026

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

a. Community Services
    i. Director's Report

b. Municipal Services
    i. Director's Report

c. Briefing Note: Budget 2027 Update

8. COUNCIL BUSINESS

a. Bylaws / Policies
    i. 1st Reading of the Snow Removal and Ice Control Policy

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 December 1st, 2026, with reports from Protective and Corporate Services.

12. EXCUSING OF COUNCILLORS

13. QUESTION PERIOD

14. ADJOURNMENT

Council of the Town of Fort Smith
November 3, 2026 @ 7:00 PM

MINUTES

The Regular meeting of Council was held on
Tuesday, November 3, @ 7 pm within the Town Hall Council Chambers.

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

# 26-208	**Moved by: Mayor Fergusson** **Seconded by: Cr. Couvrette**

That the agenda be adopted as amended to add a briefing note: Remembrance Day Procession Request under 7 Administration (c).

PASSED

3. DELEGATIONS

a. Monthly Policing Report – RCMP

The RCMP reported a significant decrease in call volume over the past month, with approximately 50 fewer calls compared to September. While the reason for the reduction remains unclear, increased police presence and additional weekend shifts may be contributing factors. Staffing levels remain stable, with one member transferring out and a replacement expected to arrive in January.

The RCMP responded to five mental health-related incidents requiring officers to remain with individuals at the Health Centre. Discussions with Health Centre staff are ongoing regarding the status of the secure room, which is expected to reduce the need for officers to remain on-site for extended periods. It was noted that officers may currently be required to stay for several hours until a physician determines the individual no longer poses a risk or until a medical evacuation can be completed.

In response to Council's questions regarding increased drug trafficking statistics, the RCMP advised that information and tips from the community continue to be received; however, gathering sufficient evidence to support enforcement action remains challenging. The RCMP also expressed optimism regarding the proposed Safer Communities and Neighbourhoods (SCAN) legislation, which could provide additional enforcement tools once enacted and implemented.

The RCMP confirmed that increased roadside enforcement initiatives have continued, with no impaired driving failures recorded during recent weekend check stops. Council acknowledged the positive results, commended the RCMP for its increased visibility in the community, and noted the reported absence of significant incidents over Halloween. Appreciation was also expressed to residents for their responsible driving and contribution to community safety.

4. APPROVAL OF MINUTES

a. Regular Meeting of Council October 20, 2026

 # 26-209 **Moved by: Cr. Couvrette**
Seconded by: Cr. Tuckey

That the minutes of the Regular Meeting of October 20th, 2026, be adopted as presented.

PASSED

5. BUSINESS ARISING FROM MINUTES

- None reported

6. DECLARATION OF FINANCIAL INTEREST

- None reported

7. ADMINISTRATION

a. Protective Services

i. Director’s Report

Director McNab introduced Jami Short as the new Deputy Fire Chief, noting that he will also serve as Acting Director during his absence. He reported that community partner feedback on the Animal Control Bylaw has been consolidated, with a revised draft to be forwarded to the Bylaw Review Committee for consideration. Protective Services assumed responsibility for operating the animal shelter effective November 1, 2026, pending budget discussions

and Council's direction regarding future operations. Appreciation was expressed to community volunteers assisting with the transition. The shelter currently has

no animals in its care, and regular bylaw enforcement services will continue. Director McNab also advised that Bylaw Officer Dane Wright is on paternity leave and that recruitment is underway for a temporary replacement, with a possible reduction in proactive enforcement during his absence.

Director McNab highlighted a significant decrease in EMS calls during October, alongside a slight increase in fire responses. He also outlined changes to departmental reporting, including more concise business licensing and development permit statistics, three-year comparisons, and expanded occupational health and safety reporting to provide Council with clearer year-over-year trends. Capital project updates remain largely unchanged from the previous month.

During discussions, Council raised concerns regarding preliminary weather forecasts suggesting above-normal temperatures and below-normal precipitation, potentially increasing wildfire risks for the 2027 season. The importance of early emergency preparedness and distributing public information packages by April 2027 was emphasized. In response to questions regarding volunteer recruitment, Director McNab advised that approximately five positions were available, with two applicants progressing through the recruitment process. Despite the remaining vacancies, overall staffing levels remain adequate, and another recruitment campaign is anticipated in the spring.

Director McNab also provided an update on the department's 18-day wildfire deployment, noting that the crew received positive feedback for its contributions. An equipment inventory has been completed, and reimbursement for missing or damaged equipment is anticipated through the Department of Environment and Climate Change (ECC). The deployment was considered successful and generated revenue exceeding associated costs, resulting in a positive financial outcome for the Town.

ii. Briefing Note: Housing NWT – Proposed Duplex Developments

 # 26-210 **Moved by: Mayor Fergusson**
Seconded by: Cr. Couvrette

That Council review the five proposed Housing NWT duplex developments and approve or reject the proposed building designs based on their aesthetic appearance and compatibility with the surrounding residential neighbourhood.

PASSED

D/M Keizer presented concerns submitted by Cr. Cox regarding the proposed trailer developments. Cr. Cox raised concerns about the size of the units, approximately

14 by 75 feet, and the potential for minimal side-yard setbacks, restricted access to rear yards, and the placement of propane tanks near the buildings. He also questioned whether the current Zoning Bylaw adequately addresses these concerns, particularly regarding setbacks and property access. Additional concerns were noted regarding fire safety, specifically the potential accumulation of combustible materials beneath the units if gaps remain between the skirting and the ground. D/M Keizer noted that some of these concerns were not evident in the submitted proposal and that Cr. Cox had provided photographs for Council's reference. He clarified that he had no personal objections to the proposed developments but wished to ensure Cr. Cox's concerns were formally recorded in his absence.

b. Corporate Services

i. Accounts Paid List

ii. Correspondence

c. Briefing Note: Remembrance Day Procession Request

 # 26-211 **Moved by: Cr. Karasiuk**
Seconded by: Cr. Tuckey

That Council approve the temporary road closure on November 11, 2026, between approximately 11:15 a.m. and 12:00 p.m., to accommodate the Royal Canadian Legion Branch 239 Remembrance Day Parade, along the designated route from the Salt River First Nation Office to King Street, onto McDougal Road, through the intersection of McDougal Road and Breynat Street, and north along Breynat Street to the Royal Canadian Legion.

PASSED

8. COUNCIL BUSINESS

a. Bylaws and Policies

i. 2nd Reading of Bylaw 1084 Land Disposal Bylaw

 # 26-212 **Moved by: Cr. Couvrette**
Seconded by: Mayor Fergusson

That Bylaw No. 1084, the Land Disposal Bylaw of 22 Whitford Road, be given 2nd reading by title only.

PASSED

ii. 3rd Reading of Bylaw 1084 Land Disposal Bylaw

# 26-213	**Moved by: Cr. Couvrette** **Seconded by: Mayor Fergusson**

That Bylaw No. 1084, the Land Disposal Bylaw of 22 Whitford Road, be given 3rd and final reading by title only.

PASSED

b. Appointments

c. Mayor and Council Round Table

i. Cr. Heaton reported attending the ACT Human Trafficking Training and Open House, highlighting concerns regarding the vulnerability of remote communities to human trafficking. She advised that efforts are underway to collaborate with the organization to provide public education and awareness materials to help residents recognize warning signs and identify vulnerable individuals. She also provided an update on the Thrift Store and Food Bank, noting continued high demand for services and the ongoing need for volunteers. Residents were reminded to ensure donated clothing is washed and folded, respect donation restrictions due to limited storage space, and recognize the important contributions of volunteers. Cr. Heaton emphasized that food insecurity affects individuals across all sectors of the community and encouraged residents to support upcoming donation initiatives, particularly during the holiday season.

ii. Cr. Karasiuk cautioned residents about slippery road conditions resulting from daytime thawing and overnight freezing and acknowledged Town staff for their proactive sanding efforts. He advised that the monthly seniors' meeting has been rescheduled to Saturday at 1:30 p.m. in the Seniors' Room at the Recreation Centre due to a scheduling conflict. Cr. Karasiuk also expressed concerns regarding the use of in-camera sessions, encouraging Council and Administration to carefully consider which matters require confidential discussion to ensure transparency and accountability to the community.

iii. D/M Keizer reported on his experience participating in Council meetings remotely while travelling, noting significant improvements in audio quality and expressing appreciation to staff for their efforts. He encouraged Council members to remain attentive to those attending virtually to ensure they have opportunities to participate in discussions and motions. He also commended the Town's recent public

communication regarding the animal shelter transition, noting that the information was clear and well presented. Additionally, he acknowledged the Mayor's recent video regarding Aurora College, expressing appreciation for her efforts in communicating important community matters.

iv. Mayor Fergusson provided an update on recent community engagement initiatives, including the October 26th Word on the Street session, which provided an opportunity to gather feedback from residents. She noted plans to continue these sessions in November and adjust scheduling to encourage greater participation. She also reported that the newly amalgamated Advisory Board held its first meeting with quorum and identified approximately four key priorities. Administration will gather additional information for further Board consideration and potential community engagement.

Mayor Fergusson also attended the recent Thebacha Leadership Council (TLC) All Leaders meeting, where discussions focused on community wellness, addressing the impacts of illicit drugs, and advancing plans for a community wellness summit. She emphasized the importance of collaborating with local organizations, including Uncle Gabe's Friendship Centre, to strengthen outreach services and explore additional funding and resources. Discussions also included concerns regarding treated water releases, with the MLA reaffirming his opposition to any release without sufficient scientific evidence demonstrating its safety and emphasizing the importance of Indigenous consultation.

Mayor Fergusson highlighted the Town's ongoing public engagement regarding the animal shelter, reporting that 122 responses had been received through the online survey. She encouraged further participation to help inform Council's future decisions regarding shelter operations. She also advised that additional informational videos addressing community matters would be released in the coming weeks.

v. Cr. Tuckey expressed appreciation to the community of Fort Smith for a safe and enjoyable Halloween, noting that the evening was noticeably quieter than in previous years. He also acknowledged the generosity of residents who contributed to the festivities by providing food and creating a welcoming atmosphere for the community.

vi. Cr. Couvrette encouraged residents to take a moment on November 11 at 11:00 a.m. to honour and remember those who have served our country and those who made the ultimate sacrifice to protect the freedoms we enjoy today.

vii. Cr. Benwell expressed appreciation to Salt River First Nation and the Laviolette families for organizing Halloween haunted houses, noting the enjoyment they brought to local children and the generous prizes provided. He also congratulated the apprentices who received awards in recognition of Skills Awareness Week and reminded residents to exercise caution and stay safe.

9. PROCLAMATIONS

- None Reported

10. IN CAMERA

- n/a

11. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Community & Municipal)	November 17th, 2026, @7 pm, chaired by Mayor Fergusson
Regular Meeting of Council (Protective & Corporate)	December 1st, 2026, @ 7 pm, chaired by Cr. Couvrette

12. EXCUSING OF COUNCILLORS

 # 26-214 **Moved by: Mayor Fergusson**
Seconded by: D/M Keizer

That Cr. Bathe and Cr. Cox be excused from the regular meeting of Council on November 3, 2026.

PASSED

13. QUESTION PERIOD

14. ADJOURNMENT

 # 26-215 **Moved by: Cr. Karasiuk**
Seconded by: Cr. Tuckey

That the meeting be adjourned at 7:51 pm.

PASSED

Town of Fort Smith Advisory Board

October 29, 2026

Board Members Present:	Rebecaa Pumphrey, Kevin Antoniak, Jeri Miltenberger, and Allie McDonald
Staff Present:	Director McNab, Director Grenier, Mayor Fergusson, and Raveena Brown

The Advisory Board members held a vote and elected Kevin Antoniak as Chair of the Advisory Board.

A. Call to Order

Chair Antoniak called the meeting to order at 12:07 pm.

B. New Business

i. Potential topics for consideration

Administration presented 13 potential topics for the board to advise on, identified by the Mayor, Council and senior management. The list included animal services, a new protective services building, solid waste, transportation, bylaws, recreation, water and wastewater, parks and trails, tourism, budget priorities, and community communications.

	Topic	Potential advisory board input
1	Animal Shelter and Related Issues	Discuss community expectations for the shelter, potential service options, animal control, responsible pet ownership and opportunities to work with community partners.
2	Location for a New Fire Hall	Discuss potential locations, community impacts, access, compatibility with surrounding uses and future growth, informed by operational and emergency response requirements.
3	Solid Waste Services	Discuss changes associated with the new cell, including a transfer station, how residents would access and use the site, waste sorting, traffic flow and public education needs.

	Topic	Potential advisory board input
4	Integrated Transportation Master Plan	Gather feedback on the plan's recommendations and priorities, including roads, pedestrian and cycling routes, accessibility, safety and implementation sequencing.
5	Priority Bylaws for Updating	Identify public-facing bylaws that should be prioritized for review based on community concerns, outdated provisions, unclear requirements and practical difficulties.
6	Recreation Programs and Facility Access	Identify gaps in programming, scheduling and facility access, including barriers affecting youth, seniors, families and residents with disabilities.
7	Zoning Bylaw and Development Processes	Identify provisions or application processes that residents and businesses find unclear or difficult to navigate and suggest improvements to public guidance.
8	Water and Wastewater Services	Gather feedback on service concerns, conservation, service interruption notices and how the Town communicates maintenance and infrastructure improvements.
10	Parks, Trails and Public Spaces	Help identify priorities for maintenance and improvements, including accessibility, signage, seating, playgrounds and year-round use.
11	Economic Development and Tourism Priorities	Gather local perspectives on business barriers, visitor services, community promotion and initiatives that could support local economic activity.

	Topic	Potential advisory board input
12	Budget Priorities and Service Levels	Review themes from public budget feedback and discuss community priorities, service expectations and trade-offs before Council makes budget decisions.
13	Public Communications and Community Engagement	Recommend ways to improve service notices, project updates, consultation methods and reporting back to residents on how their feedback influenced decisions.

ii. Board's top topics to review first

The board selected four initial focus areas:

1. **Animal shelter and animal services**
2. **New fire hall/protective services building**
3. **Solid waste management**
4. **Recreation, parks, and related improvements**

These are starting priorities, not exclusions from the broader list. Administration will bring the selected topics back to Council.

2. Animal shelter and animal services

Administration clarified that the **Animal Shelter Society is stepping back**, while the Town intends to continue operating the facility as a pound with a limited service level. Members noted that confusion about the Society's role had contributed to public concern.

The group discussed the need to explain the Town's ongoing services and gather community views on desired service levels and funding. Any added funding would require budget decisions and could affect taxes or fees. Director McNab described interim plans to coordinate volunteer care, manage shelter capacity, and adjust enforcement where possible while maintaining public safety and compliance.

3. Solid waste management

Director Grenier outlined plans for a new landfill cell and a transition toward a **transfer-station setup at the existing landfill site**. Residents would use a designated drop-off and sorting area rather than driving into the waste area. The board discussed signage, public education, access, and the possibility of a separate in-town drop-off point.

Administration noted that new policies and potentially bylaws or rates-and-fees changes may be needed. A member also recommended reviewing related bylaws together and repealing or combining outdated or overlapping ones where possible.

4. New fire hall/protective services building

Director McNab said the current fire hall does not meet operational needs and that the Town lacks adequate parking and sufficient ownership of the current site.

Potential locations discussed included land below the health centre, property along the highway, Wilderness Street, and a site near Lou's ball diamond. The arena-area site was ruled out because of nearby landslide risk. The site near Lou's was discussed as a possible option because of existing services and its potential use as an emergency staging area. **No site was selected.**

iii. Ideas/topics/areas of concern by Board Members

Tourism and Wood Buffalo National Park: Members raised concerns about the effects of federal funding and staffing reductions on local tourism, employment, and school programming. Administration said community services would consider ways to strengthen tourism and encourage visitors to stay longer.

Board membership and communications: Members discussed recruiting more Fort Smith residents and improving public communication. The selected priorities may be included in recruitment messaging.

Warming and cooling centre: Administration said the Town is working on a backup-generator project for the recreation centre, intended to support warming, cooling, and

clean-air functions. The project is in design and planning; a proposed partnership with the school was declined.

C. Date of Next Meeting: Thursday, Nov 19, 2026 – Lunch @ Town Hall Council Chambers

D. Adjournment

The meeting was adjourned at 12:56 pm.

REPORT TO COUNCIL

Community Services **Date:** November 17th , 2026
Community Services Monthly Report

RECOMMENDATION:

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

BACKGROUND

Recreational Programming

October was a busy month for recreation, with several major events bringing youth, families, and visitors together.

- **Trades Awareness Program (October 5–8):** Approximately 152 youth participated in recreational activities, including volleyball, basketball, Pete's Gym, and swimming, with a popular WIBIT swim session drawing 66 participants.
- **Lawrie Hobart Volleyball Tournament:** More than 300 students competed across 23 divisions. The Town supported the tournament through access to the gymnasium, showers, and Pete's Gym. Total recorded facility attendance over the four-day event was 6,786.
- **Minor Hockey Skills Camp:** In partnership with StonePoint Leadership & Development, Minor Hockey hosted a well-attended camp focused on skill development, teamwork, and leadership both on and off the ice.
- **HOBAGO/HOVOCU:** Due to a later start, the annual event was adapted to focus on hockey, volleyball, and curling under the name HOVOCU. Despite reduced registrations, volunteers successfully delivered the event, welcoming 480 participants over two days. Organizers have expressed interest in securing earlier arena bookings to support the return of the full HOBAGO format in future years.

Fort Smith Centennial Arena

The arena officially reopened following Thanksgiving, and it's been wonderful to see the facility bustling with activity once again! Hockey tournaments, skating clinics, regular programming, and the annual HOBAGO (HOVOCU) weekend have brought plenty of energy and excitement back to the ice. It's been a great start to the season, and we're thrilled to see so many residents, families, and community groups making use of the arena again!

Aquatics

October saw continued success with swimming lessons, which have received positive feedback from participants and families. Instructors have been well received and continue to demonstrate enthusiasm for delivering quality aquatic programming.

Planning is underway for upcoming aquatic certifications and professional development, including Intermediate First Aid, Bronze Medallion, Bronze Cross, and potentially a National Lifeguard course in January 2027.

Mary Kaeser Library

The Library Coordinator served as Acting Director of Community Services throughout October while continuing to oversee library operations. Programming included youth activities and seasonal events such as cookie decorating. Work also continued annual reporting and budget preparations, collection development, inventory & weeding.

Childcare

ASCP

The program continues to operate at full capacity. Recent withdrawals have allowed additional families to access available spaces, with 9 children currently on the waitlist.

REPORT TO COUNCIL

Community Services **Date:** November 17th , 2026
Community Services Monthly Report

Daycare

October began with the delivery of new playground sand, courtesy of Municipal Services. Programming throughout the month incorporated Indigenous cultural activities, including bannock making, dot painting, and jigging, alongside seasonal themes celebrating Thanksgiving and Halloween. The month concluded with a Halloween costume dance party.

The daycare remains fully staffed, with an additional casual employee successfully onboarded and First Aid certified through the Town's recent training. The current infant and preschool waitlist sits at 14 children. Kitchen renovations remain outstanding, with the contractor's previously anticipated completion date of late November pending confirmation.









<u>Economic & Tourism Development</u>

Town's 60th Birthday

On October 3rd, ETDO facilitated a community celebration to commemorate the Town's 60th Birthday. Air Tindi donated flights to Yellowknife. We purchased two $500 fuel cards to TDC, and blew up hundreds of balloons for the kids. We re-mounted the Muffaloose head, along with a brand new plaque that explains the story. We also held a community fish fry (shout out Joline from the REC & Dave for cooking all afternoon).





REPORT TO COUNCIL

Community Services **Date:** November 17th , 2026
Community Services Monthly Report

ETDO Takes Flight to Calgary



In partnership with the Thebacha Leadership Council, the ETDO represented the Town of Fort Smith as a conversation economy discussion in Calgary at the Wilder Institute.

Wilder Institute will be re-instating the Whooping Crane egg collection program to take extra eggs from WBNP to bring down to Calgary, raise to younglings, and then re-introduce to a flock in the USA.

Fort Smith can capitalize on this program by bringing visibility to our regional role in this international initiative.

We should continue to support the development of tourism offerings / products around Whooping Cranes & other endangered species as a form of eco-tourism.

We should also host a Wildlife Symposium in September of 2027 to allow local organizations (Metis, TDN & SRFN) to share their research projects over the summer.

ETDO Gets the Games Going!

The ETDO emceed opening ceremonies for the Lawrie Hobart Memorial Volleyball tournament for another year. This was the 3rd year of being asked to Emcee, and think it was the best one yet! Sports tourism continues to be an easy market for the Town of Fort Smith to capture. Looking forward to the winter sport events coming up 😊



A new Mural Unveiled!

ETDO emceed the grand reveal of the Canada Bears Mural at NSixty on October 20th. This mural showcased hundreds of individual portraits from around Canada that made up the bears in the forest mural.

Early spring, into summer, we should re-push this mural as a way to capture of the artists and invite them to “travel to your artwork”. We need more murals in the community.

Fireweed Team deserves props again in securing this opportunity for the community. Bringing outside artists to do murals might be the way to go.



REPORT TO COUNCIL

Community Services **Date:** November 17th , 2026
Community Services Monthly Report

Giant Pumpkin Takes over the CRC

As the Campground Crawl was cancelled due to low participation, some community groups requested to join the Recreation Team in handing out candy.

ETDO coordinated with the Fireweed team to provide time and location for the following to set up:

- Fireweed Festival
- ENRTP
- Pentecostal Church

And handed out 200 bags of candy 😊



FAREWELL (for now)!

One of my first projects in this role, back in 2024, was to facilitate some marketing and promo material for the Municipal Election. I've grown in the role as you have in yours and am thankful for the connections and opportunities that the Town of Fort Smith & team have provided.

I am jumping ships for a short while but look forward to my return.

-Daniel Wiltzen

Capital Project Updates

A comprehensive review and reprioritization of the Town's capital projects is currently underway. Further updates on Community Services capital initiatives will be provided following the completion of the budget process, once project priorities, timelines, and available funding have been reassessed.

In the meantime, progress continues onthe Community and Recreation Centre (CRC) Backup Generator Project. Engineers and consultants have been engaged, and the project is actively moving forward through the planning and development stages.

Prepared by:
Director of Community Services
Lauren Howes
Date: November 13th, 2026.

REPORT TO COUNCIL

Municipal Services **Date:** November 17th, 2026
Municipal Services Monthly Report

RECOMMENDATION:

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

CAPITAL PROJECTS

Garbage Truck – Commercial collection – We have ordered additional 660-litre commercial side-load garbage bins and will expand the service area as the commercial waste collection pilot project continues through the winter months. The additional bins will support collection at more commercial locations and help assess service requirements for a potential long-term program.

Water licence renewal – We are working on responses to comments on the MVLWB site and will continue to work with AECOM on completing this renewal.

Ice Resurfacer Replacement – No update for this report.

Water Tower Truck Fill Station – No update for this report.

The old chipper plant demolition – The demolition project is complete. Metal siding and steel framing were salvaged for future use at the landfill.
The salvaged materials will support the completed hazardous waste storage area, with remaining materials reserved for the future compactor storage building.
The project was funded through the Waste Reduction and Recycling Initiative (WRRI), which supports waste reduction, material reuse, and recycling projects in the Northwest Territories.

Sidewalk repair and improvements – no update for this report.

Rinding Mower – Completed.

Cross walk lights – Completed for this year.

Graveyard Fence – Completed for this year.

Main lift station – The transformer pad has been installed, and the electrical utility connection by NTPC is underway. Pump installation and panel testing will follow once power is connected; however, NTPC has not yet provided a firm completion date for the utility connection.

The contractor has been directed to provide an updated construction schedule for the lift station so that the remaining work and overall completion timeline can be confirmed.

Landfill Expansion – The onsite and in person tender meeting has been completed with 3 contractors in attendance.

Raw Water Intake – At the Raw Water Intake, the concrete walls have been poured, Roof steel work has begun, and the access bridge and railing have been installed. The contractor is now proceeding with building enclosure, sealing, and equipment installation.

Fire Hydrant Replacement – we ordered extra fire hydrants for next year installs.

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

PUBLIC WORKS

Public Works crews completed culvert installations on Pine Crescent, cleaned up fallen trees on Conibear Crescent, repaired the guardrail on Calder, and prepared winter sand for seasonal road

maintenance. Staff also readied Christmas lights for installation and began placing fall cover at the landfill; however, the work was paused after the available cover material was depleted. Staff will arrange for additional material to complete the remaining landfill cover work.

WATER PLANT

1. Neptune Meter Reader Upgrade

No new updates at for this report.

2. Frontier Lift Station

No new updates at for this report.

3. Primrose Lift Station

Pump has been ordered and will be scheduled to be installed once it arrives.

FACILITY MAINTENANCE

The Arena opened following Thanksgiving and successfully hosted the Hobago tournament and a hockey skills camp with no maintenance issues to report. Ice plant and pool operations continued to run normally outside of an incident that caused some additional maintenance to be done with chemistry in the pool, while parks maintenance was completed for the season and water services were shut off at the parks and cemeteries. Staff began repairs to the snowboard shack roof; however, weather conditions limited the time available to complete the work, this will continue when safe to do so. All sidewalk and community lighting was repaired, with staff identifying a taped section of buried cable as the source of a major power-distribution failure.

Briefing Note

To: Mayor and Council
From: SAO – David Henderson
Date: Nov 17, 2026
Subject: Budget 2027 Update

PURPOSE:

To provide Council with an update on the status of the 2027 Budget

Items:

The first draft Operating Budget will be circulated to Council on Monday November 16 for first reading at the council meeting on Tuesday Nov 17. This is the first step in the process and by adopting the draft for first reading the budget process is formally initiated and in the public domain. This should be considered the introduction of the Budget draft to Council and the public

The SAO will provide a PowerPoint presentation to Council to identify

- key cost drivers / challenges with the 2027 budget
- anticipated steps in the process

Budget process Schedule

Tuesday Nov 17, 2026 – Regular Council meeting -

- 1st reading of Operating Budget
    - Draft operating Budget
        - questions for clarification
        - comments
        - further direction by motion
        - adopt draft first reading

Tuesday Nov 24th - Special Meeting of council for Budget purposes

- 1st reading
    - draft 2027 Capital Budget
    - draft 2027 Rates & Fees
        - questions for clarification
        - comments
        - further direction by motion
        - adopt draft first reading

Tuesday Dec 1, 2026 – Regular Council meeting –

- 2nd Reading , with updates, of
    - Draft Operating budget
    - Draft Capital Budget
    - Draft Rates and Fees
        - questions for clarification
        - comments
        - further direction by motion
        - adopt draft second reading

Tuesday Dec 8th, 2026 - special meeting of Council for Budget Purposes

- update from staff on status of budget documents
- review, questions , comments, amendments prior to 3rd reading

Tuesday Dec 15th, 2026 - Regular Meeting of Council

- 3rd Reading , with updates, of
    - Draft Operating budget
    - Draft Capital Budget
    - Draft Rates and Fees
        - questions for clarification
        - comments
        - further direction by motion
        - adopt 3rd and final reading

Briefing Note

To: Mayor and Council
From: Administration
Date: November 17, 2026
Subject: Adoption of Snow Removal and Ice Control Policy

PURPOSE:

To seek Council approval of the revised Snow Removal and Ice Control Policy and to provide the related Winter Maintenance Operations Administrative Procedures for information.

BACKGROUND:

The proposed Council Policy establishes the Town of Fort Smith's winter maintenance service areas, priorities, expectations, and responsibilities for snow removal, sanding, and ice control. The accompanying Administrative Procedures outline how Municipal Services will carry out this work under the policy and approved budget. The policy is presented for Council adoption, while the procedures are provided for information.

ANALYSIS:

The policy applies to municipal roads and lanes, Town-maintained sidewalks, the paved walking trail, municipal parking lots, and designated public access routes and facilities. Routine plowing will normally begin at 5 cm of accumulated snow, with earlier action where safety requires. Emergency access and immediate hazards take precedence, followed by a six-level priority system for routine work. The policy recognizes that weather, staffing, equipment, and available resources may affect service delivery.

The Administrative Procedures provide operational direction on seasonal preparation, monitoring and dispatch, plowing, hauling, sanding, sidewalks and trails, disruptions, recordkeeping, contractors, and annual review. They allow the Director of Municipal Services to manage day-to-day work, subject to SAO oversight and the Council-approved policy. Both documents provide for annual review before October 1. Adoption of the policy establishes Council's service expectations; the procedures are not submitted for Council approval.

RECOMMENDATION:

That Council adopt the Snow Removal and Ice Control Council Policy as presented; and that Council receive the Winter Maintenance Operations Administrative Procedures for information.

Town of Fort Smith
Snow Removal and Ice Control
Council Policy

Approved by:	Council
Number:	[to be assigned]
Responsible department:	Municipal Services
Effective date:	[to be approved]

1 Purpose

The Town provides winter maintenance to support safe travel, emergency access, and access to community services. This policy establishes the areas served, service priorities, and service expectations. Administration delivers the work within this policy and the approved budget.

2 Scope

This policy applies to snow removal, sanding, and ice control undertaken by the Town on:

1. Municipal roads and lanes.
2. Town-maintained sidewalks.
3. The paved walking trail.
4. Municipal parking lots.
5. Access routes to emergency services, schools, health facilities, seniors' facilities, Town-owned buildings, and other public areas assigned to the Town for winter maintenance.
6. Trails, recreation facilities, and other public areas where the Town has assumed maintenance responsibility.

It does not apply to private driveways, parking areas, walkways, or sidewalks on private property unless authorized by Council or required by bylaw. Administration will maintain a current list or map of areas served.

3 Service expectations

1. The Town aims to keep maintained routes reasonably passable for their intended use. Winter maintenance does not guarantee bare pavement or surfaces free of snow and ice.
2. Routine plowing will normally begin at 5 cm of accumulated snow. Work may begin earlier when conditions create a safety risk.
3. Sanding will be based on traction and safety needs. Snow hauling will occur where snow storage affects safety, access, visibility, or drainage.

4 Service priorities

Immediate hazards and emergency access take priority over routine work. Routine work will generally follow this order:

Priority	Area	Service Standard
Priority 1	Emergency access routes, main roads, school and bus routes, and access to health and emergency facilities.	Clear as soon as practicable after accumulation reaches 5 cm or when conditions create a safety risk.
Priority 2	Collector roads, business-area roads, access to municipal buildings, and major pedestrian routes.	Clear after Priority 1 routes are passable.
Priority 3	Municipal parking lots and recreation areas.	Clear after Priority 1 and 2 routes are addressed.
Priority 4	Residential streets and lanes.	Clear according to use, safety risk, and available resources.
Priority 5	Other Town-maintained sidewalks.	Clear road priorities are addressed and as equipment and staffing permit.
Priority 6	Paved walking trail.	Clear after sidewalks are addressed and as equipment and staffing permit.

Administration may adjust the work sequence, routes, and deployment of crews and equipment to respond to hazards, weather, and operational needs while respecting these priorities.

5 Responsibilities

Council approves this policy, service priorities, and budget. Council considers permanent changes to areas served or approved service standards based on staff advice about costs, risks, and resources.

The Senior Administrative Officer (SAO) is accountable for implementing the policy and approving supporting administrative directions. The Director of Municipal Services manages winter maintenance through the SAO.

6 Service interruptions and emergencies

Severe weather, equipment failures, staffing shortages, and emergencies may delay service. The SAO may temporarily adjust services, redirect resources, or suspend lower-priority work to protect safety and essential access. The Director may take immediate operational action where necessary and inform the SAO promptly.

Any parking restriction, compulsory vehicle removal, or road closure must be exercised under applicable legal authority. Administration will inform the public of significant disruptions and advise Council of substantial or continuing service shortfalls. Permanent changes to approved service levels require Council approval.

7 Public information and concerns

The Town will make service priorities and significant service changes available to the public. Residents may report hazards, service concerns, or suspected damage to the Town Office. Administration will review concerns and refer damage claims through the Town's established process.

8 Review and reporting

Administration will review winter operations annually before October 1. Council will receive a summary of significant service shortfalls, safety concerns, costs, and recommended policy or budget changes. Routine operational adjustments do not require Council approval.

Town of Fort Smith
Winter Maintenance Operations
Administrative Procedures

Approved by:	Senior Administrative Officer
Number:	[to be assigned]
Effective date:	[to be approved]
Related document:	Snow Removal and Ice Control Council Policy
Responsible department:	Municipal Services
Review:	Annually before October 1

1 Purpose and authority

This directive guides staff in delivering winter maintenance under the Snow Removal and Ice Control Council Policy and approved budget. The SAO may amend work methods and procedures consistent with that policy.

2 Responsibility

The Director of Municipal Services, or designate, assesses conditions, directs work, assigns staff and equipment, and advises the SAO of significant issues. Staff follow assigned work plans and applicable safety requirements.

3 Seasonal preparation

Before winter, Municipal Services will review maintained routes and high-risk locations, inspect equipment, arrange materials and contractor support, identify snow storage areas, and coordinate access needs with affected facilities. The Director will maintain a route plan and prepare seasonal public information.

4 Monitoring and dispatch

Staff will monitor forecasts, accumulation, drifting, traction, and reported hazards. The Director determines when to dispatch crews and the extent of work, taking account of the Council policy, actual conditions, available resources, and safety.

5 Plowing and snow hauling

Initial plowing will focus on passable routes. Widening and snow hauling will follow as needed. Staff will pay particular attention to intersections, crossings, grades, sightlines, emergency access, and drainage. The Director schedules hauling based on storage capacity, safety, access, and drainage needs.

6 Sanding and ice control

Sand will be applied where traction requires it, normally after plowing or grading where appropriate. Immediate hazards may be treated sooner. Intersections, hills, curves, school zones, crossings, and emergency routes warrant particular attention. The Director adjusts locations and frequency as conditions change.

7 Sidewalks and paved walking trail

Crews will clear Town-maintained sidewalks and the paved walking trail in the order established by Council policy. The Director determines timing and equipment assignments. Where conditions limit full-width trail clearing, staff will aim to maintain a reasonably passable pedestrian surface.

8 Severe weather and disruptions

When conditions significantly affect travel safety or emergency access, the Director will notify the SAO and recommend a coordinated emergency response where warranted. The Director may immediately redirect crews to urgent hazards and essential routes and report the action to the SAO.

With SAO direction, routine or lower-priority work may be reduced or suspended and public notices issued through available channels. Parking controls, vehicle removal, and closures may only be undertaken where authorized by applicable law and by designated officials.

9 Records, complaints, and damage

Municipal Services will maintain practical records of conditions, work completed, sanding, significant delays, hazards, and incidents. Complaints and suspected damage will be recorded, inspected when appropriate, and referred through the Town's claims and insurance processes.

10 Contractors

Contractors must follow applicable policy, this directive, safety requirements, and their contracts. Contracts will specify areas served, work expectations, response arrangements, equipment, insurance, damage reporting, rates, and performance requirements.

11 Annual operational review

Before October 1, the Director will assess service results, complaints, incidents, equipment, contractors, material use, costs, and staffing capacity. The Director will recommend operational improvements to the SAO and identify any proposed changes requiring Council consideration.