



# Town of Fort Smith Community Services Committee

Tuesday, December 13, 2016 at 7 pm

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions, Values and Goals
  - d. Strategic Plan
5. Recreation
  - a. Recreation Services
    - i. Recreation Stats – November, 2016
    - ii. Pool Stats – November, 2016
    - iii. Arena Stats – November, 2016
  - b. Recreation Advisory Board
    - i. RAB Minutes November 21, 2016
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – November, 2016
  - b. Advisory Board on Culture
    - i. ABC Minutes December 7, 2016
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
  - a. Briefing Note Women’s Hockey
  - b. Briefing Note Christmas Toy & Food Drive
  - c. Briefing Note Seniors Society Christmas Dinner
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Vision, Values and Minutes November 1	 Goals.doc	 Strategic Plan
 RCC Stats November, 2016	 Pool Stats November, 2016	 Arena Stats November, 2016
 RAB Minutes November 21, 2016		
 Library Stats November, 2016		
 ABC Minutes December 7, 2016.p		
 Briefing Note Women's Hockey	 Briefing Note Christmas Toy & Foc Seniors Society Chri	 Briefing Note



Town of Fort Smith  
Community Services Committee  
Tuesday, November 8, 2016, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Don Webb, Director of Municipal Services; Katie Reid, Executive Secretary  
Guests: Patti Haaima, EA MLA Louis Sebert; Kathryn Nairne, Marcel Gelein, Ron Yaworsky, David Nairne & Associates

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Review

- a. Agenda – The agenda was reviewed. Administration advised that he did not bring the budget to this meeting as he is waiting to receive assessment information on the payment lieu of taxes from SRFN properties which may decrease the deficit. He noted that there are other initiatives underway to decrease the deficit also. He advised that Council would revisit the budget at the Corporate Services meeting in December.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Dumont**

**That the agenda be adopted as amended to include discussion on ABC Membership and Christmas Planning.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of October 11, 2016, were reviewed and have been adopted at the Council meeting of October 18, 2016. Cr. Patel noted a correction in the minutes.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed. Administration noted that the Community Services Master Plan identifies the need to develop a plan for a safe ATV corridor through the community.

3. Recreation

a. Recreation Services

- i. Recreation Statistics – The October, 2016 recreation statistics report was reviewed. The Director of Community Service noted that stats have almost doubled from last month and that there were a lot of attendees at the Lawrie Hobart Memorial Volleyball Tournament. D/M Smith asked if high school students using Pete's Gym are being recorded and are being taught how to use the equipment properly. The Director will follow up on this.
- ii. Pool Statistics – The October, 2016 pool statistics report was reviewed. The Director advised that the stats have increased for both weekends and weekdays. He noted that the Junior Lifeguard and PWK usage have increased. Cr. Kikoak asked if the college usage is recorded at the pool. The Director advised that it is calculated in one line item in the RCC stats although the students mostly use the Pete's Gym and the pool.

- iii. Arena Statistics – The October, 2016 arena statistics report was reviewed. The Director advised that he is working on getting more reliable stats. Cr. Kikoak asked if there are rates for the mezzanine and what the policy is for alcohol use. Administration advised that there is currently a kitchen being constructed in the mezzanine. He noted that the rates were approved by Council through the Consolidated Rates and Fees Bylaw at the beginning of 2016. Also, he noted that events can be licensed in the mezzanine if approved by the SAO and pending a liquor license.
- b. Recreation Advisory Board
    - i. RAB Minutes October 24, 2016 – The RAB minutes were reviewed. Administration advised that there are two recommendations coming from the RAB minutes. He noted that RAB was asked to consult with user groups about providing healthy food options in the arena canteen as the deep fryer was removed from the RCC canteen. He noted that the reasons the deep fryer was removed from the RCC canteen was due to utility costs, subsidized rent and due to a healthy living proclamation passed by Council. It was asked if it was hypocritical to have one canteen with a fryer and one without. The result was that they wished to have the arena canteen left as is for now, as the vendor is a non-profit fundraising organization and whereas the RCC canteen was given a non-competitive business contract. Administration advised that RAB had passed a motion for the Town to take the opportunity to consult community user groups about supporting the Healthy Communities Initiative by exploring healthy menu options. Administration suggested that an online survey be performed. Additionally, he advised that the Town is preparing a healthy eating policy which will set guidelines for the initiative. Administration noted that the arena canteen is currently operating as per last year with the deep fryer. He suggested working with Minor Hockey to also offer healthy options for the canteen. Cr. Dumont is strongly opposed to removing the deep fryer in the canteens. He felt that Council does not have the right to dictate foods served in the canteens. He also noted from the minutes that RAB had researched and determined that no other community in the north has removed the deep fryer. Cr. Dumont noted that a meter could be installed for electricity usage. He felt that it is hypocritical to only allow use of the deep fryer for tournaments and not for everyday use. Mayor Napier-Buckley noted that Council had made a healthiest community proclamation and doesn't think other communities have made this. She felt that it is important to build partnerships at an interagency level to encourage an active and healthy community. She noted that there currently isn't a vendor for the RCC canteen and when the contract was discussed, Ms. Lepine advised that she did not require the deep fryer. She felt that usage of the deep fryer could be further discussed when a new contract is created. Cr. Dumont would not be opposed to consulting other user groups, including PWK High School and parents for their views on use of the deep fryer. He agreed that Ms. Lepine's intentions were to offer healthy food options while trying to accommodate French fries to students. Cr. McArthur asked if the fryer is still in the RCC canteen. Administration advised that it has been removed. Cr. McArthur was pleased with the update and does not wish to discuss the issue again. D/M Smith reminded Council of the Visions, Values and Goals. He noted that allowing the canteen to run with the deep fryer in the arena for a non-profit organization promotes volunteer development. He noted that he agreed to the contract at the RCC canteen with the previous vendor because the fryer would not be included, when considering subsidizing other businesses non-competitively while other businesses in town serve the same food.

Administration advised that the Community Services Master Plan identifies the need to create a safe travel route for ATVs through the community. He noted that he was hesitant to pave the remainder of the Thebacha Trail for this reason, as it forces snowmobiles and ATVs onto walking routes and the roads. Administration noted that RAB made a recommendation that no further work be done on the ATV corridor, as per the Master Plan; and that this be revisited during the next community consultation. Administration received clear direction not to develop an ATV trail. Cr. Patel asked if it is at the Town's expense to maintain trails that ATVs use. Administration advised that there have been ATVs using the snowboard park, but the concern is with safety. Cr. Dumont felt that ATV users will get around fine without a dedicated trail. Cr. McArthur voted in opposition as he does not want to revisit the issue again.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Dumont**

**That no further work be done on the ATV corridor, as per the Master Plan; and**

**That this be revisited during the next community consultation.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**OPPOSED – CR. MCARTHUR**

**CARRIED**

4. Library

a. Library Services

- i. Library Statistics – The October, 2016, library statistics report was reviewed. The Director advised that the stats have decreased from last month although are consistent with previous years. He noted that story time is consistent and the Literacy Club started in October. He noted other programming that is occurring at the library. The Director provided an update of other upcoming Community Services programs and events.

b. Advisory Board on Culture

- i. ABC Minutes November 2, 2016 – The ABC minutes were reviewed. Cr. Bell advised that there was good discussion in regards to the proposed Unattended Children's Policy and Computer Use Policy. She noted that the Northern Life Museum is looking for volunteers for their Christmas Maxx Sale. The board also did a cultural review and asset mapping. Administration advised that policies approved by advisory boards would come to Council for approval prior to implementation. In regards to the Unattended Children's Policy, Administration asked Council if they felt this was make a hole in the social safety net. Mayor Napier-Buckley asked if the policy would be enforced in all facilities. She also would be interested to have the library staff's input on the age in which children can be left alone. Cr. Patel felt that the Town should charge for overdue books. Administration advised that the GNWT sets the rates and there isn't enough staff capacity for collection. Council felt that the library is a unique facility for watching unattended children, although felt that there should be consistency throughout facilities. Cr. Holtorf would like more ex-officio positions established on boards. Administration advised that the Bylaw Review Committee would be reviewing the Advisory Board Policy with respect to membership. Additionally, he advised that the Bylaw Review Committee would now be meeting every two weeks. Cr. Holtorf requested that the NWT Cultural Framework document and Truth and Reconciliation document be forwarded to TTAB and ABC.

5. Other Business

- a. Christmas Planning – Cr. Bell requested an update on the Christmas Tree Lighting Ceremony. She would like more Councillors involved this year and possibly have a float for the parade. She also requested an update on the Christmas Lights Contest and volunteered to be a judge. Cr. Dumont heard rumors that the tree would not be lit this year. The Director advised that the Town has not yet approached SRFN to use the Christmas Tree, however will follow up. Cr. McArthur asked if the Town owns the lights and pays the power. Administration confirmed this. Mayor Napier-Buckley asked if there would be a new location for the Town Christmas Tree once SRFN builds a Community Hall on the property. D/M Smith asked if the Chamber of Commerce has started their Buy Local Campaign. Administration doesn't think they have met in a while. Administration will have the EDO follow up. Mayor Napier-Buckley will be releasing December communication.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That the Town hold a Christmas Lights contest with the same prize values as in 2015.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on December 13, 2016.

7. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 8:32 p.m.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith

## Vision, Values and Goals

Approved: August 16, 2011

**Vision** The Town of Fort Smith will work with its partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

### Values

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

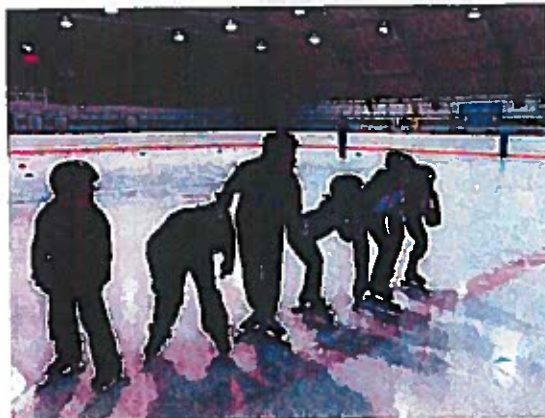
### Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.



## Recommended Strategies: Infrastructure

INFRASTRUCTURE	Short Term (2013–2014)	Mid Term (2015–2017)	Long Term (2018 +)
<b>Indoor Facilities</b>			
<b>Centennial Arena</b> <ul style="list-style-type: none"> <li>• Develop energy and asset management program to prolong the life of structure and create efficiencies</li> <li>• Conduct assessment and feasibility study</li> <li>• Design new arena</li> <li>• Construct new arena</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Recreation and Community Centre</b> <ul style="list-style-type: none"> <li>• Develop energy and asset management program to prolong the life of structure and create efficiencies</li> <li>• Develop Indoor Child Play area</li> <li>• Repurpose program areas to include programs such as indoor walking, dance / martial arts, child minding, arts and crafts</li> <li>• Prepare for midlife retrofit</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Fort Smith Swimming Pool</b> <ul style="list-style-type: none"> <li>• Develop energy and asset management program to prolong the life of structure and create efficiencies</li> <li>• Prepare for midlife retrofit</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Mary Kaeser Library</b> <ul style="list-style-type: none"> <li>• Develop energy and asset management program to prolong the life of structure and create efficiencies</li> <li>• Include Library in same study and design process as arena to construct new library</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Community facilities repurposing</b> <ul style="list-style-type: none"> <li>• Develop option plan for repurposing of an facility that is replaced</li> <li>• Repurpose facilities</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>



INFRASTRUCTURE	Short Term (2013–2014)	Mid Term (2015–2017)	Long Term (2018 +)
<b>Outdoor Facilities</b>			
<b>Track and Field Facility</b> <ul style="list-style-type: none"> <li>• Develop asset management program to prolong the life of the facility</li> <li>• Complete soccer facility</li> <li>• Complete field event sites</li> <li>• Complete facility i.e. bleachers, concession, washrooms, storage, sound system, lighting</li> <li>• Upgrade tennis courts</li> <li>• Develop plan for future development</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Multiways / Pathways</b> <ul style="list-style-type: none"> <li>• Develop asset management program to prolong the life of all of the trails</li> <li>• Work with the Tourism and Trade Advisory Board to develop plan to expand trail system</li> <li>• Construct new trails</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Sport fields</b> <ul style="list-style-type: none"> <li>• Develop asset management program to prolong the life of all of the sport fields</li> <li>• See below for future development</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Festival / event site</b> <ul style="list-style-type: none"> <li>• Develop plan for festival / event site (not Conibear Park) for large community functions</li> <li>• Construct new festival / event site</li> <li>• Develop asset management program to prolong the life of the facility</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Parks and Playgrounds</b> <ul style="list-style-type: none"> <li>• Develop asset management program to prolong the life of all of the parks and playgrounds</li> <li>• Develop overall parks and sport fields development plan</li> <li>• Construct two off-leash dog parks</li> <li>• Repurpose Conibear Park</li> <li>• Construct a mountain bike park</li> <li>• Construct a spray deck</li> <li>• Construct an outdoor ice rink</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>ATV / Snowmobile transportation corridor</b> <ul style="list-style-type: none"> <li>• Develop a plan for safe ATV / snowmobile travel through the community including at least one cross community corridor</li> <li>• Develop asset management program to prolong the life of the corridor</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		



PROGRAMS	Short Term (2013–2014)	Mid Term (2015–2017)	Long Term (2018 +)
<b>Enhance Community Programming</b> <ul style="list-style-type: none"> <li>• In conjunction with the Town’s communication plan, improve communication of programs including printed material, online, and social network opportunities</li> <li>• Evaluate programming and facilities to enhance current program and add new programs to promote active healthy living</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Develop Volunteer Strategy</b> <ul style="list-style-type: none"> <li>• Create a strategy to assist volunteers and volunteer groups to recruit, train, retain and recognize volunteers</li> <li>• Develop a list of resources and / or functions the Town can make available to support volunteer groups</li> <li>• Identify required support between Town and volunteer groups</li> <li>• Develop volunteer roster</li> <li>• Organize a volunteer symposium</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Develop Initiatives to Create Greater Community Engagement</b> <ul style="list-style-type: none"> <li>• Conduct a Recreation Advisory Board strategic plan and annual business plan</li> <li>• Develop process to involve more youth in leadership roles</li> <li>• Develop process to involve parents and other adults in leadership roles</li> <li>• Develop evaluation process to allow for greater feedback from community</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		
<b>Develop Recreation and Sport Tourism Strategy</b> <ul style="list-style-type: none"> <li>• Work with the Tourism and Trade Advisory Board to develop the strategy outlined in the already developed Town Marketing Strategy</li> <li>• Implement strategy</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Develop Initiatives to Generate Greater Revenue in the Recreation Sector</b> <ul style="list-style-type: none"> <li>• Develop a Town user fee policy</li> <li>• Develop a sponsorship prospectus</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	



## Financial Implications: Capital Costs

A summary of the capital budget implications for the recommendations herein are presented in the following table. The figures represent estimated one time capital costs for each initiative and, where applicable, an initial planning cost is also presented.

Although some funding may be available through government grants, however, it can be assumed that the majority of the capital costs identified will need to be funded from the Town and from fundraising (including sponsorships) efforts.

Infrastructure Initiatives Planning and Construction Capital Costs	Short Term (2012–2014)	Mid Term (2015–2017)	Long Term (2018+)
<b>Initiatives for Indoor Facilities...</b>			
• Recreation and Community Centre (including midlife retrofit)	\$100,000	\$1,500,000	
• Fort Smith Swimming Pool (including midlife retrofit)	\$20,000	\$50,000	\$2,000,000
• Indoor child play area at RCC	\$100,000		
• Centennial Arena-Feasibility study and design exploring expansion of the RCC to include new indoor ice facility		\$100,000	\$13,000,000
• Mary Kaeser Library-feasibility study and design exploring expansion of the RCC to include new library	\$10,000	\$100,000	\$2,000,000
• Community facilities repurposing (Centennial Arena, Mary Kaeser Library)			\$3,000,000
<b>Initiatives for Outdoor Facilities...</b>			
• Multiways / pathways enhancement	\$100,000	\$500,000	\$500,000
• Track & field site (amenities, soccer pitch, tennis courts)	\$500,000		\$100,000
• Festival / event site (upgrade Conibear Park initially, then plan and develop new civic park)	\$12,000	\$750,000	
• General parks and playgrounds upgrades	\$50,000	\$50,000	\$100,000
• Mountain bike park		\$20,000	
• Spray deck		\$200,000	
• Sports fields repairs and upgrades	\$15,000	\$15,000	
• Outdoor ice rink	\$15,000		
• Dog off-leash parks	\$20,000		
• ATV / Snowmobile transportation corridor	\$10,000		
<b>Totals:</b>	<b>\$952,000</b>	<b>\$3,285,000</b>	<b>\$20,700,000</b>

**Recreation and Community Centre  
Activity Report - November 2016**



Main Venues	Total	Last Month	Nov, 2015	YTD	Oct Hours	Hours	COMMENTS
Gymnasium	929	397	616	4160	230		
Pete's Gym	1533	1589	1363	15573	425		
Fitness Room	170	88	147	891	13		
Squash Court	251	157	168	1473	425		
ASCP/Daycamp	345	324	217	2882	50		
Theatre	252	137	123	1355	28		
Parent's n' Tots	394	235	264	3537	60		
Phoenix Room	100	94	146	1380	425		
PWK Use	29			29			
Youth Drop In	168	n/a		168			
Parks	0			0			
Events:	189	948	879	3068	33		
Remembrance Day							Event Numbers are Not included in Gymnasium Totals
MISC	N/A	N/A		0	N/A		Regular Day Lobby counts (No longer tracked)
Total	4360	3969	3923	34516	27620	0	College stats are now being tracked from Sept 01/16.
					2015 YTD		
Total	4360	2120	3923	34516	27620		
College Uses	525	458	312	871	676		

Big increase in attendance this month! College usage is up as are most of the categories. Three new fields are hi-lited in yellow.

**Recreation and Community Centre Pool  
Activity Report November 2016**



Main Events (M-F)	Total	Last Month	Nov, 2015	YTD	Oct Hrs	HOURS	COMMENTS
AM Lane Swim	44	37	33	402	24	17	
Parents 'n Tots	112	70	47	1077	16	17	
ASCP	58	84	0	249	8	4	
Noon Lane Swim	48	41	32	290	16	17	
Seniors Swim	36	22	20	368	16	17	
Swim Team	111	35	48	273	5	9	
Public	61	221	159	1573	27	26	
AquaFit	17	15	39	206	6	6	
Jr. Lifeguard Club	149	178	0	417	10	0	
Family	237	155	110	2289	32	34	
PWK/JBT Usage	339	340	566	2308	16	20	
PM Lane Swim	0	0	12	0			
Adult Swim Lessons	0	2	0	31	2		
Sr's AquaFit	13	5	9	62	8	7	
Swim Lessons	8	13	0	339	5	8	
Misc.	97	38	136	1165	3	6	
<b>Total</b>	<b>1330</b>	<b>1256</b>	<b>1211</b>	<b>11049</b>	<b>194</b>	<b>188</b>	

**GENERAL COMMENTS**



**Recreation and Community Centre Pool  
Activity Report November 2016**



Weekend Events	Total	Last Month	Nov, 2015	YTD	Oct Hrs	HOURS	COMMENTS
Lessons	121	195	87	632	20	12	
Saturday Lane	7	11	11	124	5	4	
Sunday Lane	26	23	43	174	5	4	
Public Swim 1 -3	26	121	113	622	20	16	
Rental 1	20	5	17	149	1	2	
Rental 2	22	10	33	135	1	2	
Public Swim 5 - 6	174	196	58	1046	20	24	
Family Swim	81	88	91	883	20	16	
Misc	0	0	0	25	0		
Kayak Club	0	0	0	0	0		
Swim Team	0	0	0	0	0		
Adjustment	0	0	0	0	0		
<b>Total</b>	<b>477</b>	<b>649</b>	<b>453</b>	<b>3790</b>	<b>92</b>	<b>80</b>	
					<b>2015 YTD</b>		
<b>Grand Total</b>	<b>1807</b>	<b>1905</b>	<b>1664</b>	<b>14839</b>	<b>12025</b>		All College Stats are shown on the RCC Stat Report. Weekday numbers are up, while week-end numbers are down. Overall: down by about 5%.
College Uses							



Town of Fort Smith  
Centennial Arena 2016 - 2017 Season  
Activity Report  
**November, 2016**

User Groups	Monthly Totals	Last Month	YTD Totals	Comments
Figure Skating: Senior/Int 6-6:50AM	1	?	1	
Figure Skating: Senior/Int 4-5:50PM	73	72	145	
Figure Skating: Senior/Int 4-4:50PM	76	48	124	
Figure Skating: Senior/Int 3-4:50PM	13	13	26	
Figure Skating: Primary 5-5:50PM	139	131	270	
Figure Skating: Canskate 6-6:50PM	305	146	451	
Figure Skating: Primary 6-6:50PM	69	31	100	
	<b>676</b>	<b>441</b>	<b>1117</b>	
Parent's 'n Tots (Weds)11-11:50AM	0	0	0	
Public Skating: (Weds) 3-3:50PM	95	44	139	
Public Skating: (Sat) 2-2:50PM	85	95	180	
	<b>180</b>	<b>139</b>	<b>319</b>	
Family Skating: (Sat) 1-1:50PM	18	67	85	
Family Skating: (Sun) 2:30-3:50PM	57	85	142	
	<b>75</b>	<b>152</b>	<b>227</b>	
Minor Hockey:Initiation 6-6:50PM	301	238	539	
Minor Hockey:Novice 9-9:50AM	0	?	0	
Minor Hockey:Novice 7-8:00PM	263	248	511	
Minor Hockey:Atom 10-10:50AM	0	?	0	
Minor Hockey:Atom 7-8:00PM	247	187	434	
Minor Hockey:PeeWee 11-11:50AM	14	44	58	
Minor Hockey:PeeWee 8-9:00PM	150	101	251	
Minor Hockey:Bantam 8-8:50PM	113	73	186	
Minor Hockey:Bantam 5-5:50PM	11	30	41	
	<b>1099</b>	<b>921</b>	<b>2020</b>	
Rec Hockey: Weds 9-10:30PM	111	80	191	
Rec Hockey: Fri 8:30-12AM	66	145	211	
Rec Hockey: Sun 7-10:00PM	148	113	261	
	<b>325</b>	<b>338</b>	<b>663</b>	
Women's Hockey: Tues 9-10:30PM	129	82	211	
Women's Hockey: Fri 7-8:20AM	24	102	126	
Women's Hockey: Sun 1-2:30PM	68	46	114	
	<b>221</b>	<b>230</b>	<b>451</b>	
Old Timer's Hockey: Mon 9-10:00PM	84	116	200	
Old Timer's Hockey: Thurs 9-10:00PM	79	65	144	
	<b>163</b>	<b>181</b>	<b>344</b>	
Rental Slot 1: Noon - 1PM Sat	29	23	52	
Rental Slot 2: 4 - 5PM Sun	25	27	52	
Youth Shinny Sat 5 - 6pm	9	11	20	
Adult Shinny Sat 6 - 7pm	13	7	20	
	<b>76</b>	<b>68</b>	<b>144</b>	
Misc: College Rental	26	21	47	
JBT	0	0	0	
Events: Minor Hockey Tournaments	387	203	590	
Events: Shoot to Score	327	0	327	
	<b>387</b>	<b>203</b>	<b>590</b>	
<b>MONTHLY/TYD TOTALS</b>	<b>3202</b>	<b>2673</b>	<b>5875</b>	

Numbers are up around 25% from October!! There have been lots of activity, including two Minor Hockey Tournaments and the Shoot to Score annual event. Numbers for the ice user groups are mostly up as well, with the exceptions generally due to cancelled slots to make room for weekend events.



# Town of Fort Smith Recreation Advisory Board Minutes November 21, 2016

Regular Meeting  
12 pm in the RCC Senior's Room

Attendees:

- Kalina Thorne, Chair                      Katie Reid
- Tim Van Dam                                      Chris Bird
- Frank Lepine
- Jeri Miltenberger
- Mike Vassal
- Gail Hartop
- Nicola Jones

**A. Call to Order**

Kalina Thorne called the meeting to order at 12:07 pm.

**B. Approval of the Agenda**

***MOTION***

**Moved by: Gail Hartop**

**Seconded by: Tim Van Dam**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

**C. Approval of the Minutes**

***MOTION***

**Moved by: Gail Hartop**

**Seconded by: Mike Vassal**

**That the minutes of October 24, 2016 be adopted as presented.**

**CARRIED UNANIMOUSLY**



#### **D. Business Arising from the Minutes**

- a. Snowboard Park – Chris advised that a society has been formed and that Jeff Schwartzenberger is the lead. Additionally, the society has put forward a proposal for training for coaches through MACA. He noted that the society is looking to hold their first event in February. Also, he advised that rails have been ordered for the park. Mike asked if use of the facility will be limited until a base of snow is formed. It was also noted that snowmobiles have been using the facility. Chris advised that there are plans of educating youth to respect the facility along with monitoring and enforcement. Mike thought there would be several kids learning to snowboard and asked about liability and people getting hurt using the facility. Chris will follow up on this. Kalina suggested signage be placed stating to use facility at your own risk. Chris noted that the ambulance is equipped to handle situations that may arise. Chris advised that the Town will be partnering with the Snow and Ice group to educate ATV user about not using snowmobiles, etc. on the Snowboard Park. Tim asked if additional lighting will be installed at the facility. Chris advised that there is a light at the look-out and that there are no plans for installation of additional lighting at this time. Gail noted that additional lighting may detour parties and bonfires from the area. Mike asked how snowboarders will be brought back to the top of the hill. Chris advised that that has yet to be determined.
- b. Canteen – Chris advised that an RFP was released for the RCC canteen. He noted that an option for the RCC canteen is to rent to a user group like in the arena. Chris noted that the RCC canteen is generally busy at different hours than the arena. It was noted that the GNWT released a healthy living package last week.
- c. Strategic Planning Survey – Mike noted that he completed a survey at the MAXX Christmas Sale and found that the question regarding the ATV Corridor was tough to answer. He noted that there was also a section of the survey on wellness and healthy food choices. Tim requested that the survey results be brought to RAB.

## **E. New Business**

- a. Curling Club – Frank noted that it doesn't make sense for the Curling Club to be maintaining their facility and asked about having the Town take over maintenance. Additionally, he noted that after this year, the Curling Club will not have an ice maker. Frank advised that the curling club would be putting forward a proposal to Town Council with options. It was noted that an ice maker would be provided during the AWGs. Frank also noted that the bathrooms in the facility aren't being maintained. Jeri advised that the Curling Club agreement was to use the facility exclusively, including being able to rent the space out for events. Frank noted that operations have changed with different people running the club. He felt that the RCC staff should maintain the bathrooms and advised that the club would be willing to pay for the service. He noted that the Curling Club currently pays \$6,000 per year for an ice maker and that they would willing to pay the Town the funds to make the ice.
  
- b. AGM – Chris advised that the there are no requirements for advertisement as the board is not a society. He noted the board needs to select a Chair and a Vice Chair.

### ***MOTION***

**Moved by: Gail Hartop**

**Seconded by: Jeri Miltenberger**

**That Kalina Thorne be appointed Chair of the Recreation Advisory Board.**

**CARRIED UNANIMOUSLY**

### ***MOTION***

**Moved by: Tim Van Dam**

**Seconded by: Mike Vassal**

**That Craig Walsh be appointed Vice Chair of the Recreation Advisory Board.**

**CARRIED UNANIMOUSLY**

### ***MOTION***

**Moved by: Jeri Miltenberger**

**Seconded by: Gail Hartop**

**That Nicola Jones be appointed Secretary of the Recreation Advisory Board.**

**CARRIED UNANIMOUSLY**

## **F. Upcoming Events**

December 3<sup>rd</sup> – PWK Fall Fair

December 4<sup>th</sup> – Santa Claus Parade and Tree Lighting

December 5<sup>th</sup> – NACC Griffin Trio

December 12<sup>th</sup> – Christmas Concert

December 28<sup>th</sup>-30<sup>th</sup> – Christmas Classic

## **G. Date of Next Meeting**

The next RAB meeting will be on December 12<sup>th</sup>, 2016 at 12:00 pm in the Seniors' Room at the Recreation and Community Centre.

## **H. Adjournment**

*MOTION*

**Moved by: Mike Vassal**

**The meeting was adjourned at 12:55 p.m.**

**CARRIED UNANIMOUSLY**

Mary Kaeser Library  
 Activitiy Report November 2016

	Nov 2016	Last Month	Nov 2015	YTD
Adults	923	882	1098	9541
Children	702	609	753	7215
<b>Total attendance</b>	<b>1625</b>	<b>1491</b>	<b>1851</b>	<b>16756</b>
CAP Computer Users	931	859	907	9635
<i>Programming:</i>				
Story Time:				
Children	16	13	33	87
Adults	11	11	17	71
Special Event - Cultural Prog.	6	8	97	11
Other Chess Club	27	18	0	180
Adult Fiction Ex.	0	0	7	3
<b>Total program Attendance</b>	<b>60</b>	<b>50</b>	<b>147</b>	<b>349</b>
Operational Hrs	137.5	136	134	1426



# Town of Fort Smith Advisory Board on Culture Minutes December 7, 2016

Regular Meeting  
12 pm at the Mary Kaeser Library

Attendees:

- Michael Holmberg                      Katie Reid
- Paul Bannister                         Chris Bird
- Rev. David Lehmann                 Cr. Bell
- Lucy Tulugarjuk

## A. Call to Order

Rev. David Lehmann called the meeting to order at 12:08 p.m.

## B. Approval of Agenda

***MOTION***

**Moved by: Michael Holmberg**

**Seconded by: Paul Bannister**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

## C. Approval of Minutes

***MOTION***

**Moved by: Lucy Tulugarjuk**

**Seconded by: Paul Bannister**

**That the minutes of November 2, 2016 be adopted as presented.**

**CARRIED UNANIMOUSLY**

#### **D. Business Arising from the Minutes**

- i. Unattended Child Policy – Lucy confirmed that the policy would state that a child cannot be left unattended if under 8 years of age. Chris advised that the age is set for liability reasons and to ensure children are being supervised and looked after. Erika asked if the policy would be sent to RAB for review as it is all encompassing to facilities. The board is in favour of forwarding the policy to RAB for review.
- ii. Computer Use Policy – Chris advised that the library is the only facility with public computer use. Typographical errors were noted. The board would like to forward the recommendation to Council for approval.

#### **E. Reports**

- i. Friends of the Library Report – David advised that the Friends of the Library had a successful book sale at the RCC on November 20<sup>th</sup> and held their AGM on November 21<sup>st</sup>. He advised that Sharon Irwin was appointed President; Helena Katz, Vice President; Lauraine Armstrong, Treasurer; and Olivia Villebrun, Secretary. He noted that they are planning an event for Canada's 150<sup>th</sup> Birthday in January, 2017.
- ii. Northern Life Museum Report – David advised that Breakfast with Santa is on December 10<sup>th</sup> and that the museum would only be open afternoons starting December 19<sup>th</sup> for the holidays. He noted that a Richard Van Camp exhibit would open in January. Additionally, he advised that the last NACC event for the year was the Griffin Trio on December 5<sup>th</sup>. He wasn't pleased with the advertising of tickets and felt that there is room for improvements. He would like to meet with Marie Corderre in regards to spreading out events, increasing ticket sales and attendance, and promoting interaction with the community and students. He suggested tickets be free for children to encourage more families to attend events. Also, he suggested that tickets or seasons passes be made available during the Summer Splash Event.

#### **F. New Business**

Truth and Reconciliation Document and GNWT Culture and Heritage Strategic Framework Document – It was noted that Cr. Holtorf requested the documents be forwarded to ABC for review. David noted that Cr. Holtorf had previously mentioned at a museum meeting that he felt the museum was meeting the Town's cultural mandate. Helena had suggested that the board review pages 19 through 24 of the GNWT Culture and Heritage Strategic Framework document. David suggested the documents be reviewed and ideas be brought back with a community based initiative.

#### **G. Date for Next Meeting**

The next meeting will be January 5, 2017 at 12 noon pm at the Mary Kaeser Library.



**H. Adjournment**

***MOTION***

**Moved by: Lucy Tulugarjuk**

**The meeting was adjourned at 12:40 pm.**

**CARRIED UNANIMOUSLY**



## BRIEFING NOTE

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To: Corporate Services Committee

Date: December 6, 2016

Subject: Donation Request – Fort Smith Fury Women's Hockey Tournament Jan 2017

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**Purpose:**

To brief Council on a donation request from Fort Smith Fury Women's Hockey for their 10<sup>th</sup> Annual Hockey Bags Invitational Hockey Tournament Jan 13 – 15, 2017.

**Background:**

The Fort Smith Fury Hockey is requesting the Town of Fort Smith sponsor their Tenth Annual Hockey Bags Invitational Tournament on January 15-17, 2017. See attached request letter.

The Fury's annual hockey tournament typically brings in 3 to 4 teams from out of town including NWT and Alberta teams with 3 – 4 local teams for a great weekend of women's hockey.

In speaking with Fort Smith Fury organizer, they are requesting Town promotional items for welcome packages and a \$200 donation to assist with the purchase of dressing room healthy snacks and beverages.

**Analysis:**

Last year the Town donated some promotional items, Town jacket and computer bag for their raffle. Furthermore, Fort Smith Fury Women's Hockey has not received any monetary donations from the Town in the past.

The remaining budget for 2016 Council donations is \$ 1,541.83.

**Recommendation:**

Council's consideration is requested.

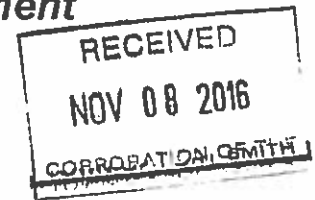
Respectfully submitted,

Chris Bird,  
Director of Community Services



## 10<sup>th</sup> Annual Hockey Bags Invitational

Women's Hockey Tournament  
January 13-15, 2017  
Fort Smith, NWT



Re: SPONSORSHIP

The Fort Smith Fury women's hockey club would like to invite you to become a sponsor of our 10<sup>th</sup> annual Hockey Bags Invitational tournament on January 13-15, 2017, celebrating the new arena and the wonderful economic opportunities such events will bring to our community.

We are looking for prize donations in the form of:

- cash for 1st, 2nd and 3rd place teams
- donations for raffle prizes and gift baskets (goods or gift certificates)
- welcome swag bags for out of town teams
- snacks and beverages
- prizes for MVPs (e.g. t-shirts or other apparel)
- gift certificates for gas, food, etc. that would be useful for visiting teams
- discounted services, hotel rooms, etc. for visiting teams and guests

We are hoping to bring in teams from the NWT, northern Alberta and B.C. to our community for this event.

As a token of our appreciation, we will include your logo on any of our tournament merchandise and promotions.

Your support is greatly appreciated!

To get in touch, contact:

Meagan Wohlberg  
867-688-0557  
mcwohlberg@gmail.com

Christine Sivret  
867-872-0088  
sivret.christine@gmail.com

Allison Wetmore  
867-872-8191  
allison\_mcarthur@yahoo.ca

On behalf of Fort Smith Fury Tournament Committee

THANK YOU!!!!



## BRIEFING NOTE

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**To:** Corporate Services Committee

**Date:** December 6, 2016

**Subject:** Donation Request – 2016 Christmas Food and Toy Drive

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**Purpose:**

To brief Council on the donation request from Pentecostal Church for the 2016 Christmas Food and Toy Drive.

**Background:**

The Pentecostal Church annually teams up with the Fort Smith Fire Department to hold their annual Christmas Toy and Food Drive. On November 25th, 2016, the Town received a letter from Dianne Benwell, Coordinator of the Christmas Food and Toy Drive, requesting a monetary donation to the Pentecostal Church for the fundraising initiative.

Their request states that other large organizations contribute \$500-1000. It was also noted that their goal is to raise \$5000 to meet the goal of filling 140 Christmas Hampers which will consist of a turkey or ham, stuffing, potatoes, cranberry sauce, chocolates/candies, assortment of canned goods, and toys. She noted that cash donations are used to purchase the food and toys for the hampers in conjunction with the food and toys collected from the annual food and toy drive by the Fire Department.

**Analysis:**

The Town of Fort Smith donated \$500.00 to the Pentecostal Church in 2015 for the Christmas Food and Toy Drive, and there were no donations from Council before 2015.

They are requesting \$500 to \$1000.

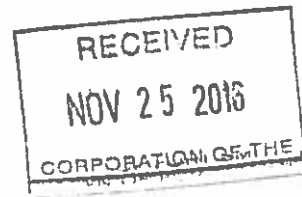
The remaining budget for 2016 Council donations is \$ 1,541.83.

**Recommendation:**

Seeking Council's input on the request.

Respectfully submitted,

Chris Bird, Director of Community Services



November 25, 2016  
Mayor and Council  
Town of Fort Smith

2016 <sup>DB</sup>

We are requesting a cash donation for the 2016 Christmas Food and Toy Drive. Our goal is to distribute 140 Christmas Hampers this year, and in order to meet that goal we would like to raise \$5000.00. Last year, we had the privilege of meeting that goal and did distribute 140 hampers.

This year's Food and Toy drive is being organized by the Pentecostal Church. The Fort Smith Fire Department will be assisting in collecting the donations made by the community members on Saturday December 10 from 10 am to 12 noon.

Each Christmas hamper will consist of:

- i) Turkey or Ham,
- ii) Stuffing,
- iii) Type of potato,
- iv) Cranberry sauce,
- v) Sweet item (chocolate/candies),
- vi) Assortment of canned goods, and
- vii) Toys.

(All the donated food and toys will be distributed evenly among all the hampers)

Other large organizations have contributed between \$500.00 to \$1,000.00. If the Town can donate to this worthy cause, please make your cheque payable to the Fort Smith Pentecostal Church, Box 507, Fort Smith, NT

May the Lord bless you all ,

A handwritten signature in cursive script that reads "Dianne Benwell".

Dianne Benwell  
Coordinator  
Fort Smith Christmas Food and Toy Drive  
Phone: 867-621-0921



## BRIEFING NOTE

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To: Community Services Standing Committee  
Date: December 13, 2016  
Subject: Donation Request – Senior's Society Christmas Dinner

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### **Purpose:**

To brief Council on the donation request from the Senior's Society for their annual Christmas Dinner.

### **Background:**

Senior Society is requesting use of the Recreation and Community Centre Gymnasium for their annual member Christmas Dinner on December 18<sup>th</sup>, 2016. This includes staff putting down the gym floor covering and assisting with putting out tables and chairs for the event.

Council has approved, for the past three years, the Senior's Society requests to use the Recreation and Community Centre Gymnasium to host their annual Christmas Dinner

### **Analysis:**

Donation amount for this request would be:

Install / removal of gym floor covering	-	250.00
Gymnasium rental 6 hrs @ \$25.00/hr	-	<u>150.00</u>
Total Donation amount	=	\$400.00

There is approximately \$1,541.83 remaining in the donations budget.

### **Recommendation:**

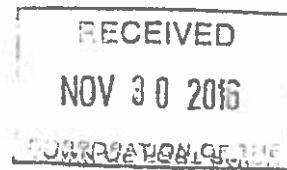
That Council approves the donation request submitted by the Senior's Society for the annual Member Christmas Dinner in the amount of \$400.00 in-kind.

Respectfully submitted,

Chris Bird,  
Director of Community Services



Fort Smith Senior Citizens Society



Town Council for the Town of Fort Smith NWT

I wish to inform you of the following event on behalf of the Fort Smith Senior Citizens Society.

The Annual Seniors Christmas Dinner shall be held at the Rec Centre in Fort Smith on Sunday December 18, 2016 beginning at 5 pm in the afternoon. We look forward to the assistance from the Rec Centre staff in setting up tables and chairs for this event earlier on that day.

Yours Respectfully,

*Mary Pat Short*

Mary Pat Short

President Fort Smith Senior Citizens Society