




# Town of Fort Smith Community Services Committee

Tuesday, March 14, 2017 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. Community Services Master Plan
5. Recreation
  - a. Recreation Services
    - i. Recreation Stats
    - ii. Pool Stats
    - iii. Arena Stats
  - b. Recreation Advisory Board
    - i. RAB Minutes February 13, 2017
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats
  - b. Advisory Board on Culture
    - i. ABC Minutes March 1, 2017
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Vision, Values and Goals.doc    Community Services Minutes February 14    Master Plan
 RAB Minutes February 13, 2017.doc
 ABC Minutes March 1, 2017.doc



Town of Fort Smith  
Community Services Committee  
Tuesday, February 14, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Patel, D/M Smith, Cr. Holtorf, Cr. McArthur  
Regrets : Cr. Dumont, Cr. Kikoak  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Don Webb, Director of Municipal Services

1. Call to Order

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

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That the agenda be adopted as amended to include community grants.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of January 17, 2017, were reviewed and have been adopted at the Council meeting of January 24, 2017. Cr. McArthur asked how much the Community Daycare Centre is renting the space at the Recreation and Community Centre for. Administrative advised that the Town has yet to establish a rate although is tentatively looking to rent the space for \$500 per month for a three-month term. Cr. McArthur felt that amount was too low.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. Community Services Master Plan – The Master Plan was reviewed.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The January, 2017 recreation statistics report was reviewed. The Director of Community Services advised that usage has doubled from December and increased from January, 2016. He noted that Pete`s Gym usage has increased the most by approximately 75%. The Director was pleased to note that all areas of the facility are seeing an increase in usage.

ii. Pool Statistics – The January, 2017 pool statistics report was reviewed. The Director advised that the pool stats have increased from December although are down from January, 2016.

iii. Arena Statistics – The January, 2017 arena statistics report was reviewed. The Director advised that the arena stats have increased from December. He noted that all time slots are well used by user groups. He also noted that PWK had used the facility under the joint usage agreement. JBT had also used the facility in February.

Administration noted that D/M Smith had asked at the last Community Services meeting why there were 7000 more usages the facility in 2016 than 2015. The Director advised that all areas and programs of the facility have increased, although the biggest impact in usage was from the Parents n' Tots program increasing from 900 usages in 2015 to 2,600 usages in 2016. He noted that the program has increased from operating a couple days per week to everyday and that the program is well received by both parents and children. Cr. Holtorf was pleased with the statistics for public skating and asked if they have increased from previous years. The Director advised that there have been increases and noted that the community is pleased with the arena temperature.

b. Recreation Advisory Board

Cr. McArthur noted that the board had met on February 15<sup>th</sup> and that there wasn't a lot of discussion. The board discussed events including the Snow & Ice event the last week of February. Also, there is a Minor Hockey tournament this weekend.

4. Library

a. Library Services

- i. Library Statistics – January, 2017, library statistics report was reviewed. The Director advised that the library usage for January has increased from December and 2016. He noted that programming has decreased from December as there was a considerable amount of Christmas programming although programming has increased from January, 2016. Additionally, Chess Club usage is strong and Story Time attendance has increased.

b. Advisory Board on Culture

- i. ABC Minutes February 1, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the board discussed programming and exhibits from the Northern Life Museum and that they will be working Canada Sports Hall of Fame to create a travelling AWGs exhibit. She noted that the museum recently had a visioning meeting and that they will be looking to form an agreement with the Town. The board also discussed Canada 150 events and noted that the museum would be willing to assist with the events although are not wanting to plan for them. She suggested that the board work with the Recreation Advisory Board on the initiative. Cr. Bell noted that there was also discussion of having a snow sculpting contest at the Frolics. She has reached out to Robert Cockney, local snow sculptor and is waiting to receive information from Helena Katz, ABC Board member, on the Inuvik Sunrise Festival snow sculpting contest. Cr. Bell provided an update of events that will be happening at the Frolics; she will email the information. Cr. Bell asked if there would be a snowboarding event during the Frolics. Administration advised that the Territorial Snowboarding Championships would be happening the weekend after the Frolics. He noted that the Loppet would be on that weekend and also that the International Committee would be in Fort Smith. He noted that Tyler Nichol, Snowboard Consultant, would be delivering the rest of the materials for the facility possibly during the Frolics and may give snowboard demonstrations in conjunction.

5. Bylaw/Policy Review and Development
  - a. Community Grants – Cr. Holtorf has reviewed other jurisdictions policies on community grants and noted multiple organizations in Town that receive grants from the Town. He felt that having a policy in place for the grants given would provide more transparency to the organization. He noted that this would allow for short and long term planning for organizations receiving grants. Administration noted that a couple of years ago the Town had grouped all contributions under community services in the budget so that they can be viewed by the community in a holistic manner. He noted that as the contributions are line items in the budget, organizations are able to plan ahead as this funding is guaranteed. He noted that the consideration is with the Town on how to determine if an organization is to receive an annual contribution.
  
6. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. McArthur**  
**Seconded by: Cr. Patel**  
**That Cr. Dumont and Cr. Kikoak be excused from Community Services Meeting on February 14, 2017.**  
**CARRIED UNANIMOUSLY**
  
7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on March 14, 2017.
  
8. Adjournment

**RECOMMENDATION**  
**Moved by: Mayor Napier-Buckley**  
**Seconded by: D/M Smith**  
**That the meeting be adjourned at 7:25 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**

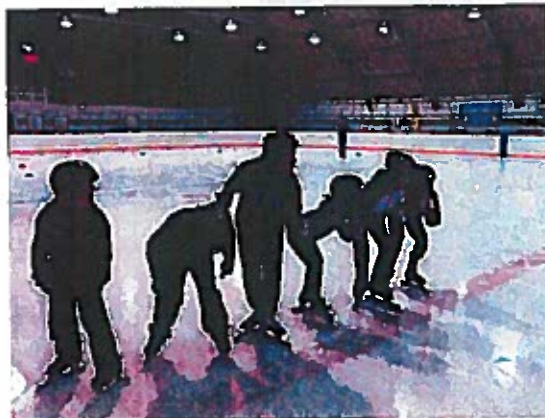
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective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



# Town of Fort Smith Recreation Advisory Board Minutes February 13, 2017

Regular Meeting  
12 pm in the RCC

Attendees:

- Craig Walsh, Vice Chair      Cr. McArthur
- Jeri Miltenberger              Chris Bird
- Nicola Jones                      Katie Reid
- Gail Hartop
- Jessica Cox

**A. Call to Order**

Craig Walsh called the meeting to order at 12:06 pm.

**B. Approval of the Agenda**

***MOTION***

**Moved by: Jessica Cox**

**Seconded by: Nicola Jones**

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

**CARRIED UNANIMOUSLY**

**C. Approval of the Minutes**

***MOTION***

**Moved by: Jessica Cox**

**Seconded by: Gail Hartop**

**That the minutes of January 9, 2017, be adopted as presented.**

**CARRIED UNANIMOUSLY**

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

Jeri requested an update on the Unattended Children's Policy. Jessica advised that it was emailed to RAB.

Chris advised that Council approved changes to the mezzanine rental rates during adult and youth tournaments.

#### **E. New Business**

- a. Snowboard Park – Chris advised that Fort Smith will be hosting the Territorial Snowboarding Championships March 18-19, 2017. He noted that the rest of the materials for the park are being shipped and will be in place for territorials. Craig advised that Tyler Nichol, Snowboard Consultant, is unavailable to attend territorials. The boards can be borrowed from the Snowboard Society and that they are still working out the details with the Town. He noted that the society is implementing annual membership fees which offset grooming costs and insurance for events. The fee is currently \$20 but may increase next year. He noted that the biggest cost is grooming with the Snow Cat at \$280 per hour.
  
- b. AWG Update – Jessica provided an AWGs update. Jessica advised that there was a face to face meeting in January although she was unable to attend. The outcome of the meeting was that the Host Society recommended to the International Committee that volleyball be moved to Hay River and basketball be moved to Fort Smith due to venue size. Portable flooring will be placed on the curling rink in the Hay River Sport Complex for volleyball. Jessica noted that the best available venue for futsal was the Diamond Jenness gymnasium. She noted that basketball would happen in the Recreation Centre gymnasium in Fort Smith. Since volleyball has more athletes and contingents Fort Smith will receive the Cultural Contingent to equalize the switch. Jessica advised that a letter to the Host Society was received requesting that the Dene Games be held in Fort Smith. She noted that Dene Games are scheduled to occur in Hay River on Katlodeeche Reserve and that Fort Smith would not host Dene Games due to venue and the ability to accommodate athletes. If Dene Games are brought to Fort Smith, two other games would need to be given to Hay River. Jessica noted that the one year mark before the games is on March 18<sup>th</sup> and that Snowboard and Cross Country Skiing Territorials would be happening that weekend. Both events would serve as test events in preparation of the AWGs. Jessica advised that there would be an informational meeting of February 15<sup>th</sup> to bring the community up to date with where the society is at. She noted that society is looking for a Basketball Chair and a Speed Skating Chair. Jessica noted that the Territorial Sport Organizations are actively engaged in leg work, volunteers, and budgeting. She noted that equipment lists have been compiled and that Chairs work with the TSOs.

- c. Snow and Ice – Bob asked when the Snow and Ice event is. Craig advised that the event is happening February 25-26 at Four Mile Lake. He noted that there would be a large variety of races and that the club has purchased cars to race the track. Additionally, there is a new division for under 16. Craig advised that the Town has donated ambulance services. It was also noted that a lot of people come in from out of town for the event.

**F. Upcoming Events**

Minor Hockey Tournament – March 18-19  
Snow and Ice Racing Event – February 25-26, 2017  
Bone Ring Making Workshop NLMCC – March 3-4  
Hay River Pond Hockey Tournament – March 11-12  
Wood Buffalo Frolics - March 9-12  
Ice Carnival – March 25-26

Chris advised that Circus Camp is scheduled for April and that there will be two levels; beginner and advanced.

**G. Date of Next Meeting**

The next RAB meeting will be on March 13<sup>th</sup>, 2016 at 12:00 pm in the Seniors' Room at the Recreation and Community Centre.

**H. Adjournment**

*MOTION*

**Moved by: Jessica Cox**

**The meeting was adjourned at 12:41 p.m.**

**CARRIED UNANIMOUSLY**



# Town of Fort Smith Advisory Board on Culture Minutes March 1, 2017

Regular Meeting  
12 pm at the Mary Kaeser Library

Attendees:

- Michael Holmberg                      Katie Reid
- Paul Bannister                         Cr. Bell
- Rev. David Lehmann
- Lucy Tulugarjuk
- Helena Katz

**A. Call to Order**

Rev. David Lehmann called the meeting to order at 12:10 p.m.

**B. Approval of Agenda**

***MOTION***

**Moved by: Paul Bannister**

**Seconded by: Lucy Tulugarjuk**

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

**CARRIED UNANIMOUSLY**

**C. Approval of Minutes**

***MOTION***

**Moved by: Michael Holmberg**

**Seconded by: Helena Katz**

**That the minutes of February 1, 2017, be adopted as presented.**

**CARRIED UNANIMOUSLY**

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

David advised that the Bone Ring Making Course hosted by the museum is scheduled for March 4-5 and there is a \$100 fee.

David noted that Cynthia was unable to arrange a delegation from the AWG Cultural Manager for this meeting and will try for the next meeting.

#### **E. Reports**

- i. Library Report – There was nothing to report.
- ii. Friends of the Library Report – Helena had nothing to report. She advised that there would be a meeting in March.
- iii. Northern Life Museum Report – David advised that the NLMCC Manager is still away sick. He noted that the Echoes in the Ice Exhibit about Franklin Boats would be coming from Ottawa at the end of March and would remain open until June. Erika asked if the museum would be inviting the High School to view the exhibit. David confirmed this. Erika noted that the students are learning about this in Northern Studies. David noted that Fort Smith is the first town in the north to get the exhibit and that transportation fees are approximately \$15,000. Lucy would like to help with the exhibit when it arrives. She noted that she has attended three summers of archeological courses and has experience handling artifacts. David is unsure if the exhibit will be artifacts or pictures.

David advised that the NLMCC has signed an MOU with Canada Sports Hall of Fame to create a AWG travelling exhibit. The exhibit would start in Fort Smith, followed by Hay River, then Calgary and all of the Sport Halls of Fame in Canada. He noted that the budget for the exhibit is \$345,000 and that the museum is looking to fundraise.

David advised that the museum has received applications from three individuals from Toronto, ON looking for internships for their Masters Degree Program. He noted that accommodations will need to be found and requested that any information be forwarded to him. Additionally, the museum is expecting a new Programs Coordinator from Winnipeg, MB.

Erika requested an update on the Richard Van Camp Exhibit. David advised that the exhibit will not be displayed until summer, after the Echoes in the Ice Exhibit.

**F. New Business**

There was no new business.

**G. Date for Next Meeting**

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

**H. Adjournment**

*MOTION*

**Moved by: Helena Katz**

**The meeting was adjourned at 12:26 pm.**

**CARRIED UNANIMOUSLY**