










# Town of Fort Smith Community Services Committee

Tuesday, August 8, 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 – July, 2017
    - ii. Pool Stats – July, 2017
    - iii. Arena Stats
  - b. Recreation Advisory Board
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – July, 2017
  - b. Advisory Board on Culture
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
  
11. Other Business
  - a. Briefing Note Dark Sky Film Donation
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Vision, Values and Community Services Minutes July 11, 201      Goals.doc      Master Plan
  RCC Statistics July, 2017      Pool Statistics July, 2017      2017
 Library Statistics July, 2017
 Briefing Note Dark Sky Festival Donatio



Town of Fort Smith  
Community Services Committee  
Tuesday, July 11, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf (Conference Call), Cr. McArthur  
Regrets : Cr. Dumont  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary  
Guests: Todd Shafer, Patti Haaima

1. Call to Order

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

2. Delegations

- a. AWG Host Society – Todd Shafer, 2018 AWG General Manager, and Kevin Smith, Host Society Vice-President, presented on behalf of the AWGs Host Society. Mr. Shafer advised that monthly reporting has been sent to the Hay River and Fort Smith Senior Administrative Officers. He noted that there are a few major upcoming events including the Mission 2 (M2) meetings from September 11-14<sup>th</sup> that will start in Fort Smith and conclude in Hay River. He advised that the Contingents would perform a six-month-out tour at that time and that the International Committee would review the plans for the games and provide feedback. He noted that there would also be opportunity to correspond with the Chefs to help finalize plans. Mr. Shafer advised that the M2 would consist mostly of meetings and that there will not be many venue tours. Additionally, he advised that the 200-Days-Out Event would take place on August 28<sup>th</sup> in Hay River. He noted that milestone events would alternate between Fort Smith and Hay River and that they are a good opportunity to recruit volunteers.

Mr. Shafer advised that there would be an All-Chairs meeting in Fort Smith on August 29<sup>th</sup> and that notice would go out later in the week. This meeting would provide opportunity for all Sport and Committee Chairs to interact and provide information on their areas. He noted that a similar meeting would occur in Hay River on September 5<sup>th</sup>.

Mr. Shafer advised that the GEMS online registration system is accessible through the website. The Society is currently in Phase I of recruitment which involves sign-up and shift scheduling. Phase II will be rolled out at the end of August, which will identify roles.

D/M Smith advised that the Society has changed their meeting time to evenings to allow for more time. He noted that the Society would be meeting on July 12<sup>th</sup>. Additionally, he is hoping to receive the June 30<sup>th</sup> Financial Statements from Ashton Accountants at that time. He also noted that the Terms of Reference would be coming to the Society for official approval and that any documentation/bylaws will be circulated. D/M Smith advised that board members have been tasked with operational needs at the request of the President.

D/M Smith advised that the Sponsorship Sub-Committee has met since June, although he has not yet been briefed. Mr. Shafer advised that there has been more emphasis on Corporate Sponsorship and sponsorship as a whole. He noted that the Committee has sectioned three areas: grants and foundational partnering, regional level corporate sponsorship, and personal donations from friends of the games. Cr. Holtorf asked if the aboriginal governments have been approached about providing corporate sponsorships. Mr. Shafer advised that the Committee has flagged every government organization in the region as a donor. Cr. Kikoak noted that aboriginal governments may have leverage for federal funding.

Cr. Kikoak noted the Key Performance Indicator document is dated from March and asked if there have been many changes. Mr. Shafer advised that they are in the process of updating the report to the end of June.

Cr. Kikoak asked if the meetings in September are open to the public. Mr. Shafer advised that there will be an opportunity to invite interested parties.

Cr. McArthur asked for an update on volunteer recruitment. Mr. Shafer advised that there are currently 200 volunteers registered under Gems. Mr. Shafer will know how many volunteers are actually needed once the committees identify specific roles for tasks and that mass recruitment would happen at that time.

Cr. McArthur requested an update on the financial stance of the games. Mr. Shafer advised that half of the federal funding anticipated has been received and that the Host Society is still looking to receive an additional \$500,000. Mr. Shafer will have an update on Corporate Sponsorships on July 12<sup>th</sup>. He is feeling good financially going forward.

Cr. Tuckey advised that Council would like to know in advance the in-kind contributions required by the Town in order to incorporate operational requirements into the budget for 2018. Mr. Shafer advised that there is a staff meeting next week where this will be discussed.

Cr. McArthur asked if GNWT employees will be granted leave to volunteers for the games. D/M Smith advised that it is a matter of policy and that they are waiting for confirmation. Cr. Holtorf asked if Thebacha Campus has been asked to recruit student volunteers.

Cr. Holtorf asked how the 3% contingency is budgeted for. Mr. Shafer advised that 3% contingency is budgeted for unforeseen expenses.

Administration advised that it was asked at the Corporate Services meeting for an update on the triparty agreement. He advised that he is still waiting to hear back from Hay River on the proposed changes.

Administration has reviewed the Financial Statements and noted that the document doesn't present significant change. However, he noted that there sounds to be a lot of positive change and trusts it will yield results. Administration still has concerns with spending and expense control. D/M Smith shares the concern around sponsorship and fundraising, although noted that sponsorships are generally not received until three to six months prior to the games. However, he noted that the concern is acknowledged and that the board is working to improve this.

Administration has concerns with reducing scope and scale of contracts too close to the games when contracts are already in place. Additionally, he noted that Hay River has the same concerns and that they only intend to release funds to meet cashflow needs as their comfort level has not been met either.

Cr. Kikoak asked why futsal and biathlon have much higher budgets. Mr. Shafer advised that a major facility retrofit was required for futsal although noted that the retrofit will not be happening now and that there will be a drastic change in budget. He noted that biathlon budget is high due to the facility requiring additional infrastructure to hold the event.

Council thanked Mr. Shafer and D/M Smith for their delegation.

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of June 13, 2017, were reviewed and have been adopted at the Council meeting of June 20, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed.

4. Recreation

a. Recreation Services

- i. Recreation Statistics – The June, 2017 recreation statistics report was reviewed. The Director of Community Services advised that usage has decreased from the previous month and year. He noted that this is partially due to events being separated in the statistics. Pete's Gym and the Parents 'n' Tots program are consistent in usage. He noted that the arena summary is on the RCC report due to a reduced amount of events being held in the arena during the summer.
- ii. Pool Statistics – The June, 2017 pool statistics report was reviewed. The Director advised that pool usage is strong and consistent. Parents 'n' Tots usage has increased. Rentals are down for the month of June.

The Director advised that summer programming was strong in June and that there was a robust sign-up for different programming. Programs in June included archery, first aid training and registration for British Soccer Camp. He noted that British Soccer Camp was well received with 45 kids registered for the first week in July. Events that happened in June included the Pride Parade, Relay for Life, the Aviation Tour, SRFN Treaty Days, and Canada Day. Programs and events for July includes library programming including novel writing at the library and the Farmer's Market start-up at the arena. August events include Paddlefest, the Water is Life Conference, Summer Splash, the Dark Sky Festival and a Music Society event.

Mayor Napier-Buckley noted that some of the library programming had fees associated. She asked if the summer reading program would be happening this year. The Director advised that they would be trying different programming this year due to low enrollment last year. D/M Smith was impressed with the variety of programming happening throughout the summer. He asked if the majority of kids programming would be happening at the arena and what operational costs are for the arena and if additional staff are required. Administration advised that programs are run by specific employees and that the arena offers a cooler environment with access to immediate outdoor space. Additionally, he advised that the arena is equipped with efficient LED lighting, and that efficiencies and utility costs will continue to be tracked. Administration would like to confirm the operational costs of the arena prior to the budgeting process. Administration advised that the intent is to use the facility year-round and to expand recreation services. He noted that this will help inform decision when retrofitting the recreation centre. Cr. Holtorf asked if the Friends of the Library is still operating. Administration confirmed this and advised that they recently held a book sale.

b. Recreation Advisory Board

- i. RAB Minutes June 19, 2017 – The RAB minutes were reviewed. Administration advised that Don Jaque delegated on behalf of the Snowboard Society at the June RAB meeting. He noted that the Society would like to delineate the responsibility between the Town and the Society to ensure efficient operations. He noted that the request is valid and that he is working to define this. Administration advised that the Town is looking to have the Society operate the Town facility through a memorandum of understanding. Cr. Holtorf asked if the Track and Field Society is still operational. Administration advised that if the Society is still in place, it is not functional. He noted that the facility is mostly utilized by the schools and that the Town needs to find a new owner for the facility. D/M Smith noted that the Track and Field Society is still a society and have a bank account, however he thinks they do not meet regularly due to limited volunteer capacity. He also noted that the facility is actively used as a soccer field. D/M Smith noted that Don Jaque advised that he would bring programming and requests to RAB for recommendation to Council and felt this would be a good vision for the advisory board for all user groups. Cr. Tuckey likes the idea of designating the large tree at the Anglican Church as the Christmas Tree and finalizing the Christmas Park. Mayor Napier-Buckley asked what it would cost to transport a mature tree. Administration advised that there are contractors that specialize in moving mature trees and suggested SRFN be inviting to participate in the relocation of a tree. He noted that the Town has been advised that they would receive a development permit for the construction of SRFN's community hall.

5. Library

a. Library Services

- i. Library Statistics – The June, 2017, library statistics report was reviewed. The Director of Community Services noted changes in the recorded number of usages. He noted that summer usage has decreased from last year. He noted that story time is scheduled three times per week. The Director thinks that the reduced usage is due to the nice weather.

6. Other Business

- a. Briefing Note Water is Life Gathering – The briefing note was reviewed. Administration has identified the request as a partnership rather than a donation for the purpose of a community event. He noted that the Water is Life Gathering will bring people to the community and benefit the community as a whole. Administration felt that this is a good opportunity to see if Council is in agreement. Administration advised that the event is in conjunction with Paddlefest and a Music Society event. He suggested partnering with the Slave River Coalition and continuing the partnership with Paddlefest and the Music Society. Administration has also received a request from the Astronomical Society to use the arena for their Dark Sky Festival. He noted that this is also a community event being an economic driver and suggested partnering with this organization as well. Administration noted that funds in the donations budget are limited and suggested reallocating the \$2,500 donation to the Ski Club to the advertising budget as they have agreed to install Town signage. He noted that this would allow for more donations during Christmas. Cr. Bell advised that she would be helping fundraise for the Water is Life Gathering.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Bell**

**That Council reallocate the \$2,500 donation to the Ski Club from the 2017 Donations Budget to the 2017 Advertising Budget.**

**IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. KIKOAK**

**ABSTAINED – D/M SMITH**

**CARRIED**

- b. Briefing Note SLFN Treaty Days – The briefing note was reviewed. Administration noted that there is cost associated with providing passes and suggested the request be considered a donation. Cr. Holtorf has concerns with donating the stage and felt there should be a proper policy in place. He also noted that SLFN is not tax affiliated which should be considered when donating. Administration advised that the Town has a MSA with SLFN and that they pay for services. He also noted that there is a rental agreement with the stage that states that 24-hour security is required, along with insurance and assembly by staff only. Mayor Napier-Buckley advised that there are SLFN members that reside in Fort Smith.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. McArthur**

**That Council approves donating twenty swim passes to SLFN for their Treaty Day event on July 17, 2017, totaling \$160.**

**CARRIED UNANIMOUSLY**

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Cr. Dumont be excused from Community Services Meeting on July 11, 2017.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 8<sup>th</sup>, 2017.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 8:18 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.

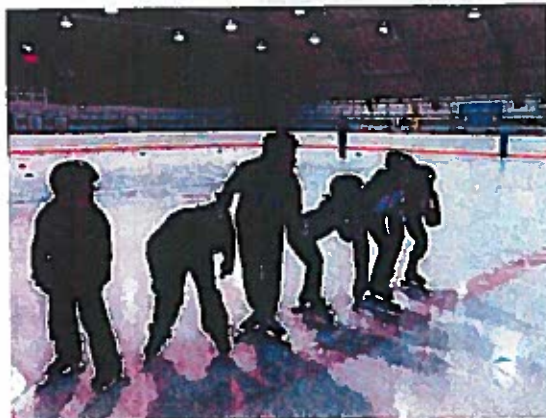
### Goals

- 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 - July 2017**



Main Venues	Total	Last Month	July, 2016	YTD	June Hours	Hours	COMMENTS
Gymnasium	110	233	159	3283	409.5	430	2 rentals, 1 Fun Zone, 2 day camp use
Pete's Gym	1196	1258	1114	10083	409.5	430	includes PWK usage but this has decreased significantly this month due to spring break and alternative activities
Fitness Room	11	56	15	535	409.5	430	yoga x 2 sessions
Squash Court	58	79	67	882	409.5	430	
ASCP/Daycamp	0	209		1902			program days: 17 after school sessions, 1 half day, 1 full day
Theatre	63	125	96	1137			1 rental, 10 regular movies, 1 ASCP days
Parent's n' Tots	325	383	269	2041	76	92	
Phoenix Room	71	174	146	1017	409.5	430	
<b>PWK Use</b>							
Youth Drop In	0	161		881			program not running July and August
<b>Arena Summer Events</b>							
Archery Camp	73			73			15 youth registered
Day Camp	217		300	217			
Party Rental	30			30			1 rental
<b>RCC Events:</b>							
BMO Soccer							58 participants registered - Community Soccer Field
British Soccer							approximately 50 participants - Community Soccer Field
Canada Day							approximately 500 in attendance - Riverside Park
Fun Zone	211						
<b>MISC</b>							
<b>Total</b>	<b>2365</b>	<b>2678</b>	<b>2166</b>	<b>22081</b>	<b>2123.5</b>	<b>2242</b>	
<b>College Uses</b>	<b>28</b>	<b>287</b>	<b>146</b>	<b>1514</b>			

**Recreation and Community Centre Pool  
Activity Report July 2017**



Main Events	Total	Last Month	July, 2016	YTD	June Hrs	HOURS	COMMENTS
AM Lane Swim	49	52	30	327	17	16	
Parents and Tots	196	197	162	767	17	16	
Day Camp	75	57		631	5	6	
Noon Lane Swim	22	39	23	199	17	16	
Weekend Noon Lane Swim	43	44	43	288	8	9	
Seniors Swim	55	50	49	406	17	16	
Swim Team	0	0	0	135	0	0	Completed for the season
Public	291	197	217	1219	32.25	73.25	
Weekend Public	123	194	164	1030	24	24	pool closed on Sunday July 9th to do mechanical issue
Aquafit							2 classes/week with approx 6/class, attendances reflected in public swim/family swim
Jr. Lifeguard Club							not currently running program
Adult/Family	155	184	232	1159	34	32	
Weekend Adult/Family	74	80	113	692	16	16	pool closed on Sunday July 9th to do mechanical issue
PWK/JBT Usage	0	280	117	1442	13	0	PWK fitness classes - 7 mornings of swim sessions
Sr's Aquafit				0		0	not currently running program
Swim Lessons	135	138	253	989		0	finishing spring Saturday lessons, 2 week summer swimming lessons, intro to lifesaving 1 week camp
Rentals	98	50	33	562	4	6	6 rentals
Other Events	0	137	0	690			
<b>Total</b>	<b>1316</b>	<b>1699</b>	<b>1436</b>	<b>10536</b>	<b>204.25</b>	<b>230.25</b>	

**GENERAL COMMENTS**

Pool was only open for 1 hour on Sunday July 9 due to serious mechanical issue causing water lose and flooding in the basement.

# Mary Kaeser Library

## Activitiy Report July 2017

	<b>Jul-17</b>	<b>Last Month</b>	<b>Jul-16</b>	<b>YTD</b>
Adults	706	780		5134
Children	549	454		3356
<b>Total attendance</b>	<b>1255</b>	<b>1234</b>	<b>0</b>	<b>8490</b>
CAP Computer Users	824	876		4956
<i>Programming:</i>				
Story Time:				
Children	0	4		69
Adults	0	1		43
Special Event - Other	0	0		13
S.T.E.A.M Camp	100	0		150
Family Literacy	0	0		6
Friday Story Time	0	0		5
<b>Total program Attendance</b>	<b>100</b>	<b>5</b>	<b>0</b>	<b>286</b>
Operational Hrs	134.5	0	118.5	807



## BRIEFING NOTE

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To: Mayor and Council

Date: 4 August 2017

Subject: Town of Fort Smith Donation for “Dark Sky” film

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**Purpose:**

Bring forward to Council a request for a cash donation of \$2000 and in-kind donations for the film “Dark Sky”.

**Background:**

A new film, set in the Northwest Territories, will be shooting in Wood Buffalo National Park and Pine Lake, August 24-27, 2017, just after the 2017 Dark Sky Festival.

“Dark Sky” is a feature-length fantasy story, directed by, Jen Walden and produced by Jeremy Emerson, two Yellowknife-based filmmakers, in association with IndieCan20K, where they are mentored in creating their first feature film.

Dark Sky is a fantasy film about a young man, Elijah, and his mother Carolyn. One of the few things seven-year-old Elijah has to remember his late father by is their time learning about the stars and the different constellations. When Elijah goes on a camping trip and is separated from his mother he needs to be clever and brave to find his way home. By teaming up with a strange creature that he discovers along the way, Elijah learns to use the tools his parents have instilled in him to navigate in this world.

The film has scenes where Wood Buffalo National Park, the Dark Sky Festival and Fort Smith are directly highlighted in the film. The cast and crew will be mostly hired from the Northwest Territories including some with ties to Fort Smith.

The film’s producer and director are both experienced film makers who have assisted with award winning northern-made films in the past including: The Sun at Midnight and Painted Girl. These films were viewed by thousands both nationally and internationally.

The strategy for promotion of the film “Dark Sky” will be presented both in theatres as well as on the Film Festival Circuit to ensure a large international exposure.



## **Analysis:**

The “Dark Sky” film producers are requesting the following:

- \$2000 donation towards catering budget. We have requested they use a Fort Smith caterer.
- They have also requested funding from Yellowknife businesses, NWT Tourism and in-kind requests from Wood Buffalo National Park.
- Use of folding tables for up to 30 people - cost: \$30.00
- Use of the Recreation Centre showers for cast and crew - cost: \$100
- Any other in-kind support or the following items if possible:
  - Satellite phone
  - Accommodations for cast and crew from August 24-27th
  - Food donations
  - Passenger and cargo vehicles
  - Gas donations

In exchange for:

- National and international exposure for Fort Smith, WBNP and the Dark Sky Festival.
- Promotion on their website and social media sites.
- Screening of the film in Fort Smith, possibly at next year’s Dark Sky Festival.
- Credit line to the Town of Fort Smith in the final credits.
- Raw film footage of the Salt Plains, Pine Lake and WBNP that can be used for promotional purposes.

Donations fund amount currently available is approximately \$2,500. Annual donations over the past five years are detailed in the attached spreadsheet, noting that approximately \$2,000 worth of donations are awarded to Christmas events annually.

## **Recommendation:**

That mayor and council provide direction.