



Town of Fort Smith Community Services Committee

Tuesday, May 8, 2018 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 –April, 2018
 - ii. Pool Stats –April, 2018
 - iii. Arena Stats
 - b. Recreation Advisory Board
 - i. RAB Minutes April 9, 2018
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – April, 2018
 - b. Advisory Board on Culture
7. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes April 19, 2018
 - ii. TTAB Appointment – Maxwell Gardner
8. Visitor Services
9. Community Events/Liaison with Community Organizations
10. Bylaw/Policy Review and Development
11. Administration
12. Other Business
 - a. Briefing Note – SRFN Donation Request
13. Excusing of Councilors
14. Date of Next Meeting
15. Adjournment

Attached Documents		
		
Community Services Minutes April 10, 20	Vision, Values and Goals.doc	Community Services Master Plan
		
Recreation Stats April 2018	Pool Stats April 2018	RAB Minutes April 9, 2018
		
Library Stats April 2018	TTAB Minutes April 19, 2018	TTAB Appointment - Max Gardner
		
Briefing Note - SRFN Request		



Town of Fort Smith
Community Services Committee
Tuesday, April 10, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, D/M Smith, Cr. Holtorf,
Regrets : Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Paul Kaeser, Director of
Municipal Services; Lisa-marie Pierrot, Executive Secretary
Guests: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Tuckey called the meeting to order at 7:55 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Dumont

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 6, 2018, were reviewed and have been adopted at the Council meeting of March 13, 2018.

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 March, 2018 recreation statistics report was reviewed. The Director of Community Services advised that the statistics are slanted as there were no statistics collected during AWG. She advised that regular programs and usage are normal and there is nothing outstanding. She indicated that there were over 500 users during the Wood Buffalo Frolics. She welcomed the new aquatic lead Gord Rothnie. She advised that plans are underway for summer programming. Cr. Bell asked if there are any plans to run the children's gymnastics' program. The Director of Community Services advised that the children's gymnastics' program was not a program that was previously provided. She indicated that as part of the child and youth resiliency funding in the preschool programming they were able to contribute to a developing

movement skills training for the children. She advised that due to staffing this year that program is an open gym program. She advised that she is working on applying for youth centre funding for the Saturday Youth Program. Cr. Holtorf asked for an update on the youth drop in fees. Administration advised that the change in user fees request is currently before the RAB Advisory Board and that the item is currently tabled pending data collection. The Director of Community Services advised that RAB is working on defining the user fees and will be discussing more at their next meeting. Cr. Holtorf asked if the Northern Store still sponsors movies at the Recreation Centre. The Director of Community Services advised that the Northern Store does provide new releases to the Recreation Centre for the weekend movies. Cr. Holtorf asked if there was any discussion on approaching businesses to sponsor other programming. The Director of Community Services advised that the sponsorship policy is currently being reviewed and discussed. Administration advised that a draft sponsorship policy has been completed and reviewed by the RAB Advisory Board and will be presented to Council. D/M Smith is excited about the new aquatic lead starting with the Town. He commended the Town staff during the for their efforts and contributions during the AWG and added that the he received a lot of positive feedback from visitors on the quality of facilities and programs offered in the community. He was very proud to be in associated with the Town of Fort Smith during the AWG.

- ii. Pool Statistics – The March, 2018 pool statistics report was reviewed.
- iii. Arena Statistics – The March, 2018 Arena statistics report was reviewed. The Director of Community Services advised that there were over 1800 users during the Wood Buffalo Frolics and that most of the events happened outside of the Arena. She advised that the Arena is closed for the season.

b. Recreation Advisory Board

- i. RAB Minutes March 5, 2018 – The RAB minutes were reviewed

4. Library
 - a. Library Services
 - i. Library Statistics – The March, 2018 Library statistics report was reviewed. The Director of Community Services highlighted that there was a lot of good use of the Library. She indicated that the Story Time Program was provided during the AWG. She advised that the Library was opened from 1:00-9:00 pm and that many of the young people used the Library everyday for the duration of the day. She indicated that the Day Camp Program was delivered from the Library during the AWG and that discussions are underway with providing extra programs and summer day camps.

5. Administration
 - a. AWG – Administration highlighted that pride was felt by the community during the AWG and commended the community on a job well done. He advised that he is working on gathering all the information for costs from the AWG for the additional services that was provided as AWG does require all the information, so they can determine the total cost to run the games. He noted that the Town was able to obtain some legacy items from the AWG which included constructing the snowboard park where the sliding party was hosted to close out the games. He added that the Town was also able to obtain permanent signage located at the border, Enterprise, Buffalo junction, Fort Smith highway entrance, and at all the host facilities. He indicated that there are also boards in place at the Arena so that the Town is now able to host speedskating and there are also figure skating judging stands that are all legacy pieces funded by AWG. Other legacy items includes the opportunity to explore mechanisms on reinvigorating the volunteer community to engage in reviving speedskating, basketball and table tennis. He advised that in terms of recovery, additional recreation and public works staff are being kept to help catch up on work that was left incomplete. He indicated that items were purchased and now need to be disposed of and sold to the next games. He added that receipts have to be processed to figure out the final cost of the games and hired staff are moving on to next games. He advised that there is an estimate of \$50,000 in unsold merchandise that is a direct deficiency and being addressed. He noted that the games were \$32,000 into the contingency fund before the games started and hopes there is room to recover and that the revenues were over generated with respect to in-kind and cash sponsorship. He advised that the Town staff performance was greatly recognized, and received compliments from international and national representatives and suggested a recognition from Council be made to the staff. He suggested that letters be extended to the participating staff and the possibility of AWG merchandise be provided. Cr. Tuckey confirmed the positive feedback regarding Town staff and commended efforts on hosting the sliding party. She agreed with Administration’s suggestion. D/M Smith agreed with Administration on staff recognition. He added that there are concerns on the disengagement of the Host Society and that paid AWG staff will be done on April 13, 2018 and advised that AWG Managers will

be done in early June. He indicated that the AWG did receive federal funding but are being held back depending on reporting. He indicated that all expenses should be received by April 20, 2018 and that needs to be reconciled which will also fulfill expectations of sponsorships. He added that there is lots of merchandise for sale, most is located in Hay River and that the office will be closed on April 20, 2018. He advised that board meetings will continue to ensure reporting is completed and the games audit will be completed by independent consultant.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Patel

That letters of commendation be written to the Town of Fort Smith staff and placed in their personnel files for those who participated in the AWG.

CARRIED UNANIMOUSLY

- b. ATM's in Town Facilities – Administration advised that a Yellowknife contractor installed ATM's at the Recreation Centre and Arena and requested to keep them in the facilities for a fee per transaction. He added that both concessions in the facilities are cash only and could potentially receive more revenue. He had no issues with the request and requested input from Council adding that the Mayor did note the potential of vandalism. Cr. Patel asked if a lease fee can be charged to the contractor. Administration advised that the current proposal is a fee per transaction and that there is no competition with other local vendors. Cr. Holtorf disagrees with allowing the ATM's to remain in the facilities as it would open the facilities up to vandalism. Cr. Bell thinks that break and enters and vandalism will continue to happen regardless of the ATM's presence in the facilities. She asked if the Town would be liable if the ATM machine got stolen. Cr. Dumont agreed with Cr. Holtorf and thinks there may not be enough volume of usage to generate revenue. He asked if the Town would have the option to back out. Administration advised that there will be no effect on the Town if the ATM's didn't generate any revenue and added that he will provide a briefing note at the regular meeting of Council. Cr. Dumont asked if the contractor is local and if he will be maintaining the ATM machine's. Administration advised that the contractor is responsible for all the maintenance and is looking to hire a local contractor to maintain. Cr. Tuckey agrees that more information is required.
- c. Thebacha Trade Show – Administration advised that the consultant will not have the Strategic Plan ready for the public to be presented at the Thebacha Trade Show. He suggested presenting other items such as cannabis, COP program, college, waste management plan, and to begin registration for the emergency notification system. He requested that Council be available for the trade show and that the Mayor will be working on the logistics of the trade show with Council. He also suggested on inviting the members of the advisory boards and that Town swag could also be available to provide at trade show. Cr. Patel advised that she will not be in town and suggested

providing short form surveys on postcards as they were more well received in recent years. Cr. Holtorf agreed with the suggested topics but wants to add youth focus and how to engage youth by attracting them to the Town booth. Cr. Patel informed that the Recreation activity schedule was provided in previous years that was well received and suggested providing more copies for the trade show. D/M Smith advised that MACA offers funding for youth engagement workshops for municipal elections and offered to gather information and get interest from youth during the trade show. Administration advised that he had plans to provide the youth training closer to elections in the summer and suggested gathering the interest for the workshop at the trade show. Cr. Tuckey thinks that with positive outcome of interest the students could run a youth election with the municipal election. Cr. Bell suggested on starting a youth advisory board with the group of names. The Director of Community Services advised that RAB identified creating non-voting youth positions on the advisory boards as opposed to creating a youth advisory board. Administration advised that it would be best to generate youth to participate in all advisory boards as regular members.

- d. Donation request – Administration advised that a donation request was received from the St. John’s Anglican Church on April 10, 2018 for their event on April 21, 2018. He indicated that the request is for the use of the Town’s debit machine which was provided in 2016 and that the Anglican Church just had to pay the service charges. He added that the Town’s donation policy does not allow donation to religious group’s but has been done in the past.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

**That Council donate the use of the credit card machine to Saint John’s Anglican Church for the processing of auction payments; and
That the Town invoice Saint John’s Anglican Church for the incurred service charges.**

CARRIED UNANIMOUSLY

- e. Awards committee – Administration advised that the Aurora College convocation will be happening soon and requested two members from Council to help with the selection for the citizenship award and Duncan McPherson award. Cr. Holtorf and Cr. Patel would like to be on selection committee. Administration advised that their names be provided to Mayor Napier-Buckley and she will facilitate.

- f. Proclamation – Administration advised that a request from the Canadian Cancer Society was received on April 3, 2018 that the month of April be Daffodil Month. Cr. Holtorf asked how that will be communicated to the public. Cr. Tuckey advised that it is communicated through the minutes on the Town’s website. Cr. Holtorf requested that it be posted on the Town website.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That Council proclaims the month of April as Daffodil Month.

CARRIED UNANIMOUSLY

- g. Music Society – Administration advised that he received a request from the Fort Smith Music Society for the use of the Town’s portable stage and Arena ice surface to host an event on May 12, 2018 at no charge. He indicated that in return for donations they have donated musical entertainment to town events. He advised that he will administratively donate the requested items from the Music Society in order to support the growth of their events as they have to fill the void that was left by the dissolution of the Fort Smith Friendship Festival unless Council has any issues with granting their request. He advised that a briefing note can be provided if Council wishes that the request be reclassified as a donation request. Cr. Patel requested a briefing note to include the donation items and asked if the use of the Arena Ice would include the use of Recreation staff. Administration advised that the donation would include staff cost as the Town facilities have to be staffed at all times. D/M Smith thinks that a briefing note should be provided to follow process as they are a society. Administration advised that he will provide a briefing note at the next regular meeting of Council with the recommendation that the Music Society be treated as a partner and that a in-kind donation be made. Cr. Holtorf asked if music is a line item included in the budget. Administration advised that there is \$2,500 in the budget for a music festival, but that the music society is different as they host many events throughout the year. He added that in kind donations of the use of the portable stage was made available to the music festival in the past.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Patel

That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from Community Services Meeting on April 10, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on May 8, 2018.

8. Adjournment
RECOMMENDATION
Moved by: Cr. Bell
Seconded by: Cr. Patel
That the meeting be adjourned at 9:05 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

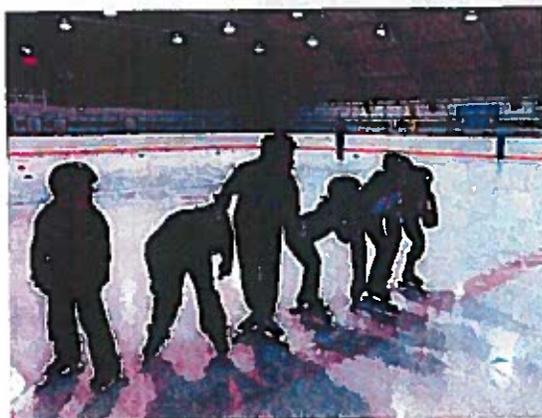
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective 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 +)
Indoor Facilities			
Centennial Arena <ul style="list-style-type: none"> • Develop energy and asset management program to prolong the life of structure and create efficiencies • Conduct assessment and feasibility study • Design new arena • Construct new arena 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓
Recreation and Community Centre <ul style="list-style-type: none"> • Develop energy and asset management program to prolong the life of structure and create efficiencies • Develop Indoor Child Play area • Repurpose program areas to include programs such as indoor walking, dance / martial arts, child minding, arts and crafts • Prepare for midlife retrofit 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	
Fort Smith Swimming Pool <ul style="list-style-type: none"> • Develop energy and asset management program to prolong the life of structure and create efficiencies • Prepare for midlife retrofit 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	
Mary Kaeser Library <ul style="list-style-type: none"> • Develop energy and asset management program to prolong the life of structure and create efficiencies • Include Library in same study and design process as arena to construct new library 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓
Community facilities repurposing <ul style="list-style-type: none"> • Develop option plan for repurposing of an facility that is replaced • Repurpose facilities 		<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓



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

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



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+)
Initiatives for Indoor Facilities...			
• 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
Initiatives for Outdoor Facilities...			
• 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		
Totals:	\$952,000	\$3,285,000	\$20,700,000

**Recreation and Community Centre
Activity Report - April 2018**



Main Venues	Total	Last Month	Apr-17	YTD	COMMENTS
Gymnasium	283	319	312	1411	
Pete's Gym	1488	823	1294	4723	
Fitness Room	118	60	57	376	
Squash Court	54	25	101	236	
ASCP	305	423	213	1400	
Theatre	56	42	106	299	1 rental
Parent's n' Tots	457	256	240	1609	
Phoenix Room	127	13	114	405	closed prior to and post AWGs for storage, reopened in April
PWK Use	0		?	22	
Youth Drop In	259	N/A	?	817	Friday is busier (Staffed and Guided) Saturday is now staffed. We are monitoring to see how this will affect participation
Events					
Arena Summer Events	700			700	Trade Show
RCC Events:					Event totals are not included in gymnasium use
Dene Games AWG Trials				243	
Frolics		567			
College Grad	363		427		
MISC					
Total	4210	2528	2864	12241	College stats cumulated from September 2017
College Uses	514	260	334	2565	

Recreation and Community Centre Pool
Activity Report April 2018



Main Events	Total	Last Month	April, 2017	YTD	COMMENTS
AM Lane Swim	15	23	27	156	
Parents and Tots	106	76	79	315	
ASCP/Day Camp	112	90	66	368	
Noon Lane Swim	20	19	40	105	
Weekend Noon					
Lane Swim	44	22	53	139	
Seniors Swim	43	34	61	201	
Junior Swim Club	17	14	0	47	
Public	142	43	92	418	
Weekend Public	98	42	161	371	
Aquafit	24	15	0	98	
Adult/Family	238	148	169	729	
Weekend					
Adult/Family	100	45	121	317	
PWK/JBT Usage	228	114	107	738	
Sr's Aquafit	N/A	N/A	0		not currently running program
Swim Lessons	301		49	311	
Kayak Polo	16	4	N/A	20	Started in March
Rentals	113	28	124	232	5 rentals
Other Events	4	30	156	73	Bronze Medallion
Total	1621	747	1305	4638	
GENERAL COMMENTS					



Town of Fort Smith Recreation Advisory Board Minutes April 9, 2018

Regular Meeting
12:00 pm in the RCC Games Room

Attendees:

- Tim Van Dam, Chair
- Craig Walsh, Vice Chair
- Gail Hartop
- Jeri Miltenberger
- Jessica Cox
- Mike Vassal

Administration:

Cynthia White
Lisa-marie Pierrot

A. Call to order

Craig called the meeting to order at 12:10 pm.

B. Approval of the Agenda

MOTION

Moved by: Craig Walsh

Seconded by: Jeri Miltenberger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Gail Hartop

Seconded by: Jeri Miltenberger

That the minutes of March 5, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

- a. Electronic sign - Tim asked for an update on the electronic sign. Cynthia advised that there is no update on when the sign will be arriving. Jessica commended the Town on the bilingual signs in the community.

E. New Business

Cynthia welcomed Gord Rothnie into the position of Aquatic Lead.

- a. AWG wrap up – Jessica advised that there were some concerns starting the games but have been worked out and there were many positive comments from athletes, parents and coaches. She was very proud of the community and would like to recognize the Town for their efforts and contributions to the AWG. She advised that there was great feedback from officials on the Town venues with the friendly staff, maintenance and cleanliness. She advised that all the feedback was generally positive and commended both the communities of Hay River and Fort Smith. Gail advised that one snowboarder lost his wallet on the snow board hill and was able to get help from bystanders and found his wallet. She indicated that she asked the athlete's about their experiences and expectations on the community and that they replied that their expectations were surpassed, they also commended the food services provided. Craig advised that the only complaint regarding the food at the start of the games which was quickly fixed. Cynthia commended the staff in general and the Town staff. She advised that the venues really stood out and were packed every night. She indicated that she received a lot of positive feedback. Gail advised that it was heartwarming to watch the sportsmanship of the athletes in the speedskating competitions. Cynthia advised that there are discussions of reviving NWT summer games. She added that Fort Smith could be the venue to host the games. Jessica advised that most of the AWG staff will be done as of Friday April 13, 2018 and that the Fort Smith office will be closed. Craig asked if there are any reports that must be completed. Jessica advised that Laura will be completing reports and he can contact her with any concerns. Tim asked if there are any other forms of recognition that is appropriate aside from the Gala event. Craig and Jeri advised that there is not. Jessica thinks it would be nice to have something in June that could include a slideshow or something commemorative. Tim suggested including the commemorative with the volunteer award in June. Jeri suggested to have it at the trade show and have someone there to present and provide videos. Cynthia noted that it would be nice to get all those pictures of the volunteers and events and that she will see about getting something put together. Jeri suggested asking the public for pictures. Cynthia commended the Bylaw Officer on his efforts and contributions during the AWG. Jessica commended the host society staff. Cynthia advised that she received positive feedback on the bus organization. Tim

asked if it would be appropriate to nominate Fort Smith members of the games committee for the Fort Smith volunteer award. Jeri indicated that the sport chairs also did a lot of work. Craig suggested naming the entire committee for the volunteer award. Jeri indicated that a recognition of the board has to be made. Jessica agreed with Jeri and that the sport chairs committed a lot of work to the AWG. Cynthia advised that she will provide a suggestion for the May 2018 RAB meeting. Discussion tabled to the May 2018 RAB Meeting.

- b. Track and Field upgrades – Cynthia advised that the track and field upgrades are included on the Capital Plan. She requested priorities to be included in the upgrade. She suggested some priorities can include the irrigation for the soccer field, installing permanent wash and change room cars. Mike suggested another approach to the upgrade is to plan to get more engagement on using the track. Gail asked if there is still a track and field association. Cynthia advised there is not. She indicated that she has received requests from youth for lights to be installed on the field. She asked if a community consultation should be considered to drive this and receive feedback. Jeri would like to promote more use of the track and bring it up to a safe and useable standard until the track club restarts. Mike indicated that it is a good meeting facility for the summer games. Cynthia advised that the schools are not regularly using the track Cynthia asked what upgrades should be included and the priorities on the spending of the funds. Tim asked if there is a deadline on the expenditures and how much is included in the budget. Cynthia advised that there is seventy thousand included in the Capital Plan budget for the upgrades. Mike asked if operation and maintenance is included in the funds. Cynthia advised that it does not. Discussion tabled to the May 2018 RAB Meeting.
- c. Thebacha Trade Show – Cynthia advised that the Thebacha Trade Show will be held on April 28, 2018 that the strategic plan will be made available to the public depending on the consultant. She advised that there are plans to also introduce the Waste Management Plan. She requested members to come look and review the strategic plan and provide feedback.
- d. Mike indicated that the Arena got a new ice plant and asked if the Arena will remain open past the scheduled closure time. Craig suggested opening the Arena earlier for the season rather than after the season. Cynthia indicated that although the ice plant is more efficient that seasonal staff needs to be considered as extending the season is not included in the budget. She advised that requests can be made with scheduled events. Tim suggested adding to June RAB agenda items.

- e. Tim advised that there is a conference in Yellowknife held in September and requested that the Town pay for a couple of RAB members to attend.

F. Upcoming Events –

Membership breakfast on April 21, 2018 at the Northern Life Museum

Beaded Embroidery Workshop April 28-29, 2018

Moose hide Tanning Workshop June

AWG exhibit is still up and will remain until June

Ski club having wrap up April 13-15, 2018

Roman Catholic Dinner on April 14, 2018

Auction tentative date April 21, 2018

G. Date of next meeting

The next RAB meeting will be on May 7, 2018 at 12:00 pm in the RCC Party Room.

H. Adjournment

MOTION

Moved By: Jeri Miltenberger

The meeting was adjourned at 12:57 p.m.

CARRIED UNANIMOUSLY

Mary Kaeser Library

Activitiy Report Apr 2018

	Apr-18	Last Month	Mar-17	YTD
Adults	793	654	967	2785
Children	679	721	652	2555
Total attendance	1472	1375	1619	2511
CAP Computer Users	1005	1301	1076	4437
<i>Programming:</i>				
Story Time:				
Children	79	50	27	204
Adults	45	26	13	112
Special Event - Other	0	0		0
S.T.E.A.M Camp	0	0		14
Family Literacy	0	0		0
Friday Story Time	0	0		0
Afterschool Care	0	0		0
Other	18		18	14
Total program Attendance	142	76	58	344
Operational Hrs	129	149.5	140.5	481



Town of Fort Smith Tourism and Trade Advisory Board Minutes April 19, 2018

Regular Meeting
12 pm at Town Hall Council Chambers

Attendees:

- Kevin Antoniak
- Pierre-Emmanuel Chaillon
- James Heidema
- Linda Martin
- Mike Keizer
- Tim Gauthier
- Mike Labine

Administration:

Mayor Napier-Buckley
Cynthia White
Diane Seals
Lisa-marie Pierrot

A. Call to Order

Chair Kevin Antoniak called the meeting to order at 12:05 pm.

B. Approval of Agenda

MOTION

Moved by: James Heidema

Seconded by: Tim Gauthier

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: James Heidema

Seconded by: Tim Gauthier

That the TTAB Minutes of January 18, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

D. New Business

- a. Business Walks – Diane requested information from members on what they would like accomplished from the business walks initiative. James highlighted it would be beneficial to collect data from other organizations and encouraged Diane to get more organizations involved. Tim would like to concentrate more on the business community and could extend to other organizations afterwards. Diane indicated that small business week is in October and asked when the best time would be to complete the business walks. James asked for clarification on the purpose of the

business walks. Diane advised that it is to build relationships with businesses and to gain information on their success and weaknesses. James thinks it would make sense to do this earlier and use the data gathered to make the business week richer. Linda indicated that October is leading into the end of the year and would be an opportunity to gather information for year end. Cynthia suggested reviewing the requirements and timelines indicated in the strategic plan and indicated that the repetition of data gathering should be as businesses information will change at different times in the year. Tim highlighted that businesses have different seasons and asked if we identified how often the business walks would be completed. Diane indicated that we have identified to do it twice a year, adding that it is a lot of work to complete. Kevin thinks that the initiative should be started soon and suggested on starting in steps. Linda suggested on splitting the list between service providers and marketing. Mike Keizer highlighted that TTAB usually breaks for the summer which will give Diane the opportunity to gather data. Tim would like to highlight that the business walk initiative is a developmental process and will change as we move forward. Pierre added that the survey can also be adjusted as the data is collected with each step. Tim highlighted that this will also give business's the opportunity to provide input on what can be added or changed in the moving forward. Cynthia suggested on considering changing the business walks to accommodate the target market, maybe change the name to accommodate the roll out of taking baby steps. James thinks the first one should be a meet and greet and introduce the program and identify first steps. Mike Keizer emphasized that this is different and to be prepared to answer simple questions as you build that first relationship with businesses. Kevin offered his assistance to Diane in completing the business walks. Linda highlighted that introduction is important and suggested that information be available on the Town when completing the business walks. Cynthia suggested introducing the Economic Development Plan as part of the first steps in the business walk.

- b. Logo Application Process – Diane advised that Mike Couvrette brought forward concerns with the Logo Application Process Bylaw. He pointed out that the bylaw indicates that TTAB approves logo request applications but with so many members being business owner's it may be beneficial that applications be approved by Council. He suggested that only those application that need to be further reviewed be forwarded to TTAB for discussion and recommendations.

MOTION

Moved by: Kevin Antoniak

Seconded by: Tim Gauthier

That all Logo Applications be approved by Mayor and Council and only those applications that need further review be forwarded to TTAB.

CARRIED UNANIMOUSLY

- c. AWG Debrief – Diane requested information from members on personal and business perspectives from their experience at the AWG. James identified that it was a unifying experience having the community and NWAL staff step up and volunteer around the community. He commended all involved and the Town for

their tremendous efforts throughout the games. James indicated that business wise it was good, increased business and lots of free tickets donated out. He noted that one concern was the market of the games and attendance. There was no signage and advertising, so people didn't know the location of the games and scheduling. Mike Labine agreed with James and added that people were walking past the signs that were posted which were not noticeable. Pierre suggested that for future community events, a venue be identified and advertised for artist. Mike Labine indicated that the first day of the games there were only four people that came to the cultural venue. James asked if we have a sense of financials for the games. Mayor Napier-Buckley advised that the total cost of the games will be produced in May. Mike Labine indicated that there was no advertising on the cultural events done by the host society in Fort Smith. He indicated that the cultural event could have received more interest if a different venue was provided. He added that there was no media coverage on the artists at UGFC. He advised that some artist were not setting up because there was no customers attending the event. James suggested that Berros may have done well as there were lots of traffic there. Diane suggested that Anna's Home Cooking may have also done well with the increased attendance at the Recreation Centre and that traffic also increased at the Rusty Raven after a sign was posted. Cynthia indicated that the food service was good, and athletes didn't feel the need to go to the restaurant. Mike Labine pointed out that athletes and participants don't come with a bunch of money as well. There is lots of cross cultural exchanges but no money being spent. Kevin advised that his business had to close during AWG due to the weather changes.

- d. New Members to TTAB – Diane advised that TTAB needs two members for complete quorum. She requested that members advertise for the two positions. Cynthia advised that she is the new Director of Community Services and that all economic development items will be transferred from Corporate Services to Community Services.

E. Date for Next

The next TTAB meeting will be on May 17, 2018 at 12 noon in Town Council Chambers.

F. Adjournment

MOTION

Moved by: Tim Gauthier

The meeting was adjourned at 12:35 pm

CARRIED UNANIMOUSLY



Town of Fort Smith
Expression of Interest

RECEIVED
MAY 04 2018
ADMINISTRATION OF THE
TOWN OF FORT SMITH

Date: May 4th, 2018

Name: Maxwell Gardner (Grundy)

I am interested in sitting on the:

SDAB / Rec Adv Board / Tourism
Advisory Board / Working Group / Focus Group

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

Agriculture, sustainable & organic farming, Civic Waste Management.

Snowboarder, Hiking, Plenty of exp in tourism and Rec
email: MAXWELLG.17@gmail.com

Signature of Applicant



BRIEFING NOTE

To: Mayor and Council

Date: 3 May 2018

Subject: SRFN Request for Support for Treaty Land Entitlement Days

Purpose:

To update Mayor and Council on the support that will be provided to Salt River First Nation for their annual Treaty Land Entitlement Days Celebration and hand games tournament.

To request road closures for the event, June 22-24, 2018.

Background:

The attached letter outlines the items requested for use by Salt River First Nation, including the trailer stage, BBQ, picnic tables, bleachers, garbage bins and cans, folding tables, chairs, and corn boilers. We have provided these items over the past several years as a means to support this invaluable cultural celebration in the community. In exchange SRFN has provided us with the use and set up/take down of their large tent for our Canada Day celebration.

This year, as a result of the new building being constructed on the SRFN lot at the corner of McDougal Road and King Street, they require a new location in which to host the annual hand games tournament. As per their request our intention is to offer the greenspace adjacent to the arena.

The main event, which occurs at the corner of McDougal Road and Breynat Street draws a large crowd, including a great deal of foot traffic. In the past we have closed a small section of McDougal Road from the corner to of Breynat Street to the Northwest building and Breynat Street from the corner of McDougal Road to the exit of Kaeser's Store. This closure would occur start on Friday 22 June 2018 from 5pm to 10pm and Saturday 23 June 2018 and Sunday 24 June 2018 from 10am to 10pm.

Recommendation:

Requesting a motion from council to support the required road closure.



Salt River First Nation #195

P. O. Box 960

Fort Smith, NT X0E 0P0

Phone (867) 872-2986 Fax (867) 872-3550

April 27, 2018

Mr. Keith Morrison
Senior Administration Officer
Town of Fort Smith
P.O. Box 147
Fort Smith, NT X0E 0P0

By Email to kmorrison@fortsmith.ca

Dear Mr. Morrison :

RE : Town Assistance, SRFN Treaty Land Entitlement Days, June 22-24, 2018

I'm writing to formally request assistance from the Town of Fort Smith for the annual celebration of our Treaty Land Entitlement claim, this year to be held June 22-24, 2018.

The main celebrations will take place on the old PC lot at the 4-way stop downtown, and we would like to request use of the open space next to the arena (towards Simpson Street) for our hand games tournament this year.

We would be grateful for the use of the Town's portable trailer stage to be set up on June 21, large barbecues, picnic tables, bleachers, garbage bins and cans, 40 folding tables, 200 chairs, and propane corn boilers.

As in previous years, we would suggest that road closures be considered for MacDougal Road at the four-way for Friday and Saturday, June 22 and 23, between approximately 5 pm and 10 pm.

We appreciate Town Council's consideration of donating as much as possible to this community event that will likely draw close to a thousand visitors to the Town for the weekend, and look forward to working out the detailed planning for the weekend with your staff.

Please contact me if you require further information.

Sincerely,

A handwritten signature in black ink that reads 'Allen Stanzell'.

Allen Stanzell
Acting Chief Executive Officer