



# Town of Fort Smith Community Services Committee

Tuesday, May 9, 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 – April, 2017
    - ii. Pool Stats – April, 2017
    - iii. Arena Stats
  - b. Recreation Advisory Board
    - i. RAB Minutes April 24, 2017
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – April, 2017
  - b. Advisory Board on Culture
7. Visitor Services
8. Community Events/Liaison with Community Organizations
  - a. Canada Day Celebration
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
  - a. Briefing Note Relay for Life
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Minutes April 11, 2017    Vision, Values and Goals.doc    Community Services Master Plan
  RCC Stats April, 2017    Pool Stats April, 2017  RAB Minutes April 24, 2017
 Library Stats April, 2017
 BN Relay for Life



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

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

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. Dumont**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of March 14, 2017, were reviewed and have been adopted at the Council meeting of March 21, 2017. Cr. Holtorf requested an update on the Trade Show. Administration advised that the Town would have a double booth and that the focus would be on the Strategic Plan survey, draft Economic Development Plan, and landscaping for Downtown Development. Administration advised that IBI Landscape Architects have been hired to work on landscaping the arena green space, boardwalk along Marine Drive, Snowboard Park and Riverside Park as part of the Downtown Development Initiative. Additionally, they will be tying the rocks area into the trail system and reviewing Conibear Park as an open music park. Mission Park will also be reviewed as an Arts Centre. Administration is looking to bring the consultants to Fort Smith on April 28<sup>th</sup>, for a noon workshop with Council, followed by an evening public session, then to have them available to answer questions at the Trade Show on April 29<sup>th</sup>. He noted that the consultants will bring estimates for further design work. Additionally, Administration advised that Councillor business cards have been ordered for the Trade Show. Cr. Patel asked if the production of an online Strategic Planning Survey was part of the contract with the Strategic Planning Consultants. Mayor Napier-Buckley advised that the survey will be online sometime this week.

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, 2017 recreation statistics report was reviewed. The Director of Community Services advised that the statistics are strong and comparable to the previous month and have nearly doubled from last year.

ii. Pool Statistics – The March, 2017 pool statistics report was reviewed. The Director advised that March was a strong month for the pool and that usage has increased from the previous year. He noted that there were a number of sponsored events.

- iii. Arena Statistics – The March, 2017 arena statistics report was reviewed. The Director advised that March was a strong month and that usage is consistent month to month. He noted that the last three ice events were well attended.

The Director provided a review of recreation programming. He noted that author bush pilot, David Olsen, held a well-attended event at the library in March. Circus Camp was well received with over fifty registered participants and 140 attendees at the Youth Circus Show. The Director advised that there would be a Ping Pong Party in April for Autism Awareness and that Table Tennis North would be in Fort Smith on April 18-22 to do a coaching clinic and tournament. He noted that the Trade Show is on April 29<sup>th</sup> in the arena and that BMO is sponsoring Summer Soccer starting in May. D/M Smith was pleased with the update and the Circus Camp program.

Administration advised that the Farmer`s Market will be operating at the arena green space this year and that the arena will be made available for bathrooms and a play area for children. He advised that additional funding has been obtained for the Afterschool Care Position and that additional morning story time programming will be running at the library. D/M Smith requested an update on finishing touches at the arena. Administration advised that the cages were installed as requested by the user groups and that there was a submission from Women`s Hockey to fund 50% of the clock. He noted that the Town is requesting Oldtimer`s Hockey contribute the other 50%. He noted that some locking doors and other finishing touches still need to be completed. D/M Smith asked if the fittings at the Snowboard Park are taken down after the season is over. Administration advised that the start gate was removed and that once the snow melts, they will remove the other items to store for the summer. He noted that the change car will stay in place until a schedule to build a permanent facility is established. Cr. Patel noted that there was a sponsored swim from the Host Society for the one year out of the AWGs. Cr. Dumont noted that the Town forgot to put a washroom upstairs in the arena and asked if elevator is fully operational. Mayor Napier-Buckley asked if there are stats for the Snowboard Park. Administration advised that there may be numbers recorded for the youth lessons and for the Territorials events. He will request the information from Mr. Schwartzenberger. The Director advised that the gear was fully subscribed during the lessons and guessed that there were approximately 40-50 children that attended lessons.

- b. Recreation Advisory Board
  - i. RAB Minutes March 13, 2017 – The RAB minutes were reviewed. Cr. McArthur advised that the draft Economic Development Plan was reviewed and that there were no comments. He advised that there next meeting will be on April 24<sup>th</sup>.

4. Library

- a. Library Services
  - i. Library Statistics – The March, 2017, library statistics report was reviewed. The Director advised that usage has increased from the previous month and that programming has increased and is consistent.

- b. Advisory Board on Culture
  - i. ABC Minutes April 5, 2017 – The ABC minutes were reviewed. Mayor Napier-Buckley was at the meeting to bring information regarding the TRC Calls for Action and how the calls for action can be incorporated for Canada 150. Different ideas were discussed including murals, multilingual signage, a formation of Christmas Park and usage of Conibear Park. Administration advised that there are no formal Canada 150 plans for the Town at this time and that dialogue is tied to ongoing initiatives. He noted that there is interest in making the Fall Heritage Festival an annual, ongoing event and noted that he would like to eventually transfer the event to a society. Administration advised that SRFN is continuing with their plans for development on the Christmas Tree lot and that the tree will most likely be cut down. He suggested a new tree be planted in the lot adjacent to Town Hall in conjunction with a Christmas Park.

5. Other Business

- a. Briefing Note Music Society Donation Request – The briefing note was reviewed. Administration advised that he is not looking for a motion of Council, but to see Council’s opinion on the donation and if they feel this is a community event within the Town’s mandate. Administration advised that the Music Society is requesting the use of the portable stage and the wash car. He noted that only the stage was donated in 2016. In 2016, the request was not brought to Council as Administration felt the event met the Town’s mandate and to support the Music Society in becoming an established, non-profit organization. Administration noted that unlike other community events, Spring and Private Stock are wet events on private property and a door fee is charged. Administration would like to see their events evolve into family music festivals. Mayor Napier-Buckley suggested that the Music Society be requested to provide entertainment at Canada Day for the use of the stage. Council was uncomfortable with lending the wash car for the event as they did not feel it met the mandate of the Town. Administration advised that the society does not want to take the beer garden approach which is why they monitor and charge cover at the door. Cr. Patel asked if the wash car has ever been lent out in the past. Administration advised that it has not and that porta-potties could be provided for the event. Mayor Napier-Buckley is fine with donating the stage but doesn’t feel the wash car should be lent for a wet event. She would be in support of lending the wash car for family friendly event or one that was open to the public. D/M Smith support the efforts to revitalize the music festival scene in the community but agrees with the Mayor. Mayor suggested dialogue from the Town to evolve the closed event into a community event.

6. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. Dumont**  
**Seconded by: Cr. McArthur**  
**That Cr. Kikoak and Cr. Bell be excused from Community Services Meeting on April 11, 2017.**  
**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on May 9, 2017.

8. Adjournment

**RECOMMENDATION**  
**Moved by: Cr. Patel**  
**Seconded by: Cr. McArthur**  
**That the meeting be adjourned at 7:42 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

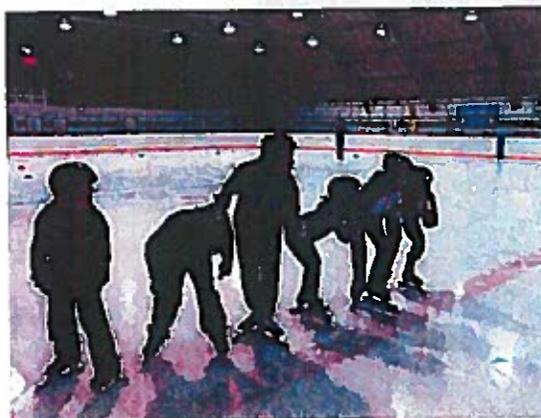
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective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

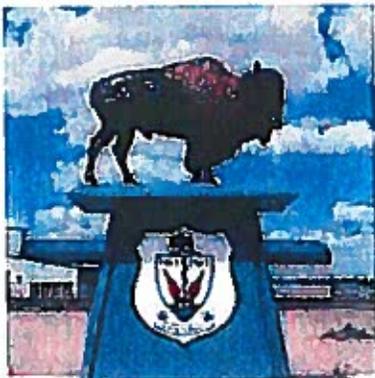
## Recommended Strategies: Infrastructure

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 - April 2017**



Main Venues	Total	Last Month	April, 2016	YTD	Mar Hours	Hours	COMMENTS
Gymnasium	312	465	364	2341	448.5	394	6 rentals, archery, preschool physical literacy
Pete's Gym	1294	1494	1578	6001	448.5	394	includes PWK usage but this has decreased significantly this month due to spring break and alternative activities
Fitness Room	57	144	97	388	448.5	394	Elders in Motion ended in March, Bootcamp ended early in May, Yoga and Burlesque instructors cancelled several classes due to travel
Squash Court	101	137	142	613	448.5	394	38 at youth squash program, 101 bookings - we are not effectively collecting stats for this facility
ASCP/Daycamp	213	391	243	1021			program days: 9 full days, 9 after school days
Theatre	106	150	79	813			2 rentals, 10 regular movies
Parent's n' Tots	240	521	387	1426	90	56	8 days cancelled for programming and holidays; this is generally the time of year when we have fewer attendances as people start to access our outdoor playspaces
Phoenix Room	114	168	116	622	402	394	includes 22 PWK attendances
PWK Use				62			regular weekly use of Pete's and Phoenix room, included in facility stats
Youth Drop In	105	140		607			
Events:							<b>Event totals are not included in gymnasium use</b>
Ping Pong Fundraiser	144						
Circus Camp	341						7 camp days with a total of 51 participants registered, 144 spectators for the final show
College Grad	427						
MISC							
<b>Total</b>	<b>3454</b>	<b>3610</b>	<b>3006</b>	<b>13894</b>	<b>2286</b>	<b>2026</b>	<b>College usage will now start to go down monthly as most programs have ended for the summer break and we are nearing the end of the contract.</b>
College Uses	287	334		1430			

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



Main Events	Total	Last Month	April, 2016	YTD	Mar Hrs	HOURS	COMMENTS
AM Lane Swim	27	37	50	185	28.5	24	
Parents and Tots	79	62	69	278	19	16	
ASCP	66	129		409	9	4	
Noon Lane Swim	40	41	21	138	19	16	
Weekend Noon Lane Swim	53	24	40	151	8	10	
Seniors Swim	61	48	32	222	19	16	
Swim Team	0	16	43	135	2	0	Completed for the season
Public	92	214	219	623	26.5	30	
Weekend Public	161	157	315	581	24	30	
Aquafit							2 classes/week with approx 6/class, attendances reflected in public swim
Jr. Lifeguard Club							not currently running program
Adult/Family	169	153	265	583	43	30	
Weekend Adult/Family	121	82	168	463	16	20	
PWK/JBT Usage	107	233	234	880	16	6	only 2 weeks of lessons and 3 classes each
Sr's Aquafit				0		0	not currently running program
Swim Lessons	49	186	36	442		0	only one session this month
Rentals	124	53	63	259		5	5 rentals
Other Events	156	62	0	414		50	JBT Sponsored Swims: 68 Co-op nursery school physical literacy - 21 Kayaking - 3 sessions - 67
<b>Total</b>	<b>1305</b>	<b>1497</b>	<b>1555</b>	<b>5763</b>	<b>230</b>	<b>257</b>	
<b>GENERAL COMMENTS</b>							



# Town of Fort Smith Recreation Advisory Board Minutes April 24, 2017

Regular Meeting  
12:00 pm in the RCC

Attendees:

- Kalina Thorne, Chair                      Cr. McArthur
- Craig Walsh                                      Diane Seals
- Mike Vassal                                      Katie Reid
- Gail Hartop                                        Chris Bird
- Jessica Cox

**A. Call to Order**

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

**B. Approval of the Agenda**

*MOTION*

**Moved by: Gail Hartop**

**Seconded by: Craig Walsh**

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

**CARRIED UNANIMOUSLY**

**C. Approval of the Minutes**

*MOTION*

**Moved by: Jessica Cox**

**Seconded by: Craig Walsh**

**That the minutes of March 13, 2017, be adopted as presented.**

**CARRIED UNANIMOUSLY**

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

Jessica requested an update on the Snowboarding Territorials. Craig advised that a representative from Canada Snowboarding attended the event and provided feedback on the course. He noted that the event wasn't well attended. Additionally, participants from out-of-town raved about the Snowboard Park and noted that the facility is better than Yellowknife's.

Jessica requested an update on Circus Camp. Chris advised that the event was well attended with 50 kids registered and 150 people in attendance at the final show. He noted that there was a beginner and an advanced camp this year. The Town is thinking of holding the camp during the Summer Splash Festival next year so that it doesn't interfere with the games. Gail requested an evening show in the future.

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

- a. Draft Economic Development Plan – Diane sees overlap in recreation and economic development, particularly in trail growth, infrastructure, town beautification, and recreation tours. She noted that the Town is looking to develop Riverside Park and tying the rocks trail into the development. She noted that Council is supportive of the strategy but it cannot be completed in one year. Kalina asked if there is a timeline. Diane advised that she is looking to get content and feedback, then will prioritize and set timelines.

Jessica noted the plan outlines how to go about marketing sports nicely, including target numbers, steps, and how to market. Diane noted that businesses could be reminded that people are coming in from out of town and perhaps have a special on, or build awareness of the event. Craig suggested marketing funding opportunities, as the Mackenzie Recreation Association will fund teams and communities.

Diane noted that the Town would like to host more conferences. She noted that there are only 52 rooms available which limits capacity. She suggested the rooms be marketed for AWGs and that family and friends stay with each other to free up rooms.

Kalina asked what the next steps are for the plan. Diane advised that the document would be available for public viewing at the trade show with a contact sheet. She noted that a survey will be distributed.

Craig asked how to encourage the government not to remove programming that is at the detriment of the community. He would like to encourage the government to exchange programs rather than cutting programs. He noted that the Town's population has always been 2,500 and that he doesn't want to see the population reduced.

The board was pleased with the document and looks forward to it being actioned.

## **F. Upcoming Events**

Iron Chef Competition – May 6<sup>th</sup>

Relay for Life Auction – May 13<sup>th</sup>

Gail asked if there is a volunteer list for the AWGs. Jessica advised that there will be a booth at the Trade Show on April 29<sup>th</sup>. and that the Host Society is looking to have Gems live, which is the online registration system.

Canadian Arctic Aviation Tour Air Show – June 17<sup>th</sup>.

Canada Day/Canada 150<sup>th</sup> Birthday – July 1<sup>st</sup>. Mike asked if the Town is doing anything for Canada150. Diane advised that the theme for Canada Day is Canada 150. Also, she suggested having the Farmers Market, group with the Heritage Festival.

Celebration of Trans Canada Trail – August 25<sup>th</sup> & 26<sup>th</sup>. Craig noted that the Trans Canada Trail sign is gone and requested an update. He would like to know if it was taken legitimately. Cynthia and Diane are working to organize a hike to Fort Fitzgerald on the trail.

Craig asked if the Snowboard Park infrastructure would be moved. Chris confirmed that it would be stored once accessible.

Chris advised that swimming lessons would be starting soon.

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

The next RAB meeting will be on May 15<sup>th</sup>, 2017 at 12:00 pm at the Recreation and Community Centre.

**H. Adjournment**

*MOTION*

**Moved by: Mike Vassal**

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

**CARRIED UNANIMOUSLY**

Mary Kaeser Library  
 Activitiy Report April 2017

	Apr-17	Last Month	Apr-16	YTD
Adults	917	967	972	3620
Children	523	652	762	2248
<b>Total attendance</b>	<b>1440</b>	<b>1619</b>	<b>1734</b>	<b>5868</b>
CAP Computer Users	811	1076	1014	3462
<i>Programming:</i>				
Story Time:				
Children	4	27	10	61
Adults	3	13	6	38
Special Event - Other	0	25	0	13
Other Chess Club	0	18	0	50
Family Literacy	9	0	0	6
Friday Story Time	0	0	0	5
<b>Total program Attendance</b>	<b>16</b>	<b>83</b>	<b>16</b>	<b>173</b>
Operational Hrs	123	140.5	136.5	535.5



## BRIEFING NOTE

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To: Community Services Standing Committee

Date: May 9, 2017

Subject: Relay for Life Donation Request

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**Purpose:**

To brief Council on the donation request received from Relay for Life.

**Background:**

Relay for Life is an event that raises funds for the Canadian Cancer Society. They are requesting that the Town of Fort Smith become a sponsor by donating to their cause. This year Relay for Life will be held on June 17, 2017.

In 2015, the Town of Fort Smith Council passed the following motions for relay for life.

15-050 That the Town of Fort Smith supports Relay for Life by providing a meal and cooking for the participants; and

That the Town accommodate the multiple in-kind donations.

15-142 That the Curling Club and Relay for Life's request to use curling ice surface for their Gala Fundraiser event be approved under the following conditions:

That the Curling Club be responsible for security of guests and provide coverage for the curling rink windows to prevent public viewing of the liquor licensed event; and

That the Town of Fort Smith approve the request from Relay for Life to waive the fees for use of the credit card machine for the processing of auction payments.

On May 2, 2017, the Town received three letters (attached):

First, was a request for Mayor and Council to supply a hamburger and hotdog supper for approximately 150 participants for the Relay for Life Event on June 17<sup>th</sup>. Including fruit and salad. Past events have been approved and Council cooked for the event. A motion is required to approve.

Secondly, the Relay for Life Committee will be holding a bi-annual wine and auction fundraiser event on May 13, 2017. They are seeking the use of the Town of Fort Smith's credit card system to process any credit card payments. A motion is required to approve.

Third, the Committee is requesting multiple in-kind requests including portable toilets, garbage bins, sawhorses/barricades, long tape measurer, large grill for cooking, tables, chairs and the use of the Curling Rink ice surface or arena in the case of a thunderstorm as in previous years. As the event is considered a Community Event, the Town of Fort Smith will partner with Relay for Life and accommodate the requests. A motion is not required.

**Recommendation:**

Seeking recommendation from Council.



**RELAY  
FOR LIFE**

**RELAIS  
POUR LA VIE**



Canadian  
Cancer  
Society

Société  
canadienne  
du cancer

**12 Hours**  
to make a difference



**CELEBRATE**

the lives of those who have had cancer



**REMEMBER**

loved ones and their battle against cancer

photo credit:  
Feschuk Photography

**FIGHT BACK**

against a disease that takes too many



May 1, 2017

Good day Fort Smith Town Council:

With Relay for Life 2017 approaching would it be possible for the Town Council to graciously provide the hamburger/hotdog

supper like you have in the previous years?

- Approximately 150 Hamburgers/Hotdogs
- Fruit
- Salad

Can you contact Shari or myself at your earliest convenience for

Relay is on June 17, 2017 so that we can plan to accommodate with logistics if need be.

Thank you,

Shari OLSON  
2017 RFL Chair  
© 867-872-8138  
[shari.relay@hotmail.com](mailto:shari.relay@hotmail.com)

or

Shannon COLEMAN  
2017 Logistics Chair  
(h)872-3226  
(c) 780-554-3226  
[scoleman@northwestel.net](mailto:scoleman@northwestel.net)

[relayforlife.ca](http://relayforlife.ca)



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against a disease that takes too many



Received

MAY 02 2017

Town of Fort Smith  
Box 147  
Fort Smith NT  
X0E 0P0

Town of Fort Smith  
Finance Department

To Mayor and Council,

Sorry for the delay in getting this request to your office.

Our Relay for Life committee will be holding our bi-annual wine and auction fundraiser on May 13, 2017.

We are asking if we could use the Town of Fort Smith credit card system to process any credit card payments. You have lent this to us in the past and it has been a big help in getting people to increase their bids!

Once again, sorry for the delay. I look forward to hearing from you.

Sincerely,

Shari Olsen  
Chair 2017 *Relay for Life*  
Fort Smith  
(867) 872-8138  
Shari.relay@hotmail.com



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loved ones and their battle against cancer

photo credit:  
Feschuk Photography

**FIGHT BACK**

against a disease that takes too many



May 1, 2017

Good day Michelle:

With Relay for Life 2017 approaching would it be possible for the

Town Rec Center and Town Public Works Department to graciously provide the use of:

- (5) Portable Toilets
- (3) Garbage Bins
- (6) Sawhorses/barricades
- Long tape measurer
- Large grill for cooking – flattop from the Town (w/propane)
- (15) Tables (from the rec center)
- Chairs - 40 (from the rec center)
- Use of curling surface or arena in case of a thunder storm

like you have in the previous years?

Can you contact Shari or myself at your earliest convenience for

Relay is on June 17, 2017 so that we can plan to accommodate with logistics if need be.

Thank you,

Shari OLSON  
2017 RFL Chair  
© 867-872-8138  
[shari.relay@hotmail.com](mailto:shari.relay@hotmail.com)

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[relayforlife.ca](http://relayforlife.ca)