



# Town of Fort Smith Community Services Committee

Tuesday, October 10, 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 – September 2017
    - ii. Pool Stats – September 2017
    - iii. Arena Stats
  - b. Recreation Advisory Board
    - i. RAB Minutes September 18, 2017
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – September 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 JBT Snack Program
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Vision, Values and Community Services Minutes September      Goals.doc      Master Plan
  RCC Stats      Pool Stats September 2017      September 2017
 RAB Minutes September 18, 2017
 Library Stats September, 2017
 BN JBT Snack Program



Town of Fort Smith  
Community Services Committee  
Tuesday, September 12, 2017, at 7:00 pm

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

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. Kikoak**  
**Seconded by: Cr. Bell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of August 8, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017.
  - 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 August 2017 Recreation Statistics Report was reviewed. The Director of Community Services advised that numbers are consistent with the previous month and have increased from the previous year. He noted that usage is down for Day Camp over the summer due to families being on holidays. Additionally, Fun Zone had ten kids in attendance regularly. The Director advised that the Town had partnered with Healthy Families for a preschool water day.
    - ii. Pool Statistics – The August 2017 Pool Statistics Report was reviewed. The Director advised that pool usage was strong in August and has doubled from last year. Usage for August has slightly decreased from July. He noted that Lane Swim, Public Swim, and Parents ‘n’ Tots usage has increased.  
  
The Director provided an overview of event held in August. He noted that the Town partnered with various organizations to bring a wide range of events in August. August events include the Water is Life Conference, Paddlefest, Riverstock, the Dark Sky Festival and the Farmers Market. Additionally, he noted that Dance Camp was well attended with 21 kids registered in the 6-9 age group and 17 registered in the preschool age group.

The Director provided an update of upcoming events in September. He noted that the department will be gearing up for a School of Community Government Ice Making Course in the Curling Rink; the Snowboard Consultant has returned to Fort Smith to work on the Snowboard Park; Boot Camp is ongoing at the RCC; Yoga will begin at the end of September; Parents 'n' Tots Story Time is starting at the Library; and Youth Night has started at the RCC and has been well received. The Director advised that the Pool opened today, concluding the annual shut down; and that JBT Elementary School started swimming lessons. The Pool is also looking to start swimming lessons in October. Cr. Bell asked if Aquafit would be starting soon. Chris advised that lessons for Aquafit are being compiled and that he doesn't have a start date at this time. Cr. Kikoak requested an update on work being done at the Snowboard Park. Administration advised that the contractor has arrived in Fort Smith today and will be touring the site tomorrow. He noted that improvements to the facility will be incorporated before the snowboarding season starts. The scope of work includes improvements that will be made to the velocity of the Border Cross to increase the speed when racing; additional space between the beginner and intermediate Rail Jam for the instructor; and work to incorporate a tobogganing hill to the side of the park. Additionally, Administration plans to make revisions to the railing and lookout as winter approaches. He noted that the revision will allow for access to the tobogganing hill. Cr. Kikoak asked when the hill would be hydro-seeded. Administration advised that seeding would most likely be done by a local contractor after the hill is complete and in conjunction with other ditch work. Cr. Holtorf requested an update on the Curling Rink ice plant. Administration is confident that the ice plant is in good working order. Cr. Holtorf requested an update on the Curling Club's request for assistance in making ice. Administration advised that after a cost analysis was performed the Curling Club advised that they would train internally and would no longer require the Town's assistance.

iii. Arena Statistics - There were no Arena stats for August.

4. Library

a. Library Services

- i. Library Statistics – The August 2017, library statistics report was reviewed. The Director advised that the stats are similar to the previous year and that there was no programming in August. He noted that two camps were cancelled due to low enrollment. Cr. Kikoak thinks that weekly programming may be less successful than daily drop-ins. Mayor Napier-Buckley felt that the camp's low enrollment was associated with cost. Cr. Kikoak would like to revitalize the partnership with Aurora College for programming. Mayor Napier-Buckley noted that the Aurora Research Institute in Inuvik does children's programming. Additionally, she would like to have more reliable programming at the Library and implement the Summer Reading Program next year. Administration noted that the library has good usage through visitation. Administration advised that Steam Camp was well attended with a higher cost this year due to a more expensive science package the Town had purchased. He agrees with the need for more regular programming and noted that there is a lack of resources for the facility. He noted that programming had been increased recently as the Afterschool Program has not been running. Administration advised that ABC has developed a list of groups to partner with. Cr. Holtorf would like the Aurora College to delegate to Council early fall.

b. Advisory Board on Culture

- i. ABC Minutes September 6, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the board requested feedback from Council on the asset map and what should be done with it. They also requested an update on Downtown Development. She noted that the Friends of the Library held a book sale over the weekend and that it was well attended. She noted that there was an update on the Northern Life Museum and that they will be having their AGM and a barbeque on September 19<sup>th</sup>. She noted that Museum would be doing Coffee Break News and suggested that the Town partner to extend news beyond social media. Cr. Bell advised that the board would be reviewing the TRC Calls for Action at their next meeting and that they are looking for five additional members to sit on the board. Additionally, they discussed the interpretive walk that was implemented over the summer and that it is used to preserve the stories of the Town. Mayor Napier-Buckley was pleased that the board would be reviewing the TRC Calls for action and advised that she received a letter from the Metis Council requesting the possibility of changing street names in Town reflective of the Calls for Action. She suggested the issue be discussed with ABC. Cr. Holtorf was pleased with the boards work and addressing culture in a meaningful way. He advised that he would provide feedback on the asset mapping that was done. Administration provided an update on Downtown Development. Administration advised that the architect is working on an updated version of the plan with the feedback of residents incorporated. The project is phased by priority and budget, and is being worked on by the consultant. Cr. Holtorf requested an update on the multilingual electronic sign. Administration advised that the Town is waiting for funding for 50% of the sign from the Metis Nation. He confirmed that there would be Cree and Chipewyan translations on the sign and that the Town is committed to purchasing. He noted that there is a delay in the flowing of the funds and that it will be ordered once funding is received. Cr. Bell will update the board.

5. Other Business

- a. Briefing Note Budget Expenses – The briefing note was reviewed. Administration hopes to bring the budget forward in October. He noted that there are four budgets combined in one; General, Utility, Environmental, and Lands. Each budget has two sections; revenue and expense. He noted that balanced budgets have the same money received as expended. Expenses are further broken down into Cost Centres that compile related costs. Within each Cost Centre there are multiple General Ledgers (GLs). Cr. Tuckey was pleased with the document. Cr. McArthur requested an updated on upcoming drainage and ditch work. Administration advised that there are plans for drainage work on McDougal Road and Wilderness Road, and the intersection of Cumming Avenue and King Street. He noted that design work is underway and he is hoping to go to tender this fall.

- b. Briefing Note Budget Revenue – The briefing note was reviewed. Administration advised that expenses varies although revenues are few and are sorted into three areas; GNWT block funding, user fees, and property taxes. Administration advised that GNWT block funding is the most significant revenue source the Town receives. A review of the community funding was conducted a few years ago which determined that the Town is underfunded by \$3.5 million annually inclusive of grants. GNWT block funding is broken down into Unconditional and Conditional Grants. Unconditional grants are treated as unaccounted revenue and conditional grants have restrictions for spending and reporting, particularly Gas Tax and CPI Funding. Administration noted that the Town changed its accounting system to include the expense of the annual decrease value of infrastructure in the O&M budget. He noted that the accounting depreciations may not be realistic, but add up to a million dollars each year. D/M Smith was interested to learn about the depreciation and noted that GNWT mainly leases buildings. Administration advised that user fees are the most impactful on residents of funding sources. User fees are broken down into sales of services, bylaw enforcement revenue, community services revenue, utility revenue, and environmental revenue. Administration advised that operating and replacements costs are offset by user fee revenue and GNWT conditional grants. Property tax revenue is a general fee based on property value that comes from several sources; revenue on taxable properties, revenue on grantable properties and revenue from SRFN in the form of PILT as per their MSA. Administration advised that this is the only revenue that the Town can predictably manipulate to meet any budget shortfalls. Administration advised that other sources of revenue include interest revenue from three sources; accounts receivable, bank interest and property tax interest. Also, there is additional GNWT grants that are applied on yearly. Administration advised that he would bring an informational briefing notes on forced growth and overtime to the October 3<sup>rd</sup> Corporate Services meeting. Cr. McArthur requested an update on property tax collections. Administration doesn't have an update at this time, although he anticipates that the Director of Corporate Services will have more time to work on this with the recent staffing of the Corporate Services Officer.
- c. Briefing Note Daycare Services – The briefing note was reviewed. Administration advised that there is a lack of childcare options in Fort Smith and that the Town has experienced first-hand with difficulties staffing due to employees not being able to find appropriate childcare. The Town currently offers After School Care programming and Summer Day Camp programming, which have many of the same requirements as a Daycare service. He asked if the Town should provide childcare services and if the Town is already providing ASCP and Day Camp, should providing Daycare services also be considered. Alternatively, he asked if the Town should discontinue childcare services altogether. Additionally, he asked if this is the role of the Town or if the service could be used to generate revenue. Administration advised that the current programs offered operate at a deficit and that user fees for a full-subscribed program would generate \$60,000 annually, with an additional \$12,000 funded by the GNWT. He noted that on average the programs are 75% subscribed, resulting in approximate revenue of \$55,000 while \$73,000 is budgeted annually for expenses. Further, this program has proven difficult to staff as there are limited number of employees with the requisite early childhood education certification willing to work the part-time hours offered by these programs. Administration noted that the next option would be to take on full Daycare services, which is driven by a community need. Expanding to full service would be an incremental change that would require additional staffing of early childcare professionals. He noted that with a rate of \$50 per day, a profit of \$40,000 annually would be generated at a 75% enrollment with an annual \$145,000 GNWT contribution. Administration listed a number of non-quantifiable factors to consider. Alternatively,

Administration asked if the Town should stop providing childcare services, or work with local business people to encourage a private sector solution. This option would include termination of the ASCP and potentially Day Camp. He noted that these programs cost the Town \$18,000 annually and are difficult to staff. He also noted that the early childhood certified staff member is also on leave and that the Town has been unsuccessful in hiring a replacement. In response, a new drop-in program was developed that is less expensive than ASCP, is available to all children, and greatly expanded the amount of programming available to local youth. Cr. Holtorf isn't supportive of the Town taking on the role of providing full childcare services. He felt that the Town should be in business through partnership and financials. Administration advised that the Daycare Society had recently made an alliance with the YWCA although he hasn't received an update from the Society in 6-9 months. He noted that the need is now and they are not progressing in a timely manner. He suggested the possibility of the Town initiating a Daycare and having the Society take it over. Administration doesn't have confidence that the Town can staff the required amount of professional positions to operate a Daycare. Administration feels that providing a full Daycare service would be risky and that there may be push back from the private sector. Cr. Tuckey felt that staffing with a 40 hour work week would be more attractive to certified early childcare professionals. Cr. Tuckey can think of four people that are certified and would be potentially interested. Mayor Napier-Buckley hasn't heard from the Daycare Society recently. She has also had discussions with the Manager of properties for the Federal Government and advised that there are no properties available for the Daycare. She doesn't feel that local businesses would be hindered by providing the service and noted that at least one Daycare has shut down since the Mayor had met with ECE and was advised of the shortage. Additionally, she advised that residents of housing units are unable to provide childcare services. D/M Smith noticed that the Town had increased after school programming. He would like the Town to partner with schools and the SSDEC; and to continue to promote healthy living rather than providing a certified Daycare. Cr. Kikoak advised that the Town needs Daycare facilities to attract professionals to Fort Smith. Cr. McArthur would like to see the ASCP and Day Camp programs continue to run in the same capacity as in previous years. Cr. Bell would like the Town to reach out to the Daycare Society to offer them assistance. Administration advised that the briefing note was brought in effort to bring additional revenue generation opportunities for consideration with the 2018 budgeting process.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Dumont**

**That Cr. Patel be excused from Community Services Meeting on September 12, 2017.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on October 10, 2017.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:04 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

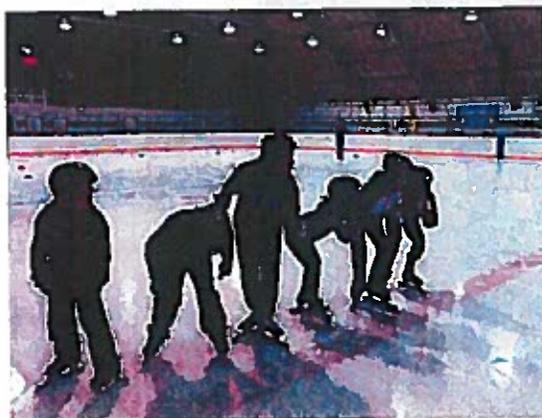
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective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



## 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 - September 2017**



Main Venues	Total	Last Month	Sept, 2016	YTD	August Hours	Hours	COMMENTS
Gymnasium	208	150	136	3641	437	420	plus 137 students and staff during PWK fire drill
Pete's Gym	1073	957	1098	12113	437	420	
Fitness Room	54	10	0	599	437	420	6 bootcamp and 2 yoga sessions this month
Squash Court	69	50	106	1001	437	420	
ASCP	215	0	351	1902			registered spots
Theatre	143	64	224	1344			1 rental
Parent's n' Tots	309	365	294	2715	92	80	
Phoenix Room	145	125	76	1287	437	420	
PWK Use							
Youth Drop In	124	0		1005			4 Friday youth nights this month
Arena Summer Events							
RCC Events:							<b>Event totals are not included in gymnasium use</b>
Free after school physical activity week	61						22 participants
MISC							
<b>Total</b>	<b>2401</b>	<b>1721</b>	<b>2285</b>	<b>25607</b>	<b>2277</b>	<b>2180</b>	<b>College stats cummulated from September</b>
College Uses	593	0	0	593			

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



Main Events	Total	Last Month	Sept, 2016	YTD	August Hrs	HOURS	COMMENTS
AM Lane Swim	23	42	51	392	18	18	
Parents and Tots	41	101	88	909	12	12	
ASCP/Day Camp	13	48	117	692	6		
Noon Lane Swim	14	16	27	229	12	12	
Weekend Noon Lane Swim	17	29	27	334	6	5	
Seniors Swim	37	42	26	485	12	12	
Junior Swim Club	0	0		135	0	0	
Public	144	409	109	1772	52	25	
Weekend Public	52	77	176	1159	18	12	
Aquafit							not currently running program
Adult/Family	144	160	153	1463	27	26	
Weekend Adult/Family	62	45	108	799	12		
PWK/JBT Usage	234	0	255	1676	0	0	3 days of JBT lessons - 4 classes/day
Sr's Aquafit				0		0	not currently running program
Swim Lessons	53	98	0	1140			43 registered participants
Rentals	0	37	61	599			
Other Events	0	0	0	690			
<b>Total</b>	<b>834</b>	<b>1104</b>	<b>1198</b>	<b>12474</b>	<b>175</b>	<b>122</b>	

**GENERAL COMMENTS**

Pool re-opened on Sept 12 after annual shut down



# Town of Fort Smith Recreation Advisory Board Minutes September 18, 2017

Regular Meeting  
12:00 pm in the RCC

Attendees:

- Craig Walsh, Chair                      Chris Bird
- Nicola Jones                                Katie Reid
- Mike Vassal
- Gail Hartop
- Jessica Cox
- Jeri Miltenberger

**A. Call to Order**

Craig Walsh called the meeting to order at 12:05 pm.

**B. Approval of the Agenda**

***MOTION***

**Moved by: Jessica Cox**

**Seconded by: Mike Vassal**

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

**CARRIED UNANIMOUSLY**

**C. Approval of the Minutes**

***MOTION***

**Moved by: Gail Hartop**

**Seconded by: Jessica Cox**

**That the minutes of June 19, 2017, be adopted as presented.**

**CARRIED UNANIMOUSLY**

**D. New Business**

- i. Snowboard Park Update – Craig advised that the consultant has completed the additional work on the Snowboard Park and has made a new sliding hill on the East side of the facility. He noted that the other aspects of the hill were reshaped. He noted that he has heard comments that the facility is dangerous for kids although cautioned that snowboarding is a dangerous sport. He suggested that snowboarders use parts of the hill they are comfortable with and that training be ongoing with children. He also

- noted that children should be supervised when using the facility. Craig advised that the facility is a bunny hill compared to most other parks. Jessica was pleased that the Town partnered with the Ski Club to bring the snowboard consultant to town.
- ii. AWG Update – Jessica advised that the AWG M2 meetings occurred over the past week in Fort Smith and Hay River. She noted that it was the second meeting of the Mission Staff. She noted that the meetings and social events went well. Updates were given from staff on how the plans are going to date. She noted that the M2 Social Event on September 11<sup>th</sup>, held in Fort Smith, was well attended by Sports Chairs, Sports Services Chairs, and Volunteers. They bussed to Hay River the next day for meetings and a social event on September 13<sup>th</sup>. The take away from the M2 meetings is that there is still a lot of work to progress that was to be done for M2. She noted that the food services tender was awarded to the lowest bidder although negotiation is still in process. Additionally, transportation logistics were expected to be finalized, but are still being negotiated with the Hay River airport. Jessica advised that the Host Society is aware of the items flagged by the Mission Staff and that they are manageable. She advised that the Debrief on September 14<sup>th</sup> was constructive and that the Mission Staff are confident and have no concerns with sports. Additionally, they were pleased with the venues, plans, schedules and volunteers work that has been done. She noted that the Host Society would be meeting on September 20<sup>th</sup> to establish date and timelines for priorities. Jessica advised that both Councils want concrete information for their November meetings and that the society should be able to answer questions relating to finance at that time. Additionally, she advised that the 2<sup>nd</sup> official budget (B2) was passed at the M2 Meetings. Jessica advised that the Host Society has hired a new Volunteer Coordinator, Kevin Hurley and 2 other additional staff members with their time being split evenly between the communities. She advised that there would be eight AWG's Territorial Trials happening in Fort Smith and that the Territorial Sport Organizations (TSOs) select where the territorials are to happen. On December 7-9<sup>th</sup>, cross country skiing, junior female hockey and curling territorials would be happening and that they are expecting 120-150 athletes, coaches and chaperones. In January, Fort Smith would be hosting snowboarding, speed-skating, table tennis, dene games and dog mushing. Mike advised that GNWT employees will not be granted leave to volunteer during the AWGs. Jessica advised that the Host Society formally requested that GNWT employees be granted leave to volunteer for the duration of the games but were denied. However, she noted that many small business people would be volunteering. Jeri felt that more volunteers would be recruited closer to the games when specific roles are identified. Gail asked if volunteers can sign up for multiple positions. Jessica confirmed this and advised that volunteers can sign up through the Gem's Pro system and indicate what they are volunteering for. She advised that the Chairs would then follow up with the volunteers to make sure they show up. She also noted that volunteers get an outfit as a

thank you gift from the Host Society. Jessica advised that the Host Society is currently meeting once a month for 2 hours but may increase meetings to twice a month. Additionally, the Host Society has acknowledged the lack of signage in the community and advised that signs have been ordered. It was noted that there is a sign in front of Town Hall. She noted that additional signage will help drive interest in volunteering and sponsorships. Additionally, Jessica advised that the Host Society has discontinued their contract with Verge Communications and has taken on the role of fundraising and sponsorships.

#### **E. Upcoming Events**

- Café Daughter – September 18<sup>th</sup> at Roaring Rapids Hall. It was noted that other NACC events will be happening in October, November and December.
- NLMCC AGM & BBQ – September 19<sup>th</sup>
- Cell Phone Photography Class – September 30<sup>th</sup> at Thebacha Business Development
- Last Farmer’s Market – September 30<sup>th</sup>
- Fall Clean-Up – September 26-30<sup>th</sup>
- NLMCC Fall Feast – October 21<sup>st</sup>
- Intro to Knitting – October 28<sup>th</sup>

It was asked if the Afterschool Program would be running again. Chris advised that the Town’s Childcare Professional is on extended leave and that they have transformed the program into a camp program throughout the fall. He noted that different facilities are being utilized throughout the week for different age groups. Jessica has heard positive comments about the camp program.

#### **F. Date of Next Meeting**

The next RAB meeting and AGM will be on October 16<sup>th</sup>, 2017 at 12:00 pm at the Recreation and Community Centre.

#### **G. Adjournment**

***MOTION***

**Moved by: Jessica Cox**

**The meeting was adjourned at 12:52p p.m.**

**CARRIED UNANIMOUSLY**

**Mary Kaeser Library**  
 Activitiy Report September 2017

	<b>Sep-17</b>	<b>Last Month</b>	<b>Sep-16</b>	<b>YTD</b>
Adults	870	699	1041	6703
Children	574	535	887	4465
<b>Total attendance</b>	<b>1444</b>	<b>1234</b>	<b>1928</b>	<b>11168</b>
CAP Computer Users	589	774	964	6319
<i>Programming:</i>				
Story Time:				
Children	11	0	5	80
Adults	6	0	5	49
Special Event - Other	0	0		13
S.T.E.A.M Camp	91	0		150
Family Literacy		0		6
Friday Story Time	0	0		5
<b>Total program Attendance</b>	<b>108</b>	<b>0</b>	<b>10</b>	<b>303</b>
Operational Hrs	127	137	129.5	1071



## BRIEFING NOTE

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To: Community Services Committee  
Date: October 10, 2017  
Subject: JBT Snack Program donation request

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### **Purpose**

Bring to Council DEA's request for a donation to the JBT Elementary School Snack Program.

### **Background**

The JBT Snack Program provides healthy nourishment needed by many students to be productive throughout the school day.

The DEA did not specify an amount for their request, but they stated that any donation amount would be greatly appreciated.

### **Analysis**

Council has approved donations to the JBT Snack Program for the past many years as shown below.

2016 - \$500	2013 – no donation
2015 - \$500	2012 - \$700
2014 - \$500	2009 - 2011 - \$500

Council, in the 4<sup>th</sup> quarter of the fiscal year, typically receives various donation requests. Requests last year rounding out the year were: Food and Toy drive - \$400, Senior Society Christmas dinner - \$400, and Women's Hockey to purchase healthy snacks for their annual tournament - \$200.

Funding for such donation requests comes from the Legislative, Donations budget line. The amount expended in this budget line to date is \$2,239.20. The amount remaining from the budgeted amount is \$2,760.80.

### **Recommendations**

Seeking Councils input on request

Respectfully submitted,

Chris Bird  
Director of Community Services

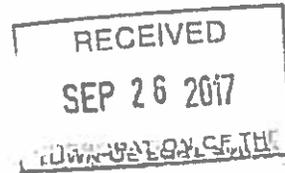


**FORT SMITH DISTRICT EDUCATION AUTHORITY**  
**FORT SMITH, NORTHWEST TERRITORIES**



September 19, 2017

Mayor and Town Council  
Town of Fort Smith  
Box 147  
Fort Smith, NT X0E 0P0



Dear Mayor:

**Re: JBT Elementary School Snack Program**

The Fort Smith DEA feels there is a definite need for the snack program within our school. It has been proven through many studies that children learn better when they have the proper nutritional requirements. Many children arrive at school without the adequate nutrition required for a healthy and productive school day.

The DEA has set aside funding for this valuable program; however, sometimes we do not have enough funding to cover the entire cost of the program. We are asking for your financial support for this most valuable program within our school. Any donation you are able to make would be greatly appreciated. It is important as a community that we make sure that every child is given the opportunity to achieve their potential. On behalf of the Education Authority, we wish to thank you for your consideration.

We would like to thank you in advance for your generous donation, and other generous donations in the past.

Sincerely,

Julie Lys  
Chairperson