



Town of Fort Smith Community Services Committee

Tuesday, October 9, 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. Directors Report
 - a. Recreation – September 2018 Statistics
 - b. Pool – September 2018 Statistics
 - c. Arena
 - d. Mary Kaeser Library– September 2018 Statistics
6. Economic Development Report
7. Advisory Boards
 - a. Recreation Advisory Board – RAB Minutes September 10, 2018 and October 1, 2018
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board – TTAB Minutes September 20, 2018
8. Bylaw/Policy Review and Development
 - a. Smoking and Substance Use Policy
 - b. Fort Smith Centennial Arena Use Policy
 - c. Healthy Foods Policy
9. Administration
 - a. Briefing Note – Youth RCC User Fee Review
 - b. Briefing Note – Reallocation of Capital Funds for Electronic Sign
 - c. Briefing Note – Fort Smith Metis Council Rename McDougal Update
 - d. Briefing Note – Playground Equipment
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Community Services Minutes Sept 11, 2018	 Vision, Values and Goals.doc	 Community Services Master Plan
 Recreation Stats Sept 2018	 Pool Stats Sept 2018	 Library Stats Sept 2018
 RAB Minutes September 10, 2018	 RAB Minutes October 1, 2018	 TTAB Minutes September 20, 2018
 Healthy Foods Policy	 Reallocation of Capital Funds	



Town of Fort Smith
Community Services Committee
Tuesday, September 11, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur
Regrets : Mayor Napier-Buckley
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: Brad Brake, Patti Haima, Keith Hartery

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. McArthur

Seconded by: Cr. Patel

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of August 14, 2018, were reviewed and have been adopted at the Council meeting of August 21, 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 August 2018 recreation statistics report was reviewed. The Director of Community Services advised that there are not many changes. She advised that the party room has been included in the statistics and that the space is typically used for meetings and parties. She advised that the youth drop in program is not being compared to anything as it was not offered in previous years but continues to be a successful program. The program that is being offered to the Health and Social Services Post-Partum group continues to be successful and will continue the program into the fall. The Day Camp program was successful with many in attendance.

- ii. Pool Statistics – The August 2018 pool statistics report was reviewed. The Director of Community Service advised that the statistic numbers are low as the pool was closed for the last week and half of August. Cr. Bell asked when swimming lessons will start. The Director of Community Services advised that registration will open soon and anticipates that the program will start in late September. Cr. Holtorf indicated that there were concerns of a decrease in recreation revenues when the second quarter variance and asked if the reasons for the decline has been identified. Administration advised that is still underway and is working to identify those issues.

4. Library

a. Library Services

- i. Library Statistics – The August 2018 library statistics report was reviewed. The Director of Community Services advised that there were high use of the library during the summer months. She advised that the Library gets quite a few students that come during the day to use the computers and will stay for a good portion of the day. There is low story time statistics as the program provider was away and the long weekend resulted in the program being cancelled. Cr. Kikoak suggested that the login page for the computers at the library include town advertisements as the usage of the computers is high.

5. Administration

- a. Briefing Note Fort Smith Music Society Donation Request – The briefing note was reviewed. Administration advised that this was originally brought to Corporate Services Standing Committee meeting. He advised that the Private Stock event will not be happening this year and is requesting the budget be reallocated to the block party event. The Director of Community Services advised that she is still working to fill in that music society slot. The Music Society would like to provide musicians for free but is a struggle as equipment is expensive. This would be beneficial to enticing funding to provide the event.
Cr. Kikoak declared a conflict of interest.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: D/M Smith

That \$1,250.00 from the Music Festival funding be allocated to the College Block Party for this year.

IN FAVOUR – D/M SMITH, CR. PATEL, CR. BELL, CR. DUMONT, CR. MCARTHUR, CR. HOLTORF

ABSTAINED – CR. KIKOAK

CARRIED

- b. Briefing Note Playground Equipment Purchase Plan – The briefing note was reviewed. Administration advised that there is \$30,000 in the budget for playground and equipment and has been there every year. He advised that now we have an opportunity to purchase a number of sets of equipment and achieve a number of factors such as discount, shipping, and economies of scale. The installation is being done by a specialist. He advised that Parks Canada is looking at purchasing parks equipment from the same vendor and we will be working with them to purchase bulk. He advised he will be sole sourcing the equipment and that all the equipment will be purchased from Blue Imp Equipment. He advised that he will be sole sourcing through Blue Imp equipment for many reasons including the good quality equipment, the stability of the business and that they don't sell through distributors.

Cr. Holtorf asked if there is a possibility to reallocate funds from the track and field budget to fund this project as there were no upgrades made to the track and field. Administration advised that this is all money that needs to be spent whether it has to come from reserves. He indicated that it is up to Council to decide. He highlighted that Council did receive recommendations from RAB on upgrading the Track and Field. D/M Smith asked if there are particular parks that the equipment is intended for. Administration advised that the parks on Caribous Crescent, Timber Crescent and Walter's Court are where they intend to install the equipment. He advised that all three parks are unnamed and that he is also looking to obtain sponsorship. D/M Smith indicated that in his nine years of Council, he never spent any money on parks. He indicated that in the past the Town has partnered with MACA to help offset cost. Cr. McArthur asked if kid city is in good condition and if any equipment require replacement. Administration advised that he is acting on the recommendation on Parks and Playgrounds that was provided by RAB. Cr. Bell supports the initiative on these parks and suggested that the park on St. Ann's Street be considered. Administration advised that he is consulting with housing and hopes they could respond in time. Cr. Kikoak would like to say she appreciates the partnering that was done on this project. She would like more information on what features were considered when identifying this equipment. The Director of Community Services looked for equipment to accommodate children between the ages of 2 and 12 years old as that is the age group that seems to use the park. Cr. Holtorf asked if a judgement has been made on the audience that uses that park. Administration advised that a lot of information is dictated and going by what was there before. The Director of Community Services indicated that we want to make sure that we get a structure that is cost effective and maximizes the age groups. Cr. Kikoak indicated that in the options provided there is only one structure that has a monkey bar feature. She advised that the monkey bars is a popular feature and requested more options of equipment with a monkey bar feature. Administration advised that we can look at what we based our decisions on and provide more information on that. Cr. Kikoak would

appreciate that and if there was an option for children to swing they would like that.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Bell

That Council approve an increase in the capital budget for Parks and Playgrounds from \$30,000.00 to \$90,000.00, the equivalent of three years of spending.

CARRIED UNANIMOUSLY

6. Other Business

- a. Aurora College Foundational Review – Cr. Holtorf would like to get some idea on the status of the NWT Post-Secondary Education Committee. She indicated that the structure of the committee will need to be reviewed as with new Council is elected all the members of the committee would change. He suggested that someone be appointed to ensure the smooth transition of the committee to new Council and that the focus of the committee remains the same. Administration can't speak the existence of the committee. That is an issue that is front of mind for incoming council. He advised that there is a communications piece is being authored for editing to be sent out in mail drop. The document is being written that focuses the lobbying. The Mayor is working to get a lobbying person working in Yellowknife. There was a new understanding from Mayor and Deputy Mayor identified from the Standing Committee meeting. He indicated that the next action point is meeting with the Premier. He advised that we have been pushing that agenda to have that meeting with the Premier and hopes to have lobbying done prior to the meeting. Cr. Holtorf asked if a person been hired for the communicating officer position. Administration advised that the Mayor was working on that. Cr. Holtorf asked if there is timeframe on producing a newsletter. Administration advised that the work was done last week and hoping to have that done by the end of the week. Cr. Kikoak asked if Katherine Nairne is the Author for the communications document. Administration advised that someone well versed on this issue would be beneficial and confirmed that the same consultant has been hired to produce this document. The legislative is convinced that there will be a University and we need to reposition the document that doesn't challenge the foundational review but identifies the reasons why we should have the university in Fort Smith. D/M Smith indicated that the announcement last week of new deputy minister caught everyone off guard. GNWT views this as a new position and not eliminating a position. ECE advertises that no decisions have been made but yet they have been taken one of the recommendations and created this deputy minister position and basing it in Yellowknife. He didn't think the standing committee could sway the ECE minister on away from creating this university and but could change Fort Smith from becoming a trades school. He advised that he was away and has not had a chance to update with the Mayor. He indicated that we need to be apart of the solution.

7. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Dumont
Seconded by: Cr. Patel
That Mayor Napier-Buckley be excused from Community Services Meeting on September 11, 2018.
CARRIED UNANIMOUSLY

8. Date of Next Meeting
The next meeting of the Community Services Standing Committee meeting will be held on October 9, 2018.

9. Adjournment
RECOMMENDATION
Moved by: Cr. Patel
Seconded by: Cr. Bell
That the meeting be adjourned at 7:43 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

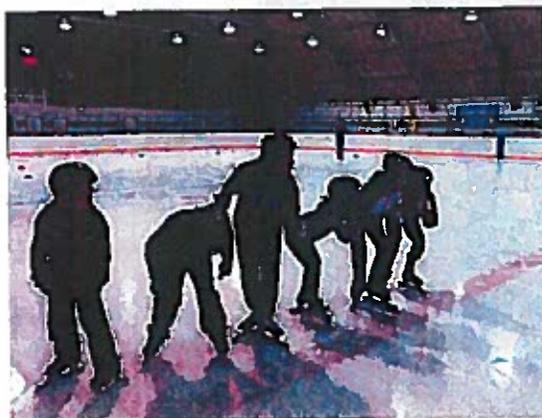
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective 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 - September 2018**



Main Venues	Total	Last Month	Sept, 2017	YTD	COMMENTS
Gymnasium	278	205	208	1852	
Pete's Gym	1123	899	1073	10219	
Fitness Room	0	0	54	483	Boot Camp and Yoga Scheduled to start up again in mid October
Squash Court	63	26	69	353	
ASCP	277	495	215	3037	
Theatre		34	143	462	no rentals. Projector out of service new one on order.
Parent's n' Tots	364	411	309	3523	
Phoenix Room	123	105	145	984	
Party Room	15	18		45	New Stat, no info for 2017
PWK Use					
Youth Drop In	200	149	124	1860	
Arena Summer Events					
RCC Events:					Event totals are not included in gymnasium use
Block Party	250			250	An average of 135 people were in attendance throughout event, Total event attendance is estimated at 250.
HSS Postpartum Group		24		82	Weekly HSS program, YTD started in June (reflected in gymnasium stats)
MISC					
Total	2693	2366	2340	23150	
College Uses	415	75	593	415	

College uses from September 1, 2018.

**Recreation and Community Centre Pool
Activity Report September 2018**



Main Events	Total	Last Month	Sept, 2017	YTD	COMMENTS
AM Lane Swim	19	24	23	308	
Parents and Tots	70	90	41	719	
ASCP	86	71	13	698	
Noon Lane Swim	3	19	14	220	
Weekend Noon					
Lane Swim	18	40	17	309	
Seniors Swim	31	30	37	445	
Public	48	199	144	1350	
Weekend Public	72	110	52	908	
AquaFit	*			171	*2 classes/week with approx 6/class, attendances reflected in public swim/family swim
Jr. Lifeguard Club				47	not currently running program
Adult/Family	89	157	144	1627	
Weekend					
Adult/Family	51	74	62	740	
PWK/JBT Usage	130	0	234	1322	Less classes coming this year due to JBT scheduling changes
Sr's AquaFit				0	not currently running program
Swim Lessons		70	53	951	No Lessons currently, starting end of October
Kayak Polo			0	31	Done for season
Rentals		93	0	479	No Rentals (some rental times used for NL training, and block party free swim)
Other Events	31		31	690	Block Party Free Swim
Total	648	977	865	11015	

GENERAL COMMENTS

Shutdown for maintenance August 20-Sept 11

Mary Kaeser Library
 Activitiy Report September 2018

	Sep-18	Last Month	Aug-17	YTD
Adults	552	684	870	6303
Children	572	625	574	5971
Total attendance	1124	1309	1444	5644
CAP Computer Users	710	1707	589	10536
<i>Programming:</i>				
Story Time:				
Children	38	22	11	461
Adults	14	10	6	266
Special Event - Other	0	0		0
S.T.E.A.M Camp	0	0	91	21
Family Literacy	0	0	0	0
Friday Story Time	0	0		0
Afterschool Care	0	0		0
Other			0	39
Total program Attendance	52	32	108	787
Operational Hrs	126.5	135	127	2274



Town of Fort Smith Recreation Advisory Board Minutes September 10, 2018

Regular Meeting
12:00 pm in the RCC Games Room

Attendees:

- Tim Van Dam, Chair
- Nicola O'Keefe
- Gail Hartop
- Jeri Miltenberger
- Jessica Cox
- Cynthia White
- Lisa-marie Pierrot

A. Call to Order

Tim Van Dam called the meeting to order at 12:17 pm.

B. Approval of the Agenda

MOTION

Moved by: Jessica Cox

Seconded by: Gail Hartop

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Jeri Miltenberger

Seconded by: Jessica Cox

That the minutes of June 4, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Per meeting minutes of May 7, 2018, RAB agreed youth was defined as anyone under the age of 18 years. Tim clarified that the board has also agreed that there will be no student fees identified.

Cynthia advised that the electronic sign has arrived and will be installed over the entrance doors of the Recreation Centre.

E. New Business

- a. Youth User Fees – Cynthia asked for clarification on the youth user fees. Tim asked if the board agrees that youth be identified as anyone under 18 years old and students not be identified. The board agreed.
- b. Healthy Foods Policy – Cynthia presented the draft healthy foods policy. She advised that providing healthy food options in Town facilities was a concern brought forward during consultation sessions for the Strategic Plan. She advised that the policy is based on examples from other policy's across Canada. She advised that the policy was presented to Council and the Bylaw Review Committee forwarded to RAB. She has included a document on the nutrition guidelines for children and youth. She advised that the policy is in step increments for implementing.

Tim welcomed any comments. Jeri thinks the document is highly commendable, but she is skeptical of it. Tim indicated that there are options provided. Jessica thinks that the only concern with this policy is that the deep fryer will be removed from the Arena once the policy is passed. Cynthia indicated that its important to think about other ways to prepare the food that they are using the deep fryer for. Nicola asked if it would be possible to use the deep fryer only during special events such as tournaments as people expect these types of foods during events. Tim thinks that if there is a policy it has to be abided by at all times. Jessica agreed. Cynthia indicated that there is an educational component with the community. She advised that there are epidemic levels of diabetes in teenagers across Canada. Tim would like the discussion to be on other parts of the policy and that the deep fryer be discussed at a later date. He asked if the policy would apply food trucks. Cynthia advised that there is a section that indicates that educating people at town events and we can only have control over town events. Tim indicated that we have control over what is sold on town property. Cynthia indicated that those groups are one shot deals and have not addressed. She indicated that they would have to have healthy options to offset those unhealthy choices. Tim clarified that if trucks are off road then they won't be held to food standards. He thinks that energy drinks should not be served he wants to be changed to will not be served. He feels we should have a ban on energy drinks. Jeri asked for clarification on relaxation drinks. Cynthia indicated that relaxation drinks are mild sedative drinks and will provide a definition. Tim indicated that there are no definitions for a lot of things and requested that definitions be included as there has to be a standard. Cynthia advised that the policy only has recreation and community centre section of the standard and does want to provide too much detail as it could potentially restrict options. Jessica suggested on providing exceptions. She thinks this is adequate and we know what the intent is of the policy. There maybe some stuff that has good in one thing and bad in another thing. If you give too much detail, then you limit healthy food options. Cynthia noted that there is the reason for education and we don't want to minimize what they are selling. Jessica indicated that all food

preparations have to be completed on site. Nicola asked if this would affect the Desede Farmers Market and if we offer the education or course to the parents. Gail indicated that everyone eats those foods that are served by the arena and that is expected as a treat when you attended tournaments. Tim indicated that section 4.5 could create potential problems and asked if groups will be getting subsidized. Cynthia advised that they will not be receiving subsidy. The goal of recreation facilities is to provide healthy options. We don't subsidize anybody else's fundraising. Tim indicated that his point is that it is easier healthy foods at lower cost and suggested on reviewing how to get those lower costs. Jessica suggested changing the wording from unhealthy choices be priced higher to healthy choices will be priced lower. Jessica is happy to have this discussion and thinks that it is great example setting for the NWT. Cynthia advised that Whitehorse and Inuvik have a healthy foods policy. Tim suggested to contact them regarding this. Cynthia there is a lot of reaction to this and is uninformed. These goals are not set in goal. Jessica likes breastfeeding. Tim do you feel you have adequate information. Cynthia requested more information.

F. Upcoming Events

Stained Glass Workshop NLMCC September 10-13, 2018
Art in the park September 15, 2018
Upcoming Workshops NLMCC - Silk scarf marbling, basket making, and braiding
NLMCC AGM September 17, 2018
Peter Potapuff Acrylic Painting workshop September 28-30, 2018
Fall Feast dates to be announced
College Block Party Recreation Centre September 22, 2018
Hobago Tri-sport event- hockey Sept 28-30, 2018
Lawrie Hobart Tournament
National Coaches Week sport north doing workshops.
Pool reopens back up September 11, 2018
Swim lessons start tomorrow K to 4 lessons for JBT
Additional programming for 8-12 for JBT Fridays.
Aurora College 50th anniversary events September 13, 2018
Legalization of Cannabis Webinar October 2, 2018

G. Date of Next Meeting

The RAB Annual General Meeting will be on October 1, 2018 at 12:00 pm in the RCC Party Room.

H. Adjournment

MOTION

The meeting was adjourned at 12:55 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith Recreation Advisory Board Minutes September 10, 2018

Regular Meeting
12:00 pm in the RCC Games Room

Attendees:

- Tim Van Dam, Chair
- Nicola O'Keefe
- Gail Hartop
- Jeri Miltenberger
- Jessica Cox
- Cynthia White
- Lisa-marie Pierrot

A. Call to Order

Tim Van Dam called the meeting to order at 12:06 pm.

B. Approval of the Agenda

MOTION

Moved by: Jeri Miltenberger

Seconded by: Jessica Cox

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

Tim clarified some changes made to the minutes that the youth be defined as under the age of 18.

MOTION

Moved by: Jessica Cox

Seconded by: Jeri Miltenberger

That the minutes of September 10, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

- a.* User Fees – Cynthia requested clarification on the definition of youth user fees and that a recommendation is required. She advised that there is a child rate which is JBT elementary school aged children who have a fee of \$2.50 therefore the lower age group has to be identified. She suggested that 12-17 be youth and 2-11 be child ages.

MOTION

Moved by: Jessica Cox

Seconded by: Gail Hartop

That the youth user rate remains at \$3.50 and youth be defined as anyone 12-17 years of age and;

That the term student be removed from the youth user rates.

CARRIED UNANIMOUSLY

- b.* Healthy Foods Policy – Cynthia advised that the last meeting there was suggestions to changes to all brands of energy and relaxation drinks which are now reflected in the policy. She advised that she did complete more research on relaxation drinks and found that they are not FDA and do have some sort of herbal and/or sedative property. She advised that one other change is that the wording be changed from should not to shall not be served. She advised that the other change is in regard to the wording to have less healthy options priced higher.

MOTION

Moved by: Jeri Miltenberger

Seconded by: Jessica Cox

That the Healthy Foods Policy be adopted as presented.

CARRIED UNANIMOUSLY

E. New Business

- a.* Ice Rental Time – Jessica understands that there are three ice rental times on the weekends from 12:00 to 1:00 pm. The intent of those rental times is to provide as much public skating times in maintained as much as possible and that is open to the public for rental. She asked for clarification on the procedure for reserving those opportunities. Cynthia advised the recreation department has provide an additional ice rental time which is from 6:00 to 7:00 pm because there have been requests from user groups for additional rental times. Due to poor attendance at adult shinny it has been changed to a rental time. She advised the public can rent the ice during those time for events such as birthdays. She advised that generally the Saturday and Sunday afternoon times have not been available to user groups or for block rentals. However, that the public does have the ability to reserve that time for multiple weeks given that there are no one else interested in those times. These people are asked to wait until the end of the week to see if anyone else has rented it before they can secure the rental in order to ensure maximum public access. She advised that there is one community member that reserves multiple ice times during the year and would open that ice time for the public on his own time. Tim advised that this is not a RAB issue and is something that is better dealt with administratively. He advised the board member to contact administration directly for any administrative questions.
- b.* Membership of RAB – Cynthia advised that James Douglas resigned leaving the board with two open positions. She advised that once the municipal election is

concluded there is a potential of losing more members who are running in the election. She advised that there is also a newsletter that will be distributed to the community advertising the call for expression of interest. Gail highlighted that if the members running in the election get elected they can be appointed as the council representative on RAB. She noted that the elected councillor would not have voting powers

- c. Bill S-228 – Tim introduced information on Bill S-228 and advised that the federal government has passed the Bill. He advised that the Bill effectively bans the advertising of food to children. The big problem that presented in the first draft was the ability for food companies to sponsor children playing sports. He indicated that the Bill itself is broad and will affect the recreation department in the community. He requested that the board identify potential issues that would affect the community and at the next meeting the board could explore positive solutions to this issue. Cynthia advised that the Northern Store partially sponsors the minor hockey concession and that sponsorship would be affected. Tim requested that a letter be written with the concerns to this Bill, to the federal government so that the community is included in the decision-making process. Cynthia advised that the Town has adopted a new sponsorship policy which would also be affected. Tim would like this issue added to the next meeting.

F. Upcoming Events

Northern Life Museum Landscape Fabric Workshop November 3-4, 2018

Northern Life Museum Christmas Max sale November 17, 2018

Northern Life Museum John Rombo Painting Workshop December 1-2, 2018

Northern Life Museum Fall Feast October 27, 2018

Laurie Hobart Volleyball Tournament October 18-21, 2018

Centennial Arena opens October 1, 2018

Bizarre October 27, 2018

Jessica commended the Town staff for their support during the Hobago tournament. She advised that the event was a great success.

Aurora College showing APTN Documentary

Municipal Election Advance vote October 2, 2018 at the Recreation Centre Senior's Room

Candidates Forum October 1, 2018 at the Roaring Rapids Hall

G. Date of Next Meeting

The RAB Annual General Meeting will be on November 5, 2018 at 12:00 pm in the RCC Party Room.

H. Adjournment

MOTION

**The meeting was adjourned at 12:43 p.m.
CARRIED UNANIMOUSLY**



Town of Fort Smith Tourism and Trade Advisory Board Minutes September 20, 2018

Regular Meeting
12 pm at Town Hall Council Chambers

Attendees:

- Mike Couvrette (chair)
- Mike Keizer
- Pierre-Emmanuel Chaillon
- Linda Martin
- Tim Gauthier

Administration:

Mayor Napier-Buckley
Cr. Dumont
Cynthia White
Diane Seals

A. Call to Order

Chair Mike Couvrette called the meeting to order at 12:10 pm and passed the chair to Mike Keizer.

B. Approval of Agenda

MOTION

Moved by: Mike Couvrette

Seconded by: Pierre-Emmanuel Chaillon

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Tim Gauthier

Seconded by: Mike Couvrette

That the TTAB Minutes of May 17, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Mike Couvrette indicated that all ten of the MLAs of the largest community's in the NWT are colluding to centralize all key government positions from community's which includes Fort Smith. He advised that according to recent news articles the Minister of ECE and Yellowknife MLAs are set on opening a University located in Yellowknife. He was less than optimistic and that the college would become a under utilized facility. He thinks that the Town should be communicating with the GNWT to bring other tenants into the College. He thinks that is a good opportunity to have students brought into the community through occupying that extra space by other universities. He indicated that this is not something that has been researched and thinks that the Town should consider

exploring. He recommended that the Town enter into negotiations with the GNWT to be able to go out and solicit tenants to fill unused space within the Aurora College Facility in Fort Smith. Mike Keizer indicated that there has been no decision made on the College and that the Town is still currently fighting to keep the College that way it is. Mike Couvrette indicated that there are ten MLAs that represent Hay River Inuvik and Yellowknife and since they started their session all programs have centralized in all three community's. Cynthia advised that the potential for a University is still in discussion and that there is not a decision made on that yet. She commended Mike Couvrette on his recommendation and advised that is a option that would be available for the SAO to explore in the future. She thinks at this point we don't want to show that we are giving up the fight to keep the college headquarters but is a reasonable opportunity to consider for the future. Pierre thinks that this is a great and is something to consider as a back up which should be researched now. In the case that the headquarters are moved there is this opportunity and will be ready to offer that space to tenants right away. Cynthia indicated that the change is years in the future and that we do have the time to collect the information for that opportunity. Mike Keizer thinks that options could be explored and the spaced offered out and still does not agree with losing the head quarters. Linda thinks that the decision is done and its final, the headquarters is gone. She thinks that has been in the works for several years and we are just hearing about it now. She thinks this is an opportunity for the Town to negotiate new programming and bring back some of the previously offered trades programs. Mayor Napier-Buckley advised that the Town has delegated to the standing committee on Social Development and there is a meeting scheduled with the Premier where a more in-depth presentation will be presented. She understands that the opportunity to create more trades programs but added that with the long-term programs already offered in Fort Smith are contributing more to the economy. Mike Keizer asked if this would be beneficial to discuss with the Premier. Mayor Napier-Buckley thinks that to present this idea to the Premier would send the wrong message and that we don't want to lose anything here. She indicated that could be an opportunity to present later if the head quarters are moved. She advised that standing committee was responsive to our argument but that no response has been received. She doesn't think that losing the college and headquarters is a done deal. Linda advised that she read that a communications and lobbyist person has been hired to work on the response on the college. She asked where that budget for that position comes from and if the Town has repositioned their argument to the Premier. Mayor Napier-Buckley advised that Council has allocated fund for a position for communications, lobbying and the travel required for our efforts in this movement. She advised that as of yet no one has been hired to fill this position. She advised that the reposition of the Towns argument has been very much the same as when the movement began and the same as the presentation to the standing committee. She indicated that reposition the town argument is not is what is happening but that we are refocusing our argument where we would have better success according to the feedback from the standing committee. Tim advised that he is pleased with these lobbying efforts. He thinks that it would be beneficial to change the mindset in the community that the town is not doing anything on this issue by communicating these efforts to the community. Mayor Napier-Buckley advised that a draft newsletter is underway and is close to being finalized for distribution.

Linda asked for an update on the AWG and the status of their final report. Cynthia advised that they are still in the process of finalizing their final report.

E. Reports

- a. Economic Development Officer – Diane advised that she has been working on gathering statistics as per the business development with the economic plan. She advised that the business visits are underway and that she has completed 30 so far. She advised that 30% of Fort Smith businesses are home based businesses. She was impressed with the amount of pride that the businesses owner have in our community and support local businesses. She advised that she was working with the visitor information centre and their summer students. She advised that the summer students built a couple more tours and worked on the mad bison run event. Mike Keizer commended the work done to complete the mad bison run it was a great event. He commended the work done by the summer students. Diane advised that she also worked with some festival organizers on funding opportunities and advertisements. Cynthia advised that the festival groups have been sent to the economic development officer to obtain funding opportunity information. Diane advised that she also assisted with the response to the Aurora College review. She advised that she is assisting with the administering of the media and social network websites. She advised that she is working to sell the surplus of AWG merchandise and that there is an online store where the merchandise is being sold. She advised that she is also selling merchandise at Town Hall and Recreation Centre for local buyers. Cynthia advised that one other project is inviting local business to events such as the college block party to provide information through a booth. Diane advised that there is a member from Fort Smith running for the NWT tourism board. Linda thinks that the college block party is a great idea and understands that there are not a lot of timing options with the academic year beginning in September but was concerned with the weather being too cold for this event. She suggested considering the weather if this is an annual event. Cynthia advised that all spaces in the recreation facility will be utilized during this event. She indicated that all events will be inside and outside of the facility. Linda provided some feedback that during the request to businesses to set up booths the town was requesting swag from the businesses. She suggested that the town not request free swag as the businesses are struggling enough as the request was made from a town email. Cynthia indicated that in the future email will be made more clear when sending these requests and that the town is not requesting the free swag for themselves. Linda suggested having the college block party idea where vendors could sell items in the arena on a monthly basis. Cynthia advised that she is working to have other new events during the year where invitations will be sent to vendors to participate. She commended Linda for her feedback which will be beneficial to her planning future events.

F. New Business

- a. Logo Process – Tim advised that he will be drafting a policy to provide to the board as per previous discussions.

- b. Membership – Cynthia advised that the board is short two members for the board. Mike Keizer suggested that a call for expression of interest be advertised. Mayor Napier-Buckley advised that could be included in the upcoming newsletter. Cynthia encouraged members to solicit residents.
- c. AGM – Mike Keizer advised that an AGM has to be completed. The board agreed to have the TTAB AGM on October 25, 2018.

G. Date for Next

The next TTAB meeting will be on October 18, 2018 at 12 noon in Town Council Chambers.

H. Adjournment

MOTION

Moved by: Tim Gauthier

The meeting was adjourned at 12:50 pm

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Mayor and Council

Date: 9 October 2018

Subject: Healthy Foods Policy -UPDATE

Purpose:

To present to a draft of the Healthy Foods Policy to Council for consideration.

Background:

There is a shift afoot within municipal facilities across the country to address the culture of unhealthy food and beverages as the primary foods available in recreation and leisure settings. Municipalities in Nova Scotia, New Brunswick, Saskatchewan, Alberta and BC are actively creating healthy food policies. The Canadian Recreation and Parks Association has developed a strong resource to support the implementation of policies creating healthy food environments. The policy being presented is modelled off policies and resources from municipalities across the country.

The food that is commonly served in our contracted concessions and at special events hosted by user groups is often easy to prepare, processed food. This means that it is typically high in sodium, fat, sugar, and various chemical additives. The Canada's Food Guide, various provincial healthy eating guidelines, and position papers produced by professional organizations (Dieticians of Canada) identify these options as unhealthy and negatively impacting the general health of our country.

This food is often lower cost, which is important for organizations using our concession as a fundraising venue.

As a part of our Healthy Community Initiative we can create an environment in our facilities and at our events which supports healthy food choices as the norm. Through policy development, education, implementation, and monitoring we can support organizations in moving toward healthier menus. Making change in what is offered for consumption supports people in making a positive change in their own life. It is through a holistic approach to wellness that we have the greatest impact toward our Healthy Community Initiative goals.

UPDATE

Council requested that the Healthy Food Policy be reviewed by RAB. At the regular RAB meeting on 10 September 2018 the policy was reviewed and suggestions for minor amendments given. Those amendments were reviewed at the regular RAB meeting on 1 October 2018. At this time RAB passed a motion recommending that council adopt the policy as presented.

Recommendation:

That council adopt the Healthy Foods Policy as presented.



The Corporation of the Town of Fort Smith Policy and Procedures Manual Policy CP 314 Healthy Foods

1. **Statement of Policy**

To create healthy food environments by increasing access to and consumption of healthy foods and beverages within municipal settings, making healthy choice, the easy choice.

2. **Objectives**

To create a supportive environment that makes the healthy choice the easy choice.

- To develop a strategy to educate community members of the benefits of healthy food choices.
- To support concession contractors in developing a healthy food choice menu.
- To support concession contractors to meet the contractual obligations to provide healthy food choice options.
- To establish minimum standards for a healthy food choice menu and to develop a monitoring strategy.
- To develop a standard for pricing and displaying healthy food choices in Town facilities.
- To ensure all food outlets in Town facilities meet or exceed the minimum healthy food choice standards.
- To encourage the sale of healthy food choices at special events organized by Town staff.
- To encourage the purchase of healthy food choices for all Town events, meetings, and conferences.
- To normalize healthy food and beverage consumption at Town facilities, events and meetings.

3. **Definitions**

“*Choose Most Often*” refers to a food and beverage category based on nutritional criteria outlined in the Alberta Nutrition Guidelines for Children and Youth.

“*Choose Sometimes*” refers to a food and beverage category based on the nutritional criteria outlined in the Alberta Nutrition Guidelines for Children and Youth.

“*Choose Least Often*” refers to a food and beverage category based on the nutritional criteria outlined in the Alberta Nutrition Guidelines for Children and Youth.

4. Procedure

4.1. This policy applies to the food and beverages served and sold in the following areas:

- all municipally owned recreation facilities, spaces and places;
- all recreation programs and municipal events, meetings and special events;
- all concessions and vending machines located on municipal properties.

4.2. This does not apply to:

- Food and beverages brought in for meals and snacks by the employees;
- Organizations or individuals who rent space/rooms for special events, however they will be encouraged to follow the policy and offer more healthy food options;
- Organizations/events to which the Town provides support or sponsorship, however they will be encouraged to participate in modelling the policy and offer more healthy food options;
- Alcohol is not included in the scope of this policy;
- Coffee or tea.

4.3. Providing healthy foods and beverages within Town settings will support a cultural shift whereby the healthy choice is the “norm” where we live, work, and play. To meet this goal all food and beverages served and sold will:

- be consistent with defined criteria (Choose Most Often, Choose Sometimes, Choose Least Often) detailed in Appendix A;
- be served and sold in the appropriate portion sizes as identified within Canada’s Food Guide to Healthy Eating.

4.4. Energy drinks (all brands) and relaxation drinks (all brands) shall NOT be served. Sports drinks (all brands) should be considered a “Choose Least Often” beverage.

4.5. The pricing of foods/beverages influences the types of products individuals select and purchase. Choose Sometimes and Choose Least Often foods and beverages should be priced slightly higher than Choose Most Often foods and beverages.

4.6. Priority space should be given to healthier food and beverages (Choose Most Often, Choose Sometimes).

5. Promotion, Advertising, & Sponsorship

The Town of Fort Smith will make every effort to avoid sponsorship relationships which result in the promotion or advertisement of unhealthy food and beverage choices.

6. Breastfeeding

In the NWT breastfeeding is supported and promoted as the ideal way to provide nutrition to babies. The Town of Fort Smith endeavours to create an environment in our facilities which supports nursing mothers to feel welcome to breastfeed their children in the way they are comfortable.

7. Implementation

Food choices in facilities such as community centres and arenas have historically fallen to the unhealthy end of the spectrum, often including fried and highly processed food, pop, potato chips, and chocolate bars. Changing the food choices and practices in these facilities will be a difficult process which may result in resistance from facility patrons and user groups. Developing a realistic and phased implementation strategy is essential. The strategy will have two essential components, Education and Making Change. Making changes to practices which have existed for many years can be difficult. Making change to our food choices which are a part of our recreation culture will require a shift in the mind set of a large group of community members. Developing a gradual measured implementation plan is more likely to produce positive and sustainable results.

Year 1 of Implementation - Education

- Infographics displayed within the facilities, around food outlets.
- All user groups who will be selling food in the facilities will be provided with the policy and resources.
- Concession contractors will be provided with education and resources to initiate change to menus/develop healthy choice menus.

Goal: Menus will contain: 25% Choose Most Often
50% Choose Sometimes
25% Choose Least Often

Year 2 of Implementation – Making Change

- Concession operator contracts will include healthy food policy compliance.
- Additional infographics will be considered.
- Collaborate with Public Health on community education.
- Special interest/event groups will be onboarded to providing healthy food options.

Goal: Menus will contain: 40% Choose Most Often
50% Choose Sometimes
10% Choose Least Often

Year 3 of Implementation – Making Change

- Reinforce goals with all users of facilities and contractors, plan to achieve compliance with the goals.
- Provide additional education and resources as required.

Goal: Menus will contain: 60% Choose Most Often
30% Choose Sometimes
10% Choose Least Often

Town organized special events and meetings will meet or exceed the yearly goals for providing healthy food and beverage choices. All vending machines will meet the Year 3 goal immediately.

8. Related Policies or Documents

8.1. Purchasing and Tendering Policy

8.2. Vision, Values, Mission

8.3. Healthy Eating in Recreation and Community Centres -

<https://open.alberta.ca/dataset/e41c275d-6794-4c4f-a220-5d2e62d571a3/resource/d3f72db0-f241-4e19-90d0-1615491afb5f/download/nutrition-healthy-eating-ab-recommcentres.pdf>

8.4. Alberta Nutrition Guidelines for Children and Youth -

<https://open.alberta.ca/dataset/1c291796-4eb0-4073-be8e-bce2d331f9ce/resource/3319786c-1df1-43ca-8693-067f733682dc/download/Nutrition-Guidelines-AB-Children-Youth.pdf>

8.5. Eating Well with Canada's Food Guide - https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/fn-an/alt_formats/hpfb-dgpsa/pdf/food-guide-aliment/print_eatwell_bienmang-eng.pdf

8.6. Breastfeeding - <https://www.hss.gov.nt.ca/en/services/breastfeeding>

9. Attachments

9.1. **Appendix A – Nutrition Criteria – Healthy Foods Policy**

APPENDIX A

Nutrient Criteria - Healthy Foods Policy

Choose Most Often Foods & Beverages

- **Should be chosen most often**
- Healthiest options
- Low in saturated and trans fat
- Contain little or no added fat, sugar, and/or sodium
- High in natural fiber
- No sugar substitutes (i.e. aspartame, sucralose)

Choose Sometimes Foods & Beverages

- **Chosen less often than Choose Most Often foods and beverages**
- Contain added fat, sugar and/or sodium
- May be processed
- No sugar substitutes (i.e. aspartame, sucralose)

Choose Least Often Foods & Beverages

- **Chosen least often**
- High in fat, sugar, and/or sodium
- Contain sugar substitutes (i.e. aspartame, sucralose)
- Contain caffeine
- Highly processed
- Sports drinks – all brands

Foods Not to Be Served or Sold

- Energy drinks and shots - all brands
- Any foods that have been deep fat fried during food preparation



BRIEFING NOTE

To: Mayor and Council

Date: 9 October 2018

Subject: Reallocation of Capital Funds to Install Electronic Sign at RCC

Purpose:

To request the reallocation of capital funds for the installation of the electronic sign at the Recreation and Community Centre.

Background:

Capital funds (\$15,000) and a community donation of \$10,000 (Metis Council) was allocated for the purchase of an electronic sign at the RCC in 2018. A 4'x7' sign was purchased to be mounted above the main entrance of the RCC. To purchase a sign of appropriate size and image quality \$21,460 of the allocated funds were spent. To complete the installation additional capital funds are required.

There is currently \$15,000 remaining in the capital budget for Recreation Program Equipment.

Recommendation:

It is recommended that \$6000 be transferred from G/L 8-2-0551-648 Recreation Program Equipment to G/L 8-2-0551-579 RCC Electronic Sign.