











Town of Fort Smith Community Services Committee

Tuesday, September 11, 2018 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – August 2018
 - ii. Pool Stats – August 2018
 - iii. Arena Stats
 - b. Recreation Advisory Board
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – August 2018
 - b. Advisory Board on Culture
7. Economic Development
 - a. Tourism and Trade Advisory Board
8. Visitor Services
9. Community Events/Liaison with Community Organizations
10. Bylaw/Policy Review and Development
11. Administration
 - a. Briefing Note – Fort Smith Music Society Donation Request
 - b. Briefing Note – Playground Equipment Purchase Plan
12. Other Business
13. Excusing of Councilors
14. Date of Next Meeting
15. Adjournment

Attached Documents		
		
Community Services Minutes August 14,	Vision, Values and Goals.doc	Community Services Master Plan
		
Recreation Stats August 2018	Pool Stats August 2018	
		
Library Stats August 2018	BN - Fort Smith Music Society	BN - Playground Equipment Purchase



Town of Fort Smith
Community Services Committee
Tuesday, August 14, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, Cr. Holtorf, Cr. McArthur
Regrets : Mayor Napier-Buckley, D/M Smith
Staff Present: Keith Morrison, Senior Administrative Officer; Jeff Schwartzberger, Acting Director of Community Services; Lisamarie Pierrot, Executive Secretary
Guests: Lorraine Tordiff

1. Call to Order

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

2. Review

a. Agenda – The agenda was reviewed.

Cr. Patel entered the meeting.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Bell

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of July 10, 2018, were reviewed and have been adopted at the Council meeting of July 17, 2018.

Cr. Kikoak entered the meeting.

Cr. Holtorf would like to thank and congratulate the organizers for the 50th commemorative Fort Smith Landslide event. He advised on what a tremendous job done by the organizers and thanked them for taking the initiative to do this event.

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 – Administration advised that the Director of Community Services is on holidays and that he has invited the Acting Director of Community Services. Administration welcomed questions from

Council and advised that the Director of Community Services can address the statistics upon her return. He advised that they are analyzing the procedure on obtaining statistics particularly door entries. The reason being is that they are finding that parents are dropping off kids, leaving and coming back to pick them up increasing the number of entries which is not necessarily accurate. This process does not provide a real picture of how the programs are being utilized. There is a briefing note being presented which will address the restructuring of how we run the operations of the recreation building. He highlighted that there was also dialogue in the briefing note that was brought to the Corporate Services Standing Committee meeting on trying to better relate facility usage to revenues. We are coming at it from a number of different directions to rationalize how to better count the usage. One of the things we are finding is added pressure from JBT Elementary school with the change in the school scheduling as indicated in their new school year calendar, every Friday will there is only a half-day of school. This is adding pressures on providing more programming every Friday afternoon for the elementary school children. He welcomed questions or concerns from Council.

Cr. McArthur advised that there are posts on Facebook of a school teacher that is moving to Fort Smith, who will be opening a Daycare and asked if she has applied for a business license and got all the necessary paperwork completed to open this Daycare. Administration advised that he does not recall processing a business license but will check into that and will also have to check if there has been a home occupation permit submitted. He added that she would also have to follow the necessary requirements set by the Department of ECE to open a Daycare Centre. Cr. McArthur advised that the lady did receive a lot of inquiries and if she does not complete all the required documentation and is unable to run her Daycare there will be a lot of parents without childcare. Cr. Holtorf advised that he interpreted the Facebook posts much more of a Daycare Centre but more of a preschool.

- i. Recreation Statistics – The July 2018 recreation statistics report was reviewed.
- ii. Pool Statistics – The July 2018 pool statistics report was reviewed.

4. Library

a. Library Services

- i. Library Statistics – The July 2018 library statistics report was reviewed. Administration advised that the Director of Community Service will speak to two months' worth of statistics upon her return and welcomed any specific questions.

5. Administration

- a. Briefing Note Sponsorship Policy – The briefing note and draft Sponsorship Policy was reviewed. Administration advised that there are three briefing notes and there are weighty documents and is not looking for

a recommendation or a motion from Council. The documents require dialogue, review and digestion and suggested to forward to the bylaw committee for review. He advised that the reason the documents were brought to Council is for Council to review them and start thinking about each and thinks that we could start looking at mechanisms to review each document individually. Specifically, with the Sponsorship Policy, what we are trying to do is create a framework with which private sector businesses can sponsor the Town. We do experience people, organizations, businesses that would like to sponsor the Town in a number of ways and in return they request a number of different things. What we want to do is create a policy that will allow us to do that and capitalize on it as well as include those that have provided sponsorship in the past. What we are trying to do as well is create a document that takes out the emotions and gives us the tools to process these requests. He added that it's hard to create a document that would address all of the different types of sponsorship and satisfying unknown requests and so we have put in words that acknowledges this as a living document. He advised Council to review the documents provided and think about where changes could be made and requested direction from Council on where to have that discussion. He welcomed questions from Council. Cr. Holtorf advised that he has looked into initiatives made with other jurisdictions and suggested that the Town explore mechanisms of creating an art policy. He advised that generally how arts policies are funded through 0.5% of capital funding per year. He added that this is an initiative that is becoming quite popular in other places. There are opportunities to have arts and crafts donations and placed in facilities. He advised that there were also suggestions of having Fort Smith named as the art capital of the North and asked what do we have to stand on in that regard. He indicated that with the community being a college-based community what do we have for art in this community. This may also give us the opportunity for funding proposals. He commended Administration on the work done on the documents. Administration thinks the Sponsorship Policy is kept broad to include artistic sponsorship as well. One of the reasons we are stalled in the parks and programs project is to give local contractors sponsorship opportunities. He advised that he did have plans to bring forward some large art work initiatives to engage local artist in contributing to large projects such as the cemetery expansion. The other thing is that the Arena is bland and would like to add artwork, honor walls etc. but is on hold pending the sponsorship policy so that we can go and work with the public to get sponsored art for the walls. Another place that was considered for a commissioned community contribution is the park in front of Northern Lights with the removal of the statue. Cr. Patel liked the policy and thinks that it is a good document. She brought attention to section 4 and that she would have had a concern but was satisfied with the wording eliminating her concern. She indicated that with wealthier organizations sponsorships could be skewed and opportunities given to bigger organizations but the wording eliminates that concern. Cr. Kikoak indicated that there was a sponsorship from the Daniels family for a stage for Conibear Park. She wondered if we approached them with the

downtown development plan for Conibear park and asked if that is something that should be done. Administration advised that the Daniel's family did approach him and offered a music memorial. He advised that there was no discussion of a dollar amount. He added that he was also approached by Mr. Labine who would like to donate a large Conibear Trap to be placed in that Park. He advised that he didn't have the backing of a document like this policy to properly enter into dialogue with these individuals. He envisions a more focused public engagement when the policy is adopted. Council agreed to have the document forwarded to the Bylaw review committee.

- b. Briefing Note Healthy Foods Policy – The briefing note and draft Healthy Foods Policy was reviewed. It was noted that Minor Hockey, who does a great deal of fundraising through the canteen that we donate, feels that if we force them to make more healthier choices available their revenue will reduce and that will directly result in higher cost to play hockey. He advised that is not the intent and knows that Council would certainly not put a policy in place to do that. The purpose of this policy is to give us the ability to have dialogue with vendors on Town property to make healthier options more available to youth. He advised that he has consulted with a number of coaches who have dialogue with their athletes, talking to them about healthy practice, eating and living. This policy would allow for that healthy lifestyle for athletes by providing extra healthy options but not eliminating the current food that is provided by the vendors such as fries. There are no intentions of removing the deep fryer but rather providing healthier options in addition to the snack options. He is not looking for a recommendation or motion on this policy but to review and decide on how Council wants the dialogue to happen. Cr. Patel thinks this is a good start and that this may create some culture change but is not forcing vendors to take anything off the menus. She suggested offering a label that provides information on healthier options availability. Cr. Holtorf indicated that Council has passed a helmet bylaw that we don't enforce. He does not want to get into this area in terms of enforcing a bylaw. We are not enforcing what we have but can certainly encourage it. Cr. McArthur agreed with Cr. Holtorf. Cr. Dumont agreed with him as well. Cr. Dumont advised that he has been involved with preparing food in the Arena and has heard this every year as people talk about removing the deep fryer. Having the type of food people want is important for revenue generation. He suggested offering healthy food in addition to what is already available. We have to have what will sell. Council agreed to forward the document to the Bylaw Review Committee for discussion.

- c. Briefing Note Smoking and Cannabis Use Bylaw – The briefing note and draft Smoking and Cannabis Use Policy was reviewed. Administration presented the bylaw and advised that previous discussion has forced us to review the smoking bylaw. In speaking with the GNWT they have a level of authority and authorization in the legalization of Cannabis in such that they are going to have territorial legislation. The Cannabis legislation will

mirror the smoking legislation in terms of usage and will be distributed through the same legislation as liquor. This legislation will be enforced by an Environmental Health Officer who is located in Hay River and is vacant. We don't want to get into the enforcement issue and having the Bylaw Officer enforce that as they are not providing additional funding to do so. We do have the authority to expand on the territorial legislation which we have done with this bylaw. This bylaw was copied from the City of Yellowknife's bylaw and changed accordingly. The changes that have been made are aggressive and that there will be no Cannabis smoking on any Town properties. This is before Council and you may wish to soften the document but that is the will of Council. This is the full stop and full enforcement document. This bylaw will be enforced by the Bylaw Officer and anticipates no enforcement issues. Administration is not looking for any recommendations or motions and is providing the document for review. Cr. Holtorf asked for clarification and if there should be 100% mirror of the smoking bylaw on Cannabis use. He was unsure if the current smoking bylaw covers all the parks, play grounds and trails. He indicated that in some places they include a parameter outside of park and have designated smoking areas. Cr. Patel thinks that cannabis needs to be separated from smoking and defined separately and that different things provided such as designed smoking areas. Cr. McArthur advised that there are some buildings that have extended smoking distances from the entrances. He indicated that the smell of cannabis is stronger than regular cigarettes wherever Cannabis smokers go will have to be different than cigarettes smokers. Administration advised that employees are not allowed to smoke cannabis as that will be treated as them being under the influence. There is no requirement to accommodate smokers in WSCC regulations. The current legislation is that people have to be smoking a certain distance of the entrances building and that we are not required to provide designated smoking areas or ash trays. Cr. Kikoak knows that student services at the Aurora College has been discussing this and has done some analyzing to change the designated smoking areas. She suggested on asking them for information on how they approached this issue. Cr. Holtorf asked for clarification on the territorial bylaw status. Administration advised that the document is not a territorial draft and does not know the status of their legislation. Council agreed to have the draft bylaw forwarded to the Bylaw Review Committee for discussion. Cr. Kikoak asked if the Towns properties are close to the same as the City of Yellowknife as the template bylaw may be more accommodating to Yellowknife and not work for Fort Smith as we have a lot of land and authority over that land. Administration couldn't speak actual numbers but advised that the bylaw review committee could pull that information.

- d. Briefing Note Community Services Level of Service Increase Request – The briefing note was reviewed. Administration advised that this is not a level of service increase request but there is a level of service increase which is tied to a department reorganization. He advised that we are seeing increased usages in the Recreation Centre, Library, and Arena which will

continue to increase with JBT being closed every Friday afternoon. We need to create an environment to increase programs to accommodate kids hanging out at the facilities. We need to add more staffing to accomplish that. We saw the resignation of the Aquatic Lead, which a difficult position to staff, as the Town does not offer relocation assistance, and these are for specific requirements of that position. So, we started to look at the organizational chart to eliminate that position and get other staff to pick up those responsibilities. With the reallocation of that budgeted salary that would provide for more programming positions. He advised that employee leave is a contributing factor to the salary overages as we have to hire staff to cover for employee leave. There are no backups and the recreation department have to have staff fill in for those on leave or programs and facilities are closed. He did advise that there is a request asking for additional funds to cover these overages. He brought attention to page two in the briefing note and advised that in 2015 prior to the change of employee statuses we paid an additional \$10,000 for leave and the change-overs from casual to part time the costs went up to \$30,000 and that's the cost to offer staff benefits. The reorganization includes two organizational charts. The aquatic lead has been removed from the current organizational chart, and we have more a matrix managed system. In the proposed organizational chart, there is an administrative lead hand that will handle human resources, administration and other necessary paperwork. There is also a separate position of the programmer who will be handling all programming. With the elimination of the aquatic lead position there is opportunity to allocate more resources to programming. There is a second chart included with the briefing note that highlights the program current allocation against the proposed allocation. Summer school allocations will be changed to address the increased usage of that program. There is an increase allocation to special events to accommodate the increased activities. There is an increase to adult programs. This is all a result of a reorganization of the department and so there is no real money going into this additional increase of programming initiative. Ultimately the briefing is asking the approval of the reorganizational chart and the increased budget to accommodate the overages in salaries.

Cr. McArthur asked that in the case that we don't receive the funding from MACA if Administration has a backup plan to cover the funds. Administration advised that this is responsible budgeting as the funds have been getting spent anyways with the overages every year in salaries and wages as we don't budget for staff leave. The problem is we normally do not provide back up for those that are on leave, but we can't do that at Recreation Centre. We would have a lot more closures and reduced programs.

Cr. Holtorf has no problem approving. He indicated that one of the benchmarks that he used to follow is that we had the Director of Hay River coming to Fort Smith for a number of months acting for recreation staff. This acting Director had the background of familiarity and brought to light

there was a 90% of congruent with our facility and services in similarity and that our budget is quite a bit larger. The acting Director also tried to find mechanisms taking into considerations that Hay River a similar mandate and accounted for 1000 more people. Cr. Holtorf wondered on the status of Hay River in terms of operation of the pool. He asked if we have some other reference to go by and suggested considering comparing to the Hay River pool as there are a lot of similarities. Cr. Patel thinks that is good points by Cr. Holtorf and thinks that it's important to get information from staff that are affected. She has no issue with the reallocation of funds as we are filling a lot of things done by GNWT like the JBT half days. She liked the idea of converting staff to part time positions and thinks we need to make sure that entry level staff have a mentor as for many of them this is their first job. She thinks that it is important to have mentorship and training for staff. Administration advised that normally he would bring this in camera, but all employees have been consulted with that's why he is comfortable with talking about it. Senior management received good feedback from the staff and are in support of the reorganization. He added that the aquatic lead was a mid-level position and not a senior management position and we are making supervision and mentorship available to all the staff. With the reorganization it does offer the ability for staff to progress within the organization and so they feel valued and not thinking they are stuck in a dead-end job. The Acting Director of Community Services would like to reiterate that the staff have reviewed the document and are fully on board. The pool will be in good hands in that sense. We do have life guards there that are qualified to do the job and be able to go into leadership roles.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That Council approve an increase of \$35,000 to Recreation and Community Centre wages budget to offset the cost of back filling positions as a result of leave and that this increase become a part of the yearly budget process to ensure that sufficient wages are available to support daily operation of the facility; and

That Council approve the recommended re-organization of the Community Services Department, including removing the Aquatic Lead Position and reallocating wage to increase Recreation Assistant – Programs PY and Lifeguard/Instructor PY.

CARRIED UNANIMOUSLY

- e. Briefing Note Road Closure – The briefing note was reviewed. Administration advised that the Recreation Centre is running this event and will be completed in the same sense as a mud run. The Acting Director of Community Services advised that this is year one of this initiative and will see how this works out. He is getting feedback regarding age groups, running groups and challenges. The road closure would be for the finishing

of the event and would increase safety for the participants. Cr. Holtorf asked how will the age category work. The Acting Director of Community Services advised that this event will be open to those 16 years of age and older.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by:

That for the reason of public safety during the Mad Bison Run Event, Council approves the road closure from the corner of Mackenzie Avenue and Breynat Street, Marine Drive to Wolverine Street, Wolverine Street and the Boat Launch Road on August 18th, 2018 from 10:00 am to 1:00 pm.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Mayor Napier-Buckley and D/M Smith be excused from Community Services Meeting on August 14, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 11, 2018.

8. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Patel

That the meeting be adjourned at 8:20 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

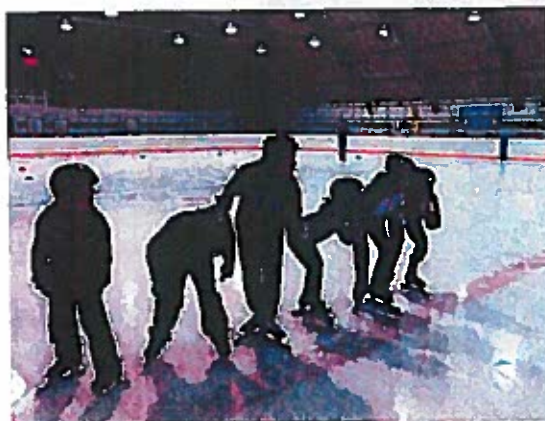
- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective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



Main Venues	Total	Last Month	August, 2017	YTD	COMMENTS
Gymnasium	205	144	150	1574	
Pete's Gym	899	1174	957	9096	
Fitness Room	0	10	10	483	
Squash Court	26	28	50	290	
ASCP/Daycamp	495	379	155	2760	215 in the am, 280 in the pm
Theatre	34	44	64	462	no rentals. Projector out of service new one on order.
Parent's n' Tots	411	373	365	3159	
Phoenix Room	105	148	125	861	
Party Room	18	6		30	New Stat, no info for 2017
PWK Use					
Youth Drop In	149	142		1660	Youth night was not offered in July last year, summer vacation would account for drop from June.
Arena Summer Events					
RCC Events:					Event totals are not included in gymnasium use
HSS Postpartum Group	24	30		82	Weekly HSS program, YTD started in June
MISC					
Total	2366	2478	1876	20457	
College Uses	75	28		1589	

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



Main Events	Total	Last Month	August, 2017	YTD	COMMENTS
AM Lane Swim	24	37	42	289	
Parents and Tots	90	108	101	649	
ASCP	71	110	48	612	(Day Camp)
Noon Lane Swim	19	34	16	217	
Weekend Noon					
Lane Swim	40	38	29	291	
Seniors Swim	30	66	42	414	
Public	199	361	409	1302	
Weekend Public	110	146	77	826	
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	157	211	160	1538	
Weekend					
Adult/Family	74	95	45	689	
PWK/JBT Usage	0	0		1192	
Sr's Aquafit				0	not currently running program
Swim Lessons	70	60	98	951	Monday - Friday 2 weeks (7 kids x 10 lessons)
Kayak Polo		0		31	Done for season
Rentals	93	48	37	479	5 rentals
Other Events				690	
Total	977	1314	1104	10388	

GENERAL COMMENTS

Shutdown for maintenance August 20-Sept 11

Mary Kaeser Library

August 2018

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Adults	30	16	16	14	13		32	39	28	10	17	18	37	25	16	31	26	15	18	34	50	27	18	6	16	12	37	23	23	22	15	684
Children	22	19	15	14	3		26	30	25	50	11	16	25	26	16	23	18	17	19	32	21	26	16	11	13	7	29	18	26	27	24	625
Computer Users	57	86	40	26	15		64	55	76	28	32	31	64	61	49	50	339	34	38	64	61	75	71	38	33	26	31	41	48	49	25	1707
Story Time:																																
Children																																16
Adults																																8
Special Event																																0
Adult Fiction Ex.																																0
Other																																0
																																0
																																0
																																0
																																0
Total # Patrons																																1309
Total Program Attendance																																24
Operational Hrs	5.5	5.5	3.5	3	3	0	5.5	5.5	5.5	3.5	3	3	5.5	5.5	5.5	5.5	3.5	3	3	5.5	5.5	5.5	5.5	3.5	3	3	5.5	5.5	5.5	3.5	135	



BRIEFING NOTE

To: Mayor and Council

Date: September 11, 2018

Subject: Donation of Stage to Fort Smith Music Society - UPDATE

Purpose:

A request was received from the Fort Smith Music Society for donation of the use of the portable stage and picnic tables for an event on September 8, 2018.

Background:

The Fort Smith Music Society has requested the above noted donation to support hosting an event on September 8, 2018. This will be a licensed live music event. The event will be adult only, held on private property, and a fee will be charged for attendance.

In previous years this particular event was hosted by a private company for profit. This year the Music Society has taken over as the host organization.

The Music Society has received similar donations in the past, including a donation of the stage and arena in May 2018.

Stage rental is \$750 which includes set up and take down by Town staff (approximately 4-5 hours set up depending on configuration and 2-3 hours take down).

Analysis:

Continued attempts have been made by administration to negotiate a mutually beneficial in-kind relationship with the Music Society but based on the nature of the organization the board is unable to commit to any agreement which requires members to be available to perform at Town sponsored/hosted events.

At this time the Music Society does not appear to have the capacity to grow their event to reach a wider segment of the population, including families, which was the goal Administration had hoped they would achieve with the support provided by previous donations of Town facilities.

Attempts were made to develop a coordinated event with the Music Society which would be open to families as a part of welcoming Aurora College students in the afternoon and then the licensed adult event in the evening, but the organizers were unwilling to change

the date of their event and did not feel they could support both events on the same day. The Society has been asked to solicit performers for the Town Block Party event but is unable to commit to providing performers.

The current donations spending is \$1425 of the \$4500 budget. Further demands on this budget this fiscal year will occur moving into the Christmas season with previous years donations ranging from a total of \$150 to \$550.

UPDATE

Due to unforeseen circumstances within the Music Society, Private Stock has been cancelled this year. In discussions with the Music Society Board leading up to this event, they were reminded that the Town still had \$1250 of funding available for their use. In the 2018 budget, \$2500 was allocated to support music festivals and to date \$1250 was paid to the South Slave Friendship Festival. The Board members indicated that they did not require the \$1250 contribution as they had received external arts funding. They recommended using the Town funds to for other Town events that included live music performances.

As we move forward with the Block Party and the goal of making this an annual event the use of this \$1250 would support the sustainability of this community festival and opportunities to engage musicians to perform.

Recommendation:

That \$1250 from the Music Festival funding be allocated to the Block Party for this year.



BRIEFING NOTE

To: Mayor and Council

Date: 4 September 2018

Subject: Playground Equipment Purchase Plan

Purpose:

To update Mayor and Council on the proposed plan for the purchase of playground equipment to advance the Parks and Playgrounds revitalization and development plan.

Background:

In 2012 a Park Development Strategy was introduced as an Appendix to the Community Services Master Plan. In reviewing this plan an implementation strategy was developed and capital resources were allocated, \$30,000 each year for five years. This money has been largely unspent to date. This plan included a list of priorities for purchase of equipment, with Caribou Crescent, Timber Crescent, and Walter's Court parks being identified as the highest need for the purchase of equipment and larger structures.

Currently, it is our intention to purchase equipment for the three identified parks. The following equipment are examples for each park (subject to final pricing and availability):

Caribou Crescent	Blue Yonder Playspace	\$20,237.00
	Four Unit swing set	\$2,227.50
Timber Crescent	ImpVenture Playspace	\$27,667.00
	Four Unit swing set	\$2,227.50
Walter's Court	Padwick Park	\$15,634.00
Total		\$68,013.00 plus freight

Purchasing a large amount of equipment provides several benefits, including improved costing and reduction in freight charges. Additionally, having several pieces of equipment on hand for installation allows for cost savings in having the certified installer brought to the community for one large install project rather than three small projects on a yearly basis. Please note, for liability purposes, it is necessary to have the installation supervised by a certified installer but the labour can be provided by a local contractor.

Increase in Capital Budget

Currently, we are requesting an increase in the capital budget. \$30,000 has been allocated for Parks and Playgrounds for this fiscal year. In 2014, \$13,162.80 was spent from this capital allocation for the development of the two horse shoe pits requested by the Senior's Association. It is requested that the budget this year be increased to \$90,000, which is an additional \$60,000 for this fiscal year and equal to three years of capital spending.

Sole Sourcing

To ensure the efficiency of ordering and maintaining playground equipment it is in our best interest to purchase the same brand of structures and equipment for all our playground development as this is a multi-year development plan. Blue Imp is a leader in playground equipment in Canada, with the head office located in Medicine Hat, Alberta. This company manufactures and retails their equipment, so we are not required to deal with a vendor who may no longer be available for the term of the project. Additionally, we will not have to coordinate with multiple vendors to install, service and provide replacement parts. The most recent large structure purchases at Kid City and Kay Ferguson parks, have left us in a situation where the company no longer exists, and we are unable to purchase replacement parts. This has resulted in sub-optimal maintenance of the structures as we experience failures in the components of the structures.

We currently have small pieces of Blue Imp equipment already in our playgrounds, including the swing sets, tetter totters, free standing climbers, and the toddler playspace at Kid City. This equipment is also located in the JBT school yard and in other communities in the region (Hay River and Yellowknife) It has proven to be resilient in our climate and provides the style of equipment that best meets our needs. With this equipment there are no tunnels, meaning that we will reduce the complaints of people using the equipment as a toilet. This also means that there are fewer opportunities for children and youth to climb outside of the intended play area, thus reducing the risk for unexpected falls and injuries. All the structures are available with stainless steel slides, which will be less adversely affected by the cold weather.

Other playground manufacturers produce equipment that is targeted to age groups, 0-2 years, 2 years to 5 years, and 5 years to 12 years. Blue Imp markets equipment in these ranges as well but also manufactures equipment which has features for children 2-12 years. The suggested equipment is 2-12 years, providing the widest range of age appropriate play spaces and challenges at each playground.

Purchasing Partnerships

Parks Canada is currently in the process of procuring two sets of playground equipment. They would like to purchase Blue Imp equipment and would like to enter into a contract with the Town to procure this equipment on their behalf, for which they will reimburse us. With this opportunity being presented we have reached out to Fort Smith Housing Authority to inquire if they have the resources to purchase equipment for the

lots on St. Mary's Street which have been designated as playground space, as well as the Fort Smith Day Care Society.

Making a larger purchase may improve the pricing of equipment and will reduce the cost of freight. Additionally, with a collaborative installation plan we will likely be able to reduce the cost of importing a certified installer.

Sponsorships

All three of these parks are currently un-named and as we move forward with the sponsorship policy our goal is to secure local sponsorships, either monetary or in-kind, to offset the cost of installation.

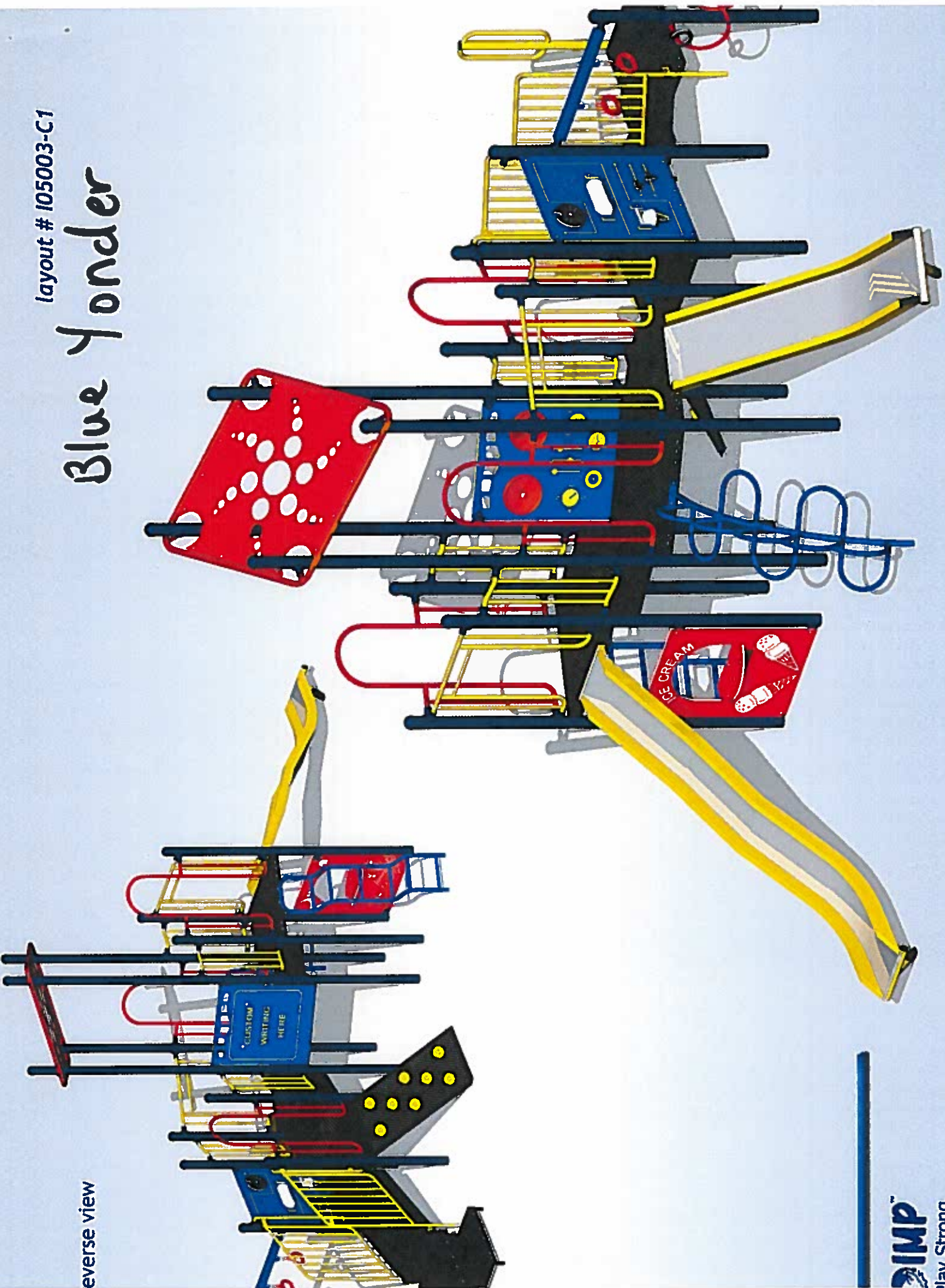
Recommendation:

Request an increase in the capital budget for Parks and Playgrounds from \$30,000 to \$90,000, the equivalent of three years of spending.

Recommend that this equipment be sole sourced to Blue Imp Recreational Products Ltd., manufacture and distributor of Blue Imp playground equipment.

layout # 105003-C1

Blue Yonder



reverse view

Imp Venture

layout # 105004-C1

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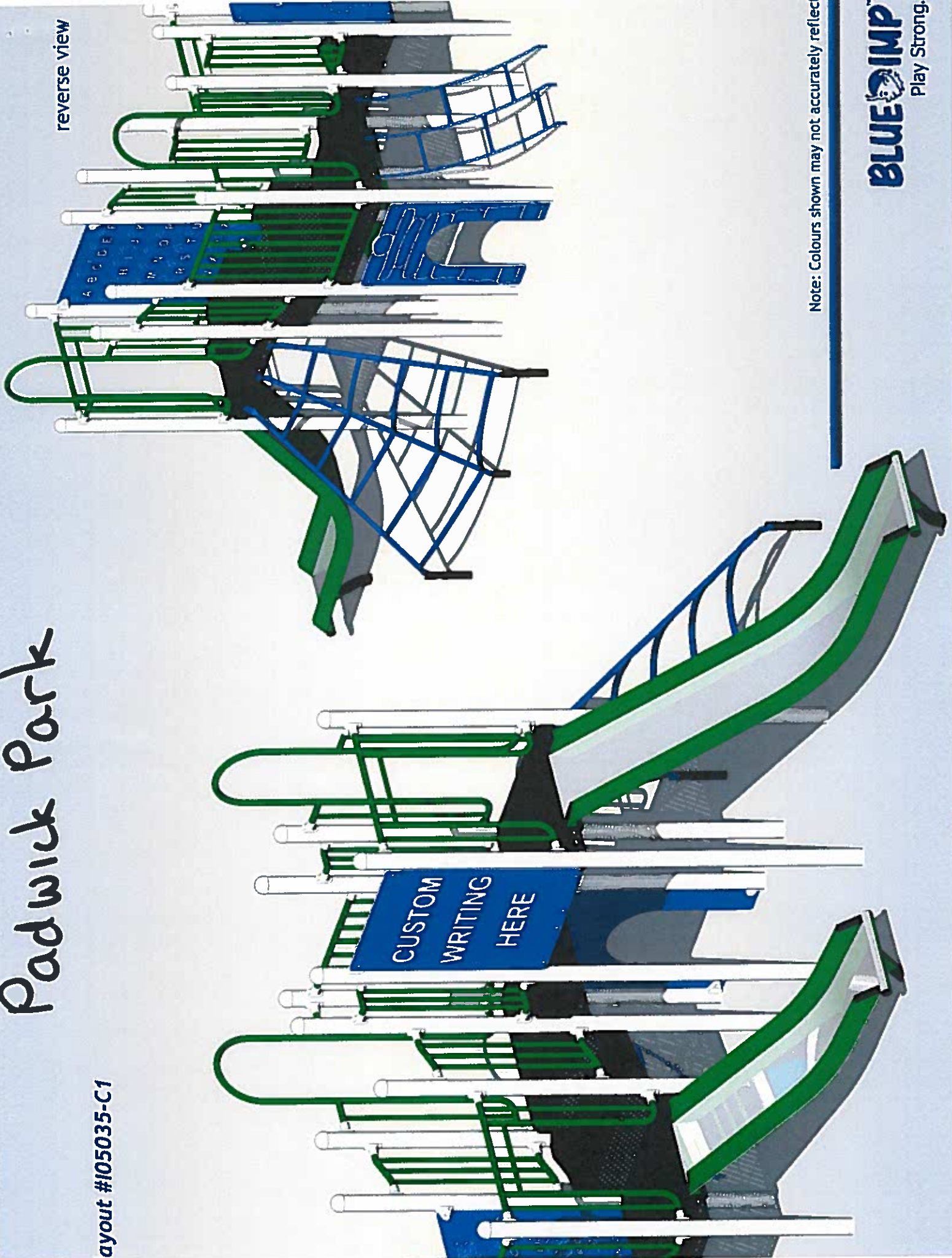
reverse view

own may not accurately reflect actual colours.

Padwick Park

layout #105035-C1

reverse view



Note: Colours shown may not accurately reflect

