

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - August 6, 2019 10:30 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>CALL TO ORDER (Session #013)</u>	
2. <u>APPROVAL OF AGENDA (Call for Non-Agenda Items)</u>	
3. <u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u>	
4. <u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u>	
4.1 Community Services Executive Committee - June 17, 2019	2 - 3
5. <u>ITEMS REFERRED FROM COUNCIL</u>	
6. <u>NEW BUSINESS</u>	
6.1 Theatre Technician Fees	4
6.2 Memorial Sports Centre Hours & Facility Closures	5
6.3 Memorial Sports Centre - prime-time ice	6 - 10
7. <u>NON-AGENDA ITEMS</u>	
8. <u>INFORMATION</u>	
8.1 Sunny Cove Request - Linda Hamilton & Jennifer Woods	11
8.2 Next Meeting - Tuesday, September 3, 2019	
9. <u>ADJOURNMENT</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #012

June 17, 2019

This meeting of the **Community Services Executive Committee** of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on June 17, 2019 from 10:30 a.m. to 11:21 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Doug Brown - CAO, Jason Kabel - Community Services Division Manager

ALSO PRESENT: Melissa Belluz, Leana Moffitt

1 CALL TO ORDER (Session #012)

The meeting was called to order by A. Hallikas, Chairman at 10:32 a.m.

2 APPROVAL OF AGENDA (Call for Non-Agenda Items)

- Approved without revision.

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

- R. Wiedenhoeft declared a conflict of interest with item 7.1 - his son is an employee of the town.

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 Community Services Executive Committee - June 3, 2019 - **Approved as circulated.**

5 ITEMS REFERRED FROM COUNCIL

- NIL

6 NEW BUSINESS

6.1 Community Museum Operating Grant - The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2019 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also to authorize appropriate execution of the grant application on behalf of the Town.

6.2 Diabetes Bin Indemnification - The Community Services Executive Committee recommends to Mayor & Council to support:

1. A Request that the existing Diabetes Bin located on the property South of the Library parking lot be removed as soon as possible due to liability & precedent concerns.
2. Endorse administration to develop a policy before the end of 2019 that outlines the placement of 3rd party assets being located on Town property and Town right of ways.

6.3 Age Friendly Committee Partnership Request - The Community Services Executive Committee recommends to Mayor and Council to sanction a partnership with local organizations as the identified organization on the Seniors Community Grant Program (Ministry For Seniors And Accessibility, Ontario) for up to \$25,000 and assist with other aspects of the project as stipulated.

7 IN-CAMERA

IN 10:40 am, OUT 11:07 am

- 7.1 Staff Discounts - The Community Services Executive Committee recommends to Mayor and Council to sanction:
1. Complimentary fitness centre access for Pool & Fitness staff, including the MSC front desk Receptionist and Program Director positions.
 2. A discount of 25% for all other Town staff.
 3. Policy development outlining the noted discounts.

8 NON-AGENDA ITEMS
- NIL

9 INFORMATION

- 9.1 Next Meeting Date - Tuesday, July 2, 2019

10 ADJOURNMENT

There being no further matters before the committee at this time, the meeting was adjourned at 11:21 am.

A. Hallikas, Executive Committee Chair

J. Kabel, Manager of Community Services



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 2, 2019

RE: Townshend Theatre Technician Fees

Preamble

Early in 2019, the Community Services Division was advised by the head Theatre Technical Coordinator that he would no longer be able to continue in the position. He had a recommendation for a new lead for the position, that being Robin Sieders. After a meeting with Mr. Sieders, it was determined that he would be a good fit for the role.

After being in the role for the first half of the year, it has been suggested by Mr. Sieders that an adjustment for the technicians under his purview would be appropriate to help with the difficult recruitment effort for Theatre techs.

Below is a table of the existing and proposed Theatre Technician Fees.

Event type	Existing Amount	Proposed Amount
0 - 3 hour event	\$52.83	\$50 flat rate
3 - 8 hour event	\$79.25	\$15/hr (\$120 max)
8+ hour event	\$105.71	\$18/hr (\$144 max)
Weekend Fee (Hourly Rate plus 1hr before and 1hr after event time)	\$42.26	\$42.26

Recommendation

Determine if adjustment to the Theatre Technician fee would be appropriate.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the name "Jason Kabel".

Jason Kabel

REPORT

TO: Community Services Executive Committee
FROM: Jason Kabel, Community Services Division Manager
DATE: August 2, 2019
RE: Memorial Sports Centre Hours & Holiday Closures

Below is a summary of the hours and closures that are observed at Memorial Sports Centre throughout the year.

Tuesday after Labour Day (SEP) until Ice is out (MAR-APR)

Monday to Friday 6am to 10pm
Saturday and Sunday 8am to 10pm

Ice Out until First Monday in June

Monday to Thursday 6am to 10pm
Friday 6am to 8pm
Saturday and Sunday 8am to 8pm

First Monday in June to Labor Day

Monday to Thursday 6am to 9pm
Friday 6am to 7pm
Closed Saturday
Sunday 4 – 8pm

Holiday Closures


New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving	Remembrance Day
Christmas Day	Boxing Day	

Christmas Eve & New Year's Eve (Closed some years or open (6am or 8am) to 2pm) based on facility needs.

Recommendation

To endorse the annual calendar of hours and closures for the Memorial Sports Centre.

Respectfully Submitted,



Jason Kabel

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 2, 2019

RE: Non Prime Time Ice User Fee

Background

The Memorial Sports Centre (MSC) staff have received a request from the Fort Frances High School (FFHS) administration to expand the number of ice rental hours for the FFHS Hockey Academy program for the 2019-2020 season. To be able to facilitate their request we had to communicate with the Fort Frances Lakers (email attached) to adjust their typical practice schedule. For the Lakers to adjust their schedule to accommodate the request they would have to look at early morning practices between the hours of 6am-8am. The Lakers altered their practice schedule in 2018-2019 to accommodate a change requested by FFHS as well.

The issue with the Lakers considering the 6-8am time period is that it falls within a different user fee class, as follows:

Ice Surface Rentals		Resident	Non-Resident
Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri; Opening to Close Saturday & Sunday			
3.2.2.1	Youth	101.70	127.10
3.2.2.2	Adult	152.60	190.80
*Non-Resident rate for hockey and figure skating programs			36.95
Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School Breaks & Tournaments)			
3.2.2.3	Youth	70.45	88.05
3.2.2.4	Adult	107.95	134.90

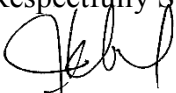
In recent years the demand for early morning ice time has diminished to the point where there is very little ice time booked other than the Border Skating Club, up to two mornings per week 6am-7:45am.

Please also see attached, the report to adjust the non prime time ice rental user fee rate effective January 2017.

Recommendation

Determine if it would be appropriate to redefine the non prime time ice surface rental user fee class to include the hours 6am to 8am that would allow the Lakers to move their ice time without paying the prime time user fee.

Respectfully Submitted,



Jason Kabel

Jason Kabel

From: Wayne Strachan <wayne@fortfranceslakers.com>
Sent: July-31-19 4:03 PM
To: Jason Kabel
Cc: Melissa Belluz
Subject: Re: prime time fees

Hey Jason,

Yes we would like this to go to the executive committee to be asked if we could get the Lakers rate? Were we not granted a cheaper rate that was to have started on Jan. 1, 2017?

Thank you

Wayne Strachan
Fort Frances Lakers Jr. A Hockey Team- SIJHL
Head Coach/ G.M.
(807) 274 - 4383 (h)
(807) 275 - 7798 (c)
(807) 274 - 6889 (o)
Wayne@fortfranceslakers.com



2013-14, 2014-15, 2015-16 SIJHL Regular Season and League Champions
Proud Member of the Superior International Junior Hockey League and the CJHL!

On Tue, Jul 23, 2019 at 11:42 AM Jason Kabel <jkabel@fortfrances.ca> wrote:

Hi Wayne,

I agree. If it is better for you to have the early morning time slot than we can take it to the executive committee to see if they'll consider charging the non-prime rate. Let me know.

Thanks,

Jason

REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: November 4, 2016

RE: **2017 Community Services User Fee Schedule**

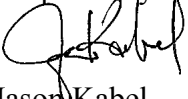
Please find attached the Community Services user fee schedule proposed for 2017. The presented fee changes have the approved 1.5% increase to the current 2016 user fee schedule with a few exemptions for consideration as follows:

1. Daycare – For the past several years, eligible residents have received an 8% discount on the posted rate for childcare services except as noted otherwise. In 2016 the posted rate for a full day of care was \$42/day, this meant that a resident of the Town would pay \$38.64/day. Over 90% of the Daycare's clients were subject to the 8% savings.
Also, it should be noted that for the past few years the Daycare has relied very little on taxation to support this valuable service to the community. After consultation with the deputy treasurer, a contributor to the Daycare budget process, it was recommended that the Daycare only support one user fee exclusive of a non-resident class. This will also create a better funding model with the Rainy River District Social Services Administration Board (RRDSSAB), a significant financial contributor to the Daycare operations through fee subsidy and core services.
2. Museum – In November 2015, the CSEC approved to adjust the Museum user fees for admission such that pricing would result in a simple transaction for making change (\$4 - Special Events – Adult, \$3 Seniors/Under 12, \$12 Maximum Family Fee). There is not a large sum of money that is taken in for user fees so it was suggested to keep the Museum rates consistent for a few years and to increment fees when appropriate to a higher dollar value (2017 will be the 2nd year with the consistent rate without incurring an increment).
3. Museum – Delete the Off Peak Season Admission rate of a 'free will donation' to be consistent with the admission rates for the 'Peak Season' (Victoria Day to Thanksgiving) as noted above.
4. **Non Prime Time Ice Rental (8:00am to 3:30pm)** – A report was brought forward to the CSEC in October regarding other communities non-prime time ice rental fees as a response to the budget presentation made to Council by the Fort Frances Lakers. It was decided to take the mean average of the other comparable communities in the report (Dryden, Red Lake, & Kenora) to arrive at a user fee rate of \$67.65 per hour (~10% reduction) from the 2016 rate of \$75.45. Also, the new rate will take effect January 1, 2017 as opposed to June 1, 2017 (typical date).

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to endorse in principle the attached 2017 user fee schedule as presented with a 1.5% increase over the 2016 user fees except for those noted above.

Respectfully submitted,



Jason Kabel

From: [Linda Hamilton](#)
To: [Jason Kabel](#)
Subject: Sunny cove
Date: July-30-19 4:06:50 PM

Dear Jason, Recently we have been discussing options for summertime recreation for all residents. In our observations we have seen many young families crossing the border to the US and going to City Beach, which is a drive from I. falls proper. We have also observed the decline of point park. We acknowledge plans may be in the works to improve the situation there, however we see a second option and we do not own any of the park. Sunny cove is a beautiful location, now owned by the town, it is often empty. We acknowledge camps, weddings, meetings, etc., exclusive paying customers, which means no access to all our citizens. We propose that sunny cove become more open to the public at large, with restricted hours as is city beach. We realize there are many hurdles to be considered, but as many wonderful possibilities should be as well. We have some perhaps.... no camping, no pets, restricted hours.... This letter is written on behalf of those with no access to a boat, or a cottage and wish a choice for their families. We are advocating for a change and for all local citizens.

Would you please pass this on to the sunny cove committee for discussion and/or consideration. Time for a change and we are seeing many of them. Most sincerely Linda Hamilton and Jennifer Woods