

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - September 3, 2019 10:30 AM

MEETING - Civic Centre Committee Room

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1. <b><u>CALL TO ORDER (Session #14)</u></b>	
2. <b><u>APPROVAL OF AGENDA (Call for Non-Agenda Items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
4. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
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5.1 Request from the Watten Fire Department re: Waiving of Sunny Cove Rental Fees re: Annual Fish Fry Fundraising Event - Friday August 23rd, 2019	4 - 5
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10. <b><u>ADJOURNMENT</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #013

August 6, 2019

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on August 6, 2019 from 10:30 a.m. to 10:54 a.m.

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

ALSO PRESENT: Randy Thoms - Media

**1 CALL TO ORDER (Session #013)**

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

**3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**  
- NIL

**4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - June 17, 2019 - **Approved as circulated.**

**5 ITEMS REFERRED FROM COUNCIL**  
- NIL

**6 NEW BUSINESS**

6.1 Theatre Technician Fees - A couple of modifications to the proposal were considered. The changes will be taken to the head Theatre Technician for input and brought back to the next meeting.

6.2 Memorial Sports Centre Hours & Facility Closures - The Committee recommends to Mayor & Council to endorse the annual calendar of hours and closures for the Memorial Sports Centre as presented.

6.3 Memorial Sports Centre - prime-time ice - The Committee recommends to Mayor & Council to redefine the non-prime time ice surface rental user fee class to include the hours 6am to 8am as presented.

**7 NON-AGENDA ITEMS**  
- NIL

**8 INFORMATION**

8.1 Sunny Cove Request - Linda Hamilton & Jennifer Woods - This item will be brought forward to the Sunny Cove Advisory Committee on August 29, 2019 for input.

8.2 Next Meeting - Tuesday, September 3, 2019

**9 ADJOURNMENT**

There being no further matters before the committee at this time, the meeting was adjourned at 10:54 a.m.

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A. Hallikas, Executive Committee Chair

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J. Kabel, Manager of Community Services



## REPORT

**TO:** Community Services Executive Committee  
**FROM:** Jason Kabel, Community Services Division Manager  
**DATE:** August 30, 2019  
**RE:** Watten Volunteer Fire Department Donation Request

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At the regular meeting of Council on August 12, 2019, the attached request from B. Angus, Watten Fire Department Administrative Board was referred to the Administration and Finance Executive Committee with input from the Community Services Executive Committee.

The Watten Fire Department is requesting that the town donate the rental fee for Sunny Cove (\$598.54 + tax), or in lieu of this, a monetary donation towards their annual fish fry on August 23, 2019.

In previous years Council has elected to donate \$300 towards the Watten Fire Department annual fundraising event.

### RECOMMENDATION

The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to contribute \$300 towards the rental costs of Sunny Cove Camp as done in previous years.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

/jk



July 22, 2019  
Mayor and Council  
Town of Fort Frances

RE: Sunny Cove Camp

The Watten Volunteer Fire Department will be hosting its annual fish fry at Sunny Cove Camp on Friday August 23<sup>rd</sup>.

Watten Fire fundraises every year to cover operating and maintenance expenses for its fire hall and support fire services vehicle. One of these fundraising activities is our annual fish fry at Sunny Cove Camp, which this year will be held on Friday August 23<sup>rd</sup>. As part of this campaign we are respectfully requesting the town donate the rental fee for Sunny Cove, or in lieu of this, a monetary donation. In past years the Town of Fort Frances has donated \$300.00 to the Watten Fire Department, and this support has been sincerely appreciated.

If you would like further information about the activities of our organization or this request please contact Chad Buist at 274-9000 or Brian Angus at 274-6057.

We appreciate your consideration and assistance.

Thank you.

Brian Angus  
Administrative Board, Watten Fire Department

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** August 30, 2019

**RE:** Townshend Theatre Technician Fees

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### 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 are the existing and proposed Theatre Technician Fees.


<b>Event type</b>	<b><u>Existing Amount</u></b>
0 - 3 hour event	\$52.83
3 - 8 hour event	\$79.25
8+ hour event	\$105.71
Weekend Custodian Fee (Hourly Rate plus 1hr before and 1hr after event time)	\$42.26

<b>Event type</b>	<b><u>Proposed Amount</u></b>
Weekday – 0 - 3 hour event	\$50 flat rate
Weekday – beyond 3 hours – hourly	\$15/hr
Weekend/Holidays – hourly	\$18/hr
Weekend Custodian Fee (Hourly Rate plus 1hr before and 1hr after event time)	\$42.26

### Recommendation

The Community Services Executive Committee recommends to Mayor & Council to adopt the revised Theatre Technician fees as presented.

Respectfully Submitted,



Jason Kabel



## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** August 30, 2019

**RE:** Sunny Cove Request - Linda Hamilton & Jennifer Woods

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At the last regular meeting of the Community Services Executive Committee there was an information item with the attached Sunny Cove Request that was referred to the Sunny Cove Advisory Committee for input.

The matter was discussed by the Sunny Cove Advisory Committee at their meeting on August 29, 2019. The committee mentioned a few items in their discussion:

- The, rather full, camp schedule would make it difficult to book days for the public to attend the camp.
- There would be some liability attached to having the public access the camp that would need to be mitigated for it to be considered.
- There would be additional janitorial responsibilities during and after public days at the camp.
- There would be additional expense due to the expanded janitorial duties.
- There would be added wear and tear on the camp.

### **Recommendation**

The Sunny Cove Advisory Committee recommends foregoing public access days at Sunny Cove Camp but that the matter could be forwarded to the Town's strategic planning process.

Respectfully Submitted,

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

Jason Kabel

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

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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





## REPORT

**TO:** Community Services Executive Committee  
**FROM:** Jason Kabel, Community Services Division Manager  
**DATE:** August 30, 2019  
**RE:** Patron Progressive Discipline Procedures - MSC

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In an attempt to empower Memorial Sports Centre staff in dealing with difficult patron situations that arise in the facility, it has become necessary to consider implementation of some procedures that will help direct staff with managing problematic situations.

Attached is a proposed procedural approach to patron progressive discipline.

### **Recommendation**

To endorse the attached Patron Progressive Discipline procedures as presented.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

# Patron Progressive Discipline Procedures - Memorial Sports Centre

In order to ensure that staff and patrons are kept safe in the workplace, procedures regarding progressive discipline have been adopted.

## Policy Direction

Direction regarding patron expectations can be found in the Workplace Harassment Policy (5.34.1) as follows:

Scope - All employees have the right to be treated with dignity and respect. Protection from negative, aggressive, and inappropriate behaviours extends to management, colleagues, subordinates, clients, customers and other business contacts and expands beyond the place of work to offsite and work-related social events.

## Code of Conduct

The MSC Management have behaviour expectations when people are using the facility. Some of the expectations are listed below but are not limited to:

- Treat MSC staff, property, and other users with dignity and respect at all times
- Never enter the MSC under the influence of alcohol or drugs
- Always use language appropriate for all ages
- Children under the age of 14 must be under the direct supervision of their guardian
- Never smoke within 25 meters of the doors

## Procedures

### Minor Violations – ‘try again tomorrow’

This step is taken if a person is violating the Code of Conduct in a minor way. The direction taken will be to ask a patron to leave for the day. This is used if staff merely suspect that a patron may be under the influence of drugs or alcohol or is causing a small disruption. (e.g. repeated swearing)

Common language used by staff is “It seems like today isn’t a good day, how about you go home and we try again tomorrow.”

### Medium Violations – ‘Break notice’

If staff see someone drinking or using drugs on the property, someone is visibly and considerably intoxicated, or someone is behaving aggressively, the action is to issue a break notice. This is not a trespass notice and is not given to the police. All staff members trained on these procedures are able to give these notices. It is a letter that outlines the importance of the Code of Conduct, how the person has violated the Code of Conduct, what further consequences might be if they do not change their behaviour, and the date they are able to return to the MSC, which is one month from when they

received the letter. It also lets them know that they can request a meeting with the Community Services Manager if they wish to argue against the letter.

Once a person is allowed back into the MSC they must meet with the Community Services Manager and sign a Code of Conduct Agreement. The Agreement outlines the Code of Conduct in more detail and explains more fully what the Code means in practice (i.e. what does respectful behaviour look like?). The Community Services Manager discusses the incident that lead to the break notice with the person and what was unacceptable about the behaviour.

## Major Violations

For instances of harassment, potential or actual violence, and theft, a trespass notice is issued. These can range from 6 months to 1 year depending on the severity of the incident. A copy is faxed to the police station. In some instances, the Community Services Manager or staff may phone the police on their non-emergency line to be present when the notice is given, or if 911 has needed to be called a copy of the notice is given to police as the person is being removed.

Once the trespass notice period has ended the same procedures are followed as for the medium violations regarding meeting with the Community Services Manager.

## Progressions

People can progress through the procedures for the different violations if the behaviour is repeated over time. For instance, someone has a history of being intoxicated within the Library, they would progress to receiving a trespass notice even if they consistently leave without arguing whenever they are asked and respect the terms of the break notice.

## Staff Communication

### Incident Reports

Staff members are required to report incidents whenever they occur. The definition of what is reportable is broad and includes even situations where a staff member merely feels uncomfortable. A form is found on the Staff Drive that staff can fill out and leave on the Community Services Manager's desk.

### Ongoing issues binder

A binder is kept in the office area which includes an information sheet for everyone who is either currently the subject of a break or a trespass notice or whose notice has elapsed but still has not yet met with the Community Services Manager. It includes instructions as to what staff are to do if someone enters the MSC and any documentation the person needs to receive.

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** August 30, 2019

**RE:** Fort Frances Lakers Request to host the Dudley Hewitt Cup in 2020


The Community Services Division received a request by text to consider allowing the Fort Frances Lakers to host the Dudley Hewitt Cup at the Memorial Sports Centre, April 28<sup>th</sup> to May 2<sup>nd</sup>, 2020. Attached is the email received with the request.

	Ice In-Out Dates			
		IFK	52 Cdns	Notes
2012 - 2013	Rentals Begin	SEP 28, 2012	AUG 7, 2012	IFK chiller replaced
	Rentals End	APR 19, 2013	APR 22, 2013	52 kept for Lakers, Trade Show booked on IFK
2013 - 2014	Rentals Begin	AUG 12, 2013	SEP 22, 2013	
	Rentals End	APR 26, 2014	APR 6, 2014	
2014 - 2015	Rentals Begin	AUG 11, 2014	SEP 28, 2014	
	Rentals End	MAY 4, 2015	APR 10, 2015	Dudley Hewitt Cup on IFK
2015 - 2016	Rentals Begin	JUL 27, 2015	SEP 27, 2015	
	Rentals End	MAY 5, 2016	APR 24, 2016	
2016 - 2017	Rentals Begin	AUG 8, 2016	SEP 26, 2016	
	Rentals End	APR 13, 2017	APR 16, 2017	Boys OFSAA
2017 - 2018	Rentals Begin	AUG 7, 2017	SEP 24, 2017	
	Rentals End	APR 10, 2018	APR 7, 2018	
2018 - 2019	Rentals Begin	AUG 13, 2018	SEP 24, 2018	
	Rentals End	APR 7, 2019	APR 6, 2019	

### Recommendation

To endorse that the Memorial Sports Centre host the Dudley Hewitt Cup between April, 28 to May 2, 2020 as requested by the Fort Frances Lakers.

Respectfully Submitted,



Jason Kabel

**From:** [Wayne Strachan](#)  
**To:** [Jason Kabel](#)  
**Subject:** DHC  
**Date:** August-30-19 10:45:53 AM

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Jason,

The Dudley Hewitt Cup dates are April 28th to May 2nd

Thanks

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Wayne Strachan  
GM/Head Coach  
Fort Frances Lakers - SIJHL  
(807) 275 7798 (C)  
(807) 274 6889 (O)  
[wayne@fortfranceslakers.com](mailto:wayne@fortfranceslakers.com)

Three time SIJHL Regular Season and League Champions!