

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - November 4, 2019 10:30 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>CALL TO ORDER (Session #016)</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 - October 8, 2019	2 - 3
5. <u>ITEMS REFERRED FROM COUNCIL</u>	
- NIL	
6. <u>NEW BUSINESS</u>	
6.1 Library Shed	4 - 5
7. <u>IN-CAMERA</u>	
8. <u>NON-AGENDA ITEMS</u>	
9. <u>INFORMATION</u>	
9.1 Memorial Sports Centre - Membership Usage Report JAN - OCT 2019	6
9.2 Memorial Sports Centre - Pool & Fitness Activity Report - JAN - OCT 2019	7 - 8
9.3 Next Meeting - November 18, 2018	
10. <u>ADJOURNMENT</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #015

October 8, 2019

This meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on October 8, 2019 from 10:30 a.m. to 11:08 a.m.

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

REGRETS: Mike Behan - Councillor

ALSO IN Randy Thoms - Media

ATTENDANCE:

1 CALL TO ORDER (Session #15)

The meeting was called to order by A. Hallikas at 10:30 a.m.

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

- Approved as circulated.

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

- NIL

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

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

5 ITEMS REFERRED FROM COUNCIL

5.1 2020 Dudley Hewitt Cup Tournament Committee re: Support Request - The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to grant the requested items to the Dudley Hewitt Cup Committee with the following caveat; should the Dudley Hewitt Cup Committee/Fort Frances Lakers realize a profit of greater than \$20,000 by hosting the tournament, then the committee will donate \$4,000 back to the Town to help with the cost of keeping the ice in for the additional time required to host the championship. Also, we ask that the Lakers assist with other revenue generation ideas during the weeks leading up to the Dudley Hewitt Cup.

6 NEW BUSINESS

6.1 Seniors Community Grant Agreement - The Committee recommends to endorse signing

the MSAA - Seniors Community Grant Program agreement attached and support forthcoming bylaw.

- 6.2 Townshend Theatre Agreement - The Committee recommends to Council to sanction the renewal of the Townshend Theatre joint-use agreement between the Rainy River District School Board, the Corporation of the Town of Fort Frances, and Confederation College of Applied Arts and Technology for a term of five (5) years with appropriate execution and forthcoming bylaw.
- 6.3 Townshend Theatre Operating Manual - The Committee recommends to Council to endorse the revised Theatre Operating Manual as presented.

7 NON-AGENDA ITEMS
- NIL

8 INFORMATION

- 8.1 Next Meeting - October 21, 2019

9 ADJOURNMENT

There being no further matters before the committee at this time, the meeting was adjourned at 11:08 a.m.

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: November 1, 2019

RE: Library Shed Proposal

Background

For at least a couple of years the Library CEO and Board have been discussing options for the many library items that are stored outside the library. Currently, many items are stored at Friends of the Library members homes and garages.

Various options have been discussed to move forward with alternate locations for library storage and several months ago the Friends of the Library had offered to pay for a shed to be built on the grounds of the Library. After assessment by Town building officials of potential locations on the grounds, it has been determined that the most suitable place for placement of a shed will likely be in the existing parking lot. The Chief Building Official, Cody Vangel has indicated that, *'with the relief granted in MVA A4/2004 I do not see any concerns regarding taking a maximum of two parking spaces from the library parking capacity.'*

At this time the Library Board is looking for endorsement to proceed with an RFP process for the construction of a shed (approximately 10' x 16') to be built on the Arena/Library property with final details to be determined and specifications brought to Council after the RFP process has been completed (please see potential location attached).

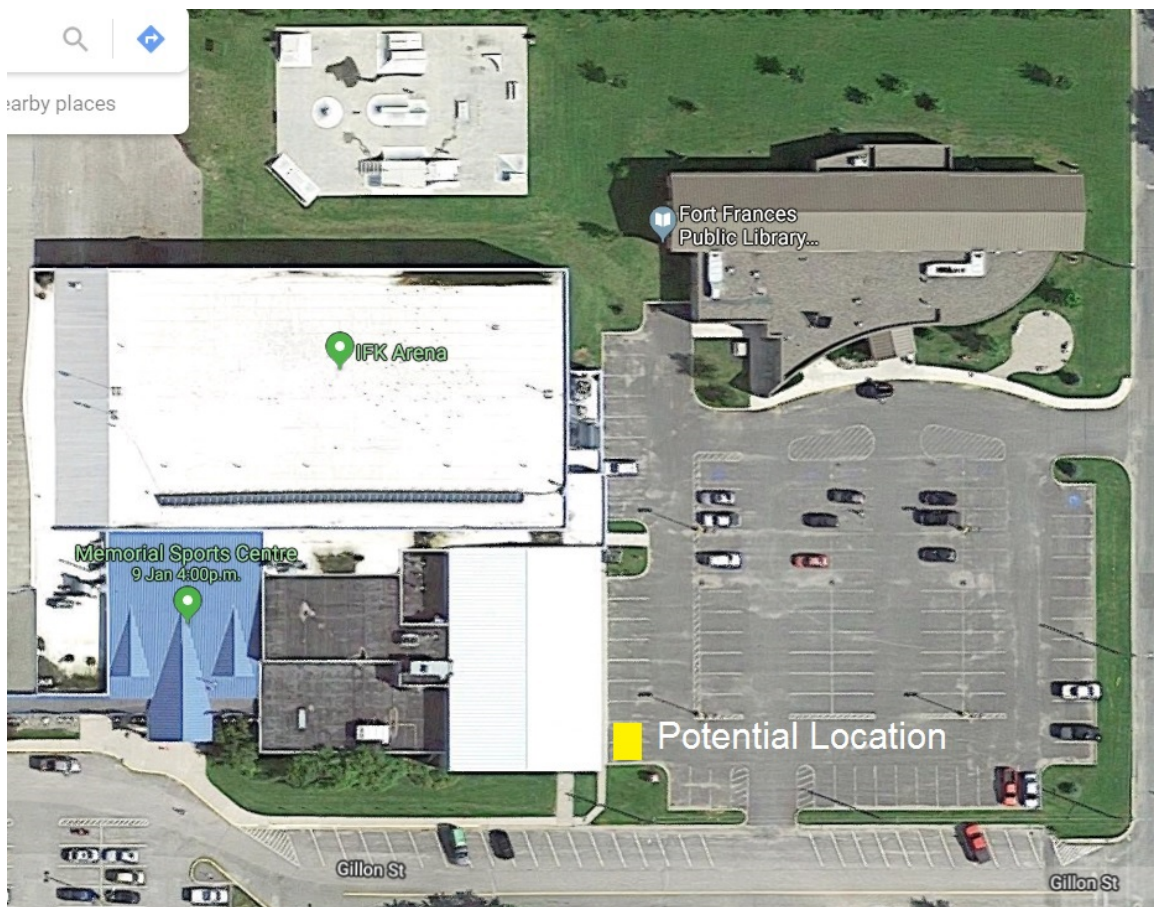
Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse that the Library Board proceed with an RFP process for the construction of a shed on the Arena/Library property with final specifications to be presented to Council prior to commencement of construction.

Respectfully Submitted,

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

Jason Kabel



Membership Usage Report

Nov 1, 2019

11:16 AM

Package: Adult 10 Daily Admittance, Adult 5 Daily Admittance, Adult Membership 1 Month, Adult Membership 3 Month, Adult Membership 6 Month, Adult Membership Annual, Fitness Instructor Membership, Fort Frances Taxi Card, Family Membership Annual, Senior 5 Daily Admittance, Senior Membership 1 Month, Senior Membership 3 Month, Senior Membership 6 Month, Senior Membership Annual, Student 5 Daily Admittance, Student Membership 1 Month, Student Membership 3 Month, Student Membership 6 Month, Student Membership Annual, Child 5 Daily Admittance...(first 20 selections shown)

Membership Usage Date: From Jan 1, 2019 through Oct 31, 2019

Package Name	% of Total	Entries
Adult 10 Daily Admittance -	0.56	115
Adult 5 Daily Admittance -	0.22	45
Adult Membership 1 Month -	4.77	989
Adult Membership 3 Month -	12.81	2653
Adult Membership 6 Month -	6.74	1397
Adult Membership Annual -	28.97	6003
Child 5 Daily Admittance -	0.00	1
Child Membership Annual -	1.70	353
Family Membership Annual -	8.45	1750
Fitness Instructor Membership -	0.28	58
Senior 5 Daily Admittance -	0.06	12
Senior Membership 1 Month -	1.93	399
Senior Membership 3 Month -	4.75	985
Senior Membership 6 Month -	3.28	679
Senior Membership Annual -	17.33	3591
Student 5 Daily Admittance -	0.04	9
Student Membership 1 Month -	1.27	263
Student Membership 3 Month -	3.76	778
Student Membership 6 Month -	0.73	152
Student Membership Annual -	2.35	486
Total Entries:		20718
Total Unvoided:		20718
Total Voided:		0
Total Unique Members :		617

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Activities Totals Report

Activity Site: Memorial Sports Centre - Fort Frances
Activity Start Date: From Jan 1, 2019 To Oct 31, 2019
Activity Status: Open

Number - Name	Start Date - End Date Day and Time	Season	Term	Metrics				Enrollments			Drop-In	Percent	Holds	Waits	Team	Open
				Min	Max	Hours	Days	Res	Non Res	Total	Total					
6143 - Aqua Lite	Oct 16, 2019 - Dec 20, 2019 M W F at 10:00 AM	Fall 2019		2	15	21.00	28	11	0	11	0	4.9%	0	0	0	4
6130 - Aquafitness Eye Opener	Oct 16, 2019 - Dec 20, 2019 M W F at 06:15 AM	Fall 2019		2	25	21.00	28	13	2	15	0	6.7%	0	0	0	10
6160 - Crocodile	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		2	3	4.50	9	1	0	1	0	0.4%	0	0	0	2
6149 - Duck	Oct 20, 2019 - Dec 15, 2019 Su at 10:40 AM	Fall 2019		2	4	4.50	9	3	2	5	0	2.2%	0	11	0	0
6150 - Duck	Oct 15, 2019 - Dec 10, 2019 Tu at 10:00 AM	Fall 2019		2	9	4.50	9	1	1	2	0	0.9%	0	0	0	7
6136 - FITT	Oct 17, 2019 - Dec 19, 2019 Th at 06:00 PM	Fall 2019		2	15	7.50	10	8	1	9	0	4.0%	0	0	0	6
6137 - FITT	Oct 17, 2019 - Dec 19, 2019 Th at 12:10 PM	Fall 2019		2	15	7.50	10	11	4	15	0	6.7%	0	0	0	0
6139 - Get Fit With Sarah	Oct 21, 2019 - Dec 16, 2019 M at 05:15 PM	Fall 2019		2	15	6.00	8	3	1	4	0	1.8%	0	0	0	11
6177 - Masters Swim	Oct 21, 2019 - Dec 16, 2019 M at 06:00 PM	Fall 2019		0	20	0.00	0	8	6	14	0	6.3%	0	0	0	6
6156 - Salamander	Oct 20, 2019 - Dec 15, 2019 Su at 02:00 PM	Fall 2019		2	5	4.50	9	5	0	5	0	2.2%	0	1	0	0
6157 - Salamander	Oct 17, 2019 - Dec 19, 2019 Th at 05:15 PM	Fall 2019		2	5	5.00	10	4	1	5	0	2.2%	0	2	0	0
6152 - Sea Otter	Oct 17, 2019 - Dec 19, 2019 Th at 04:35 PM	Fall 2019		2	5	5.00	10	3	2	5	0	2.2%	0	1	0	0
6153 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	6	0	0
6154 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 03:50 PM	Fall 2019		2	5	4.50	9	3	2	5	0	2.2%	0	2	0	0
6155 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 04:25 PM	Fall 2019		2	5	4.50	9	2	2	4	0	1.8%	0	1	0	0
6151 - Sea Turtle	Oct 20, 2019 - Dec 15, 2019 Su at 10:40 AM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	8	0	0
6174 - Squash	Sep 17, 2019 - Mar 10, 2020 Tu at 04:30 PM	Fall 2019		2	10	64.00	48	8	2	10	0	4.5%	0	0	0	0
6175 - Squash	Sep 18, 2019 - Mar 11, 2020 W at 06:30 PM	Fall 2019		2	10	64.00	48	3	0	3	0	1.3%	0	0	0	7
6176 - Squash	Sep 19, 2019 - Mar 12, 2020 Th at 05:10 PM	Fall 2019		2	10	64.00	48	4	0	4	0	1.8%	0	0	0	6
6147 - Starfish	Oct 15, 2019 - Dec 10, 2019 Tu at 09:15 AM	Fall 2019		2	10	4.50	9	2	3	5	0	2.2%	0	0	0	5

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				Min	Max	Hours	Days	Res	Non Res	Total						Total
6148 - Starfish	Oct 20, 2019 - Dec 15, 2019 Su at 10:05 AM	Fall 2019		2	10	4.50	9	4	5	9	0	4.0%	0	0	0	1
6158 - Sunfish	Oct 20, 2019 - Dec 15, 2019 Su at 02:00 PM	Fall 2019		2	5	4.50	9	2	3	5	0	2.2%	0	0	0	0
6159 - Sunfish	Oct 17, 2019 - Dec 19, 2019 Th at 04:00 PM	Fall 2019		2	5	5.00	10	2	0	2	0	0.9%	0	0	0	3
6162 - Swim Kids 1	Oct 20, 2019 - Dec 15, 2019 Su at 03:15 PM	Fall 2019		2	5	4.50	9	2	3	5	0	2.2%	0	9	0	0
6163 - Swim Kids 2	Oct 17, 2019 - Dec 19, 2019 Th at 05:20 PM	Fall 2019		2	5	5.00	10	2	3	5	0	2.2%	0	4	0	0
6164 - Swim Kids 3	Oct 20, 2019 - Dec 15, 2019 Su at 03:15 PM	Fall 2019		2	5	4.50	9	3	2	5	0	2.2%	0	0	0	0
6165 - Swim Kids 4	Oct 20, 2019 - Dec 15, 2019 Su at 03:50 PM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	2	0	0
6166 - Swim Kids 4	Oct 24, 2019 - Dec 19, 2019 Th at 04:00 PM	Fall 2019		2	5	4.50	9	2	0	2	0	0.9%	0	0	0	3
6167 - Swim Kids 5	Oct 20, 2019 - Dec 15, 2019 Su at 04:25 PM	Fall 2019		2	8	4.50	9	1	0	1	0	0.4%	0	0	0	7
6168 - Volunteer Leadership 1	Oct 15, 2019 - Dec 10, 2019 Tu at 05:00 PM	Fall 2019		2	8	6.75	9	7	0	7	0	3.1%	0	0	0	1
6169 - Volunteer Leadership 2	Oct 17, 2019 - Dec 19, 2019 Th at 04:35 PM	Fall 2019		2	8	7.50	10	6	1	7	0	3.1%	0	0	0	1
6141 - Water Spin Bike Class	Oct 17, 2019 - Dec 19, 2019 Th at 09:00 AM	Fall 2019		2	10	7.50	10	9	1	10	0	4.5%	0	8	0	0
6142 - Water Spin Bike Class	Oct 21, 2019 - Dec 16, 2019 M at 07:00 PM	Fall 2019		2	10	6.00	8	10	0	10	0	4.5%	0	4	0	0
6161 - Whale	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		1	2	4.50	9	0	0	0	0	0.0%	0	0	0	2
6138 - Yogafit	Oct 15, 2019 - Dec 17, 2019 Tu at 12:10 PM	Fall 2019		2	25	7.50	10	18	1	19	0	8.5%	0	0	0	6
Grand Totals:				67	312	386.75	468	173	51	224	0		0	59	0	88