

Community Services Executive Committee

AGENDA

Thursday, July 4, 2013 – 10:30 a.m.

'52 Canadians Meeting Room

Memorial Sports Centre

1. CALL TO ORDER (Session #46)
2. APPROVAL OF MINUTES – June 3, 2013
3. CALL FOR NON-AGENDA ITEMS
4. DISCLOSURES OF CONFLICT OF INTEREST (& the general nature thereof)
5. ITEMS REFERRED FROM COUNCIL
 - a) Auquathlon Event at Pither's Point Park – September 8, 2013 (request received May 14, 2013 – Jeff Tilbury)
 - b) Kiwanis Sunny Cove Camp Fee Schedule Changes
6. NEW BUSINESS
 - a) DSSAB Funding Agreement
7. NON-AGENDA ITEMS
8. INFORMATION
 - a) Next Meeting Date – August 6, 2013
9. CLOSING

May 29, 2013

Report To: Community Services Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: Proposed Aquathlon Event – Sunday September 8, 2013

The Operations & Facilities Executive committee was to provide input to the lead executive committee, the Community Services Executive committee in regards to the proposed Aquathlon event.

The Operations & Facilities Division staff has reviewed the information outlined in Mr. Jeff Tilbury's letter in regards to the roads and sidewalks infrastructure. See attached copy of the letter. There are a couple of concerns;

- 1) **There is no sidewalk on Lake Road between the intersection of Highway 11 and intersection of Idylwild Drive and a section of Highway 11 from the overpass structure to intersection of Lake Road.** Runners should wear high visible clothing and run in the direction of on-coming traffic. If these two conditions can't be met consideration should given to using marshals along these sections of roadways to protect the runners.
- 2) **Provide temporary no parking signs & poles-** it is suggested that barricades be utilized instead of temporary no parking signs. The O & F division staff do not work on the weekends and will deliver the barricades to the transition zone on Friday September 6, 2013. The race organizers will be responsible to set-up and take down the barricades for the event. The barricades will be transported back to the public works yard by town staff on Monday September 9, 2013.

Respectfully submitted,



Rick Wiedenhoef, Chairman
Operations & Facilities Executive Committee

2013MayAquathlonevent

JUN - 5 2013

Mark McCaig/Frances

06/04/2013 02:38 PM

To Jason Kabel/Frances@Frances

cc Faye Platt/Frances@Frances, Kathy Lawson/Frances@Frances,
Glenn Treftlin/Frances@Frances, Mark McCaig/Frances@Frances

bcc

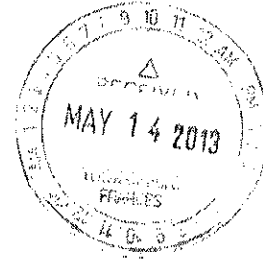
Subject Aquathlon Event

Jason,

At the executive committee meeting of Planning and Development, the Aquathlon event scheduled for September 18th at Pither's Point was discussed. Community Services was designated as the lead committee for recommendation of this matter and PDEC was to provide input. Please be advised that the only concern raised by PDEC was to ensure that the Town fully explore any issues of liability regarding our assistance with this event. I am aware that you have been in consultation with Debbie Scofield who looks into matters of insurance with our carrier.

Mark McCaig

Mayor Avis and Town Counsel
 Town of Fort Frances
 320 Portage Avenue
 Fort Frances, Ont. P9A 3P9



Dear Mayor Avis:

My name is Jeff Tilbury and I am representing a group who would like to organize a Aquathlon event, at the Point Park this September 8, 2013. An aquathlon consists of a swimming and running portion to it. The swim will be approximately 700 to 750 meters and we would like to set up the swim course to start and finish near the public dock by the Rendez -Vous. After completing the swim, participants will make their way to a transition zone to change into running shoes and then do a 5 km run (out and back) along the water front turning around at the Sorting Gap Marina. Course markings will not be permanent, marking will consist of flags or arrows which can be removed after the event. Any marking on the road will be done in marking chalk that will disappear after a few days of weather.

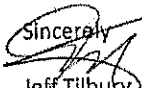
I have spoken with Jason Kabel the Community Programs Manager with the Town and he is willing to provide lifeguard assistance as required. Lifeguards will be on duty to watch the swimmers and marshalls will be set up to watch and assist runners on the run course. The event will be non sanctioned but will require that all participants sign a legal waiver indicating that they are aware of the risks involved in participating and agree not to take any legal action against or hold anyone liable should anything negative happen to them during the event. We will have person trained in First Aide on site and will notify the Ambulance, police and fire services of the details and date of the event.

I would ask is if the town would allow me or put up no parking signs in the morning of the event along Lake Road, where it ends at the Public dock to where it meets with Idylwild Drive. This would be to ensure that I can utilize this area for the transition zone run course and finish area.

The last request is to seek your approval and permission to utilize the Point Park, use the sidewalk to traverse over the Hwy 11 Over pass and to utilize the paths along the water front for the run section, for this event.

Please review the information attached which outlines all courses and routes that are being proposed for this event.

Should you have any questions or concerns, or require any further information please contact me at 274-6848 or email jwtilson@shaw.ca

Sincerely

 Jeff Tilbury
 Race Organizer.

Fort Frances, Aquathlon
750 M Swim, 5 km Run
September 8, 2013 9:00 am Start
Pithers Point Park



Cost \$25 Individual or \$30 for a team (swimmer and runner)
Cash Payment Only

Event Schedule

Swim course open for warm from 7:45 am to 8:40 am. You Must be body marked
and registered before entering the water for warm up.

Swim Course Closes 8:40 am

Race Instructions 8:45 am.

Swim Start 9:00 am

Contact Information

Jeff Tilbury 274-6848
jwtilson@shaw.ca

WAIVER AND RELEASE FROM LIABILITY

This is a binding legal agreement. By signing this form you give up important legal rights.

PLEASE READ CAREFULLY and SIGN**AWARENESS AND ACKNOWLEDGEMENT OF RISKS**

In consideration of my participation in such programs, activities and events, I hereby acknowledge that I am aware of the risks and hazards associated with or related to the sports of aquathlon and all related activities that may result in personal injury, death, property damage, expense and related loss to myself. The risks and hazards of aquathlon include, but are not limited to injuries as a result of:

- ☐ Entering the water by either diving, running or jumping;
- ☐ Spending extended times in pools or lakes including bacterial infections and rashes;
- ☐ Physical contact with other participants while swimming including crowding, pushing, kicking and punching;
- ☐ Water conditions such as currents, waves, water temperate and water clarity;
- ☐ Physical contact with pool walls or lake and ocean rocks and bottoms;
- ☐ Physical contact with other participants while swimming and running;
- ☐ Road conditions, terrains and vehicular traffic while running;
- ☐ From one's failure to stay within the designated course area while running;
- ☐ Falling while running;
- ☐ Strenuous cardiovascular workouts, and/or exerting and stretching various muscle groups;
- ☐ Psychological factors such as anxiety;
- ☐ Changing weather conditions;
- ☐ Dehydration and/or fatigue; and
- ☐ Negligence of other participants.

ACCEPTANCE OF TERMS AND CONDITIONS

In consideration of the acceptance of my entry in the Fort Frances Aquathlon I agree as follows:

1. I hereby agree to comply with all the rules and regulations and event instructions of the Fort Frances Aquathlon and its Director;
2. I have sole responsibility for my personal possessions and athletic equipment during the Fort Frances Aquathlon and its related activities.
3. I attest that I am physically fit and can complete the Fort Frances Aquathlon.
4. That in the event of a race cancellation due to a storm or other "Act of God" my entry fee will be non-refundable.

WAIVER AND RELEASE FROM LIABILITY

In consideration of my participation in Fort Frances Aquathlon I for myself, my heirs, executors, and administrators, HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the event organization, their directors, officers, members, employees, coaches, officials, volunteers, race directors/organizers, agents, sponsors, funding partners, and owners/operators of the facility/venue, Government of Ontario, Town of Fort Frances, Couchiching First Nation FROM ANY AND ALL CLAIMS AND DAMAGES I may have against them, their representatives, successors and assigns, in respect to death, illness, injury, or loss or damage to my person or property, HOWEVER CAUSED, that I may sustain as a result of my participation in this event.

BY SUBMITTING THIS ENTRY, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED to the above AWARENESS AND ACKNOWLEDGMENT OF RISKS, TERMS AND CONDITIONS and WAIVER AND RELEASE FROM LIABILITY AND HAVE EXECUTED THIS AGREEMENT VOLUNTARILY.

Please print name clearly: Signature: Date

Please print name clearly: Signature: Date



Carrie Shouldice
<Carrie.Shouldice@gillons.on.ca>
>

06/24/2013 10:35 AM

To "jkabel@fort-frances.com" <jkabel@fort-frances.com>,
"dscofield@fort-frances.com" <dscofield@fort-frances.com>
cc Bruce Armstrong <Bruce.Armstrong@gillons.on.ca>

bcc

Subject FW: Aquathalon

History:

✉ This message has been replied to and forwarded.

Hi Jason/Debbie:

Robin was able to give us some more recommendations for the Town in preparation for the event, and for after the event as well. Please read the email below and the attachment.

Have a nice day.

Carrie

From: Robin McCleave
Sent: Friday, June 21, 2013 4:14 PM
To: Carrie Shouldice
Subject: RE: Aquathalon

Hi Carrie,

I would recommend that you clarify if this is not a Town event, which appears to be the case, and the event organizer hires the lifeguards (even if it is on a non-payment basis), recruits volunteers etc, the volunteers or the lifeguards would not be considered an insured under the Town's municipal program. Therefore when requesting the certificate of insurance it needs to confirm that coverage extends to lifeguards and the volunteers.

If employees of the Town acting in their capacity as lifeguards are directed to work on that day by the Town then coverage under the Town's policies would apply.

In addition all of the participants should be required to sign the Town's standard waiver or request that the Town's name be added to the event organizer's waiver. I would suggest that Deb ask for the copy of the waiver in advance to review it and request from the event organizer copies of the signed waivers for her files.

Prior and after the event all areas should be carefully inspected by Town staff to ensure there are no obvious hazards ie tripping hazards, sharp object (especially protruding from the beach area where the swimmers will be entering or leaving from), potholes etc. A record of the inspection should be kept for as long as possible. If there are any hazards that cannot be fixed by staff prior to the event they should be well marked. The inspection reports should include if there were any temporary measures put into place and when the situation was rectified. For reference purposes I am attaching a document that was distributed several years ago now on the importance of record keeping however this was prior to your firm becoming the broker for Fort Frances.

Thanks Carrie,
Enjoy your weekend.

Best regards,
Robin

Robin McCleave CRM
Vice-President, Insurance & Risk Management, Public Sector



BFL CANADA Risk and Insurance Services Inc.
181 University Avenue, Suite 1605, Toronto, Ontario M5H 3M7
Direct Line: 416-849-3092 | Cell: 647-961-0286 | Email: rmccleave@bflcanada.ca
Toll Free: 1-800-668-5901 ext 3092 | Fax: 416-599-5458

From: Carrie Shouldice [<mailto:Carrie.Shouldice@gillons.on.ca>]
Sent: Friday, June 21, 2013 9:51 AM
To: Robin McCleave
Subject: FW: Aquathalon

Hi Robin:

This is what I sent the Town of Fort Frances re: Aquathalon. I hope it got it right. Please let me know if I misinformed the insured and I will correct it asap.

Thanks,
Carrie

From: Carrie Shouldice
Sent: Friday, June 21, 2013 8:49 AM
To: dscofield@fort-frances.com; 'jkabel@fort-frances.com'
Cc: Bruce Armstrong
Subject: Aquathalon

Hi Deb:

Sorry this is late.

I talked to Robin about this event. She says that as long as the Town has the authority to give the event access to the areas (water, walkway, roadways) then this should be fine. However, she did note that if the lifeguards are acting as volunteers to the event, they will not be covered under the Town's insurance policy. They will be volunteers for the Aquathalon and they should be included on the Aquathalon insurance policy.

Also, as always, you should request a certificate of insurance from the event and the Town should be listed as an additional insured.

I hope this answers your questions. If we missed anything, please let me know.

Have a great day.

Carrie Shouldice C.I.P. C.A.I.B.
Account Manager/Marketing Team
Gillons' Insurance Brokers Ltd.
Phone: 807-274-8595 ext 248
Toll Free: 1-800-465-7797
fax: 807-274-2416
carrie.shouldice@gillons.on.ca

Administration & Finance Division
Civic Centre

Operations & Facilities Division
Fifth Street & Wright Avenue
Phone: 807-274-9893
Fax: 807-274-7360

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com



Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
Phone: 807-274-4561

Mailing Address:
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

June 27, 2013

Robin Dennis, Chairman
Kiwanis Sunny cove Camp Advisory Committee
via e-mail robindennis57@gmail.com

Dear Ms. Dennis:

At their meeting June 24, 2013, Council referred the request dated June 18, 2013 from Kiwanis Sunny Cove Camp Advisory Committee re: Fee Schedule Changes to the Community Services Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Mr. Jason Kabel, Manager of Community Services, at 274-4561.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

G.W. Treftlin, AMCT, Clerk

GWT/kl

c.c. Community Services Executive Committee
-Attn: J. Kabel, Manager Community Services

June 18, 2013



Mayor and Council
320 Portage Ave
Fort Frances, ON
P9A 3P9

Re: Kiwanis Sunny Cove Camp Fee Schedule changes

In order to utilize Kiwanis Sunny Cove Camp during off-season and to generate income for overall benefit to the facility, the Advisory Committee proposes that the Town adopt the fee schedule similar to what is currently used for the Arena facility.

In our discussions, we have recognized that to offer a reduced rate for the use of Sunny Cove Camp for short-term meetings where the entire camp is not used would attract local user groups and organizations, to choose the Camp as a venue for their use. Having an hourly rate and/or a hall rate (MacGregor and Russell) will provide greater opportunity for generating revenue for the Camp.

Thank you for your consideration of our proposal.

A handwritten signature in cursive script, appearing to read "Robin Dennis", located below the "Thank you" line.

Robin Dennis, Chairman
Kiwanis Sunny Cove Camp Advisory Committee

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>TAX</u> HST	<u>TOTAL</u> 2013 prices 2013 prices
Auditorium				
Base rate	\$ 183.19	\$ 228.98	\$ 23.81	\$ 207.77 \$ 258.75
Hourly	\$ 40.58	\$ 50.75	\$ 5.27	\$ 45.85 \$ 57.35
Social/Wedding with kitchen	\$ 401.33	\$ 501.68	\$ 52.17	\$ 453.50 \$ 566.90
Tournament Rate	\$ 286.99	\$ 358.76	\$ 37.31	\$ 46.64 \$ 405.40
East End Hall				
Base rate	\$ 86.33	\$ 107.92	\$ 11.22	\$ 97.55 \$ 121.95
Social/Wedding	\$ 188.85	\$ 236.06	\$ 24.55	\$ 30.69 \$ 266.75
Meeting Rooms MSC				
Meeting	\$ 17.48	\$ 21.86	\$ 2.27	\$ 19.75 \$ 24.70
Daily Rate	\$ 58.05	\$ 72.57	\$ 7.55	\$ 9.43 \$ 82.00
Tourney/Special Event				
Ice For Kids(600 people)	\$ 572.48	\$ 715.58	\$ 74.42	\$ 93.02 \$ 808.60
with Liquor License	\$ 754.65	\$ 943.27	\$ 98.10	\$ 122.63 \$ 1,065.90
IFK up to 1200 people	\$ 709.91	\$ 887.39	\$ 92.29	\$ 115.36 \$ 1,002.75
with Liquor License	\$ 893.14	\$ 1,116.42	\$ 116.11	\$ 145.13 \$ 1,261.55
Canadians up to 600 people	\$ 514.91	\$ 643.63	\$ 66.94	\$ 83.67 \$ 727.30
with Liquor License	\$ 674.95	\$ 843.72	\$ 87.74	\$ 109.68 \$ 953.40
Canadians up to 1200 people	\$ 638.01	\$ 797.48	\$ 82.94	\$ 103.67 \$ 901.15
with Liquor License	\$ 798.32	\$ 997.88	\$ 103.78	\$ 129.72 \$ 1,127.60
Both Floors up to 1800	\$ 930.13	\$ 1,162.66	\$ 120.92	\$ 151.15 \$ 1,313.80
with Liquor License	\$ 1,240.00	\$ 1,550.00	\$ 161.20	\$ 201.50 \$ 1,751.50
Both Floors max capacity	\$ 1,053.45	\$ 1,316.81	\$ 136.95	\$ 171.19 \$ 1,488.00
with Liquor License	\$ 1,363.10	\$ 1,703.85	\$ 177.20	\$ 221.50 \$ 1,925.35

52 Canadians Walking Track
Seasonal Pass (Sept-April)
Daily

	\$ 92.79	\$ 12.06	\$ 104.85
	\$ 2.57	\$ 0.33	\$ 2.90

NON-PROFIT **PROFIT**
 \$40.40 \$ 50.50
 \$80.80 \$ 101.00
 SHAW ROOM - 4 hours
 - 8 hours



BRIEFING NOTE

TO: Mayor and Council
FROM: Jason Kabel, Manager of Community Services
DATE: July 2, 2013
RE: **DSSAB Funding Agreement**

At a recent meeting with Rainy River District Social Services Administration Board we were informed of the Fort Frances Children's Complex portion of the \$1.4 million in extra funding that was apportioned to the Rainy River District from the province for childcare. The Children's Complex can benefit with as much as \$215,000 in additional funding for the current financial year.

The current 2013 budget projections are as follows:

Children's Complex Budgeted Revenue	\$977,830
Children's Complex Budgeted Expenses	<u>\$1,044,140</u>
TOTAL (net payable by tax dollars)	\$66,310

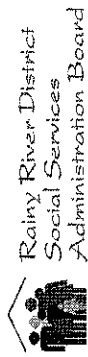
Approximate 2013 Revenue breakdown:

Daycare fees (parental fees)	\$200,000
DSSAB funding	\$777,830

There are restrictions and specific criteria on how the additional funding can be accessed but if the maximum amount of additional funding can be realised than the Children's Complex is in a truly favourable position to upgrade existing infrastructure, have staff receive extra training to better serve our children, ease some of the extra cost burden incurred by parents currently, and potentially position itself to operate without tax dollar input.

Respectfully Submitted,

Jason Kabel,
Manager of Community Services



2013 Service Provider Financial Contract "Schedule 2"

Children's Services

Organization Name:	Town of Fort Frances- Children's Complex	
Contact:	Jason Kabel	Community Services Manager
	Nicole Cheetham	Children's Complex Superintendent
Head Office Address:	320 Portage Ave Fort Frances, ON P9A 3P9	

January 1, 2013 - December 31, 2013	
Head Office	
Phone:	807-274-4561
Fax:	807-274-3799
E-mail:	jkabel@fort-frances.com

Service Names	Current Funding Level
(Does not include Fee Subsidy)	
Core Service Delivery/General Operating	\$420,351
Pay Equity Memorandum of Settlement	\$0
Special Needs Resourcing	\$108,515
Health & Safety	\$2,000
Play-Based Materials & Equipment	\$7,900
Capacity Building	\$35,500
Transformation	\$0
Capital Retrofits	\$0
Best Start Hub	\$119,198
	\$693,464

Service Provider	Date
Town of Fort Frances	
Cheryl Bodnar	Date
Children's Services Manager	
Financial & Statistical Reporting	
Financial & Statistical Actuals will be reported on a Quarterly YTD Summary provided to you. Reports are due three weeks after Quarter end dates of March 31, June 30 and September 30th. Year end reports are due 6 weeks after December 31st. Audited financial statements are due by April 30th of each year. Annual budget submissions are due by October 31st of each year.	



Service Provider: Town of Fort Frances- Children's Complex

Information for Funding Calculation		Funding Calculations
Core Service Delivery		
<u>General Service Delivery Component</u>		
# Licensed Spaces (Relative to FDE)		
Infant	0	-
Toddler	10	16,000.00
Preschool	24	33,600.00
JK/SK	0	-
School Age	45	36,000.00
	<u>79</u>	<u>85,600.00</u>
<u>Information Technology</u>		1,000.00
<u>Rent Component</u> - Includes heat, hydro, taxes, etc.		
Square Footage of Child Care Space		
# Sq. Ft.	7560	189,000.00
<u>Staffing Component</u> (non- SNR)		
Total FTE	11.50	144,751.00
Pay Equity Memorandum of Settlement		-
Special Needs Resourcing		
<u>Wages & Benefits</u>		95,515.00
<u>Training and Development</u>		
FTE	1.60	8,000.00
<u>Equipment & Resources</u>		5,000.00
		<u>108,515.00</u>
Health & Safety Component		2,000.00
Play-Based Materials & Equipment		7,900.00
Capacity Building		
Total FTE- Program Staff	11.50	34,500.00
Board Training		1,000.00
		<u>35,500.00</u>
Total Funding		574,266.00

Does not include JW Walker School

Includes SMS & RM for All components (including Sq Ft)

Town of Fort Frances- Children's Complex

Eligibility Calculation

Base Hourly Cost	11.14
Annual Hours per FTE	1950
Total Base FTE	21,723.00
Non-SNR Staffing	11.50
Minimum Site Requirement	249,814.50
Per Budget- Fee Revenue	489,190.00
Qualify for General Operating Funding	239,375.50

Provider Contract Funding Schedule
2013

Service Provider: Town of Fort Frances- Children's Complex

	Annual Funding	Monthly Funding
Core Service Delivery	420,351.00	35,029.00
Pay Equity Memorandum of Settlement	-	-
Special Needs Resourcing	108,515.00	9,043.00
Health & Safety Component	2,000.00	167.00
Play-Based Materials & Equipment	7,900.00	658.00
Capacity Building	35,500.00	2,958.00
Transition One-Time Funding	-	-
Best Start Hub	119,198.00	9,933.00
	693,464.00	57,789.00

	EFT Amount	Monthly	Variance	
January	41,500.00	57,789.00	16,289.00	
February	41,500.00	57,789.00	16,289.00	
March	41,500.00	57,789.00	16,289.00	
April	41,500.00	57,789.00	16,289.00	
May	41,500.00	57,789.00	16,289.00	
June	41,500.00	57,789.00	16,289.00	97,734.00
July	155,519.00	57,785.00	(97,734.00)	
August	57,789.00	57,789.00	-	
September	57,789.00	57,789.00	-	
October	57,789.00	57,789.00	-	
November	57,789.00	57,789.00	-	
December	57,789.00	57,789.00	-	
	693,464.00	693,464.00		