

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - October 5, 2015 10:30 AM

MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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TOWN OF FORT FRANCES

MINUTES

SESSION NO. #0015

September 8, 2015

This meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on September 8, 2015 from 10:30 a.m. to 11:21 a.m.

PRESENT: Ken Perry - Chairman, John Albanese - Councilor, Mark McCaig – CAO, Shawna McRitchie – Daycare Superintendent, Dawn Galusha – Deputy Treasurer, Jason Kabel - Manager of Community Services

REGRETS: June Caul – Councilor

1 CALL TO ORDER (Session #0015)

- 1.1 K. Perry called the meeting to order at 10:37a.m. J. Kabel recorded the minutes of the meeting.

2 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

- 2.1 NIL

3 APPROVAL OF PREVIOUS COMMITTEE MINUTES

- 3.1 Community Services Executive Committee Meeting – August 4, 2015 - approved as circulated.

4 ITEMS REFERRED FROM COUNCIL

- 4.1 NIL

5 NEW BUSINESS

5.1 Provincial child care wage enhancement agreement - The Community Services Executive Committee recommends endorsement of the agreement with the Rainy River District Social Services Administration Board (RRDSSAB) and that a separate item be brought to a future executive meeting regarding Resource Teachers potential compensation in a similar fashion to that of the provincial wage enhancement.

5.2 Canada Day Committee – It was recommended for contact to be made with the Chamber of Commerce for their participation in the Canada Day events as the committee is struggling for members and too much focus is being placed on Town involvement.

5.3 Multi-use Tennis Court Committee Trillium Application - The Community Services Executive Committee recommends to Mayor & Council to endorse the application to the Ontario Trillium Foundation on behalf of the Multi-use Courts Committee in the amount of \$150,000 as attached.

5.4 Copier Agreement – Memorial Sports Centre & Children's Complex - The Community Services Executive Committee recommends to Mayor & Council to authorize signing of the agreement, quarterly bank withdrawals, and payment of the initial invoice as attached.

6 IN-CAMERA NIL

7 NON-AGENDA ITEMS NIL

8 INFORMATION

8.1 Next Meeting Date – September 21, 2015 – 10:30 a.m. @ MSC

9 ADJOURNMENT

9.1 There being no further matters before the committee at this time, the meeting was closed by K. Perry at 11:21 a.m.

K. Perry, Executive Committee Chair

J. Kabel, Manager of Community Services

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 2, 2015

RE: **Memorial Sports Centre Budget Request Submission**

At the regular meeting of Council on Monday, September 28, 2015, Council had a presentation from Ian McKay during the delegations/deputations re: 2016 Budget portion of the meeting. Attached is a copy of the items that were summarized during the presentation.

RECOMMENDATION

The Community Services Division recommends to include the concerns brought forward in the budget presentation to the 2016 budget process.

Respectfully Submitted,



Jason Kabel,
Manager of Community Services

To whom it may concern,

The Memorial Sport Center is the hub of our community, with the diversity of activities available – from the well-known hockey and ice surface where some of our finest lace up, we also offer squash, swimming, and general health and fitness activities. But what is offered pales in comparison to what has been delivered.

We are here to represent a group of people who feel overlooked, we are here to represent a community who seeks to receive what we continue to pay for. This is not to strive for new equipment or to be in competition with private sector of business. We are here first and foremost to address some serious health and safety measures; to make sure each diverse group of people gets the respect they deserve at MSC.

Dumbbells:

The dumbbell weights are unable to be tightened due to wear and tear as well as the fact they have been spot weld to hold in place. The weights have the potential to become loose at any point and shift dramatically during a motion – this sudden instability could cause a user to drop the weights on themselves or the weights to slide off completely. The small shift during each motion will be causing small ligament tears to the individual that will not be reversible. Also the separation leads to the weights plates pinching together on skin, clothing or digits. The welds are also found on the handle of the weights – this causes lacerations on the hands of users. We have had new flooring put down not long ago and it is ruined by these weights and rubber weights are most cost effective, safe and long lasting no maintenance choice.

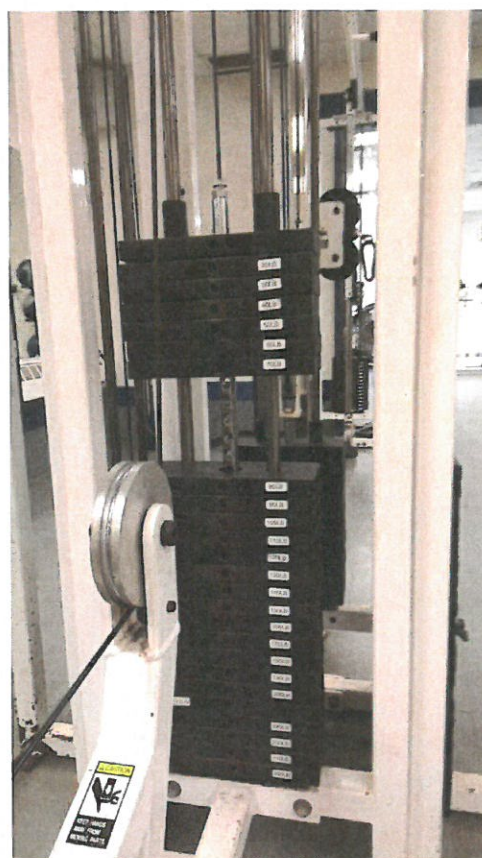
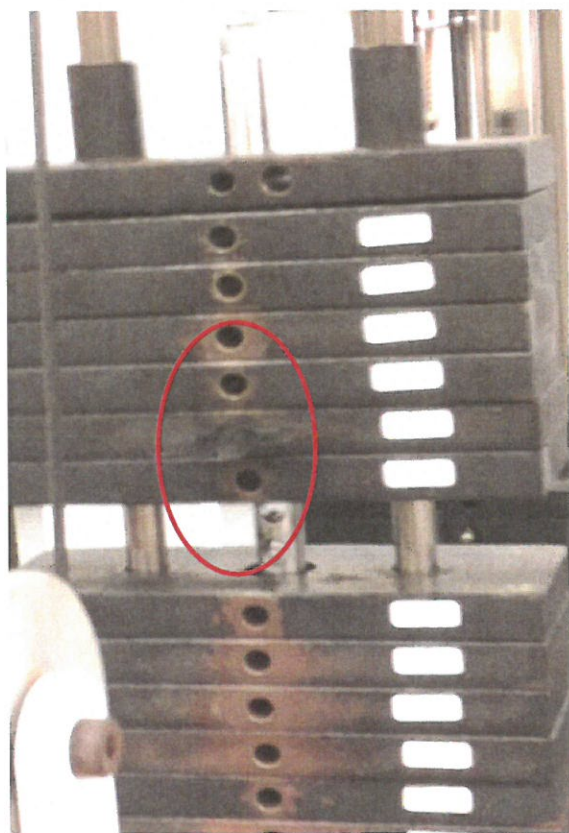


This will be your most expensive replacement as these welds are found throughout the 50 LB – 120 LB dumbbells. A typical set of 5-100 lbs (2 stands included) for \$3499 is a higher end price but options are available.

Pulley System/Weight Stacks:

The pulley system needs to be taken apart and washed thoroughly. As you can see when choosing weight the stack sticks together – sometimes adding upward of 30 pounds. Upon trying to realise them someone has and could use their foot or fingers in haste and crush ligaments. This excess weight also puts a user in a hazardous situation as this machine deals directly with spinal flexion.

This fix involves taking apart the system fully and washing the plates of oil – the oil to be used should be consistently the same without build up (100% silicone- \$6/can) and done once monthly at least to prevent breakdown of machines and user safety. The rods must also be washed to prevent buildup using Sportsmith Guide Rod Wipes (\$15 for 4 months worth in our facility) and be done as well. The cables need replacements and to be installed even as of right now the left side cable is much longer then the right by a few inches.



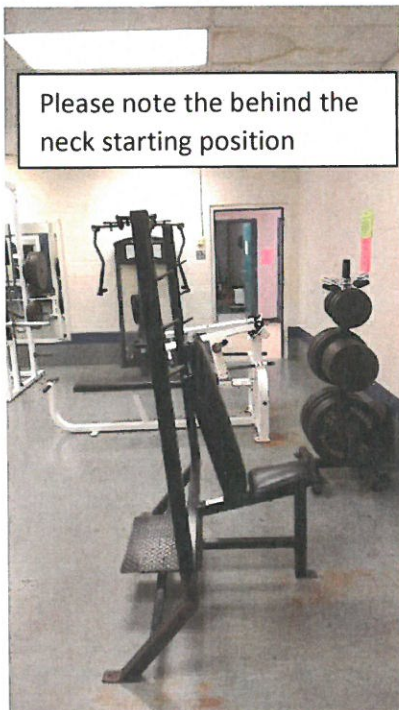
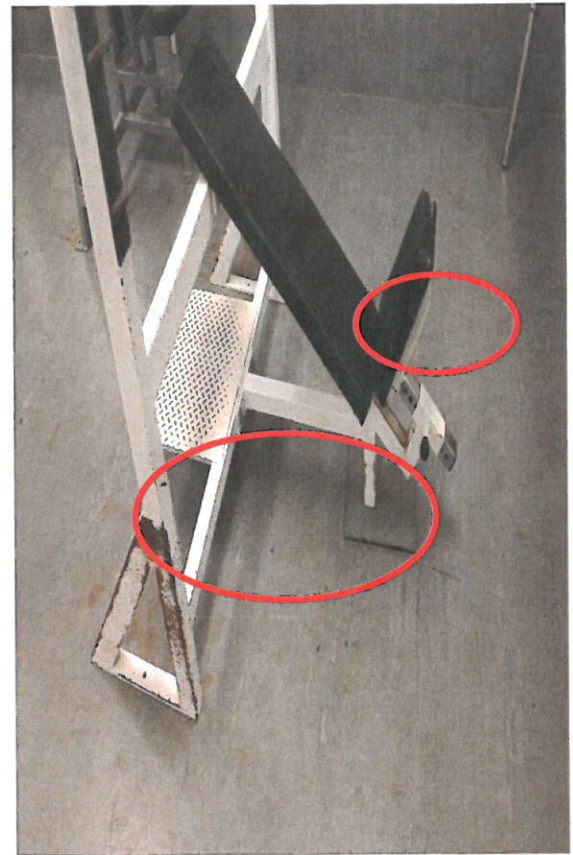
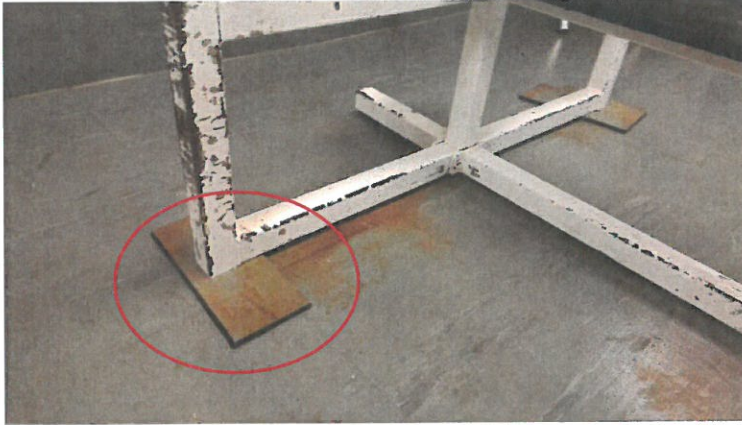
Machine/Bench Instability:

The benches are outdated and do not meet today's safety standards—leading to improper alignment of the spine and shoulder retraction. The benches also are twisted as well as wobble on the floor during movement.

As you can see the benches are being stabilized by old flooring—still not solving the issue of the wobble. We have people doing a bench press upwards of 400 LB on a bench that cannot be deemed stable. These must be bolted down to the floor—or in hopes replaced and bolted down.

The shoulder press structure is at a poor angle for exercise execution leading to a compromise of the shoulder joint, and improper spinal alignment. This could be fixed with a local welder or shop class adjusting the angles and repainting. This could be done at cost of giving the welder a free month membership in trade for their work. A shop class will do it for the cost of a box of doughnuts.

Each replacement bench is around \$300 + to replace with proper safety standards for industrial/public use.



Treadmill/Cardio room Maintenance

The treadmills will over speed leading to shut down during use. We need to maintain proper maintenance to ensure the safety of these machines to members and prolong the life of the machines. We have spent massive amounts of money on a new tread climber and we are unsure if the proper maintenance is truly taking place. The “new” row machine is broken weekly and is a dangerous edition to our gym as the safety parameters (locking mechanism that stops the user from pushing themselves off the back) of it have been broken off before ever being put in MSC.



Less efficient machines taking place of wanted machines:

The sports science industry has evolved – and in turn made way for better equipment and safety standards. Prior equipment could be known as a guillotine and we have such equipment within our facility. These machines start the body in a compromised position leading to tendon/soft tissue damage. We had machines taken out of the gym that were proper within majority of kinetic motions and replaced with ones that were not. I understand we can't have everyone on plate loaded machines but these ones are more hazardous than good. We cannot deem the old mill equipment as an investment as it was given to us. Many things within the weight room were fundraised for – we are willing to do that again with the encouragement of our town council members and the facility itself. But we do ask where the gym memberships over the years has gone.



Purchase of new equipment

We spent thousands of dollars for the great success of Duncan Keith Day – the community band together and got to celebrate a hero from our town. But why are we limiting our youth and not allowing them to be the next Duncan Keith from Fort Frances. We do not need to send our athletes away from family and home town. I push the town to invest in some more athletic conditioning equipment such as TRX bands, Wall Balls, Dragon Ropes, foam rollers. We do not want to gear this gym toward just bodybuilders, again it's a community gym. We would like to meet the standard for the community, set a standard for our youth to be active and challenge themselves. We have a lot of capable youth who with the right tools would love the equipment and opportunity it brings to work toward their goals. We could put a few things in the lap track above the ice surface for users.

Appearance update

With a few cans of paint we would be able to offer the gym a facelift to draw new members to the facility. The current status of our gym is dated and has deemed the nick name "The Dungeon" or "the fitness museum" due to its lackluster appearance. A suggestion was to get some green and white cans of paint and create a welcoming and encouraging space of boundlessness. Hanging the new mirrors we have in storage gives members the opportunity to assess form and feel safe in their environment. Hang pictures of our past members who have gained great accomplishments – show off that our accomplishments are boundless.

Cleanliness

Invest in a pressure washer for the change rooms at nights (\$200 at Canadian tire) with PH balance antibacterial cleaner (\$30 a month at general supply). The saunas cannot be left unattended and dirty. We have no hourly checks of the facility leading to issues being overlooked and becoming bigger issues and more expensive to fix. We have had whiskers on a sink and in the sauna for over a week, fecal matter on the floor and locker doors. The floors have the same muddy shoeprints in the same place for days meaning the floor is not washed. This means these issues are not only overlooked, but possibly ignored. These issues will happen regardless, but the attention to detail and products used will make it less time consuming if every night we wash things down. This is a public facility – used daily for many activities, many age groups; Kids will be kids and adults will be forgetful – but the facility must not let that be the motto for why the cleanliness is not up kept. We already have had engineers come in – potential new family to Fort Frances and state their disgust with the change room being the same from morning workout to night swim – and entire 12 hours later. Who is being held accountable for checking on not only the cleanliness but safety of the members? The floors have no slope or grooving ergo not allowing water to run freely into drain causing build up and cause a more likely case for slipping as well as it adds to a sour smell. We have applied for grants for automatic sinks and flushing toilets using environmental protection to achieve receiving this money.

General waste of time and money

Our money is being taken out yet our opinions are not being heard. This community gym is missing the factor of community. Many things have been done in haste and in turn led to less efficient options to be put in place.

Money was wasted buying mats for under the wobbly benches; and all we got were wobbly benches on top of cushy mats. For safety a bench must be on a strong stable surface and bolted down, this money was now wasted.

We have had benches refabricated with material yet the extra \$10 for paint and rust coverage would have made the facility more approachable.

We have had a great sauna installed in the male change room and we are very happy with it - but we still have metal holding the staircase handle where people continue to be burnt on. We need a passcode outside lock to keep children from going in – as that is a potential health and safety risk but they remain unattended. They are found urinating on the rocks or floor and as kids do showing general disrespect and damage to the facility leading to higher costs.

We have had a squat rack removed and in place put inefficient machines developed in the 1970s that will promote injury. They now take up more space – just because we can put it in there does not make it a better gym.

We were told this facility was not ran like a business – as such could we not offer month to month basis membership not of \$70 a month but the true cost of a broken down 12 month membership? If this is not a business and you will remain in a deficit why do you push people away with a sell higher business strategy? Why is it not offered a free week or day use to explore what our facility has to offer?

Conclusion

Decisions have been made in haste to get a job done and not done well. Fact is we will spend the money on equipment and waste the equipment with lack of maintenance. Even if we do file a complaint we find the representatives act as if it's a hassle something needs attention or they turn a blind eye and tell us it's the first they have heard of this issue. I ask that we look into the true money allocated to that side of the MSC; The pool, squash courts and weight room. Has it received the attention it deserves for the price you ask? Is our money being used for our need? Years of fundraising and getting equipment from various sources, what have you offered us from our payments all these years?

We have an opportunity upon us in this community – a fresh start. We have a mine coming in, fingers crossed for the Kraftmill and a new branding. What we are asking today is to be exactly what you describe Fort Frances to be, boundless. Give people the chance to be healthy, active and positive. Health is the future of your community – give people a change to better themselves and they will be more likely to better their community. This is an investment – health and fitness is the focus of today world and its time Fort Frances caught up. From Doctor OZ, Magazines and “superfoods” not one day will pass without you hearing something about someone trying to better themselves and their health. This is your community speaking to you.

Reignite the past passions of this town's athletic endeavors, from our swimmers, lifters and squash players, the strong willed youth of hockey and the health of the community as a whole depends on you. We wish to grow as a town, as a community – we must then grow as individuals to become boundless. I ask that before decisions are made a committee be taken seriously to make the proper choices for this facility – this community facility. Please accept our thanks for your time thus far and we are willing to tour the facility with those interested to explain exactly how we can make this cost effective and productive for both members and town budget.

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 2, 2015

RE: **Fitness Instructor Wage Proposal**

PREAMBLE

For the past several years, Memorial Sports Centre (MSC) staff members have offered fitness classes in the auditorium for both day and evening sessions. MSC has also offered special evening fitness classes with the assistance of local fitness instructors who are not considered staff members. There has not been an increase in the compensation amount to the non-staff fitness instructors for several years (currently at \$20/session) and MSC has lost some quality instructors due to the compensation amount compared to other facilities. MSC currently offers one of the lowest compensations in a public/private facility in the area, including Kenora & Dryden.

Attached is a proposal from our staff fitness instructor, Shannon Jackson for consideration to assist with recruiting and retaining specialty fitness instructors who may be interested in working with MSC for various programs.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to increase the compensation for non-staff fitness instructors from \$20/hr to \$22.50/hr and include a 3-month membership to the facility for the contract session.

Respectfully Submitted,



Jason Kabel,
Manager of Community Services

Fitness Instructor /Frances

09/15/2015 12:31 PM

To Leana M Moffitt/Frances@Frances

cc

bcc

Subject Fitness wage proposal

My proposal is to help recruit some new fitness instructors (contract) to our facility thus expanding our fitness programs.

I am proposing a rate per class increase from \$20.00 per class to \$22.50 per class plus offering a facility use membership for the contract session.

A second option may be a rate of \$25.00 per class with no membership perk.

Currently, our fitness instructors are the lowest paid in our area including Dryden and Kenora. Many hours of planning choreography, practicing, and music go into delivering a fitness class. I would like to see our fitness programs grow in the future offering more classes/times but we cannot with limited instructors. What I have found in the passed asking a couple of people I thought may be interested was our rate of pay was not worth their time.

We are now in competition with Curves offering fitness classes as well as Energy Fitness..

Please take this into consideration as our fitness classes are very popular but could definitely become even better with a little incentive!

Thank You,
Shannon Jackson PT/Fitness consultant

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 4, 2015

RE: **Townshend Theatre Technician Fee**

PREAMBLE

The Townshend Theatre employs a policy stating that if any of the Audio/Visual (A/V) equipment from the theatre is required for a rental than a trained technician must be present to operate the equipment, \$50/event paid by the renter. Technicians who are trained/qualified for this service are designated by the Town of Fort Frances head technician. Should the renter have their own experienced technician than our own technician must still be present to oversee the use of the equipment unless they have been approved/trained by the head technician. This is to ensure that equipment is not used incorrectly and the Theatre equipment remains in the condition that it was found.

Technician Fee

Proposed

\$50 – 0-3 hour event
\$75 – 3+ - 8 hour event
\$100 – 8+ hour event

Existing

\$50 per event

The fee will be included on the contract and billed according to the number of hours that the theatre is rented for. The fee will not be paid directly by the renter to the technician.

RECOMMENDATION

The Community Services Division recommends to Mayor & Council to adopt the revised technician fees as listed to accommodate events of various lengths that are hosted at the Townshend Theatre.

Respectfully Submitted,



Jason Kabel,
Manager of Community Services

/jk

Date: September 9, 2015

Memo To: Ontario Specialized Transit Systems

Subject: **Ontario Specialized Transit Services - 2014 Fact Book**

We would like to thank you for your assistance in helping us to complete the enclosed **Ontario Specialized Transit Services Fact Book – 2014 Operating Data**.

This report, containing operating statistics from **79** transit systems providing specialized transit services in Ontario, was prepared by the Canadian Urban Transit Association (CUTA), and funded by the Ontario Ministry of Transportation (MTO). The Fact Book provides detailed data for 2013 and 2014 and key performance indicators for each system. It also contains summary information for the province and population groups.

We hope you will find this information of use.

Thank you again for your contribution to this project.



Wendy Reuter
Vice President, Member Value

encl.

Fort Frances

Fort Frances Handi-van

Contact: Jason Kabel
 Title: Manager of Community Services
 Telephone: 807-274-4561 x11
 Fax: 807-274-3799
 Email: jkabel@fort-frances.com

Population served: 7,952
 Service area (km²): 25.9
 Communities served: 1
 Service began: 01/12/1986
 Advisory Committee members: 3
 Eligibility Committee members: 2

REGISTRANTS
 Wheelchair/Scooter Users: 325
 Ambulatory: 325
 Attendants: 325
 Companions: 325
 Other: 325
Total: 325

Dedicated Serv. Operated by: ☐ Transit System/Municipality
☐ Private Contractor(s), number:
☒ Private Non-Profit Org.

Non-Dedicated Service: ☒ Contractors: 1
 Taxi Scrip Program Available: ☒

Eligibility Criteria: ☐ Unable to Board
☐ Unable to Use
☒ Other Criteria

VEHICLE KILOMETRES & HOURS

	2013	2014
Rev. Veh. Km. - Dedicated Service	37,428	42,972
Tot. Veh. Km. - Dedicated Service	37,428	42,972
Rev. Veh. Hrs. - Dedicated Service		
Tot. Veh. Hrs. - Dedicated Service		
Non-Dedicated Service - Veh. Km.		
Non-Dedicated Service - Veh. Hrs.		

PASSENGER DATA

Dedicated Service	9,109	11,375
Non-Dedicated Service	11,637	7,655
TOTAL PASSENGERS	20,746	19,030
Subscription / Pre-booked	44%	0%
Reservation	56%	60%
On-Demand / Day of trip	0%	40%

Cancelled in advance	2,250	1,954
No-shows / Cancelled at door	6	14
Unaccommodated trips		
Number of complaints	1	2

OPERATING EXPENSES

Administration	\$10,538	\$10,699
Operations:		
Internal - Dedicated Service		
Contract - Dedicated Service	\$135,117	\$132,246
Contract - Non-Dedicated Service	\$25,852	\$32,260
Contract - Taxi Scrip		
Maintenance (Vehicles & Facilities)	\$10,580	\$16,913
Fuel	\$11,786	\$13,287
TOTAL OPERATING EXPENSES	\$193,873	\$205,406

OPERATING REVENUES AND OTHER FUNDING CONTRIBUTIONS

Passenger Revenue	\$24,651	\$23,345
Other Operating Revenue		
Total Operating Revenue	\$24,651	\$23,345
Federal Contributions		
Provincial Contributions	\$73,763	\$67,301
Municipal Contributions	\$77,336	\$97,012
Other / Donations	\$18,123	\$17,749
TOTAL	\$193,873	\$205,406

CAPITAL EXPENSES

Vehicles Purchased		
Debt Servicing		
Other Capital Expenses		
TOTAL CAPITAL EXPENSES		

CAPITAL FUNDING SOURCES

Transit System		
Federal Contributions		
Provincial Contributions		
Municipal Contributions		
Other / Donations		
TOTAL CAPITAL FUNDING		

SERVICE HOURS / SCHEDULING

Weekday:	0800 to 1600	Sunday:	to
Saturday:	to	Holiday:	to
Advanced booking notice:	1 day(s)		
Minimum notice for reservation:	24.0 hour(s)		
Reservations / Scheduling:	Manual		

FARE STRUCTURE

Effective Date:	01/01/2014	Tickets/Cards (unit price)	Monthly Pass	Free
Cash				
Adult	\$1.25			<input type="checkbox"/>
Child	\$1.25			<input type="checkbox"/>
Student	\$1.25			<input type="checkbox"/>
Senior	\$1.00			<input type="checkbox"/>
Attendant				<input checked="" type="checkbox"/>
Companion				<input checked="" type="checkbox"/>
Other				<input type="checkbox"/>

EMPLOYEE DATA

	Full-time	Part-time
Operators	2	3
Other Operations		1
Vehicle Mechanics		
General and Administration		1
Other		

TOTAL NUMBER OF EMPLOYEES

	2	5
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Union Affiliations: Operators:
 Mechanics: CUPE Local 65
 Other (specify):

Top Operator Wage Rate:
 Top Mechanic Wage Rate: \$27.64

PERFORMANCE INDICATORS

	2013	2014
R/C Ratio	13%	11%
Net Operating Cost / Capita	\$21.28	\$22.90
Total Exp. / Passenger	\$9.35	\$10.79
Total Exp. / Eligible Passenger	\$21.25	\$18.13
Transportation Exp. / Passenger		
Dedicated Service	\$17.29	\$14.28
Non-Dedicated Service	\$2.22	\$4.21
Transportation Exp. / Hour (Dedicated Service)		
OPERATING		
Registrants / Capita	0.0409	0.0409
Passengers / Capita	2.6089	2.3931
Passengers / Registrant	63.83	58.55
Passengers / Hour (Dedicated Service)		
Kms / Passenger (Dedicated Service)	4.11	3.78
Average Speed (Dedicated Service)		

PASSENGER DATA

	Ded. Service	Non-Ded. Service
Ambulatory		
Wheelchair/Scooter Users	11,326	6
Attendants	49	
Companions		
Other (specified)		7,649
TOTAL	11,375	7,655

VEHICLE DATA

	Number	Veh. Peak	Avg. Capacity per Veh.
Non-Accessible Cars			Wheelchair N/A
Accessible Vans / Minivans			Ambulatory
Small Buses	2	2	4
Other			
TOTAL DED. VEHICLES	2	2	N/A

Vehicle ownership: Municipality
 Vehicle maintenance responsibility: Municipality
 Accessible taxis: 1