

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - March 21, 2016 10:30 AM

#### MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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## TOWN OF FORT FRANCES

### MINUTES

### SESSION NO. # 24

March 7, 2016

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 March 7, 2016 from 10:30 a.m. to 11:53 a.m.

PRESENT: Ken Perry - Chairman, John Albanese - Councillor, June Caul - Councillor, Roy Avis - Mayor, Mark McCaig - CAO, Jason Kabel - Manager of Community Services

ALSO PRESENT: Cindy Noble, Stacey Johnson, Frank Fraser

#### **1 CALL TO ORDER (session #24)**

K. Perry called the meeting to order at 10:32 a.m.

#### **2 APPROVAL OF AGENDA (Call for non-agenda items)**

2.1 SKC RFP - J. Caul

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

#### **4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee Meeting - February 29, 2016 - Approved as Circulated.

#### **5 NON-AGENDA ITEMS**

5.1 SKC RFP - J. Caul - The current cleaners of the SKC were on hand to explain why they did not bid on the RFP that was posted. The committee agreed to continue with the contract award to the lowest bid, RAS Maintenance Services.

#### **6 ITEMS REFERRED FROM COUNCIL - NIL**

#### **7 NEW BUSINESS**

7.1 Sunny Cove Camp Caretaker Position - Aaron Petrin - this item was moved to in-camera.

#### **8 IN-CAMERA**

Sunny Cove Camp Caretaker Position - Aaron Petrin was present for the discussion. It was decided to move forward with filling the position through a competitive RFP process developed by legal council.

**9 INFORMATION**

9.1 Next Meeting - March 21, 2016

**10 CLOSING**

10.1 There being no further matters before the committee at this time, the meeting was closed by K. Perry at 11:53 a.m.

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K. Perry, Executive Committee Chair

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J. Kabel, Manager of Community Services



**TOWN OF FORT FRANCES**  
**COMMUNITY SERVICES EXECUTIVE COMMITTEE**

Session No. 24

Resolution No. \_\_\_\_\_

Moved by Joe Carl

Dated Mar 7/16

Seconded by John Albanese

THAT this meeting of the Community Services Executive Committee now meet in-camera in order to address a matter pertaining to:

- ☐ security of the property of the municipality or local board;
- ☒ personal matters about an identifiable individual, including municipal or local board employees;
- ☐ a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes;
- ☐ labour relations or employee negotiations;
- ☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ☐ the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
- ☐ a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- ☐ the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act

Carried Ker Perry Chairperson

	Yea	Nay	Disclosure of Interest
R. Avis			
J. Albanese			
A. Hallikas			
K. Perry			
P. Ryan			
S. Tibbs			
R. Wiedenhoef			



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Thunder Bay, Ontario  
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[www.tbrhsc.net](http://www.tbrhsc.net)

February 1, 2016

**Attention: Mayor Roy Avis and Fort Frances Council**

**Re: Dialysis Transportation**

Please accept this letter as a request for attention to the issue of handicap transportation for our hemodialysis patients living in Fort Frances.

Fort Frances and area bears a significant burden of chronic kidney disease. Dialysis dependence requires treatments three times per week, every week to sustain life. A meeting was held with Thunder Bay Regional HSC (Jane Elliott RN, Lori Byerley SW), Anne Sinclair from the Indian Friendship Centre, Karen Green from Rainycrest and Jason Kabel, Manager Community Services on January 18, 2016. This meeting revealed the handivan is unable to renegotiate their hours of operation to accommodate our dialysis patient scheduling. This is unfortunate. Our dialysis patients are disabled, often on fixed income, and medically fragile. The current resource allocation for specialized transportation in Fort Frances is inadequate to the presenting need. Unfortunately we also predict growth in dialysis dependence and again a subsequent effect that requires more community supports.

This letter is to request dedicated transportation supports for dialysis patients. When reviewing the township strategic plan transportation planning for dialysis is congruent with the ongoing Accessibility Act and also Quality of Life Services. RainyCrest is also home to hemodialysis patients who collectively all require handicapped transportation on Saturdays and the solo handicap taxi has to make three consecutive trips for patients. Unfortunately meals get missed at RainyCrest while waiting for a ride post dialysis. This arrangement is contrary to "Age Friendly" planning and is difficult for the patients.

Many thanks for reviewing this request. It is my understanding the Dial a Ride will be negotiated this year. This may be a perfect opportunity to pursue a transportation agenda. If I can provide any needed information please feel free to contact me at 807 684 6161.

  
Lori Byerley MSW RSW  
Renal Social Worker

  
Mary Wrigley  
Manager Renal Service





Downtown Scott Street B.I.A.  
335 Scott Street  
Fort Frances, Ontario  
P9A 1H1  
807-274-7502 Phone  
807-274-0783 Fax



1 March, 2016

Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario

ATTN: Mayor Roy Avis & Council

Dear Sir/Madam


**RE: TOWN WEBSITE**

This letter is to serve as a request to have a page on the Town of Fort Frances Website as we are mandated through the Town.

Please note that Ms. Tanis Drysdale is in agreement with our request.

Please advise.

Thank you,

  
Shelley Wepruk  
Secretary

## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** March 18, 2016

**RE:** St. Francis Sports Fields Joint Use Agreement

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### BACKGROUND

As part of the development of the proposed Multi-use courts at the St. Francis Sports Fields, it was necessary to evaluate the existing joint-use agreement that has been enforce since 2004 between the Town of Fort Frances, Northwest Catholic District School Board, and Rainy River District School Board (attached).

The Rainy River District School Board passed the following resolution for their financial commitment to the Multi-use Courts project.

Res. #147     LEWIS-HILL That the Rainy River District School Board commit \$112,000 to the Multi-Use/Tennis Courts project contingent upon the satisfactory revision of the St. Francis Sports Field Joint Use Agreement and written assurance from the Town of Fort Frances in terms of their \$112,000 capital commitment and maintenance of the multi-use/tennis courts. CARRIED

I felt that it was necessary to consider a few items with the joint-use document reassessment, namely long-term capital consideration and routine maintenance. I provided the following language to the Rainy River District School Board representative Travis Enge, Facilities Superintendent for consideration:

*It is agreed that each party shall contribute, as budgeted from time to time, towards the capital costs of maintaining and equipping the Multiuse Courts.*

*The RRDSB Board shall be primarily responsible for the periodic maintenance of the low-maintenance Multiuse Courts during daytime hours for school board use.*

*The Town shall be primarily responsible for the periodic maintenance of the low-maintenance Multiuse Courts during evening hours, days when school is not in session as provided in section 2a, and for the utility costs associated with lighting the courts.*

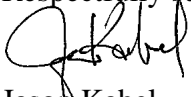
The response to the recommended additional language can be found on the attached email.

It is necessary at this time to consider the proposed modifications to the joint-use agreement to move the Multi-use Courts project forward.

**RECOMMENDATION**

The Community Services Executive Committee recommends to Mayor & Council to endorse the proposed revision to the St. Francis Sports Fields Joint Use Agreement and authorize the Community Services Division to present the proposed changes to the Rainy River District School Board representative.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over the printed name.

Jason Kabel



# JOINT USE AGREEMENT

This agreement made this ~~10th day of May 2004~~ 9<sup>th</sup> day of May 2016.

BETWEEN:

The Northwest Catholic District School Board  
(Hereinafter called the "Catholic Board")

And

The Corporation of the Town of Fort Frances  
(Hereinafter called the "Town")

And

The Rainy River District School Board  
(Hereinafter called the "Public Board")

Where necessary, the term School Boards, may be substituted for the terms Catholic Board and Public Board.

WHEREAS the three parties are desirous of entering into an agreement for the joint use of the outdoor facilities located at:

1. St. Francis School
2. Fort Frances High School

which shall be referred to as the St. Francis Sports Fields consisting of the St. Francis playing fields and ~~Westfort field~~. including the development of the Multiuse Courts.

Now, therefore, it is agreed by and between the parties hereto as follows:

1. Management

That a management committee, consisting of two individuals from each party, be struck to oversee the operation of the facilities and that the committee be empowered to develop and maintain its own procedures relative to the committee's assigned responsibilities.

(RRDSB – Travis Enge, Shane Bliss; NCDSB – Brenden Hyatt, Toby Munro; TOFF – Jason Kabel, ?)

2. Terms and Access

a. School Boards

The School Boards shall have use of the Sports Fields facility between the hours of 8:00 a.m. and 5:00 p.m. during days that school is in session as required by the Ministry of Education, and any other statutes of the Province of Ontario and at other times for activities sponsored by the School Boards.

The School Boards shall have first right of access to that portion of the Sports Fields facility located on their respective properties while the Town shall have second right

of access. In order to maximize usage and eliminate scheduling conflicts the Town will assume responsibility for scheduling and issuing of permits to all users. All schedules will be completed at the Memorial Sports Centre by completing a Facility Use Application form. If the application is approved a permit will be issued by the Town ~~stating starting dates~~ affirming dates, times and facility(s) that have been authorized.

b. Municipal Use

The Town shall have use of the Sports Fields between the hours of 5:00 p.m. and 11:00 p.m. during the months of September to June and between the hours of 7:00 a.m. and 11:00 p.m. during the months of July and August except on those days as provided in section 2a.

- c. This agreement may be terminated at any time the three parties agree the Sports Fields facilities are no longer usable, or upon written notice by any party at any time after the year ~~2013~~ 2036.
- d. It is understood and agreed that the parties for the purposes of using the Sports Fields facilities shall have right and direct access to the lands on which the Sports Fields facilities are located.

3. Operating Regulations

- a. When a program, activity and/or event is scheduled which involves the use of the Sport Fields facilities, each party shall be fully responsible for the provision of all supervisory or other staff required during its respective program, activity and/or event.
- b. Each party shall carry liability and property damage insurance of at least \$6,000,000.00 to protect itself from claims arising out of its use of the Sports Fields facilities.
- c. Each party shall arrange to have the other parties to this Agreement named as Additional Insured's with respect to claims that arise of their use of the property and responsibilities under this ~~Shared-Use~~ Joint-Use Agreement. Certificates of Insurance shall be exchanged by the parties to this Agreement upon signing.
- d. Each party shall occupy the premises in a careful, safe, lawful and proper manner, and shall so conduct its activities in or about the Premises as not to endanger any property and any person thereon; and with the sole exception of claims arising entirely by reason of an Act of God, shall indemnify and save harmless the other parties to this Agreement, against any and all claims and costs arising in any way of their responsibilities under this ~~Shared-Use~~ Joint-Use Agreement, or out of their occupation of the premises, unless caused by the negligence of one of the other Parties of this Agreement.

4. Site Development

The location, type and installation of any playground facility and/or building are subject to final approval of the respective school board in whose name ownership of the property is held.

5. Alcohol and Drug Consumption

No alcohol or drug consumption is permitted on these fields at any time.

6. Maintenance Costs

The Town shall be responsible for the maintenance and operating costs of the St. Francis Sports Fields facility.

7. Review Process

All parties agree to conduct a review of the Sports Fields facility, through the use of an ad hoc committee, with a two representatives from each party, to determine the adequacy of the facility in meeting the needs of the school and community programs.

This review is to be held annually or as necessary, commencing in 2004 2016, with a written report submitted by the Committee to each party.

8. Dispute Resolution

- a. Where the management committee is unable to reach an agreement on those matters requiring an immediate resolution, the dispute shall be submitted to a Tripartite Committee consisting of the appropriate supervisors from the senior administration of each party. The tendering of the dispute to the Tripartite Committee may be in writing or presented verbally.
- b. Where the parties cannot resolve the dispute, as per article 8a, then the dispute shall be submitted to the tripartite committee whose members shall include the Chief Executive Officer of each party.
- c. In the event the parties are unable to resolve the dispute as per section 8b, the issue shall be submitted, in whole or in part, as agreed to by the Tripartite Committee established in section 8b, to their respective elected representatives for their consideration and direction.
- d. If there are matters remaining in dispute, then the parties agree to submit the issue(s) to a third party for final resolution.

9. Use

- a. The parties may consult each other in relation to the use of present and future school buildings, recreation centres and park lands that may be available for recreational purposes.
- b. The school boards reserve the right to withhold future development of any lands configured within the designated property during the term of this agreement if the building requirement of the school boards requires use of the land. Consideration of community based facilities will be incorporated into any planning requirements.

10. Any notice required or permitted to be given hereunder, shall be sufficiently given if served personally, or may be given by registered mail postage prepaid addressed to:

The Directors of Education at:

Northwest Catholic District School Board  
555 Flinders Avenue  
Fort Frances, ON  
P9A 3L2

Rainy River District School Board  
522 Second Street East  
Fort Frances, ON  
P9A 1N4

And the Clerk at:

Town of Fort Frances  
P.O. Box 38  
Fort Frances, ON  
P9A 3M5

and if mailed as aforesaid, the notice shall be deemed to have been received and be effective on the first business day after mailing. Either party may change its address for service at any time by notice given to the other in the manner aforesaid.

11. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

NORTHWEST CATHOLIC  
DISTRICT SCHOOL BOARD

TOWN OF FORT FRANCES

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Education

\_\_\_\_\_  
Clerk

RAINY RIVER  
DISTRICT SCHOOL BOARD

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Director of Education



"Travis Enge"  
<travis.enge@mail.rrdsb.com>


02/03/2016 04:50 PM

To jkabel@fort-frances.com

cc

bcc

Subject Re: Joint Use Agreement

History:  This message has been replied to.

2 attachments



-\_2\_OF011A880F011638007C7A9886257F4D-.jpg03022016\_35715\_0.png

Hi Jason,

Our resolution stated:

[Image:03022016\_35715\_0.png]

Therefore any language in regards to maintenance will be not be received very well and will risk our contribution.

On another note, I just read on the FF Times Website that the tennis courts were trimmed from the 2016 Capital Budget.

<http://www.fftimes.com/news/local/news/council-not-ready-go-paperless>

Unless that is a misprint, we cannot go further with any inclusion of the tennis courts/multi-use courts in the agreement.

However, we are committed to reviewing the agreement so I suggest that we continue until something changes.

Thoughts?

=====  
Travis Enge  
Manager of Plant Operations and Maintenance  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON, P9A 1N4  
Ph: 807-274-9855 Ext 4983  
Fax: 807-274-5078  
Email: [travis.enge@mail.rrdsb.com](mailto:travis.enge@mail.rrdsb.com)

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jkabel@fort-frances.com on Tuesday, February 02, 2016 at 4:39 PM -0600 wrote:

>Hi Travis,

>

>I meant to follow up with you on this sooner but please find language below

# SISTER KENNEDY CENTRE



March 2016 **OPERATIONAL REVIEW**

## INTRODUCTION

The Town adopted a strategic plan initiative to:  
*conduct an operational review of activities and management of the Sister Kennedy Centre facility, in conjunction with its volunteer workforce*

This review is intended to summarize the expertise, skills, and capacity of the Sister Kennedy Centre operations. This document will serve to aid the Community Services Executive Committee and Council in making decisions related to the Sister Kennedy Centre. The SKC Board of Management invited any patrons of the Centre to participate in the meetings that were held to develop this review and subsequently circulated a questionnaire to solicit feedback for SKC operations.

## GOVERNANCE & STRUCTURE

The Sister Kennedy Centre is governed by a seven member Board of Management which consists of two Town Councillors and five Directors appointed by Mayor and Council through a competitive application process. Terms are for two years with a maximum of four terms before having to step down for one year. The Manager of Community Services is a non-voting ex-officio member of the Board and is responsible for adherence to Town policy.

A Chair, Vice-chair and Secretary are elected at the first meeting of each term. Meetings are held monthly with the exception of July and August. The Board makes decisions regarding policy, planning and allocation of funds. A volunteer manager reports to the Board and is responsible for day to day operations of the Centre.

In the past two years the Sister Kennedy Centre Board has begun to work on Policies and Procedures but there is still quite a bit of work to do, 4 policies have been adopted by Council to date. There are no clearly articulated plans or objectives.



## FINANCE

The Sister Kennedy Centre is funded partially by the Province through the Ontario Seniors Secretariat (OSS) up to approximately \$40,000 annually that is dependent on a matching amount from other sources, primarily the Town of Fort Frances. Other funding periodically is obtained through grant applications for specific interest endeavours. Below is a 4-year summary of the SKC financials. The bottom TOTAL is what the Town would have contributed to the operation of the Centre for each given year.

<b>Sister Kennedy Centre</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
OSS Funding	(38,695)	(40,000)	(39,999)	(40,000)
TOTAL REVENUE	(48,007)	(52,828)	(53,285)	(54,206)
TOTAL EXPENSES	85,285	88,329	87,388	83,507
<b><u>TOTAL</u></b>	<b><u>37,278</u></b>	<b><u>35,501</u></b>	<b><u>34,103</u></b>	<b><u>29,301</u></b>

The volunteer manager is responsible for purchasing and paying bills but financial transactions are brought to the Manager of Community Services for signing after expenditures have been incurred.

### **VOLUNTEERISM**

The volunteer manager is an integral component to the successful operation of the Sister Kennedy Centre. Other than mileage paid for Centre business and a \$200 honorarium, there is no other financial compensation for the many hours that are required from the volunteer manager to lead the successful operation of the Centre. There are also a handful of other senior volunteers who are crucial for the Centre to keep consistent operating hours. Over the past while, the number of volunteers has declined and volunteer recruitment has become a challenge.



### **PROGRAMS**

The Board of Management on a continual basis reviews the programs and services offered at the Centre and endeavours to expand the offering as ideas come forward and recommendations are made. Below is a summary of the existing programs:

- Recreation & Leisure – daily card games, billiards, tai chi, yoga, 2 general use computers with internet service and printer, shuffleboard (table & floor)
- Special Events – Pot luck dinners, holiday dinners
- Health – Blood pressure clinics
- Woodworking
- Education – Seniors Fair, Seniors and Law Enforcement Together (SALT) presentations
- Coffee & Conversation – daily
- Meals – lunch served daily Monday to Friday for a fee



There is increased interest in senior fitness programs, particularly with the younger seniors.

### **FACILITY**



Situated at 401 Nelson Street in Fort Frances, the Sister Kennedy Centre boasts a large main building with a sizable general purpose room that acts as the primary gathering space. There is also a well-equipped kitchen, billiards

room, restroom facilities, and manager's office. There is a separate woodworking shop that is fully furnished with professional power tools



## SWOT ANALYSIS

### STRENGTHS

- Volunteers are truly dedicated & reliable
- Main facility is in good shape & well maintained
- Great kitchen facility
- Volunteer manager is working out very well
- Effective Board
- Financially stable
- New seniors guide is a real benefit
- Cheap lunch

### WEAKNESSES

- Not enough volunteers
- Main facility is not conducive to fitness programs
- Not enough positive publicity
- Kitchen is not used to capacity
- Bathrooms are not completely handicap friendly
- Lack of storage
- No open evenings, Sundays, or holidays
- Lack of parking
- Forced to have shared program space



### OPPORTUNITIES

- Facility expansion
  - Become an 'age friendly community'
- Program expansion into evenings, Sundays, & holidays
- Align with a charitable organization to receive funding
  - Develop a 'friends of the Senior Centre'

### THREATS

- Difficult to find/replace volunteer manager
- Curtailed provincial funding with Ontario Senior Secretariat

## SURVEY RESULTS

Near the end of 2015, a survey of the Sister Kennedy Centre patrons was taken to solicit input and feedback for current and future programming at the Centre. Below is a summary of the responses for specific programs & comments that were received.

### Programming - # of people in favour

Card Games - 21	Games Night - 10	Bingo - 13
Book Club - 6	Line Dancing - 9	Movie Night - 9
Pot Lucks - 23	Sporting Events - 6	Knitting Group - 7
Dances - 11	Dinners (Lunch) - 20	Talent Night - 12
Tai Chi - 12	Live Music - 17	Yoga - 11
Liquor License - 10		

### Comments

- Open ½ days on Sunday
- Music after pot lucks
- Lunches on Thursday are great
- Make more use of shop
- Open on evenings & Sundays
- Broader menu, not just soup & sandwiches
- Card tournaments (smear, crib, etc) with a pot luck before/after
- Movies on Sunday or another afternoon
- More pot lucks
- Ballroom dances (waltz, foxtrot, etc.)
- No liquor license
- Knitting Group or other crafts
- Casino night without money but small prizes
- Treadmill

