

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - July 4, 2016 10:30 AM

MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 031

June 20, 2016

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on June 20, 2016 from 10:30 a.m. to 11:47 a.m.

PRESENT: Ken Perry - Chairman, John Albanese - Councillor, June Caul - Councillor, Jason Kabel - Manager of Community Services

ALSO PRESENT: Doug Brown - CAO elect, Shannon Jackson - Fitness Instructor, Sherry George - Museum Curator, Shawna McRitchie - Children's Complex Superintendent

1 CALL TO ORDER (Session # 031)

June Caul called the meeting to order at 10:27 a.m.

2 APPROVAL OF AGENDA (call for non-agenda items)

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 Community Services Executive Committee - June 6, 2016 - **Approved as circulated.**

5 NEW BUSINESS

5.1 MSC Summer Hours - Shannon Jackson - In an attempt to rectify expressed patron concerns that MSC staff has received, the Community Services Executive Committee recommends to Mayor & Council to sanction 5 additional hours of weekend operation at MSC as identified with an estimated cost of \$90.89/weekend or \$908.90 total for the summer. Records of attendance will be kept on file throughout the summer to assess the success of the expanded weekend hours.

5.2 Canada 150 - SnOasis 5: Canada Alive! - Sherry George - The Community Services Executive Committee recommends to Mayor and Council to support the Friends of the Museum in their organization of SnOasis 5: Canada Alive! to help celebrate Canada's 150th with a winter carnival as proposed.

5.3 Community Museum Operating Grant - Sherry George - The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2016 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also to authorize the Mayor and Clerk to sign the grant application on behalf of the Town.

- 5.4 Children's Complex - St. Michael's Program Expansion - Shawna McRitchie - The Community Services Executive Committee recommends to Mayor & Council to authorize the submission of an application to the Ministry of Education to increase the licenced capacity for children at St. Michaels and St. Francis Schools as presented.
- 5.5 Daycare Parking - The Committee approved the addition of 2 Handicap parking spaces as presented by the Planning & Development executive report.
- 5.6 St. Francis Sports Fields Joint Use Agreement - The Community Services Executive Committee recommends to Mayor & Council to approve the St. Francis Sports Fields Joint Use Agreement with the Rainy River District School Board and Northwest Catholic District School Board as attached and sanction document execution by Mayor and Clerk.

6 ITEMS REFERRED FROM COUNCIL

- 6.1 District 1A Senior Games Committee Request - The committee did not have concerns contributing further to the Senior Games and forwarding that intent to A&F for input.
- 6.2 Canadian Armed Forces Request to use MSC Parking Lot - The Committee recommends to Mayor and Council to authorize the Canadian Armed Forces to perform a gun demonstration in the Memorial Sports Centre parking lot on October 15, 2016 as presented and authorize agreement execution by the Mayor and Clerk.

7 NON-AGENDA ITEMS

NIL

8 IN-CAMERA

NIL

9 INFORMATION

- 9.1 Outstanding Item - Community Transportation
- 9.2 Next Meeting - July 18, 2016

10 CLOSING

K. Perry, Executive Committee Chair

J. Kabel, Manager of Community Services



REPORT

TO: Mayor Avis and Council
FROM: Jason Kabel, Manager of Community Services
DATE: June 30, 2016
RE: Multi Use Tennis Court Committee Request

At the regular meeting of Council on June 27, 2016, the attached request from R. Wiedenhoeft, Chair – Multi Use Tennis Court Committee was referred to the Administration and Finance Executive Committee with input from the Community Services Executive Committee.

Mayor and Council have previously committed \$112,000 from capital reserve funds to the Multi Use Court development with other principal donations coming from the Ontario Trillium Foundation (\$150,000), and Rainy River District School Board (\$112,000).

The projected funding shortfall in the letter of request is said to be as high as \$57,994.06.

Respectfully Submitted,

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

Jason Kabel

Mayor and Council

Town of Fort Frances

320 Portage Ave. P9A3P9

Dear Mayor and Council:



As you know, the tender for the Multi-use/ tennis courts has been awarded to Court Surface Specialists of the GTA. The first shovel is to go into the ground on July 1st, 2016. The "all-in" cost came in at \$ 481,334.98 while our revenue currently sits at \$423,340.92. This leaves us with a projected shortfall of \$ 57,994.06.

Although there are still some donations coming in, we do not expect to cover the entire deficit from these sources. We have had some significant help from Public Works stockpiling the A and B gravel needed for the courts and the FFPC has offered their trucks and labour at no cost as well. We are also negotiating with the electrical instaler for some additional savings.

As a last resort, we could make some cuts to the over-all project but in the interest of achieving the best quality, long lasting facility, we don't want to go down that road.

In the event that we come up a little short in the construction costs, can we count on the town to re-visit the \$112,000.00 budgeted amount for this project and provide some additional funds?

We are also pursuing a similar request with the RRDSB and the NWCD SB and will update you when we get a response from them.

Thank you in advance of your consideration.

Rick Wiedenhoeft, Chair



REPORT

TO: Mayor Avis and Council
FROM: Jason Kabel, Manager of Community Services
DATE: June 30, 2016
RE: Watten Volunteer Fire Department Donation Request

At the regular meeting of Council on June 27, 2016, 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 a financial donation for the rental cost of Sunny Cove Camp to host their annual fish fry, August 26, 2016, (\$559.58 + tax) or \$300 in lieu of the rental cost as has been authorized by Council in previous years.

Respectfully Submitted,

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

Jason Kabel



June 14, 2016
Mayor and Council
Town of Fort Frances

RE: Sunny Cove Camp

As part of its fundraising campaign again this year, the Watten Volunteer Fire Department will be hosting a fish fry at Sunny Cove Camp. The fish fry is scheduled for August 26th.

The Watten Fire Department must raise funds every year to cover operating and maintenance expenses for its fire hall and support fire services vehicle. 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: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 30, 2016

RE: Sister Kennedy Centre Policies;
Standards & Discipline, Keys, Facility Use/Rental

In an effort to further promote the development of a policy manual, the Sister Kennedy Centre Policy Sub-Committee endeavoured to create the three attached policies; Standards & Discipline, Keys, and Facility Use/Rental.

At the regular meeting of the Sister Kennedy Centre Board of Management on June 14, 2016, the following policies were approved to be sent to the Community Services Executive Committee for assessment and subsequent recommendation to Council.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the three attached policies for use at the Sister Kennedy Centre to establish consistent practice for management.

Respectfully Submitted,

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

Jason Kabel

<p>Council approval of this report will endorse the three attached policies for use at the Sister Kennedy Centre.</p>
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THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Standards & Discipline

Creation Date:

Resolution Number: DRAFT

Policy Number:

Policy Statement:

Participants come to the Centre from all sorts of backgrounds and with many different personalities. At times, an individual's actions may have a negative impact on other participants or the Centre's operation.

Procedures:

If any concerns or incidents should occur, the following procedure shall be followed:

- a) Any discussion or action taken during this process will remain confidential. All interchanges must be documented.
- b) The Manager shall bring to the person's attention how the behaviour is impacting on others and listen carefully to the individual's response. If the concern or incident is not resolved it will be brought to the Board.
- c) The Manager may choose to bring the individuals involved together to discuss the concern or he/she may choose to meet with the individual alone. Both individuals need to be consulted.
- d) If the individual's behaviour does not change, the Manager will discuss the situation with the Board and a formal letter will be written to the person clearly explaining how their behaviour is negatively impacting on the Centre and other individuals. It will also state the consequences should their behaviour not change, which may include:
 1. Restriction in their volunteer opportunities
 2. Restriction in the use of the Centre (banned from the Centre for a certain length of time or permanently)

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Keys

Creation Date:

Resolution Number: DRAFT

Policy Number:

Purpose:

In order to maximize security for the Sister Kennedy Centre a limited number of keys will be produced and distribution will be controlled.

Procedures:

The Master Key which will open the outside doors and the office door shall be distributed as follows:

- The Manager of the Centre or designate
- Secretary of the Board or designate
- Community Services Manager

All keys shall be issued by the Manager.

Door keys shall be issued to volunteers who are responsible for opening the Centre in the morning and for activities which take place on a regular year-round basis.

Individuals who require a key for specific approved events shall make arrangements with the Manager to pick up the key or to have the Manager open the Centre.

The key shall be returned immediately following the event by putting it in an envelope and dropping it into the mail slot of the Manager's office.

Keys shall not be copied.

Keys shall not be transferred from one individual to another

Lost keys shall be reported immediately to the Manager.

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Facility Use/Rental

Creation Date: May 2016

Resolution Number: DRAFT

Policy Number:

PURPOSE: This policy will provide a framework to ensure the maximum use of the Sister Kennedy Centre and ensure that the facility is made available to the public in a fair and equitable manner.

PRIORITY

Priority shall be given in the following manner:

- Sister Kennedy Centre programs and services
- Senior (55+) not-for-profit organizations
- Senior (55+) profit organizations
- Other not-for-profit organizations
- Other interested parties

The Centre is available to groups as a revenue generating practice only when space is available.

SCHEDULED ACTIVITIES

There is a regular schedule of daily activities which include snooker, shuffleboard, cards, bingo, exercise classes and potluck dinners. More than one activity can take place at one time providing there is space and the regularly scheduled activity is not inconvenienced.

DROP IN CENTRE

The Centre is available as a drop-in coffee centre during regular hours. Drop-in hours are subject to change in order to accommodate programs and other senior activities.

FIX-IT-SHOP

The Fix-it Shop is available to seniors who need access for a variety of reasons to a wood working/repair facility. All seniors using the shop must sign in and out with the volunteer on duty.

In order to ensure safe and proper use of the equipment the Manager shall make arrangements to train any interested participants on the facility's safe operation and clean-up procedure. The key to the facility is available at the kitchen and a donation for its use is appreciated.

Any damage or equipment malfunctions need to be reported to the volunteer on duty immediately so the Manager can arrange for necessary repair.

The shop is not intended to be used for commercial purposes.

Projects must be completed and removed from the shop in a timely manner in order not to interfere with other shop users.

DRAFT

**SISTER KENNEDY CENTRE
FACILITY USE APPLICATION FORM**

Name of Individual/Organization _____

Address _____

Phone _____

E-mail _____

Date and Time Required _____

Type of Function _____

Expected Number of Participants (Maximum 120) _____

RENTAL FEES:	HALL (includes 1 SKC staff)	\$60.00
	SKC KITCHEN WORKERS	\$20.00 EACH

I have read the Sister Kennedy Centre Rental Policy and agree to follow it. I understand that the rental request is not valid until paid in full.

Applicant Signature _____ Date _____

Method of Payment Cash/Cheque

Staff Signature _____ Date _____

**SISTER KENNEDY CENTRE
RENTAL AGREEMENT TERMS AND CONDITIONS**

1. All Municipal facilities are smoke free and alcohol free unless the necessary license has been approved and presented. The Town of Fort Frances Smoking Policy, Alcohol Policy and Facility Rental Policy apply to the rental of Sister Kennedy Centre. All Municipal by-laws will be strictly enforced.
2. A Facility Use Application Form must be submitted to the SKC manager. Rental fees must be received in advance of an event taking place.
3. Sister Kennedy Centre reserves the right to accept or refuse any rental application.
4. Users will be responsible for returning the room to its original arrangement. Nothing is to be affixed to the walls in such a way as to damage walls or remove paint.
5. Rental fees include hall and washrooms only.
6. When the kitchen is being used an SKC kitchen staff shall be in attendance to assist in the use of the kitchen and to prepare coffee/tea.
7. Rental fees do not include coffee and tea unless specified and paid for.
8. Rental does not include use of the pool tables, shuffle board or shop.
9. Users shall be invoiced for the cost of cleaning or repairs above and beyond normal wear and tear.

I have read and agree to adhere to the terms and conditions of this agreement.

Name of Organization _____

Authorized Signature _____

Print Name _____

Date _____