

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - May 15, 2017 10:30 AM

MEETING - Fort Frances Children's Complex

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2. <u>APPROVAL OF AGENDA (Call for non-agenda items)</u>	
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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 045

May 1, 2017

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 May 1, 2017 from 10:30 a.m. to 11:52 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski- Councillor, Jason Kabel - Community Services Division Manager

1 CALL TO ORDER (Session # 045)

W. Brunetta called the meeting to order at 11:22am - 2 members were delayed at another meeting.

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 - April 3, 2017 - **Approved as circulated.**

5 ITEMS REFERRED FROM COUNCIL

5.1 Tour de Fort Sponsorship Request - the committee was comfortable at the Gold (\$1,000) sponsorship level. This will be passed on to the A&F committee for input to the decision.

6 NEW BUSINESS

6.1 Canteen Operation - The committee decided to tender the canteen operation for the upcoming season.

6.2 Museum Initiatives - It was recommended to Council to:

- 1) Apply for one-year Internship through NOHFC with the Town's financial commitment being approximately \$8,300, \$5,000 of which could potentially come from Museum reserves.
- 2) Authorize \$5,000 for Tener project to be reimbursed through sales of the book.
- 3) Endorse removal of small birch tree behind the Museum to allow for a dedicated parking space for staff.

- 6.3 1st Quarter Community Services Financial Summary - this was reviewed briefly for Q&A opportunity.

7 NON-AGENDA ITEMS

8 INFORMATION

- 8.1 Trespass Notices

- 8.2 Letter - Voyageur Lions Annual Walk for Guide Dogs

- 8.3 Next Meeting - May 15, 2017 (alternate location - Children's Complex)

9 CLOSING

There being no further matters before the committee at this time, the meeting was closed at 11:52 am.

W. Brunetta, Executive Committee Chair

J. Kabel, Manager of Community Services

REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 12, 2017

RE: Fort Frances Canadian Bass Championship Request

At the regular board meeting of Council on May 8, 2017, the attached request from Fort Frances Canadian Bass Championship Committee was received and referred to the Administration and Finance Executive Committee for recommendation with input from the all other Executive Committees.


In the attached letter of request there are a number of items that pertain to the Community Services Division, as follows:

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 20th to 23rd . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

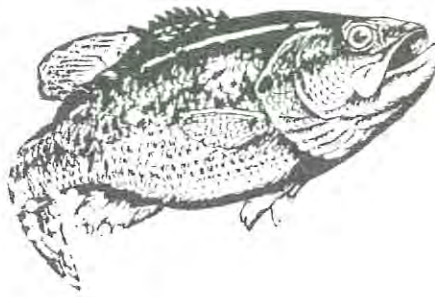
RECOMMENDATION

Authorize the Community Services Division to assist the FFCBC directors with the requests as presented.

Respectfully Submitted,



Jason Kabel



Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

May 8, 2017

Mayor and Town Council

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

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 19th - July 22nd, 2017)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2017 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 14th to July 24th inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 20th to 23rd . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 14th and the taking down of the Tent on July 24th.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,
Wayne Allen, Co-Chairman
Jim Cuthbertson, Co-Chairman

2017 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Nikki Paddock	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Troy Norman	Director
Robin Reid	Director



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: May 12, 2017

RE: Sister Kennedy Centre Lawn Sign

Preamble

The Sister Kennedy Centre Board of Management recently approved the following motion:

That one 3 x 6 sign be erected on an angle on the corner of the SKC lot.

The proposed sign would be facing the intersection of Nelson Street & Victoria Avenue towards the Fort Frances Clinic. A mock-up of the sign is attached.

The by-law office provided the following commentary and attached documentation on the conditions/criteria to erect the anticipated sign:

The following requirements are needed for a permanent sign to be installed:

- *A sign permit is required and subsequent inspection of the sign and posts conducted by the CBO.*
- *We also need plans as to how the sign will be installed into the ground. This is a requirement from building to ensure the sign is structurally sound.*
- *Sight triangle set back requirements as per the bylaw. Please see attached set back sheet from the bylaw.*
- *Ontario One Call is to be notified as well to ensure that the proper locates are completed before construction.*

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the sign to be placed on the Sister Kennedy Centre Grounds as presented in accordance with the sign by-law enforce.

Respectfully Submitted,

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

Jason Kabel



FORT FRANCES



SENIOR CENTRE

55 + WELCOME

Schedule "A" By-Law 19/10

DIAGRAM 1 – SIGHT TRIANGLE

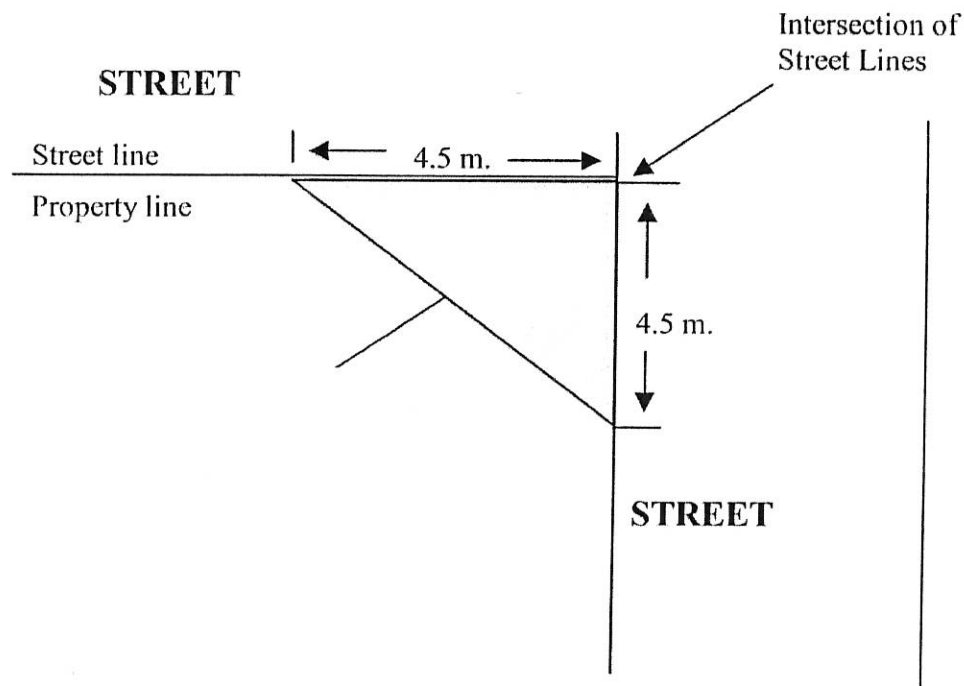
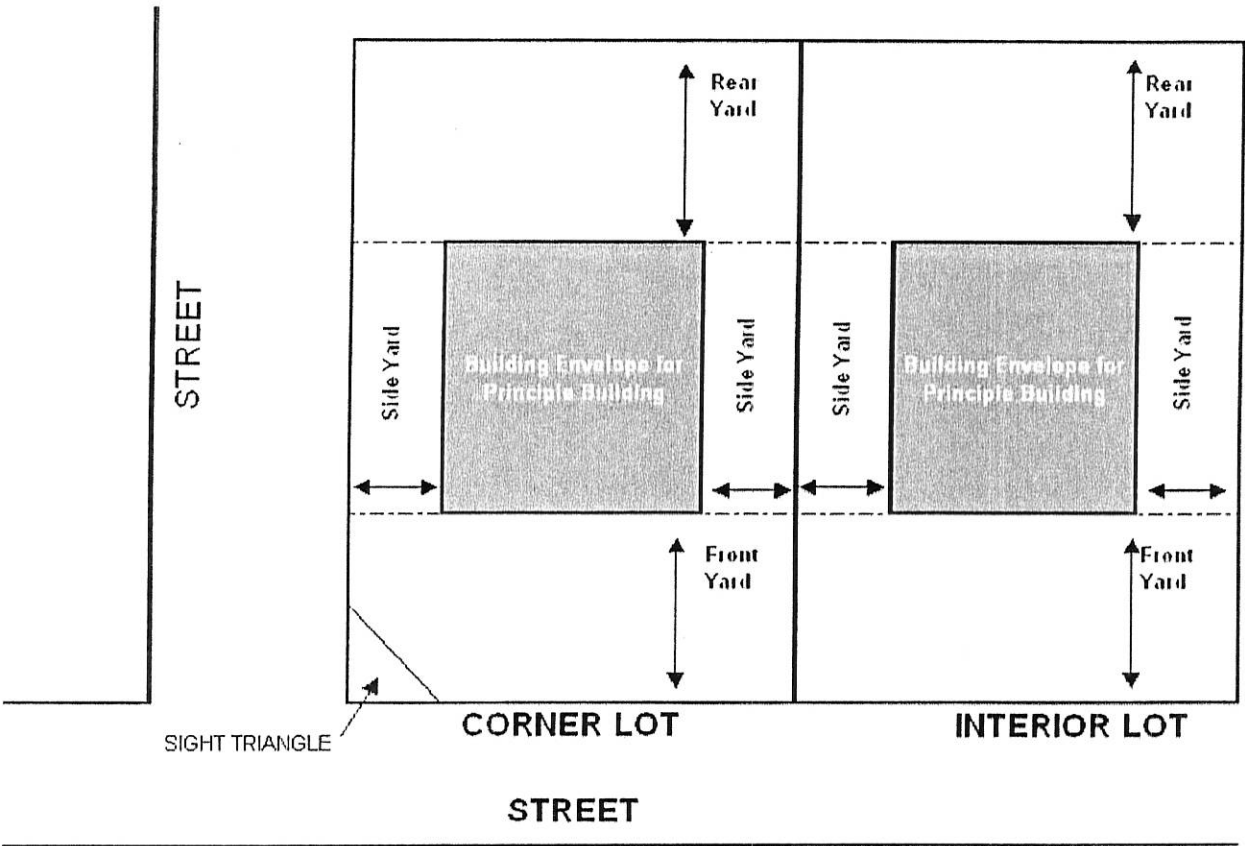


DIAGRAM 2 - YARD





REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: May 12, 2017

RE: Daycare User Fees By-law Update

Background

At the regular meeting of Council on April, 10, 2017 Council approved a report dated March 31, 2017 regarding Children's Complex Budget Initiatives.

With the approved budget initiatives, a corresponding update to the user fee schedule and bylaw is necessary. The table below is a summary of the items to be updated.

Proposed Effective Date	Current Policy	Proposed New Policy	*Potential Cost Savings/Revenue
May 1, 2017	Parent no-call fee for absentee - \$0	Parent no-call fee for absentee - \$15	\$750
May 1, 2017	Late Pickup fee - \$2/minute/child	Late Pickup fee - \$20/15 min./child (starting with 0-15 min.)	\$400
May 1, 2017	Absenteeism Days – 12/6months (2/month) – 24/year	Absenteeism Days – 8 for remainder of 2017 (May-Dec). Beginning 2018 - 0/year	2017 - \$27,520 2018 - \$51,600
June 1, 2017	Toddler rate - \$42.00/day	Toddler rate - \$43.00/day	2017 - \$1,942 2018 - \$3,330
June 1, 2017	2 nd child rate discount - 40% discount (\$42, \$25.15)	2 nd child rate discount - 25% discount (\$42, \$31.50) Jan 1, 2018 – 15% discount Jan 1, 2019 – 0% discount	2017 - \$4,890 2018 - \$13,926 2019 - \$22,242
June 1, 2017	Before & After School fee – Before school - \$7.75 After school - \$13.90	Before & After School fee – Before school - \$10.00 After school - \$15.00	2017 - \$16, 744 2018 - \$28,703

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse an update to the user fee bylaw for the Children's Complex items previously approved.

Respectfully Submitted,

Jason Kabel



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: May 12, 2017

RE: **Appointment to Museum Advisory Committee**

The Community Services Division has received an application (attached) from Eleanor Laur for the Museum Advisory Committee.

There is currently 1 seat vacant on the committee. The appointment to the committee would typically be for a two-year term, the current term is ending November 30, 2018

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to appoint Eleanor Laur to the Museum Advisory Committee for a term ending November 30, 2018.

Respectfully Submitted,

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

Jason Kabel

<p>Council approval of this report will sanction the appointment of Eleanor Laur to the Museum Advisory Committee for a term ending November 30, 2018.</p>

APPLICATION TO SERVE ON A TOWN OF FORT FRANCES

Board / Committee



Please complete this form in its entirety (please print); failure to do so will result in the rejection of your application. All applicants will receive a written response to your application.

Collection of personal information on this form is in accordance with the Municipal Act, 2001.

Questions about the collection of this information or the completion of this application may be directed to the Town Clerk / FOI Coordinator, Town of Fort Frances, 320 Portage Avenue, Fort Frances, ON P9A 3P9 or phone 1-807-274-5323 ext. 1215 or e-mail slomke@fortfrances.ca

BOARD / COMMITTEE OF INTEREST

Please specify which Board / Committee (B/C) on which you wish to serve. If you wish to serve on more than one B/C, please complete a separate application for each Board / Committee you wish to serve.

Museum Advisory Committee

CONTACT INFORMATION

Name: Eleanor LAUR

Mailing Address: 730 Thompson St.
Fort Frances, ON P9A 2W5

Telephone (home): 807-274-4949 Telephone (work): _____

E-mail Address: wiskey@bell.net

ELIGIBILITY

Yes No

- | | | |
|-------------------------------------|-------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I am a Canadian Citizen (or landed immigrant) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I am a resident of Fort Frances |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I am at least 18 years of age |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I presently serve on other Council appointed Boards / Committees |

If yes, please specify: _____

QUALIFICATIONS

Interest in Position: Please provide details with respect to your interest in serving on this B/C.
If you require additional space, please attach a separate piece of paper.

I am interested in history, especially local history and the colonization of this area - Rainy River District. I am keen to see the Museum continue as a viable asset to Fort Frances.

Education and Training: Please provide details with respect to any relevant education or training you possess which may be relevant to your role on the B/C.

I am familiar with computers and have done some bookkeeping. As chairman of the Mine Centre District School Area Board for twenty years, I am familiar with meetings procedures and used to working with others towards a common goal.

Employment and Experience: Please describe any current or past work or volunteer experiences and skills that may be relevant to your role on the B/C.

I have been working as a volunteer at the Museum since November 2015, cataloguing maps, digitizing the photographic collection and am now working on digitizing Archive Documents.

Additional Information: Please share any other information, including other volunteer work, which you believe will support your application.

I have been a member of S.A.L.T. (seniors and law enforcement together) since its inception and Vice Chair for the last few years. We gave many presentations on Elder Abuse and Scams & also helped with things such as the 'Kiss n Ride' programme.

APPLICANTS UNDERSTANDING OF COMMITMENT AND EXPECTATIONS


As a B/C applicant, I understand that Appointed Citizens are expected to attend meetings (1-3 hours each) on a monthly or bi-monthly basis, and I commit to making myself available to attend such meetings.

I understand that my involvement on the B/C is advisory in nature, and that under no circumstances shall I act on behalf of or for the Town of Fort Frances or purport to have the authority to bind the Corporation.

I have reviewed the Terms of Reference for the B/C for which I am applying or the appropriate By-law, and I agree that, if appointed, I will carry out the mandate of that B/C in accordance with those Terms of Reference or appropriate By-law and any other direction from Council.

I understand that all B/Cs and their members follow Council Meeting Procedures, Code of Conduct and other guiding documents, and I agree to adhere to and conduct myself in accordance with those rules and regulations.

☒ I agree to the Commitment and Expectations stated above for the B/C for which I am applying.



Signature

17th March 2017

Date

APPLICATION FORM SUBMISSION INSTRUCTIONS

Please submit this Application Form (fully completed) to:

Town of Fort Frances

Attn: Elizabeth (Lisa) Slomke, Town Clerk

320 Portage Avenue, Fort Frances, ON P9A 3P9

lslomke@fortfrances.ca