

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - August 8, 2017 10:30 AM

MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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1. <u>CALL TO ORDER (Session #050)</u>	
2. <u>APPROVAL OF AGENDA (call for non-agenda items)</u>	
3. <u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u>	
4. <u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u>	
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5. <u>ITEMS REFERRED FROM COUNCIL</u>	
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6. <u>NEW BUSINESS</u>	
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7. <u>IN-CAMERA</u>	
7.1 Memorial Sports Center Canteen RFP (in-camera documentation provided at meeting and in distribution email)	21 - 25
8. <u>NON-AGENDA ITEMS</u>	
9. <u>INFORMATION</u>	
9.1 Next Meeting Date - Tuesday, September 5, 2017	
10. <u>CLOSING</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 049

July 4, 2017

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the FF Library Technology Centre - Shaw Room on July 4, 2017 from 10:30 a.m. to 10:57 a.m.

PRESENT: Wendy Brunetta - Chairman, Doug Kitowski - Councillor, Jason Kabel -
Community Services Division Manager

REGRETS: John Albanese - Councillor

1 CALL TO ORDER (Session #049)

W. Brunetta called the meeting to order at 10:27 a.m.

2 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

-NIL

3 APPROVAL OF PREVIOUS COMMITTEE MINUTES

3.1 Community Services Executive Committee - June 19, 2017 **-Approved as circulated.**

4 ITEMS REFERRED FROM COUNCIL

4.1 Watten Fire Department Request - The Community Services Executive Committee will send the recommendation to the Administration & Finance Executive Committee (through W. Brunetta who will attend A&F directly from CSEC) to contribute \$300 towards the rental costs of Sunny Cove Camp as had been done in previous years.

4.2 Colonization Road - D. Mihichuk request to rename road with support via change.org - The synopsis and video trailer of the 'Colonization Road' documentary was reviewed by the committee with subsequent discussion without a formal recommendation to the Planning & Development Executive Committee.

5 NON-AGENDA ITEMS

- NIL

6 INFORMATION

6.1 Next meeting date - August 8, 2017

7 CLOSING

There being no further matters before the committee at this time, the meeting was closed by W. Brunetta at 10:57 a.m.

W. Brunetta, Executive Committee Chair

J. Kabel, Community Services Division Manager

REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2017

RE: **Fort Frances Lakers Request**

At the July 10th, 2017 regular meeting of Council the attached request from the Fort Frances Lakers was referred to the Community Services Executive Committee for recommendation with input from the Planning & Development Executive Committee.

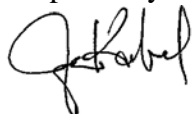
The attached request is as follows:

‘the Fort Frances Lakers Hockey Association/Board, is asking for permission to sell beer at Lakers games. The request is based on the premise that the Lakers are trying to attract more fans and of course generate some much-needed revenue. Piggy-backing on this request, the Fort Frances Lakers Hockey Association/Board, is also seeking permission to use the IFK Arena upstairs canteen to sell the beer. Approval of this request will help the Fort Frances Lakers Hockey Association/Board generate some necessary revenue!’

Pertinent to this request are the following items:

- The Municipal Alcohol Policy is attached for review that currently prohibits the consumption of alcohol in the stands at the arena. This policy would need to be revised in order for the Laker request to be granted.
- The Community Services Division was advised the Fire Department that the Liquor Control Board of Ontario or themselves may have to revise the occupancy load capacity of the Ice For Kids rink if alcohol is present in the seating area.
- The use of the canteen by the Lakers would require that the pending canteen agreement be modified the new incoming concessionaire.
- It would be paramount for the Lakers to establish a security protocol that is acceptable to the Community Services Division in order to ensure a safe environment for all spectators and staff in the facility during games when alcohol is to be served.

Respectfully submitted,



Jason Kabel

Fort Frances Lakers

Fort Frances Lakers Junior A Hockey Team
P.O. Box 76
Fort Frances, ON P9A 3M5



Fort Frances Town Council
320 Portage Avenue
Fort Frances, ON
P9A 3P9



ATTENTION: Mayor Avis & Council

June 26, 2017

In this letter the Fort Frances Lakers Hockey Association/Board is putting forward one very pertinent request for consideration by Mayor and Council. The Fort Frances Lakers Hockey Association/Board fully recognizes the level of cooperation and support that Mayor Avis and Council have extended to the Fort Frances Lakers Hockey Team. The Town's 'partnership' with the Lakers if you will, makes it possible for the Fort Frances Lakers to operate as a competitive team within the SIJHL, provide good entertainment to Town and District fans, and contribute to the economic portfolio of the Town.

Mayor and Council, the Fort Frances Lakers Hockey Association/Board, is asking for permission to sell beer at Lakers games. The request is based on the premise that the Lakers are trying to attract more fans and of course generate some much-needed revenue. Piggy-backing on this request, the Fort Frances Lakers Hockey Association/Board, is also seeking permission to use the IFK Arena upstairs canteen to sell the beer. Approval of this request will help the Fort Frances Lakers Hockey Association/Board generate some necessary revenue!

Of course, it needs to be made abundantly clear, that this request is for Lakers games only and not for any other user groups. A working arrangement would need to be discussed and mutually agreed to with the canteen vendor.

This request is paramount and necessary to extend and consolidate the viability of the Fort Frances Lakers Hockey Team. Mayor Avis and Council, your expedient reply will be gratefully accepted in the 'spirit of community vibrancy'!

Sincerely,
Wayne Strachan - Head Coach/ G.M.
Fort Frances Lakers Jr. A Hockey Team - SIJHL
(807) 274 - 4383 (H)
(807) 275 - 7798 (C)
(807) 274 - 6889 (O)
Wayne@fortfranceslakers.com



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Community Operated!!**

**Believe, Achieve & Succeed
Witness The Power**

<i>The Town of Fort Frances</i>	SECTION COMMUNITY SERVICES
<u>Alcohol Policy</u> <u>POLICY</u>	REVISED February 1995
Resolution No.	Supercedes Resolution No.
Policy Number 2.1	PAGE 1 of 6

1. POLICY STATEMENT

The Town of Fort Frances offers a variety of recreational and social opportunities to residents and visitors alike. In order to ensure that as many people as possible can enjoy our facility in a manner that ensures the health and safety of the participants and the protection of municipal property, a policy for the orderly use of alcohol during events and functions has been developed.

2. OBJECTIVES

- A. To encourage and reinforce responsible, moderate drinking practices for consumers through development of appropriate operational procedures, controls, training and education.
- B. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
- C. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- D. To ensure compliance to L.L.B.O. Legislature to Special Occasion Permit.

3. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS

- A. Arena Auditorium
- B. Arena Main Floor when ice is out
- C. East End Hall
- D. West End Hall
- E. Museum
- F. Library
- G. Civic Centre: Council Chambers
- H. Committee Room

- I. Airport Grounds
- J. Waterfront: Sorting Gap Marina
- K. Additional Municipal Properties as designated appropriate by Council.

4. MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS OR ALCOHOL CONSUMPTION

- A. Sportsplex
- B. Outdoor Sportsplex (St. Francis Site)
- C. Arena and Sportsplex Grounds
- D. Pither's Point Park
- E. Arena: A. Seating Area
- F. Change Rooms
- G. Street Dance
- H. Sister Kennedy Centre

5. SIGNS

That the following signs be prominently displayed in special occasion designated facilities (size if sign 24" x 24")

STATE OF INTOXICATION

OUR SERVERS ARE REQUIRED BY LAW NOT TO SERVE AN INTOXICATED PERSON OR TO SERVE ANYONE TO THE POINT OF INTOXICATION. WE ARE PLEASED TO PROVIDE NON-ALCOHOLIC BEVERAGES.

6. SERVER TRAINING

In order to rent a municipal facility, the sponsor must demonstrate to the facility representative that a minimum of 50% of event workers and 100% of event servers have attended the addiction research foundation server intervention program and have been trained in responsible serving techniques.

7. PROVIDE NON-ALCOHOLIC BEVERAGES

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the facility representative that a quantity of non-alcoholic beverages be displayed and available.

8. CONTROLS

In order to be eligible to rent a municipal facility for a special occasion permit event, the sponsor must demonstrate to the satisfaction of the facility representative that the alcohol management policy is understood, that the regulations will be strictly observed and that sufficient controls are in place which will assist in enduring compliance with the policy.

- A. The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility representative prior to the event.
- B. The main entrance will be monitored by a minimum of two people 19 years of age or over.
- C. The only acceptable form of identification will be an age of majority card or a Driver's Licence with photo.
- D. The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event.
- E. The event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
- F. The event sponsor and facility staff, when available, must use a reasonable amount of force to prevent patrons from engaging in activities that can harm themselves or others i.e.: fighting, brawling
- G. All exits must be supervised.
- H. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
- I. All event workers must refrain from consuming alcohol immediately prior to and during their shift.
- J. Where appropriate, specific procedures regarding serving practices, purchase of soft drinks and containers must be adhered to. Facility procedures will be provided to the SOP applicant.
- K. Marketing practices, which encourage increased consumption, such as oversize drinks, double shots of spirits, drinking contests, and volume discounts are not permitted.
- L. A minimum of two people will be designated to sell tickets and tickets will not be sold after 12:30 a.m.
- M. There will be no last call.
- N. A no sale event must have trained servers and floor supervisors.
- O. All event workers must wear highly visual identification provided by the permit holder i.e. T-shirts, hats, name tags

- P. Whenever possible, police will be notified by the permit holder or their representative of a potentially risky situation before the situation is out of control.
- Q. The bar area will close after the last patron has been served beyond 12:30 a.m. and no later than 1:00 a.m.
- R. All entertainment must be completed by 1:30 a.m.
- S. Facility seating capacity must be strictly adhered to.
- T. Patrons must vacate facilities by 1:30 a.m.
- U. The permit holder will provide sufficient amount of staff to maintain service and security.
- V. Groups who fail to comply with the Municipal Alcohol Policy are subject to the following consequence: That the said organization is not allowed to rent a Town Facility for a minimum period of 12 months.
- W. Patrons indicating they wish to submit pre-purchased alcohol tickets for a full refund will have the option to do so.
- X. The Municipality may report any infractions to legal authorities whenever they believe such action is required
- Y. Only beer, wine and spirits purchased on the permit may be sold on the premises.

9. INSURANCE

The sponsor(s) of a special occasion permit event being held in a municipal owned facility must be required to provide proof of a minimum of \$1,000,000 Third Party Liability Insurance.

10. SAFE TRANSPORTATION

Prior to receiving rental privileges of municipal facilities for special occasion permit functions, event sponsors shall be required to demonstrate to the satisfaction of the facility representative that a safe transportation strategy will be implemented, including a designated driver program combined with additional alternative home transportation options (to prevent intoxicated participants from driving).

11. POLICY REVIEW

The Municipal alcohol Policy will be reviewed by the Community Service Advisory Committee in one year's time and recommendations made to Council.

APPENDIX “A” - GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to reduce your group’s risk of liability, the following guidelines must be followed.

1. The event sponsor must provide a list of event workers to the facility representative at least two days prior to the event along with each worker’s S.I.P. registration number.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility representative at least five (5) days prior to the event.
3. The main entrance will be monitored by a minimum of two people 19 years of age or over.
4. The only acceptable form of identification will be an age of majority card or a Driver’s Licence with photo.
5. The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event.
6. The event sponsor is responsible for decision-making during the event and therefore must refrain from consuming alcohol while the event is in progress.
7. All event workers must refrain from consuming alcohol while the event is in progress.
8. The event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
9. The event sponsor and/or facility staff must prevent patrons from engaging in activities than can harm themselves or others.
10. All exits must be supervised.
11. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
12. During a Special Occasion Permit event on Arena Main Floor (when the ice is not present), all bottles, with the exception of wine bottles, must be retained within the bar area and all drinks must be served in paper or plastic cups. This will not apply to facilities that utilize glassware on a permanent basis.
13. The licensee must abide by the rules of the Municipal Alcohol Policy as enforced by the facility representative.
14. Marketing practices, which encourage increased consumption such as oversize drinks, double shots of spirits, pitchers of beer, drinking contest, and volume discounts are not permitted.
15. A minimum of two people will be designated to sell tickets and tickets will not be sold after 12:30 a.m.
16. There will be no last call.

17. A no sale bar event must have trained servers and floor supervisors.
18. All event workers must wear highly visual identification provided by permit holder i.e. T-shirts, hats, name tags
19. Whenever possible, police will be notified by the facility manager or his representative of a potentially risky situation before the situation is out of control.
20. The bar area will close after the last patron has been served beyond 12:30 a.m. and no later than 1:00 A.M.
21. All entertainment must be completed by 1:30 am.
22. Patrons must vacate facilities by 1:45 a.m.
23. The sponsor must have a safe driving strategy to prevent intoxicated patrons from driving.
24. The sponsor will be held responsible for any damages arising during the event.
25. To maintain service and security, permit holders must provide sufficient amount of staff.
26. Groups who fail to comply with the Municipal Alcohol Policy will be subject to the following consequences: That the said organization is not allowed to rent a Town Facility for a period of 12 months.

APPENDIX “B” - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Name	Date
Signature	

REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2017

RE: Healthier Beverage Choices in Vending Machines Policy- Memorial Sports Centre

PREAMBLE

In the Fall of 2016, the Community Services Division was approached by the North Western Health Unit to partner for the Healthy Kids Community Challenge, an initiative that they were sponsoring. It could involve any number of activities or programs that could assist or promote healthier living for kids.

The idea that was presented to Memorial Sports Centre (MSC) staff included the following:

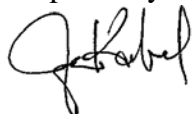
- Addition of a Water Bottle Refill Station (location TBD).
- Removal of energy/cafeinated drinks in the vending machine(s) supported by a facility policy.
- NWHU will coordinate the educational pieces around water/reduction of sugar sweetened beverages.
- NWHU will work with the canteen to try to pilot healthy beverage options (something like smoothies).

The MSC staff has been participating in the partnership with the NWHU staff in the Healthy Kids Community Challenge by adjusting the beverage choices available in the vending machines at MSC. The facility will benefit with the addition of the water bottle refill station / water fountain machines that will replace 2 of the existing water fountains.

RECOMMENDATION

The Community Services Division recommends to endorse the attached policy for Healthier Beverage Choices as proposed by the North Western Health Unit.

Respectfully submitted,



Jason Kabel

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>Healthier Beverage Choices in Vending Machines Policy- Memorial Sports Centre</u> <u>POLICY</u>	New: June 2017
Resolution No.	
Policy Number	Page 1 of 5

Policy Statement

The Town of Fort Frances is committed to supporting healthy lifestyles and environments.

Purpose

The Memorial Sports Centre (MSC) has adopted the *Healthier Beverage Choices in Vending Machines* policy. This policy supports healthier choices at work and in the community by increasing access to healthier beverages in vending machines. The policy includes the removal of energy drinks from all vending machines and canteens as well as guidelines for product placement.

Definitions

Healthy drinks provide individuals with good hydration and nutrients for healthy growth and development. Water is the best choice to satisfy thirst. Healthy choices include water, white milk, and fortified soy milk and/or 100% fruit and vegetable juices.

Sports drinks (*Gatorade®*, *Powerade®*) contain sugar and electrolytes. Sports drinks are intended for people that exercise vigorously for more than one hour or when excessive sweat loss occurs.

Energy drinks are not the same as sports drinks. Energy drinks are usually a carbonated beverage that typically contain a high percentage of sugar and/or caffeine and other ingredients (taurine and ginseng) intended to increase the drinker's energy. They are not recommended for children because of their high levels of caffeine, and other ingredients.

Rationale

Beverage choices that are high in sugar contribute to the growing obesity problem faced by our society. More than one-in-four children and youth in Canada are overweight or obese.¹ Research shows that developing healthy eating and physical activity habits from a young age continues into adulthood and contributes to better overall health throughout the lifespan.² The availability of unhealthy beverages in recreation centres sends a message that these beverages are acceptable to drink and by making them available to children and youth we are supporting unhealthy lifestyles.

Responsibility

1. This policy covers all vending machines designed to dispense beverages located in the MSC including any leased or rented space within the facility.
2. Town employees and canteen operators with responsibilities for vending machines will be familiar with the policy to ensure compliance with standards outlined in this policy.
3. The Manager of Community Services and assigned staff are responsible on-going auditing of vending machines for compliance outlined in this policy.
4. This policy does not apply to beverages brought into municipal facilities, programs, meetings, and events from home or outside by an individual for their own consumption.

Procedure

1. All energy drinks shall be removed and not replaced in all vending machines in the MSC.
2. Energy drinks shall not be sold in any canteen operations and/or in any leased or rented space within the facility.
3. Vending machines shall always include any combination of recommended healthy beverages including water, milk and/or 100% fruit/vegetable juices (increasing percentage of healthy options).
4. The placement or visibility of a product can influence choice. Healthier beverage options will be placed in the most popular and eye level slots in vending machines. Height and eye level for children shall be given priority in placement of products. Place healthier options at eye level where they are most noticeable and more likely to be purchased. Less healthy options are away from eye-level of children.
5. Coffee-based caffeinated beverages shall not be sold in vending machines located in the MSC.
6. Access to safe, potable water should be provided in all municipal and recreation settings. The use of reusable water containers should be encouraged.
7. The Town of Fort Frances and the Northwestern Health Unit staff will re-evaluate policy implementation after one year.

References

1. Peng, Y. (2013). Community-Based Strategies for Healthy Weight Promotion in Children and Youth. @ A Glance: A Resource for HC Link.
2. Ontario Chronic Disease Prevention Alliance. (2010). *Ontario chronic disease prevention alliance evidence-informed messages: Healthy eating*. Toronto. Canada.
3. Health Canada- [Caffeine in Energy Drinks-
http://www.hc-sc.gc.ca/fn-an/securit/addit/caf/faq-eng.php](http://www.hc-sc.gc.ca/fn-an/securit/addit/caf/faq-eng.php) [Accessed 28 April 2017]
4. A Healthy Eating Toolkit for Recreation, Sport and Community Food Service Providers. <http://www.healthyeatingnl.ca/wp-content/uploads/2016/01/Making-the-Move-to-Healthy-Choices-Food-Service.pdf> [Accessed 28 April 2017]

Beverages

for health and sport

SPORTS DRINKS

Sport drinks are not appropriate for everyone and Canada's Food Guide recommends limiting the use of sports drinks.

What you should know about sports drinks:

- Sports drinks may be beneficial when involved in continuous and high intensity physical activity for over an hour or when excessive sweat losses occur. They are intended to replace sugar in muscles and fluid and electrolytes (sodium and potassium) lost in sweat.

Generally, if exercising for less than an hour and exercising at a low to moderate intensity, plain water will quench your thirst and help you perform at your best.

ENERGY DRINKS

These beverages are NOT recommended for children and youth.

What you should know about energy drinks:

- Most energy drink labels caution that children should not consume these beverages.
- These drinks are not good choices at any time, especially during or after athletic events. The caffeine, high sugar content and combination of energy drinks can interfere with hydration.
- The effects of the large amount of caffeine and other ingredients that may be added to energy drinks are unknown.



Making the Move to Healthy Choices

Retrieved from: **A Healthy Eating Toolkit for Recreation, Sport and Community Food Service Providers.**

Available: <http://www.healthyeatingnl.ca/wp-content/uploads/2016/01/Making-the-Move-to-Healthy-Choices-Food-Service.pdf> [Accessed 28 April 2017]

BEVERAGES

The following beverage guidelines offer some ideas for concessions, canteens, snack bars and events. Some items may be suitable for vending machines. If offering large beverages, offer them in containers with a screw top so customers don't need to drink them all at once.



FOUNTAIN OR BOTTLED WATER	<ul style="list-style-type: none"> Choose plain, unsweetened water with no artificial sweeteners or additives (e.g. caffeine, sodium).
WHITE MILK OR FORTIFIED SOY BEVERAGE	<ul style="list-style-type: none"> Offer 2% or less milk fat (M.F).
100% VEGETABLE JUICE	<ul style="list-style-type: none"> Choose varieties with 480 mg or less of sodium per serving.
100% FRUIT JUICE	<ul style="list-style-type: none"> Choose varieties with pulp for more fibre.



CHOCOLATE MILK	<ul style="list-style-type: none"> Offer 2% or less milk fat (M.F).
HOT CHOCOLATE MADE WITH MILK	<ul style="list-style-type: none"> Look at the Nutrition Facts Table and choose varieties that offer 20% or more of % daily value for Calcium.
YOGURT DRINKS	<ul style="list-style-type: none"> Choose varieties with milk as the first ingredient and those with less added sugar. Offer 2% or less milk fat (M.F).



FLAVOURED WATER	If on the menu: <ul style="list-style-type: none"> Choose varieties with no artificial sweeteners or additives (e.g. caffeine, sodium).
COFFEE/POP/SOFT DRINKS/ ENERGY DRINKS	<ul style="list-style-type: none"> See <i>Beverages for Health and Sport</i> on page 28.

CAFFEINE IN BEVERAGES

What you should know about caffeine:

- Caffeine is a stimulant.
- Caffeine can be found in coffee, tea, iced tea, cola, energy drinks and chocolate products.
- Too much caffeine can cause nervousness, irritability, difficulty sleeping and rapid heartbeat.
- Due to the health effects of caffeine, and because the tolerance for caffeine depends on body weight, Health Canada has set maximum daily limits for caffeine intake for different age groups.

Maximum daily limits for caffeine	
400 mg	Adults
300 mg	Women of childbearing age
85 mg	10-12 years
62.5 mg	7-9 years
45 mg	4-6 years

Source: Health Canada, 2011

Caffeine content of common beverages (per 237 ml serving)	
135 mg	Coffee
80 mg	Energy Drink
43 mg	Tea
36-46 mg	Pop
30 mg	Green Tea
8 mg	Milk
5 mg	Hot Cocoa

Source: Health Canada, 2012

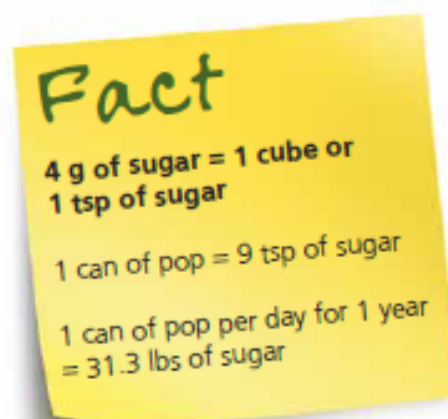
SUGAR IN BEVERAGES

What you should know about sugar:

- Many beverages contain large amounts of sugar.
- Sugar can interfere with hydration, increase calorie content, and contribute to tooth decay, especially when sipped over long periods.

Sugar content of common beverages (per 250 ml serving)	
33 g	Fruit Drinks and Fruit Punches
28 g	Pop
23 g	Iced Tea
16 g	Sports Drink, Fruit Flavour

Source: Health Canada, 2010. Nutrient Values in Some Common Foods





REPORT

TO: Community Services Executive Committee
FROM: Jason Kabel, Community Services Division Manager
DATE: August 3, 2017
RE: Community Services 2017 Mid-Year Budget

Please find attached the overall Community Services Division budget at mid-year (January 1 – June 30, 2017).

There will be a brief presentation at the meeting but overall the division budget looks to be close to predicted and budgeted for at the half-year mark.

Respectfully submitted,

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

Jason Kabel

Community Services Division Q2 mid-year Budget Summary (JAN-JUN)	2016 OPERATING FORECAST	Actual to December 31/16	2017 OPERATING FORECAST	Actual to June 30, 2017	% of Budgeted	Comments (over - under 50%)
<i>Sister Betty Kennedy Centre</i>						
Total Revenue	(50,600)	(68,531.58)	(60,100)	(39,676.98)	66.02%	over
Total Expenditures	85,200	113,760.60	103,153	53,890.87	52.24%	over
Total Sister Betty Kennedy Centre	34,600	45,229.02	43,053	14,213.89	33.01%	under
<i>Children's Day Care</i>						
Total Revenue	(1,126,939)	(1,199,905.96)	(1,214,827)	(627,208.97)	51.63%	over
Total Expenditures	1,132,984	1,238,303.19	1,266,185	649,721.68	51.31%	over
Total Children's Day Care	6,045	38,397.23	51,358	22,512.71	43.83%	under
<i>Day Care Best Start Hub</i>						
Total Revenue	(128,651)	(121,470.00)	(106,998)	(60,790.50)	56.81%	over
Total Expenditures	129,319	123,180.72	106,998	28,471.87	26.61%	under
Total Day Care Best Start Hub	668	1,710.72	0	(32,318.63)		under
<i>Day Care Resource Centre (Special Needs Resource)</i>						
Total Revenue	(114,947)	(106,312.00)	(130,682)	(59,673.13)	45.66%	under
Total Expenditures	115,780	107,730.30	130,682	33,913.38	25.95%	under
Total Day Care Resource Centre	833	1,418.30	0	(25,759.75)		under
<i>Handi-Van Transit Services:</i>						
Total Revenue	(97,200)	(108,860.99)	(108,865)	(28,415.50)	26.10%	under
Total Expenditures	187,502	216,308.63	212,242	26,530.99	12.50%	under
Total Handi Transit Services	90,302	107,447.64	103,377	(1,884.51)	-1.82%	under
<i>Townshend Theatre</i>						
Total Revenue	(15,500)	(19,813.63)	(16,000)	(10,029.56)	62.68%	over
Total Expenditures	15,500	14,711.94	16,000	2,015.34	12.60%	under
Total Townsend Theatre	0	(5,101.69)	0	(8,014.22)		under
<i>Recreation Facilities</i>						
Total Revenue	(357,500)	(417,107.52)	(392,340)	(192,941.06)	49.18%	under
Total Expenditures	985,306	1,043,689.88	994,527	600,516.34	60.38%	over
Total Recreation Facilities	627,806	626,582.36	602,187	407,575.28	67.68%	over

Community Services Division Q2 mid-year Budget Summary (JAN-JUN)	2016 OPERATING FORECAST	Actual to December 31/16	2017 OPERATING FORECAST	Actual to June 30, 2017	% of Budgeted	Comments (over - under 50%)
<i>Recreation Programs</i>						
Total Revenue	(297,900)	(312,367.11)	(292,000)	(164,192.98)	56.23%	over
Total Expenditures	408,979	400,988.12	430,656	93,440.66	21.70%	under
Total Recreation Programs	111,079	88,621.01	138,656	(70,752.32)	-51.03%	under
<i>Community Services</i>						
Total Revenue	(20,000)	(20,000.00)	(20,000)	0.00	0.00%	under
Total Expenditures	152,683	136,182.87	153,742	73,498.23	47.81%	under
Total Community Services	132,683	116,182.87	133,742	73,498.23	54.96%	over
<i>Sunny Cove Camp</i>						
Total Revenue	(39,000)	(48,027.66)	(42,200)	(27,901.48)	66.12%	over
Total Expenditures	53,327	63,156.43	65,905	21,972.99	33.34%	under
Total Sunny Cove Camp	14,327	15,128.77	23,705	(5,928.49)	-25.01%	under
<i>Public Library</i>						
Total Revenue	(97,359)	(115,140.09)	(97,255)	(32,724.13)	33.65%	under
Total Expenditures	590,550	597,178.86	578,004	291,939.40	50.51%	over
Total Library	493,191	482,038.77	480,749	259,215.27	53.92%	over
<i>Museum</i>						
Total Revenue	(36,125)	(73,885.76)	(73,696)	(32,974.35)	44.74%	under
Total Expenditures	182,935	212,966.77	217,723	112,594.41	51.71%	over
Total Museum	146,810	139,081.01	144,027	79,620.06	55.28%	over
<i>Waterfront Development (Sorting Gap Marina)</i>						
Total Revenue	(78,800)	(88,713.88)	(82,500)	(61,558.53)	74.62%	over
Total Expenses	126,539	128,530.47	120,556	38,475.56	31.92%	under
Total Waterfront Development	47,739	39,816.59	38,056	(23,082.97)	-60.66%	under
Total CS Revenue	(2,460,521)	(2,751,528.20)	(2,637,463)	(1,339,387.15)	50.78%	over
Total CS Expenditures	4,166,604	4,448,080.80	4,396,373	2,028,031.72	46.13%	under
TOTAL COMMUNITY SERVICES	1,706,083	1,696,552.60	1,758,910	688,644.57	39.15%	under

REQUEST FOR PROPOSALS 17-CS-10

TENDER FORM

TO PROVIDE FOOD/CANTEEN SERVICES
AT THE MEMORIAL SPORTS CENTRE

Submitter's Name Wasaw Enterprises

Address P.O. Box 352 320 Harry's Rd.
Fort Frances, ON P9A 3M7

Phone #'s (807) 274-9013 X-203

Signature  LEO 276-1300

Witness Signature _____ Witness Name _____
(or company seal) (printed)

Dated this 18 day of July, 2017.

Financial

The proponent shall pay to the Town a minimum guarantee of \$ 1,500.00 per month,

OR

A minimum of _____% of all monthly gross sales,

OR

Compensation proposed as follows:

Summary

Wasaw Food Services Inc., an Anishinaabe professional food services company, is strategically focused on helping the Rainy River District increase its knowledge and appetite for better quality, innovative and "valuable" food experience. Wasaw Food Services LP is incorporated with Couchiching First Nation as the sole shareholder. The independent Board of Directors are entrepreneurs and enterprise managers in private business in the Rainy River District. All companies are run under the umbrella of "Wasaw Enterprises".

Our goal is to consistently meet and exceed our customer's needs in terms of quality of food and excellence of service.

At present, Wasaw Food Services runs a diverse operation including the following elements:

- Canteen operation at Couchiching First Nation Bingo Hall
- Catering operation – variety of local clients
- Food Truck operation – operates at the New Gold site

As a locally owned, and operated organization, we are committed to the area, and look forward to working with the Town of Fort Frances to help support the Memorial Sports Centre. We feel that our diverse operation provides a number of unique benefits including:

- Ability to provide staff coverage, and keep the canteen open during key times.
- Ability to provide catering services to support events at the facility.
- Food truck can provide additional capacity during peak times.
- Commitment to working with local hockey teams, and local groups.
- Commitment to hiring locally.

Wasaw Food Services Proposed Menu for canteen

Wasaw Food Services has experience running a canteen operation, at the Couchiching First Nation Bingo Hall. In addition, Wasaw Food Services runs a successful catering operation, and a food truck.

Having successfully operated a diverse offering of food service operations, we are well positioned to ensure that the Food Service operation at the Memorial Sports Centre will be successful, and will meet the needs of the Town of Fort Frances. In addition, we are familiar with what works, and what can be prepared at the facility.

We have provided a menu that has a number of canteen favourites, in addition to a few healthier offerings, including wraps and salad to provide some options for the health conscious clientele of the facility.

Our proposed menu is as follows:

Item	Price
Hamburger	\$6.00
Cheeseburger	\$6.75
Bacon Cheeseburger	\$8.00
Chicken Burger	\$7.00
Bacon Swiss Chicken Burger	\$9.00
Hot Dog	\$3.50
Cheese Dog	\$4.25
Bacon Cheese Dog	\$5.50
Chicken Bites	\$8.00
Chicken Fries	\$7.00
Chicken Strips	\$7.00
Chicken Caesar Wrap	\$10.00
Chicken BLT Wrap	\$10.00
Chef's Wrap	\$10.00
Club Wrap	\$10.00
Tossed Salad	\$6.00
Fries	\$4.00
Fries + Gravy	\$5.00
Poutine	\$7.00
Onion Rings	\$5.00
Coffee / Tea	\$2.00
Pop	\$2.25
Water (bottle)	\$2.00
Powerade / Gatorade	\$2.75
Milk (white or chocolate)	\$2.50
Popcorn	\$2.75
Nachos + Cheese	\$4.00
Chips, Chocolate Bars, Candy	Variety of options at market prices

Note: Wasaw Food Services may adjust the menu periodically based on demand. We intend to continue to develop healthier food options as a part of our menu based on demand.

Hours of Operation

Wasaw Food Services will commit to maintaining existing canteen hours, and will ensure that the canteen is open for larger events that occur in the facility. In addition, we will be in a position to help further support events by offering catering services at the request of those renting the facility.

Wasaw Food Services will review the opportunity to extend the number of hours open to support the needs of the clientele at the facility. Extended hours would be contingent upon demand for canteen products.

Experience and Reference

Wasaw Food Services presently operates the canteen at the Couchiching First Nation Bingo Hall, and has done so successfully for a number of years. Our experience operating this canteen has provided us with a good understanding of staffing requirements, and menu items that will work.

In addition, Wasaw Food Services operates a successful catering operation, providing catering for a variety of functions including, meetings, conferences, weddings, socials, and community events. Our catering operation can add value to events held at the facility creating a one stop shop for event planning. Catering rates are subject to the requirements of the event, menu, and number of people.

Wasaw Food Services also operates a Food Truck operation which can be easily moved to offer meals at a variety of events, and other high traffic locations. Our Food Truck can also augment the canteen operation at times of high demand, such as during sold out hockey games, or hockey tournaments.

It should further be noted, that Wasaw Food Services views this opportunity as a chance to further promote our company, and raise our profile in the community. In addition, as a result of our diverse operation, this location will allow us to help retain staff, and find efficiencies in our operation. As we have a larger staff base than a sole proprietor, we are in a position to be able to operate the canteen as required.

References are available at the following contact information:

Christine Jourdain, V.P-Fort Frances Tribal Area Health Services (807)275-8703

Brent Tookenay, CEO-Seven Generations (807)274-2796

Staffing Policy

Wasaw Food Services places a priority on customer service, and quality management. We have an ongoing focus on human resource development, which we believe to be critical to our success. We have a roster of reliable, well trained staff to ensure that we have the human resources in place to handle day to day operations, as well as, during times of high demand.

Wasaw Food Services works closely with Seven Generations Education Institute to help train, and develop staff.

We place a priority on hiring locally, and developing our staff to ensure that we are able to meet the needs of the market. Our operation is locally based, hires locally, and as such, provides a positive economic benefit to the area.

Wasaw Food Services complies with all employment standards legislation, and provides fair compensation to our staff. We utilize tested recruitment and selection processes, which have allowed us to ensure that our operation has reliable, qualified staff on hand.

Customer Relations

Wasaw Food Services places a priority on offering friendly, customer focussed service. We ensure that our staff is well trained, and that they place a priority on putting the customer first.

Wasaw Food Services will look at opportunities to work with key stakeholders such as local hockey teams, and local service groups using the facility to find areas which will mutually benefit both organizations. Wasaw Food Services understands that the facility is in place to benefit the community, and we will work to ensure that the canteen operation is a part of the success of the facility.

We utilize a broad based marketing strategy to promote our services, as a whole, and through these means, we can help to promote the canteen operation at the Memorial Sports Centre.

Our marketing strategy consists of the following components:

A variety of communications products are targeted for development these include:

- Corporate identity, letterhead, logo, branding. The use of a common identifier helps clients to understand that the canteen is run by a larger organization, many people in the area are already our clients.
- Website. Our website is located at: <http://www.wasaw.ca/wasaw-food-services.php>. Our website has significant traffic, and helps us to target our clients more effectively.
- Social Media.
- Printed Menus. We will have a printed, easy to read menu located at the facility.
- Printed catering brochures. For those interested in catering services, we will have catering brochures on hand, and staff can provide information. We believe that our catering service can benefit the facility by encouraging more rentals.
- Radio / Print advertising. From time to time we will utilize advertising to drive business. Given the stakeholders involved at this facility including well-known local hockey teams, we believe there is an opportunity for co-operative marketing.

Proposed Facility Improvements

Based upon our preliminary review of the canteen at the Memorial Sports Centre, Wasaw Food Services plans to undertake some upgrades. We believe that the following items would improve our ability to operate the canteen successfully.

- Upgraded Fryer
- Steel counter / prep space.

The installation of these items will facilitate us to be able to offer more menu items, and serve customers in a more timely way. We estimate the cost to be \$5,000.00. Wasaw Food Services would ensure that all procurement requirements of the Town of Fort Frances were adhered to during any upgrade in terms of purchasing items, and hiring installers. Actual cost will be based on the outcome of any procurement process.