

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - February 5, 2018 10:30 AM

MEETING - Fort Frances Museum

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1. <b><u>CALL TO ORDER (Session # 057)</u></b>	
2. <b><u>APPROVAL OF AGENDA (Call for non-agenda items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
4. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
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8.1 Homelessness Shelter Request - verbal update	
8.2 Next Meeting - Tuesday, February 20, 2018	
9. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 056

December 4, 2017

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Public Library Technology Centre - Shaw Room on December 4, 2017 from 10:30 a.m. to 11:37 a.m.

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

ALSO PRESENT: Aaron Petrin - Human Resources Manager

#### **1 CALL TO ORDER (Session # 056)**

The meeting was called to order by W. Brunetta at 10:40 a.m.

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

- Approved as circulated.

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

- NIL

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

4.1 Community Services Executive Committee - November 20, 2017

- Approved as circulated.

#### **5 ITEMS REFERRED FROM COUNCIL**

5.1 Letter from Dr. Kit Young-Hoon RE: Municipal Alcohol Policy - No recommendation or report required at this time. The letter was received and will be taken into consideration through the development of the Municipal Alcohol Policy in the coming months.

5.2 Temporary Overnight Emergency Shelter - Letter dated November 20, 2017 from J. Petrin, Community Homeless Liaison - The committee was not prepared to make a recommendation on the matter without a more formal proposal from the Homelessness Committee and/or a presentation at the next Community Services Executive Committee meeting.

#### **6 NEW BUSINESS**

- 6.1 Sister Kennedy Centre - Board of Management Recommendation - The Committee recommends to Mayor & Council to change the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.
- 6.2 Student Wages - The Committee recommends Mayor and Council to endorse the revised 2018 Community Services student wage rates as outlined in the report.
- 6.3 Museum Internship Project Approval NOHFC 8502036 - The Community recommends to Mayor and Council to authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one-year that will be funded 90% up to a maximum of \$31,449.60. The cost to the Museum in 2018 is estimated to be \$10,520.
- 6.4 Daycare Provincial Wage Enhancement Grant (WEG) - The Committee recommends to Mayor & Council to endorse the 2017 Wage Enhancement Grant Agreement with the Rainy River District Social Services Administration Board (RRDSSAB) as presented.

## **7 NON-AGENDA ITEMS**

- NIL

## **8 INFORMATION**

- 8.1 MSC Hockey Academy Lockers installed - received as follow up.
- 8.2 Next meeting date - Tuesday, January 2, 2018 - changed to January 15, 2017 at the Fort Frances Museum

## **9 CLOSING**

There being no further matters before the committee at this time, the meeting was closed at 11:37 a.m.

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W. Brunetta, Executive Committee Chair

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J. Kabel, Manager of Community Services



## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** February 1, 2018

**RE:** Access to recreation request by Linda Hamilton for refugee family member

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Attached is an email from Linda Hamilton that came to the Community Services Division on behalf of the second refugee family that has been brought to the community. Below is the request for consideration:

*Leana, our second family has arrived and Rami Canoon has requested a membership to the sportsplex. Our first family qualified through kid sport. Rami is the only one in the family interested at the moment. Hopefully you can help us with this issue, we have no available funds for this. Linda Hamilton*

Kid Sport sponsored the first refugee family for memberships at the Memorial Sports Centre but does not have funding for any further memberships for the second family.

On the attached Community Services policy, Access to Recreation and Leisure, it outlines that the aim is to assist overcoming barriers to participation in recreation and leisure pursuits.

### **Recommendation**

Determine if any of the assistance below from the Access to Recreation and Leisure policy would be appropriate for Mr. Rami Canoon, refugee family father.

a) Fee reductions, b) Fee waivers, c) Cost of materials and equipment, d) Support / aid assistance (i.e., transportation, etc.)

Respectfully Submitted,

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

Jason Kabel

**From:** [Leanna Moffitt](#)  
**To:** [Jason Kabel](#)  
**Subject:** FW: Membership  
**Date:** Friday, January 05, 2018 12:20:10 PM

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Do we need to bring this to someone or can we make the decision?

-----Original Message-----

From: Linda Hamilton [<mailto:lindaghamilton1@gmail.com>]  
Sent: Friday, January 5, 2018 9:29 AM  
To: Leanna Moffitt <[lmoffitt@fortfrances.ca](mailto:lmoffitt@fortfrances.ca)>  
Subject: Membership

Leanne, our second family has arrived and Rami Canoon has requested a membership to the sportsplex. Our first family qualified through kid sport. Rami is the only one in the family interested at the moment. Hopefully you can help us with this issue, we have no available funds for this. Linda Hamilton

Sent from my iPad

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	COMMUNITY SERVICES
<b><u>Access to Recreation and Leisure</u></b>	<b>NEW:</b> December 2008
<b>POLICY</b>	
Resolution No. 423 (consent) 12/08	Supercedes Resolution No.
Policy Number 2.6	<b>PAGE 1 of 2</b>

## **POLICY STATEMENT**

The Town of Fort Frances is dedicated to barrier free sport, recreation and leisure programs and services for its residents.

## **POLICY**

To overcome barriers, the Town of Fort Frances is committed to action as follows:

1. Ensuring that fair and equitable access to programs, offered by the Town of Fort Frances, is provided, as outlined within the parameters of this policy.
2. To assist Town of Fort Frances residents in overcoming barriers to participation.
3. To assist in the coordination of appropriate support services to aid in recreation and leisure pursuits all town residents
4. To foster independence and self-reliance in the pursuit of recreation and leisure activities.
5. In partnership with the Kid Sport and/or other agencies to assist in the development of mechanisms which will lead to ensuring fair and equitable access to recreation and leisure programs, services and facilities for all members of the community.

## **LEISURE EDUCATION**

The Town of Fort Frances will offer information to groups and individuals in the area of sport, recreation and leisure.

## **PROGRAMS AND ACTIVITIES**

The Town of Fort Frances will offer a wide variety of programs, within the fiscal and physical restraints of the organization, to meet the needs of individuals in the area of sport, recreation and leisure.

## **ADVOCACY / CONSULTATION / COLLABORATION**

Liaison with other agencies and organizations will be encouraged, i.e., through participation at board meetings, jointly sponsored programs, and utilizing their expertise and resources when needing specific information.

## **ASSISTANCE**

The Town of Fort Frances is committed to provide assistance to those that meet the criteria as outlined in this policy.

## **CRITERIA AND PROCESS**

The individual or family requesting assistance must qualify for the Town of Fort Frances program. Qualification will be determined by the Town of Fort Frances - Community Services Division. The Community Service Executive will determine the type and extent of assistance to be given.

Qualified families will be funded by the Town of Fort Frances as indicated below:

1. Only one program per person per season will be allowed.  
Seasons:  
Fall                      September - December  
Winter                  January - March  
Spring                  April - June  
Summer                July – August
2. This assistance may include:
  - a) Fee reductions
  - b) Fee waivers
  - c) Cost of materials and equipment
  - d) Support / aid assistance (i.e., transportation, etc.)
3. The total leisure access subsidization will not exceed the Town of Fort Frances recreation and leisure access budget during the fiscal year.
4. Funding for programs not offered by the Town of Fort Frances will be considered on a case-by-case basis.
5. Notwithstanding the above, the applicant is required to follow the regular registration procedure of the Town of Fort Frances, i.e. participation may be restricted due to limited class size, cancelled programs etc.
6. The subsidy will be granted based on a review of the applicant(s) qualifications. It is important to note that this "Registration Form" does not reserve a space in the program for the person being subsidized. Applicants are to register at the same time as other residents.

## **PHYSICAL ACCESSIBILITY**

The Town of Fort Frances supports the concept of recreation and leisure access to all facilities and recommends that access be considered when designing and developing parks, playgrounds, facilities and open space. The use of the universal access symbol in promotion material is encouraged.

## **VOLUNTEER TRAINING AND DEVELOPMENT**

The training of volunteers to deal sensitively and effectively with individuals requiring leisure access is paramount to ensure the success of this policy. The Town of Fort Frances supports intensive volunteer training through workshops, guest speakers at meetings, and by providing information as required.

## **PROMOTION**

The Town of Fort Frances will produce and distribute clear, consistent, accurate information about programs, services and supports that are accessible to people with a variety of needs.

## **REPORT**

**TO:** Mayor Avis and Council

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

**DATE:** January 31, 2018

**RE:** **Memorial Sports Centre Concussion Policy**

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The Community Services Division undertook to create a concussion policy for the Memorial Sports Centre as a means to acknowledge the ever-increasing awareness of concussions in physical activity and the potential impact upon facility patrons.

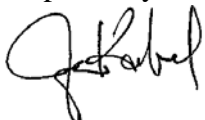
It is also becoming a provincial requirement to possess a concussion policy for making applications to various grant opportunities, such is the case for the recent application to the Ontario Sport and Recreation Communities Fund.

Attached is the proposed recommendation from management staff at the Memorial Sports Centre as modified from a sample policy provided by Heather Gushulak, Regional Advisor - Ministry of Tourism, Culture and Sport.

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached concussion policy for the Memorial Sports Centre effective January 2018.

Respectfully Submitted,



Jason Kabel

<p><b>Council approval of this report will</b> endorse the concussion policy for the Memorial Sports Centre effective January 2018.</p>
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# THE TOWN OF FORT FRANCES

## Section: Memorial Sports Centre

### Policy: Concussion Policy

**Creation Date:** January 2018

**Resolution Number:** DRAFT

**Policy Number:**

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#### **Purpose**

To ensure that participants in Town of Fort Frances recreation programs, along with town recreation staff, are aware of the signs and symptoms of concussions.

#### **Definition**

A concussion:

☐ is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioral (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);

☐ may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;

☐ can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,

☐ cannot normally be seen on X-rays, standard CT scans

#### **Responsibilities and Authorities**

The Town of Fort Frances will create a concussion awareness strategy by doing the following:

☐ Provide training to Town staff on signs and symptoms of potential concussions through regular first aid training, advising potential concussion sufferers to seek medical attention; and,

☐ Complete ongoing assessment through weekly meetings of current recreation programs and implement concussion prevention measures where required.

#### **Related Documents**

This policy will complement preventative measure practices that are already operational in Town of Fort Frances facilities and programs, including but not limited to; practices around helmet use during hockey, shinny, skate boarding (skate park), and public skating.

## **Report**

**To:** Mayor & Council

**From:** Museum – Sherry George

**Date:** Feb 5, 2018

**Re:** Request to use Rainy Lake Square for SnOasis 6 events – Saturday, Mar 3, 2018

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Friends of the Museum will once again be running SnOasis, our winter carnival for children and families, our sixth year to do so. This time however, we would like to utilize the Rainy Lake square, due to its proximity to the museum. We feel the square is a good fit for the carnival and do not want to miss this opportunity to have an event at our community square.

As we set up many events: snowball toss, bowling, obstacle course, minigolf, scavenger hunt, and many more, we would like to have the back alley immediately behind the square blocked off to traffic and parking. Children and families will also be accessing the museum for washrooms, cookies and hot chocolate and face-painting.

We are typically finished for the day around 2:30, so would reopen for legion parking needs.

**Council approval of this report will:**

- 1) Authorize use of the Rainy Lake Square for the SnOasis 6 Winter Carnival on Saturday, March 3<sup>rd</sup>.
- 2) Allow Friends of the Museum to close the back alley immediately behind the Rainy Lake Square until 2:30 p.m.

## Report

**To:** Mayor & Council

**From:** Museum – Sherry George

**Date:** Feb 5, 2018

**Re:** Request to offer an internship to a foreign student

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As a result of our most recent job posting for an intern, the museum has been contacted by a foreign student wishing to work in Canada. Daan Strating of the Netherlands is unqualified for our internship position, but is interested in working alongside our intern on upcoming projects. This would fulfil his final project requirements for his own degree. The internship would run approx. 15 weeks.

This would be a free internship. I have made it clear that we cannot pay him, nor can we assist with the cost of travel or accommodations. He feels that the experience itself is valuable and is willing to pay for it.

There are requirements that he must meet to work, even if unpaid, in Canada and he is pursuing those. It is therefore possible that he will be unqualified and unable to continue. However, should everything fall into place, can the museum hire him as an unpaid intern?

His paperwork is attached.

<p><b>Council approval of this report will</b> allow the museum to offer an unpaid internship to foreign student, Daan Strating after successful clearance from the Government of Canada - Immigration and Citizenship.</p>
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