

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - February 20, 2018 3:00 PM

MEETING - Fort Frances Children's Complex

	Page
1. <b><u>CALL TO ORDER (Session # 058)</u></b>	
2. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
3. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
3.1 Community Services Executive Committee - February 5, 2018	2 - 3
4. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
4.1 Boundary Waters Dragon Boat Club support request	4 - 7
4.2 Davis & Nolan Ross re: Request Ice Time Invoice Review	8 - 10
5. <b><u>NEW BUSINESS</u></b>	
5.1 Memorial Sports Centre Spring Hours	
6. <b><u>NON-AGENDA ITEMS</u></b>	
7. <b><u>INFORMATION</u></b>	
7.1 Next Meeting Date - March 5, 2018 (Location - Sister Kennedy Centre)	
8. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 057

February 5, 2018

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Museum on February 5, 2018 from 10:30 a.m. to 11:22 a.m.

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

ALSO PRESENT: Sherry George - Museum Curator

#### **1 CALL TO ORDER (Session # 057)**

The meeting was called to order by chair, Wendy Brunetta, at 10:33am.

#### **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 - December 4, 2017 **-Approved as circulated.**

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

5.1 North Air Services Request - the committee recommended to Mayor & Council to increase the dial-a-ride fare for children from \$1.25 to \$1.50 and \$2.50 to \$2.75 for adults.

#### **6 NEW BUSINESS**

6.1 Access to Recreation Request - The Committee did not favor offering support for the request of complimentary membership.

6.2 Concussion Policy - Additional information will be sought from insurer before recommending a concussion policy.

6.3 Friends of the Museum Request to use Rainy Lake Square - the Committee recommended to:

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

- 6.4 Request for international intern at Fort Frances Museum - the Committee recommended to allow the museum to offer an unpaid internship to foreign student, Daan Strating after successful clearance from the Government of Canada - Immigration and Citizenship and positive references.

## **7 NON-AGENDA ITEMS**

NIL

## **8 INFORMATION**

- 8.1 Homelessness Shelter Request - verbal update - it was noted that the group making the request has elected to operate as they are currently without requiring the use of municipal buildings as originally requested.

- 8.2 Next Meeting - Tuesday, February 20, 2018 - Fort Frances Children's Complex

## **9 CLOSING**

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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 16, 2018

**RE:** North Air Services Dial-a-Ride User Fee Increase Request

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At the regular meeting of Council on February 12, 2018, Council referred the letter dated January 17, 2018 from Greg Thorstad, President, Boundary Waters Dragon Boat Club re: Festival, Tug of War & Marina Use to the Administration & Finance Executive Committee for recommendation with input from all other Executive Committees.

The request is as follows:

*We would also respectfully request the following support from the Town of Fort Frances for the 7<sup>th</sup> Annual International Boundary Waters Dragon Boat Festival to be held on Saturday, June 30<sup>th</sup>, 2018:*

- 1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;*
  - 2. Authorize the use of Town picnic tables and working with Public Works to arrange for their pick up, cleaning and return;*
  - 3. We request that the Town cover any charges associated with any festival permits that may be needed;*
  - 4. Allow for the road closure along the marina from the Hallet location to the Sorting Gap Marina building from 7:30 am to 5:00 pm on June 30<sup>th</sup>, 2018 and we will ensure that an emergency access lane is available;*
  - 5. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building to the Hallet location;*
  - 6. Allow the International Boundary Waters Dragon Boat Festival Committee 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;*
  - 7. Allow access for electrical power; and*
  - 8. Ensure extra garbage cans at the site, and a garbage pick-up the following Monday.*
- In 2018 we have also partnered with the Backus Community Center in International Falls to work collaboratively in order to feature the return of the International Tug of War at our festival following the scheduled Flower Ceremony and prior to the championship*

*heats. In order for our IBWDB Foundation to host this event on the Canadian side of the river, we also have the additional requests of:*

*9. The use of the Tug of War rope used in prior years with the assistance of Public Works to deliver and pick up the rope from the Sorting Gap marina.*

*10. The donation to our organizers of any remaining shirts and/or gloves remaining from previous years' Tug of War;*


*11. Allow additional through traffic road closure from Minnie Avenue to the Sorting Gap Marina building from 12:00 pm to approximately 4:00 pm to allow for the Tug of War to take place in its usual location, which would include stretching the rope across the road and onto the green space between the Minnie Avenue corner and the closed Resolute scale and wood yard area.*

The Community Services Division does not have concerns with the request from the Boundary Waters Dragon Boat Club request as it is inline with their request from previous years.

### **Recommendation**

The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to authorize the Boundary Waters Dragon Boat Club to use the Sorting Gap Marina grounds as requested.

Respectfully Submitted,



Jason Kabel



E-Mail: [dragonboatff@gmail.com](mailto:dragonboatff@gmail.com)  
 Like: [facebook.com/dragonboatff](https://facebook.com/dragonboatff)  
 Visit: [www.boundarywatersdragonboat.com](http://www.boundarywatersdragonboat.com)

January 17, 2018

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

**RE: 7<sup>th</sup> ANNUAL INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL (INCLUDING THE INTERNATIONAL TUG OF WAR) & CONTINUED MARINA USE**

Dear Mayor and Council:

We respectfully request the on-going support from the Town of Fort Frances for the use of the marina for club purposes that enable us to provide free paddles to locals and tourists every Tuesday evening throughout the summer; to provide free paddling activities and water safety to classes from the High School and all children 12 to 17 years old; and to provide nationally certified coaching and water safety instruction to our local dragon boat teams and enthusiasts. We will continue to carry insurance through BFL Canada and name the Town of Fort Frances on the insurance and providing the annual certificate of insurance for all activities including our annual event to the Town, as we have to date; remaining excellent stewards of the marina and the marina grounds.

We would also respectfully request the following support from the Town of Fort Frances for the 7<sup>th</sup> Annual International Boundary Waters Dragon Boat Festival to be held on Saturday, June 30th, 2018:

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables and working with Public Works to arrange for their pick up, cleaning and return;
3. We request that the Town cover any charges associated with any festival permits that may be needed;



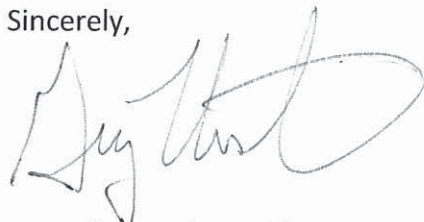
4. Allow for the road closure along the marina from the Hallet location to the Sorting Gap Marina building from 7:30 am to 5:00 pm on June 30<sup>th</sup>, 2018 and we will ensure that an emergency access lane is available;
5. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building to the Hallet location;
6. Allow the International Boundary Waters Dragon Boat Festival Committee 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;
7. Allow access for electrical power; and
8. Ensure extra garbage cans at the site, and a garbage pick-up the following Monday.

In 2018 we have also partnered with the Backus Community Center in International Falls to work collaboratively in order to feature the return of the International Tug of War at our festival following the scheduled Flower Ceremony and prior to the championship heats. In order for our IBWDB Foundation to host this event on the Canadian side of the river, we also have the additional requests of:

9. The use of the Tug of War rope used in prior years with the assistance of Public Works to deliver and pick up the rope from the Sorting Gap marina.
10. The donation to our organizers of any remaining shirts and/or gloves remaining from previous years' Tug of War;
11. Allow additional through traffic road closure from Minnie Avenue to the Sorting Gap Marina building from 12:00 pm to approximately 4:00 pm to allow for the Tug of War to take place in its usual location, which would include stretching the rope across the road and onto the green space between the Minnie Avenue corner and the closed Resolute scale and wood yard area.

Thank you for your consideration, and we look forward to discussing our requests in greater detail, with the opportunity to answer any questions from council, at a date chosen at your convenience. Please let us know when we are able to attend.

Sincerely,



**Greg Thorstad, President**

**Boundary Waters Dragon Boat Foundation**



## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** February 16, 2018

**RE:** Davis & Nolan Ross re: Request Ice Time Invoice Review

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At the regular meeting of Council on February 12, 2018, Council referred the email received January 4, 2018 from Davis & Nolan Ross re: Request Ice Time Invoice Review to the Community Services Executive Committee for recommendation with input from Administration & Finance Executive Committee.

On the attached letter, the request is as follows:  
*we would greatly appreciate it if you would review our bill for the ice time we did not use (on August 21st-23<sup>rd</sup>).*

Attached is the rental contract for the ice that the Ross brothers booked to operate their power skating clinic, Monday, August 21, 2017 to Wednesday, August 23, 2017, summarized below:

DATE	START TIME	END TIME	FEE	TAX	TOTAL
Mon., Aug. 21	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
Tue., Aug 22	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
Wed., Aug 23	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
<b>TOTALS</b>			<b>\$2,112.36</b>	<b>\$274.62</b>	<b>\$2,386.98</b>

The enclosed letter specifies that 2 hours per day, of the 6 hour daily booking, were not used, or 6 of 18 hours total were unused.

6hours x \$117.35/hr = **\$704.10** (amount of ice-time stated unused)

### Recommendation

Determine if you are willing to reduce the ice fee as requested.

Respectfully Submitted,

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

Jason Kabel



To Mayor and Council,

In August of 2017, my brother Nolan Ross, and I rented 18 hours of ice at the IFK Arena hoping to run a hockey camp over a 3-day period, 6 hours each day. Our goal was to enroll roughly 60 kids into the camp having 3 groups of 20 kids with each group skating for 2 hours a day. Unfortunately, we came up short and only had about 36 kids attend our camp. Because of that, we only used 4 hours of ice each day (12 hours total), and the other 6 hours of ice that we must pay for was completely unused. Our camp started on August 21<sup>st</sup> with no demand for ice or for anyone to purchase it from us. Nolan and I are both student athletes at The College of St. Scholastica and we would greatly appreciate it if you would review our bill for the ice time we did not use. Our bill was \$2416.82, our account name is ROSSB0001, and the invoice number is IVC0000001618.

If you have any questions for us or need anything from us you can email me at [dross2@css.edu](mailto:dross2@css.edu) or Nolan at [nross1@css.edu](mailto:nross1@css.edu).

Thank you for your consideration!

Davis Ross



# Rental Contract / Permit Margin fix

Printed: 01 Aug 2017, 01:13 PM

User: mbelluz

Contract #: 10178  
Date: 01 Aug 2017

User: mbelluz  
Status: Tentative

Memorial Sports Centre, 740 Scott Street, Fort Frances, Ontario P9A 1H8 hereby grants Ross, Monte (hereinafter called the "Licensee") represented by Davis Ross, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use  
Hockey School  
Ross Boys Power Skating

ii) Conditions of Use  
Cancellations and changes require fourteen (14) days notice or the renters are responsible for payment. All rentals are based on a 50 min hour to allow for ice flooding.

iii) Date(s) and Time(s) of Use  
# of Bookings: 3 Starting: Mon 21 Aug 17 10:00 AM Expected: 0  
Ending: Wed 23 Aug 17 04:00 PM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	xFee	Tax	Total
Memorial Sports Centre - Ice For Kids Millennium	Mon	21 Aug 2017	10:00 AM	21 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66
Memorial Sports Centre - Ice For Kids Millennium	Tue	22 Aug 2017	10:00 AM	22 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66
Memorial Sports Centre - Ice For Kids Millennium	Wed	23 Aug 2017	10:00 AM	23 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66

iv) Additional Fees

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$2,112.36	\$0.00	\$274.62	\$2,386.98	\$0.00	\$0.00	\$2,386.98	\$0.00

Balance of rental due and payable immediately.

FORT FRANCES COMMUNITY SERVICES DIVISION

vi) Other Information

vii) Additional Notes

Ice For Kids Millennium - Memorial Sports Centre

GL # 10-160-1634-0330-40776

SUPERINTENDENT

MANAGER

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X: 

Davis Ross

Ross, Monte  
1214 Scott Street  
Fort Frances ON P9A 1J8  
Canada  
Home: (807)274-6963  
Fax: (807)

Business: (807)274-3284

X: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Memorial Sports Centre