

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - May 22, 2018 10:30 AM

#### MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

	Page
1. <b><u>CALL TO ORDER (Session # 061)</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>	
4.1 Community Services Executive Committee - April 16, 2018	2 - 3
5. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
- NIL	
6. <b><u>NEW BUSINESS</u></b>	
6.1 East End Hall Fire Safety Plan	4 - 13
6.2 Concussion Policy	14 - 16
6.3 Ontario Sport & Recreation Community Fund	17 - 18
7. <b><u>NON-AGENDA ITEMS</u></b>	
8. <b><u>INFORMATION</u></b>	
8.1 Next Meeting - June 4, 2018 -	
9. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 060

April 16, 2018

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Senior Centre on April 16, 2018 from 10:30 a.m. to 11:11 a.m.

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

ALSO PRESENT: Laurie Lindberg - Treasurer

**1 CALL TO ORDER (Session # 060)**

**2 APPROVAL OF AGENDA (Call for non-agenda items)**  
**- approved without revision.**

**3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**  
**- NIL**

**4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - April 2, 2018 **- Approved as amended.**

**5 ITEMS REFERRED FROM COUNCIL**  
**- NIL**

**6 NEW BUSINESS**

6.1 Municipal Alcohol Policy Review - A couple of changes were noted to be made to the MAP ((2.0 J) include 11pm for the RL Market Square, (6.26) include 'except where otherwise specified' ), that will be forwarded to all other executive committees after evaluation from the Kenora NWHU is received and revisions have been made to the draft.

6.2 Fort Frances Museum Ramp - verbal update - the treasurer was present to discuss the value of the Museum ramp project to be covered by FedNor as per her email in the agenda package (\$26, 602.03).

**7 NON-AGENDA ITEMS**  
- NIL

**8 INFORMATION**

8.1 Next Meeting - May 7, 2018 Memorial Sports Centre

**9 CLOSING**

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W. Brunetta, Executive Committee Chair

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J. Kabel, Community Services Division Manager

## **REPORT**

**TO:** Mayor Avis and Council

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

**DATE:** May 18, 2018

**RE:** **East End Hall Fire Safety Plan**

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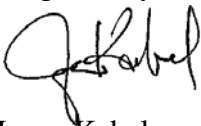
Last month, April 2018, the Community Services Division was advised by Wayne Riches – Fire Safety Inspector that the East End Hall was in need of a new Fire Safety Plan.

The Community Services Division Manager worked with the Fire Safety Inspector to produce the attached East End Hall Fire Safety Plan that has been approved for the facility by the inspector.

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached fire safety plan for the East End Hall.

Respectfully Submitted,



Jason Kabel

<p><b>Council approval of this report will</b> endorse the attached fire safety plan for the East End Hall.</p>
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# FIRE SAFETY PLAN FOR

EAST END HALL

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1227 5<sup>th</sup> Street Fort Frances, ON P9A 1V6

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**Copy of the approved fire safety plan will be located at:**

West Entry Foyer

**Prepared by**      Jason Kabel – April 2018

**Reviewed/  
Approved by**      \_\_\_\_\_

It is the responsibility of the owner to ensure that the information contained in the fire safety plan is accurate, complete and to maintain it current

## **AUDIT OF BUILDING RESOURCES**

***Occupancy description:*** Building is an A2 (assembly occupancy), utilized as a hall for social events, etc. Contains 2 levels (basement and main), constructed of both combustible and non-combustible materials.

*Upper Level* – Hall, kitchen, 2 accessible washrooms

*Lower Level* – Rink shack, 2 washrooms, furnace room

***Location of valves controlling water supply:***

Furnace Room

***Main gas shut off location:***

Southwest corner on the building's exterior wall

***Main electrical shut off:***

Furnace Room

***Fire alarm:*** Make: N/A

Model: N/A

Main panel location: N/A

Location of remote enunciator panel or trouble alarms: N/A

Description of system: **Hard-wired interconnected smoke alarms are to be installed throughout the building (as required by the Fire Department)**

***Emergency lighting, description and locations covered:***

Main hall, west entry, basement landing at bottom of stairs, rink shack (basement) entry

***Exits:*** As shown on schematic diagrams

## **AUDIT OF HUMAN RESOURCES**

Building owner and contact information: **Town of Fort Frances**  
(Include 24-hour emergency contact) **Bob Green 807-275-9860 (Mobile)**

Building Superintendent: **Bob Green 274-4561**

Alternative contact: **Jason Kabel 274-4561 x-1719**

Service contractors (fire alarm, sprinkler etc.): **N/A**

## **EMERGENCY PROCEDURES FOR SUPERVISORY STAFF**

### **Upon discovery of fire**

- Leave fire area and close doors
- If safe to do so, take action to alert occupants
- Call 911 from a safe location
- Exit the building via the nearest exit
- Await the arrival of the fire department at the main entrance
- Brief the fire department on the situation and advise them of occupants that may require special assistance

### **Upon hearing the fire alarm**

- Ensure that occupants are aware of emergency conditions
- Notify Fort Frances Fire Department of the emergency. Call 911
- If safe to do so, supervise the evacuation of occupants, including those requiring assistance
- Upon the arrival of the fire department, inform the officer of the conditions in the building

- Provide access (master keys) and have available, copy of the fire safety plan and list of occupants that may require special assistance

## **RELATED DUTIES AND RESPONSIBILITIES OF OWNER/ SUPERINTENDENT**

- Keep doors in fire separations (example, stair doors and laundry) closed at all times)
- Keep ***exits, access to exits***, both inside and outside clear of obstructions
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Maintain access roadways, fire routes and fire department connections clear and accessible at all times.
- Ensure the building fire and life safety systems are maintained in operating condition
- Participate in fire drills. Occupant participation should be encouraged
- Have a working knowledge of the building fire and life safety systems
- In the event of any shutdown of fire and life safety systems, notify the building's monitoring agency and initiate alternative measures
- Control fire hazards in the building
- Maintain a list of occupants with disabilities, and the problems that they could have in a building evacuation.

## **SPECIFIC OWNER RESPONSIBILITIES**

- Appointment and organization of supervisory staff to carry out fire safety duties
- Training supervisory staff so that they are aware of their responsibilities for fire safety
- Holding of fire drills in accordance with the fire code, incorporating emergency procedures appropriate to the building. Maintain a record of and participation in fire drills
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and the records are maintained
- Post emergency fire procedures
- Maintain a copy of the Fire Safety plan on the premises in an approved location
- Notify the Chief Fire Official regarding changes in the fire safety plan



## **FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT**

In the event that a small fire cannot be controlled with the use of one portable fire extinguisher or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Activate the fire alarm and notify the fire department first if immediate application of the fire extinguisher cannot be made. Only those persons who are trained and familiar with extinguishers operation should attempt to extinguish the fire.

### **Suggested operation of portable fire extinguishers** **Remember the acronym P.A.S.S**

- P-** Pull the safety pin
- A-** Aim the nozzle
- S-** Squeeze the trigger handle
- S-** Sweep from side to side

Ensure extinguishers are properly re-charged after use and that a temporary replacement is provided.

## **ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY**

In the event of shut down or operational problems with building life safety systems the owner or their representative will initiate alternative measures as noted:

Occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of mal-malfunctioning equipment must be initiated. Where a portion of the sprinkler or fire alarm system is placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull horns, walkie talkies etc. will be employed to notify occupants of emergencies. Assistance and direction for specific situations will be sought from Fort Frances Fire Department.

Procedures to follow in the event of shut down of any part of a fire protection system are as follows:

1. Notify Fort Frances Fire Department Duty Officer by calling (807) 274-9841 ext.#1. Give your name, address and a description of the problem and when you expect it to be corrected. In the event of shut down of fire protection equipment systems or part thereof, in excess of twenty-four hours, the Fort Frances Fire Department is to be notified in writing.
2. Post notice at entrances stating the problem and when it is expected to be corrected
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour
4. Notify the Fort Frances Fire Department and the building occupants when repairs have been completed and systems are operational

All shut downs will be confined to as limited an area and duration as possible.

### **FIRE CODE REQUIREMENTS FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT**

***It's the responsibility of the owner to ensure that records for fire protection equipment, checks, inspections, and tests are conducted and records are maintained***

When a fault is discovered during a check, test or inspection appropriate corrective actions are to be taken to resolve the fault

*Definitions for key words are as follows:*

**Check:** means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

**Test:** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

**Inspect:** means a physical examination to determine that the device or system will perform in accordance with its intended function

## **General**

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed and inspected monthly for proper operation.

Exit signs shall be clearly visible and maintained. Internally illuminated exit signs shall be illuminated at all times.

## **Portable Fire Extinguishers**

Each portable extinguisher is to be inspected monthly

Extinguishers are to be subject to maintenance on a yearly basis. The service company will undertake multi-year maintenance at the time of the yearly maintenance service.

## **Fire Alarm**

Fire alarm components are to be kept unobstructed.

Fire alarm power supply disconnect switches are to be locked in an approved manner.

In accordance with the Ontario Fire Code the fire alarm will be maintained and tested in accordance with CAN/ULC S536, "Standard for the Inspection and Testing of Fire Alarm Systems"

On a daily basis, check the principal and remote trouble lights and the A/C power-on light

Every month the fire alarm will be tested on battery back-up power consisting of:

- a) One manual fire alarm initiating device shall be operated, on a rotational basis
- b) Function of all signal devices to be ensured
- c) Enunciator checked for correct zoning
- d) Intended function of audible and visual trouble signals ensured
- e) Fire alarm batteries checked (i.e. terminals clean, clamps clean and tight)

Yearly tested by a certified fire alarm contractor.

## **Smoke Alarms**

Ensure dwelling unit smoke alarms are maintained in operating condition. Copies of inspection of smoke alarms will be kept with property manager

## **Emergency Lighting**

On a daily basis check pilot lights for indication of proper operation

On a monthly basis:

- a) Ensure batteries are maintained per manufacturers specifications
- b) Ensure terminal connections are clean, free of corrosion and lubricated, terminal connections are clean and tight
- c) Tested to ensure that the emergency lighting will function upon loss of primary power

On a yearly basis tested to ensure that the units would provide emergency lighting for duration equal to the design criteria under simulated power failure. After completion the charging conditions for voltage, current and recovery period will be tested to ensure the charging system is in accordance with the manufacturers' specifications

## **Chimneys**

Inspect chimneys, flues and flue pipes on an annual basis and cleaned as often as necessary to keep them free from accumulations of combustible deposits

## **SCHEMATIC DIAGRAMS**

Complete a schematic diagram for each floor showing fire equipment locations, (i.e. fire alarm panels, electric shut-off, hose cabinets, fire extinguishers, valves controlling water supplies)

## **REPORT**

**TO:** Mayor Avis and Council

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

**DATE:** May 18, 2018

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

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At the February 5, 2018 regular meeting of the Community Services Executive Committee, the committee considered a draft concussion policy brought forward as a response to the provincial requirement to employ a concussion policy, a requirement for making applications to various grant opportunities.

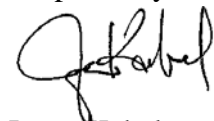
Heather Gushulak, Regional Advisor - Ministry of Tourism, Culture and Sport advised that the Town will need to show proof of a draft concussion policy in development to be approved for the Ontario Sport and Recreation Communities Fund application - Spinning into the Future – Waterfit Program initiative in the amount of up to \$27,152.

Mayor Avis received notification that the application has been approved, however Heather Gushulak, Regional Advisor has confirmed that she still needs to see proof of the draft concussion policy to proceed with fund dispersal to the Town for the grant.

### **Recommendation**

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

Respectfully Submitted,



Jason Kabel

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

## Section: Community Services – Memorial Sports Centre

### Policy: Concussion Policy

**Creation Date:** May 2018

**Resolution Number:** DRAFT

**Policy Number:**

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#### 1.0 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.

#### 2.0 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 or MRIs.

#### 3.0 Responsibilities and Authorities

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

- Providing training to Memorial Sports Centre staff on signs and symptoms of potential concussions through regular first aid training, advising potential concussion sufferers to seek medical attention;
- Support user groups with concussion awareness strategies (e.g. posting concussion posters and offering brochures) in Town facilities.

#### 4.0 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.

**From:** Gushulak, Heather (MCI)  
**To:** [Jason Kabel](#); [Leana Moffitt](#)  
**Cc:** [Gushulak, Heather \(MCI\)](#)  
**Subject:** RE: Concussion Policy  
**Date:** Wednesday, April 18, 2018 2:58:26 PM  
**Importance:** High

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Hello Leana and Jason,

Sorry for the delay in getting back to you on this, but I've been waiting for a response from our Program area. As stated on page 20 of the Application Guide:

Applicants must have Board-approved **risk management** policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website).

In this question, applicants **MUST** state that they have Board/Council approved policies and procedures on:

- Concussion prevention and management (does not apply to research/resource projects that don't directly involve physically-active participants);
- Volunteer and staff screening (applications, interviews, reference, etc.) and training; and
- Harassment.

A poster hanging in your facility does not address this requirement. Basically it comes down to managing risk and what procedures are in place should someone suffer a head injury in your facility. Unfortunately we will not be able to fund your project without a Council approved concussion prevention and management policy in place.

Please feel free to give me a call should you have any further questions on this matter.

Thanks,

*Heather*

Regional Advisor  
807-468-2452

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**From:** Jason Kabel [<mailto:jkabel@fortfrances.ca>]  
**Sent:** March 2, 2018 1:33 PM  
**To:** McIntyre, Emily (MCI)  
**Cc:** Gushulak, Heather (MCI); Leanna Moffitt  
**Subject:** RE: Concussion Policy

Hi Emily,

Please find the Hockey Canada poster that I am going to post in the facility this afternoon for concussion awareness and reference for coaches, trainers, and employees. Would this be sufficient for your requirements perhaps?

Thanks,



## REPORT

**TO:** Mayor Avis and Council

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

**DATE:** May 18, 2018

**RE:** **Ontario Sport and Recreation Communities Fund (OSRCF) Agreement**

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### **Background**

In January 2018, Council approved an application to the Ontario Sport and Recreation Communities Fund (OSRCF) for a water spin bike initiative, 'Spinning into the Future — Waterfit Program' in the amount of up to \$27,152.

The Ontario Sport and Recreation Communities Fund (OSRCF) was established to support a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. This is accomplished through support of short-term projects that have the potential for long-term sustainability and deliver quality experiences to individuals at every phase of life. The OSRCF is targeted for groups that lack equitable access to participate and/or have been historically less physically active.

Attached is the letter from the Ministry of Tourism, Culture and Sport (MTCS) that has approved our application Spinning into the Future — Waterfit Program initiative in the amount of up to \$27,152.

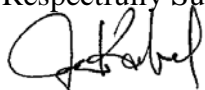
### **Financial Summary**

	<b>Requested</b>	<b>Town Contribution</b>	<b>Confirmed In-kind</b>	<b>Total</b>
Project Expenses	\$27,152.29	\$3,395.00	\$3,395.00	\$33,942.29

### **Recommendation**

The Community Services Executive Committee recommend Mayor & Council to endorse the agreement with the Ministry of Tourism, Culture, and Sport, by authorizing the Mayor & Clerk to execute the agreement.

Respectfully Submitted,



Jason Kabel

**Council approval of this report will** endorse the agreement with the Ministry of Tourism, Culture, and Sport, by authorizing the Mayor & Clerk to execute the agreement.

**Ministry of Tourism,  
Culture and Sport**

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416 326-9326  
Fax: 416 326-9338

**Ministère du Tourisme,  
de la Culture et du Sport**

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416 326-9326  
Téléc. : 416 326-9338



April 17, 2018

His Worship Roy Avis  
Mayor  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**Re: Ontario Sport and Recreation Communities Fund 2018-19  
Local/Regional Stream  
Grants Ontario Case # 2017-12-1-712792968**

Dear Mayor Avis:

On behalf of the Government of Ontario, thank you for supporting and promoting community sport, recreation, and physical activity in our province. I am pleased to inform you that the Ministry of Tourism, Culture and Sport (MTCS) has approved your *Spinning into the Future – Waterfit Program* initiative in the amount of up to **\$27,152**. A ministry staff person will contact you shortly regarding the specifics of the funding agreement.

Our government recognizes that providing Ontarians with opportunities to engage in community sport, recreation and physical activity is critical to improving quality of life. Through the Ontario Sport and Recreation Communities Fund, we are supporting increased opportunities for participation in physical activity, building physical literacy as the foundation for lifelong activity, and strengthening the capacity of the sport and recreation sector.

Funding for the *Spinning into the Future – Waterfit Program* project is part of the government's new Active for Life Recreation Stream which is designed to fund projects that help seniors stay fit and connected to their communities. This new funding stream within the Ontario Sport and Recreation Communities Fund is part of [Aging with Confidence: Ontario's Action Plan for Seniors](#).

Together, we are laying an important foundation for active living through all stages of a person's life. I wish you much success in your project activities.

With kind regards,

A handwritten signature in black ink, reading "Daiene Vernile".

Daiene Vernile  
Minister