

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - June 4, 2018 10:30 AM

MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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1. <u>CALL TO ORDER (Session #062)</u>	
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TOWN OF FORT FRANCES

MINUTES

SESSION NO. #061

May 22, 2018

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on May 22, 2018 from 10:30 a.m. to 10:50 a.m.

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

1 CALL TO ORDER (Session # 061)

The meeting was called to order at 10:31 a.m by chairperson, Wendy Brunetta.

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

- NIL

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 16, 2018 -**Approved as circulated.**

5 ITEMS REFERRED FROM COUNCIL

- NIL

6 NEW BUSINESS

6.1 East End Hall Fire Safety Plan - The Committee recommends to Mayor and Council to endorse the attached fire safety plan for the East End Hall.

6.2 Concussion Policy - The Committee recommends to Mayor and Council to endorse the attached concussion policy for the Memorial Sports Centre effective immediately.

6.3 Ontario Sport & Recreation Community Fund - The Committee recommends Mayor & Council to endorse the agreement with the Ministry of Tourism, Culture, and Sport, by authorizing the Mayor & Clerk to execute the agreement.

7 NON-AGENDA ITEMS

- NIL

8 INFORMATION

8.1 Next Meeting - June 4, 2018 - Memorial Sports Centre

9 CLOSING

There being no further matters before the committee at this time, the meeting was closed by W. Brunetta at 10:50 a.m.

W. Brunetta, Executive Committee Chair

J. Kabel, Community Services Division Manager

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: June 1, 2018

RE: **Royal Canadian Legion Branch #29 Ladies Auxiliary – Leslie Bell Request**

At the regular meeting of Council on Monday May 28th, 2018, the attached request from Leslie Bell – 1st Vice President Br#29 Ladies Auxiliary was referred to the Administration and Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

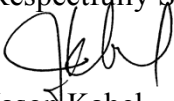
The Ladies Auxiliary are seeking financial support for their 49th Biennial Provincial Convention next year that is scheduled to be held at the Memorial Sports Centre Auditorium Friday, June 14th – Monday, June 17th, 2019.

The cost for their group to rent the facility is \$791.60 + 102.91 HST = \$894.51. Please find contract attached.

RECOMMENDATION

Provide input to the Administration & Finance Executive Committee on the matter.

Respectfully Submitted,



Jason Kabel

From: leslie bell <ljbell65@gmail.com>
Sent: Thursday, May 10, 2018 1:05 PM
To: Jason Kabel <jkabel@fortfrances.ca>
Subject: Arena Hall rental

Dear Mr. Kabel

Hi my name is Leslie Bell. I am 1st Vice President Br#29 Ladies Auxiliary and Ladies Auxiliary District Commander MB & NWO Region.

I am writing to you on behalf of the Ladies Auxiliary of the Fort Frances Br#29.

I am not sure if you are aware but the Fort Frances Br#29 will be hosting the 49th Biennial Provincial Convention next year June 14-17/2019! We will have many ladies and men attending this from allover Manitoba and Northwestern Ontario. We are very excited as this event has not been held here in some years, mostly due to accomodation shortages.

We do many donations in the community such as Chem Free Grad, Rainy Lake Cadets Sqad #908, Rainy River Music Festival, Riverside Foundation, Canada Day Pancake Breakfast, just to name a few. The ladies do this all as volunteers raising monies. We are looking for your help by asking if you might consider donating all or some of the cost of the hall rental upstairs in the Arena. This would be a perfect place for our Ladies Auxiliaries to meet during convention. We would set up Friday June 14th night, have some meetings Saturday June 15th and meetings all day Sunday June 16th and Monday June 17th in the morning.

I would like to Thank You in advance for your consideration of this request. All help is greatly appreciated.

Look forward to hearing from you.

Sincerely

Leslie Bell

Permit Contract

Memorial Sports Centre - Fort Frances

740 Scott Street
 Fort Frances, ON P9A 1H8
 Phone: (807) 274-4561
 FAX: (807) 274-3799
 Email: sports@fort-frances.com

Permit #1571, Approved

Apr 16, 2018 12:56 PM



FORTFRANCES

BOUNDLESS

Company: Royal Canadian Legion Branch #29

250 Church Street
 Fort Frances, ON P9A 1C7

Agent: Leslie Bell

Email: ljbelle65@gmail.com

Customer Type: General Public

Prepared By: Melissa Belluz

Home: (807) 275-7263

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$791.60	\$102.91	\$0	\$894.51	\$0	\$0	\$0	\$0	\$894.51

▼ RESERVATIONS

Event		Resource	Center	Notes	
Manitoba & NWO Provincial Convention Type: Event Attend/Qty: 150		Auditorium	Memorial Sports Centre 740 Scott St Fort Frances, ON P9A 1H8 (807) 274-4561	--	
Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Friday	Jun 14, 2019	8:00 AM	8 hours	Jun 14, 2019	4:00 PM
Saturday	Jun 15, 2019	8:00 AM	8 hours	Jun 15, 2019	4:00 PM
Sunday	Jun 16, 2019	8:00 AM	8 hours	Jun 16, 2019	4:00 PM
Monday	Jun 17, 2019	8:00 AM	8 hours	Jun 17, 2019	4:00 PM
Summary				Notes	
Total Number of Dates: 4				--	
Total Time: 32 hours					

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Auditorium Base Rate NR 10-160-1634-0330-40772	Manitoba & NWO Provincial Convention #1571 Auditorium	\$197.90	4.00	HST: \$102.91	\$894.51

▼ Payment Schedule for Original Balance of \$894.51

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jun 14, 2019	\$894.51	\$0	\$0	\$894.51
			Current Balance	\$894.51

▼ WAIVERS

Facilities Waiver

Due Date: Jun 14, 2019

General Waiver When Renting All Facilities

I understand that I am responsible for my group and/or parties actions and conduct during my reservation. My current and future reservation requests may be cancelled if the following should occur: Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.) abuse of staff or property. Full payment is required at the time of the booking. I must provide at least two weeks notice of cancellation of my booking. If cancelled prior to two weeks I will receive a refund minus 10% of total. After the two week deadline a refund will NOT be issued. Regular contract users will not be subject to the 10% surcharge. Contract changes/cancellations will only be accepted from the individual originally booking the facility(s). My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees billed directly to me. In all circumstances, the Town of Fort Frances retains full authority for final approval and denial of facility reservation request.

Signature: _____

TOFF Alcohol Policy

Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Alcohol Policy.

TOFF Alcohol Policy

Signature: _____

TOFF Smoking Policy

Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Smoking Policy.

TOFF Smoking Policy

Signature: _____

TOFF Facility Rental Policy

Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Facility Rental Policy.

TOFF Facility Rental Policy

Signature: _____

Auditorium Checklist

Due Date: Jun 14, 2019

Rental Agreement Terms and Condition:

- 1) I have been provided with the Town of Fort Frances Smoking Policy. Alcohol Policy. Facility Rental Policy.
- 2) I understand and agree that in the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) I agree to be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (807) 274-4561.
- 4) I agree to leave the facility clean and in good condition.
- 5) I agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Auditorium
- 6) I understand that I need Third Party Alcohol Liability Insurance; this program provides protection when lawsuits

are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. A valid liquor permit or license must be in place for service of alcohol. The policy would be in the name of the individual or organization that has rented the facility, and has taken out the liquor permit.

7) I understand and agree to provide copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance to Melissa at least one week prior to my event. I understand that I will not be given keys until this is done.

8) I have provided Melissa with the room set up request.

9) I understand that Ice is provided but I must supply my own Pepsi products for my event.

I/We have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Auditorium.

Name

Date

Town of Fort Frances Alcohol Policy:

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



REPORT

TO: Community Services Executive Committee
FROM: Jason Kabel, Community Services Division Manager
DATE: June 1, 2018
RE: Fitness Area Maintenance Shutdown – Customer Concerns

The Memorial Sports Centre staff have recently been inundated with many fitness members expressing concerns over the imminent maintenance shut down that has been scheduled as follows:

Shutdown Schedule

Week 1	June 11-15	Pool – drain & dry, Changerooms – grout & paint
Week 2	June 18- 22	Pool – paint bottom & walls, Fitness lobby maintenance
Week 3	June 25-29	Weight room - maintenance & paint

Attached are three emails that have been received in addition to the numerous verbal assertions that we should consider extending memberships for the duration of the maintenance shut down.

The following is the disclaimer that is inserted into the Recreator inside the front cover that is provided to all patrons.

Management reserves the right to interrupt service for improvements to the facility with no fee alterations to memberships.

RECOMMENDATION

Determine if it is necessary to extend fitness memberships for the 3 week maintenance shutdown duration that is being requested.

Respectfully Submitted,

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

Jason Kabel

From: David Jorgenson
To: [Jason Kabel](#)
Subject: pool mmembership
Date: Monday, May 28, 2018 12:51:14 PM

I have a 6 month membership with the sportsplex. Since the pool is being shut down for maintenance for 3 weeks I am requesting that my membership be extended for 3 weeks. I do not participate in any other activities and there again the gym is also shut down for a week.

Sincerely,

Carol Jorgenson

919 Frenette Ave Fort Frances

807-274-3523

From: Mary Cooper
To: [Jason Kabel](#)
Subject: Aquasizes
Date: Tuesday, May 29, 2018 10:34:18 AM

Jason , it's Mary Cooper. I was wondering if a few of us could meet with you tomorrow, say after class @ 10. We just have a few questions & suggestions we'd like to run by you. Thanks Mary
Sent from my iPhone

From: Mariann Roper
To: [Jason Kabel](#)
Subject: Pool Closure
Date: Tuesday, May 29, 2018 2:34:26 PM

Hello Mr. Kabel,

I am writing on behalf of my husband, myself, and several others who use the pool on a regular basis, at least 3 times per week.

Due to our limited physical abilities, exercises in the pool are the only ones that we are able to do in order to keep fit.

In the past we have had our days cancelled due to unforeseen circumstances such as water pump failure, water heater problems, or staffing issues. We totally understand and accept this.

However, when you plan a shutdown for three weeks to a month, we are really inconvenienced. We realize that other parts of the facility will remain open, ie the weight room and the treadmill, cycle room, but as mentioned, due to physical limitations, we are unable to, and never use any other facility but the pool.

I know we would totally appreciate your extending ours and others yearly or half year memberships to cover the time the pool is closed.

Thank you for your consideration.

Sincerely,

Mariann and Robin Roper

Sent from my iPad