

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - February 4, 2019 10:30 AM

MEETING - Memorial Sports Centre

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1. <b><u>CALL TO ORDER (Session #004)</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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## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #003

January 21, 2019

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Museum on January 21, 2019 from 10:30 a.m. to 8:50 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Jason Kabel - Manager of Community Services

### ALSO PRESENT:

#### **1 CALL TO ORDER (Session #003)**

A. Hallikas called the meeting to order at 10:26 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 - January 7, 2019 - **Approved as circulated.**

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

5.1 Letter received January 7, 2019 from N. Piccinato, 2019 Convention Co-Chairperson, FF Branch 29 Royal Canadian Legion re: Waive Rental Fees and Extend Hours - Mr. Piccinato has withdrawn this request - The committee acknowledged the withdrawn request, no further action required.

#### **6 NEW BUSINESS**

- NIL

#### **7 IN-CAMERA**

7.1 Appointment to Board/Committee - Sunny Cove Camp Advisory Committee.  
- The Community Services Executive Committee recommends to Mayor & Council to appoint Nicke Paddock to the Sunny Cove Advisory Committee for a term ending

November 30, 2020.

**8 NON-AGENDA ITEMS**  
- NIL

**9 INFORMATION**

9.1 2018-19 Gas Tax Funding by Municipality

9.2 Canadian Urban Transit Association (CUTA) - 2017 Ontario Specialized Transit Services Fact Book (Fort Frances - Pg. 81-82 of 206)

9.3 Next Meeting - February 4, 2019 - 10:30 a.m. @ Fort Frances Seniors Centre

**10 ADJOURNMENT**

There being no further matters to consider, the meeting was closed by A. Hallikas at 10:35 a.m.

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A. Hallikas, Executive Committee Chair

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J. Kabel, Manager of Community Services



## REPORT

**TO:** Mayor Caul & Council

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

**DATE:** January 31, 2019

**RE:** Request from J. Petrin, Fort Frances Homeless Committee - use of East End Hall

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### Preamble

At the regular meeting of Council on January 28, 2019, Council referred the attached request from J. Petrin, Fort Frances Homeless Committee to Community Services with input from the Planning & Development Executive Committee.

On Tuesday, January 29, 2019, T. Dennis and J. Kabel met with Rainy River District Social Services Administration Board (RRDSSAB) staff members J. Petrin and Sandra Weir on location at the East End Hall to discuss the viability of using that facility in some facet regarding their request to help the homeless. It was determined that there was some more information gathering prior to the discussion at the Community Services Executive Committee.

It was later determined and reported that RRDSSAB may have an alternate venue to consider in a better location than the East End Hall.

### Recommendation

Mayor J. Caul will be present at the meeting with a verbal update that may preclude the requirement for a recommendation at this time.

Respectfully Submitted,

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

Jason Kabel

/jk



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January 21, 2019

Attention: Jason Kabel  
Community Services Manager – Town of Fort Frances  
740 Scott Street  
Fort Frances, ON P9A 1H8

Dear Mr. Kabel,

I am writing to you on behalf of the Fort Frances Homeless Committee, a committee comprised of front-line service providers of non-profit agencies spanning social services, employment, legal, and health care sectors. This committee is dedicated to finding solutions to homelessness in our district and has been working toward strengthening social supports as well as looking for immediate and preventative solutions.

As you may be aware, our committee has been working on opening a pop-up shelter in Fort Frances and has made great strides toward this goal. Unfortunately, the anticipated location of the shelter the committee was looking to use for a shelter space has become unfeasible for the committee, considering factors such as cost and time. We are urgently seeking a space at this time.

We are requesting use of the East End Hall to utilize as a temporary shelter space so that the committee can continue its efforts to secure a more permanent and appropriate space. The committee's long-term goal continues to be to secure a location that offers both a shelter space and transitional units to provide a path out of homelessness. The shelter will be staffed at all times by two people who have appropriate education and/or experience to oversee those accessing the pop-up shelter.

The committee is seeking a space for the months of February-April, 2019. The specific dates are dependent upon availability of space, as well as the staff being trained in order to open.

I can be reached at (807) 274-5349 ext. 248 or [jpetrin@rrdssab.on.ca](mailto:jpetrin@rrdssab.on.ca) to speak further. Thank you for your time.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Jamie Petrin".

Jamie Petrin  
Chair, Fort Frances Homeless Committee



## REPORT

**TO:** Operations & Facilities Executive Committee

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

**DATE:** February 1, 2019

**RE:** Request from Relay for Life 2019 – email from A. Supinski

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### Preamble

At the regular meeting of Council on January 28, 2019, Council referred the attached request from Anneda Supinski to:

- Operations and Facilities Executive Committee for recommendation with input from Community Services Executive Committee.

Miss Supinski has requested the use of the Point Park Office on Saturday, June 22, 2019. This will not be an impediment or a concern for the Community Services use of the facility in the summer, typically during weekdays for summer programming. We would request that a member of the Relay for Life committee touch base the week prior to their event to get a key for access to the Park Office and to provide an insurance certificate (\$2 million) that names the Town as an additional insured on their policy.

### Recommendation

The Community Services Executive Committee recommends to the Operations and Facilities Executive Committee to authorize the use of the Point Park Office as the headquarters for the Relay for Life on Saturday, June 22, 2019 providing that a proof of insurance certificate (\$2 million) is furnished with the Town named as an additional insured on the Relay for Life Committee policy.

Respectfully Submitted,

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

Jason Kabel

**From:** [dee chabot](#)  
**To:** [Lisa Slomke](#); [Kathy Lawson](#)  
**Subject:** Re: Relay for Life 2019  
**Date:** Tuesday, January 22, 2019 5:52:29 PM

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My name is Anneda Supinski, I am the Chair this year for Relay For Life with the Cancer Society. I am writing this letter to inform you that Relay for Life will be June 22, 2019. I am wanting to request the use of Pithers Point Park as well as the office if at all possible in order to keep the money collected safe as it is being counted. The Relay itself will be taking place around the baseball diamonds as well as the parking lot as we would like to invite the Car Club to join us as well.

We would like to be able to have a flat bed trailer brought in to act as our stage throughout the event as well as a few tents and Canopys in order to keep sound equipment and participants dry if it rains. This is a preliminary letter to determine the availability of the Point Park on June 22, 2019 and to determine what the next step is in the process. Thank you

Miss Anneda Supinski

## REPORT

**TO:** Community Services Executive Committee  
**FROM:** Jason Kabel, Community Services Division Manager  
**DATE:** February 1, 2019  
**RE:** Request from Age Friendly Committee - Drop Off Areas for Older Adults  
- Irene Laing

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### Preamble

At the regular meeting of Council on January 28, 2019, Council referred the attached request from Irene Laing, Age Friendly Community Committee to:

- the Community Services Executive Committee for recommendation with input from Operations and Facilities Executive Committee and Planning and Development Executive Committee.

The request from Irene Laing, Age Friendly Committee is to consider - Drop Off Areas for Older Adults as follows:

- Create drop off areas in downtown area where Older Adults can be dropped off and picked up safely.
- Two drop-off locations be established:
  - Mowat Avenue at the corner of Scott Street and Mowat Avenue beside the Toronto Dominion Bank
  - Scott Street in front of the post office.
- Signage advising motorists that this is a designated drop off spot as well as a commitment from Public Works that the snowbanks would be removed from the curb at these locations making it easier for seniors to embark and disembark from vehicles.
- Vehicles be allowed to stop at these locations for a maximum period of ten minutes, as frequently the driver must assist the elderly passenger to his/her destination.

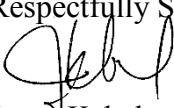
Please find an email attached from Irene Laing requesting that this item be considered at a future meeting as she is unable to attend on Monday, February 4, 2019.

Please find attached, input from the Operations & Facilities Executive Committee Chair, Rick Wiendenhoeft regarding this request.

### Recommendation

Determine the viability for the two drop-off locations as requested and consideration to table the item to a future meeting to accommodate Irene's availability.

Respectfully Submitted,



Jason Kabel



1023 River Road West  
Fort Frances, ON P9A 2V3

January 22, 2019

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



Dear Mayor and Council:

The Fort Frances Age Friendly Committee in its 2017 – 2020 Action Plan established the objective *"Create drop off areas in downtown area where Older Adults can be dropped off and picked up safely."*

The Committee has looked into this matter and recommends that two drop-off locations be established.

- Mowat Avenue at the corner of Scott Street and Mowat Avenue beside the Toronto Dominion Bank
- Scott Street in front of the post office.

We would require signage advising motorists that this is a designated drop off spot as well as a commitment from Public Works that the snowbanks would be removed from the curb at these locations making it easier for seniors to embark and disembark from vehicles.

The Committee recommends that vehicles be allowed to stop at these locations for a maximum period of ten minutes as frequently the driver must assist the elderly passenger to his/her destination.

I would be happy to meet with you to provide further information or to address any concerns arising from our request. I can be reached at 274-9560 or by e-mail at [irenemlaing@gmail.com](mailto:irenemlaing@gmail.com).

Thank you for your attention to this matter.

Sincerely

Irene Laing  
Age Friendly Committee

**From:** [Irene Laing](#)  
**To:** [Patrick Briere](#); [Kathy Lawson](#)  
**Cc:** [Jason Kabel](#); [Travis Rob](#)  
**Subject:** RE: Request from Age Friendly Committee  
**Date:** January-31-19 5:22:00 PM

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Unfortunately, I will not be able to attend the February 4 meeting as I will be out of town seeing an eye specialist. Could you please schedule me for a later meeting.

Thanks, Irene

Sent from [Mail](#) for Windows 10

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**From:** [Patrick Briere](#)  
**Sent:** January 31, 2019 1:48 PM  
**To:** [Kathy Lawson](#); [Irene Laing](#)  
**Cc:** [Jason Kabel](#); [Travis Rob](#)  
**Subject:** RE: Request from Age Friendly Committee

Good Afternoon Irene,

I just wanted to advise you that the Planning & Development Executive Committee Meeting to discuss your request letter will be on Monday February 4<sup>th</sup>, 2019 at 8:00AM in the Committee Room at the Civic Centre. You can access the meeting by entering the Civic Centre from the Church Street Entrance. This is the entrance that is closest to Church Street that is used normally by Councillors and Town Staff. This entrance will be open for you. Once inside come down the stairwell and you will go straight through the doorway to the Committee Room.

If you require assistance, please let me know and I will ensure that there is a staff member available to assist you.

Best regards,

Patrick Briere, CMM I, Property Standards Professional  
MLEO/Public Information Officer, Planning & Development Division  
PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

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**From:** Kathy Lawson <[klawson@fortfrances.ca](mailto:klawson@fortfrances.ca)>  
**Sent:** January 31, 2019 11:38  
**To:** Irene Laing <[irenemlaing@gmail.com](mailto:irenemlaing@gmail.com)>  
**Cc:** Jason Kabel <[jkabel@fortfrances.ca](mailto:jkabel@fortfrances.ca)>; Travis Rob <[trob@fortfrances.ca](mailto:trob@fortfrances.ca)>; Patrick Briere <[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)>  
**Subject:** RE: Request from Age Friendly Committee

Thank you for your clarification Irene....by copy of this email, I will have the appropriate committees

January 31, 2019

Report To: Community Services Executive Committee

From: Rick Wiedenhoeft, Chair of Operations and Facilities Executive Committee

**RE: Letter dated January 22, 2019 from I. Laing RE: Establishment of designated parking on Scott Street**

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The Town of Fort Frances Operations and Facilities division follows their snow removal policy when it comes to the Downtown core. The O&F Crew removes snow at the intersections and applies ice melt immediately after and in some cases during a snow event. In addition, the snow policy outlined how the snowbanks will be removed from the downtown area. Once the banks reach approximately 24" the O&F staff will remove the banks provided that the roads, sidewalks, lanes and dead-ends are all complete.

In 2018 the Minimum Maintenance Standards for Municipal Highways was updated whereby sidewalks were required to be cleared within 48 hours after accumulations reach 8cm resulting in the Town of Fort Frances having to hire additional staff to be suitably setup to meet the new regulation.

The addition of a dedicated parking spot does not pose a concern for the Operations and Facilities Division, however the Division is not staffed suitably to provide any snow removal in addition to what is outlined in the Town's Snow Removal Policy.

Respectfully Submitted

Rick Wiedenhoeft  
Chair, Operations and Facilities Executive Committee

2019Feb Age Friendly Request - Downtown Parking