
**TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS/RECREATION/ARENA
COMMITTEE AGENDA**

MEETING NO. EIGHT HELD: Monday, December 7, 2015 Township Administration Building, 318 Canborough Street, Smithville – immediately following Administration/Finance/Fire Committee meeting

*****NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Additionally, no Audio or Video Recordings is Permitted Without the Express Approval of Council***

1. **CHAIR:** Councillor Dave Bylsma
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**
NOTE: Procedural By-law Section 6.5(c)-Scheduled Appointments and/or Presentations
Each scheduled appointment or presentation shall be allocated a **maximum of ten minutes**, exclusive of the time required to answer questions from Members of Council (some exceptions apply)
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**
NOTE: Section 10.13(5) – General Rules - One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five minutes** to address their issue. A response may not be provided and the matter may be referred to staff.

The Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation/Arena Committee agenda

6. **CONSENT AGENDA ITEMS:**
7. **COMMUNICATIONS:**

- (a) **ITEM PW47-15**
Betty Coletti
Re: Request for Speed Reduction on Regional Road 69

Page 3

That the correspondence received from Betty Coletti dated November 20, 2015 regarding her request for a speed limit reduction on Regional Road 69, be received and referred to the Region of Niagara.

8. STAFF REPORTS:

(a) **ITEM PW48-15**

Coordinator of Recreation Services (Wendy Beaty) & Director of Public Works & Engineering (Brent Julian)

Page 4-10

Re: Report RFD PW-38-2015 – Concussion Prevention and Management Policy

RECOMMENDATION:

1. That, report RFD PW-38-2015, regarding Concussion Prevention and Management Policy, dated December 7, 2015 be received; and,
2. That, the Concussion Prevention and Management Policy, hereto attached as Attachment 'A' be approved.

9. OTHER BUSINESS:

(a) **ITEM PW49-15**

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS:

NOTE: Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

11. CONFIDENTIAL MATTERS:

12. ADJOURNMENT:

The Chair declared the meeting adjourned at the hour of _____.

Nov 26/15

To the Mayor and Council Members
I am making a request for
council to consider reducing
the speed limit on my road
(Reg Rd 69, Old twenty road). In the
past 2 or 3 years ago a culvert
was taken out and the road
filled in. Now the area at this
place, (the road is disintegrating)
when the large trucks pass over
this area I am experiencing a
vibration in the floor of my
kitchen, I am two doors down
from this area. Of course I am
concerned this is affecting the
foundation of my house. The
Region worker was here and
it seems it won't be repaired
till "Spring" The only advice he
had was to request a reduction
in the speed limit (now).

Thank you

Betty Boletti

~~XXXXXX~~ Reg Rd 69

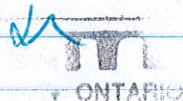
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TOWN OF WEST LINDA

Nov 26



DATE: December 7, 2015
REPORT NO: RFD PW-38-2015
SUBJECT: Concussion Prevention and Management Policy
CONTACT: Wendy Beaty, Coordinator of Recreation Services
Brent Julian, Director of Public Works and Engineering

OVERVIEW:

- **The purpose of this Report for Decision is to provide Council with a Concussion Prevention and Management Policy to assist in the safe and responsible operation of Township sport and recreation programs, events, services and facilities through education, awareness and safe practices.**

RECOMMENDATION:

1. That, report RFD PW-38-2015, regarding Concussion Prevention and Management Policy, dated December 7, 2015 be received; and,
2. That, the Concussion Prevention and Management Policy, hereto attached as Attachment 'A' be approved.

ALIGNMENT TO STRATEGIC PLAN:

A Vision For Our Future (reference page 7)

“The Township of West Lincoln will continue to be a sustainable community in which to live, work, play, raise a family, retire and enjoy quality of life.”

Township programs, events, services and facilities provide opportunities for residents to enjoy sport and leisure activities in their pursuit of healthy lifestyles. A Concussion Prevention and Management Policy is an effective way to ensure a safe environment for these activities and provide quality of life for residents of West Lincoln.

BACKGROUND:

In March 2012, the Ministry of Education (MEDU) along with the Ministries of Tourism, Culture and Sport (MTCS) and Ministry of Health and Long-term Care (MOHLTC) announced the Ontario Concussion Strategy. The Strategy positions Ontario as a leader in increasing awareness, prevention, identification and management of potential concussions in schools and the sport and recreation communities. The Strategy includes the following components:

- The introduction of legislation (Bill 39) that would protect Ontario students engaging in school sports and health and physical education classes from the potential serious, long-term and harmful effects of concussions. It would also ensure that students who sustain concussions are not returning to play or to learning too soon.
- The development of resources targeted at people of all ages to increase awareness about the prevention, identification and management of concussions.
- An approach developed by the MTCS to ensure Provincial and multi-sport organizations and community sport and recreation providers have concussion protocols which are consistent to those required by Ontario School Boards.

CURRENT SITUATION:

The Township of West Lincoln is considered to be a community sport and recreation provider. Staff recognizes that a standardized approach to concussion awareness and management is a key step in providing a safe environment for sport and recreation activities. Education and awareness of the prevention, signs, symptoms and management of potential concussions is a responsible practice for the Township as a provider of programs, events, services and facilities in sport and recreation.

The MTCS has introduced a requirement for municipalities to be eligible to receive Ministry funding to have a Council approved concussion policy in place.

In response to the Strategy and the MTCS funding eligibility requirements, staff has developed a Concussion Prevention and Management Policy for Council's consideration and approval. The policy is attached as Appendix 'A'.

FINANCIAL IMPLICATIONS:

As indicated in the Concussion Prevention and Management Policy (Appendix 'A'), the Township's strategy will include the following:

- Awareness
- Education
- Compliance

These components will have minimal financial impact on the Township budget. Current flyers, posters and communications can incorporate educational information around concussions without incurring additional costs. Staff training can be incorporated into current training practices and/or regular staff meetings. Minimal cost will be associated with the preparation of resources for facility users and any educational seminars that are deemed necessary, however, these will not have a significant impact on the 2015 budget.

INTER-DEPARTMENTAL COMMENTS:

N/A

"The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life"

CONCLUSION:

The “Concussion Prevention and Management Policy” provides a clear strategy for the Township during the provision of sport and recreation programs, events, services and facility operation. The Policy will be provided to the MTCS as an eligibility requirement for future funding applications.

Prepared by:

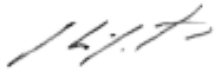
Submitted by:



Wendy Beaty, B.Ph.Ed.
Coordinator of Recreation Services

Brent Julian, C. Tech., rcji
Director of Public Works & Engineering

Approved by:



Chris Carter
Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Concussion Prevention and Management Policy: POL-PW-01-2015

“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”



TOWNSHIP OF WEST LINCOLN CONCUSSION PREVENTION AND MANAGEMENT POLICY

TITLE: Concussion Prevention and Management Policy
POLICY NO: POL-PW-01-2015
SUPERSEDES NO: New Policy
EFFECTIVE DATE:

PURPOSE:

The Township of West Lincoln understands the seriousness of concussions and is committed to keeping participants safe by reducing the incidence of concussions, and ensuring the proper management of participants with suspected and diagnosed concussions.

This policy aligns with the Ontario Concussion Strategy. As part of the Strategy, an approach was developed by the Ministry of Tourism, Culture and Sport (MTCS) to ensure that sport organizations and community sport and recreation providers have concussion protocols which are consistent to those required by Ontario School Boards.

DEFINITIONS:

“Concussion”

- is a brain injury that causes changes in how the brain functions, leading to symptoms/signs that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (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);
- cannot normally be seen on X-rays, computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans; and
- is a clinical diagnosis made by a medical doctor or nurse practitioner.

The young brain, especially the adolescent brain, is most susceptible to concussion and takes longer to recover than adults. Without identification and proper management, a concussion can result in permanent brain damage and in rare occasions, even death.

Concussion Signs and Symptoms

Signs and symptoms of suspected concussion (refer to Pocket Concussion Recognition Tool). Presence of any one or more of the following signs and symptoms may suggest a concussion:

- loss of consciousness
- headache
- seizure or convulsion
- dizziness
- balance problems
- confusion
- nausea or vomiting
- feeling slowed down
- drowsiness
- “pressure in head”
- more emotional
- blurred vision
- irritability
- sensitivity to light
- sadness
- amnesia
- fatigue or low energy
- feeling like “in a fog”
- nervous or anxious
- neck pain
- “don’t feel right”
- sensitivity to noise
- difficulty remembering
- difficulty concentrating

Signs and symptoms can be immediate or may be delayed by an hour or days. Concussion symptoms are made worse by exertion; both physical and mental. It may be more difficult for children under 10 years of age to communicate how they are feeling.

(Reference: Region of Niagara, Public Health)

“**Employees**” are individuals who are directly involved with municipal recreation programming and/or the supervision of participants.

SCOPE:

This policy applies to all:

- Township employees/contractors that are directly involved with recreation programming and/or supervision of participants
- Participants and/or parents/guardians of sport and recreation programs

RESPONSIBILITIES:

The Township of West Lincoln will:

- Ensure that all participants and/or parents/guardians are aware of this policy.
- Provide information to program participants and/or parents/guardians that addresses concussion prevention, identification and management.
- Provide training on prevention, identification and management of suspected and diagnosed concussions to all employees/contractors that are directly involved with recreation programming and/or the supervision of participants.

All Township of West Lincoln employees/contractors that are directly involved with recreation programming and/or supervision of participants will:

- Follow appropriate procedures related to Removal from Play in cases where concussion is suspected.
- Document all suspected concussions sustained while participating in Township of West Lincoln program using an Incident Report.
- Ensure that participants follow the 6 Step Return to Play protocol in cases where a concussion has been diagnosed by a medical doctor or nurse practitioner. Any return to play considerations must be accompanied by a medical doctor or nurse practitioner's written approval.

Participants and/or parents/guardians will:

- Notify an employee/contractor of the Township of West Lincoln about any current or previous concussions or concerns and ensure ongoing communication throughout the Return to Play process.

IMPLEMENTATION:**Removal From Play (Suspected Concussion)**

- If an individual is conscious and suspected of having a concussion, he/she is to be immediately removed from play/activity.
- Employees/contractors are to understand that they have the authority to remove from play any individual suspected of having a concussion – “when in doubt, sit them out.”
- Following their removal from play, any individual suspected of having a concussion is to be assessed by a medical doctor or nurse practitioner.

Note: If an individual is unconscious/has experienced any loss of consciousness, initiate emergency action plan and call 911.

6 Step Return to Play (Diagnosed Concussion)

Step 1: No activity, only complete mental and physical rest. Proceed to step 2 only when all symptoms are gone.

Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

Step 3: Sport specific activities and training (e.g. skating).

Step 4: Drills without body contact. May add light resistance training and progress to heavier weights. Go to step 5 after written medical clearance.

Step 5: Begin drills with body contact.

Step 6: Game play. (The earliest a concussed athlete should return to play is one week).

APPENDIX, RELATED RESOURCES AND LINKS:

(Note: All references refer to the current version and may be amended from time to time)

Websites:

[Niagara Region Public Health - Concussions and Minor Sports](#)

[Ontario Government - Concussions Web Portal](#)

[Parachute Canada - Concussions](#)

[Canadian Centre for Ethics in Sports - Active and Safe](#)

[Coaching Association of Canada - Concussion Awareness](#)

[Hockey Canada - Concussions](#)

Resources and Tools:

[Ministry of Tourism, Culture and Sport – Concussion Guidelines](#)

[Pocket Concussion Recognition Tool](#)

[Concussion Guidelines for Parents and Caregivers](#)

[Concussion Guidelines for Coaches and Trainers](#)

[Concussion Guidelines for the Athlete](#)

[Concussion Tool - Ontario Neurotrauma Foundation](#)

[Things to Know about Concussions](#)

[Parent Tip Sheet - A Parent's Guide to Dealing with Concussions](#)

[Concussion Guidelines for Return to Play](#)

[Parachute Canada - Active and Safe Concussion Toolkit](#)

[Active and Safe Program - Concussion 101](#)

[Hockey Canada - Concussion Awareness Apps](#)

[Coaching Association of Canada - Making Headway - Concussion E-learning](#)

[Parachute Canada - Concussion E-learning](#)

[Dr. Mike Evans - Concussions 101, A Primer for Parents and Kids](#)

[Dr. Mike Evans - Concussion Management and Return to Learn](#)

[Smart Hockey Video](#)