



P.O.Box 823  
Fort Frances, Ontario  
P9A 3M3

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March 4, 2020

Ms. June Caul, Mayor  
and Council  
Town of Fort Frances  
320 Portage Ave  
Fort Frances, Ontario  
P9A 1A5

Dear Mayor Caul and Council:

**RE: RAINY LAKE GYMNASTICS ACADEMY**

As you are aware, the Rainy Lake Gymnastics Academy (RLGA) has a contract with the Town of Fort Frances for semi-permanent use of the auditorium of the Memorial Sports Centre for a two-year term. This contract is dated September 1, 2019, a copy of which is attached for your convenience.

As part of this contract, the RLGA is required to set up our equipment on Monday nights at 9:30 PM and take down our equipment on Saturdays at 4:00 PM. When there were events scheduled in the auditorium on Saturdays, we were required to take down our equipment on Thursday evenings after class at 8:30 PM. At registration, each family was required to sign up to assist with set-up or take-down four different times throughout the year.

After having set up and taken down our equipment 40 times this year so far, we are finding much more wear and tear on the equipment than expected. The spring deck floor, for example, is pieced together in two sections held together by Velcro, which is stapled to the bottom of the top pieces and to the top of the bottom pieces. The cost of replacing the Velcro and re-installing it is an added expense for us that was not anticipated, and the floor sections themselves are suffering damage to the edges each time they are moved from the auditorium to the storage room and back. The floor was a significant cost (\$29,250.00) and replacing it every few years is just not feasible.

Typically, set-up takes roughly one hour, provided enough people show up to their chosen dates, and the take-down is approximately the same. However, there have been circumstances when it has taken significantly longer, due to smaller numbers of volunteers or fewer experienced ones. This becomes frustrating and unfair to the people who are required to stay late to ensure the equipment is set up properly. Correct alignment and securing of the equipment is critical to the safety of the gymnasts and this takes time and attention to detail. If any Council members would be interested in attending a set-up or take-down shift in order to gain understanding of the labour and logistics involved, we would be delighted to welcome you.

Beyond the challenges noted above, many parents have found it a hardship to attend their scheduled set-up or take-down shifts or to find replacement volunteers, especially for the late-night set-up times. It is clear that another system will be needed for next season. One alternative we have considered is to hire a crew of people who would be responsible for every set-up and take-down. While this would provide consistency and ease the burden on coaches, board members, and parents, the increased registration fees required to compensate for the costs of paying this set-up crew may create a financial barrier the families of our athletes, particularly the ones who rely on KidSport subsidies in order to participate in gymnastics. The RLGA is committed to keeping the sport accessible to as many children and youth in Fort Frances as possible, and we will continue to seek a solution that will not substantially increase registration fees.

On February 6, 2020 Stephanie Mann and Jessica Ogden of the RLGA met with Mr. Aaron Bisson of the Town of Fort Frances. During that meeting, the RLGA had inquired about the possibility of sole use of the auditorium for the period September 2020 to April 2021. This would alleviate the wear and tear on our equipment and also would allow us to expand our programming, while keeping registration fees affordable. Following this meeting, we were advised to present a written request for the consideration of the Mayor and Council.

The Air Cadets are a long term user of the Fort Frances Memorial Sports Centre and we do not wish to “push them out” of the space or diminish the value of the program or its members. That being said, the RLGA is looking for a more permanent home for the next season and potentially for years to come, which would affect the Cadets’ use of the auditorium.

The RLGA has 233 athletes this year and we hope to be able to increase that enrollment number for next year. We are of the understanding that the Air Cadets have a squadron of approximately 25 cadets. We have approached various businesses, schools, etc., to determine if there is a space that would accommodate the Air Cadets and also store their equipment.

RLGA took the liberty of reaching out to the Rainy River District School Board to see if there is option for the Air Cadets at any of the school locations. There would have to be a determination if office space is available, however attached is a copy of the email received from Heather Latter of the Rainy River District School Board.

We have also contacted Couchiching First Nation with respect to the use of the Nanicost Building and the Northwest Catholic District School Board with respect to St. Michael’s School. As of the date of this letter, we do not yet have any information from those sources, however we will provide it as soon as it is available.

The Air Cadet program is funded by the Canadian Military and the Department of National Defence for Canada. The Air Cadet Policy and Procedures Manual indicates that “...The Air Cadet League of Canada fosters development in youth of the values of self-confidence, self-discipline and leadership...”. Also, “...it strives diligently to be a totally dedicated, proactive and innovative partner to encourage and enhance the development of well adjusted, civic minded youth to undertake leadership roles in a great Canada and a better world...”

Like the Cadet program, the RLGA promotes confidence, discipline, and respect, among other attributes. Gymnastics also integrates consistency, determination, dedication, and integrity.

While the values behind the Air Cadet program are a testament to the program and its success, gymnastics also provides a strong start to long term personal development for the athletes. Gymnastics is a multi-discipline sport providing the opportunity of participation and promoting fitness, well-being and social values at all levels of interest and ability, regardless of age, from recreation to high performance, and should



not be compared to the Cadet program as one being “better” than the other. Both activities provide a fruitful experience for our community youth.

For the period October 2019 to February 2020 the RLGA has paid rent to the Town of Fort Frances in the amount of \$11,456.05 with another \$5,268.66 to be paid for March and April 2020. This is a total of \$16,724.71 for the year.

With all of that in mind, we would like to provide two scenarios for you to consider:

#### **PROPOSAL #1 FOR 2020/2021 YEAR**

If RLGA maintains the same schedule as we have now at 17.5 hours per week with sole use at the regular hourly rate of \$45.84 (which is the hourly rate versus the lower rate we receive now given that we are regular users and storage of our equipment during times when there are approved events happening in the auditorium (for example, a wedding on Dec 19, 2020)): at approximately 30 weeks of class:

$$\$45.84 \times 17.5 \text{ hours} = \$802.20 \times 30 \text{ weeks} = \$24,066.00$$

#### **PROPOSAL #2 for 2020/2021 YEAR**

If RLGA maintained the space solely, we could increase the programming. This could include other members of the community that may wish to participate in a number of athletic activities.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4	4	3.75	4.5	0	7	2.5

This would be an increase to 25.75 hours a week. If we are able to increase the amount of time we use the space and pay the regular hourly rate to compensate for exclusive use of the space and storage of our equipment during times when there are approved events happening in the auditorium (for example, a wedding on Dec 19, 2020):

$$\$45.84 \times 25.75 \text{ hours} = \$1180.38 \text{ per week}$$

assuming 30 weeks for the 2020-2021 season, the total amount would be: \$35,411.40

#### **The Air Cadets**

If Air Cadets have practice every Monday and some Sundays, their usage would be approximately six hours a week. Assuming they would not have practice over the Christmas holidays and March Break, that leaves them with roughly 30 weeks as well.

$$6 \text{ hours per week} \times 30 \text{ weeks (at the discounted rate of \$32.92 for regular users):}$$

$$6 \times 30 \text{ weeks} = 180 \text{ hours @ } \$32.92 = \$5,925.60.$$

#### **COMPARISON**

CLUB/PROPOSAL	# OF HOURS FOR SEASON	RENT PAID TO TOFF*
RLGA Proposal 1 (increased user fee – same hours as 2019/2020 – sole use)	525	\$24,066.00
RLGA Proposal 2 (increased user fee – increased hours – sole use)	772.5	\$35,411.40
Air Cadets	180	\$5,925.60

*\*These amounts are prior to expenses being paid by the Town for utilities, etc.*

As indicated previously, the Air Cadets are funded by the Canadian Military and there is no fee for Cadets to participate. To our knowledge, after some research, the Squadron leader submits each year for funding to run the program. Anything that may come up afterwards is at the expense of the Cadets themselves (for example, the trip to Vimy Ridge last year required fundraising).

In summary, we believe that approving our request for exclusive use of the Memorial Sports Centre auditorium from September 2020 through April 2021 would be mutually beneficial in the following ways:

- From a business perspective, our proposal would result in an increase of revenue to the Town of Fort Frances, especially if programming is expanded. We do not believe that there would be any other single club or team that may be able to contribute this revenue.
- Programming could be increased to 25.75 hours per week, which would allow additional members of the community to benefit from gymnastics and fitness activities. There is tremendous demand for additional classes and more spaces in existing ones, as evidenced by the numerous requests and inquiries we have continued to receive throughout our first season.
- Registration fees would remain low enough to be affordable to as many families as possible. The costs associated with hiring a set-up team and replacing or repairing damaged equipment would be far greater than the increased rental fees we propose to pay for exclusive use.
- The safety of the athletes who use our equipment will be protected. Equipment that is damaged from wear and tear poses a threat to the safety of the gymnasts. Similarly, incorrect alignment or assembly of equipment can create unsafe conditions.

The RLGA is committed to providing a high-quality gymnastics program to benefit the children and youth of Fort Frances. We would like to go hand in hand with the Town in their efforts to build more boundless adventures for the community.

On behalf of the Board, coaches, gymnasts, and families of the RLGA, thank you for your consideration. We look forward to your favourable response.

Yours truly,

  
Jessica Ogden  
President

Yours truly,

  
Stephanie Mann  
Director

**From:** Heather Latter <[heather.latter@rrdsb.com](mailto:heather.latter@rrdsb.com)>

**Date:** February 27, 2020 at 1:48:04 PM CST

**To:** Lisa Brockie <[lbrockie@yahoo.com](mailto:lbrockie@yahoo.com)>

**Subject: RE: Community use of schools**

Hi Lisa,

Currently there isn't availability at our Fort Frances schools on Monday evenings, but that doesn't mean there won't be for the next school year. The permit process for the 2020-21 school year begins in May. Returning groups will have the opportunity to submit their permits first. Then on June 17<sup>th</sup>, we will begin taking permits for new user groups. Unfortunately there is a custodial cost for the weekends, which is \$50 per hour (the rate covers overtime and benefits). This cost is new this year due to the loss of Community Use funding that previously had been provided by the government. When calculating the cost, we also charge for a half hour before your start time and a half hour after.

I hope this answers your questions. If there is anything else you'd like to discuss, just let me know!

Cheers,  
Heather

Heather Latter  
Community Outreach Officer  
Rainy River District School Board  
Phone: (807) 274-9855 ext 4989  
Fax: (807) 274-5078  
[heather.latter@rrdsb.com](mailto:heather.latter@rrdsb.com)

"Together, we empower all students to believe in themselves, to achieve, and to dream."

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Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.com](mailto:town@fortfrances.com)  
[www.fort-frances.com](http://www.fort-frances.com)

June 25, 2019

Rainy Lake Gymnastics Academy  
PO Box 823  
Fort Frances, ON P9A 3N1  
Attn: Jessica Ogden

Dear Jessica:

**RE: Agreement for Use of Auditorium at the Memorial Sports Centre**

At the Regular Meeting of Council held Monday June 24, 2019, the attached by-law 23/19 was approved (certified true copy enclosed) authorizing the execution of an agreement between Rainy Lake Gymnastics Academy and the Corporation of the Town of Fort Frances.

Please find enclosed one original copy of the agreement for your files.

Yours truly,



Elizabeth (Lisa) Slomke  
Town Clerk

Enclosures

c.c. J. Kabel, Manager of Community Services  
Treasury

**TOWN OF FORT FRANCES**

**BY-LAW NO. 23~19**

(Being a by-law to authorize the entering into of an agreement with Rainy Lake Gymnastics Academy)

WHEREAS on June 10, 2019, Council authorized the entering into of an agreement with Rainy Lake Gymnastics Academy for space at the Memorial Sports Centre Auditorium from Fall 2019 to Spring 2020 with equipment permitted to be set up semi-permanent basis.

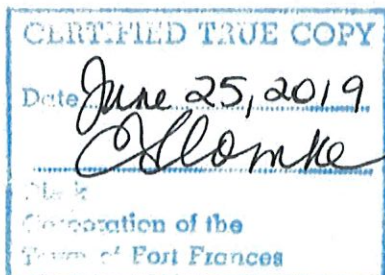
NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the following agreement in the form attached hereto as Schedule 'A' with Rainy Lake Gymnastics Academy be approved for the Mayor and Clerk to sign and fix the Corporate Seal thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 24<sup>th</sup> day of June 2019.

  
J. Caul, Mayor



  
E. Slomke, Clerk

THIS AGREEMENT to come into effect the **1st day of September, 2019.**  
B E T W E E N :

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

hereinafter called the "Town" or "Lessor".

- AND -

**RAINY LAKE GYMNASTICS ACADEMY**

hereinafter called the "Lessee".

**WHEREAS:**

- A. The Lessee is wishing to rent the Memorial Sports Centre Auditorium from the Lessor during the Fall of 2019 through to the Spring of 2020 to offer gymnastics programming for youth;
- B. The Lessee is proposing to leave their gymnastics equipment set-up on a semi-permanent basis subject to the terms below; and
- C. The Lessee is planning to offer the gymnastics programming for approximately 19 hours a week subject to the availability of the facility and enrolment numbers.

**Now therefore,**

**In addition to the Memorial Sports Centre Auditorium - Rental Agreement Terms and Conditions and Community Services Facility Rental Policy, the parties hereby agree to the following:**

- 1. Term of Lease – 2 year term (September to April each season, for the seasons 2019-2020 and 2020-2021). The agreement will be reviewed after the first year to determine if revision is appropriate.
- 2. Rental fee – Will be charged as per the Auditorium contracted hourly rate listed in the Town of Fort Frances user fee schedule subject to change at any time by Council resolution (May 2019 rate - \$32.35).
- 3. Scheduling – Memorial Sports Centre staff will meet with the Lessee before July 31<sup>st</sup> each year to determine the Fall (September –December) schedule and before November 30<sup>th</sup> each year to determine the Winter (January – April) schedule.
- 4. Gymnastics Equipment – The Lessee will be solely responsible for setup and takedown of any equipment that is required for their use of the Auditorium. The Lessee hereby agrees to have equipment moved as required by the facility management to accommodate other facility needs and uses by management. The Lessor agrees to provide as much notice as possible to the Lessee when unplanned removal of equipment is required. The Lessee acknowledges that unscheduled, but necessary maintenance may cause there to be little or no notice to remove equipment. The Lessee agrees to pay an additional fee to cover all costs reasonable as determined by management if they fail



to move their equipment as stipulated by Memorial Sports Centre management. The Lessee will have access to a portion of the 'Tables and Chairs room' on the 2<sup>nd</sup> floor of the Ice for Kids rink.

5. Fitness Classes- The Lessor acknowledges that the gymnastics equipment will not be taken down for Memorial Sports Centre Fitness classes. Both parties acknowledge that the Fitness classes may use the gymnastics floor if they choose. The Lessee acknowledges that Instructors for the Memorial Sports Centre may move pieces of gymnastics equipment as required for their class.

6. Shared use by Rainy Lake Air Cadets- The Lessee acknowledges that they will be required to take down gymnastics equipment as required for each Sunday practice for the Rainy Lake Air Cadets in order for the Rainy Lake Air Cadets to have full use of the Auditorium.

7. Other Events – For any and all events that have already been scheduled in the auditorium, the Lessee will ensure that their equipment is removed from the facility and properly stored. In an attempt to minimize the Lessee's equipment setup and takedown, Memorial Sports Centre management will only book additional auditorium events that are deemed necessary. The Lessor agrees to provide all dates and times of previously scheduled events to the Lessee prior to July 31<sup>st</sup> of each year.

8. The Lessee shall assume all liability for damages caused directly or indirectly by him/her or his/her members and invitees while using the facilities.

9. The Lessee shall assume risks of damage and injury while on the premises for him/her and his/her members and invitees, and hold the Lessor harmless and indemnified there from.

10. The Lessee shall have in force \$5,000,000 of liability insurance with the Town of Fort Frances named as an additional insured.

THE CORPORATION OF THE TOWN OF FORT FRANCES

- AND -

RAINY LAKE GYMNASTICS ACADEMY

IN WITNESS WHEREOF the Town hereto has affixed its Corporate Seal and attested by its proper Officers duly authorized on their behalf and has hereunto set

SIGNED SEALED  
AND DELIVERED

THE CORPORATION OF THE TOWN  
OF FORT FRANCES

MAYOR: Jane Caud

CLERK: Elomke

Per: Jessica Ogden Printed: Jessica Ogden  
(Rainy Lake Gymnastics Academy)

Per: Jillian Kellar Printed: Jillian Kellar  
(Rainy Lake Gymnastics Academy)

Witness: Elomke Printed: Elizabeth Slomke