

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - May 6, 2019 10:30 AM

MEETING - Fort Frances Senior Centre

	Page
1. <u>CALL TO ORDER (Session #009)</u>	
2. <u>APPROVAL OF AGENDA (Call for Non-Agenda Items)</u>	
3. <u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u>	
4. <u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u>	
4.1 Community Services Executive Committee - April 15, 2019	2 - 3
5. <u>ITEMS REFERRED FROM COUNCIL</u>	
- NIL	
6. <u>NEW BUSINESS</u>	
6.1 Rainy Lake Gymnastics Academy Proposal	4 - 14
7. <u>NON-AGENDA ITEMS</u>	
8. <u>INFORMATION</u>	
8.1 Next Meeting - Tuesday, May 21, 2019 - Memorial Sports Centre	
9. <u>ADJOURNMENT</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #008

April 15, 2019

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 April 15, 2019 from 10:30 a.m. to 8:50 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoef - Councillor, Mayor June Caul (ex-officio), Doug Brown – CAO, Jason Kabel - Community Services Division Manager

ALSO PRESENT: Randy Thoms – Media – 93.1 The Border

1 CALL TO ORDER (Session #008)

A. Hallikas called the meeting to order at 10:30 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 - April 1, 2019 - **Approved as circulated.**

5 ITEMS REFERRED FROM COUNCIL

5.1 Relay for Life Request - Use of East End Hall - The Community Services Executive Committee recommends to Mayor & Council to authorize an in-kind sponsorship donation to the Relay for Life Committee for a 2-day rental of the East End Hall as requested. The Relay for Life Committee will be required to leave the facility fully cleaned with refuse deposited in the container outside.

5.2 Chem Free Grad Donation Request - The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to make a donation to the Chem Free Grad Committee equivalent to the rental fee for the arena and auditorium as done in previous years.

5.3 Fort Frances Canadian Bass Championship Request -
The Community Services Executive Committee recommends:
2) to authorize use of the rental stage and wooden tables, chairs, and picnic tables that have been used in the past (to be returned after cleaning).

- 6) Memorial Sports Centre staff provide tournament directors with a list of Marina slip lessees when they make contact in the Spring.
- 7) to waive launch fees for tournament competitors and volunteers from July 18th to 20th with the list of pertinent participants being provided to Memorial Sports Centre staff.
- 8) authorize the temporary installation of poles & flags as requested.
- 9) permit tournament committee to attach pennants, signs, and banners as requested.
- 10) Provide two dock keys as requested.

6 NEW BUSINESS

- 6.1 Canteen Agreement - The Community Services Executive Committee recommends renewing the agreement with Wasaw Enterprises for a 2-year term for the purposes of providing canteen services in the Memorial Sports Centre from September 1, 2019 to June 30, 2021 as attached.
- 6.2 Museum Fees - Summer Exhibit - The Community Services Executive Committee recommends Mayor & Council to endorse the Fort Frances Museum to increase admission fees for the imminent traveling exhibit **Echoes in the Ice: Finding Franklin's Ship** as listed.

7 NON-AGENDA ITEMS

- NIL

8 INFORMATION

- 8.1 Next Meeting - May 6, 2019 (Fort Frances Senior Centre)
- 8.2 Gymnastics Club Request - the committee received a verbal update that the Community Services Manager was able to meet with the Air Cadets concerning the Gymnastics Club proposal and will look to find some common ground or compromise for both clubs to be able to run their programs starting in the fall.

9 ADJOURNMENT

There being no further matters before the committee at this time, the meeting was adjourned at 10:45 a.m.

A. Hallikas, Executive Committee Chair

J. Kabel, Community Services Division Manager

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: May 3, 2019

RE: **Rainy Lake Gymnastics Academy Proposal**

Background

At the regular Community Services Executive Committee Meeting on April 1, 2019, the committee gave direction to engage with the 908 Rainy Lake Air Cadets (RLAC) and the Rainy Lake Gymnastics Academy (RLGA) to determine if a compromise for shared auditorium use could be feasible.

After discussions and meetings, the revised proposal from the RLGA (attached) is as follows:

1. Term of Rent – 2 year term
2. Rent – based on regular user from user fee schedule for the Town of Fort Frances \$32.35 per hour. The Proposed Schedule is a draft only and once the Sportsplex is firm on programming for the year, we can tailor the schedule. Base income will be \$32.35 per hour x 15 hours (taking out Sunday completely we are losing that morning for class) = \$485.25 plus HST per week x 4 weeks in a month = \$1941.00 = \$15,528.00 plus HST in revenue for the Town at the very least. Ideally we would like to have closer to 20 hours a week, but that schedule can't be confirmed at this time.
Registration numbers for us will have an impact obviously.
3. Scheduling – we are more than happy to work with the scheduler of the auditorium to ensure the classes that are offered by the Town can be accommodated. We will do this for the Fall (September –December) and again for the Winter (January – April) seasons. Ideally this can be completed no later than August 1st of the year to ensure we are able to generate a schedule to accommodate athletes registered for our classes.
4. Pre-Scheduled Events – These events are already scheduled for the 2019-2020 year. You can see from the schedule that we have accommodated those events by taking down our equipment for those events. Ideally we would like to not have more than what is already scheduled for this season. If we did have the Saturday/Sunday morning time available we would have class run all day Saturday and a few hours on Sunday morning prior to taking equipment down for the Air Cadets.
5. Air Cadets – We would like to see if the Air Cadets would agree to having us take our equipment down once a week instead of each time they practice. We feel that this would be a good compromise. We propose to take the equipment down for their practices on Sunday afternoons.

Auditorium Usage Summary

	3-Year Average		
	JAN-APR	MAY-AUG	SEP-DEC
Weddings/Socials	3.33	6.67	7
Air Cadets (Sun 12-4 & Wed 6:30-9:30)	27	6.67	17
Meetings/Other	7.67	7	3
TOTAL # of bookings*	38	20.33	27

*Booking numbers do not represent fitness class bookings that the MSC operates that RLGA proposes to work around.

Revenue Scope

	RLGA proposed	Existing Usage 3 year average
JAN-APR + SEP-DEC	~ \$15,528	\$9,954.37
MAY-AUG	\$0	\$4,960.65
TOTAL	~ \$15,528	\$14,915.02

Recommendation

Determine if a modification to the existing facility usage is appropriate to accommodate the Rainy Lake Gymnastics Academy request.

Respectfully Submitted,



Jason Kabel

From: [Jessica at The Window & Door Store](#)
To: [Jason Kabel](#)
Cc: [Stephanie Mann](#); jillian@calderlawoffice.ca
Subject: RE: Gymnastics
Date: May-03-19 9:57:39 AM
Attachments: [Proposed Schedule 2.xlsx](#)

Good morning Jason. Below is the Proposal for the use of the auditorium. Please note that we are willing to discuss this with the committee to come to an agreement. We really need to secure this space so we can move forward on the planning and ordering of equipment before it is too late. Please let me know if you have any questions. We would really appreciate if we could have a response by the end of next week. I have also attached a copy of the schedule Stephanie has done up based on what is already booked, the Air Cadets use, and the use of the Memorial Sports Center.

Proposal for use of Auditorium

1. Term of Rent – 2 year term
2. Rent – based on regular user from user fee schedule for the Town of Fort Frances \$32.35 per hour. The Proposed Schedule is a draft only and once the Sportsplex is firm on programming for the year, we can tailor the schedule. Base income will be \$32.35 per hour x 15 hours (taking out Sunday completely we are losing that morning for class) = \$485.25 plus HST per week x 4 weeks in a month = \$1941.00 = \$15,528.00 plus HST in revenue for the Town at the very least. Ideally we would like to have closer to 20 hours a week, but that schedule can't be confirmed at this time. Registration numbers for us will have an impact obviously.
3. Scheduling – we are more than happy to work with the scheduler of the auditorium to ensure the classes that are offered by the Town can be accommodated. We will do this for the Fall (September –December) and again for the Winter (January – April) seasons. Ideally this can be completed no later than [August 1st](#) of the year to ensure we are able to generate a schedule to accommodate athletes registered for our classes.
4. Pre-Scheduled Events – These events are already scheduled for the 2019-2020 year. You can see from the schedule that we have accommodated those events by taking down our equipment for those events. Ideally we would like to not have more than what is already scheduled for this season. If we did have the Saturday/Sunday morning time available we would have class run all day Saturday and a few hours [on Sunday morning](#) prior to taking equipment down for the Air Cadets.
5. Air Cadets – We would like to see if the Air Cadets would agree to having us take our equipment down once a week instead of each time they practice. We feel that this would be a good compromise. We propose to take the equipment down for their practices on Sunday afternoons.

Thank you for your time. Have a wonderful day.

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Jessica Ogden
The Window & Door Store
Fort Frances Area Ph: (807)274-0302
Kenora Area Ph: (807)547-0302
Toll Free: 1-800-815-2379
www.windowdoor.net

2019 September



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	01
02 LABOUR DAY	03 TOFF TO 7:30PM JR REC 2 7:30-9:00	04	05 TOFF TO 7:30PM JR REC 1 7:30-8:30	06 Kinder 4:00-5:00 SR REC 5:00-7:00 TAKE DOWN	07 Auditorium In Use	08 SET UP
09 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	10 TOFF TO 7:30PM JR REC 2 7:30-9:00	11	12 TOFF TO 7:30PM JR REC 1 7:30-8:30	13 Kinder 4:00-5:00 SR REC 5:00-7:00	14 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- T	15 SET UP
16 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	17 TOFF TO 7:30PM JR REC 2 7:30-9:00	18	19 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE	20	21 Auditorium In Use	22 SET UP
23 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	24 TOFF TO 7:30PM JR REC 2 7:30-9:00	25	26 TOFF TO 7:30PM JR REC 1 7:30-8:30	27 Kinder 4:00-5:00 SR REC 5:00-7:00	28 P&T 9-9:30 REC JR REC JR REC 2 11:30- SR REC 12:30- TD	29 SET UP
30 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	01	Notes:				

2019 October



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	01 TOFF TO 7:30PM JR REC 2 7:30-9:00	02	03 TOFF TO 7:30PM JR REC 1 7:30-8:30	04 Kinder 4:00-5:00 SR REC 5:00-7:00	05 P&T 9-9:30 REC JR REC JR REC 2 11:30- SR REC 12:30- TD	06 SET UP
07 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	08 TOFF TO 7:30PM JR REC 2 7:30-9:00	09	10 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE DOWN	11	12 Auditorium In Use	13 SET UP
14 THANKSGIVIN	15 TOFF TO 7:30PM JR REC 2 7:30-9:00	16	17 TOFF TO 7:30PM JR REC 1 7:30-8:30	18 Kinder 4:00-5:00 SR REC 5:00-7:00	19 P&T 9-9:30 REC JR REC JR REC 2 11:30- SR REC 12:30- TD	20 SET UP
21 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	22 TOFF TO 7:30PM JR REC 2 7:30-9:00	23	24 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE DOWN	25	26 Auditorium In Use	27 SET UP
28 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	29 TOFF TO 7:30PM JR REC 2 7:30-9:00	30	31 TOFF TO 7:30PM JR REC 1 7:30-8:30	01	02	03
04 Page 8 of 14	05	Notes: NO CLASS MONDAY OCTOBER 14, 2019				

2019 November



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	01 Kinder 4:00-5:00 SR REC 5:00-7:00	02 P&T 9-9:30 RE JR REC1 JR REC 2 11:30- SR REC 12:30- T	03 SET UP
04 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	05 TOFF TO 7:30PM JR REC 2 7:30-9:00	06 /	07 TOFF TO 7:30PM JR REC 1 7:30-8:30	08 Kinder 4:00-5:00 SR REC 5:00-7:00	09 P&T 9-9:30 REC JR JR REC 2 11:30- SR REC 12:30- TD	10 SET UP
11 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	12 TOFF TO 7:30PM JR REC 2 7:30-9:00	13 /	14 TOFF TO 7:30PM JR REC 1 7:30-8:30	15 Kinder 4:00-5:00 SR REC 5:00-7:00	16 P&T 9-9:30 REC 9:30-10:30 JR REC 10:30-11:30 SR REC 12:30- TD	17 SET UP
18 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	19 TOFF TO 7:30PM JR REC 2 7:30-9:00	20 /	21 TOFF TO 7:30PM JR REC 1 7:30-8:30	22 Kinder 4:00-5:00 SR REC 5:00-7:00	23 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	24 SET UP
25 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	26 TOFF TO 7:30PM JR REC 2 7:30-9:00	27 /	28 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE DOWN	29 Auditorium In Use	30	01
02 Page 9 of 14	03	Notes:				

2019 December



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	01
02 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	03 TOFF TO 7:30PM JR REC 2 7:30-9:00	04	05 TOFF TO 7:30PM JR REC 1 7:30-8:30	06 Auditorium In Use	07 Auditorium In Use	08 SET UP
09 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	10 TOFF TO 7:30PM JR REC 2 7:30-9:00	11	12 TOFF TO 7:30PM JR REC 1 7:30-8:30	13 Kinder 4:00-5:00 SR REC 5:00-7:00	14 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	15 SET UP
16 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	17 TOFF TO 7:30PM JR REC 2 7:30-9:00	18	19 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE DOWN	20 Auditorium In Use No class for holidays	21 Auditorium In Use No class for holidays	22
23	24	25	26	27 Auditorium In Use	28 Auditorium In Use	29
No class for holidays						
30 No class for holidays	31 Auditorium In	Notes: No Class from December 20, 2019-January 6, 2020				

2020 January



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	01	02	03	04	05
		No class for holidays				SET UP
06 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	07 TOFF TO 7:30PM JR REC 2 7:30-9:00	08	09 TOFF TO 7:30PM JR REC 1 7:30-8:30	10 Kinder 4:00-5:00 SR REC 5:00-7:00	11 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	12 SET UP
13 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	14 TOFF TO 7:30PM JR REC 2 7:30-9:00	15	16 TOFF TO 7:30PM JR REC 1 7:30-8:30	17 Kinder 4:00-5:00 SR REC 5:00-7:00	18 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	19 SET UP
20 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	21 TOFF TO 7:30PM JR REC 2 7:30-9:00	22	23 TOFF TO 7:30PM JR REC 1 7:30-8:30	24 Kinder 4:00-5:00 SR REC 5:00-7:00	25 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	26 SET UP
27 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	28 TOFF TO 7:30PM JR REC 2 7:30-9:00	29	30 TOFF TO 7:30PM JR REC 1 7:30-8:30	31 Kinder 4:00-5:00 SR REC 5:00-7:00	01	02
03 Page 11 of 14	04	Notes:				

2020 February



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	01 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	02 SET UP
03 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	04 TOFF TO 7:30PM JR REC 2 7:30-9:00	05	06 TOFF TO 7:30PM JR REC 1 7:30-8:30	07 Kinder 4:00-5:00 SR REC 5:00-7:00	08 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	09 SET UP
10 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	11 TOFF TO 7:30PM JR REC 2 7:30-9:00	12	13 TOFF TO 7:30PM JR REC 1 7:30-8:30	14 Kinder 4:00-5:00 SR REC 5:00-7:00	15 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	16 SET UP
17 Family Day No Class	18 TOFF TO 7:30PM JR REC 2 7:30-9:00	19	20 TOFF TO 7:30PM JR REC 1 7:30-8:30	21 Kinder 4:00-5:00 SR REC 5:00-7:00	22 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	23 SET UP
24 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	25 TOFF TO 7:30PM JR REC 2 7:30-9:00	26	27 TOFF TO 7:30PM JR REC 1 7:30-8:30	28 Kinder 4:00-5:00 SR REC 5:00-7:00	29 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	01
02 Page 12 of 14	03	Notes: Based on assumption that there are no events scheduled in February 2020				

2020 March



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	01 SET UP
02 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	03 TOFF TO 7:30PM JR REC 2 7:30-9:00	04	05 TOFF TO 7:30PM JR REC 1 7:30-8:30	06 Kinder 4:00-5:00 SR REC 5:00-7:00	07 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	08 SET UP
09 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	10 TOFF TO 7:30PM JR REC 2 7:30-9:00	11	12 TOFF TO 7:30PM JR REC 1 7:30-8:30	13 Kinder 4:00-5:00 SR REC 5:00-7:00 TAKE DOWN	14 Auditorium In Use	15
16	17	18	19	20	21	22
No Class for March Break						
						SET UP
23 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	24 TOFF TO 7:30PM JR REC 2 7:30-9:00	25	26 TOFF TO 7:30PM JR REC 1 7:30-8:30	27 Kinder 4:00-5:00 SR REC 5:00-7:00	28 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- T	29 SET UP
30 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	31 TOFF TO 7:30PM JR REC 2 7:30-9:00	Notes:				

2020 April



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	01	02 TOFF TO 7:30PM JR REC 1 7:30-8:30	03 Kinder 4:00-5:00 SR REC 5:00-7:00	04 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	05 SET UP
06 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	07 TOFF TO 7:30PM JR REC 2 7:30-9:00	08	09 TOFF TO 7:30PM JR REC 1 7:30-8:30 TAKE DOWN	10 Auditorium In Use	11	12 SET UP
13 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	14 TOFF TO 7:30PM JR REC 2 7:30-9:00	15	16 TOFF TO 7:30PM JR REC 1 7:30-8:30	17 GOOD FRIDAY No Class	18 P&T 9-9:30 REC JR REC1 JR REC 2 11:30- SR REC 12:30- TD	19 SET UP
20 TOFF TO 6:30PM REC 6:30-7:30 SR REC 7:30-9:00	21 TOFF TO 7:30PM JR REC 2 7:30-9:00	22	23 TOFF TO 7:30PM JR REC 1 7:30-8:30	24 Kinder 4:00-5:00 SR REC 5:00-7:00	25 DISPLAY WEEKEND RAINY LAKE GYMNASTICS ACADEMY	26
27 COMPLETE TAKE DOWN	28	29	30	01	02	03
04	05	Notes: <i>RLGA would like to have Sunday April 26, 2019 to leave our equipment up so we can commence taking down equipment and store for the summer.</i>				