

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - October 8, 2019 10:30 AM

MEETING - Civic Centre - Committee Room

	Page
1. <b><u>CALL TO ORDER (Session #15)</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>	
4.1 Community Services Executive Committee - September 3, 2019	2 - 3
5. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
5.1 2020 Dudley Hewitt Cup Tournament Committee re: Support Request	4 - 7
6. <b><u>NEW BUSINESS</u></b>	
6.1 Seniors Community Grant Agreement	8 - 18
6.2 Townshend Theatre Agreement	19 - 27
6.3 Townshend Theatre Operating Manual	28 - 42
7. <b><u>NON-AGENDA ITEMS</u></b>	
8. <b><u>INFORMATION</u></b>	
8.1 Next Meeting - October 21, 2019	
9. <b><u>ADJOURNMENT</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #014

September 3, 2019

This meeting of the Community Services Executive Committee of the Town of Fort Frances was held in the Civic Centre Committee Room on September 3, 2019 from 10:30 a.m. to 11:00 a.m.

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

ALSO PRESENT: Randy Thoms - Media

#### **1 CALL TO ORDER (Session #14)**

#### **2 APPROVAL OF AGENDA (Call for Non-Agenda Items)**

- Approved without revision.

#### **3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

- NIL

#### **4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - August 6, 2019 - **Approved as circulated.**

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

5.1 Request from the Watten Fire Department re: Waiving of Sunny Cove Rental Fees re: Annual Fish Fry Fundraising Event - Friday August 23rd, 2019 - The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to contribute \$300 towards the rental costs of Sunny Cove Camp as done in previous years.

#### **6 PAST BUSINESS**

6.1 Theatre Technician Fees - The Community Services Executive Committee recommends to Mayor & Council to adopt the revised Theatre Technician fees as presented below.

Event type	Proposed Amount
Weekday – 0 - 3 hour event	\$50 flat rate
Weekday – beyond 3 hours – hourly*	\$15/hr
Weekend – 0 - 3 hour event	\$60 flat rate

Weekend/Holidays – beyond 3 hours – hourly\* \$18/hr  
Weekend Custodian Fee (no fee on weekdays) \$42.26/hr  
(Hourly Rate plus 1hr before and 1hr after event time)  
\*(hourly charges will be billed on the ¼ hour)

## **7 NEW BUSINESS**

- 7.1 Sunny Cove Request - Linda Hamilton & Jennifer Woods - The Committee supports the Sunny Cove Advisory Committee recommendation with no action at this time and that the matter be forwarded to the Town's strategic planning process.
- 7.2 MSC Patron Progressive Discipline Procedures - The Committee recommends to Mayor & Council to endorse the attached Patron Progressive Discipline procedures as discussed.
- 7.3 Fort Frances Lakers - Dudley Hewitt Cup Request - The Committee recommends to Mayor & Council to endorse that the Memorial Sports Centre host the Dudley Hewitt Cup between April, 28 to May 2, 2020 as requested by the Fort Frances Lakers.

## **8 NON-AGENDA ITEMS - NIL**

## **9 INFORMATION**

- 9.1 Next Meeting - September 16, 2019 (Fort Frances Civic Centre)

## **10 ADJOURNMENT**

There being no further matters before the committee at this time, the meeting was adjourned at 11:00 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 and Council

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

**DATE:** October 4, 2019

**RE:** **2020 Dudley Hewitt Cup Request**

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### **Preamble**

At the regular meeting of Council on September 23, 2019, Council referred the attached letter from M. Strachan & L. Patrick, Co-chairs of the 2020 Dudley Hewitt Cup Tournament Committee re: Support Request to the Administration & Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

The Dudley Hewitt Cup Junior A Championship will be held in Fort Frances from April 28 to May 2, 2020 at the Ice for Kids Arena. Along with the host team, the Dudley Hewitt Cup includes the winners of the Superior International Junior Hockey League (SIJHL), the Northern Ontario Junior Hockey League (NOJHL), and the Ontario Junior Hockey League (OJHL). The winner of the Dudley Hewitt Cup continues to compete in the National Junior A National Championship.

The following is the list of requested items from the Dudley Hewitt Cup Committee:

1. Waive any fees for ice time during the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship. April 28 to May 2.
2. Waive any fees for use of rooms, including the auditorium, during the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship. April 28 to May 2.
3. Partner with the Chamber of Commerce to decide on an equitable, economic relationship with the Chamber of Commerce on the management of Kiosks located in the Ice for Kids lobby. April 28 to May 2
4. Use of 52 Canadians rink surface to serve meals to 2020 Dudley-Hewitt Cup Teams
5. Mayor's attendance at Opening Ceremonies
6. Provide Town memorabilia for team grab bags.

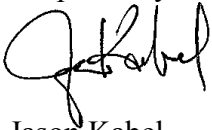
Below is a summary of the estimated fees associated with IFK ice and auditorium & kitchen rental for the dates requested (taxes not included):

<b>DAY</b>	<b>Ice Rental</b>	<b>Auditorium</b>	<b>TOTAL</b>
Tuesday, April 28	\$892.00	\$203.05	\$1,095.05
Wednesday, April 29	\$892.00	\$203.05	\$1,095.05
Thursday, April 30	\$892.00	\$203.05	\$1,095.05
Friday, May 1	\$586.90	\$203.05	\$789.95
Saturday, May 2	\$508.50	\$203.05	\$711.55
	<b>\$3,771.40</b>	<b>\$1,015.25</b>	<b>\$4,786.65</b>

It is misleading to evaluate the request purely on the monetary value associated with the rental fees as presented due to the fact that there would not typically be revenue generated at this time of year for ice rental as the ice would normally be uninstalled. It is necessary to also factor in the expense to keep the ice installed in the IFK as a variable, not simply the potential lost revenue. The estimate for keeping the IFK ice installed at this time of year for one week is approximately \$2,500-\$3,000.

In a typical season the ice in the Ice For Kids rink is uninstalled about the second week of April. Thus, the potential expenses for maintaining the ice for an additional 3 weeks will be approximately \$7,500-\$9,000. An extension to the ice-season also provides opportunity for other users to take advantage of the available ice and, as such, the Community Services Division will endeavour to capitalize on the opportunity by generating as much additional revenue as possible.

Respectfully Submitted,



Jason Kabel



# **2020 Dudley-Hewitt Cup Tournament Committee 'Reach Out' to Mayor & Members of Council**

## **Preamble**

**The 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship will be held in Fort Frances, Ontario, on April 28 to May 2, 2020, at the Ice for Kids Arena.** The Fort Frances Lakers and the Dudley-Hewitt Cup Central Canadian Jr. A Championship Committee are proud to host Dudley-Hewitt Cup Central Canadian Jr. A Championship. It's a '**Golden Opportunity**' to showcase Fort Frances and its neighboring communities as 'Jewels of the North', more than capable of staging a significant event like the Dudley Hewitt Cup.

Not only is the Dudley Hewitt Cup a significant event and a sporting spectacle, it is an excellent opportunity for the Town of Fort Frances, and its neighboring communities to showcase the fabric of our communities and the vibrancy of its citizens. Visitors such as hockey dignitaries, scouts and parents will be coming to our northwestern community to watch hockey, but they will also explore and see what we are all about. Like a famous NHL sports icon, Bobby Hull, once said during one of the OFSSA Tournaments held in Fort Frances, in reference to Fort Frances, "Boy, Fort Frances, sure is a well-kept secret!" Our communities will shine once again during the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship.

This is the third time the Dudley Hewitt Cup has come to our community. In 2002 the Couchiching First Nation Borderland Thunder hosted the Dudley-Hewitt Cup Central Canadian Jr. A Championship in Fort Frances, and in 2015 the Fort Frances Lakers staged a STELLAR Dudley-Hewitt Cup Central Canadian Jr. A Championship and lost in the final game by 1 goal to the Soo Thunderbirds.

**Make no mistake about it, the Fort Frances Lakers will be competitive in the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship.**

## **What is the Dudley-Hewitt Cup**

The **Dudley-Hewitt Cup** is a championship hockey trophy, won by tournament, conducted by the Canadian Junior A Hockey League. It is named after George Dudley and W. A. Hewitt, two pioneers of amateur hockey in Ontario. The tournament is comprised of the winners of the Superior International Junior Hockey League (SIJHL), the Northern Ontario Junior Hockey League (NOJHL) and the Ontario Junior Hockey League (OJHL), together with the host team, the Fort Frances Lakers. The winner will move on to compete in the 2020 National Junior A Championship, the Royal Bank Cup.

The hockey games will showcase GREAT skills in the 'spirit' of competition within the rules of the Dudley Hewitt Cup.

## **2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship Committee**

The logistics to plan an event of this magnitude can be overwhelming, but with committed volunteers and supportive communities, it is very manageable. It goes without saying that anytime a significant event is being staged, volunteers are needed, and the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship Committee is no exception. It is comprised of volunteers operating under the premise '**excellence of execution**'. New volunteers are ALWAYS welcomed!

# Correspondence to 'Mayor and Members of Council'

The Dudley-Hewitt Cup Central Canadian Jr. A Championship Co-Chairs, Milt Strachan, and Larry Patrick, are extending a one-time, all-inclusive request to Mayor and Council for all anticipated revenue sources of support and concessions that the Fort Frances Council and Mayor can provide. As well, we are asking Mayor and Council to pass a MOTION declaring the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship as a significant event.

## Revenue Sources of Support

1. Waive any fees for ice time during the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship. April 28 to May 2
2. Waive any fees for use of rooms, including the auditorium, during the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship. April 28 to May 2
3. Partner with the Chamber of Commerce to decide on an equitable, economic relationship with the Chamber of Commerce on the management of Kiosks located in the Ice for Kids lobby. April 28 to May 2
4. Use of 52 Canadians rink surface to serve meals to 2020 Dudley-Hewitt Cup Teams
5. Mayor's attendance at Opening Ceremonies
6. Provide Town memorabilia for team grab bags.

Sincerely,

Co-Chairs, Milt Strachan and Larry Patrick

2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship Committee





## REPORT

**TO:** Mayor Caul and Council

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

**DATE:** October 3, 2019

**RE:** Seniors Community Grant Agreement

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### Background

At the regular meeting of Council on June 24, 2019, Council approved a grant application to be submitted to the Seniors Community Grant Program through the Age Friendly Community Committee for a Seniors Companion Project (attached). The following was the submitted grant application budget:

### Grant Approval

The committee has received notification that the grant was approved by the Seniors Community Grant as attached. There is no financial commitment by the Town. The in-kind contributions will be generously provided by the collaborative partners on the project, Canadian Mental Health and the Northwestern Health Unit along with the Community Services Division.

### Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse signing the MSAA - Seniors Community Grant Program agreement and forthcoming bylaw.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the printed name.

Jason Kabel



**Ministry for  
Seniors  
and Accessibility**

**Ministère des Services  
aux aînés et de  
l'Accessibilité**



Minister

Ministre

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

College Park  
777, rue Bay  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

September 23, 2019

Doug Brown  
The Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Doug Brown:

**Re: Seniors Community Grant Program 2019-20**

Congratulations, I am pleased to inform you that your application to the Seniors Community Grant program has been approved for up to \$15,240.00 in funding, pending finalization of your agreement with the Ministry.

Please do not make any public announcements regarding this approval until you have entered into a funding agreement with the Ministry.

I am inspired by your organization's values, dedication and support of seniors' activities in Ontario and I wish you much success with your programs.

Yours truly,

A handwritten signature in black ink that reads "Raymond Cho".

The Honourable Raymond Cho  
Minister for Seniors and Accessibility

cc: Hon. Greg Rickford , MPP (Kenora-Rainy River)  
Denise Cole, Deputy Minister

**Ministry for  
Seniors  
and Accessibility**

**Ministère des Services  
aux aînés et de  
l'Accessibilité**



Minister

Ministre

College Park  
777 Bay Street  
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Toronto ON M7A 1S5

College Park  
777, rue Bay  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

Le 23 septembre 2019

Doug Brown  
The Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Madame, Monsieur,

**Objet : Programme de subventions aux projets communautaires pour l'inclusion des personnes âgées 2019-20**

Félicitations, j'ai le plaisir de vous informer que la demande que vous avez présentée au Programme de subventions aux projets communautaires pour l'inclusion des personnes âgées a été approuvée pour un financement pouvant aller jusqu'à 15,240.00\$ en attendant la conclusion d'une entente de financement avec le ministère.

Jusqu'à ce que l'entente de financement soit conclue avec le ministère, je vous demanderais de ne procéder à aucune annonce publique concernant cette approbation.

Je suis inspiré par les valeurs, le dévouement et le soutien de votre organisme aux activités des aînés en Ontario et je vous souhaite beaucoup de succès dans vos programmes.

Veuillez agréer l'expression de mes sentiments distingués.

A handwritten signature in black ink, reading "Raymond Cho".

L'honorable Raymond Cho  
Ministre des Services aux aînés et de l'Accessibilité

c. c. : Député(e) provincial(e), députée/député (Circonscription)  
Denise Cole, sous-ministre



## MSAA - Seniors Community Grant Program - 2019-20

Saved: 10/04/2019 13:41

Expand

Validate

Instructions	A - Organization Information	B - Organization Address Information
C1 - Applicant Contact Information	C2 - Additional Contact Information	D - Organization Capacity
E - Project Plan	F - Project Milestones	G - Project Priorities/Targets
H - Performance Measures	I - Project Partnership/Stakeholder Info	J - Terms & Conditions
K - Declaration / Signing	L - Grant Payment Information	

**Instructions**

Before filling out the application read the entire PROGRAM GUIDELINES. It may be useful to print a copy of the Program guidelines to refer to while completing the application. Please note your project may require you to contact a ministry advisor prior to submitting your application. Information about eligible organizations and expenses are detailed in the Program guidelines. Some fields in your application will already have the information you supplied during the Transfer Payment Common Registration enrolment or from previous applications. Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Prepare necessary support materials. Ensure you have all of the necessary support materials electronically (either scanned, pdf or attachment). The required attachments are listed below. Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application and for the organization's ability to achieve the objectives of the project.

The Ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

**Required Attachments**

1. Audited Financial Statements
2. Project Budget
3. List of Deliverables
4. Workplan
5. Proof of Incorporation
6. Letter of Support
7. Terms and Conditions

**A - Organization Information**

**This section is not editable** and displays general information about your organization submitted during the registration process. To make a change to this information, please send an email with the relevant changes to [grantsontariocs@ontario.ca](mailto:grantsontariocs@ontario.ca). Once the change has been made, all future downloaded forms will include the updated information.

Organization Name:

[The Town of Fort Frances](#)

Organization Legal Name:

[Corporation of the Town of Fort Frances](#)

Website URL:

[www.fortfrances.ca](http://www.fortfrances.ca)

Type of Legal Entity:

[Other](#)

Twitter Handle:

Facebook Page Address:

Instagram Account ID:

Sector:

Date Incorporated: 04/11/1903	Corporation Registration Number: 106984586RT0001
Date of Last AGM:	Date of Next AGM:
Organization Mandate/Mission: Council of a Municipality	

## B - Organization Address Information

**This section is not editable** and displays address information about your organization submitted during the Transfer Payment Common Registration (TPCR) process. To make a change to this information, please update the address information in your TPCR registration profile. Once the change has been made, all future downloaded forms will include the updated information.

### Business Address

Unit Number:	Street Address 1:
Street Address 2:	City/ Town:
Province:	Postal Code:
Country:	

### Mailing Address

Unit Number:	Street Address 1: 320 Portage Avenue
Street Address 2: PO Box 38	City/ Town: Fort Frances
Province: ON	Postal Code: P9A3P9
Country: Canada	

## C1 - Applicant Contact Information

Please provide contacts for this application. Contacts with signing authority can be indicated in Section C2.

Salutation: Mr.	Primary: <input checked="" type="checkbox"/>	First Name: Jason	Last Name: Kabel
Role: Community Services Division Manager		Email Address: jkabel@fortfrances.ca	
Department: Community Services		Phone: 807-274-4561 x-1719	



## C2 - Additional Contact Information

Salutation: \*

Mr.

First Name: *	Last Name: *	Middle Name:
Doug	Brown	

Role: *	Phone Number (Work): *
Other	(807) 274-5323

Phone Number (Mobile):

Department:	Email Address: *
Administration	dbrown@fortfrances.ca

Confirm signing authority (this person has signing authority for your organization?) ☒

## D - Organization Capacity

Describe the governance structure of your organization (e.g. board of directors, staff etc.). \*

As a municipality, the Town of Fort Frances has an elected municipal Council (1 Mayor & 6 Council members).

Describe the practices/procedures that exist to ensure the organization conducts its activities with accountability and transparency. \*

Each meeting of Council has local media (radio & newspaper) attendees that help document the business of the corporation for the community at large. Also, every agenda package and minutes of every meeting are posted to our website.

Describe your organization's history of managing similar projects and include past achievements. \*

The Town of Fort Frances qualifies for both provincial and federal grants annually with successful outcomes. We have also successfully completed grants in the past few years to become recognized by the province of Ontario as an Age Friendly Community.

Describe your organization's ability to successfully undertake this project. \*

The Town has a structure in place through municipal staff and a group of volunteers on our Age Friendly Committee who have a sincere vested interest to ensure that our Seniors are well cared for with opportunities like this Senior Companion proposal.

Provide details on your staff members and their relevant experience to be involved in this project. \*

Jason Kabel, Community Services Division Manager - Jason has worked on many grants both provincially & federally and manages a number of services for the community.

Sarah-lynn Klassen, Canadian Mental Health, Geriatric Mental Health Worker - Point person on the grant and Age Friendly Committee Member. Sarah-lynn works with Seniors daily.

Elaine Fischer, Health Promoter, Northwestern Health Unit - Elaine is also a point person on the grant with extensive experience in successful provincial grant execution.

Number of Full Time staff: *	Number of Part-Time Staff: *	Number of Volunteers: *
1	0	8

## E - Project Plan

Project Name: \*

Seniors Companion Project

Start Date: *	End Date: *	Requested Amount: *
10/01/2019	03/31/2019	\$15,240



Provide a brief description of your project. If your application is successful this wording may be used on the Ministry website.

The Seniors Companion Project is a free, volunteer-based, “friendly-visiting” service that will provide opportunities for seniors to come together to share, learn, connect and support each other in our community. This project will benefit seniors who can contribute through volunteerism and seniors who experience loneliness as a result of isolation.

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Describe your project in detail making sure to address all the specific requirements in the Program Guidelines. \*

1. To host 6 free “Volunteer 101” education sessions that will engage a minimum of 30 seniors. These sessions will be offered in English at multiple sites (including the SALC, public library and senior complexes). The sessions will build interest and engage participants through the use of videos and storytelling. One of the sessions will feature a speaker from a similar Friendly Visiting Program based in Thunder Bay. It is anticipated that we will collect 30 Project User Surveys (identifying needs, availability and interest) and that a preliminary Volunteer Roster of 10 seniors will be established.

2. To create and deliver the operating forms, promotional materials and website needed to implement a senior focused volunteer service. This will include service specific forms (ex. Referral, screening), tools to implement the volunteer service (ex. volunteer guidelines and orientation package), 1000 service brochures, and promotional items (ex. Swag). The webpage will track the number of site visits and contacts for analysis.

3. To engage and collaborate with 6 community partner organizations in the planning and design of the project through monthly progress meetings.

(Longer term impact)

This project will set the stage to implement the operation of the Seniors Companion Project. Modelled after a similar program which operates at the 55 Plus Centre in Thunder Bay, Ontario, this service will include a friendly visiting, telephone assurance and companion walking programs. Future expansion will include matching seniors to share common interests and go on community outings.

(Where) – This project will take place in the community of Fort Frances, ON.

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Describe the project objectives making sure to address all the specific requirements in the Program Guidelines. \*

(Key priorities) – Our project will meet the following Project Priorities

**PRIORITY 1**

This project will facilitate the organization of a senior’s volunteer service in Fort Frances. Seniors will have an opportunity to learn about the benefits of volunteerism, network and gain knowledge about contributing to the social economy. Participants in the “Volunteer 101” sessions will complete surveys and be asked to join a volunteer Roster. It is estimated that 30 – 40 seniors will complete the education sessions.

**PRIORITY 2**

This project will create the infrastructure of a volunteer service that will benefit isolated and vulnerable seniors in our community. The volunteer education, the screening tools and safety planning will be integral in the service design to minimize risk of elder abuse.

**PRIORITY 3**

This project will develop a senior’s volunteer service that will promote a more Age-Friendly community. The development of service brochures and a website will increase community awareness and promote a more age-friendly community.

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Who will benefit from your project? Geographic or demographic groups or communities. \*

Seniors will have an opportunity to learn about the benefits of volunteerism, network and gain knowledge about contributing to the social economy. Participants in the “Volunteer 101” sessions will complete surveys and be asked to join a volunteer Roster. It is estimated that 30 – 40 seniors will complete the education sessions. This project will create the infrastructure of a volunteer service that will benefit isolated and vulnerable seniors in our community. The volunteer education, the screening tools and safety planning will be integral in the service design to minimize risk of elder abuse. We are hoping that every Senior in our community will one day benefit from the program as they require companionship in their later years.

---

Risk Assessment and Management. \*

(Risks) – There is the potential to have a lack of participants attending the Volunteer 2101 sessions. Our strategy to maximize attendance will be to hold the sessions in a variety of settings, to offer repeated sessions, to offer promotional incentives for participation and to advertise through our local partner organizations and media.

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Describe why your project is viable, including steps or measures taken to ensure that your project does not overlap with existing projects with the same target audience. Be sure to address all the specific requirements in the Program Guidelines. \*

The Age Friendly Committee has identified social inclusion and loneliness for older adults as a key priority of our community through surveys, meetings, and presentations. We have consulted with many local organizations who have concurred with the project and have confirmation that we will not overlap with existing projects for Seniors. Unfortunately senior companionship is something that hasn't been in any particular organization's focus in our community to the extent that it needs to be.

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Describe the engagement of seniors - how are they involved in the planning, execution and long-term impact of your project? \*

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The project will be headquartered at our local senior centre where there will be opportunity daily for senior input and interaction with the



project coordinator. The education sessions geared to engage seniors will be a catalyst for the project to attract as many participants as possible to ensure community input for a successful outcome. The majority of the Age Friendly Community Committee are active seniors themselves who are invested in projects that engage seniors in the community.

## F - Project Milestones

Based on your workplan, indicate below the project milestones and corresponding activities. In particular make sure to note all public or educational events as well as dates you expect to submit project related marketing and/or educational resources to the Ministry for vetting of government support acknowledgement.

Key Milestones *	Activities *	Start Date (mm/dd/yyyy) *	End Date (mm/dd/yyyy) *	
Hire a Project Coordinator	Advertise, interview, purchase project supplies & laptop, orientation	10/01/2019	11/01/2019	-
Prepare Volunteer 101 Education Sessions	Project Coordinator to organize, advertise, and coordinate session materials and promotional items Project Consultant to develop education content and coordinate guest speaker Prepare volunteer survey & roster	11/01/2019	12/31/2019	-
Engaging Volunteers	Facilitate volunteer 101 education sessions Collect surveys	01/01/2020	03/15/2020	-
Marketing & Resource Materials	Develop operating forms & project promotional brochures	12/01/2019	03/31/2020	-
Design and produce project website	Consult with Age Friendly Committee & Community Partners Determine metrics & collect data Promote through advertising	12/01/2019	03/31/2020	-
Project Review & Recommendations	Analyze data from surveys Complete summary report	03/01/2020	03/31/2020	- +

## G - Project Priorities/Targets

Project Priority		
Age-Friendly Development		- +
Primary	Target Sector *	
<input checked="" type="checkbox"/>	Municipality - Pop.<20,000	- +

## H - Performance Measures

Grant funding recipients are required to collect data and report on at least TWO output and TWO outcomes measures that are related to the Program Objectives.

### Output Measures and Outcome Measures

Possible output and outcome measures could include but are not limited to the examples in the chart below. Projects may use the examples provided in the chart OR provide other project measures relevant to the project objectives.

Output Measure Examples	Numeric Target
1. Participants: Total number of individuals participating in project or project program(s)	- 40
2. Workshops: Total number of workshops offered in areas such as leadership or governance	- 6

3. Volunteers: Total number of volunteers involved and engaged in the project	- 8
4. Partnerships: Number of new partnerships developed with other groups or organizations and directly involved in the project	- 4
5. Social media and web related metrics, such as number of web page views or the number of new Facebook or Twitter followers for the organization to improve community engagement	- 300
6. Additional output measures relevant to your project objectives may be added or substituted for the examples provided in this chart	-
<b>Outcome Measure Examples</b>	<b>Numeric Target</b>
1. Percentage of participants who agree that the project helped them to network and participate more actively in their community	-
2. Percentage of participants who agree that volunteering allowed them to engage more with the community	-
3. Percentage of an organization's locations who agree that the project helped them to grow and share sustainable seniors plans and programs over the long term	-
4. Percentage of participants who agree that the project helped increase their safety and well being	-
5. Additional project outcome measures relevant to your project and the program objectives may be added or substituted for the examples provided in this chart below	-

Metric	Description	Goal
Participants:	Total number of individuals participating in project or project program(s)	40 -
Workshops:	Total number of Volunteer 101 Education Sessions offered	6 -
Volunteers:	Total number of volunteers involved and engaged in the project	8 -
Partnerships:	Number of new partnerships developed with other groups or organizations and directly involved in the project	4 -
Input from Seniors	Completed Volunteer surveys	30 -



Participation	Percentage of participants who agree that the project helped them to network and participate more actively in their community	75	<input type="text" value="-"/>
Recruitment	Percentage of participants who agree that the Volunteer 101 education made them more likely to volunteer in the Seniors Companion Project	50	<input type="text" value="-"/> <input type="text" value="+"/>

### I - Project Partnership/Stakeholder Information (if applicable)

Contact Name: *	Organization: *	Address: *	Description of Project Support: *	
Sarah-lynn Klassen	Stakeholder	612 Portage Avenue, Fort Frances ON P9A 3M8	Grant co-writer, Committee Member, Consultant	<input type="text" value="-"/>
Elaine Fischer	Stakeholder	396 Scott St, Fort Frances, ON P9A 1G9	Grant co-writer, Committee Member	<input type="text" value="-"/>
Cindy Noble	Stakeholder	401 Nelson St, Fort Frances, ON P9A 1B3	Senior Centre Manager	<input type="text" value="-"/>
Ian Simpson	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/>
Irene Laing	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/>
Robert Schultz	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/>
Linda Plumridge	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/>
Geoff Gillon	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/>
June Caul	Stakeholder	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	<input type="text" value="-"/> <input type="text" value="+"/>

### J - Terms & Conditions

By signing this Application Form and submitting it to the Province, the Applicant is agreeing to be bound by the Program's particular terms and conditions, if the Province awards the Applicant grant funding for the Applicant's Project.

Please upload the Terms and Conditions attachment to confirm you have read and understand the agreement.

### K - Declaration / Signing

The Ministry for Seniors and Accessibility (MSAA) is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Personal information related to the SCG Program is collected by the MSAA for the proper administration of the program, for purposes including: evaluation of the project application and the administration and management of funding agreements. Information about projects that are funded by this program (including the project name, project description and incorporated organization that is undertaking the project) may be made public by the Government of Ontario through public announcements. Applicants should be aware that any information provided to the MSAA in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

Questions about the collection, use and disclosure of information may be directed to:  
Ministry for Seniors and Accessibility  
Freedom of Information Co-ordinator  
400 University Avenue, 2nd Floor  
Toronto ON M7A 2R9  
Telephone: 416-314-7711

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended from time to time, and that any information provided to them in

connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the program guidelines and information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Applicant Name *	Date *
Jason Kabel	06/27/2019
Authorized Signatory *	Date *
Doug Brown	06/27/2019

**L - Grant Payment Information**

**Payment Address**

Should your application be successful, this information will be used to make payments through direct deposit.

Organization Name (max 250 characters): \*

Fort Frances Senior Centre

Street Address 1: *	Street Address 2:	City/Town: *
320 Portage Avenue		Fort Frances
Province: *	Postal Code: *	
ON	P9A 3P9	

## REPORT

**TO:** Mayor Caul and Council

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

**DATE:** October 4, 2019

**RE:** **Townshend Theatre Joint-Use Agreement**

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In October 2014 Council approved a renewal of the Townshend Theatre joint-use agreement between the Rainy River District School Board, the Corporation of the Town of Fort Frances and Confederation College of Applied Arts and Technology for a five year term. The Townshend Theatre Advisory Committee has recently done a review of the agreement and has proposed 1 minor reference change (article 7) to the agreement (attached).

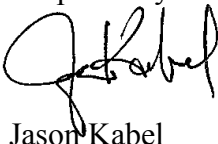
The principal responsibilities of each party in the agreement are as follows:

*5. The Town, at its expense, shall be primarily responsible for the management of the Theatre, including the establishment of the charges for the use of the Theatre and the booking of the use of the Theatre. The Board, in conjunction with its maintenance of the Multi-Use Education Facility and at its expense, shall be primarily responsible for the day to day operation, maintenance and caretaking of the Theatre and shall pay all operating costs, including, but not limited to snow removal, janitorial and utility charges. The College will become a partner through active participation in the Theatre Management Advisory Committee.*

### **Recommendation**

The Community Services Executive Committee recommends to Council to sanction the renewal of the Townshend Theatre joint-use agreement between the Rainy River District School Board, the Corporation of the Town of Fort Frances, and Confederation College of Applied Arts and Technology for a term of five (5) years with appropriate execution and forthcoming bylaw.

Respectfully Submitted,



Jason Kabel



# **AGREEMENT**

**Between**

**RAINY RIVER DISTRICT SCHOOL BOARD**  
(hereinafter called the "Board")

**And**

**THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
(hereinafter called the "College")

**And**

**CORPORATION OF THE TOWN OF FORT FRANCES**  
(hereinafter called the "Town")

WHEREAS the Board and the College have constructed a Multi-Use Facility on lands within the Town of Fort Frances;

AND WHEREAS the Town has constructed a theatre for the performing arts (hereinafter called the "Theatre") within the Town of Fort Frances;

AND WHEREAS the Town, the Board and the College acknowledge that the existence of a theatre in conjunction with a secondary/post-secondary school is beneficial to the School and the Theatre;

AND WHEREAS the Town, the Board and the College acknowledge that significant savings have been achieved for each Party through the construction of a Multi-Use Education Facility;

AND WHEREAS the Parties wished to enter into an agreement to provide for the ownership, construction, maintenance, operation and management of the Theatre;

AND WHEREAS this agreement is entered into pursuant to the provisions of Section 183 of the *Education Act*, R.S.O. 1995 C. E2.

NOW THEREFORE witnessed that in consideration of the mutual covenants herein contained and other good and valuable consideration, the Parties agree as follows:

1. Funding for the Community Auditorium project is as per the following resolution approved by the Corporation of the Town of Fort Frances (February 24, 1997) as follows:

“That this Council commit to financing the net cost of construction of a new Community Auditorium Facility, the net cost of which is to be determined as follows:

Actual Cost capped at \$2,000,000 less any senior government funding, less a minimum of \$500,000 to be raised by the Community Auditorium Committee.”

Construction of the Community Auditorium will be in conjunction with the construction of a new Multi-Use Facility on the lands described in Schedule “A”.

2. In consideration of the Town’s substantial financial contribution towards the capital cost of construction of the Theatre, it is agreed that the Town shall be entitled to the use of the Theatre in priority to the Board and the College; and, that the Board and the College shall be entitled to the use of the Theatre as set out herein.

## **OWNERSHIP**

3. It is understood and agreed that the Board shall own the land and buildings upon which the Theatre is to be constructed subject to the provisions hereinafter set out which shall prevail in the event the Board no longer requires the Multi-Use Facility for education purposes. In the event, it is understood and agreed that all equipment, furnishings and fixtures placed in the Theatre shall remain with the Theatre and shall thereupon be owned by the Town unless expressed arrangements are otherwise made at the time of the acquisition of the equipment, furnishings and fixtures.
4. In the event the Board and the College determines that they no longer require the Multi-Use Facility for education purposes, the Board agrees that the Town shall, immediately thereupon be deemed to have leased that portion of the premises that comprises the Theatre together with that portion of the parking lot and driveway necessary to serve the Theatre for the sum of \$10.00 per annum for a term of fifty (50) years to commence when the Board and the College cease to use the Multi-Use Facility for their education programs. The Board and the College agree that they shall not make any application for rezoning for the remainder of the Multi-Use Facility lands for any purpose which is deemed by the Town to be incompatible with the Town’s use of the Theatre lands.

## **MANAGEMENT AND OPERATION**

5. The Town, at its expense, shall be primarily responsible for the management of the Theatre, including the establishment of the charges for the use of the Theatre and the booking of the use of the Theatre. The Board, in conjunction with its maintenance of the Multi-Use Education Facility and at its expense, shall be primarily responsible for the day to day operation, maintenance and caretaking of the Theatre and shall pay all operating costs, including, but not limited to snow removal, janitorial and utility charges. The College will

become a partner through active participation in the Theatre Management Advisory Committee.

6. The Town, when operating the Theatre, will be exempt from Board Policy 6.10, Community Use of School Facilities and Grounds. The schedule of charges set out in Policy 6.10 shall not apply except that the Town agrees to be responsible for direct additional caretaking costs (being the costs not contemplated by paragraph 5 hereof) incurred by the Board as a result of the Town's use of the Theatre or as a result of a use authorized by the Town (other than the Board's use). These costs shall be invoiced by the Board and paid by the Town.
7. The Town shall be entitled to all rental revenue from the Theatre it being understood that such revenue, will be applied to defray the costs to be paid by the Town pursuant to paragraph 5 hereof and the surplus, if any, shall be retained and allocated for Theatre purposes. Notwithstanding the generality of the foregoing, in the event the Board or the College wishes to undertake special fundraising events to take place within the Theatre outside of regular school hours, the Board or the College may retain such revenue provided the ticket surcharge, ~~as set in paragraph 13~~, is remitted to the Town. In such event, the Board or the College agrees to advise the Town of the nature of such special fundraising events prior to their occurrence.
8. In the event that special temporary services and/or facilities not normally available for the operation of the Theatre are required, such facilities and services, including the caretaking services not provided pursuant to paragraph 5 hereof, shall be paid for by the Party requiring same. It is expressly understood and agreed by the Parties that the lighting and sound equipment shall only be operated by competent persons as approved by the Town, which approval will not unreasonably be withheld and which approval will be given on the basis of competency and not given or withheld on the basis of union membership. It is further agreed that nothing may be permanently installed in the Theatre by either Party without the written consent of the other Party.
9. At all times when the Board has the exclusive use of the Theatre, it shall provide competent and adequate supervision to ensure the safety of the Town and the Board's property and of persons using the Theatre. Similarly, at all times when the Town or the College has the exclusive use of the Theatre, it shall provide competent and adequate supervision to ensure the safety of the Town and the Board's property and of persons using the Theatre.
10. It is understood and agreed that the Theatre shall be available for use each and every day between the hours of 8:00 a.m. and 1:00 a.m. and that the Town shall have the right to book the use of the Theatre during such hours. Notwithstanding the generality of the foregoing, prior to September 1 of each year, the Town and the Board agree that a representative of the Town and the Principal (or designate) shall establish a schedule of the Board's use of the Theatre for the next 12 months. Usage at the Theatre will be assigned according to the following priorities: a) events b) rehearsal of events c) ongoing practices and classes. The schedule shall be shared with the Theatre Management Advisory

Committee. It is generally understood and agreed that for the purposes of establishing such schedule, the Board shall have the option to schedule the use of the Theatre from 8:00 a.m. to 6:00 p.m. on each school day, as outlined in the school year calendar, provided by the Board. The Board's use of the Theatre shall be at no cost to the Board. In the event of a dispute or conflict with respect to the booking of the Theatre, the decision of the Theatre Management Advisory Committee as hereinafter defined shall be final.

11. The Town agrees that in the event it books the use of the Theatre during regular school hours, care shall be taken that such use shall not interrupt or cause a disturbance to any regular Multi-use Education program.
12. Persons using the Theatre shall not be allowed on Board or College property during the Town's use of the Theatre except as may be reasonably necessary to permit the use of the Theatre or as may be expressly agreed upon from time to time.
13. Prior to September 30 in each year, the Town and the Board agree that a representative of the Town and a representative of the Board shall meet to establish a recommended operating and capital budget for the Theatre which budget shall be submitted for approval to the Council of the Town and the Trustees of the Board. It is expressly understood and agreed that the Board and the Town shall contribute, as budgeted from time to time, towards the capital costs of maintaining and equipping the Theatre.
14. In order to assist with the funding of future capital requirements of the Theatre, the Town and the Board agree that whenever there is an admission charged for an event held at the Theatre, a surcharge in an amount as will be determined from time to time through the budget approval process, shall be applied at the time of sale of each ticket and the amount collected shall be held in a reserve account by the Town to be applied only to capital expenditures for the Theatre. Any dispute over the application of the "surcharge" shall be referred to the Theatre Management Advisory Committee for resolution.
15. The Town, the College and the Board mutually indemnify and hold each other harmless and their respective servants and agents from and in respect of all manner of claims, actions, demands, and suits made against either of them arising out of or in connection with their use of the Theatre, together with all costs and expenses related thereto including legal costs, unless due to the other party's negligence or that of its respective servants or agents. The Board, the College and the Town agree to keep in place appropriate policies of insurance in respect of the Theatre.
16. The Town and the Board agree that there shall be established a Theatre Management Advisory Committee to provide advice to the Town, The College and the Board from time to time with respect to the operation and needs of the Theatre. The Theatre Management Advisory Committee shall be comprised of one Rainy River District School Board Trustee and one member of the Board staff to be appointed by the Board; one member of the Council of the Town of Fort Frances and one member of Town staff to be appointed by the

Town; two members of the community to be appointed by the Town; and, one member of Confederation College. This Committee shall meet at least quarterly. It is expressly understood that such Committee shall have no budget responsibility.

17. In the event there is a difference arising as between the Town and the Board in respect of this Agreement which the Parties themselves cannot resolve, the dispute shall be resolved by arbitration under the *Arbitrations Act*, as amended from time to time. Such differences shall be determined by a single arbitrator jointly appointed by the Parties and failing agreement in such appointment, the arbitrator shall be appointed as provided in the *Arbitrations Act*.
18. No rights under this Agreement are assignable and neither Party shall assign any of its rights unless agreed to by all Parties.
19. The term of this Agreement shall be five (5) years and shall be reviewed and renewed for further terms of five (5) years unless terminated on mutual consent by both the Board and the Town. The Town shall immediately upon such termination, be deemed to have leased the Theatre upon the terms and conditions set out in paragraph 7 and shall be entitled to take immediate possession of the Theatre.
20. This Agreement may be reviewed by all Parties at any time and any term of the Agreement may be amended or waived at any time upon mutual consent of the Parties. The failure of any Party to enforce any term or obligation of the other shall not be deemed to be a waiver of such term or obligation, or permission for any subsequent breach of the same, and either Party may at any time enforce such term or obligation. The waiver by either Party of any breach of any term or obligation hereof shall not be deemed to be a waiver of such term or obligation with respect to any subsequent breach.
21. Any notice required to be given under this Agreement shall be deemed to have been given if sent by registered mail, postage prepaid, or by telephone facsimile transmission, respectively addressed.

In the case of the Board to:

The Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4

Attention: Director of Education

Telephone Facsimile: 807-274-5078



In the case of the Town to:

The Corporation of the Town of Fort Frances  
P.O. Box 38  
Fort Frances, ON P9A 3M5

Attention: Chief Administrative Officer

Telephone Facsimile: 807-274-8479

In the case of the College to:

Confederation College of Applied Arts and Technology  
P.O. Box 398, Postal Station F  
Thunder Bay, ON P7C 4W1

Attention: Vice President of Student and Corporate Services

Telephone Facsimile: 807-623-4675

or such other address or telephone/facsimile number as the Parties may respectively notify each other in writing, and such notice shall be deemed to have been received, if mailed, on the fourth business day next following the mailing thereof and if sent by telephone facsimile transmission, on the business day next following the telephone facsimile transmission thereof.

22. This Agreement shall become an Addendum to the existing Multi-Use Facility Agreement, March 1, 1994, between the College and the Board.
23. This Agreement shall be binding upon and ensure to the benefit of the Parties and their respective successors.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals or have hereunto affixed their corporate seals attested by the hands of the duly authorized officers of the Parties.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

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Chair, Rainy River District School Board

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Director of Education, Rainy River District School Board

---

Mayor, Corporation of the Town of Fort Frances

---

Chief Administrative Officer, Corporation of the Town of Fort Frances

---

President, Confederation College of Applied Arts and Technology

SCHEDULE A

**TOWN OF FORT FRANCES**  
**320 PORTAGE AVENUE**  
**FORT FRANCES, ON**  
*Phone: 807.274.5323*

06-May-13  
 2:56:35 PM

**PROPERTY INFORMATION FOR: 59-12-010-004 -00700-0000**

<b>Owner &amp; Mailing Address</b> RAINY RIVER DISTRICT SCHOOL 522SECOND ST E  FORT FRANCES ON  P9A 1N4	<b>Property Location Information</b> 440 MCIRVINE RD Fort Frances  <b>Frontage</b> 0 <b>Depth</b> 0 <b>Area</b> 19.56 PT RIV R LOT 39 TO 40 PCL;19244
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**Notes**

**0 " / Plan**

Code	Description
LIVING	Living

**Zonin**

Code	Bylaw	Description
I		Institutional

**Structures on Prooerty**

Year	Code	Description	Swreys rülllHilf""	Area Total	Bed.	Bathrooms Full Half	Floor Area 1 2 3
1973	1973	650 Secondary School	2	0	60568		0

**Pro er. Documents**

Document ID	Date	Document T e	Unit	Status	Status Manual
2011023	09-May -11	Institutiona l Alteration/Renovation- Buildin MCIR COMPLETE		Issued	

Monday, May 06, 2013

Page 1 of 1

## **REPORT**

**TO:** Mayor Caul and Council

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

**DATE:** October 4, 2019

**RE:** **Townshend Theatre Operating Manual**

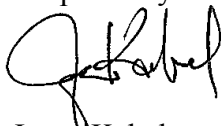
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The Townshend Theatre Advisory Committee has recently undertaken a review of the Theatre Operating Manual and has proposed a number of changes (attached). Additions to the agreement appear in **bold**, deletions appear as ~~strike through~~.

### **Recommendation**

The Community Services Executive Committee recommends to Council to endorse the revised Theatre Operating Manual as presented.

Respectfully Submitted,



Jason Kabel

# TOWNSHEND THEATRE

Operating Procedures Manual



TOWN OF FORT FRANCES

Community Services Division

*October 2019*

## Table of Contents

1.	<b>GENERAL BOOKING</b>	2
1.1	Master Calendar and THEATRE Bookings	2
1.2	Application Forms/Permits	2
1.3	Signed Contract with an Act	2
1.4	Permit Holder Representative	3
1.5	Theatre as Supplied	3
1.6	Building Cleanliness	3
1.7	Building Alterations	3
1.8	Building Damage	3
1.9	Building Overtime	3
1.10	Financial Settlement	4
1.11	Site Visits	4
1.12	Backstage Policies	4
1.13	Volunteer Ushers	5
1.14	Advertising and Promotions	5
1.15	Equipment, Signs and Posters	5
1.16	Loading Entrance	6
1.17	Objectionable Persons	6
1.18	Limitations	6
1.19	<b>Tobacco, Cannabis, and Vaping</b>	6
2.	<b>TECHNICAL FACILITIES AND EQUIPMENT</b>	7
2.1	Technical Staff	7
2.2	Technical Information	7
2.3	Additional Charges for Special Equipment	7
2.4	Additional Equipment	7
2.5	Electrical Equipment	7
2.6	Pyrotechnics	8
2.7	Sound Pressure Levels	8
2.8	Rigging	8
2.9	Piano Use	8
2.10	Orchestra Pit – Stage Thrust	9
3.	<b>CATERING</b>	9
3.1	Authorized Caterers	9

4.	<b>MISCELLANEOUS</b>	9
4.1	Coat Check Services	9
4.2	Box Office	9
5.	<b>GENERAL POLICIES</b>	9
5.1	Lost Articles	9
5.2	Stage Entrance	10
6.	<b>PARKING LOT/GROUNDS USE</b>	10
7.	<b>USE OF ASSIGNED ROOMS</b>	10
8.	<b>EMERGENCY RESPONSE</b>	10
8.1	Fire	11
8.2	Lockdown	11

# TOWNSHEND THEATRE

## OPERATING PROCEDURES MANUAL

### INTRODUCTION

Townshend Theatre is owned and operated by The Corporation of the Town of Fort Frances under management of the Community Services Department.

The, 430 capacity, Theatre is available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions laid out in the Operating Procedures Manual and Contract. All Permit Holders and patrons will be responsible for compliance with all local, provincial and federal laws and policies, and by-laws of the Town of Fort Frances.

The material contained in this Operating Procedures Manual is intended to serve as an adjunct and integral part of all permits for the use of the Theatre and as a guide for potential Permit Holders.

The COMMUNITY SERVICES MANAGER or designate may, by specific exception or amendment to the main body of the permit, alter sections of the Operating Procedures Manual to better suit the needs of specific events. However, in the absence of written changes, all policies enumerated in the manual will be in full force as stated.

In this manual the THEATRE is the Townshend Theatre.

The user group is the PERMIT HOLDER **upon execution of a rental contract.**

The COMMUNITY SERVICES MANAGER is the Town of Fort Frances Community Services Manager.



## OPERATION PROCEDURES MANUAL

### 1. GENERAL BOOKING

#### 1.1 Master Calendar and THEATRE Bookings

- a) The COMMUNITY SERVICES MANAGER or designate will maintain a one year running calendar of scheduled activities for the Theatre and will accept tentative event dates for potential PERMIT HOLDERS for available dates within that one-year period.
- b) Events will be scheduled and considered booked only when a 20% deposit is made, at which time the party will be considered a PERMIT HOLDER. At any time additional payments may be requested by the COMMUNITY SERVICES MANAGER or designate to cover the cost of expenses incurred on the PERMIT HOLDER'S behalf. If an event is cancelled by the PERMIT HOLDER, any deposit money will be forfeited as liquidation damages.
- c) During the school year, the THEATRE is available for community use during the hours of 6:00 p.m. to 11:00 p.m. weekdays, to 1:00 a.m. on evenings of performances, 8:00 a.m. to 1:00 a.m. on weekends, and 8:00 a.m. to 1:00 a.m. each day for the remainder of the year, **subject to additional custodial fees and availability.**
- d) The maximum seating capacity of the THEATRE is four hundred and thirty (430). This is the maximum number of people that may be accommodated at one time in the THEATRE seating area. No one may sit in the aisles or on the stairs in the THEATRE. All people in the THEATRE must have a valid ticket for the event. No babes in arms.

#### 1.2 Application Forms/Permits

~~Once an application form is completed for use of the THEATRE and a 20% deposit is made, a person/group will sign the rental contract and be deemed a PERMIT HOLDER. A copy of the contract will be given to the PERMIT HOLDER.~~

**Events will be scheduled and considered booked only after full payment is received and assigned Permit has been accepted by the COMMUNITY SERVICES MANAGER or designate, or has been approved in accordance with the Town of Fort Frances' credit application procedure.**

#### 1.3 Signed Contract with an Act

- a) The PERMIT HOLDER agrees to furnish the COMMUNITY SERVICES MANAGER or designate, at the time of executing the Permit Agreement, a copy of the contract rider between PERMIT HOLDER and the Act to be presented, to ensure that performance requirements will be fulfilled.

- b) Performance Contract – At the request of the COMMUNITY SERVICES MANAGER, the PERMIT HOLDER shall produce any contract that it may have with an artist with regards to any question of copyright or other matter which the COMMUNITY SERVICES MANAGER may deem necessary to determine that the PERMIT HOLDER has completed arrangements for the engagement.

#### 1.4 Permit Holder Representative

The PERMIT HOLDER will furnish to the COMMUNITY SERVICES MANAGER or designate the name, address and phone number of the PERMIT HOLDER'S representative. This representative will be the sole person authorized to make decisions or to negotiate with the COMMUNITY SERVICES MANAGER or designate. This representative, who must be present at each performance, will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the staff of the THEATRE.

#### 1.5 Theatre as Supplied

The THEATRE will be made available to the PERMIT HOLDER with ordinary THEATRE lighting, heating and air conditioning, subject to equipment breakdown. The basic theatrical stage lighting system and stage sound system will also be available subject to equipment breakdown for the PERMIT HOLDER to use during their rental of the THEATRE at no additional charge.

#### 1.6 Building Cleanliness

The THEATRE will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the THEATRE dressing rooms or other rooms used by the PERMIT HOLDER or the PERMIT HOLDER'S performers cast or crew are left in an unsatisfactory condition, in the sole opinion of the COMMUNITY SERVICES MANAGER or designate (the on duty custodial staff), the PERMIT HOLDER shall be responsible for cleaning costs incurred.

#### 1.7 Building Alterations

There will be no alterations to the THEATRE without written approval of the COMMUNITY SERVICES MANAGER.

#### 1.8 Building Damage

Any damage inflicted on the THEATRE or its equipment, however caused, will be paid for by the PERMIT HOLDER. All equipment brought into the THEATRE including stage sets, decorations, attachments in the premises and surrounding areas shall be subject to the approval of the COMMUNITY SERVICES MANAGER or designate. All electrical equipment must be approved (see Section 2.5).

#### 1.9 Building Overtime

The standard daily rental period is seven (7) consecutive hours. The rental period starts when the PERMIT HOLDER or group enter the THEATRE or set up is started on the PERMIT HOLDER'S behalf. The rental period ends when:

- a) All stage equipment has been put away;
- b) All lighting that has been adapted for the PERMIT HOLDER'S specific show is reset to the standard;
- c) The stage floor has been swept and/or mopped;
- d) The PERMIT HOLDER'S group has vacated the building; and
- e) The THEATRE building is locked and a security check is completed by the on duty custodial staff.

#### 1.10 Financial Settlement

If funds are outstanding at the conclusion of an event, an invoice for the balance owed will be issued to the PERMIT HOLDER. Any money owing will be due NET 30 DAYS from the issue date of the invoice. A full accounting of charges made by the COMMUNITY SERVICES MANAGER or designate will accompany the invoice. In the event of seating surcharge, the surcharge will be included in this invoice.

#### 1.11 Site Visits

Site visits to view the THEATRE and the technical equipment are encouraged and may be arranged during normal business hours, Monday to Friday, with the COMMUNITY SERVICES MANAGER.

#### 1.12 Backstage Policies

- a) The PERMIT HOLDER will provide an adequate number of people to run their performance, set up, strike, or rehearsal in a safe and efficient manner.
- b) The PERMIT HOLDER shall be responsible for all its personal property in the building including all backstage areas.
- c) *No one is permitted in restricted and technical areas of the THEATRE (lighting grid, box booms, or control booth) unless specifically authorized by the COMMUNITY SERVICES MANAGER or designate.*
- d) All the PERMIT HOLDER'S effects must be removed from the THEATRE at the termination of the rental period. If effects are not removed, they will be removed at the owner's expense. All technical aspects of events conducted at the THEATRE are subject to the supervision and approval of the COMMUNITY SERVICES MANAGER or designate.

- e) Painting is not permitted in the THEATRE except in the loading dock area. Appropriate drop cloths must be used to protect the floor. Expense to repair any damage will be charged back to the PERMIT HOLDER.
- f) No stapling, screwing or nailing into the stage floor is permitted.
- g) All exit doors and hallways must be kept free and clear of any obstructions at all times.
- h) No costumes, properties, etc., are to be hung from the fire equipment, emergency lighting fixtures or backstage equipment at any time.
- i) Food and drinks are not permitted in the THEATRE, catwalks or control room.
- j) Nothing may be attached to the stage drapes. This includes anything that may be pinned or taped to the curtains.
- k) There will be no 'tours' of the THEATRE, backstage or any of the technical areas without the authorization of the COMMUNITY SERVICES MANAGER or designate.
- l) Audience members should not be encouraged to go on the stage or into the backstage area after a performance. Guests of the performers may be greeted in the lobby.

#### 1.13 ~~Volunteer~~ Usher(s)

~~Volunteer ushers will supply the required front of house personnel free of charge to the PERMIT HOLDER including house manager, security, ushers and personnel to assist with the box office, if required, to ensure that theatre policies are adhered to.~~

**PERMIT HOLDERS will be required to supply their own usher(s) for events. The COMMUNITY SERVICES MANAGER may provide usher(s) as deemed necessary.**

#### 1.14 Advertising and Promotions

All advertising and promotions for engagements will be by the PERMIT HOLDER at the PERMIT HOLDER'S sole cost and expense.

#### 1.15 Equipment, Signs and Posters

- a) The PERMIT HOLDER will not do, or permit to be done, anything that will tend to damage, mar or in any manner deface the property of the THEATRE, and will not drive or install, or permit to be driven or installed, any nails, hooks, tacks or screws into any part of the THEATRE, and will not make, or allow to be made, any lacerations of any kind to the THEATRE or any equipment or facilities thereof.

- b) The PERMIT HOLDER will not post or exhibit or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description on any part of the THEATRE, except upon the regular areas provided for such purpose. The PERMIT HOLDER will post or exhibit only such material as approved by the COMMUNITY SERVICES MANAGER or designate as it relates to the performance or exhibition to be given in the THEATRE under this license. The COMMUNITY SERVICES MANAGER or designate reserves the right to reject materials that do not conform to fire and safety regulations (e.g. non-flame proofed banners), or community standards.
- ~~c) The PERMIT HOLDER'S production requires cast members to smoke on stage; the COMMUNITY SERVICES MANAGER must provide prior approval at the time the Theatre Rental Agreement is signed. Once approved and at the PERMIT HOLDER'S expense, ALL advertising must include a disclaimer that smoking is part of the production.~~
- c) If a production requires cast members to smoke on stage, the prop must be simulated and not lit or activated as per Article 1.19.**

#### 1.16 Loading Entrance

All articles, exhibits, fixtures, materials, displays, etc., will be brought into or out of the building only at such entrances as may be designated by the COMMUNITY SERVICES MANAGER or designate.

#### 1.17 Objectionable Persons

- a) The COMMUNITY SERVICES MANAGER or designate reserves the right to eject or cause to be ejected from the THEATRE any objectionable person or persons; and neither the COMMUNITY SERVICES MANAGER nor any of its officers, agents or employees shall be liable to the PERMIT HOLDER for any damages that may be sustained by the PERMIT HOLDER through the COMMUNITY SERVICES MANAGER'S exercise of such right.
- b) The term 'objectionable persons' shall include those persons who by virtue of disorderly conduct, intoxication, disruptive behavior, violation, policies pertaining to the THEATRE, municipal, provincial or federal law, make the proper conduct of business, an event, or the enjoyment by others of the event, difficult or impossible.

#### 1.18 Limitations

The COMMUNITY SERVICES MANAGER or designate may refuse to make requested areas available if the proposed use interferes with the school, the THEATRE'S normal business, or is deemed hazardous, unsafe or objectionable.

#### 1.19 Tobacco, Cannabis, and Vaping

**The consumption (e.g. smoking, vaping, and ingestion), illegal and/or restricted drugs, including cannabis and tobacco products are prohibited on school board property.**

## 2. TECHNICAL FACILITIES AND EQUIPMENT

### 2.1 Technical Staff

- a) When technical equipment is being used by the PERMIT HOLDER, qualified technical persons are required to operate the equipment. A listing of the personnel will be made available to the PERMIT HOLDER upon request. An extra charge for the cost of technical staff will be applied to the Contract.
- b) Under special circumstances for those PERMIT HOLDERS providing special technical staff, arrangements may be made with the COMMUNITY SERVICES MANAGER.

### 2.2 Technical Information

Technical information will be sent to the PERMIT HOLDER if requested. This information includes lighting, audio, and stage equipment lists, drawings of the stage and lighting grid, the house light plot and stock lighting gel list.

### 2.3 Additional Charges for Special Equipment

Any equipment required beyond the existing equipment package requires the PERMIT HOLDER to gain approval from the COMMUNITY SERVICES MANAGER or designate.

### 2.4 Additional Equipment

Audio-visual equipment, including VCR and TV monitor, flip charts, video projector easels or other specialized equipment may be arranged at a cost to the PERMIT HOLDER, through the COMMUNITY SERVICES MANAGER or designate pending availability.

### 2.5 Electrical Equipment

- a) All electrical equipment used in the THEATRE must be CSA, U/L or Ontario Hydro approved.
- b) In the event that the standard electrical connections provided by the COMMUNITY SERVICES MANAGER or designate are not sufficient for the PERMIT HOLDER'S purposes, the PERMIT HOLDER will inform the COMMUNITY SERVICES MANAGER or designate that additional electrical connections are required. The COMMUNITY SERVICES MANAGER or designate may require the PERMIT HOLDER to retain a qualified electrician which will be selected by the COMMUNITY SERVICES MANAGER or designate to do all work involved in the connection or disconnection of electrical equipment. The costs of these electrical services will be borne by the PERMIT HOLDER.
- c) If the COMMUNITY SERVICES MANAGER or designate determined that any piece of electrical equipment brought into the THEATRE is damaged, impaired or otherwise

deficient so as to create a potentially dangerous situation, the COMMUNITY SERVICES MANAGER or designate will refuse to let it be used in the THEATRE until such impairment or deficiency is remedied.

## 2.6 Pyrotechnics

All pyrotechnical effects to be set up and used in the THEATRE are subject to the safety approval of the COMMUNITY SERVICES MANAGER or designate and the Fort Frances Fire Department.

This will include how the effects are to be set up and fired. Pyrotechnics must be set and used by an individual certified by the Explosives Branch of Natural Resources of Canada. For greater certainty the Pyrotechnic process from set up, execution and removal must be under the direct supervision of an individual certified by the Explosives Safety and Security Branch of Natural Resources Canada.

## 2.7 Sound Pressure Levels

Sound pressure levels in the THEATRE may not exceed the guidelines set out by the Ontario Ministry of Labour – Safety guidelines for the Live Performance Industry in Ontario (as amended). If sound pressure levels are felt to be exceeding these levels, the COMMUNITY SERVICES MANAGER or designate will measure the levels utilizing the THEATRE'S equipment. If the sound pressure levels exceed an acceptable level, the PERMIT HOLDER will be advised immediately to lower the sound pressure levels. If this is not done, the performance may be stopped.

## 2.8 Rigging

The rigging of signs, small set pieces, etc., will be executed or supervised only by the COMMUNITY SERVICES MANAGER or designate. This includes items that are dead hung and items that are rigged to fly.

## 2.9 Piano Use

- a) Requests for use of and piano tuning must be arranged through the COMMUNITY SERVICES MANAGER or designate. The piano(s) will be tuned on a regular basis. Only tuners approved and hired by the COMMUNITY SERVICES MANAGER or designate are permitted to tune and repair the instruments. Piano tuning is at the expense of the PERMIT HOLDER.
- b) The piano(s) are to be used only as instruments, not as stage props. (Users should feel free to bring in their own pianos for such uses.). The COMMUNITY SERVICES MANAGER or designate reserves the right to restrict the use of the piano(s) at any time.

- c) Any damage suffered by the piano(s) during their use by a group will be paid for by the group. The piano(s) will be inspected by the COMMUNITY SERVICES MANAGER or designate and the PERMIT HOLDER prior to and following each use.

#### 2.10 Orchestra Pit – Stage Thrust

The orchestra pit is available for use by any groups using the THEATRE. It is, however, due to its design, very labour intensive to move. Please consult the COMMUNITY SERVICES MANAGER or designate when making plans to utilize the orchestra pit.

If the PERMIT HOLDER wishes to use a piano in the orchestra pit, he/she must supply his/her own electric piano.

### 3. CATERING

#### 3.1 Authorized Caterers

All food services must be supplied by a caterer arranged through or authorized by the COMMUNITY SERVICES MANAGER or designate.

#### 3.2 Licensed Events

The High School Cafeteria adjacent to the Lobby may be available for special licensed Events, subject to Fort Frances Municipal Alcohol Policies.

### 4. MISCELLANEOUS

#### 4.1 Coat Check Services

The THEATRE will not operate a coat check service. The PERMIT HOLDER may operate one and charge a fee to patrons for this service.

#### 4.2 Box Office

A box office is available in the lobby area for use by the PERMIT USER.

### 5. GENERAL POLICIES

#### 5.1 Lost Articles

- a) The COMMUNITY SERVICES MANAGER or designate will have the sole right to collect, to have custody of and to dispose of articles left in the building by persons attending any performance, exhibition or entertainment present in the THEATRE. The PERMIT HOLDER, and any other persons in the PERMIT HOLDER'S employ, or under his/her control, will not collect nor interfere with the collection or custody of such articles. LOST AND FOUND: Please call the COMMUNITY SERVICES MANAGER or designate.



- b) Where lost articles can readily be identified to be the property of the PERMIT HOLDER, his employee, or others under his/her control, the COMMUNITY SERVICES MANAGER or designate will make every effort to return articles to the rightful owner, but will not be responsible for incurring any cost for shipping said articles to the owner.

## 5.2 Stage Entrance

The THEATRE stage entrance is located on the south side of the building. All performers, technicians, and other personnel associated with the PERMIT HOLDER'S event will use this door when entering and leaving the facility. The main THEATRE entrance should not be used. In some cases and with prior approval, when the Drama Room is being used by performers, the school door immediately to the right (north) of the main THEATRE doors can also be used as the stage door entrance. Access may also be obtained through the school.

## 6. PARKING LOT/GROUNDS USE

- 6.1 The parking lot and the grounds surrounding the THEATRE are available for use. ~~There is no smoking allowed in the parking lot and on the grounds surrounding the Theatre.~~ Both the Town of Fort Frances and the Rainy River District School Board are not responsible for any loss or damage however caused in the use of the parking lot and grounds surrounding the Theatre.

## 7. USE OF ASSIGNED ROOMS

- 7.1 By agreement with the Rainy River District School Board, the PERMIT HOLDER of the THEATRE may request to use the Drama Room, the Cafeteria adjacent to the THEATRE, as well as other school rooms. The Principal or designate, shall have sole discretion regarding the access, use, and designation of these rooms, subject to permit considerations already granted by the Board. Use of the school room(s) is a privilege and may be revoked by the Principal or designate at any time. The PERMIT HOLDER shall provide sufficient supervision so as to protect school/Board property. Any damage shall be the responsibility of the PERMIT HOLDER.
- 7.2 Requests of additional school rooms, including the Cafeteria or Drama Room, are made through the COMMUNITY SERVICES MANAGER or designate who will liaise with the Rainy River District School Board Community Use of Schools Coordinator. The COMMUNITY SERVICES MANAGER or designate will then communicate the availability of the school room(s) to the PERMIT HOLDER.

For greater clarity, the Permit Holder will direct all communication regarding the availability of, booking of, or any other item(s) related to the use of school rooms to the Community Services Manager or designate.

## 8. EMERGENCY RESPONSE

## 8.1 Fire

IF YOU DETECT FIRE, SOUND THE ALARM.

IF YOU HEAR the fire ALARM, leave the building.

Primary marshalling area is the main parking lot.

The secondary marshalling area is the north parking lot.

## 8.2 Lockdown

(Only when school is in session or during professional activity days 8:00 a.m. to 4:00p.m.)

- a) There are lockdown strobe lights in the main theatre area, the theatre hallway leading to the lobby and the hallway leading to the music classrooms.
- b) Main theatre doors and all theatre access door are to remain locked at all times and will be closed at the beginning of the performance.
- c) Doors will be supervised by a member designated by the user group to allow for exit and entry for use of the washrooms.
- d) Signage is located under the strobe lights indicating that in the lights will flash in the event of a lockdown.
- e) If the strobe lights activate, ensure the main theatre doors and the theatre hall door are locked so that no one can enter the theatre. Do not evacuate the theatre through the lobby area.
- f) If the light is flashing everyone is to remain in the theatre until the all clear is given, the light stops flashing or a signal from school administration or a police officer.