

TOWN OF FORT FRANCES

AGENDA - October 15, 2019

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 026) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
7. **Consent Agenda:**
 - 7.1 Fort Frances Lakers Request for Dudley Hewitt Cup Sponsorship. 4 - 7
 - approval of this report will agree to the recommendations of the Administration and Finance Executive Committee with input from the Community Services Executive Committees as laid out in their respective reports.
 - 7.2 Award of RFP 19-OF-12 - Fort Frances Safety Management System Internal QA Audit Services. 8 - 10
 - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to award RFP 19-OF-12 to Winnipeg Airport Services Corporation in the amount of \$4,985.00 plus applicable taxes and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.
 - 7.3 Award of Three (3) Year Asphalt Patching Tender 19-OF-13. 11 - 12
 - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to award Tender 19-OF-13 to Pioneer Construction in the revised amount of \$487,517.03 and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.
 - 7.4 Application for Funding for a Large Scale Planting Partnership Project. 13 - 18
 - approval of this report will agree to the recommendation of the

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	Operations and Facilities Executive Committee to endorse the application to CN EcoConnexions or New Gold Community Investment Program for a large scale planting program at Phair Avenue or Lillie Avenue Park in 2020.	
7.5	Letter dated August 7, 2019 - Asset Management Replacement of Mature Trees. - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to receive it for informational purposes.	19 - 20
7.6	Townshend Theatre Joint-Use Agreement. - approval of this report will agree to the recommendation of the Community Services Executive Committee to approve renewal of the Townshend Theatre joint use agreement for a five year term and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.	21 - 29
7.7	Seniors Community Grant Agreement. - approval of this report will agree to the recommendation of the Community Services Executive Committee to approve entering into a MSAA - Seniors Community Grant Program agreement and further that Mayor and Clerk be authorized to execute an authorizing by-law on behalf of the Corporation.	30 - 40
7.8	Townshend Theatre Operating Manual. - approval of this report will agree to the recommendation of the Community Services Executive Committee to approve the revised Theatre Operating Manual as presented.	41 - 55
8.	<u>Administration and Finance Division:</u>	
8.1	Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Per Diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Annual Meeting and Conference in Thunder Bay on September 24-25, 2019.	56 - 57
9.	<u>Operations and Facilities Division:</u>	
9.1	Verbal Update on Capital Projects	
10.	<u>Information:</u>	
10.1	General Fund (Operating) Summary for the Nine Months Ending Monday, September 30th, 2019.	58 - 59

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10.2 Water and Sewer Fund (Operating) Summary for the Nine Months Ending Monday, September 30th, 2019.	60
10.3 Complaint Register - August 2019.	
10.4 Fort Frances Museum & Cultural Centre - September 2019 Newsletter	61 - 67
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/84**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 8, 2019

SUBJECT: Fort Frances Lakers Request for Dudley Hewitt Cup Sponsorship

BACKGROUND

At the September 23, 2019 Council Meeting, the Fort Frances Lakers' letter requesting financial support for the Dudley Hewitt Cup Junior 'A' Championship was referred to the Administration & Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

The Dudley Hewitt Cup Junior 'A' Championship games will be held in Fort Frances from April 28 to May 2, 2020 at the Ice for Kids Arena. As indicated in the letter received from Milt Strachan and Larry Patrick, Co-Chairs of the 2020 Dudley-Hewitt Cup Central Canadian Jr. A Championship Committee, the tournament is comprised of the winners of the Superior International Junior Hockey League, the Northern Ontario Junior Hockey League and the Ontario Junior Hockey League together with the host team. The winner of the Dudley Hewitt Cup goes on to compete in the National Junior A Championship known as the Royal Bank Cup.

The Dudley Hewitt Committee has requested consideration of the following:

1. Waive any fees for ice rental from April 28- May 2
2. Waive any fees for use of the conference rooms and auditorium
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 IFK lobby
4. Use of the 52 Canadians rink surface to serve meals to Teams
5. Mayor's attendance at Opening Ceremonies
6. Town souvenirs/memorabilia for team grab bags

RECOMMENDATION

The Administration & Finance Executive Committee agrees with the recommendation of the Community Services Executive Committee, which recommends that Council approve the requested items by providing a donation of the cost of ice time (\$4,786.65) to the Dudley Hewitt Cup Committee with the following caveat; should the Dudley Hewitt Cup Committee/Fort Frances Lakers realize a profit of greater than \$20,000 by hosting the tournament, then the committee will donate \$4,000 back to the Town to help with the cost of keeping the ice in for the additional time required to host the championship. Also, we ask that the Lakers assist with other revenue generation ideas during the weeks leading up to the Dudley Hewitt Cup.

Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee with input from the Community Services Executive Committee to approve the requested items by providing a donation of the cost of ice time (\$4,786.65) to the Dudley Hewitt Cup Committee with the following caveat; should the Dudley Hewitt Cup Committee/Fort Frances Lakers realize a profit of greater than \$20,000 by hosting the tournament, then the committee will donate \$4,000 back to the Town to help with the cost of keeping the ice in for the additional time required to host the championship. Also, we ask that the Lakers assist with other revenue generation ideas during the weeks leading up to the Dudley Hewitt Cup.



REPORT

TO: Administration & Finance Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 4, 2019

RE: **2020 Dudley Hewitt Cup Request**

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):

DAY	Ice Rental	Auditorium	TOTAL
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
	\$3,771.40	\$1,015.25	\$4,786.65

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.

Recommendation

The Community Services Executive Committee recommends to the Administration & Finance Executive Committee to grant the requested items to the Dudley Hewitt Cup Committee with the following caveat; should the Dudley Hewitt Cup Committee/Fort Frances Lakers realize a profit of greater than \$20,000 by hosting the tournament, than the committee will donate \$4,000 back to the Town to help with the cost of keeping the ice in for the additional time required to host the championship. Also, we ask that the Lakers assist with other revenue generation ideas during the weeks leading up to the Dudley Hewitt Cup.

Respectfully Submitted,



Jason Kabel

October 9, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 19-OF-12 – Fort Frances Airport Safety Management System Internal QA Audit Services

The Town of Fort Frances, by virtue of having a Transport Canada Registered Airport must have a Safety Management System (SMS) in place. Part of the SMS Program is to undertake an internal Quality Assurance Audit of our SMS activities once every three years. Prior to taking over the Operations and Facilities Manager position I was the trained Internal Auditor for the SMS program and I undertook the first 2 internal audits of our program. Now that I am overseeing the operations at the Fort Frances Airport, I can no longer undertake the internal QA audits. The initial intention was to get the Asset Management Coordinator trained to become the next internal auditor, however with Crystal leaving the organization, Adam did not have time to undertake the required training to be ready to audit our system in 2019 as required.

The Town of Fort Frances went out looking for a firm to complete the audit for us. We advertised, starting August 28, 2019, a request for proposal which closed on September 24, 2019 and was opened publicly at the Civic Centre Committee Room. Three firms submitted proposals to undertake this work which were reviewed and rated by Administration Staff. All proposals met the requirements outlined within the RFP document. All three firms' proposals showcased their firms experience and outlined thorough audit methodology and all three firms would provide an excellent QA audit for the Town. Attached you will find a report from Tom Batiuk, Airport Supervisor outlining the recommended proposal. The table below further summarizes the review and rating of the proposals.

Firm	Weighted Score	Price (plus Tax)	Timeline
WASCO	98.5	\$ 4,985.00	7 Weeks
Lomex Group	83.5	\$ 25,600.00	5 weeks
Octant	83	\$ 9,340.00	5 weeks

Winnipeg Airport Service Corporation (WASCO), a firm originally developed to address issues with regulatory compliance throughout smaller Manitoba Airports has expanded its scope to include services well beyond airport operations and have a robust SMS development and audit program. In addition to this, WASCO has the benefit of being based in Winnipeg Manitoba so travel costs are reduced.

It is the recommendation of the Operations and Facilities Executive Committee to award RFP 19-OF-12 to Winnipeg Airport Services Corporation for a total proposed cost of \$4985.00 plus applicable taxes and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award RFP 19-OF-12 to Winnipeg Airport Services Corporation for a total proposed cost of \$4985.00 plus applicable taxes and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.

Manager of Operations and Facilities

2019Oct Award RFP 19-OF-12 Airprot SMS Audit



2019-10-04

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Awarding of QA Audit tender

After review and criteria consultation for the QA audit tender I would like to recommend awarding this tender to Winnipeg Airport Services Corp. Their tender scored 100/100 based on the criteria set out. I am pleased to have this company bid as their Airports Director, James Lindsey, was a key individual in development of the SMS program at the Fort Frances Airport within his previous position at WSP. Please accept this letter as my recommendation to hire Winnipeg Airport Services Corp to complete the QA audit cycle for the Fort Frances Airport by the end of the 4th quarter 2019.

Kind Regards,

Tom Batiuk
Airport Supervisor

October 9, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of 3 - Year Asphalt Patching Tender 19-OF-13

For numerous years the Town has gone out to tender a three-year asphalt patching tender to get competitive pricing for the completion of various asphalt patching through the Town of Fort Frances. As the year progresses the Town maintains a listing of asphalt works required resulting from, primarily, sewer and water works and storm sewer repairs. Twice per year our asphalt contractor comes to town and completes the patching of these various locations.

The tender was opened publicly on October 1, 2019 and one tender was received from Pioneer Construction. Attached you will find spreadsheet number 1 outlining the 2018 prices compared to the 2019, 2020 and 2021 prices tendered. It should be noted that there were some minor rounding errors in Pioneer's bid, the below table outlines the bid values versus corrected bids.

	Tender Price	Corrected Price	Difference
Total Tender Price 2019	\$159,667.50	\$159,665.61	\$-1.89
Total Tender Price 2020	\$162,170.50	\$162,180.99	\$10.49
Total Tender Price 2021	\$165,661.50	\$165,670.43	\$8.93
Total Tender Price	\$487,499.50	\$487,517.03	\$17.53

It should be noted that the prices for 75mm and greater patches as well as overlay and large patches has gone down compared to 2018.

It is the recommendation of the Operations and Facilities Executive Committee to award tender 19-OF-13 to Pioneer Construction at a revised value of \$487,517.03, and further that mayor and Clerk be authorized to execute the agreement on behalf of the organization.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award tender 19-OF-13 to Pioneer Construction at a revised value of \$487,517.03, and further that mayor and Clerk be authorized to execute the agreement on behalf of the organization.

Manager of Operations and Facilities

Spreadsheet No. 1 - Asphalt Tender 19-OF-13
Closed on October 1, 2019

			Pioneer 2018		Pioneer 2019				Pioneer 2020				Pioneer 2021			
Description	Tender Quantities	Units	Unit Price No HST	Total No HST	Unit Price No HST	Unit Price W/HST	Total No HST	Total W/HST	Unit Price No HST	Unit Price W/HST	Total No HST	Total W/HST	Unit Price No HST	Unit Price W/HST	Total No HST	Total W/HST
Asphalt Removal and disposal	1500	m^2	\$11.08	\$16,620.00	\$ 11.08	\$ 1.44	\$ 16,620.00	\$ 18,780.60	\$ 11.25	\$ 1.46	\$ 16,875.00	\$ 19,068.75	\$ 11.40	\$ 1.48	\$ 17,100.00	\$ 19,323.00
50 mm Asphalt																
Areas under 15 m^2	50	m^2	\$53.10	\$2,655.00	\$ 53.10	\$ 6.90	\$ 2,655.00	\$ 3,000.15	\$ 54.10	\$ 7.03	\$ 2,705.00	\$ 3,056.65	\$ 55.95	\$ 7.27	\$ 2,797.50	\$ 3,161.18
Areas over 15 m^2	1500	m^2	\$50.45	\$75,675.00	\$ 52.45	\$ 6.82	\$ 78,675.00	\$ 88,902.75	\$ 53.49	\$ 6.95	\$ 80,235.00	\$ 90,665.55	\$ 55.18	\$ 7.17	\$ 82,770.00	\$ 93,530.10
75 mm Asphalt																
Areas under 15 m^2	50	m^2	\$78.06	\$3,903.00	\$ 75.25	\$ 9.78	\$ 3,762.50	\$ 4,251.63	\$ 75.80	\$ 9.85	\$ 3,790.00	\$ 4,282.70	\$ 76.25	\$ 9.91	\$ 3,812.50	\$ 4,308.13
Areas over 15 m^2	50	m^2	\$71.86	\$3,593.00	\$ 69.89	\$ 9.09	\$ 3,494.50	\$ 3,948.79	\$ 70.03	\$ 9.10	\$ 3,501.50	\$ 3,956.70	\$ 70.77	\$ 9.20	\$ 3,538.50	\$ 3,998.51
100 mm Asphalt																
Areas under 15 m^2	50	m^2	\$107.95	\$5,397.50	\$ 99.89	\$ 12.99	\$ 4,994.50	\$ 5,643.79	\$ 101.41	\$ 13.18	\$ 5,070.50	\$ 5,729.67	\$ 101.71	\$ 13.22	\$ 5,085.50	\$ 5,746.62
Areas over 15 m^2	50	m^2	\$99.39	\$4,969.50	\$ 96.50	\$ 12.55	\$ 4,825.00	\$ 5,452.25	\$ 97.50	\$ 12.68	\$ 4,875.00	\$ 5,508.75	\$ 98.25	\$ 12.77	\$ 4,912.50	\$ 5,551.13
Overlay	200	m^2	\$61.19	\$12,238.00	\$ 55.95	\$ 7.27	\$ 11,190.00	\$ 12,644.70	\$ 56.80	\$ 7.38	\$ 11,360.00	\$ 12,836.80	\$ 57.25	\$ 7.44	\$ 11,450.00	\$ 12,938.50
Large Patches > 200 m^2	50	tonnes	\$314.79	\$15,739.50	\$ 301.61	\$ 39.21	\$ 15,080.50	\$ 17,040.97	\$ 302.22	\$ 39.29	\$ 15,111.00	\$ 17,075.43	\$ 302.89	\$ 39.38	\$ 15,144.50	\$ 17,113.29
			SUBTOTAL	\$140,790.50			\$141,297.00				\$143,523.00				\$146,611.00	
			HST	\$18,302.77			\$18,368.61				\$18,657.99				\$19,059.43	
			Total	\$159,093.27			\$159,665.61				\$162,180.99				\$165,670.43	

2019Oct Asphalt Tender 19-OF-03 Table of Unit Prices

October 9, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Application for funding for a Large Scale Planting Partnership Project

On September 11, 2019 I met with Diana McGee, Partnership Specialist with the Ministry of Natural Resources and Forestry where an application to the CN EcoConnexions program for the Town of Fort Frances was discussed. The idea around the application was to undertake a larger scale tree planting program at a park that could use some shelter from sun and/or wind to better the user experience at the park. The two parks discussed were Phair Avenue park and Lillie Avenue park. Given that CN has a substantial presence in the Town of Fort Frances application to their EcoConnexions program makes sense.

Attached is some background information put together by Ms. McGee outlining the location of the proposed planting, types of trees and shrubbery to be planted and some of the costs associated with this program. The idea is to utilize community groups and contractors as well as Town staff and equipment to complete the work with a minimal financial contribution by the Town.

At this time the CN program is not taking applications, however there is an opportunity to apply for funding through New Gold's Community Investment Program for the funding required to undertake a project within the Town of Fort Frances.

It is the recommendation of the Operations and Facilities Executive Committee to endorse the application to CN EcoConnexions or New Gold Community Investment Program for a large-scale planting program at Phair Avenue or Lillie Avenue Park in 2020.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to endorse the application to CN EcoConnexions or New Gold Community Investment Program for a large-scale planting program at Phair Avenue or Lillie Avenue Park in 2020.

Manager of Operations and Facilities

Lillie Street Planting Areas



South side – looking west of Lillie St.



Triple row shelter belt requires ~ 100
chokecherry/dogwood, 40 – 4' br Hypop
& 30 1 gal. spruce = ~\$600.00



West side – looking north

Phair Avenue Planting Areas



Phair Ave. Park - looking northeast



East side – looking north



South side – looking west



South side – looking east



Phair Avenue Park Enhancement

Notes:
12 Hypop, 30 Saskatoons, Bur Oak, Linden, Maple & Plum



Legend

- Building as Symbol
- Building to Scale
- Airport
- Helipoint \ Hospital Helipoint
- Seaplane Base
- Ferry Route
- Trail Head \ Trail
- Railway \ Train Station
- Railway with Bridge
- Railway with Tunnel
- Road (Major → Minor)
- Winter Road
- Road with Bridge
- Road with Tunnel
- Primary, Kings or 400 Series Highway
- Secondary Highway
- Tertiary Highway
- District, County, Regional or Municipal Road
- Toll Highway
- One Way Road
- Road with Permanent Blocked Passage
- Road with Address Ranges
- Hydro Line, Communication Line or Unknown Transmission Line
- Natural Gas Pipeline, Water Pipeline or Unknown Pipeline
- Spot Height
- Index Contour
- Contour
- Wooded Area
- Wetland
- Waterbody
- Waterbody Elevation
- Watercourse
- Falls
- Rapids
- Rapids \ Falls
- Rapids
- Rocks
- Lock Gate
- Dam \ Hydro Wall
- Dam \ Hydro Wall
- Provincial \ State Boundary
- International Boundary
- Upper Tier \ District
- Municipal Boundary
- Lower Tier \ Single Tier
- Municipal Boundary
- Lot Line
- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 0.1 km

Projection: Web Mercator



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Lillie Avenue Park Enhancement

Notes:
25 Spruce, 35 Hypop & 30 Saskatoons



Legend

- Building as Symbol
- Building to Scale
- Airport
- Helipoint \ Hospital Helipoint
- Seaplane Base
- Ferry Route
- Trail Head \ Trail
- Railway \ Train Station
- Railway with Bridge
- Railway with Tunnel
- Road (Major \ Minor)
- Winter Road
- Road with Bridge
- Road with Tunnel
- Primary, Kings or 400 Series Highway
- Secondary Highway
- Tertiary Highway
- District, County, Regional or Municipal Road
- Toll Highway
- One Way Road
- Road with Permanent Blocked Passage
- Road with Address Ranges
- Hydro Line, Communication Line or Unknown Transmission Line
- Natural Gas Pipeline, Water Pipeline or Unknown Pipeline
- Spot Height
- Index Contour
- Contour
- Wooded Area
- Wetland
- Waterbody
- Waterbody Elevation
- Watercourse
- Falls
- Rapids
- Rapids \ Falls
- Rapids
- Rocks
- Lock Gate
- Dam \ Hydro Wall
- Dam \ Hydro Wall
- Provincial \ State Boundary
- International Boundary
- Upper Tier \ District
- Municipal Boundary
- Lower Tier \ Single Tier
- Municipal Boundary
- Lot Line
- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 0.1 km

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September 18, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated August 7, 2019 – Asset Management Replacement of Mature Trees

At the August 12, 2019 meeting of Council, a letter from Mr. Jim Cumming dated August 7, 2019 was referred to the Operations and Facilities Executive Committee. In Mr. Cumming's letter he is requesting information on the specifics of the replacement of the trees removed from the 300 Block of Second Street to facilitate the reconstruction of that road segment.

The Town of Fort Frances on February 11, 2019 adopted a Municipal Tree Canopy where it states that trees will not be planted in the boulevard area of roadways in the Town of Fort Frances due to the large width of our roadways and narrow nature of our road right of ways. This was done primarily to protect municipal infrastructure from damage from trees over the life of the infrastructure as well as the life of the tree. In addition, the Town has adopted a no net loss policy regarding trees, whereby when the Town takes down a tree due to disease, damage, or for infrastructure rehabilitation it will replace that tree in one of the many green spaces through town.

In relation to the 12 trees removed from Second Street, in accordance with the Town's tree policy, the Town will be planting replacement trees of approximately 4" caliper (trunk diameter) spread over Lillie Avenue Park, Phair Avenue Park and McIrvine Park. These replacements will take place likely in spring of 2020 to give the trees the best chance at establishment.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report is not required and is provided for information purposes.
--

Manager of Operations and Facilities

2019Sept Cumming Tree Letter

Jim and Marnie Cumming
701 Victoria Ave
Fort Frances, On P9A 2C9

August 7, 2019

Re: Asset Management Replacement of Mature Trees

Dear Mayor and Council – Town of Fort Frances

As part of the infrastructure replacement of the 300 block of Second Street in Fort Frances, 12 mature trees including Ash, Basswood, Silver Maple and Red Maple were removed from the curb area of the street. Those trees were planted in response to the loss of the American Elm trees in Fort Frances that graced the street.

Fort Frances has implemented an asset management plan that includes replacing tree losses due to removal, death and disease. We are requesting an accounting for where those 12 mature diverse species will be replaced in Fort Frances and will they be simply saplings, or will those replacement trees be more likely to be 10-15-year-old specimens?

Will more than one tree be planted to replace those lost 12 trees? The Ministry of the Environment and the Ministry of Energy encourages communities to adopt urban forest plans in communities across the province. Does the Town of Fort Frances have such a program?

I look forward to hearing from you.

A handwritten signature in cursive script, appearing to read "Jim and Marnie Cumming".

Jim and Marnie Cumming



REPORT

TO: Mayor Caul and Council

FROM: Jason Kabel, Manager of Community Services

DATE: October 4, 2019

RE: Townshend Theatre Joint-Use Agreement

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

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to sanction the renewal of the Townshend Theatre joint-use agreement as attached for a term of five (5) years with appropriate execution and forthcoming bylaw.

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.

Chair, Rainy River District School Board

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

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

Notes**0 " / Plan**

Code	Description
LIVING	Living

Zonin

Code	Bylaw	Description
I		Institutional

Structures on Property

Year	Code	Description	Swreys rülllHülf""	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 Title	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 3, 2019

RE: Seniors Community Grant Agreement

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 "J. Kabel".

Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse signing the MSAA - Seniors Community Grant Program agreement attached and support forthcoming bylaw.

**Ministry for
Seniors
and Accessibility**

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



Minister

Ministre

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5th 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 signature is written in a cursive, flowing style.

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
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5th 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.

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



APPLICATION

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. 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	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: *

Doug

Last Name: *

Brown

Middle Name:

Role: *

Other

Phone Number (Work): *

(807) 274-5323

Phone Number (Mobile):

Department:

Administration

Email Address: *

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: *

1

Number of Part-Time Staff: *

0

Number of Volunteers: *

8

E - Project Plan

Project Name: *

Seniors Companion Project

Start Date: *

10/01/2019

End Date: *

03/31/2019

Requested Amount: *

\$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.

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.

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.

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.

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.

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

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	-
Outcome Measure Examples	Numeric Target
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 <input type="text" value="-"/>
Workshops:	Total number of Volunteer 101 Education Sessions offered	6 <input type="text" value="-"/>
Volunteers:	Total number of volunteers involved and engaged in the project	8 <input type="text" value="-"/>
Partnerships:	Number of new partnerships developed with other groups or organizations and directly involved in the project	4 <input type="text" value="-"/>
Input from Seniors	Completed Volunteer surveys	30 <input type="text" value="-"/>

Participation	Percentage of participants who agree that the project helped them to network and participate more actively in their community	75	-
Recruitment	Percentage of participants who agree that the Volunteer 101 education made them more likely to volunteer in the Seniors Companion Project	50	- +

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	-
Elaine Fischer	Stakeholder	396 Scott St, Fort Frances, ON P9A 1G9	Grant co-writer, Committee Member	-
Cindy Noble	Stakeholder	401 Nelson St, Fort Frances, ON P9A 1B3	Senior Centre Manager	-
Ian Simpson	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	-
Irene Laing	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	-
Robert Schultz	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	-
Linda Plumridge	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	-
Geoff Gillon	Partner	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	-
June Caul	Stakeholder	401 Nelson St, Fort Frances, ON P9A 1B3	Volunteer	- +

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, Community Services Division Manager
DATE: October 4, 2019
RE: **Townshend Theatre Operating Manual**

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 ~~striketrough~~.

Recommendation

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

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the revised Theatre Operating Manual with the changes presented.

TOWNSHEND THEATRE

Operating Procedures Manual



TOWN OF FORT FRANCES

Community Services Division

October 2019

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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.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/83**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: October 8, 2019
SUBJECT: Councillor Wendy Brunetta–NOMA Executive Meeting Per Diem

BACKGROUND

Attached is a copy of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 for attendance at the NOMA Executive Meeting in Thunder Bay, on September 24-25, 2019 as submitted by Councillor Wendy Brunetta.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Per Diem claims in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Executive Meeting in Thunder Bay, on September 24-25, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Per Diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on September 24-25, 2019.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Mtg
Location	Thunder Bay, ON.
Dates	Sept. 25-2019

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<u>Date</u>		80.00	160.00	80.00				80.00 240.00
<u>Amount</u>		80.00	Sept 25	Sept 26				25
<u>Date</u>		Sept 24						

Name (Please Print)	Signature
Wendy Brunetta	<i>W Brunetta</i>
Approved	Date
	Sept 30, 2019

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Nine Months Ending Monday, September 30, 2019

	Actual	Budget	Variance	% Variance
CORPORATE				
Municipal Tax Levy	(\$11,015,566.17)	(\$11,015,565.00)	\$1.17	100.00%
Education Tax Levy	(1,526,022.22)	(1,527,297.00)	(1,274.78)	99.92%
Supp/Omit Municipal Tax Levy	(39,481.09)	-	39,481.09	0.00%
Supp/Omit Education Tax Levy	(5,007.67)	-	5,007.67	0.00%
W/O Municipal	86,058.18	113,070.00	27,011.82	76.11%
W/O Education	48,194.32	21,007.00	(27,187.32)	229.42%
OMPF	(2,520,842.00)	(3,363,500.00)	(842,658.00)	74.95%
Payments-in-Lieu	(662,229.70)	(816,367.00)	(154,137.30)	81.12%
Mayor & Council	246,645.39	552,621.00	305,975.61	44.63%
Contribution to Reserves & Reserve Funds	-	1,550,917.00	1,550,917.00	0.00%
Long Term Debt	295,663.63	397,821.00	102,157.37	74.32%
Election	(100.00)	-	100.00	0.00%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	6,000.00	6,000.00	0.00%
RR DSSAB	1,508,577.24	1,956,182.00	447,604.76	77.12%
Northwestern Health Unit	283,465.71	377,954.00	94,488.29	75.00%
Economic Development	56,359.27	168,068.00	111,708.73	33.53%
Travel Information Centre	11,544.76	4,006.00	(7,538.76)	288.19%
Solar Panel Project	(13,170.17)	(21,499.00)	(8,328.83)	61.26%
English Public School Board	957,833.32	1,259,780.00	301,946.68	76.03%
English Separate School Board	184,865.03	242,809.00	57,943.97	76.14%
French Public School Board	698.09	931.00	232.91	74.98%
French Separate School Board	2,077.75	2,770.00	692.25	75.01%
Total Corporate	(12,032,436.33)	(10,022,292.00)	2,010,144.33	120.06%
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(215,415.96)	(337,093.00)	(121,677.04)	63.90%
Administration	208,857.85	312,047.00	103,189.15	66.93%
Admin Vehicle	1,622.32	3,864.00	2,241.68	41.99%
Municipal Buildings	3,988.28	6,410.00	2,421.72	62.22%
HR Department	74,296.94	83,000.00	8,703.06	89.51%
Clerk	131,723.87	211,029.00	79,305.13	62.42%
Treasury	244,536.62	372,057.00	127,520.38	65.73%
FFPC Administration	91,873.28	147,892.00	56,018.72	62.12%
IT Department	121,011.40	232,446.00	111,434.60	52.06%
Total Administration and Finance	662,494.60	1,031,652.00	369,157.40	64.22%
EMERGENCY SERVICES				
Emergency Services	689,922.66	1,034,747.00	344,824.34	66.68%
Emergency Measures	6,726.30	18,580.00	11,853.70	36.20%
911 Service	11,077.10	8,120.00	(2,957.10)	136.42%
Police Revenue	(21,199.95)	(22,800.00)	(1,600.05)	92.98%
Police Services Board	6,672.24	21,101.00	14,428.76	31.62%
Police Administration	1,647,602.79	2,306,656.00	659,053.21	71.43%
Total Emergency Services	2,340,801.14	3,366,404.00	1,025,602.86	69.53%
COMMUNITY SERVICES				
Sister Kennedy Centre	27,861.83	54,132.00	26,270.17	51.47%
Fort Frances Children's Complex	583.75	18,070.00	17,486.25	3.23%
Best Start Hub	(48,408.52)	-	48,408.52	0.00%
Day Care Resource Teachers	(24,427.13)	-	24,427.13	0.00%
Handi-Transit System	124,553.16	105,049.00	(19,504.16)	118.57%
Townshend Theatre	(8,876.00)	-	8,876.00	0.00%

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Nine Months Ending Monday, September 30, 2019

	Actual	Budget	Variance	% Variance
Recreation Facilities	471,625.23	822,077.00	350,451.77	57.37%
Recreation Programs	33,561.92	154,502.00	120,940.08	21.72%
Community Services	86,264.98	141,996.00	55,731.02	60.75%
Sunny Cove Camp	20,005.39	29,765.00	9,759.61	67.21%
Fort Frances Public Library	397,084.89	497,448.00	100,363.11	79.82%
Museum	153,749.80	172,825.00	19,075.20	88.96%
Waterfront Development/Marina	49,357.04	38,703.00	(10,654.04)	127.53%
Total Community Services	1,282,936.34	2,034,567.00	751,630.66	63.06%

OPERATIONS AND FACILITIES

PW Administration	(150,266.85)	(230,693.00)	(80,426.15)	65.14%
PW Buildings & Yards	65,322.29	132,757.00	67,434.71	49.20%
Municipal Roads	997,568.27	1,507,015.00	509,446.73	66.19%
Public Parking Lots	6,899.42	16,867.00	9,967.58	40.90%
Sidewalks	123,915.82	143,123.00	19,207.18	86.58%
Private Works Charges	4,652.66	28,504.00	23,851.34	16.32%
Private Crossing Charges	45,150.36	32,654.00	(12,496.36)	138.27%
PW Vehicles	161,376.43	222,479.00	61,102.57	72.54%
PW Equipment	146,095.36	250,638.00	104,542.64	58.29%
PW Stores	68,960.38	75,501.00	6,540.62	91.34%
Traffic Signal Maintenance	5,603.43	11,135.00	5,531.57	50.32%
Streetlight Maintenance	35,736.51	109,710.00	73,973.49	32.57%
Garbage Collection	(133,933.05)	(230,431.00)	(96,497.95)	58.12%
Recycling Services	155,318.40	230,767.00	75,448.60	67.31%
Sanitary Landfill	(192,614.14)	(336.00)	192,278.14	57325.64%
Engineering	27,148.35	34,157.00	7,008.65	79.48%
Airport	(3,214.79)	(3,357.00)	(142.21)	95.76%
Airport Building Maintenance	31,552.84	45,856.00	14,303.16	68.81%
Airport Grounds Maintenance	44,995.30	59,323.00	14,327.70	75.85%
Parks & Cemeteries Maintenance	125,494.95	179,668.00	54,173.05	69.85%
Fort Frances Cemetery	68,850.42	142,012.00	73,161.58	48.48%
Riverview Cemetery	138,904.16	189,839.00	50,934.84	73.17%
Point Park	27,533.53	24,084.00	(3,449.53)	114.32%
Parks - Outdoor Facilities	255,075.57	269,707.00	14,631.43	94.58%
RLSquare	1,986.96	13,555.00	11,568.04	14.66%
Lions Millennium Park	2,705.94	12,995.00	10,289.06	20.82%
Total Operations and Facilities	2,060,818.52	3,267,529.00	1,206,710.48	63.07%

PLANNING AND DEVELOPMENT

Civic Centre	56,926.53	111,804.00	54,877.47	50.92%
By-Law Enforcement	92,136.06	145,491.00	53,354.94	63.33%
Animal Shelter	3,342.22	11,103.00	7,760.78	30.10%
Building Official	(75,278.19)	(1,481.00)	73,797.19	5082.93%
Planning & Zoning	11,069.03	55,223.00	44,153.97	20.04%
Total Planning and Development	88,195.65	322,140.00	233,944.35	27.38%
Sub-Total General Fund (Operating)	(5,597,190.08)	-	5,597,190.08	0.00%
TOTAL BUDGET- Revenue	(20,290,101.48)	(23,152,976.00)	(2,862,874.52)	87.63%
TOTAL BUDGET- Expenditures	14,692,911.40	23,152,976.00	8,460,064.60	63.46%
	(5,597,190.08)	-	5,597,190.08	0.00%

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Nine Months Ending Monday, September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$1,256,244.78)	(\$742,535.00)	\$513,709.78	169.18%
Water Treatment Plant	427,776.50	624,178.00	196,401.50	68.53%
Water Storage Facility	102,371.65	118,357.00	15,985.35	86.49%
	<u>(726,096.63)</u>		<u>726,096.63</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(1,329,207.69)	(727,460.00)	601,747.69	182.72%
Sewage Treatment Plant	420,547.02	727,460.00	306,912.98	57.81%
	<u>(908,660.67)</u>		<u>908,660.67</u>	<u>0.00%</u>



Fort Frances Museum & Cultural Centre

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www.fortfrances.ca/museum
sgeorge@fortfrances.ca

Find us on Instagram & Facebook!

September 2019

Special Dates of Interest

- **Echoes in the Ice: Finding Franklin's Ship** runs until Sept 29.
- **Friends Fall Fund-raising Gala** - Thurs Nov 7.
- **Writers Group** - Meets every 2nd Wed at 4:30 Back door entrance.
- **Right Relations Circle** - Meets every 3rd Wed at 10:00 - Everyone welcome.
- **Friends of the Museum** - new members welcome. Call 274-7891

Another summer has flown by. I swear I say something similar every year, but this past summer seemed especially brief. We try to limit the items on our to-do lists and have huge expectations for lazy weekends, but when fall arrives — same time every year they tell us — we feel cheated! The cold weather is creeping round our doors and we want to hang on to the summer warmth just a little bit longer.

Students have gone back to school, heritage sites are closed for another year and we're back into fall programming.

And yes! Workshops have started! Caren Fagerdahl has worked her magic and rounded up another team of great artists and classes, subsidized by our awesome Friends of the Museum.

In addition, those same Friends are working madly to bring us another fall gala, scheduled for Thurs Nov 7. So mark your calendars. They have something special planned and it is sure to be a hit! Tickets are \$30 or \$35 at the door. *And yes, the photo at right is a clue!*



Glorious Fall!

Echoes in the Ice: Finding Franklin's Ship — exhibit time-line has been extended one additional week. Closes Sun Sept 29th! Open daily 10-5.

The museum wants to thank all those who helped us unload, move and unpack crates, and others who checked on our needs and loaned equipment. Thank you to Arena staff, O&F staff, museum staff and volunteers. Special thanks to Daryl's Custom Landscaping who sent a fork-lift and operator. In less than two weeks, we pack it all up again; thanks in advance to those who will be here to lend a hand. We couldn't do it without you!

Exhibits in planning stages...

Oct - Dec — **Prohibition & Profit: the Business of Smuggling Booze.** If you've a local story to share, Bev and Max would like to hear about it.

Jan - Mar — **Canada: Day 1.** This is a free traveling exhibit from the Government of Canada that tells the story of immigration.

**FORT FRANCES
MUSEUM
UNTIL SEPT 29!**

**Closes September 29, 2019
10 a.m. - 5 p.m. daily
Fort Frances Museum
& Cultural Centre**



Echoes in the Ice

FINDING FRANKLIN'S SHIP

**Open daily
thru September**

Admission Fees Apply
Adults \$8, Family \$24
Seniors/Children 6-12 \$6

Using artifacts, images, audiovisual presentations, and art, **Echoes in the Ice: Finding Franklin's Ship** decodes the mysteries of the Franklin Expedition of 1845, in which an entire crew vanished in the Arctic during an ill-fated search.

The exhibition is a co-production of Gone West Productions and the Canada Science and Technology Museum in Ottawa, with the generous support of Natural Resources Canada and Parks Canada.

*The Fort Frances Museum thanks **Heritage Canada** for the funding to bring the exhibit to Fort Frances!!*



CANADA SCIENCE AND
TECHNOLOGY MUSEUM
MUSÉE DES SCIENCES
ET DE LA TECHNOLOGIE
DU CANADA

Canada

Gone West Productions Ltd.



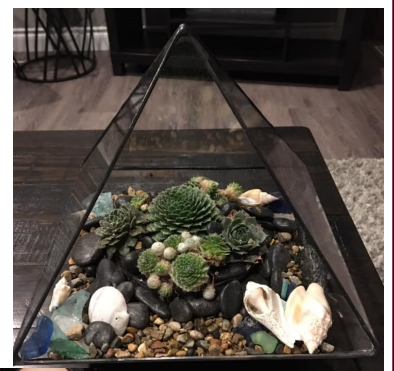
Museum Workshops

Sept-Dec 2019

Class	Instructor	Date/Time	Materials
Felting - panda	J.Nelson	Sat Sept 14: 12-4 & Sun Sept 15: 1-4	\$31
Capote Making	J.Trivers and C.Fagerdahl	Sats Sept 21 & 28 10-4	\$55 + cost of blanket
Wood-Carving: Eagle Feathers	S.Latimer	Sat Oct 5 12-4	\$15
Fused Glass	C.Pruys	Sat Nov 9 1-3	\$70
Cookie decorating	M.Spooner	Sat Dec 14 1-4	\$20
Jewelry Making	P.Tinkess- Fletcher	Sat Nov 16 1-4	\$30
Canvas Christmas Wall Hanging	S.Beck	Sat Nov 23 12-4	\$25
Fudge Making	D.Ballard	Sat Dec 7 1-4	\$17
Centre Pieces	J.Coats	Sat Dec 21 1-4	\$45



FRIENDS
OF THE
MUSEUM



To celebrate the “**International Year of Indigenous Languages**”, please plan to attend an upcoming event called a “**Language Party**”. As details are finalized; additional information will follow.

What comes to mind when you hear “Language Party?” If listening to CULTURAL STORIES told in various languages and translated into English, then you are on the right track.



2019 INTERNATIONAL YEAR OF
Indigenous Languages

www.languageparty.org

JOIN US FOR AN UPCOMING
LANGUAGE PARTY

We will be listening to **STORIES** told in Indigenous Languages, then listening to their translation in English.

Storytelling in **Indigenous languages** enlivens and enriches communities.

▶▶▶▶▶

For additional information contact:
Fort Frances Museum & Cultural Centre
(807) 274-7891
bcochrane@fortfrances.ca

Storytelling in Indigenous languages enlivens and enriches communities. It also encourages speakers of lesser-known languages to keep their oral traditions strong.

Imagine never hearing your birth language? For those who must move to improve the lives of their families, this is often the case.

This event celebrates our diversity as a community and a nation. We hope you will join us.

If you would like to tell a story, call Bev at the contact information on the left.

Supported by the Right Relations Circle.

Nell came across this sampler. It was in a glass frame that had cracked. We decided the best way we could preserve the piece for display, was to reframe it.

Samplers were often decorative pieces that displayed a young woman's handiwork with a needle. Once she had practiced a variety of stitches under her mother's tutelage, she made a sampler that featured the many stitches she had learned.

The piece here, dated 1815, was made at a time when sewing machines were brand new and still a ways from being a household item. It meant that hand-sewing was still a required skill for most young women. Just as penmanship was drilled into any young person (man) thinking of a future as a clerk, banker or registrar, the ability to employ the correct stitch for a seam or binding was valued in a wife-to-be.





TBT Engineering has moved into the Lloyd Building (formerly Brockies) and given it a facelift that complements its location.



As can be seen from the photos above and to the left, TBT Engineering has added features that are reminiscent of the Rainy Lake Hotel.

The photo above shows the hotel and the balcony that once was front and centre. It was from this balcony that announcements were made, including the news that WWII had ended.

The image of the causeway is from the Causeway Room in the restaurant.



The Lloyd Building, the new home of TBT Engineering — as seen from our beautiful Rainy Lake Square — also shows the Museum in the background.



Raven Orin Wilson
also known as
Alyce Wilson Busch

Raven Orin Wilson (1931 – 2018), born Alice Bernice Amelia Wilson, was also known as Alyce Wilson Busch.

Raven was born at Sinclair, Manitoba to parents Hiram Wilson from Otter Lake, Ontario and Mabel Zarn from Sinclair, Manitoba area. While still an infant, she moved with her family to the Rainy River district.

In 1940, the family bought land in Fleming Township and this is where Raven developed her love for nature and wildlife.

Since there was no year-round road to their property deep in the woods, Raven, her sister and two brothers were schooled at home using correspondence courses. Very early on she took an interest in drawing and painting. Later as a graduate of Alberta College of Art, Raven travelled across Canada painting her impressions of life in the vast and changeable landscapes of her native land.

This versatile artist included in her themes the native Aboriginal feasts, dances, and games of the Northwest Territories, forest fire fighters, miners, fishermen, logging, and the unique aviation of the northern communities.

Her work also features the magnificent original totem poles as they stood in the forests of the Queen Charlotte Islands and northern Canadian mainland.

She exhibited across Canada and the USA, and has paintings in many private collections here and in Europe.

At least two of her paintings include local Fort Frances subjects: **The Search** (28x48 — above) features a group of searchers in 1973 returning after a fruitless search for Don Lovisa, a local Fort Frances resident, who had gone missing in the McDonald Inlet area. This painting was displayed in the Fort Frances Public Library in the 1980s.



The Hallett
logging tugboat
painting is part of
the Fort Frances
Museum and
Cultural Centre's
art collection and is
put on display from
time to time.

—submitted by
Barbara Szalanski,
Alyce's first cousin.



Anna Gagne

The Museum has a new employee who will help cover Saturdays and the occasional Sunday through the winter, and then assist university students with programming in the summer. Anna comes to us as a grade 10 high school student who enjoys various sports, including basketball, swimming and track.

The Museum has been very fortunate with the quality of young people that have worked here over the years. They often start like Naomi McManaman and Katelyn Bruyere as sometimes shy high school students who are a little hesitant to lead the children's groups, then leave us years later as confident, competent adults who can tackle anything we send their way.

Anna has big shoes to fill, but we can see already that she is up to the task. Welcome, Anna, to our team!

Indigenous Arts Workshop Series

This year's Indigenous Art Workshop Series is set to begin on October 12, 2019 from 12 – 4 p.m. with a "Dreamcatcher Necklace". Stan Saunders, local Anishinaabe artisan will be instructing the class.

More planning is underway, with "birch bark beaded earrings" tentatively planned, along with other ideas that we are exploring: tourtiere making, soap stone carving, teepee lamp making and applique bags, to name a few. If you have any suggestions, please call the Museum to let us know.

Once confirmed, details will be posted to our Social Media sites and the newspaper; please be sure to keep an eye out for the info. The Fort Frances Museum & Cultural Centre would like to thank our generous sponsors and partners for their continued support: New Gold, TD Bank, Kay-Nah-Chi-Wah-Nung Historical Centre, Seven Generations Education Institute, Fort Frances Public Library Technology Centre, Friends of the Fort Frances Museum, Sunset Country Metis, Project Sunset, Gizhewaadiziwin Health Access Centre, and a number of other community members.

