

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - September 21, 2020 10:30 AM

MEETING - Committee Room & Virtual

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Conference ID: 829 739 04#

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1. <u>CALL TO ORDER (Session #27)</u>	
2. <u>APPROVAL OF AGENDA (Call for Non-Agenda Items)</u>	
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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 26

September 8, 2020

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Committee Room on September 8, 2020 from 10:30 a.m. to 11:50 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Mayor June Caul (ex-officio), Aaron Bisson, Recreational and Culture Manager

ABSENT WITH REGRETS: Rick Wiedenhoeft - Councillor,

ALSO PRESENT: Doug Brown - CAO, Melissa Belluz - Administrative Assistant

- 1 CALL TO ORDER (Session #26) - 10:30**
- 2 APPROVAL OF AGENDA (Call for Non-Agenda Items) - None**
- 3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - None**
- 4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**
 - 4.1 Previous Minutes - Approved as Presented
- 5 ITEMS REFERRED FROM COUNCIL - None**
- 6 NEW BUSINESS**
 - 6.1 Community Services User Fee for Advertising - Approved as presented
 - 6.2 Ice in Plan - Approved with amendments
- 7 IN-CAMERA - None**
- 8 NON-AGENDA ITEMS - None**
- 9 INFORMATION**
 - 9.1 Museum Fire alarm - Received
- 10 ADJOURNMENT - 11:50**

A. Hallikas, Executive Committee Chair

A. Bisson, Recreational and Culture Manager

September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Letter from Jennifer Woods

The Community Services Division wishes to thank Jennifer for letter. As we have not secured the Grant for an extension to our pool area at this time, we will accept this letter with thanks. We will consider her suggestions during the design faze of the project if we are successful in obtaining the grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to accept this letter with thanks.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

<p>Council approval of this report is not required we will accept the letter with thanks.</p>
--

August 10, 2020.



Dear Mayor Caul and Councillors,

I have lived here for 36 years and have always wanted Fort Frances to have a better pool. Two of my children were on the swim teams here and each time I went into the pool area I felt it was very dreary without natural light.

This is my wish list and what I would like to see in a new pool complex: two medium sized pools side by side, one would be warmer, with kid's water toys, a lazy river and a water slide. The other pool would be cooler for swimming and exercise. Two pools would allow many activities to take place.

There would be a large hot tub where people could congregate and visit. Imagine doing this on a cold winter day! Other places have these. Why can't we?

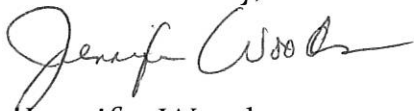
There would be saunas, a climbing wall, an exercise and a weight room in another section with change rooms totally assessable to all. You may have other ideas to add! The community of Sechelt BC, a similar size to our town, built an aquatic centre like this. Feel free to check it out online to see the actual model.

I can see that our communities absolutely love the water in the summer and are starved for it during the winter. I believe it would benefit all ages to have a bright pool with plants, art/murals and large windows letting the southern sunshine in. Imagine how it would help us with our physical and mental health! People of all ages would be drawn to this great new and improved pool complex.

I am sure there are also lots of grants and other monies out there that would support such an endeavour, just like they supported our amazing library!

If we are going to dream, then dream big!! And let's make it a reality!!

Most sincerely,


Jennifer Woods

274-7523

September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Fall 2020 Arena Ice in procedures and recommendations – updated information

The Community Services Division put forth a recommendation at the September 14, 2020 meeting and Council has asked to have more information provided before approving a recommendation.

The report showed 76 ice time slots available for use but realistically the users will fill closer to 65 of those time slots due to available times and blocks that are suitable for the groups needs. This will result in a reduced revenue compared to prior year of \$148,000 to \$181,000, based on a standard one hour charge which has been suggested.

The Town has received a grant worth \$463,100.00 under the Safe Restart Agreement. This funding is for the entire organization and is intended to be used to pay for items including but not limited to lost revenue and additional expenses. Within the Community Services Division alone there is between \$400,000 and \$500,000 of lost Revenue and additional expenses to date and we have not yet re-opened the Sister Kennedy Centre or the Museum at this time. The \$400,000 to \$500,000 figure does not include any subsidy to the ice users or other auditorium or pool users.

If a decision is made to not charge any additional fees to the ice user groups, the Community Services Division would need to remove the additional fees that are being charged to other user groups in the pool area and the auditorium who have been advised they will be required to pay for the cleaning costs associated with their areas.

Additional funding may not be available next year for COVID costs causing the tax base to shoulder the entire burden of these additional costs or lost revenues. A \$148,000 to \$181,000 reduction to revenues or increase to expenses is approximately a 1.5% to 1.8% increase to the tax base to cover the additional ice user costs.

In 2019, The Memorial Sports Centre had approximately 600 users between the three main ice user groups which relates directly to roughly 500 households in the Town. We have a total of 3835 taxable properties in the Town which means that the ice users represent approximately 13.04% of the taxable population.

The Town currently subsidizes the Ice Surfaces at a 60% level meaning we are only passing on approximately 40% of the true cost of operating the arenas to the users.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

1.5 hour time blocks

		Revenue at 65 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials			Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant	Total Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed	Rate			Student Arena Attendant	Caretaker	Facilities Attendant						
1.5	\$ 155.12	\$10,082	\$11,405	\$1,000	\$1,900	\$2,300	-\$2,323	-\$3,223	-\$3,623	-\$60,386	-\$83,786	-\$94,186
1.25	\$ 129.26	\$8,402	\$11,405	\$1,000	\$1,900	\$2,300	-\$4,003	-\$4,903	-\$5,303	-\$104,076	-\$127,476	-\$137,876
1	\$ 103.41	\$6,722	\$11,405	\$1,000	\$1,900	\$2,300	-\$5,683	-\$6,583	-\$6,983	-\$147,767	-\$171,167	-\$181,567

September 8, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Fall 2020 Arena Ice in procedures and recommendations

The Community Services Division has put together the process of how a return to play/use of the ice facilities within the Memorial Sports Centre will be able to be facilitated. We are hoping to have a tentative ice in date of Monday October 5, 2020. A detailed document which will be provided to all ice users with the appropriate information on how they will enter and interact with our facility has been attached to this report for your information.

We have two options the first being blocking 2 hours of ice time for each regular 50 minute time block, and the users would be required to pay for two hours of ice time. The cost of an hour of ice is \$114.92 plus HST, under this scenario the cost to the organizations will essentially double. The user groups have indicated that they will not be able to operate under those circumstances as the financial burden would be too high.

Fifteen minutes are required on each side of the ice users using the ice for intake and departure requirements. The remaining time will be used for cleaning and sanitizing the facility to ensure a safe/secure return to arena use. We will stagger bookings by 30 minutes between the two ice surfaces to allow for intake and departure of the groups without having them interact with each other. Based on the demand from our ice users we are able to reasonably utilize both of our ice surfaces.

In 2019 the facility generated \$209,471 of revenue for the ice season. The potential impact is as follows: in 2019 we had 99.25 hours/week of ice time booked, 16.5 hours of that time was during the day or off peak. That would leave 82.75 hours of peak hours that was utilized in 2019. With our 2 hour blocks we would be able to offer 58 time slots during peak times which means we would not be able to accommodate 24.75 hours of time that had been traditionally booked by users, thus each user would receive less ice time than they generally would be getting. Three of our regular users cannot commit to ice time in 2020 and are hoping to be able to operate their programs beginning 2021. This would affect 7.5 hours of ice time during peak time in 2020, which means that the ice time we would not be able to satisfy would be reduced to 17.25 hours. The user groups have indicated they cannot pay for 2 hours of ice and get only 1 actual hour of ice time.

In order to facilitate the cleaning and maintenance of our ice plants and arena areas there will be a requirement for additional cleaning staff. This additional staff will be an increased cost over our budgeted amounts thus driving up the cost to operate the ice surfaces. In order to complete our cleaning, we require a new dedicated staff member during the time we have users in the building. We are hoping to hire additional rink attendants (students) to fill part of the cleaning role. There are an additional 58 hours per week for the peak ice time cleaning. Ideally we would like to fill this cleaning time with rink attendants, this will add an additional cost of \$800 per week plus cleaning materials which we expect to cost approximately \$200 per week. We have in the past had a very difficult time hiring rink attendants, currently we have two committed to returning and need two more for our regular rink duties so we essentially will be looking to hire four more which may be a difficult if not impossible task. We may be required to hire a caretaker position or two to cover the additional 58 hours of cleaning required. The caretaker position if we needed to hire this position would cost an additional \$1700 per week plus cleaning materials. The caretaker position has also been difficult to hire

traditionally so it is possible we may have to hire an attendant to do the additional cleaning above the additional attendant we are seeking which would add an additional cost of \$2,100 per week plus cleaning materials.

For the 2 hour time slots as seen in the table attached to this report the potential best case scenario ranges from a profit of \$926/week over prior year to a loss of \$7,040/week. Over a 26 week season we would be looking at a range of \$24,069 profit to a loss of \$183,031. These are best case scenario's based on all 58 time slots being utilized every week. Under this scenario we know that we are unable to satisfy the demand we are seeing from our users.

Option 2 would be if we have two people doing the cleaning duties we could cut the time down to 1:30 minutes blocks allowing additional time slots to be opened up and the arena to satisfy more of the demand we are seeing. It would also increase the revenue potentially which could offset some of our additional costs of operating under COVID. The 30 minute savings represents approximately a 25% savings in time which could potentially add 18 time blocks for our users for a total of 76 per week.

For the 1.5 hour time slots as seen in the table attached the potential best case scenario ranges from a profit of \$696/week over prior year to a loss of \$4,971/week. Over a 26 week season we would be looking at a range of \$18,093 profit to a loss of \$129,248. These are best case scenario's based on all 76 time slots being utilized every week.

The health unit has been provided a copy of our Ice In plan and participation requirements and has given us comments back on this document. Based on their comments we will be able to operate under their guidelines and provide the required level of sanitation/disinfection with a 1.5 hour time slot.

Recommendation

The Recreation and Culture Manager recommends to Mayor & Council to accept the Fall 2020 Arena Ice in procedures and recommendations as outlined in this report and for the CSEC committee to recommend one of the fee blocks outlined in this report.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

Council approval of this report will agree to the recommendation of the Community Services Executive Committee to approval of the Fall 2020 Arena Ice in Procedures, recommending to the user groups to delay the start of the U9 and younger programs and to charge 1.5 hours of ice time for each 50 minute ice time period. It is understood that the fee's being charged and the "no spectators" rule will be revisited two weeks into the ice season.

Option 1 - 2 hour time blocks												
	Rate	Revenue at 58 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials						Total Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed				Student Arena Attendant	Caretaker	Facilities Attendant	Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant			
2	\$ 229.84	\$13,331	\$11,405	\$1,000	\$1,900	\$2,300	\$926	\$26	-\$374	\$24,069	\$669	-\$9,731
1.75	\$ 201.11	\$11,664	\$11,405	\$1,000	\$1,900	\$2,300	-\$741	-\$1,641	-\$2,041	-\$19,256	-\$42,656	-\$53,056
1.5	\$ 172.38	\$9,998	\$11,405	\$1,000	\$1,900	\$2,300	-\$2,407	-\$3,307	-\$3,707	-\$62,581	-\$85,981	-\$96,381
1.25	\$ 143.65	\$8,332	\$11,405	\$1,000	\$1,900	\$2,300	-\$4,073	-\$4,973	-\$5,373	-\$105,906	-\$129,306	-\$139,706
1	\$ 114.92	\$6,665	\$11,405	\$1,000	\$1,900	\$2,300	-\$5,740	-\$6,640	-\$7,040	-\$149,231	-\$172,631	-\$183,031
Option 2 - 1.5 hour time blocks												
	Rate	Revenue at 76 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials						Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed				Student Arena Attendant	Caretaker	Facilities Attendant	Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant			
1.5	\$ 172.38	\$13,101	\$11,405	\$1,000	\$1,900	\$2,300	\$696	-\$204	-\$604	\$18,093	-\$5,307	-\$15,707
1.25	\$ 143.65	\$10,917	\$11,405	\$1,000	\$1,900	\$2,300	-\$1,488	-\$2,388	-\$2,788	-\$38,678	-\$62,078	-\$72,478
1	\$ 114.92	\$8,734	\$11,405	\$1,000	\$1,900	\$2,300	-\$3,671	-\$4,571	-\$4,971	-\$95,448	-\$118,848	-\$129,248



Ice In Plan and Participation Requirements

The Town of Fort Frances continues to monitor and adapt to the guidelines and recommendations of the Northwestern Health Unit, Province of Ontario and Federal Government. Our operating guidelines may be adjusted and/or changed as required at any time.

General Arena Guidelines

- Participants/parents/guardians/coaches/instructors will be required to complete a self-screening check before entering the facility. If you are feeling unwell, have symptoms of COVID-19, are waiting for a COVID-19 result, or have been in contact with someone who has symptoms or has tested positive for COVID-19, you will not be permitted to enter the facility. These procedures will be posted as you enter the facility.
- Participants/parents/guardians/coaches/instructors must practice physical distancing of 2 meters (6 feet).
- Participants/parents/guardians/coaches/instructors must sanitize hands upon entering and exiting the facility. Frequent hand washing and sanitizing while in the facility is highly recommended.
- Participants/parents/guardians/coaches/instructors must follow traffic flow and spacing instructions that are clearly marked with stickers and signs.
- Masks must be worn in the lobby and seating area by all facility users.
- Participants/users must come to the arena dressed and ready to play/skate. Skates, helmets and gloves can be put on upon arrival in the designated areas. Face masks can be removed when helmets are put on and must be put back on once helmets are removed. Hockey goalies are permitted to put on their chest protectors and goalie pads on in the designated areas. No equipment/hockey bags will be allowed in the facility.
- If accessing a child or youth program, only 1 parent/guardian per child will be permitted to enter the building, to assist with donning of skates, once this is complete the parent will be asked to leave the building and return to pick the child up at the end of their scheduled ice time. Siblings will not be allowed to accompany the 1 parent/guardian.
- Participants must have their own clearly marked water bottles.
- The sharing of equipment or sticks is not permitted.
- The user group or ice renter will be responsible for screening participants and tracking attendance and contact information using templates provided by the Town, this information must be available upon request.
- Frequently touched surfaces and washrooms are cleaned and sanitized regularly by Town of Fort Frances staff, specific washrooms will be designated and clearly indicated for each ice surface.
- At this time dressing rooms will be closed for use unless specifically indicated within this document. Dedicated dressing rooms used by the user groups in years past will not be permitted at this time.
- Any games that are played will be non-contact – physical contact between players is prohibited.
- At this time showers will be closed for use.
- At this time spectators will not be allowed in the facility to watch events.

- No gathering or loitering in parking areas or public areas before, during, or after your activity.
- Water fountains and canteen are not available.
- Each user group will provide the Town with plans on their “Response” if someone shows sign, develops signs or tests positive for COVID-19, and on “Communication” on how the organization will inform all official departments.

General Ice Usage Guidelines

- A maximum of 30 skaters/players will be allowed on the ice at any time (plus coaches). If a team or user group requires more than the 30 person limit an application in writing must be made and approved by the Recreation and Culture Manager.
- Participants are to arrive at the facility no more than 15 minutes before their designated ice time, they are expected to be fully dressed when they enter the facility with the exception of skates, helmets and gloves. The other exception being goalies who are also able to put their pads and chest protector on within the facility.
- Users are expected to bring an equipment they will be using with them each time they practice/play. You will not be allowed to store items at the facility.
- No spitting on the bench or on the ice will be permitted.
- Players are not allowed to take their helmets or gloves off while on the ice.
- There will be no shaking of hands before or after any game.
- There will be no ‘contact or battle drills’ practiced. Only skill drills are permitted.
- Players/skaters on-ice behavior is the responsibility of the coach/instructor.
- Participants are to leave the facility promptly (within 15 minutes) after their designated ice time.
- Score keepers/penalty box attendants must wear a mask while in these areas.
- The press box if used will be limited to two individuals who must maintain physical distancing.

Entering the building Guidelines - for practice on the 52 Canadians Arena

- A designate from the team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate will be responsible for screening the individuals at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance

into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)

- The participants will be allowed to put on their skates, helmets and gloves in the 52 Canadians change room LOBBY where there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the 52 Canadians lobby and then through the front doors of the Memorial Sports Centre.

Entering the building Guidelines - for games on the 52 Canadians Arena

- A designate from each team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate(s) will be responsible for screening their teams/group at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The “home” team for a game will be required to have the referees and time keepers on their list of screened individuals and ensure they are asked the screening questions in accordance with the COVID guidelines.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- One team will be assigned the 52 Canadians change room LOBBY and the second team will be assigned the 52 Canadians main lobby area. The participants will be allowed to put on their skates, helmets and gloves on in these areas and there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the 52 Canadians lobby and then through the front doors of the Memorial Sports Centre.

Entering the building Guidelines - for practice on the Ice for Kids Arena

- A designate from the team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other

participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.

- The designate will be responsible for screening the individuals at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- The participants will be allowed to put on their skates, helmets and gloves in the Lakers hallway. There will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the front doors of the Memorial Sports Centre.

Entering the building Guidelines - for games on the Ice for Kids Arena

- A designate from each team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate(s) will be responsible for screening their teams/group at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The “home” team for a game will be required to have the referees and time keepers on their list of screened individuals and ensure they are asked the screening questions in accordance with the COVID guidelines.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- One team will be assigned the Lakers hallway and the second team will be assigned the borderland skating hallway. The participants will be allowed to put on their skates, helmets and gloves on in these areas and there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.

- All users will exit the building through the front doors of the Memorial Sports Centre.

Entering the building Guidelines - for referees/linesmen/scorekeepers/penalty box operators

- Referees/linesmen/scorekeepers/penalty box operators will all enter the building through the 52 Canadians entrance. They will not be allowed to enter the facility any earlier than 15 minutes prior to the scheduled ice time.
- Referees/linesmen/scorekeepers/penalty box operators must have their information provided to the home team and will be part of the home teams intake process. They must complete their screening prior to entering the building.
- scorekeepers/penalty box operators will be required to leave the facility within 15 minutes after the conclusion of the game and exit through the main Memorial Sports Centre Doors.
- Referees/linesmen will be required to leave the facility within 15 minutes after the conclusion of the game and exit through the 52 Canadian's Hallway north exit door. Please be advised that you must be mindful of Zamboni traffic in this area.
- Referees/linesmen must come dressed and ready for the games. They will be allowed to put their skates/helmets on in the building but must be otherwise dressed for the game.
- Referees/linesmen will use the referee's room in the Lakers hallway area between the two ice surfaces.

Failure to follow these guidelines may result in contract cancellation and removal from the facility. The Town of Fort Frances reserves this right at all times.

September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Museums Assistance Program Emergency Support for Heritage

As noted in the report prepared by Beverly Cochrane the Museum Curator, an additional funding opportunity for the Museum has arisen. The grant is designed to help pay for ongoing operations, salaries, utilities, insurance among other operating costs. This is a welcome opportunity to add an additional \$28,858 to our funding for the Museum in 2020/2021.

I have included Bev's report below, along with the application that was sent out.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2020/2021 Museums Assistance Program for Emergency Support Fund for Heritage 2020/2021.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

<p>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to submit the 2020/2021 Museums Assistance Program for Emergency Support Fund for Heritage 2020/2021.</p>
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REPORT FOR COMMUNITY SERVICES EXECUTIVE COMMITTEE

Submitted by Beverley Cochrane

COVID-19 Emergency Support Fund for Heritage Organizations Application

On August 7, 2020 Beverley Cochrane, Curator was alerted to an emergency funding source; advised Aaron Bisson, Recreation & Cultural Manager on same day.

As the funding deadline was September 1, 2020; an application was submitted on August 20, 2020. Lisa Slomke has provided permission to submit application under the short turn around time with the understanding that a report was to be submitted to the Community Services Executive Committee.

To apply for the funding; the following documents were required:

- Proof that authorized representative has signing authority according to the organization's official operating policies (e.g. Bylaws, constitution, Board resolution or other document)
- Permission to submit on behalf of the Authorized Representative (attestation from Authorized Representative)
- Most recent Financial Statements (audited if available)
- Proof of Legal Status (letters patent/incorporation documents, constitution or bylaws), or in the case of an unincorporated association, a completed Unincorporated Applicant Acceptance or Liability Form

The funding is based on the previous years' expenditures of the Fort Frances Museum & Cultural Centre; therefore, with the predetermined funding formula, the application was in the amount of \$28,858.

Eligible expenses for funding include:

- ongoing operations;
- day-to-day collections management activities;
- salaries and wages;
- utilities;
- insurance;
- materials and supplies;
- minor capital costs (up to 10% of total amount awarded);
- other costs related to the care of the collection.

Attached is a copy of the Application, for formal approval and authorization.

Museums Assistance Program (MAP)

Application Form – Emergency Support Fund for Heritage 2020-2021 APP-9070E

IMPORTANT:

To complete this form electronically, please enter data in shaded areas. You may also print the form and complete Sections A, B and C manually. Please sign the Attestation Form (section E). The supporting documents listed in the Application Checklist (section D) must be submitted with the Application Form.

A. Applicant Information

Organization Name and Address

Full Legal Name of Organization as per incorporation documents (if incorporated)

Corporation of the Town of Fort Frances

Usual Operating Name

Fort Frances Museum & Cultural Centre

Former Name (if your organization previously applied for funding under another name)

Primary Address

Street 259 Scott Street	City Fort Frances	Province/Territory Ontario	Postal Code P9A 1G8
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Mailing address (if different from primary address)

Street 320 Portage Ave	City Fort Frances	Province/Territory Ontario	Postal Code P9A 3P9	P.O. Box
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Phone Number (807)274-7891	Ext.	Phone Type Office	Fax Number
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Website https://fortfrances.ca/experience/activities-amenities/museum	Email Address bcochrane@fortfrances.ca
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Official Language of Choice

In which official language do you wish to communicate? English

Do you belong to or serve an Official Language Minority Community? No

Contact for Official Correspondence

Name Elizabeth Slomke	Title Clerk
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Mailing address (if different from above)

Street 320 Portage Ave	City Fort Frances	Province/Territory Ontario	Postal Code P9A 3P9
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Phone Number (807)274-5323	Ext.	Phone Type Office	Fax Number	Email Address lslomke@fortfrances.ca
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Authorized Representative (signing authority)


Authorized Representative 1 (required)

Name Elizabeth Slomke	Title Clerk
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Street 320 Portage Ave		City Fort Frances		Province/Territory Ontario		Postal Code P9A 3P9	
Phone Number 807-274-5323		Ext. 		Phone Type Office		Fax Number 	
				Email Address Islomke@fortfrances.ca			
Organization Information							
Legal Status							
Are you incorporated or in the process of incorporating as a non-profit organization? Yes							
Yes ➡ Incorporation Status: Active							
Active ➡ Incorporation Number: 106984586RT0001							
Registration Date: 4/29/1903							
Jurisdiction Type: Provincial/Territorial - Ontario							
In process ➡ Application Date:							
No ➡ You may be required to fill out the Unincorporated Acceptance of Liability Form (in section F of this application form).							
<i>Please note that this form is only required for unincorporated groups that are not owned or controlled by a larger organization such as a university, municipality or an Indigenous governing body.</i>							
Has your organization registered with Canada Revenue Agency for a Business Number (unique 9-digit number)? Yes							
CRA Business Number:106984586							
Is your organization part of (owned/controlled by) a larger organization? No							
Parent Organization Name (Legal Name if incorporated):							
What year was your organization established? (YYYY) 1977							
What is your organization's fiscal year end? (DD/MM) 12/31							
*Applicable in the province of Quebec only:							
Is your organization subject to the Act respecting the Ministère du Conseil exécutif (M-30)? No							
Is your organization a member of any professional associations, memberships or alliances? If yes, please list.							
Ontario Museum Association, Association of Manitoba Museums, Canadian Museum Association							
Has your organization participated in the Government of Canada Survey of Heritage Institutions? Yes							
Is your organization a previous recipient of Canadian Heritage funding in the last five years? Yes							
Please describe your organization's governance structure.							
Fort Frances By-Law 77-29 establishing a Museum Board, more commonly known as "Museum Advisory Committee". Seven residents of Fort Frances are appointed by Fort Frances Council. The "Museum Advisory Committee" advises the Curator.							
Heritage Collection Items							
Approximate number of items in heritage collection: 8,600							
Approximate quantity of items in archival heritage collection (linear feet, cubic feet):2,800 ()							

B. Eligibility

Eligibility Determination

1	Is your organization a federal or provincial/territorial Crown corporation, agency or department? No
2	Is your organization a non-profit organization in support of a federal entity (e.g. Parks Canada or Department of National Defence) that is operationally dependent on the federal entity by virtue of its administrative or contractual relationship? No
3	Has your organization received Emergency Support funding from the Canada Council for the Arts? No *Note: An organization may only receive Emergency Support funding from Canadian Heritage OR Canada Council for the Arts but not both.
4	Does your organization manage a heritage collection? Yes *Note: For the purpose of this funding component, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.
5	Does your organization provide public access through regular hours of operation (including full-time, seasonal or part-time)? Yes
6	Was your level of annual expenses in 2019 or your last completed fiscal year between \$2,000 and \$3 million? Yes
7	Are you a not-for-profit museum, archive or historic site? Yes
8	Are you an Indigenous organization with a heritage collection?
9	Are you a municipal museum or university museum with a distinct budget?
10	Does your organization manage a heritage collection that does not fit into any of the above categories? If yes, please provide details. *Note: For the purpose of this funding component, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.
	If you answered Yes to questions 1, 2, 3 or No to questions 4, 5 and 6, your organization is not eligible for this funding. In addition, if you answered No to all of questions 7 through 10, you may not be eligible.

C. Funding Request

Total Annual Expenses

Funding ranging from \$1,000 up to a maximum of \$100,000 may be awarded to eligible heritage organizations according to a formula based on the applicant's total annual expenses in 2019 or last completed fiscal year.

What were your total annual expenses in 2019 or your last completed fiscal year? \$278,576

*** In the case of a heritage collection governed by a provincial/municipal government or by an academic or larger cultural institution or Indigenous organization, the annual expense refers to the distinct expenses for the **heritage collection and museum-type functions (collection; preservation and presentation) of the organization** – not the entire annual expense of the organization or institution.**

Direct Deposit

Have you submitted a Direct Deposit Enrollment Request to the Canadian Heritage in the past two years? Yes

Yes ➡ Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? No

Yes ➡ Please complete the Direct Deposit Enrollment Request form in **section G** of this application form.

No ➡ The Direct Deposit Enrollment Request form is not required.

No ➡ Please complete the Direct Deposit Enrollment Request form in **section G** of this application form.

<i>For Internal Use Only</i>		
Annual Operating Budget Range	Formula	Total Project Requested Cost
\$278,576	Below \$2,000 = Ineligible \$2,000 to \$4,999 = \$1,000 \$5,000 to \$9,999 = \$2,000 \$10,000 to \$50,000 = \$5,000 \$50,001 to \$100,000 = \$10,000 \$100,001 to \$1,000,000 = 10% of total expenses \$1,000,001 to \$3,000,000 = \$100,000 Above \$3,000,000 = Ineligible	\$27,858

D. Application Checklist

Please review the following checklist carefully. Errors or incomplete applications will result in delayed processing and/or rejection.

- ☐ Completed Application Form (**sections A, B, C and D**)
- ☐ Signed Attestation (included in **section E** of the application form)
- ☐ Most recent Financial Statements (audited if available)
- ☐ Proof of Legal Status (letters patent or other incorporation documents), or in the case of an unincorporated group, a completed Unincorporated Applicant Acceptance of Responsibility Form (included in **section F** of the application form)
- ☐ Proof of signing authority (Bylaws, Constitution, Board resolution or other document)
- ☐ Blank cheque (voided) AND Direct Deposit Enrollment Request duly completed (included in **section G** of the application form, unless an account is already set-up with the Department of Canadian Heritage for which no changes are required)



E. Attestation

COVID-19 Emergency Support Fund for Heritage

Declaration:

As the person that has the legal authority to bind and apply on behalf of the organization, I declare that:

- The information in the application is true, accurate and complete;
- I and any person lobbying on my behalf to obtain funding are in compliance with the Lobbying Act and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the Values and Ethics Code for the Public Service or the Conflict of Interest Act;
- Our organization has been negatively impacted by COVID-19, which has resulted in financial hardship to our organization and its operations, and therefore, our organization is in need of government funding;
- I will act in compliance with applicable statutes, regulations, orders, standards and guidelines governing the program from which funding is being sought; and
- I commit to take measures conducive to creating a workplace free from harassment, abuse and discrimination.

I acknowledge that the submission of this Application does not constitute a commitment on the part of the Minister to award funding.

I acknowledge that making a false declaration is a criminal offense.

I authorize the Minister to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:

- To reach a decision on the application;
- To support transparency, accountability and citizen engagement; and
- To respond to requests made under the Access to Information Act and the Privacy Act.

I authorize the Canada Revenue Agency or other government departments, if requested by Canadian Heritage, to disclose to Canadian Heritage, information regarding whether or not funding under other fiscal measures was received to address COVID-19.

Attestation (to be completed by the person authorized to sign on behalf of the Applicant):

If funds are approved, as the person that has the legal authority to bind and apply on behalf of the organization, I agree that:

- This **Application**, the **Funding Approval Letter**, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the **Applicant**) and the **Minister of Canadian Heritage**, effective as of the date of the **Funding Approval Letter**;
- The funding provided is to help ensure a continuity of operations, enabling the organization to continue contributing to the sector in the future.
- The funds are not to be used to cover expenditures already funded under any other government COVID-19 emergency measures, including but not limited to the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account, and the Canada Emergency Commercial Rent Assistance for small businesses;
- Emergency support funding received from more than one Canadian Heritage funding program may not be used to cover the same costs.
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out;

- Funding received, whether received as a grant or a contribution, may be audited by the Department to ensure funding conditions have been respected; and
- I will share results, if requested.

In addition, I shall:

- Use the funds only for the purposes specified in the Agreement;
- Declare all funding received from other government emergency measures to address COVID-19, upon request;
- Indemnify the Minister from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge the funding.

Beverley Cochrane

08/17/2020

Name (print)

Signature

Date

F. Unincorporated Applicant Acceptance of Responsibility Form

Name of unincorporated organization, hereafter known as “the applicant” (as entered in the Applicant Information section of the application form)

Where the applicant is not incorporated, it is agreed that all members of the applicant group named above shall undertake to be personally, jointly, and severally liable for all obligations, covenants, promises, liabilities, and expenses arising out of the financing, which may be granted to the applicant.

This form requires signatures of a majority of representatives. Failure to sign this form will result in a rejected application.

The unincorporated applicant must open a bank account in the name of its group. In the event that funding should be awarded by the Department of Canadian Heritage, a cheque will be issued in the applicant's name.

We, the undersigned, are the majority representatives of the applicant.

Representative 1 (required)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

Representative 2 (required)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

Representative 3 (optional)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

Representative 4 (optional)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

G. Direct Deposit Enrollment Request				
Direct Deposit is a Government of Canada initiative. The federal government is phasing out cheques in favour of direct deposit for all government payments. For further information on direct deposit, please consult the following website: http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html .				
Please keep your Canadian Heritage Regional Office informed of any change to your account (mailing address or bank account).				
Have you submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Part A				
Legal Name of your Organization				
Address		City	Province/Territory	Postal Code P.O. Box
Authorized Representative		Telephone ()	Ext.	E-mail @
Identification Number (GST, Business Number)		Language Preference? <input type="checkbox"/> English <input type="checkbox"/> French		
Part B				
Please attach an original blank cheque for your bank account with "VOID" written on it. If a void cheque cannot be attached, please ensure Part C is complete.				
Please ensure that the name on the cheque is the legal name. The information provided is protected under the Privacy Act.				
I, as the authorized representative of the above organization, authorize the Receiver General for Canada to deposit the payment(s) directly into the above account until further notice.				
Signature of Authorized Representative		Date of Signature (YYYY-MM-DD)		
Part C - If you have enclosed an original voided cheque, do not complete Part C.				
If you did not include a voided cheque, you must ensure to have the original bank stamp on the form confirming the banking information entered in Part B of this form.				
Branch number		Financial Institution Stamp Here (for Validation)		
Institution number				
Account number				
Name of first account holder		Name of second account holder		
Part D - For internal use only				
Vendor Code		Verified by		
Submitting Your Direct Deposit Enrollment Request To submit your form electronically, scan the original version of the void cheque and this form, and email the scanned documents along with the rest of your application. Please note that regardless of the method of submission, this document must be accompanied by an original voided cheque, or have the original bank stamp on the form when it is submitted. No faxed forms will be accepted.				