

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - November 16, 2020 10:30 AM

### MEETING - Committee Room & Virtual

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Page

1. **CALL TO ORDER (Session #31)**
2. **APPROVAL OF AGENDA (Call for Non-Agenda Items)**
3. **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**
4. **APPROVAL OF PREVIOUS COMMITTEE MINUTES**
  - 4.1 November 2, 2020 meeting minutes 2
5. **ITEMS REFERRED FROM COUNCIL**
6. **NEW BUSINESS**
  - 6.1 2021 Community Service User Fees 3 - 7
  - 6.2 ICIP Grant Update 8
7. **IN-CAMERA**
8. **NON-AGENDA ITEMS**
9. **INFORMATION**
10. **ADJOURNMENT**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #30

November 2, 2020

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Committee Room & Virtually on November 2, 2020 from 10:30 a.m. to 11:09 a.m.

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

ALSO PRESENT: Doug Brown - CAO, Melissa Belluz - Administrative Assistant, Randy Thoms - B93

**1 CALL TO ORDER (Session #30) - 10:30**

**2 APPROVAL OF AGENDA (Call for Non-Agenda Items) - Approved as presented**

**3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - None**

**4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 October 19, 2020 Committee Minutes - Approved

**5 ITEMS REFERRED FROM COUNCIL - None**

**6 NEW BUSINESS - None**

**7 IN-CAMERA - 10:39 - 11:08**

7.1 In Camera – Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter discussion 1 - Recommendation Sent to Council

7.2 In Camera – Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter discussion 2 - Recommendation sent to Council

**8 NON-AGENDA ITEMS - None**

**9 INFORMATION**

Verbal update on Spectators - Update provided by Recreation and Culture Manager

**10 ADJOURNMENT - 11:09**

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A. Hallikas, Executive Committee Chair

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A. Bisson, Recreational and Culture Manager

November 16, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: 2021 Community Service User Fees Schedule**

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Attached is the Community Services User fee schedule proposed for 2021. The presented fee changes have the approved .6% increase to the current 2020 user fee schedule.

There is one exception to the increase, and this is to the Sorting Gap Marina dock slip rental as shown below:

**6.11.1**    Sorting Gap - Slip Rental - Per Season

2020	2021
\$422.79	\$600.00

The proposed increase to this line is to bring the cost closer to the other docking options in the area and closer to other Municipalities. We have traditionally been significantly less expensive than other options and increasing our rate will help us move toward providing better docking, surveillance, and breakwater for these slips.

**Recommendation**

The Community Service Division recommends to Mayor & Council to endorse in principle the attached 2021 user fee schedule as presented with a .6% increase over the 2020 user fees and the increase to the Sorting Gap dock Slip rental price.

Respectfully Submitted,

Aaron Bisson  
Manager of Recreation and Culture

<p><b>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the attached 2021 user fee schedule as presented.</b></p>
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TOWN OF FORT FRANCES  
2021 SCHEDULE OF FEES BY-LAW \_\_/20  
SCHEDULE "G"

All Rates are effective January 1, 2021, unless otherwise noted.  
HST is noted per line or per section as applicable.

2020

Proposed 2021

**6.0 Community Services**

**6.1 Fort Frances Memorial Arena**

**6.1.1 Rink Board/In-ice Advertising Rates (Plus HST)**

	<u>Annual</u>	
6.1.1.1 One Rink	428.01	430.58
6.1.1.2 Both Rinks	721.24	725.58
6.1.1.3 In-Ice Advertising	1,074.96	1,081.42
6.1.1.4 Zamboni	1,196.24	1,203.41

**6.1.2 Ice Surface Rentals (Plus HST)**

Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri; Opening to Close Saturday & Sunday

6.1.2.1 Youth	103.41	104.03
6.1.2.2 Adult	155.22	156.15

\*Non-Resident rate for hockey and figure skating programs

**Ice Surface Rentals (Plus HST)**

Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School Breaks & Tournaments)

6.1.2.3 Youth	71.64	72.08
6.1.2.4 Adult	109.82	110.49

**6.1.3 Summer Ice (Plus HST)**

6.1.3.1 Youth	124.29	125.05
6.1.3.2 Adult	185.97	187.08

**6.1.4 Tournament (Plus HST)**

6.1.4.1 Youth	122.83	123.59
6.1.4.2 Adult	168.32	169.34

**6.2 Pool/Fitness Centre - Memberships**

**6.2.1 Adult (Plus HST)**

6.2.1.1 Annual	516.42	519.56
6.2.1.2 Six Months	335.71	337.74
6.2.1.3 Three Months	181.95	183.05
6.2.1.4 One Month	78.76	79.20
6.2.1.5 Daily	7.52	7.57

**6.2.2 Student**

6.2.2.1 Annual	256.68	258.20
6.2.2.2 Six Months	173.43	174.50
6.2.2.3 Three Months	93.01	93.60
6.2.2.4 One Month	54.47	54.80
6.2.2.5 Daily	5.84	5.90

**6.2.3 Child**

6.2.3.1 Annual	81.55	82.05
6.2.3.2 Daily	4.25	4.30

**6.2.4 Family - Annual (Plus HST)**

6.2.4.1 Adult	516.42	519.56
6.2.4.2 Spouse	430.31	432.87
6.2.4.3 Student	221.28	222.61
6.2.4.4 Child	68.72	69.11

**6.2.5 Senior (60 Years of Age or Older) (Plus HST)**

6.2.5.1 Annual	394.38	396.73
6.2.5.2 Six Month	256.46	258.01
6.2.5.3 Three Month	138.85	139.69
6.2.5.4 One Month	60.18	60.53
6.2.5.5 Daily	5.80	5.84

**6.2.6 Locker Fees (Plus HST)**

6.2.6.1 Locker - 6 Months	46.28	46.55
6.2.6.2 Locker - Annual	69.56	69.96
6.2.6.3 Locker - 3 Months	31.59	31.77

**6.3 Pool Rental Rates (Plus HST)**

<b>6.3.1</b>	Non-Profit Group rate (per hour)	103.67	104.29
<b>6.3.2</b>	6.3.2.1 Swim Club - contracted	75.31	75.75
	6.3.2.2 Additional Hours	88.05	88.59
<b>6.3.3</b>	One Lane	27.83	28.01
<b>6.3.4</b>	Lifeguard	20.84	20.98
<b>6.3.5</b>	6.3.5.1 One Guard Pool Rental	103.67	104.29
	6.3.5.2 Two Guard Pool Rental	124.29	125.05
	6.3.5.3 Three Guard Pool Rental	145.09	145.97
	6.3.5.4 Four Guard Pool Rental	165.71	166.72
	6.3.5.5 Five Guard Pool Rental	188.27	189.38
	6.3.5.6 One Instructor	104.87	105.49

**6.4 Swimming Lesson Rates**

**TOWN OF FORT FRANCES**  
**2021 SCHEDULE OF FEES BY-LAW \_\_/20**  
**SCHEDULE "G"**

**All Rates are effective January 1, 2021, unless otherwise noted.**  
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	2020	Proposed 2021
<b>6.4.1</b> Red Cross Lessons (9)	75.40	75.85
<b>6.4.2</b> Private Lessons per time	20.70	20.80
<b>6.4.3</b> Lifesaving	83.05	83.55
<b>6.4.4</b> Combo Class	85.80	86.30
<b>6.4.5</b> Bronze Star	88.05	88.60
<b>6.4.6</b> Bronze Medallion & Emergency First Aid Book	129.20	130.00
<b>6.4.7</b> Bronze Cross & Standard First Aid	90.65	91.20
<b>6.4.8</b> National Life Services	Market price	Market price
<b>6.4.9</b> Board of Education - 10 Lessons	48.95	49.25
<b>6.4.10</b> Aquafit & Aerobics (Per Class) (Plus HST)	5.84	5.90
<b>6.4.11</b> Senior Aquafit & Aerobics (Plus HST)	4.87	4.90
		-
<b>6.5 Auditorium (Plus HST)</b>		-
<b>6.5.1</b> Base Rate/event	206.95	208.18
<b>6.5.2</b> Hourly	45.84	46.11
<b>6.5.3</b> Social/Wedding (incl. Kitchen)	452.43	455.13
<b>6.5.4</b> Tournament Rate	323.54	325.44
<b>6.5.5</b> Contracted (72% of Base Rate)	32.92	33.10
<b>6.5.6</b> Kitchen Rate per Hour	45.80	46.06
		-
<b>6.6 East End Hall (Plus HST)</b>		-
<b>6.6.1</b> Base Rate	97.39	97.96
<b>6.6.2</b> Socials/Weddings	212.88	214.16
		-
<b>6.7 MSC Conference Meeting Rooms (Plus HST)</b>		-
<b>6.7.1</b> Meeting	19.78	19.91
<b>6.7.2</b> Daily Rate (Tournament/Special Event)	65.53	65.93
		-
<b>6.8 Arena Floors (no Ice) (Plus HST)</b>		-
<b>6.8.1</b> Ice for Kids (600 people)	645.40	649.29
<b>6.8.2</b> Ice for Kids (600 people) with Liquor License	850.71	855.79
<b>6.8.3</b> Ice for Kids (up to 1200 people)	800.31	805.13
<b>6.8.4</b> Ice for Kids (up to 1200 people) with Liquor License	1,006.81	1,012.83
<b>6.8.5</b> 52 Canadians (up to 600 people)	580.44	583.89
<b>6.8.6</b> 52 Canadians (up to 600 people) with Liquor License	760.93	765.49
<b>6.8.7</b> 52 Canadians (up to 1200 people)	719.25	723.59
<b>6.8.8</b> 52 Canadians (up to 1200 people) with Liquor License	900.00	905.40
<b>6.8.9</b> Both Floors (up to 1800 people)	1,048.58	1,054.87
<b>6.8.10</b> Both Floors (up to 1800 people) with Liquor License	1,397.88	1,406.29
<b>6.8.11</b> Both Floors (Maximum Capacity)	1,187.57	1,194.74
<b>6.8.12</b> Both Floors (Maximum Capacity) with Liquor License	1,536.64	1,545.84
<b>6.8.13</b> Exercise/short Program- half pad (Regular use contracted rate 72% of listed rate)	58.23	58.63
<b>6.8.14</b> Exercise/short Program- full pad (Regular use contracted rate 72% of listed rate)	77.57	78.06
		-
<b>6.9 Ball Diamonds / Soccer Fields (Plus HST)</b>		-
<b>6.9.1</b> Youth Soccer/ Baseball - Half field - Per Team	142.79	143.63
<b>6.9.2</b> Youth Soccer - Full Field - Per Team	206.50	207.74
<b>6.9.3</b> Adult Soccer - Per Team	335.71	337.74
<b>6.9.4</b> Adult Slow Pitch - Per Team	387.26	389.60
<b>6.9.5</b> Tournament - Youth - Per Team	39.47	39.69
<b>6.9.6</b> Tournament - Adult - Per Team	51.90	52.21
<b>6.9.7</b> Fastball	335.71	337.74
		-
<b>6.10 Other Courses and Services</b>		-
<b>6.10.1</b> Babysitting Course	52.90	53.20
<b>6.10.2</b> First Aid Course - 8 hour	101.95	102.55
<b>6.10.3</b> First Aid Course - 13 hour	113.25	113.95
<b>6.10.4</b> Manual	37.00	37.20
<b>6.10.5</b> P.A. Day	38.10	38.35
<b>6.10.6</b> P.A. Day Extra Child	33.45	33.65
<b>6.10.7</b> Membership Cards Town	10.85	10.90
<b>6.10.8</b> Recreator Ads - Users	163.20	164.20
<b>6.10.9</b> Recreator Ads - Non Users	195.80	196.95
<b>6.10.10</b> Non-resident Fee Winter Programs		-
<b>6.10.11</b> P Fit Class (High School Program)	16.20	16.30
<b>6.10.12</b> Ice Paint Machine (Plus HST)	228.85	230.22
<b>6.10.13</b> Bags of Ice (Plus HST)	2.57	2.66
		-
<b>6.11 Sorting Gap Marina (Plus HST)</b>		-
<b>6.11.1</b> Sorting Gap - Slip Rental - Per Season	422.79	600.00
<b>6.11.2</b> River Front - Slip Rental - Per Season	321.24	323.19
<b>6.11.3</b> Daily (overnight)	10.40	10.44
<b>6.11.4</b> Weekly	51.59	51.90

**TOWN OF FORT FRANCES**  
**2021 SCHEDULE OF FEES BY-LAW \_\_\_/20**  
**SCHEDULE "G"**

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				2020	Proposed 2021	
<b>6.11.5</b>	Launch Fees: Daily			8.10	8.14	
<b>6.11.6</b>	Launch Fees: Seasonal			58.01	58.41	
<b>6.11.7</b>	Launch Fees: Commercial			194.47	195.62	
					-	
					-	
<b>6.12 Summer Youth Program</b>						
<b>6.12.1</b>	Rec-n-Crew				-	
6.12.1.1	Week			74.80	75.25	
6.12.1.2	each additional child			68.40	68.80	
6.12.1.3	early/late supervision 1st child			32.90	33.10	
6.12.1.4	early/late supervision additional child			24.70	24.85	
6.12.1.5	Extra Supervision - difficult child			32.90	33.10	
6.12.1.6	Four Weeks			264.90	266.50	
6.12.1.7	each additional child			258.20	259.75	
6.12.1.8	Sunny Cove 3 nights 4 days camp			167.30	168.30	
6.12.1.9	each additional child			147.15	148.05	
6.12.1.10	5 day camp			127.80	128.55	
6.12.1.11	each additional child			121.65	122.40	
6.12.1.12	4 day camp			88.80	89.35	
6.12.1.13	each additional child			82.70	83.20	
					-	
<b>6.13 Townshend Theatre - (Plus HST)</b>					-	
<b>6.13.1</b>	Town Recreation Program				-	
6.13.1.1	Set up & Rehearsal	N/C			N/C	
6.13.1.2	First show in Run	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.1.3	Second show same Day	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.1.4	Next show same Run	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.1.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.1.6	*Cafeteria Rental with Performance	N/C			N/C	
<b>6.13.2</b>	Board of Education				-	
6.13.2.1	Set up & Rehearsal	N/C			N/C	
6.13.2.2	First show in Run	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.2.3	Second show same Day	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.2.4	Next show same Run	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.2.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C		+ \$1.50 Surtax	N/C	+ \$1.50 Surtax
6.13.2.6	*Cafeteria Rental with Performance	N/C			N/C	
<b>6.13.3</b>	Community Theatre				-	
6.13.3.1	Set up & Rehearsal - 7 hours			153.76	154.69	
6.13.3.2	First show in Run - 7 hours			301.68 + \$1.50 Surtax	303.54	+ \$1.50 Surtax
6.13.3.3	Second show same Day - 12 hours			495.31 + \$1.50 Surtax	498.27	+ \$1.50 Surtax
6.13.3.4	Next show same Run - 7 hours			301.68 + \$1.50 Surtax	303.54	+ \$1.50 Surtax
6.13.3.5	Weekly Rate - Sunday to Sunday 6:00 p.m.			1,223.98 + \$1.50 Surtax	1,231.32	+ \$1.50 Surtax
6.13.3.6	**Cafeteria Rental with Performance			113.85	114.51	
6.13.3.7	**Cafeteria Rental with Performance - Alcohol served			227.79	229.16	
<b>6.13.4</b>	Community Use - Religious Groups, Charitable Non-Profit, Music Festivals				-	
6.13.4.1	Set up & Rehearsal - 7 hours			153.76	154.69	
6.13.4.2	First show in Run - 7 hours			301.68 + \$1.50 Surtax	303.54	+ \$1.50 Surtax
6.13.4.3	Second show same Day - 12 hours			495.31 + \$1.50 Surtax	498.27	+ \$1.50 Surtax
6.13.4.4	Next show same Run - 7 hours			301.68 + \$1.50 Surtax	303.54	+ \$1.50 Surtax
6.13.4.5	Weekly Rate - Sunday to Sunday 6:00 p.m.			1,223.98 + \$1.50 Surtax	1,231.32	+ \$1.50 Surtax
6.13.4.6	**Cafeteria Rental with Performance			113.85	114.51	
	**Cafeteria Rental with Performance - Alcohol served			227.79	229.16	
<b>6.13.5</b>	Commercial Use - Business, Dance Schools, Corporations, Political Rallies				-	
6.13.5.1	Set up & Rehearsal - 7 hours			227.79	229.16	
6.13.5.2	First show in Run - 7 hours			455.40 + \$1.50 Surtax	458.14	+ \$1.50 Surtax
6.13.5.3	Second show same Day - 12 hours			711.68 + \$1.50 Surtax	715.93	+ \$1.50 Surtax
6.13.5.4	Next show same Run - 7 hours			455.40 + \$1.50 Surtax	458.14	+ \$1.50 Surtax
<b>6.13.6</b>	Tech Fee				-	
6.13.6.1	Tech Fee (0 - 3 hours event)			53.72	54.02	
6.13.6.2	Tech Fee (3 - 8 hours event)			80.62	81.10	
6.13.6.3	Tech Fee (8+ hours event)			107.52	108.19	
6.13.6.4	Tech Weekend Fee (Hourly Rate plus 1hr before and 1hr after event time)			43.01	43.28	
<b>6.15 Fort Frances Museum</b>					-	
<b>6.15.1</b>	Research				-	
6.15.1.1	Access			10.30	10.35	
6.15.1.2	Staff - initial inquiry			16.70	16.80	
6.15.1.3	Additional time			41.65 per hour	41.90	
<b>6.15.2</b>	Duplication				-	
6.15.2.1	Handling			5.75	5.80	
6.15.2.2	Copying			0.65 per sheet	0.65	
6.15.2.3	Digital copy			8.85	8.90	
6.15.2.4	Copy right fee for commercial uses - Photographing Artefacts			41.95	42.20	

**TOWN OF FORT FRANCES**  
**2021 SCHEDULE OF FEES BY-LAW \_\_/20**  
**SCHEDULE "G"**

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**2020**

**Proposed 2021**

<b>6.15.3</b>	Admission	Victoria Day to Thanksgiving (Peak Season)			
6.15.3.1	Special Events - Adult (Plus HST)		4.42	4.47	
6.15.3.2	Senior/Under 12 Fee		3.54	3.54	
6.15.3.3	Maximum Family Fee		13.27	13.36	
<b>6.15.4</b>	Rental (Plus HST)			-	
6.15.4.1	Per Day		29.29	29.47	
6.15.4.2	Per Evening		17.70	17.79	
6.15.4.3	Court Yard		17.70	17.79	
				-	
<b>6.16</b>	<b>Sunny Cove Camp - May 1 (Plus HST)</b>			-	
<b>6.16.1</b>	6.16.1.1	Daytime	608.72	N/A	
	6.16.1.2	Overnight	1,099.16	N/A	
	6.16.1.3	Meeting - Half day	81.59	N/A	
	6.16.1.4	Meeting - Full Day	136.02	N/A	
				-	
<b>6.17</b>	<b>Sister Kennedy Centre</b>			-	
	6.17.1	Facility Rental Fee (Plus HST)	43.54	43.80	
	6.17.2	Fitness Class- 1 day/week	10.40	10.44	
	6.17.3	Fitness Class- 2 days/week	20.84	20.98	
				-	
<b>6.18</b>	<b>Rainy Lake Market Square (Plus HST)</b>			-	
	Private events fenced in- by reservation- Invitation only- No public-not ticketed (eg. Weddings, social gatherings) *Please note that in 2020 council waived these fee's due to COVID 19 and this will continue until restrictions are lifted				
6.18.1			452.43	455.13	
	For profit- by reservation (eg. Trade shows, car shows)			-	
	Casual use- no reservations (eg. Birthday parties and gatherings where the facility remains open to the public)			-	
6.19.1			-	-	
	Non-profit- by reservation (eg. Fenced in ticketed events for community groups and charities)			-	



November 18, 2020

Report To: Community Services Executive Committee

From: Aaron Bisson, Recreation and Culture Manager

**RE: Memorial Sports Center Expansion Grant Update**

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The Town has a grant application in final stages for the Investing in Canada Infrastructure Program Grant which was to help with an expansion to the Memorial Sports Centre. This grant was applied for to help deal with some limitations we have at the MSC due to not having enough space for our current membership, and issues we are having with existing infrastructure.

Early on in the project the Federal Government expressed they would not be on board with the expansion project so that left two potential funding agencies for this expansion. The two potential funding agencies were the Investing in Canada Infrastructure Program Grant, and the Trillium foundation. We were just informed that Trillium is not going to be funding any projects like this for a while so that left our only funding source as the ICIP grant. The Town was asking for ICIP to potentially support the project to 79.3% of the costs. In conversation with a representative from the ICIP we were told that the maximum they would fund would be 50% of the project. The other information provided was that this group would not fund a project if there were no other funding agencies that would contribute to the project.

Knowing now that the chance of being successful under the ICIP grant process is extremely low due to the other funding groups backing out, the Town should pull the application from consideration and wait until a new round of programs are announced. Doing this will allow us to try and ensure this project fits under one or more of the priorities of the funding agencies. If we do not pull our application and it is rejected, we would not be able to apply for a similar project in the future.

**Recommendation**

The Community Service Division recommends to Mayor & Council to endorse the removal of the Town of Fort Frances's grant application to the Investing in Canada Infrastructure Program Grant process and look for future opportunities to help fund the Memorial Sports Centre Expansion Project.

Respectfully Submitted,

Aaron Bisson  
Manager of Recreation and Culture

<p><b>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the removal of the Town of Fort Frances's ICIP Grant Application from consideration.</b></p>
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