

## **Community Services Executive Committee**

### **AGENDA**

Monday, June 2, 2014 – 10:30 a.m.

**Shaw Room – Fort Frances Public Library Technology Centre**

1. CALL TO ORDER (Session #60)
2. CALL FOR NON-AGENDA ITEMS
3. DISCLOSURES OF CONFLICT OF INTEREST (& the general nature thereof)
4. APPROVAL OF MINUTES – Tuesday, May 20, 2014
5. ITEMS REFERRED FROM COUNCIL
  - a) Fort Frances Canadian Bass Championship Requests
6. NEW BUSINESS
  - a) Library Reserve Fund Request
  - b) Museum User Fees
  - c) Wade Friesen Request – Skill Crane/Claw Machine
  - d) Peace Run – details to be received at meeting
7. NON-AGENDA ITEMS
8. INFORMATION
  - a) Fort Frances Museum Advisory Committee Minutes – Tuesday, May 20, 2014
  - b) Next Meeting Date – Monday, June 16, 2014
9. CLOSE

**Community Services Executive Committee**  
**Minutes of Meeting**

**Date:** Tuesday, May 20, 2014    **Session No.** 59

This meeting of the Community Services Executive Committee was held in the '52 Canadians Meeting Room at the Memorial Sports Centre.

**Committee Members present:** A. Hallikas – Chair; J. Albanese – Councillor; D. Kitowski – Councillor; R. Avis – Mayor; J. Kabel – Division Manager

**CALL TO ORDER:**

A. Hallikas called the meeting to order at 10:28 am. J. Kabel recorded the minutes of the meeting.

**DISCLOSURES OF CONFLICT OF INTEREST (and general nature thereof):**

NIL

**APPROVAL OF MINUTES:**

Minutes of the April 21, 2014 Community Services Executive Committee meeting were approved as circulated.

**BUSINESS ARISING FROM THE MINUTES:**

NIL

**ITEMS REFERRED FROM COUNCIL:**

NIL

**NEW BUSINESS:**

**OPEN SESSION**

- a) Telcom Enterprises 2<sup>nd</sup> interim report & invoice – the committee recommended to Council to endorse the payment of \$16,165.98 to Telcom Enterprises based on 50% realized savings for 18 months of telecommunication savings as signed in the agreement dated August 2013.
- b) Sister Kennedy Centre Policies and Procedures – a good discussion led to the recommendation to have Council support the development of the presented policies for the Sister Kennedy Centre through the policy committee with Sister Kennedy Centre Board approval.
- c) Townshend Theatre Asset Management – Reserve Fund Request – the committee made suggestion to Mayor and Council to approve an additional \$600 on top of the previously approved \$11,000 from the Townshend Theatre Capital Reserve for capital equipment replacement.

- d) Fort Frances Lakers Account – A discussion of the outstanding Lakers account similar to past years led to the direction for J. Kabel to follow up with Lakers financial representatives for a schedule of fundraising efforts throughout the summer and payment plans.

**NON-AGENDA ITEMS:**

- a) Customer Complaint – The Complaint was received and the matter is to proceed as directed.

**INFORMATION:**

- a) Next Meeting Date – Monday, June 2, 2014.

**CLOSING**

There being no further matters before the Committee at this time, the meeting was closed by A. Hallikas at 11:23 am.

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Chair

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Manager (or Superintendent)/Secretary

## REPORT

**TO:** Mayor Avis and Council

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

**DATE:** May 29, 2014

**RE:** **Fort Frances Canadian Bass Championship Requests**

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At the regular meeting of Council on May 26, 2014 there was a list of requests received from the Fort Frances Canadian Bass Championship Organizing Committee that included the same requests as 2013, the first year that the tournament had moved back to the Sorting Gap after hosting at the IFK arena for several years. The inventory of requests was referred by Council to the Community Services Executive Committee as well as Administration & Finance and Operations & Facilities Executive Committees.

The following items could be considered a direct request of the Community Services Division from the attached letter (numbers correspond to letter):

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs, and Town picnic tables. FFCBC will arrange for pick-up and return.
- 5) Waive launch fees for tournament competitors and volunteers from July 24<sup>th</sup> to 26<sup>th</sup>. We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release, and photography boats) who plan to launch there.
- 6) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 7) Allow the tournament committee to attach pennants, signs, and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 8) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

### **Recommendation**

The Community Services Executive Committee Recommends to Council to grant the Fort Frances Canadian Bass Championship Tournament Committee the requests as presented. Specifically #2, 5, 6, 7, 8 as it relates to the Community Services Division and

authorize Town staff to work with the FFCBC Committee members to help ensure another successful Fort Frances Canadian Bass Tournament for the community.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Jason Kabel', written over the text 'Respectfully Submitted,'.

Jason Kabel

**Council approval of this report will** grant the Fort Frances Canadian Bass Championship Tournament Committee the requests as presented, and authorize Town staff to work with the FFCBC Committee members to help ensure another successful Fort Frances Canadian Bass Tournament for the community.



Fort Frances Canadian  
Bass Championship Inc.  
P.O. Box 531  
Fort Frances, ON  
P9A 3M8

May 20, 2014.

Jason Kabel, B.Sc., B.Ed.  
Manager of Community Services

Town of Fort Frances  
P.O. Box 38  
Fort Frances, Ontario  
P9A 3M5



Re: Fort Frances Canadian Bass Championships (July 24<sup>th</sup> - July 26<sup>th</sup>, 2014)

Dear Mr. Kabel

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2014 event.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent.
- 4) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 5) Waive launch fees for tournament competitors and volunteers from July 24<sup>th</sup> to 26<sup>th</sup>. We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.

- 6) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 7) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 8) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 9) We appreciate the Town of Fort Frances helping to take down the tent last year and would respectfully request the same this year.

We look forward to discussing our request in greater detail at your convenience. We invite any Town Council to any FFCBC board meetings.

Respectfully,

Muff Allen

A handwritten signature in cursive script, appearing to read 'Muff Allen', written in dark ink.

Fort Frances Canadian Bass Championship



## REPORT

**TO:** Mayor Avis and Council

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

**DATE:** May 29, 2014

**RE:** **Library Reserve Fund Request – Alicia Subnaik Kilgour**

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At the last meeting of the Fort Frances Public Library Board on Wednesday, May 28, 2014, the Board received two proposals from the Library IT Coordinator, Jeremy Hughes and Library CEO, Alicia Subnaik Kilgour. The proposals included refreshing some main components of the Library's IT infrastructure that are drawing near to the end of life expectancy (please see attached reports). The Fort Frances Public Library Board voted unanimously to proceed with the purchase to replace the proposed equipment from the Technology Reserve Fund as follows:

Current Balances (as of December 31, 2013)

Library Reserve Fund (Building)	\$ 37,241.43
<u>Public Library &amp; Technology Reserve Fund</u>	<u>\$259,919.28</u>
TOTAL Reserve Fund Balance	\$297,160.71

Proposed IT Expenditures

Bibliotheca Refresh	\$ 25,391.00
(This purchase will greatly reduce annual usage/maintenance costs)	
<u>WatchGuard Firewall</u>	<u>\$ 1,853.00</u>
TOTAL	\$ 27,244.00

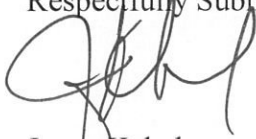
Total Reserve Fund Balance	\$297,160.71
<u>Total Proposed IT Expenditures</u>	<u>\$(27,244.00)</u>
TOTAL Reserve Fund Balance after Expenditure	\$269,916.71

### Recommendation

The Community Services Executive Committee recommends to Council to grant the request of the Fort Frances Public Library Board to use Public Library & Technology Reserve Fund proceeds to upgrade the IT infrastructure at the Fort Frances Public Library Technology Centre.



Respectfully Submitted,



Jason Kabel

**Council approval of this report will** grant the request of the Fort Frances Public Library Board to use \$ 27,244.00 of Public Library & Technology Reserve Funds to upgrade the IT infrastructure at the Fort Frances Public Library Technology Centre. The combined remaining balance in the two Library Reserve Funds will be \$269,916.71.

**Fort Frances Public Library Technology Centre  
Request for withdrawal from the Library Reserve Fund**

**Prepared by: Alicia Subnaik Kilgour, CEO**

The Fort Frances Public Library Technology Centre's Board of Directors endorsed the refreshing of the Library's RFID and Library Firewall systems. They made the following motion at the May 28<sup>th</sup> 2014 Board Meeting:

**Motion #148: Moved by Arlene Georgeson that the two IT Proposals be brought to the Community Services Executive by Alicia for recommendation to Council.**

**Seconded by Alan Zucchiatti.**

**Carried.**

There is currently **\$259,919.28** in the Library Reserve Fund.

**Background:**

**Bibliotheca Refresh:**

The Library's RFID infrastructure is more than 4 years old, and relies on several components that are even older. ITG's products have now been discontinued, and all new RFID technology development has been splintered into a Bibliotheca-branded line of products. As a result, the RFID products used throughout the library are approaching end-of-life. Replacement parts are harder to come by, and our ITG software may not be updated. These effects culminate in skyrocketing maintenance costs. In 2014, the maintenance amount due for our ITG products is **\$7,986** before taxes (\$9,280.41 including SIP Licenses and tax).

**Refresh:**

Maintenance	Staff Stations	Subtotal	HST	Total
Annual	6	\$22,470	\$2,921	\$25,391

Bibliotheca has proposed a "refresh" which would update all of our RFID hardware and software with the latest products available, at a significantly reduced cost. Staff stations have been offered at only 17% of MSRP. Security gates and self-checkouts have been reduced by nearly 50%, with the corresponding SmartAdmin and Liber8 software included for free. The refresh must be paid in advance with the new annual maintenance starting in year 3, at **\$3,386** before taxes.

Advantages of the refresh are: lower maintenance costs, newer hardware, improved software functionality, prolonged support, and better compatibility with future computer operating systems. In addition, the Library will realize significant cost savings over the next few years; thereby reducing our operating costs.

**WatchGuard Firewall:**

The FFPLTC makes use of a physical firewall appliance to both secure its network against the internet, and provide centrally managed web content filtering. Our existing firewall hardware will reach end-of-life in December of 2015, at which point it will no longer be supported by the manufacturer.

The cost to upgrade to the XTM 330 model is **\$1,853**. A UTM software suite subscription is required to maintain our WebBlocker service. That license also includes the standard LiveSecurity package, which covers hardware warranties and support. By upgrading our appliance, a 3-year UTM subscription will be included at no additional cost.

A new appliance is essentially free via this upgrade, and the cost of service is actually reduced over a 3-year term, since this isn't an option with our older X550e. The hardware warranty for this device, and its associated security services license, expired on 2014-05-14. A 30 day grace period has been granted.

## REPORT

**TO:** Mayor Avis and Council

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

**DATE:** May 29, 2014

**RE:** Fort Frances Museum Daily Admission Fees

Every year as part of the annual user fee assessment and revision by Council, the Museum user fees are incremented with all other user fees at the rate approved by Council. The increase for 2014 was 1% that was applied to all user fees in the Community Services Division. Sherry George, Museum Curator is requesting consideration for an amendment to the daily fees charged at the Museum sites (Main site, Hallet, and Tower) to make it easier for her staff to make change for patrons.

The existing admission rates before HST are as follows:

(Victoria Day to Thanksgiving - Peak Season)

Adult	\$3.69
Senior/Under 12	\$2.68
Maximum Family	\$11.06
School/Public Activity Program	\$3.69
Off Peak Season	Free Will Donation

The Museum staff is requesting permission to charge the same fees that were approved last year as follows:

Adult	\$3.75 (including HST)
Senior/Under 12	\$2.75 (including HST)
Maximum Family	\$12.00 (including HST)
School/Public Activity Program	\$3.75 (including HST)

### **Recommendation**

The Community Services Executive Committee recommends to Council to authorize Sherry George, Museum Curator to adjust prices charged at all of the Museum's sites (Main site, Hallet, and Tower) as presented to include HST.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will** authorize Sherry George, Museum Curator to adjust prices charged at all of the Museum's sites (Main site, Hallet, and Tower) as presented to include HST.



**I have a Skill Crane Machine aka a "Claw machine" available for use at your business establishment.**

*Size Dimensions: 60" wide 33" deep and 75" high.*

**Benefits:**

Adds revenue to your establishment.

Adds entertainment value to your customers.

No added work/expense to you.

**Sample Monthly Income Statement**

*(Based on 5 plays/day)*

Revenue (\$1/play) 150.00

COGs (toys won \$5/toy) 30.00

*1 win out of 25 plays*

Maintenance 15.00

Electricity 10.00

Stocking/Coin collecting 20.00

**NET MONTHLY PROFIT 75.00**

*Your Share (50%) 37.50*

*My Share (50%) 37.50*



The numbers used for projected monthly income are fictional. I would expect usage to be less in the summer time, but much higher during hockey season, especially during tournaments. I have no prior experience to know what is normal far as revenues and expenses.

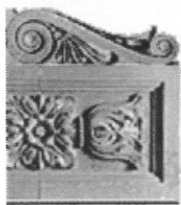
I would suggest we set this machine up in the main lobby and have it run until the end of the 2014 year. If you are unhappy with the results, I will immediately remove the machine from the building and find a new location.

I will be responsible for: setting up the machine, stocking the machine with toys, collecting the money (can be accompanied by a Sportsplex employee if they would like to count the money with me), provide you with a monthly income statement and pay you your share of the profits.

Thankyou for your consideration, I look forward to hearing from you!

WADE FRIESEN  
275-5683

**farmboy**  
REAL ESTATE



Sherry George/Frances

05/21/2014 09:48 AM

To robff49@yahoo.ca, jkstitchnsew@hotmail.com,  
dballard@fortfrances.com, rurlroot@vianet.ca,  
mhickling11@shaw.ca

cc Jason Kabel/Frances@Frances, Kathy Lawson/Frances@Frances

bcc

Subject Museum Adv Com Mtg minutes

## **FORT FRANCES MUSEUM ADVISORY COMMITTEE Minutes**

**Meeting:** Tues May 20, 2014, 4:15 p.m.

**Present:** Debbie Ballard Bruce Caldwell ✓ Robert Schulz ✓ Judy Kielczewski Mary Hickling

Committee Secretary: Sherry George ✓ Guests:

**Minutes from last meeting, Apr 21:** adopted as sent.

### **Museum Report:**

April visitors: 385 (374 in 2013).

Exhibits:

May thru August: Recognizing 100 years of papermaking and wood harvesting.

Although reconfirmed donation amount from Resolute, no cheque received at this time. Opening reception on May 14<sup>th</sup> was very successful. Over 90 people visited.

September thru December: 100<sup>th</sup> anniversary of WWI and 75<sup>th</sup> of WWII. Museum is partnering with the local Legion on this event. A writing contest for youth is in the works.

Workshops both successful: Identity Hunters to target genealogists; song-writing workshop sponsored by Friends of the Museum.

Friends have also produced a promo card for the Museum that will be distributed to resorts and other businesses that promote local attractions – a great asset for our museum.

Sherry has completed her final course in the Certificate Program in Museum Practice.

Sherry attended a regional museum's meeting May 1<sup>st</sup>, followed by governance training May 2<sup>nd</sup>.

Water still coming into the basement.

Students: Jillian Berry and Hannah Taylor are back. New: Savannah Woods.

### **New Business:**

Lots of good information out of the governance training. Group needs to review and discuss; make changes as necessary.

### **Old Business:**

**Correspondence:** none

**Ontario Arts Council:** none

**Follow-up:** *Recommendations to be made to Executive Committee of Community Services...*

Meeting adjourned at 5:00 p.m.

Next meeting: Mon June 16<sup>th</sup> at 4:15 p.m.

*Copies forwarded to K.Lawson for Council, J.Kabel for Exec. Committee, D.Allan for web; original filed  
H:/Administration/Council/Advisory Committee Minutes.*

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Sherry George, Curator  
Fort Frances Museum  
259 Scott Street  
Fort Frances, ON P9A 1G8  
807 274-7891  
fax: 274-4103