

Community Services Executive Committee

AGENDA

Monday, October 6, 2014 – 10:30 a.m.

'52 Canadians Meeting Room

1. CALL TO ORDER (Session #64)
2. ADOPTION OF AGENDA (call for non-agenda items)
3. DISCLOSURES OF CONFLICT OF INTEREST (& the general nature thereof)
4. APPROVAL OF MINUTES – Wednesday, September 3, 2014
5. ITEMS REFERRED FROM COUNCIL
 - a) 2015 Dudley Hewitt Cup Request
6. NEW BUSINESS
 - a) Review of information received at public meeting
 - Larry Patrick – 2015 Dudley Hewitt Cup (considered above)
 - Carole Wilde – email delivery of bills for savings initiative of taxes, hydro, and water bills
 - Alzheimer Society – Walk for Life – Saturday, Oct. 4 (no action req'd.)
7. NON-AGENDA ITEMS
8. INFORMATION
 - a) Next Meeting Date – Monday, October 20, 2014
9. CLOSE

Community Services Executive Committee
Minutes of Meeting

Date: Wednesday, September 3, 2014

Session No. 63

This meeting of the Community Services Executive Committee was held at the Fort Frances Children's Complex.

Committee Members present: A. Hallikas – Chair; J. Albanese – Councillor; D. Kitowski – Councillor; M. McCaig – CAO; J. Kabel – Division Manager

Guest(s) present: Jennifer Greenhalgh

CALL TO ORDER:

A. Hallikas called the meeting to order at 10:32 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 Monday, July 7, 2014 Community Services Executive Committee meeting were approved as circulated.

ITEMS REFERRED FROM COUNCIL:

NIL

NEW BUSINESS:

- a) Sister Kennedy Centre – Ontario Seniors Secretariat Budget was received by the committee. Special note was made of the approval of the annual maintenance and operating grant: \$40,000 and the special grant: \$12,230.63.
- b) Rainy River First Nations Manitou Rapids – Stage Request was sanctioned by the committee.
- c) Sunny Cove Capital Projects that were previously approved were brought forward for information as they are now being undertaken.
- d) Accounts Receivable. It was noted that the A/R accounts that were previously a concern have been brought to a zero balance.
- e) Summer Update – verbal report of activities of the Community Services Division were given by J. Kabel.

NON-AGENDA ITEMS:

- a) EEH ramp & door – it was noted that the ramp railing isn't as sturdy as one would have expected. It was noted that the material for the railing wasn't in stock at original construction time and will be modified to be more substantial as materials become available. The door at the west side of the building is still scheduled to be painted.
- b) SKC policies – The three policies (Purpose & Operating Values, Executive Roles, and Complaint Policy) were recommended to Council as approved by the Sister Kennedy Centre Board of Management.

INFORMATION:

- a) Next Meeting Date – Monday, October 6, 2014.

CLOSING

There being no further matters before the Committee at this time, the meeting was closed by A. Hallikas at 11:38 am.

Chair

Manager (or Superintendent)/Secretary

REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: October 3, 2014

RE: 2015 Dudley Hewitt Cup Request

Preamble

At the regular meeting of Council on September 22, 2014, Council received a request for support and a presentation from Larry Patrick, 2015 Dudley Hewitt Cup Committee Chair. The request was referred to the Community Services Executive Committee with input from the Administration and Finance Executive Committee (request & presentation attached).

The following is the list of requested items:

1. Fort Frances Town Facility – Ice For Kids Donation ~ \$4500
2. Town souvenirs/memorabilia to give as gifts to visiting teams (~ \$120)
3. Use of Committee Rooms, Auditorium & Kitchen
4. Lakers request to sell rental space in the IFK lobby for kiosks (booths)
5. Request of the Mayor to open ceremonies

Attached is a contract for the fees associated with IFK ice, auditorium & kitchen, and conference room rental. The total costing for all corresponding charges are summarized below:

<u>Rental Fee (April 28-May 2, 2015)</u>	<u>Amount</u>
IFK Ice-time	\$3,818.23
Auditorium & Kitchen	\$1,045.25
Conference Room	\$ 99.70
TOTAL	\$4,963.18

It is misleading to assess 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 \$2500-\$3000. In April 2014, J. Kabel authorized keeping the ice installed one additional week (April 19-26, 2014) for the Fort Frances Lakers to have practice time available before their trip to the 2014 Dudley Hewitt

Cup. The request for 2015 would include two weeks of IFK ice expenses over a typical year when the Lakers do not make it as far as the Dudley Hewitt Cup. Thus bringing the potential expenses for maintaining the ice to \$5,000-\$6,000.

Previous Event Contributions

In 2005, Council approved a \$5,000 grant to the OFSAA organizing committee from their public relations budget for ice rental fees. As well, Council had purchased advertising for the OFSSA conference which was paid in 2006 (the year of the event) in the amount of \$842.10.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the items of request as presented by L. Patrick as follows:

1. Fort Frances Town Facility – Ice For Kids Donation of \$5,000 from Council public relations budget.
2. Town souvenirs/memorabilia to give as gifts to visiting teams (~ \$120) from existing supplies on hand and new stock as necessary through administration.
3. Use of Committee Rooms, Auditorium & Kitchen as an in-kind donation through Memorial Sports Centre.
4. Lakers request to sell rental space in the IFK lobby for kiosks (booths) as approved by the Town of Fort Frances Clerk and through consultation with Manager of Community Services.
5. That the Mayor present to open the 2015 Dudley Hewitt Cup ceremonies

Respectfully Submitted,



Jason Kabel

Council approval of this report will authorize the items of request as presented by L. Patrick as follows:

1. Fort Frances Town Facility – Ice For Kids Donation of \$5,000 from Council public relations budget.
2. Town souvenirs/memorabilia to give as gifts to visiting teams (~ \$120) from existing supplies on hand and new stock as necessary through administration.
3. Use of Committee Rooms, Auditorium & Kitchen as an in-kind donation through Memorial Sports Centre.
4. Lakers request to sell rental space in the IFK lobby for kiosks (booths) as approved by the Town of Fort Frances Clerk and through consultation with Manager of Community Services.
5. That the Mayor present to open the 2015 Dudley Hewitt Cup ceremonies

Administration & Finance Division
Civic Centre

Operations & Facilities Division
Fifth Street & Wright Avenue
Phone: 807-274-9893
Fax: 807-274-7360

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com



Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
Phone: 807-274-4561

Mailing Address:
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

September 25, 2014

Fort Frances Lakers
Attn: Milt Strachan, Board President
P.O. Box 76
Fort Frances, Ontario
P9A 3M5

Dear Sir:

At their meeting Monday, September 22, 2014, Council referred the request dated September 12, 2014 from Fort Frances Lakers re: Support for hosting the 2015 Dudley Hewitt Cup to Community Services Executive Committee for recommendation with input from Administration and Finance Executive Committee.

In addition, the presentation from Larry Patrick, in the written form as presented September 22, 2014, will be forwarded for their reference.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Mr. J. Kabel, Manager, Community Services at 274-4561, ext 215 or Ms. L. Witherspoon, Treasurer at 274-5323 ext.248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

KML/kt
(att'd)

c.c. J. Kabel, Manager, Community Services (att'd)
L. Witherspoon, Treasurer (att'd)
L. Patrick, 2015 Dudley Hewitt Cup Committee

Good evening Mayor, Council & guests. My name is Larry Patrick & I am a volunteer with the Fort Frances Lakers! Tonight, I and other Lakers supporters are seeking the Town's financial support of the Dudley Hewitt Cup, April 28 to May 2, 2015, being hosted by your own Fort Frances Lakers, a community owned and operated Junior 'A' hockey team.

1. I will take this opportunity to congratulate Mayor Avis & Council on their performance as our Town dignitaries & representatives in their role of governing our Town during difficult and challenging times.
2. Good luck to all seeking re-election and to those challenging for Council seats or for Mayor. Thank you to those leaving Council for your years of dedicated service.
3. Mayor & Council, Thank U for declaring the 2015 Dudley Hewitt Championship a 'significant event'!

SOME FACTS

1. The IFK Arena is the best hockey venue in Northwestern Ontario.
2. Fort Frances, a community steeped in hockey GREATNESS, has a stellar track record & reputation for showcasing huge events, and not just hockey. Fort Frances as a community always steps up to the plate to stage successful events.
3. The Dudley Hewitt Committee will 'dot all i's and cross all t's' to ensure that every opportunity is availed to enrich the socioeconomic fabric of our GREAT Town by this event. Scouts and fans from out of town will see the Dudley Hewitt Cup showcased in the Ice for Kids Arena, all staged in 'Hockey Town Northwestern Ontario'.
4. Revenues generated by the Dudley Hewitt Cup will have economic impact on the Town.

Want/Wish List:

1. Fort Frances Town Facility (Ice for Kids) Donation: ~ \$4500 (\$4463.36)
2. Town souvenirs/memorabilia to give as gifts to visiting teams (~120)
3. Use of Committee Rooms, Auditorium & Kitchen
4. Lakers request to sell rent space in the IFK lobby for kiosks (booths)
5. Request of the Mayor to open ceremonies

Major targets for DH revenue are:

1. Sponsors have been contacted to help offset the DH expenses!
2. Another anticipated source of revenue would be what the gate brings in.

We await your earliest and most expeditious reply! A reply before the pending municipal election would be in everyone's best interests! **THANK U!**

FORT FRANCES LAKERS DUDLEY HEWITT PROJECTED BUDGET

APRIL 28 TO MAY 2/2015

DUDLEY HEWITT PROJECTED REVENUE

1. Ticket Sales/Gate: average \$12 x 400 over 5 games = \$24 000
2. Ticket Sales/Gate: average \$12.00 x 800 over 3 games = \$28 800
3. Major Sponsorships: \$25 000
4. Program Sponsorship: \$2 000
5. Sales and Memorabilia: \$4 000
6. FASTHockey: \$2 000

A premier online destination to see live streaming video of amateur ice hockey games.

FASTHOCKEY

PROJECTED TOTALS IF TARGETS MET= \$85 000

DUDLEY HEWITT EXPENSES

1. Transportation: 2 Teams X \$6000.00 + \$4 000(Lakers) = \$16 000
2. Accommodations: 3 Teams X 16 Rooms X 5 Nights X \$100 = \$24 000
3. Meals: 3 Teams X 30 Spots X 5 Days X \$45 = \$20 250
4. Bussing: Shuttle During Week: DIK
5. Officials: 8 Games X \$500.00 = \$4 000
6. Memorial Sports Centre – Ice For Kids Millennium: \$4500
7. Team Sundries/Player Packages: \$2 000
8. Advertising And Promotion: \$6 000
9. Miscellaneous: Awards etc.: \$4 000
10. Hospitality Room, etc.: \$2 000
11. FASTHockey: \$2 000
12. A premier online destination to see live streaming video of amateur ice hockey games.

FASTHOCKEY

PROJECTED TOTALS IF ALL REQUIRED = \$84 750



Rental Contract / Permit Margin fix

Printed: 24 Sep 2014, 03:14 PM

User: mbelluz

Contract #: 9063
Date: 11 Aug 2014

User: mbelluz
Status: Tentative

Memorial Sports Centre, 740 Scott Street, Fort Frances, Ontario P9A 1H8 hereby grants Dudley Hewitt Cup (hereinafter called the "Licensee") represented by Wayne Strachan, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use
Tournament - Youth
Dudley Hewitt Cup

ii) Conditions of Use
Cancellations and changes require fourteen (14) days notice or the renters are responsible for payment. All rentals are based on a 50 min hour to allow for ice flooding.

iii) Date(s) and Time(s) of Use
of Bookings: 23 Starting: Tue 28 Apr 15 08:00 AM Expected: 0
Ending: Sat 02 May 15 10:00 PM

	Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
A	Memorial Sports Centre - Auditorium	Tue	28 Apr 2015	08:00 AM	28 Apr 2015	10:00 PM	\$185.00	\$0.00	\$24.05	\$209.05
C	Memorial Sports Centre - Conference Room	Tue	28 Apr 2015	08:00 AM	28 Apr 2015	10:00 PM	\$17.65	\$0.00	\$2.29	\$19.94
I	Memorial Sports Centre - Ice For Kids Millennium	Tue	28 Apr 2015	08:30 AM	28 Apr 2015	12:30 PM	\$290.58	\$0.00	\$37.78	\$328.36
I	Memorial Sports Centre - Ice For Kids Millennium	Tue	28 Apr 2015	02:00 PM	28 Apr 2015	05:00 PM	\$330.29	\$0.00	\$42.94	\$373.23
I	Memorial Sports Centre - Ice For Kids Millennium	Tue	28 Apr 2015	07:00 PM	28 Apr 2015	10:00 PM	\$330.29	\$0.00	\$42.94	\$373.23
A	Memorial Sports Centre - Auditorium	Wed	29 Apr 2015	08:00 AM	29 Apr 2015	10:00 PM	\$185.00	\$0.00	\$24.05	\$209.05
C	Memorial Sports Centre - Conference Room	Wed	29 Apr 2015	08:00 AM	29 Apr 2015	10:00 PM	\$17.65	\$0.00	\$2.29	\$19.94
I	Memorial Sports Centre - Ice For Kids Millennium	Wed	29 Apr 2015	08:30 AM	29 Apr 2015	12:30 PM	\$290.58	\$0.00	\$37.78	\$328.36
I	Memorial Sports Centre - Ice For Kids Millennium	Wed	29 Apr 2015	02:00 PM	29 Apr 2015	05:00 PM	\$330.29	\$0.00	\$42.94	\$373.23
I	Memorial Sports Centre - Ice For Kids Millennium	Wed	29 Apr 2015	07:00 PM	29 Apr 2015	10:00 PM	\$330.29	\$0.00	\$42.94	\$373.23
A	Memorial Sports Centre - Auditorium	Thu	30 Apr 2015	08:00 AM	30 Apr 2015	10:00 PM	\$185.00	\$0.00	\$24.05	\$209.05
C	Memorial Sports Centre - Conference Room	Thu	30 Apr 2015	08:00 AM	30 Apr 2015	10:00 PM	\$17.65	\$0.00	\$2.29	\$19.94
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I	Memorial Sports Centre - Ice For Kids Millennium	Thu	30 Apr 2015	07:00 PM	30 Apr 2015	10:00 PM	\$330.29	\$0.00	\$42.94	\$373.23
A	Memorial Sports Centre - Auditorium	Fri	01 May 2015	08:00 AM	01 May 2015	10:00 PM	\$185.00	\$0.00	\$24.05	\$209.05
C	Memorial Sports Centre - Conference Room	Fri	01 May 2015	08:00 AM	01 May 2015	10:00 PM	\$17.65	\$0.00	\$2.29	\$19.94
I	Memorial Sports Centre - Ice For Kids Millennium	Fri	01 May 2015	08:30 AM	01 May 2015	12:30 PM	\$290.58	\$0.00	\$37.78	\$328.36
I	Memorial Sports Centre - Ice For Kids Millennium	Fri	01 May 2015	07:00 PM	01 May 2015	10:00 PM	\$330.29	\$0.00	\$42.94	\$373.23

User: mbelluz

Contract #: **9063**
 Date: **11 Aug 2014**

User: **mbelluz**
 Status: **Tentative**

A	Memorial Sports Centre - Auditorium	Sat	02 May 2015	08:00 AM	02 May 2015	10:00 PM	\$185.00	\$0.00	\$24.05	\$209.05
C	Memorial Sports Centre - Conference Room	Sat	02 May 2015	08:00 AM	02 May 2015	10:00 PM	\$17.65	\$0.00	\$2.29	\$19.94
I	Memorial Sports Centre - Ice For Kids Millennium	Sat	02 May 2015	10:00 AM	02 May 2015	12:00 PM	\$145.29	\$0.00	\$18.89	\$164.18
I	Memorial Sports Centre - Ice For Kids Millennium	Sat	02 May 2015	07:00 PM	02 May 2015	10:00 PM	\$330.29	\$0.00	\$42.94	\$373.23

iv) Additional Fees

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$4,963.18	\$0.00	\$645.23	\$5,608.41	\$0.00	\$0.00	\$5,608.41	\$0.00

Balance of rental due and payable immediately.

vi) Other Information

vii) Additional Notes

Auditorium - Memorial Sports Centre

Conference Room - Memorial Sports Centre

Ice For Kids Millennium - Memorial Sports Centre

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X: _____

Wayne Strachan

Dudley Hewitt Cup
 P.O Box 76
 Fort Frances ON P9A 3M5
 Canada
 Home: ()
 Fax: (807)

Business: (807)275-7798

Date: _____

X: _____

Name: _____

Title: _____

Memorial Sports Centre

Date: _____

OFSSA 2005 - 2006

Dawn Galusha/Frances

09/29/2014 02:15 PM


To Jason Kabel/Frances@Frances

cc

bcc

Subject Re: In-kind event provisions 

History:

 This message has been replied to.

Jason,

As per the G/L, in November 2005 a \$5,000 grant was given to OFSSA re: ice rental fees. As well, we had purchased advertising for the OFSSA conference which was paid in 2006 in the amount of \$842.10.

In the Laker's inaugural year they were provided \$2,000 donations which was used to offset memberships and ice time.

If you require further information, please let us know.

Thanks,

Dawn & Deb

Jason Kabel/Frances

Jason Kabel/Frances

09/29/2014 12:18 PM

To Debbie Scofield/Frances@Frances, Dawn
Galusha/Frances@Frances

cc

Subject In-kind event provisions

Hi Deb & Dawn,

I have the Dudley Hewitt Cup committee request on my next executive agenda and Mark asked Laurie and I to have some history prepared for the meeting. Is it possible for you to tell me the in-kind contributions that Council made to the 2006 Ofsaa hockey committee perhaps? If you find any other in-kind contributions made in a similar situation that'd be great too.

Thanks,
Jason

Jason Kabel, B. Sc., B. Ed.
Division Manager - Community Services
740 Scott Street
Fort Frances, ON P9A 1H8
Tel: 807-274-4561 ext. 11
Fax: 807-274-3799

Confidentiality Notice: