

Community Services Executive Committee

AGENDA

Monday, January 19, 2015 – 10:30 a.m.

Fort Frances Museum – Main Floor Meeting Space

- 1. CALL TO ORDER (Session #003)**
- 2. ADOPTION OF AGENDA (call for non-agenda items)**
- 3. DISCLOSURES OF CONFLICT OF INTEREST (& the general nature thereof)**
- 4. APPROVAL OF MINUTES – Monday, January 5, 2015**
- 5. ITEMS REFERRED FROM COUNCIL**
 - a) User Fees
 - b) Argyle, MB Museum flag request (referred to A&F with input from CSEC)
- 6. NEW BUSINESS**
 - a) Facility rental policy
 - b) Marina food trailer
- 7. NON-AGENDA ITEMS**
- 8. INFORMATION**
 - a) Next Meeting Date – Monday, February 2, 2015
- 9. CLOSE**

Community Services Executive Committee

Minutes of Meeting

Date: Monday, January 5, 2015 **Session No.** 002

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

Committee Members present: Ken Perry – Chair; John Albanese – Councillor; June Caul – Councillor; Mark McCaig – CAO; Jason Kabel – Division Manager

1. CALL TO ORDER:

K. Perry called the meeting to order at 10:34 am. J. Kabel recorded the minutes of the meeting.

2. ADOPTION OF AGENDA (call for non-agenda items):

3. DISCLOSURES OF CONFLICT OF INTEREST (and general nature thereof):

NIL

4. APPROVAL OF MINUTES:

Minutes of the Monday, December 8, 2014 Community Services Executive Committee meeting were approved as circulated.

5. ITEMS REFERRED FROM COUNCIL:

a) User Fees – past report and letter from Michelle Mondor - the Community Services Executive Committee recommends to Mayor and Council to modify the user fees at the Memorial Sports Centre as follows:

Corporate Rate – 15% discount for an organization with a minimum of 5 annual members. This will eliminate the awkward graduated scale currently employed.

Senior Rate – Lower the age for senior rate from 65 to 60 (similar to the analogous communities) and lower the senior annual membership fee to \$353.30 (\$40 reduction based on original 2014 report numbers).

Family Rate – no change recommended.

6. NEW BUSINESS:

OPEN SESSION

- a) Museum Membership & Donation Money - The Community Services Division recommended that an environmentally controlled display cabinet be purchased with the 2014 donation monies collected at the Museum at a cost of approximately \$5,000 and also that the remaining funds be set up as deferred revenue for 2015.
- b) Ontario Volunteer Recognition Program – The one name brought forward previously for volunteer recognition within the division declined the nomination and no other names were discussed for the program.

IN-CAMERA (11:43 – 11:45)

- a) Appointment to Museum Advisory Committee - The Community Services Executive Committee recommends that James Curr and Caren Fagerdahl be appointed to the

Fort Frances Museum Advisory Committee for a two-year term ending November 30, 2016.

- b) Appointment to Theatre Advisory Committee - The Community Services Executive Committee recommends to appoint Caren Fagerdahl to the Theatre Management Advisory Committee for a 2-year term ending November 30, 2016.

7. NON-AGENDA ITEMS:

- a) User Fees – K. Perry brought forward concerns regarding corporate & family memberships at Memorial Sports Centre and also Museum fees and times.

8. INFORMATION:

- a) Hydro One Forestry Maintenance Program @ Sunny Cove
- b) Rainy River District Community Policing Committee Letter
- c) Next Meeting Date – Monday, January 19, 2014

9. CLOSING

There being no further matters before the Committee at this time, the meeting was closed by K. Perry at 11:47 am.

Chair

Manager (or Superintendent)/Secretary



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: January 8, 2014

RE: Community Services User Fees

As a result of the discussion at the special Council meeting on December 8, 2014, the Community Services Division was tasked to gather information from comparable communities to make an informed decision on particular user fees in question. The specific user fees in question were corporate, senior, and family membership fees at the Memorial Sports Centre.

The following table represents data gathered from our typical analogous communities for fee structure in 2014:

	FORT FRANCES	DRYDEN	KENORA	THUNDER BAY	MARATHON
REGULAR RATE					
ADULT	\$462.70	\$436.00	\$600.00	\$532.00	\$537.17
STUDENT	\$229.90	\$352.00	\$380.00	\$355.00	\$175.66
SENIOR	\$393.30	\$352.00	\$380.00	\$357.00	\$117.26
CHILD	\$64.65	\$352.00	\$320.00	\$100.00	\$117.26
FAMILY					
ANNUAL	\$462.70	\$910.00	\$1,200.00	\$532.00	\$537.17
SPOUSE	\$385.60	Flat Rate	Flat Rate	\$266.00	N/A
STUDENT	\$198.25		up to 5 members	\$150.00	N/A
CHILD	\$54.51			\$100.00	N/A
CORPORATE	<10 employees / ≥10 employees	10%	Up to 20%	\$ 507.00	N/A
	3 / 5=15%	Any organization with a minimum of 5 annual members	Organization must sponsor a matching amount	Any organization with a minimum of 3 annual members	Pool only
	4 / 6=16%				No Fitness area
	5 / 7=17%				
	6 / 8=18%				
	7 / 9=19%				
	8+ / 10+=20%				

Corporate Membership user fees

Dryden, Kenora, and Thunder Bay all have a corporate membership fee of various implementations. Fort Frances' application of corporate memberships seems to be the most intricate and may warrant a review to simplify the application.

Senior Membership user fees

Fort Frances has the highest senior rate of any of the communities and 5-20% higher when compared as a percentage of the regular adult annual rate

Family Membership user fees

All four of the communities used for comparators support a family membership user fee. They are enacted in varied formats for each community. Fort Frances and Thunder Bay have a similar implementation with the first adult paying the full user fee rate with a discount being applied to any additional family member. Dryden, Kenora, and Marathon have a flat rate for families to become members.

Recommendation

Based on the analysis of other communities and much discussion, the Community Services Executive Committee recommends to Mayor and Council to modify the user fees at the Memorial Sports Centre as follows:

Corporate Rate – 15% discount for an organization with a minimum of 5 annual members. This will eliminate the awkward graduated scale currently employed.

Senior Rate – Lower the age for senior rate from 65 to 60 (similar to the analogous communities) and lower the senior annual membership fee to \$353.30 (\$40 reduction based on original 2014 report numbers).

Family Rate – no change recommended.

Respectfully Submitted,

Jason Kabel

Council approval of this report will endorse modification of the user fees under consideration at the Memorial Sports Centre as follows:

Corporate Rate – 15% discount for an organization with a minimum of 5 annual members.

Senior Rate – Lower the age for senior rate from 65 to 60 (similar to the analogous communities) and lower the senior annual membership fee to \$353.30 (\$40 reduction based on original 2014 report numbers).

Family Rate – no change recommended.



December 9, 2014

His Worship, Roy Avis
Town of Fort Frances, ON

Settlers, Rails & Trails
Box 66
Argyle, Manitoba
R0C 0B0

Dear Mayor Avis,

Settlers, Rails & Trails has been charged with the duty of preserving the local history of Argyle and its role in Canadian society. Officially opened in 1991, the museum has grown and flourished to include a diverse portfolio of exhibits and artifacts.

The **Canadian Flag Collection**, one of our proudest exhibits, has become quite famous due to its unique nature. We preserve and display over 925 flags that have special interest (historically and culturally) in our Canadian Community. We hold the record for having the second largest museum flag collection in the country! Local and national media have discovered our collection, which in turn gives great exposure to our donors.

In a continuing effort to collect important symbols, we would like to invite your city to join us. We would like to **request a City of Fort Frances Flag** for our Canadian Cities & Regions Gallery. In order to accurately represent a complete collection of Canadian cities, we would be pleased if you would consider joining our museum's exhibit.

As articles of cultural interest, all flags in this collection are treated with respect according to Canadian flag etiquette. In addition, our donors will be recognized publically (or may remain anonymous if requested) in our facilities and whenever/wherever the flags are displayed.

Included with this letter is a copy of our brochure (PDF file) regarding the museum's collection. If you have any questions, feel free to contact us at your leisure.

On behalf of the museum, I appreciate your time and thank you for your consideration.

Shayne Campbell
President & Executive Director
Settlers, Rails & Trails


Canadian Flag Collection



Canadian Flag Collection

Our unique exhibit showcases truly Canadian businesses, organizations and historic flags.
We hold the nation's second *largest* museum collection of Canadian flags!



Argyle Homecoming Parade 2000

Why flags?

Flags are all around us, we see them everyday. Canadians use flags to advertise, promote our organizations and rally behind for sporting events and national holidays. Our museum's collection reflects this vital part of Canadian culture and daily life. We are proud to be the custodians of such important Canadian symbols as they continue to grow historically valuable with care and the passage of time.

Our Collection:

With over **920** flags, and growing everyday, our collection is comprised of five galleries:

① Historical & Canadiana



④ CANADIAN BUSINESS



② Canadian Regions & Cities



③ Sports & Organizations



⑤ Commemorative & special Flags



Flags in the media + on display:

As our collection grows, so does its fame! We have received **media coverage**: Winnipeg Free Press (June 28th, 2010 & Dec. 26, 2010), CBC Radio (June 30th, 2010 with Terry McLeod), CTV News (June 30th, 2010), Stonewall Argus & Stonewall Teulon Tribune (10+articles 2009-2014)

Displays include: Teulon Collegiate (Feb 15, 2010-14), Manitoba Legislative Buildings (Nov-Dec. 2014), Argyle Community Hall (Nov 11, 1992-2014), Brant-Argyle School (Oct 2014)



Canadian Flag Collection

Flag Acquisition Policy

Settlers, Rails & Trails obtains flags from a variety of sources. We generally ask interested parties for a donation of a flag, without the requirement of further monetary contribution. Donors usually choose to have the flag mailed to our museum, however, arrangements could be made for local pick-up.



Commemorative & Historical Flags

Donation :

Settlers, Rails & Trails is always grateful for our donors. We recognize our patrons by placing their name on our main donor list (posted in the museum), flag collection publications and alongside the flags whenever they are displayed for museum exhibitions. Some donors may wish to do so anonymously.

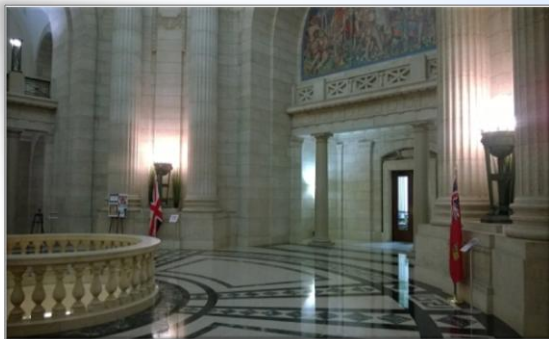


Outdoor Museum Exhibits

Upon Donation :

We ask donors *who wish to be recognized* to enclose the following items with the flag:

- ☐ Letter of donation to our museum on company letterhead
- ☐ Name & Address of individual(s) responsible for the donation, so a thank-you can be sent.
- ☐ *Credit Line* - name you would like the donation to be publically credited as.



Flags on display at Manitoba
Legislative Buildings – Winnipeg, MB

Mailing address:

Settlers, Rails & Trails
Box 66
Argyle, Manitoba
R0C 0B0

Email address:

argylemuseum@gmail.com



The museum's National
Flag of Canada flew atop
the Peace Tower,

Feb. 18th, 2009



Settlers, Rails & Trails would like to formally acknowledge all of our generous donors:

Albert & Morag Apostle
 Alberta Francophone Canadian
 Association
 Alberta Tourism, Parks & Recreation
 Allen, Keith & Linda
 Allied Movers
 Autopro
 Avis Rent-a-car
 Beaver Lumber
 Benjamin Moore Paints
 Bill & Betty Campbell
 Bill Campbell Jr.
 BMO Financial Group
 Brant-Argyle School
 British Columbia Ferry Services Inc
 Bruce Power, Ontario
 Burger King
 Burns Meats
 Calgary Flames Inc.
 Calgary Stampede
 Canada 125 Committee
 Canada Post
 Canadian Forces 17 Wing, Winnipeg
 Canadian Auction Group Winnipeg
 Canadian Auto Workers Union
 Canadian Automobile Association
 (Manitoba)
 Canadian Blood Services
 Canadian Broadcasting Corporation
 (CBC)
 Canadian Cancer Society (Manitoba
 Division)
 Canadian Coast Guard
 Canadian Co-operative Association
 Canadian Employment & Immigration
 Union
 Canadian Imperial Bank of Commerce
 Canadian Labour Congress
 Canadian Linen & Uniform Supply
 Canadian Red Cross
 Canadian Teachers' Federation
 Canadian Tire Corporation
 Canadian Steamship Lines
 Canadian Union of Postal Workers
 Canadian Union of Public Employees
 CanadInns
 Carnaval de Quebec
 Carol & Robert Stankey
 Carrier, Retha & Blake Tuba
 Caterpillar
 Ceremonial & Protocol Public Works
 (Bruce Armstrong & Darlene Cleroux)

Chevrolet Canada
 City of Barrie, ON
 City of Bathurst, NB
 City of Brandon, MB
 City of Brantford, ON
 City of Brooks, AB
 City of Burnaby, BC
 City of Cambridge, ON
 City of Campbell River, BC
 City of Campbellton, NB
 City of Camrose, AB
 City of Castlegar, BC
 City of Charlottetown, PE
 City of Chilliwack, BC
 City of Cold Lake, AB
 City of Cochrane, AB
 City of Colwood, BC
 City of Cornwall, ON
 City of Cranbrook, BC
 City of Dawson Creek, BC
 City of Dieppe, NB
 City of Duncan, BC
 City of Edmunston, NB
 City of Estevan, SK
 City of Fernie, BC
 City of Fort St. John, BC
 City of Fort Saskatchewan, AB
 City of Fredericton, NB
 City of Grand Prairie, AB
 City of Greater/Grand Sudbury, ON
 City of Halifax, NS
 City of Iqaluit, NU
 City of Kelowna, BC
 City of Kenora, ON
 City of Kingston, ON
 City of Kitchener, ON
 City of Kamloops, BC
 City of Kawartha Lakes, ON
 City of Lacombe, AB
 City of Leduc, AB
 City of Lethbridge, AB
 City of Lloydminster, AB
 City of London, ON
 City of Medicine Hat, AB
 City of Ville de Miramichi, NB
 City of Mississauga, ON
 City of Mount Pearl, NL
 City of Nanaimo, BC
 City of Niagara Falls, ON
 City of Okotoks, AB
 City of Orillia, ON
 City of Oshawa, ON
 City of Ottawa, ON
 City of Owen Sound, ON

City of Peterborough, ON
 City of Pickering, ON
 City of Port Alberni, BC
 City of Prince Albert, SK
 City of Prince Rupert, BC
 City of Red Deer, AB
 City of Regina, SK
 City of Richmond Hill, ON
 City of St. Albert, AB
 City of St. Catharines, AB
 City of St. John, NB
 City of St. Johns, NL
 City of Salmon Arm, BC
 City of Sarnia, ON
 City of Saskatoon, SK
 City of Sault Ste. Marie, ON
 City of Selkirk, MB
 City of Spruce Grove, AB
 City of Summerside, PEI
 City of Surrey, BC
 City of Squamish, BC
 City of Swift Current, SK
 City of Temiskaming Shores, ON
 City of Thorold, ON
 City of Thunder Bay, ON
 City of Timmins, ON
 City of Toronto, ON
 City of Quinte West, ON
 City of Vaughan, ON
 City of Vernon, BC
 City of Victoria, BC
 City of Whitehorse, YT
 City of Wetaskiwin, AB
 City of Waterloo, ON
 City of Welland, ON
 City of Weyburn, SK
 City of Windsor, ON
 City of Winnipeg, MB
 City of Yellowknife, NT
 Coca-Cola
 Committee for the Bicentenary of the
 Red River Selkirk Settlement
 2012
 Communications, Energy &
 Paperworkers Union
 Corporation of Delta, BC
 Craig Enns, Birchwood KIA
 Cummins
 Darlene Campbell
 David Kendall
 Dean Alexander
 Denise Beachell
 Department of National Defence
 Derek Nash

District of 100 Mile House, BC
Dodge Canada
Domo Gasoline Company
Donald Bilyea
Doris Tribe
Doug Hembroff
Ducks Unlimited Canada
Doug Pickell (x2)
East Man Foods
Edmonton Eskimos Football Club
Edmonton Oilers Hockey Club
Elaine Good
Environmental Defence Canada
4-H Canada
Federation des francophones de Terre-Neuve et du Labrador
Federation Franco-Tenoise
Festival du Voyageur
Flag Shop, Winnipeg
Flags Unlimited
Flexicoil Canada
Ford Canada
Franco Saskois Federation
Franco Ontarians Federation
Gerdeau Manitoba Rolling Mills
Good Year Canada
Gord Van Hussen (Devonshire Husky)
Government of Alberta
Government of Canada
(James Bezan)
Government of Manitoba
Government of New Brunswick
Government of Newfoundland
Government of Northwest Territories
Government of Ontario
Government of Saskatchewan
Government of Yukon
Helen Pomeroy
His Honour Philip S. Lee,
Lieutenant Governor of Manitoba
Home Hardware Canada
Howard Lancaster
Hudson's Bay Company
Husky Energy
Imperial Oil Canada
Investors Group
James Richardson & Sons, Limited
Jeux du Canada Games
Joan Strath Granmont
Joanne Thibault
John Deere Canada
Justin Verry
Karyn Heidrick
Kelly Kingswood
Kinsmen Canada

Klinic Center, Winnipeg
Kubota Canada
Kyle Campbell
Leon's Furniture Limited
Lesiuk, Felix
Lions International
Loewen Windows
Lorelee Proctor
Maaco
MacDon Industries
Maitland, Gord & Peggy
Manitoba 125 Committee
Manitoba Blue Cross
Manitoba Conservation & Water
Stewardship
Manitoba Credit Unions
Manitoba Games
Manitoba Government, Office of
Protocol (Dwight MacAulay)
Manitoba Historic Resources
Manitoba Home Builder's
Association
Manitoba Hydro
Manitoba Metis Federation Inc
Manitoba Metis Federation,
Southwest Region
Manitoba Moose Hockey Club
Manitoba Museum
Manitoba Public Insurance
Marcoux, Yves
Massey Fergusson Canada
Mazda
McCain Foods
Mercedes Canada
Minute Muffler
Mitsubishi
Monsanto Canada Inc.
Moosehead Breweries Limited
Mr. Lube
Mr. & Mrs. Jim Shilliday
MTS Allstream
Multiple Sclerosis Society of Canada
Municipality of Chatham-Kent, ON
Municipality of Jasper, AB
National Bank of Canada
National Tilden Rent-a-car
National Union of Public & General
Employees
New Democratic Party of Canada
(NDP)
NewFlyer Industries
New Holland Canada
Norma Tibbits-Fefchak
Northwest Company
Oakville Hydro Coporation

Ontario Ministry of Transportation
Olympic Builders
Optimist International
Ottawa Senators Hockey Club
Para Paints
Parks Canada, Manitoba Field Office
Paterson Steamship Lines
Paul D. Graves
PCL Constructors
Power Workers' Union
Pride Winnipeg Festival Inc.
Public Service Alliance of Canada
R.M. Of Cape Breton, NS
R.M. Of Cartier, MB
R.M. Of Coldwell, MB
R.M. Of Dufferin, MB
R.M. Of East St Paul, MB
R.M. Of Gimli, MB
R.M. Of Rockwood, MB
R.M. Of Rosser, MB
R.M. Of Springfield, MB
Red River Co-op
Red River Exhibition
RBC Royal Bank of Canada (x3)
Robert Sinclair
Royal Canadian Legion
Royal Canadian Legion, Stonewall, MB
Royal Military College
Ryan Parry
Scotiabank
Scott Campbell
Scythes Flag Company
Shayne Campbell
Shelley Finnen
Skills Canada
Simplot Canada
Sonia Rodriguez
Southside Service Stonewall
Speedy
Spencer & Bonnie Clement
Sport North Federation
Strath Grandmont, Joan
Sunova Credit Union
Taras Derbowka
Tempo Gasoline
Teulon Collegiate
Tim-BR Marts Ltd.
Toronto Dominion Bank
Town of Banff, AB
Town of Beausejour, MB
Town of Belleville, ON
Town of Canmore, AB
Town of Carmen, MB
Town of Cannel Port aux Basques, NL
Town of Coburg, ON

Town of Drayton Valley, AB
Town of Edson, AB
Town of Gananoque, ON
Town of Goderich, ON
Town of Halton Hills, ON
Town of Hanna, AB
Town of Happy Valley-Goose Bay
Town of Hawkesbury, ON
Town of Kensington, PEI
Town of Lac du Bonnet, MB
Town of Morden, MB
Town of Morris, MB
Town of Niagara-on-the-Lake, ON
Town of Oakville, ON
Town of Olds, AB
Town of Petawawa, ON
Town of Pincher Creek, AB
Town of Roblin, MB
Town of Rocky Mountain House, AB
Town of Slave Lake, AB
Town of Smithers, BC
Town of Stonewall, MB
Town of Stratford, PEI
Town of Taber, AB
Town of Three Hills, AB
Town of Wasaga Beach, ON
Town of Whitby, ON
Town of Whitecourt, AB
TRCF (Hank Gigandet)
True Value Hardware
UFCW
Verna Carter
Veterans Affairs Canada
VIA Rail Canada
Village of Pemberton, BC
Village of Sundridge, AB
Ville de Gatineau, PQ
Ville de Montreal, PQ
Ville de Quebec, PQ
Viterra
Wendy's Restaurants
Western Canadian Games
Windsor Plywood
Winnipeg Airport Authority
Winnipeg Football Club
Winnipeg Goldeyes Baseball Club
Woolfenden Family

Canadian Universities & Colleges:

Acadia University
Brock University
Carleton University
Concordia University
Dalhousie University
Kwantlen Polytechnic University
McGill University
Memorial University of Newfoundland
Mount Allison University
Ryerson University (x2)
Simon Fraser University
Saint Mary's University, Halifax
Universite de Moncton
Universite de Montreal
Universite de Sherbrooke
University of Alberta
University of Calgary
University of Lethbridge
University of Manitoba
University of Ottawa
University of Prince Edward Island
University of Vancouver Island
University of Victoria
University of Waterloo
University of Winnipeg
Queens University

Official flag count:

Rev. Nov 15, 2014

925

Settlers, Rails & Trails displays flags at our museum, its functions and events that benefit both the museum and promote our donors:



C.B.C.



A man and a woman are standing in front of a wooden staircase, holding a large Canadian flag and the flag of the Canadian Coast Guard. The Canadian flag is on the left, featuring a red maple leaf on a white field. The Coast Guard flag is on the right, featuring two golden fish on a blue field. The man is wearing a blue and white patterned shirt, and the woman is wearing a grey jacket and a dark scarf. A white banner with the text "Canadian Coast Guard" is overlaid at the bottom of the image.



Ville de Québec

Royal Military College

Royal Military College



<i>The Town of Fort Frances</i>	SECTION
	COMMUNITY SERVICES
<u>FACILITY RENTAL</u>	REVISED
<u>POLICY</u>	June 2004
Resolution No.	Supercedes Resolution No.
Policy Number 2.5	PAGE 1 of 4

1. GENERAL STATEMENT

The Town of Fort Frances has developed several community based recreational facilities that provide positive leisure time opportunities and increase the quality of life for the community and its citizens. It is necessary that these facilities are made available to the community in a fair and equitable manner and that they are used to their maximum.

2. PURPOSE

This policy will provide a framework for management to ensure the maximum use of the community facilities identified, and ensures that the facilities are made available to the public in a fair and equitable manner.

3. PROCEDURE

A. Facilities

This policy will cover the rental of the following facilities unless otherwise stated in an agreement or separate procedure manual:

- i. Memorial Sports Centre Ice Surfaces, Auditorium, Meeting Rooms, and Swimming Pool
- ii. East End Hall
- iii. Townshend Theatre
- iv. St. Francis Sports Fields
- v. Vanjura Park

B. General

- i. All bookings are completed at the Memorial Sports Centre, 740 Scott Street, (807) 274-4561.
- ii. All bookings must be in writing on the appropriate application form (schedule A), and are subject to confirmation, which must be signed by both parties.
- iii. Rental rates are subject to change and are approved by Council annually as part of the budget process. Rates will be implemented in order to cover the program season so user groups are able to budget accordingly.
- iv. Priority will given on the following basis:
 - a) Town of Fort Frances programs and services

- b) Youth, not for profit organizations
 - c) Other, not for profit organizations
 - d) For profit organizations
 - e) Other interested parties
- v. Payments are required in advance unless credit arrangements have been made with the Manager of Community Services.
- vi. Where appropriate a damage deposit may be required
- vii. All municipal facilities are smoke free and alcohol free unless the necessary license has been approved. The municipal smoking by law and the municipal alcohol policy will be strictly enforced.
- viii. It is the responsibility of the renter to be aware of and notify users of all rental procedures and requirements.
- ix. Special arrangements can be made for large users and special events by contacting the Manager of Community Services.
- x. It is the responsibility of the Manager of Community Services to resolve all conflicts or disagreements. If a compromise cannot be reached his/her decision is final.
- xi. Any change in By-laws or town policy that effect these facilities will be applied upon passing of the by-law or scheduled implementation date, written notice will be provided to the users.

C. Ice Facilities

- i. All previous user groups will be required to submit the upcoming season's ice time requirements by August 1st. Confirmation notices will be returned by September 15th.
- ii. Every effort to resolve conflicting ice time requests will be attempted through mutual compromise. In order to facilitate conflicting ice time requirements, the following priorities will be adhered to:
 - a) Provincial and National Championships
 - b) League Hockey Schedules, Playoffs and Figure Skating Ice Shows
 - c) Hockey Tournaments, Figure Skating Competitions and Test Days
 - d) Group practices, programs, and exhibition games.
- iii. Hockey games and other competitions will be limited to Tuesdays, Fridays, Saturdays and Sundays in order that user groups can have program time without interruption. The only exception to this will be provincial and national championships.
- iv. Cancellations and changes require 14 days notice and must have mutual consent, or renter is responsible for payment.
- v. All rentals are based on a 50-minute hour so as to allow for resurfacing.
- vi. The ice surface must be vacated during the resurfacing and kept clear until the resurfacing unit is completely off the ice surface. No additional time will be allocated if the user does not comply and there are delays in resurfacing.
- vii. Users must vacate dressing rooms within 30 minutes of the ice rental.
- viii. There is absolutely no smoking or alcohol permitted in the dressing rooms.

D. Auditorium and East End Hall

- i. A \$50.00 deposit is required for all hall rentals except for multi time renters that have arranged credit.
- ii. Where required, keys will be issued and the renter is responsible for securing the facility and supervising the event
- iii. Copies of the Smoking bylaw and Municipal Alcohol policy will be included in the rental contract.
- iv. All pop, mix and ice must be purchased from the Town (East End Hall excluded).
- v. Any damage and extra clean up due to abuse will be charged back to the renter. Under no circumstances will the equipment be removed from the building without approval from the staff.
- vi. If available, one day prior to the event may be booked for decorating for weddings and socials.
- vii. Renters of the East End Hall are responsible for the following clean up procedures:
 - a) Sweep and mop floor
 - b) Wash and put away dishes
 - c) Empty all garbage in bins (kitchen, bar and bathrooms)
 - d) Return tables and chairs to stage
 - e) Shut off lights
 - f) Renter must supply cleaning supplies, tea towels and dish cloths

D. Swimming Pool

- i. All renters must abide by the Ontario Health Regulations for Type A commercial pools. It is the responsibility of the Aquatic Director to ensure this.
- ii. All rentals are based on a 55-minute hour to allow for change over.
- iii. Previous user groups are required to submit season pool requests by June 1st.

F. St. Francis Sports Fields and Vanjura Park

- i. Under no circumstances will the consumption of alcohol be allowed at these facilities due to the existing agreement on use and access to the facilities.



TOWN OF FORT FRANCES FACILITY USE APPLICATION FORM

Facility Request (please check Left hand box)

52 Canadians	Kitchen	North Ball Diamond
Ice For Kids	Conference Room	Central Ball Diamond
Auditorium	Swimming Pool	South Ball Diamond
IFK Lobby	East End Hall	Vanjura Ball Diamond
52 Meeting Room	North Soccer Field	South Soccer Field

Name of Organization	
Contact Person	Contact Person
Address	Address
Business Phone	Business Phone
Expected Number of Participants	Liquor Licence (Yes or No)

Date	Time	Type of Function

All requests are subject to confirmation. Please complete and return to the attention of: Memorial Sports Centre, 740 Scott Street, Fort Frances, ON P9A 1K1 or fax to 807-274-3799. For additional information, please contact 274-4561.

Amount Paid:	Cash	Cheque	Visa	Master Card	Invoiced
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Facility Renter Signature	Date	MSC Signature	Date
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