

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - May 4, 2015 10:30 AM

MEETING - Memorial Sports Centre

Page

CALL TO ORDER (Session #0010)

DISCLOSURE OF CONFLICT OF INTEREST (and the general nature thereof)

APPROVAL OF MINUTES

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NON-AGENDA ITEMS

IN-CAMERA

ITEMS REFERRED FROM COUNCIL

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NEW BUSINESS

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ADJOURNMENT

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 009

April 20, 2015

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre on April 20, 2015 from 10:30 a.m. to 11:29 a.m.

PRESENT: Ken, Perry, Chair; John Albanese, Councillor; June Caul, Councillor; Mark McCaig, CAO; Jason Kabel, Manager of Community Services

1 CALL TO ORDER

Chair - K. Perry called the meeting to order at 10:32am. J. Kabel recorded the minutes of the meeting.

2 DISCLOSURE OF CONFLICT OF INTEREST (and the general nature thereof)

3 APPROVAL OF PREVIOUS COMMITTEE MINUTES

Community Services Executive Committee - April 6, 2015
Approved as circulated.

4 NON-AGENDA ITEMS

5 IN-CAMERA

6 ITEMS REFERRED FROM COUNCIL

Harmony of Nations Music Festival Request - the committee looked at item #2, specifically related to Community Services. It was decided to wave the fees for the use of the stage, tables, and chairs with the festival being responsible for pick-up & return of the items in good condition.

Canada 150 Mosaic Project - the committee will not make a recommendation at this time but J. Kabel will refer the item to Leana Moffitt to explore the project opportunity and costs.

7 NEW BUSINESS

Pepsi contract at Memorial Sports Centre - the committee recommended to Council to enter into a new three year contract with Pepsico Beverages Canada as presented in the report.

Sunny Cove Camp Caretaker Tender - The committee recommended to enter into an agreement with the lowest tendered bid, Kurt Carlson for the 2015 camp season.

8 OUTSTANDING ITEMS

9 INFORMATION

Next Meeting Date - May 4, 2015

10 ADJOURNMENT

There being no further matters before the committee at this time, the meeting was closed at 11:29am.

K. Perry, Executive Committee Chair

J. Kabel, Manager of Community Services



Wanda <wkabel@snnf.ca>

04/22/2015 11:27 AM

To 'Wanda Kabel' <wkabel@siouxnarrows-nestorfalls.ca>

cc

bcc

Subject Fresh Air Cinema

Good day, fellow communities in Northwestern Ontario.

(Please share with the appropriate department or key person at your organization.)

The Sioux Narrows Recreation Committee is communicating with Fresh Air Cinema, a company that specializes in outdoor movies. They specialize in 'big' inflatable outdoor movie screens for summer outdoor movie events. They have a vast selection of films available. Sioux Narrows and Kenora have hosted 'big' movie events in the past. When they were in Sioux Narrows, our volunteer Fire Rescue Service ran the concession and kept the proceeds for fundraising purposes. It is a great opportunity for community groups to fundraise while offering a fun, family-friendly, summer evening event. At that time, the Kenora and Sioux Narrows events were funded by a grant. This summer, the Sioux Narrows Recreation Committee is looking at funding the event as a way to give back to the community (free admission) for their support and donations to the Recreation Committee. Currently, Fresh Air Cinema has one event already booked, July 17th in Red Lake. They could come to Sioux Narrows July 18th. We are hoping that the Nestor Falls Recreation Committee would be interested in July 19th.

The cost per movie event is approximately \$2,900. However, if more communities book them, the costs can be reduced by several hundreds of dollars as the travel costs would be shared; bulk discount.

If anyone is interested, here is a link to Fresh Air Cinema's website: <http://www.freshaircinema.ca> The contact person is: Corey Beal, 1-888-358-4285 ext. 104 or corey@freshaircinemaon.ca.

Thank you,

Wanda Kabel

Chief Administrative Officer

Township of Sioux Narrows – Nestor Falls

P.O. Box 417, Sioux Narrows, Ontario, P0X 1N0

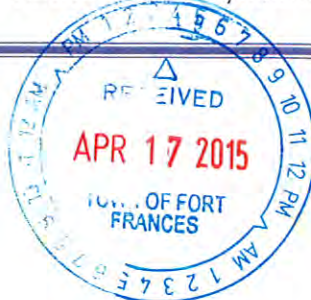
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April 17th, 2015

Mayor & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

RE: INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL

Dear Mayor and Council:

We respectfully request the following support from the Town of Fort Frances for Saturday, June 27th, 2015.

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up and return;
3. The Boundary Waters Dragon Boat Foundation will be filling out an event permit. We request that the Town cover any charges associated with said permit;
4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public participation areas from Minnie Avenue to Butler Avenue;
5. We request that the Town please spray the docks down at the marina prior to the event to facilitate safe and sanitary boarding and exit of the boats. This is also important as many visitors and dignitaries from Ontario and Minnesota will be attending;
6. Allow the International Boundary Waters Dragon Boat Festival 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;
7. Allow access for electrical power.
8. Ensure extra garbage bins at the site, and a garbage pick-up at the end of the day.

Thank you for your consideration, and we look forward to discussing our request in greater detail at your convenience.

Sincerely,

**Jennifer Greenhalgh, President
Boundary Waters Dragon Boat Foundation
& Festival Organizer**

Report

To: Mayor & Council
From: Sherry George, Museum Curator
Date: April 14, 2015
Re: **Opening reception for Noden Causeway Exhibit – Wednesday, June 24th**

The Museum's 2015 Summer Exhibit will recognize the 50th Anniversary of the Noden Causeway. As the completion of Highway 11 was very important to our community and surrounding area – both for economical and recreational reasons – I feel a wine and cheese reception is in order.

As our First Nations communities were involved in construction – i.e. Couchiching was the site for storage and construction for many of the support systems – we are expecting their participation in the event.

We also have word that organizers of Heart of the Continent may be in town at that time and would be issued an invitation to attend.

I would like to submit the following for consideration:

- 1) Declare the exhibit opening, Wed June 24th, a municipally significant community event (for purposes of liquor licensing).
- 2) Assist the museum with costs. Budget for a wine & cheese reception runs approx. \$600.

REPORT

TO: Mayor & Council

FROM: Jason Kabel, Manager of Community Services

DATE: December 5, 2014

RE: **Museum Advisory Committee Recommendation – letter received by Council**

At the regular meeting of Council on Monday, November 24, 2014, Council referred the letter from the Museum Advisory Committee (attached) to the Community Services Executive Committee for input and recommendation.

At their meeting on October 20, 2014, the Museum Advisory Committee (MAC) passed the following motions:

- 1) To request someone from council to sit as part of the committee - The Committee believes that having a council member sit on the committee will give management and council a better understanding of the issues faced by the museum and vice versa.
- 2) To request additional staffing for the museum - The Committee firmly believes that the museum requires additional full-time staffing in order to meet the standards laid out by the Canadian Museums Association. The collection is not being adequately managed to CMOG specifications, there is minimal programming for seniors and children (necessary for future sustainability), the needs of artists and the wider cultural community are not being met, and with the increased traffic through the museum, the curator is struggling to meet deadlines.

Recommendation

At the inaugural meeting on Council on December 1, 2014, Mayor Avis appointed Councillor Paul Ryan to the Museum Advisory Committee so the first recommendation presented has already been granted. The request for an additional part-time employee at the Museum could be explored and examined by the Community Services Division at the will of the Executive Committee.

Respectfully Submitted,

Jason Kabel

Council approval of this report will:

- 1) Endorse the appointment of a Council member to the Museum Advisory Committee.
- 2) Authorize Museum curator Sherry George to investigate options for additional staffing support through available federal & provincial grants, volunteer assistance, and high school co-op opportunities.



Mayor Avis & Council

The Museum Advisory Committee, at their Oct 20th meeting, passed two motions: 1) to request someone from council to sit as part of the committee, and 2) to request additional staffing for the museum.

1) The Committee believes that having a council member sit on the committee will give management and council a better understanding of the issues faced by the museum and vice versa.

2) The Committee firmly believes that the museum requires additional full-time staffing in order to meet the standards laid out by the Canadian Museums Association. The collection is not being adequately managed to CMOG specifications, there is minimal programming for seniors and children (necessary for future sustainability), the needs of artists and the wider cultural community are not being met, and with the increased traffic through the museum, the curator is struggling to meet deadlines.

The committee understands that a full-time position may not be possible at this time. We do feel strongly about making the request however. What we are hoping for, in the interim, is that you will consider part-time help for the museum – someone to cover the hours the museum is open (20 hours/week), thereby allowing Mrs. George to properly manage the collection and to expand the role of the museum in our community.

To help with staffing limitations, Mrs. George is making other changes to the way the museum is managed. Some of these include: running fewer exhibits (only two new exhibits next year; holding this one over the winter), and shortening the summer season (returning to off-season hours following Labour Day).

She continues to investigate intern positions that would help address the accessioning backlog issue. The museum also relies heavily on volunteers for assistance with research, but neither of these options solves the staffing shortfall over the long term.

Sincerely,

Museum Advisory Committee:

Debbie Ballard

Bruce Caldwell

Robert Schulz

Judy Kielczewski

Mary Hickling

Report

To: Community Services Executive Committee

From: Sherry Geogre

Date: March 17, 2015

Re: Museum's application for intern funding

Museum intern position

At the regular meeting of Council on December 15, 2014, Council authorized Museum curator Sherry George to investigate options for additional staffing support through available federal & provincial grants. With encouragement from Jane Gillon, Ministry of Northern Development & Mines, the Museum had subsequently applied to the Northern Ontario Internship Program through the Northern Ontario Heritage Fund Corporation for a one-year university graduate position in the museum field. The Museum has been advised that the application for an intern was successful.

Budget for intern

The Northern Ontario Internship Program (NOIP) pays 90% funding up to a maximum of \$31,500. To maximize the amount the museum can access, we've requested \$19.20 per hour for the intern. This provides wages of \$34,944.

	<u>At \$19.20/hr</u>	<u>At \$22.00/hr</u>
Wages	34,944	40,040
Benefits	4,806	5,710
Total Expenses	39,750	45,750
NOIP Contribution (approved amount)	31,449.60	31,449.60
D'Agostini Estate Contribution	5,000	5,000
Amount Outstanding	3,300.40	9,300.40
TOFF Contribution Required 2015 (June-Dec.)	1,925.23	5,425.23
TOFF Contribution Required 2016 (Jan.-May)	1,375.17	3,875.17

As this is a one-year position, the Town of Fort Frances contributions are budgeted over 2 years, thus very little investment for a full-time position that would be tremendous support to the Museum.

I am requesting permission to proceed with the hiring process to capitalize on the Northern Ontario Internship Program at \$22.00/hr to attract the best candidate possible to the Museum. The required Town contribution in 2015 and 2016 would be \$5,425.23 and 3,875.17 respectively.

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Jason Kabel/Frances

04/30/2015 09:25 PM

To jkabel@fort-frances.com

cc

bcc

Subject Fw: Ideas

"Nicke Baird" <exdir@ncds4jobs.ca>

04/28/2015 09:53 AM

To <jkabel@fort-frances.com>

cc

Subject RE: Ideas

Hi Jason,

Here are some ideas that we have talked about:

High ropes course

Outdoor exercise equipment

Building cabins for rent near the second beach

Having annual fundraising events (kids minitriathlon, mud runs)

Making trails up there for hiking and maybe horse back riding

Fully equipped meeting facility

Those are some of the ideas.

Cheers,

Nicke



Schedule

Company Address 717 North Harwood Drive, Suite 2500
Dallas, TX 75201
US

Created Date 10/10/2014
Quote Number 00044311
Currency CAD

Prepared By Jas Saraw
Phone (800) 661-1196
E-mail jaspal.saraw@activenetwork.com

Contact Name Leana Moffitt
Phone 1 (807) 274-4561 #12
Email lmoffitt@fort-frances.com
Fax 1 (807) 274-3799

Bill To Name Town of Fort Frances
Bill To Contact Leana Moffitt
Bill To Address 740 SCOTT STREET
Fort Frances, Ontario P9A 1H8 Canada

Ship To Contact Leana Moffitt
Ship To Address 740 SCOTT STREET
Fort Frances, ON P9A 1H8 Canada

Product	Product Type	Quantity	UOM	Sales Price	Fee %	Total Price
ACTIVE Net - Service Package C5	Service	1	Ea	19,800.00		19,800.00
ACTIVE Net - Functionality: Activity Registration	SaaS	1	Ea			
ACTIVE Net - Functionality: Equipment Lending	SaaS	1	Ea			
ACTIVE Net - Functionality: Facility Reservation	SaaS	1	Ea			
ACTIVE Net - Functionality: Memberships	SaaS	1	Ea			
ACTIVE Net - Functionality: POS	SaaS	1	Ea			
ACTIVE Net - Technical Services: ACH Remittance	Service	1	Ea			
ACTIVE Net - Public Access Optimization	Service	1	Ea			
ACTIVE Net - Class Customer Loyalty - Professional Services Conversion to ACTIVE Net Credit	Service	1	Hr	-4,200.00		-4,200.00
ACTIVE Net - (credit card refunds - flat fee)	SaaS	1	Ea	0.10		0.10
ACTIVE Net - SaaS						
ACTIVE Net - Staff Interface - Payment Processing Fee - Canadian Debit	SaaS	1	Ea	0.15		0.15
ACTIVE Net - Staff Interface - Payment Processing Fee - Credit Card	SaaS	1	%		3.00	
ACTIVE Net - Staff Interface - Payment Processing Fee - Electronic Cheque/Check Processing	SaaS	1	%		0.50	
ACTIVE Net - Staff Interface - Technology Fee	SaaS	1	%		2.00	
ACTIVE Net - Public Interface - (\$1.00 Service Charge Minimum)	SaaS	1	Ea	1.00		1.00
ACTIVE Net - Public Interface - Online Transaction Fee	SaaS	1	%		5.00	
ACTIVE Net - Public Interface Fee Set up - absorbed by client	SaaS	1	Ea			
ACTIVE Net - ACTIVE Advantage - opt out	SaaS	1	Ea			
ACTIVE Net - Magazine Offer - opt out	SaaS	1	Ea			



Total Price

CAD 15,600.00

Service Total

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Printed Name: _____

Title: _____

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Fort Frances Museum Advisory Committee Meeting

Meeting: Mon Apr 20, 2015, 4:15 p.m.

Present: Debbie Ballard ✓ Robert Schulz ✓ Mary Hickling ✓ Jim Curr Caren Fagerdahl ✓
Council representative: Paul Ryan; Committee Secretary: Sherry George ✓ Guests:

Minutes from last meeting, Feb 16: adopted as sent

Governance: For compliance with CMOG specifications, a new daily inspection sheet has been created to include lux readings; T.Rob has scheduled an inspection of the building (along with J.Kabel, B.Green) for May 6.

Finance:

- Applications for Summer Jobs Service now open. April 30th deadline.
- Lack of colour printer/copier a big issue for exhibit preparation. Must replace.

Collections: Canadian History Hall at the Canadian Museum of History (new museum and new exhibit set to open July 1, 2017) will be borrowing a pair of war-time coveralls worn by Mildred Ouellette. The loan agreement will be for 5 years.

Exhibitions:

- **Main floor** – Current exhibit coming down soon. *May to August:* 50th Anniversary of Noden Causeway. Planning wine & cheese reception for June 24th. Will request council declare this a significant event and help with costs (\$200). Expect First Nations involvement. Heart of the Continent, National Geographic group may be here. R.Schulz not here so will have to find someone with Smart Serve capability. *Sept to Dec:* Artistry of Hooked Rugs. D.Ballard curating.
- **Upstairs gallery** – local hockey history for Dudley Hewitt Cup Apr/May. Also running a causeway photo contest for upstairs gallery June - August.
- **Upstairs permanent gallery** – has been re-organized to freshen exhibits and improve accessibility.
- **Travelling** – have made some inquiries on traveling exhibits. Many very expensive. Waiting for response to emails.
- **Brainstorm upcoming exhibits ideas** – there will be a special Adv Com mtg Mon June 1st at 5 p.m. at museum.

Interpretation & Education: The museum has been approached by Heather Holmlund, an Ottawa artist who would like to provide art programming for kids two weeks over the summer. Currently in discussion with L.Moffitt regarding same. Want to partner with sportsplex rather than compete.

Research: Gathering photos/info for Noden causeway.

Conservation: Have started lux readings one time per week. Display cabinets have been shipped.

Physical Plant: Hallett repairs will probably wait until after Hewitt Cup.

Community:

- Friends SnOasis very successful. Group will begin researching 2016 calendar soon. Also looking at sale items.
- Fibre Arts group meeting Wed afternoons. Planning for juried exhibit in Sept-Dec 2016.

Human Resources:

1. M.Hayes attended first aid training. Two university students returning; hiring a third. Media training pending.
2. No word on intern grant application approval.

Numbers: Feb 2015 visitors: 207; (163 in 2014), Mar 2015 visitors: 278; (341 in 2014). The drop suggests to me that the current exhibit has been up too long – fewer people interested plus less advertising.

Ontario Arts Council: Final 2014 report due.

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

Meeting adjourned at 5:45 p.m.

Next meeting: **Tues May 19th at 4:45 p.m.** May 18th a holiday.