

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - April 4, 2016 10:30 AM

MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

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1	<u>CALL TO ORDER</u>	
2	<u>APPROVAL OF AGENDA (Call for non-agenda items)</u>	
3	<u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u>	
4	<u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u>	
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5.1	FFHS Chem Free Grad Committee - Letter dated March 11, 2016 from Brian Gustafson, Staff Advisor - referred to A&F with input from CSEC	4
5.3	Memorial Sports Centre Family Changeroom Request - documentation forthcoming	
5.2	Shaw GO WiFi Agreement - referred to CSEC with input from IT (Frank Wepruk).	5 - 6
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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 025

March 21, 2016

This meeting of the Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on March 21, 2016 from 10:30 a.m. to 11:35 a.m.

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

1 CALL TO ORDER (session #025)

2 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - NIL

3 APPROVAL OF PREVIOUS COMMITTEE MINUTES

- 3.1 Community Services Executive Committee Meeting - March 7, 2016 - **Approved as circulated.**

4 ITEMS REFERRED FROM COUNCIL

- 4.1 Dialysis Transportation - Letter Dated February 1, 2016 - Karen Green was present to highlight some of the challenges in considering an expanded Handi-van service. Appropriately licensed drivers, hours of work in a union environment, requirements of the dialysis schedule, and cost were cited as real challenges to an enhanced service. This item will remain as an outstanding item on the CSEC agenda until there is sufficient information to make a recommendation to Council.
- 4.2 BIA Request -The Community Services Executive Committee recommends having a webpage on the Town of Fort Frances website created for the BIA's use within the following stipulations:
- any expenses associated with the webpage creation will be borne by the BIA
 - the page will be for informational purposes of the BIA mandate only
 - any training costs will be borne by the BIA
 - content will have to be within the spirit for the best interests of the Town, community and citizens

5 IN-CAMERA

6 NEW BUSINESS

- 6.1 St Francis Sports Fields Agreement - The Community Services Executive Committee recommends to Mayor & Council to endorse the proposed revision to the St. Francis Sports Fields Joint Use Agreement and authorize the Community Services Division to present the proposed changes to the Rainy River District School Board representative.
- 6.2 Canada Day Committee Auditorium Rental Request - The committee advised to have the Canada Day Committee proceed with use of the auditorium similar to inter-divisional/organizational initiatives that would be considered an in-kind contribution.
- 6.3 Sister Kennedy Centre Operational Review - The Community Services Executive Committee recommends to Mayor and Council to receive the Sister Kennedy Centre Operational Review as attached as a completed strategic plan initiative.

7 NON-AGENDA ITEMS

- NIL

8 INFORMATION

- 8.1 Next Meeting - April 4, 2016

9 CLOSING

- 9.1 There being no further matters before the committee at this time, the meeting was closed by K. Perry at 11:35 a.m.

K. Perry, Executive Committee Chair

J. Kabel, Manager of Community Services



FFHS Chem Free Grad
Fort Frances High School
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440 McIrvine Road
Fort Frances, ON
P9A 3T8

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March 11, 2016

Fort Frances Mayor and Town Council
320 Portage Avenue
Fort Frances, ON
P9A 3M5

Dear Mayor and Council:

It is my great pleasure to announce that planning is underway for the 2016 FFHS Chem Free Grad party. There is already a fantastic group of parents working to provide the best possible Chem Free Grad party for the graduates of Fort Frances High School. This will help guarantee a safe, alcohol and substance free environment in which to celebrate their children's high school accomplishments. As a committee, we rely on the support and generous contributions of the Fort Frances community and surrounding area. We thank the Town of Fort Frances for being one of these outstanding contributors year after year.

This year's FFHS Chem Free Grad Party will take place of Thursday, June 23. We are requesting a donation from the Town of Fort Frances equivalent to the cost of the rental fees for the arena and auditorium minus HST, totalling \$960.90. If there are specifics required regarding the Chem Free Grad Party in order to process this request, please contact me by e-mail, phone, or mail using the information given above.

We thank you for your time and consideration in this matter.

Respectfully yours,

Brian Gustafson
Staff Advisor – FFHS Chem Free Grad Committee

FACILITIES ATTACHMENT LICENSE AGREEMENT

This Facilities Attachment License Agreement (this “**Agreement**”) between The City of Fort Frances (the “**City**”), Shaw Cablesystems Limited (collectively, “**Shaw**”) outlines the terms agreed to by the parties regarding the granting of access to and use by Shaw of certain City facilities for the purpose of the provision of telecommunication services.

In consideration of the mutual agreements and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, Shaw and the City agree as follows:

- 1. Grant:** The City hereby consents and grants Shaw a non-exclusive right and license to access and attach in, on or to the City's facilities, including, but not limited to, attaching to, on or within traffic lights, cross walk poles, aerial structures, vehicle and/or public transportation corridors, lands and/or civic buildings owned by or under the direction, control and management of the City (collectively, “**Facilities**”), to install, operate and maintain certain telecommunication devices, cables, antennae, microcell units, unit shrouds and casings, and related equipment (the “**Work**”) used for the purpose of transmission, emission or reception of signs, data, signals, writings, images, sounds or intelligence of any nature through wireless means related Shaw's telecommunications services (the “**Purpose**”).
- 2. Term:** The term of this Agreement shall commence on _____, 2016 and shall continue for a period of ten (10) years and shall auto renew for successive five (5) year periods (collectively, the “**Term**”) unless a party to this Agreement notifies the other party one (1) year prior to the expiry of such renewal term. Either party may terminate this Agreement if the other party breaches any of its material obligations hereunder and fails to remedy or commence actions to remedy such breach within thirty (30) days of receipt of notice from the non-breaching party.
- 3. Work on the Facilities:** Prior to the commencement of any Work, Shaw shall obtain the City's consent for such Work at a particular Facility. Upon Shaw obtaining such consent, Shaw agrees that all Work shall: (a) be carried out in a good, workmanlike and timely manner; (b) not unduly interfere with the Facilities; (c) comply with all applicable construction and safety codes; and (d) be responsible for all of its costs for its Work. Upon completion of the Work Shaw shall restore and repair any damage caused by the Work to the Facilities to the condition in which it existed prior to the Work.
- 4. No Interference:** The City shall not alter, remove or access Shaw's Work without Shaw's prior written approval nor shall the City install or permit third parties to make installations of any equipment on or in the Facilities that causes interference with the Work without Shaw's prior written consent. The City agrees that upon receipt of notice by Shaw of such interference it shall immediately make or cause to be made such adjustments to such equipment to eliminate the interference. Shaw shall not alter, remove or access any City property or third party property located on Facilities without the City's prior written approval. For the purpose of clarity, neither party is responsible for any interference caused by radio waves or other technologies used by any person at the Facilities where the Work is located.
- 5. Indemnity:** Each party (an “**Indemnifying Party**”) shall indemnify and save harmless the other party (the “**Indemnified Party**”) from and against all actions, causes of action, proceedings, claims and demands brought against the Indemnified Party, for all losses, costs, or expenses incurred by the Indemnified Party, for damage to property, including property of the Indemnified Party or any third party, and for injury to persons incurred by the Indemnified Party,

including its employees, servants, agents, and licensees or any third party, caused by, or attributable to, the negligence or willful act or omission of the Indemnifying Party or any of its employees, servants or agents as a result of this Agreement. Neither the City nor Shaw shall be liable for indirect or consequential losses or damages, or for damages for pure economic loss, howsoever caused or contributed to, in connection with this Agreement or with any of Shaw's Work.

6. Insurance: Shaw shall maintain general liability insurance to protect from claims for damages, personal injury, including death, and for claims from property damages which may arise from the Work. Such insurance limits shall not be less than five million dollars (\$5,000,000.00) for each occurrence and shall add the City as an additional insured.

7. Abandonment: Shaw may abandon its use of part or all of the Facilities at any time during the Term. Shaw may remove any Work it abandons that is installed on Facilities.

8. Relocation: If at any time during the Term, the City is required to relocate a particular Facility that has Work attached to it, the City shall provide Shaw with no less than ninety (90) calendar days notice. Shaw shall at its cost remove the Work from the affected Facility immediately upon the expiry of the notice period. If Shaw fails to remove such Work, the City may remove the Work and the reasonable costs incurred by the City shall be payable by Shaw. If the affected Facility is moved to a new location Shaw shall be permitted to relocate its Work to the Facility at the new location; or in the alternative if such relocation is not feasible or if the new location is not in the immediate area of the original site, the City will reasonably assist Shaw in finding a suitable alternative location for such Work.

9. In consideration of the grant herein by the City to Shaw, Shaw hereby agrees to offer the general public complimentary guest access to use the Shaw Go WiFi services. Such general public use will be subject to Shaw's Guest Access terms and policies and will be limited to use at each Facility where Shaw has installed and is operating attachment points.

10. Ownership: The City acknowledges that notwithstanding any rule of law or equity to the contrary, all Work installed by Shaw will remain the property of Shaw even though it is attached to the Facilities.

11. Governing Law: This Agreement will be governed by and construed under the laws of the Province of _____. The parties agree to submit any dispute regarding this Agreement to the exclusive jurisdiction of a competent court located within the Province of _____.

12. Binding Agreement: The parties agree that this Agreement and the agreements and understandings set out herein will be binding upon and enforceable against the parties.

ACCEPTED AND AGREED:

SHAW CABLESYSTEMS LIMITED

[_____]

By:

By:

Name/Title:

Name/Title:



REVIEW OF MUSEUM SERVICES 2016



INTRODUCTION

As established in the Town's 2015 strategic plan, this document serves to examine the Town's museum operations and the current levels of service.

The museum review was completed through the joint efforts of Museum Curator-Sherry George, intern-Bethany Waite, Community Services Manager-Jason Kabel and the Museum Advisory Committee: Debbie Ballard, Robert Schulz, Mary Hickling, Caren Fagerdahl and Jim Curr.

GOVERNANCE AND STRUCTURE

The Fort Frances Museum functions as a facility of the Community Services Division thereby receiving administrative direction by Mayor and Council through the Community Services Executive Committee and Manager of Community Services. The regular activities and programming of the Museum receive



guidance and recommendation through an advisory committee that consists of five members selected by Mayor & Council through a competitive appointment process, along with one Town Councillor appointed by the Mayor. The museum's curator also sits on the committee as a non-voting member. Meetings are held monthly.

The operations of museums are guided by standards, set out by the Canadian Museums Association. Standards are very specific and cover Governance, Finance, Collections, Exhibitions, Research, Interpretation & Education, Conservation, Physical Plant, Community, and Human Resources and Training. Standards must be met if a museum is to be eligible for grants, and specifically for our yearly operating grant of \$21,000 (CMOG-Canadian Museum Operating Grant).

FINANCE

The Museum's primary funding comes via the Town of Fort Frances through the operating and capital budget process as set by Mayor and Council.

In addition to CMOG (Canadian Museum Operating Grant), the museum applies for student grants each summer, and other grants as they become available. In recent years, we hired Jeremy Hughes for one year under a Museum Technology grant to transfer our old database to a new one, and to begin digitization of our newspaper collection. We currently have hired Bethany Waite for one year through Northern Ontario Heritage Fund Corporation as our Collection Management Coordinator. We have also accessed smaller grants (i.e. to clean and frame the Norval Morrisseau piece and to purchase a camera).

The museum participates in a yearly membership drive that helps raise funds for extras. We also receive random donations throughout the year, and on occasion through estate settlements (D'Agostini - \$45,968.40). Our partnership with the Friends of the Museum, primarily a fundraising group, provides funds for programming and the purchase of souvenirs.

FF Museum	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual
CMOG Funding	(21,519)	(21,519)	(21,519)	(21,519)	(21,519)	(21,519)
One-time Technology Fund	(37,765)	(33,426)	(1,873)	(3,988)	0	0
TOTAL REVENUE	(68,515)	(71,309)	(38,373)	(46,969)	(45,938)	(39,630)
TOTAL EXPENSES	190,105	185,525	168,171	166,461	192,387	175,456
TOTAL	121,590	114,216	129,798	119,492	146,449	135,826

VOLUNTEERS

The museum is supported by a number of volunteers, depending on what events we're running (SnOasis), who we have partnered with on an exhibit (Ukrainian Literary Society, Métis, Mill, Legion), or what are needs are. Maxine Hayes is our most dedicated volunteer and will be on site most days throughout the



winter. She specializes in research, but will do anything that needs doing, including shoveling snow and vacuuming water in the basement. Another volunteer comes from 11-1 most days. At present she's labeling and organizing our map collection. One fellow is very detail-oriented is best suited to projects where we need extra care but are in no rush for the results. He's presently reviewing our mill donation. Other volunteers are available when we need things moved from storage (my spouse or son, the Lakers as rounded up by Jim Fowler), to make repairs (Jim Rose, Vic Alberts), etc (Josie Miller researches veterans, Robert Schulz is our Smart Server). We are very grateful for all our hard-working volunteers.

SWOT ANALYSIS

Strengths

Our museum is housed in a historical building that was refurbished in 2007 with many of the structural requirements that CMOG is asking for which allows for year-round operation. *This is very important going forward.* With fewer resources at all government levels, I foresee closures of small community museums. Remaining open and viable will depend on each museum's ability to meet the standards laid down by CMOG as imperative for sustainability and future growth.

Examples of what was included in the rebuild:

- HVAC system that controls temperature and humidity levels.
- No windows; LED lighting emits little heat or damaging light.
- Handicap accessible to both floors through back elevator entrance.
- Washrooms on both levels, one handicap accessible.
- Moveable shelving that maximizes storage space – 2 new units recently added.
- One large permanent gallery space on second floor houses area history.
- One large temporary gallery space on first floor suitable for traveling exhibits and art.
- Fabric wall coverings that allow for ease of exhibiting
- Shipping area with loading dock
- Several work spaces complete with sinks, counters and storage.
- Three comfortable office spaces with computers.
- Large meeting space with kitchen well equipped for arts programming and catering.
- Paved courtyard and large gardens attractive to community events.



Additional Strengths:

- Central location within business community.
- Sound system provides ambiance on both levels, includes outside speakers.
- New updated database that will soon include the location of artifacts.
- Thousands of local artifacts that depict community history, inventoried this year.
- Historical archives and library available to the public.

- Digitized newspaper archives also available for genealogists and other researchers.
- Two off-site attractions include logging tugboat and lookout tower – both popular.
- Very active 'Friends of the Museum' fundraising group.
- Dedicated & experienced Advisory Committee
- Both groups strive to move the museum forward in their goals to educate and engage.
- Fort Frances-born curator trained in museum practice.
- High profile in the community
- Fantastic media support.
- Growing membership.
- Saturday arts programming new this year for adults and children – full classes.
- Recommender Gallery for Ontario Arts Council.
- Growing inventory of historical memorabilia for sale (thru Friends)
- Strong partnerships within community, such as library, chamber, legion, art, and First Nations communities
- Exhibits that are of interest to the community



It should be noted that neither Atikokan nor Dryden has this kind of facility, nor does the majority of the museums in rural Manitoba. Our museum is in a very enviable position going forward.

Weaknesses

1. Budget limitations

Examples

We have difficulty bringing in traveling exhibits. Even if the rental fee has been reduced (2-3 years after an exhibit has begun traveling), transportation costs are still high in Northern Ontario. This means we create our own exhibits, which has its own drawbacks. 1) loss in quality (traveling exhibits have been academically researched and expertly created, 2) time-consuming for museum staff, and 3) under new CMOG requirements, need to be planned out 3 years in advance.

We are not alone in this funding shortfall. Already exhibit builders are using lighter materials to reduce travel costs. MAP funding for travel costs is available. Regional museums also looking at partnering to share costs, and borrowing within the region.

2. Staffing limitations

We are finding it difficult to complete tasks as mandated by CMOG and as directed by our own museum policies. This is very important as noted in Strengths above. Examples:

- Accessioning is several years behind.
- Policies have not been reviewed as required.
- No current strategic plan.

We cannot consider additional projects as we are currently maxed at what staffing can manage.

Examples:

- The Fort Frances Times has offered weekly column space (promoting the museum at no cost), but there is insufficient time to complete research and write the article.
- Saturday arts programming – although part of our mandate as a cultural centre and clearly needed by the community (full classes) – has added to our workload: coordinating with artists; setting up advertising through all means available to us; shopping; setting up room according to needs; following up with artists and invoicing.

- We have a meeting room (with kitchen) that could be used in the evenings if staff hours were available. There have been inquiries for birthday parties as well.
3. Collection needs to be reviewed with culling in mind. In conjunction with that, we need to tighten our mandate so that we are accessioning those items that will eventually be displayed and not just because they are 'cool'.
 4. Roof will need replacing in near future.
 5. Elevator does not go to the basement, which means we depend on volunteers to move items from storage up to the elevator. There is a concern that someone could be injured.
 6. Public washrooms, reached through the front door, are not handicap accessible.
 7. Still work to do on educating the public as to today's role of the museum in the community as a relevant and dynamic part of the town's assets.

Opportunities



- Unlike other museums, our museum has few structural problems. We can concentrate on museum functions: primarily the care of the collection, exhibit planning and public programming.
- We are ideally located to be a hub in our downtown core. We are physically close to the new market square to offer programming – music and art – on site should plans for the renovation allow for it.
- As a record number of federal and provincial surveys and public forums prove that people today have money for recreational and cultural pursuits, I believe the museum should look for opportunities to provide this: more speakers series, workshops, art classes, mixed genres that offer a combination of music, writing and art. With the mine opening up, we also need consider evening activities, to accommodate this

younger demographic.

- I feel strongly that work for summer students at the museum could include programming of this kind, including events that run into the evening hours. Should the market square concept include a 'brat'/ice-cream stand and a stage, our downtown could see some rejuvenation during the summer months.

Examples of what other museums do off-season to keep locals interested:

- Use their china to host tea parties; popular for baby & wedding showers.
- Use special occasions to plan themed historical events; i.e. Christmas in the Victorian age, Mother's Day 'Downtown Abbey' tea, or Halloween ghost stories. -Could partner with writers group and schools to create our own legend on the museum ghost, then create an evening with the ghost yearly. One museum who did this had line-ups for the 3 evenings they ran the event.
- Host occasional children's "Night at the Museum" – sleepovers with themed activities and time travel.
- Plan 'how to' workshops: i.e. digitizing your family photo collection, encapsulating a fragile document.

- Host coffee breaks. Set out artefacts or photos for discussion. Well attended in Kenora.
- Run an expanded gift shop to include local books, etc.
- Have events around culinary themes: cultural groups leading ethnic cooking classes, beer tasting events paired with history of local breweries, 'saints & sinners' evening that pairs tea-totallers and bootleggers.
- Host 'story-telling' days. 'Experts' tell their story (logging with horses, hiking thru the Alps).
- There is an opportunity to educate and engage the community on various platforms: visual, digital, auditory – over a broad range of programs. We need to move forward with interactive programming to ensure we are meeting the needs of our young.
- We need to continue with digitization: remaining newspapers, archival documents, photographs. Accessing information through digital archives increases our research capability.
- Make better use of multi-media: showcase artifacts/photos of interest to tell a story – weekly basis.
- Periodically place exhibits off-site: store window, public building foyer to draw attention to events.
- There is an opportunity to bring on more volunteer help, but need to ensure that we're not creating more work. Volunteer help typically means seniors. Though willing and very capable, their help is beneficial only if we have tasks that meet their skills, and if task requires little supervision. For most museum-related tasks, we need trained help (i.e. co-op students – how often are they helpful?)
- Seek funding to complete the heritage walking tour using QR codes.
- Form stronger partnerships: First Nations, schools, seniors.
- Collect our seniors' stories.



Threats

- Lack of vision. We need to educate the general public to stop thinking of the museum as storage for old things that require care. Museums today are so much more. They are happening places, community hubs, and venues for life-long learning... if they are allowed to be. As someone has said, we have 600 crayons in this box, but we have access to only two. Without vision, we are in danger of becoming obsolete and no longer able to fulfil the role as defined by today's museum standards.
- Falling short on our CMOG requirements is a threat to the future of this museum.
- Further financial constrictions: i.e. CMOG or municipal cuts to funding.
- We're in a Catch 22 situation. In order to stay relevant in the community, we must continually come up with new ideas that engage the public. Unfortunately, many of these require extra resources (volunteers) or must take place outside of our 11-4 time frame to include the working public. Yet not to do them, is suicide; our museum falls off the radar and we face closing our doors.
- Disenchantment/burnout of museum staff and volunteer supporters. Great ideas, but little support to proceed. It should be noted that the native fashion show on Feb 6 was attended by 93 people, but it was also the sixth day in a work week for Sherry and Bethany.