

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - May 1, 2017 10:30 AM

#### MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

	Page
1. <b><u>CALL TO ORDER (Session # 045)</u></b>	
2. <b><u>APPROVAL OF AGENDA (Call for non-agenda items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
4. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
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8.3 Next Meeting - May 15, 2017 (alternate location - Children's Complex)	
9. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #044

April 3, 2017

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on April 3, 2017 from 10:30 a.m. to 11:25 a.m.

PRESENT: John Albanese - Councillor, Doug Kitowski - Councillor, Doug Brown - CAO,  
Jason Kabel - Manager of Community Services

REGRETS: Wendy Brunetta – Chairperson / Councillor

**1 CALL TO ORDER (Session #044)**

D. Kitowski called the meeting to order at 10:33 a.m.

**2 APPROVAL OF AGENDA (Call for non-agenda items)**

- No Additions

**3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

- NIL

**4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - March 20, 2017

**- Approved as circulated.**

**5 ITEMS REFERRED FROM COUNCIL**

5.1 Boundary Waters Dragon Boat Foundation Request dated March 16th, 2017 - Items **#4, 5, 6, & 8** were discussed by the Community Services Executive Committee as items that pertain to the Community Services Division. There were no concerns with any of the items as they are similar to what has been approved in previous years. It was noted however that parking the Dragon Boats at the Marina docks for the summer of 2017 as an in-kind donation was omitted from their request that has been requested in previous years.

**6 NEW BUSINESS**

6.1 Daycare Budget Initiatives - The committee recommended to Mayor & Council to approve

a) the revenue generation measures presented for the Children's Complex on the dates specified in the report.

b) the appropriate user fee schedule amendment with the revised fees.

- 6.2 MSC Summer Students - The Community Services Executive Committee recommends to hire the 3 available staff who are interested in returning to work for us this summer but do not conform to the Student Employment Policy criteria.

**7 NON-AGENDA ITEMS**

- NIL

**8 INFORMATION**

- 8.1 Canadian Coasters Car Club Flyer

**9 CLOSING**

There being no further matters before the committee at this time, the meeting was closed by D. Kitowski at 11:25 a.m.

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W. Brunetta, Executive Committee Chair

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J. Kabel, Manager of Community Services



## REPORT

**TO:** Community Services Executive Committee  
**FROM:** Jason Kabel, Community Services Division Manager  
**DATE:** April 25, 2017  
**RE:** Tour de Fort Sponsorship Request

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At the regular meeting of Council on April 24, 2017, Council referred the attached request for support, dated April 11, 2017 from the Tour de Fort Sponsorship Coordinator, Lisa Brockie to the Administration and Finance Executive Committee for recommendation, with input from the Community Services Executive Committee.

The Tour de Fort Committee request is as follows:

We would like to invite the Town of Fort Frances to become an in-kind sponsor of Tour de Fort through a **reduction of the rental fees for the Townshend Theatre**. Support from our sponsors is critical to the ongoing success of the series, allowing us to keep passport prices affordable and accessible to the widest possible audience.

As a sponsor, the Town of Fort Frances will be acknowledged during the introduction of each of the six performances of the series, and your logo or name will be included on printed materials, the Tour de Fort website, and the pre-show slide show. You will also receive tickets to each performance and exclusive invitations to the post-show receptions to meet the artists (see enclosed Sponsorship Benefits Summary for details).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel



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11 April 2017

Mayor and Members of Council  
Town of Fort Frances  
320 Portage Ave.  
Fort Frances, ON P9A 1C9

Dear Mayor Avis and Members of Council,

Tour de Fort, a non-profit organization run entirely by volunteers, is dedicated to presenting the Rainy River District with high quality professional entertainment. For the past 20+ years, we have enriched the lives of many area residents with quality performances from widely known Canadian artists, including Chantal Kreviazuk, Sarah Harmer, Susan Aglukark, Terri Clark, Serena Ryder, Barney Bentall, and many more. We are excited about the lineup for the 2017/2018 season, which will feature Glass Tiger, Jory Nash, Samantha Martin & Delta Sugar, The Fugitives, Dirty Dishes, and a special presentation of *The Prisoner of Tehran* by MOTUS O Dance Theatre.

We would like to invite the Town of Fort Frances to become an in-kind sponsor of Tour de Fort through a reduction of the rental fees for the Townshend Theatre. Support from our sponsors is critical to the ongoing success of the series, allowing us to keep passport prices affordable and accessible to the widest possible audience.

As a sponsor, the Town of Fort Frances will be acknowledged during the introduction of each of the six performances of the series, and your logo or name will be included on printed materials, the Tour de Fort website, and the pre-show slide show. You will also receive tickets to each performance and exclusive invitations to the post-show receptions to meet the artists (see enclosed Sponsorship Benefits Summary for details).

Tour de Fort is extremely grateful for all the support of our sponsors and we hope to include the Town of Fort Frances as a sponsor for the 2017/2018 season. If you have any questions or concerns, please do not hesitate to contact me at 807-271-0073 or [lbrockie@yahoo.com](mailto:lbrockie@yahoo.com). Thank you in advance for your consideration.

Sincerely,

Lisa Brockie  
Sponsorship Coordinator



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## Sponsorship Benefits Summary

	Silver (\$500)	Gold (\$1,000)	Platinum (\$1,500+)
Tickets (each show)	2 (\$200 value)	4 (\$400 value)	6 (\$600 value)
Post-show reception	2 invitations	4 invitations	6 invitations
<b>Recognition:</b>			
Programs (300 per show)	Name	Name	Logo
Passports (approx. 300)	Name	Name	Logo
Tour de Fort website	Name & link	Name & link	Logo & link
Pre-performance slide show	Name	Name & logo	Name & logo

**From:** [Jason Kabel](#)  
**To:** [Laurie Lindberg](#)  
**Subject:** 2016 Tour de Fort charges  
**Date:** Thursday, April 27, 2017 5:34:00 PM  
**Attachments:** [SKM\\_C364e17042717240.pdf](#)  
[image003.png](#)

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Hi Laurie,

We don't have one report that could print as we had the 2 Spring bookings of the year in Class and the 2 Fall bookings in Active (1 was cancelled – weather I believe). There are typically 5 shows booked for each Tour de Fort season.

Please find the 2016 contracts for the 4 shows attached with a summary below.

<b>March 5, 2016</b>	<b>Total (including HST)</b>
Theatre Rental	313.42
Seat surcharge x 178	301.71
Weekend Janitor	361.60 (8 hours x \$40 – RRDSB)

<b>April 17, 2016</b>	
Theatre Rental	313.42
Seat surcharge x 216	366.12
Weekend Janitor	361.60 (8 hours x \$40 – RRDSB)

<b>October 11, 2016</b>	
Theatre Rental	317.19
Seat surcharge x 344	583.08

<b>December 2, 2016</b>	
Theatre Rental	317.19
Seat surcharge x 230	<u>389.85</u>

<b>TOTAL</b>	<b>\$3,625.18</b>
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Thanks,  
Jason



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**Jason Kabel, B.Sc., B.Ed.**  
Manager of Community Services  
740 Scott Street Fort Frances, ON P9A 1H8  
Tel: 807-274-4561 ext. 1719 Fax: 807-274-3799  
[jkabel@fort-frances.com](mailto:jkabel@fort-frances.com) | [www.fort-frances.com](http://www.fort-frances.com)

## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** Tuesday April 25, 2017

**RE:** Memorial Sports Centre Canteen Agreement

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### BACKGROUND

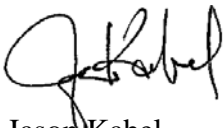
In May of 2015 a competitive Request for Proposals (RFP) process to select a concessionaire for the Memorial Sports Centre (MSC) canteen was completed with one proprietor submitting a proposal by the posted deadline of Tuesday, August 4, 2015, that being Mark Nagant, the existing canteen operator. The Community Services Division is currently under agreement with Mark Nagant for the purposes of providing canteen services in the MSC from September 1, 2015 to June 30, 2017 with the option to renew for up to an additional two years.

The existing canteen operation agreement outlines that 12% of gross sales generated is the compensation to MSC for the concessionaire to operate both canteens. Also, any banquet services in the facility that are serviced by the concessionaire are subject to the 12% fee.

### RECOMMENDATION

To contemplate the renewal of the agreement with Mark Nagant for canteen services or seek other opportunities through a competitive Request for Proposal process.

Respectfully Submitted,



Jason Kabel,  
Manager of Community Services



## Report

**To:** Executive & Council

**From:** Museum Curator – Sherry George

**Date:** April March 29/17

**Re:** Request approval for intern position at museum, expenditure for Tener project, staff parking spot

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1. **The museum requests approval to apply for a one-year Internship through the NOHFC program.**

Leanne Mose, contact with MNM reports that NOIP has been extended through March 2019. I would like the one-year position to start as soon as possible after the current internship concludes – Sept 28. This time frame allows us to hire a graduate who will be completing their summer internship and looking for work. The terms for the internship has not changed. The program pays up to 90% funding.

Wages: \$34,944 (with benefits \$39,750); at 90% NOIP \$31,449.60; Town pays \$8,300 (approximation) The museum can contribute \$5000 out of our reserve (donation) fund.

2. The museum is moving forward with the Tener project: creating a coffee-table book compiled of the most interesting of the William Hampden Tener photographs, recently acquired from the Ontario Archives. **We require an initial outlay of \$5000 – the cost of publishing 300 letter-size books at Friesen's.** This expenditure can be taken from our reserve fund but we expect all costs will be recouped once books go on sale. All labour on the project is through the work of volunteers: historian/author Merv Ahrens, PhotoShop guru Nell Laur, and researcher Max Hayes.
3. The museum has three spots posted behind the museum (shipping, visitors and a handicapped spot) but in actuality have room for only two: the shipping lane, plus handicapped. Several years ago Mark McCaig allowed us another spot behind the RL hotel that is marked for museum staff and is kept free of snow. He felt this reasonable as everything that goes into the museum (all office, programming and exhibit supplies, plus food for catering, etc) is carried in by me. With the construction of the RL square, **I am requesting a permanent spot secured by by-law**, something T.Rob tells me was never done for the staff parking spot.

	2015 Actual	2016 Actual	2017 OPERATING FORECAST	Actual to March 31, 2017	1st Quarter %	Notes
<b><i>Sister Betty Kennedy Centre</i></b>						
Total Revenue	(54,205.99)	(68,531.58)	(60,100)	(8,324.40)	13.9%	no ministry of health funding yet
Total Expenditures	85,441.78	113,760.60	103,153	22,852.43	22.2%	
<b>Total Sister Betty Kennedy Centre</b>	<b>31,235.79</b>	<b>45,229.02</b>	<b>43,053</b>	<b>14,528.03</b>	<b>33.7%</b>	
<b><i>Children's Day Care</i></b>						
Total Revenue	(1,083,899.71)	(1,199,905.96)	(1,214,827)	(285,692.52)	23.5%	
Total Expenditures	1,050,074.96	1,238,303.19	1,266,185	297,047.00	23.5%	
<b>Total Children's Day Care</b>	<b>(33,824.75)</b>	<b>38,397.23</b>	<b>51,358</b>	<b>11,354.48</b>	<b>22.1%</b>	on target
<b><i>Day Care Best Start Hub</i></b>						
Total Revenue	(107,628.60)	(121,470.00)	(106,998)	0.00	0.0%	DSSAB allocation not in yet
Total Expenditures	107,628.60	123,180.72	106,998	4,427.56	4.1%	
<b>Total Day Care Best Start Hub</b>	<b>(0.00)</b>	<b>1,710.72</b>	<b>0</b>	<b>4,427.56</b>		
<b><i>Day Care Resource Centre (Special Needs Resource)</i></b>						
Total Revenue	(105,483.97)	(106,312.00)	(130,682)	0.00	0.0%	DSSAB allocation not in yet
Total Expenditures	106,410.75	107,730.30	130,682	4,068.67	3.1%	
<b>Total Day Care Resource Centre</b>	<b>926.78</b>	<b>1,418.30</b>	<b>0</b>	<b>4,068.67</b>		
<b><i>Handi-Van Transit Services:</i></b>						
Total Revenue	(98,469.03)	(108,860.99)	(108,865)	(17,689.00)	16.2%	Rainycrest billing is typically 1-2 months behind
Total Expenditures	195,517.85	216,308.63	212,242	8,226.18	3.9%	
<b>Total Handi Transit Services</b>	<b>97,048.82</b>	<b>107,447.64</b>	<b>103,377</b>	<b>(9,462.82)</b>	<b>-9.2%</b>	
<b><i>Townshend Theatre</i></b>						
Total Revenue	(20,770.68)	(19,813.63)	(16,000)	(3,662.71)	22.9%	Budgeted to balance to zero annually
Total Expenditures	14,243.97	14,711.94	16,000	74.50	0.5%	
<b>Total Townsend Theatre</b>	<b>(6,526.71)</b>	<b>(5,101.69)</b>	<b>0</b>	<b>(3,588.21)</b>		
<b><i>Recreation Facilities</i></b>						
Total Revenue	(408,566.33)	(417,107.52)	(392,340)	(132,545.38)	33.8%	Revenue & Expenses are typically over 25% at this time of year as the summer is slower at MSC
Total Expenditures	983,115.19	1,043,689.88	994,527	310,580.97	31.2%	
<b>Total Recreation Facilities</b>	<b>574,548.86</b>	<b>626,582.36</b>	<b>602,187</b>	<b>178,035.59</b>	<b>29.6%</b>	
<b><i>Recreation Programs</i></b>						
Total Revenue	(325,080.94)	(312,367.11)	(292,000)	(84,396.84)	28.9%	A misallocation in salaries (to Marina) is the cause of the low expenses
Total Expenditures	405,483.31	400,988.12	430,656	8,874.62	2.1%	
<b>Total Recreation Programs</b>	<b>80,402.37</b>	<b>88,621.01</b>	<b>138,656</b>	<b>(75,522.22)</b>	<b>-54.5%</b>	

	2015 Actual	2016 Actual	2017 OPERATING FORECAST	Actual to March 31, 2017	1st Quarter %	Notes
<i>Community Services</i>						
<b>Total Revenue</b>	<b>(20,075.00)</b>	<b>(20,000.00)</b>	<b>(20,000)</b>	<b>0.00</b>	0.0%	A misallocation in salaries (to Marina) is the cause of the low expenses
<b>Total Expenditures</b>	<b>134,180.21</b>	<b>136,182.87</b>	<b>153,742</b>	<b>(2,605.85)</b>	-1.7%	
<b>Total Community Services</b>	<b>114,105.21</b>	<b>116,182.87</b>	<b>133,742</b>	<b>(2,605.85)</b>	-1.9%	
<i>Sunny Cove Camp</i>						
<b>Total Revenue</b>	<b>(43,877.33)</b>	<b>(48,027.66)</b>	<b>(42,200)</b>	<b>(9,455.05)</b>	22.4%	Revenue is realized before opening for prebooked events
<b>Total Expenditures</b>	<b>52,023.91</b>	<b>63,156.43</b>	<b>65,905</b>	<b>4,441.04</b>	6.7%	
<b>Total Sunny Cove Camp</b>	<b>8,146.58</b>	<b>15,128.77</b>	<b>23,705</b>	<b>(5,014.01)</b>	-21.2%	
<i>Public Library</i>						
<b>Total Revenue</b>	<b>(138,723.96)</b>	<b>(115,140.09)</b>	<b>(97,255)</b>	<b>(22,283.24)</b>	22.9%	On target
<b>Total Expenditures</b>	<b>624,698.96</b>	<b>597,178.86</b>	<b>578,004</b>	<b>133,669.04</b>	23.1%	
<b>Total Library</b>	<b>485,975.00</b>	<b>482,038.77</b>	<b>480,749</b>	<b>111,385.80</b>	23.2%	
<i>Museum</i>						
<b>Total Revenue</b>	<b>(39,630.07)</b>	<b>(73,885.76)</b>	<b>(73,696)</b>	<b>(8,382.40)</b>	11.4%	Provincial Funding has not yet been received.
<b>Total Expenditures</b>	<b>176,475.66</b>	<b>212,966.77</b>	<b>217,723</b>	<b>53,701.19</b>	24.7%	
<b>Total Museum</b>	<b>136,845.59</b>	<b>139,081.01</b>	<b>144,027</b>	<b>45,318.79</b>	31.5%	
<i>Waterfront Development (Sorting Gap Marina)</i>						
<b>Total Revenue</b>	<b>(84,427.54)</b>	<b>(88,713.88)</b>	<b>(82,500)</b>	<b>0.00</b>	0.0%	Misallocation from Programs
<b>Total Expenses</b>	<b>125,577.59</b>	<b>128,530.47</b>	<b>120,556</b>	<b>39,260.13</b>	32.6%	
<b>Total Waterfront Development</b>	<b>41,150.05</b>	<b>39,816.59</b>	<b>38,056</b>	<b>39,260.13</b>	103.2%	
<b>Total C S Revenue</b>	<b>(2,530,839.15)</b>	<b>(2,751,528.20)</b>	<b>(2,637,463)</b>	<b>(572,681.52)</b>	21.7%	On target
<b>Total C S Expenditures</b>	<b>4,060,872.74</b>	<b>4,448,080.80</b>	<b>4,396,373</b>	<b>884,617.48</b>	20.1%	
<b>TOTAL COMMUNITY SERVICES</b>	<b>1,530,033.59</b>	<b>1,696,552.60</b>	<b>1,758,910</b>	<b>311,935.96</b>	17.7%	

**BRIEFING NOTE**

**TO:** Community Services Executive Committee

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

**DATE:** April 27, 2017

**RE:** **Memorial Sports Centre Trespass Notices**

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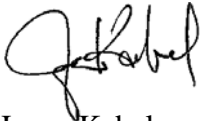
On Sunday, April 23, 2017 at about 5:20pm I received notification by text that there was an altercation in the lobby of Memorial Sports Centre that required the Ontario Provincial Police to attend. The police assisted our 2 staff members in breaking up the fistcuffs of 3 girls who were engaged in the altercation. There were 7 adolescents total, 6 female & 1 male in all were involved in the lobby situation.

On advice from the attending officer we have issued trespass notices to the 7 youth who were involved with the incident with a suspension from the facility for 1 year, April 27, 2017 to April 26, 2018.

**Recommendation**

None at this time. This briefing note is being provided for informational purposes.

Respectfully Submitted,



Jason Kabel

4/18/2017

The Fort Frances Voyageur Lions Club

Jason Kabel  
Town of Fort Frances

Dear Jason:

As the weather warms, it is time to start the planning for the Voyageur Lions annual Walk for Guide Dogs. A very successful event in the past, to raise awareness and funds for Dog Guides Canada, who supply at no cost to recipients, dogs for the sight impaired, hearing impaired, mobility impaired, people with autism and diabetes. It costs about \$25,000 to raise each service dog and all money comes from donations from generous individuals and Lions Clubs.

We have found the Marina to be the ideal location for holding this event, as it gives us room for our registration tent, and readily available power and bathroom facilities, and access to the LaVerandrye Parkway. This year again we are asking permission to use the Marina area on May 28, 2017 from 12:00 pm to 4:00 pm.

Thank you for your very generous support. Questions can be answered by phoning Bill Michl at 807-276-1334

Sincerely

A handwritten signature in cursive script, appearing to read "Bill Michl".

Bill Michl

Walk for Guide Dogs Chair  
The Fort Frances Voyageur Lions Club