

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - March 19, 2018 10:30 AM

#### MEETING - Memorial Sports Centre - Conference Room

	Page
1. <b><u>CALL TO ORDER (Session #058)</u></b>	
2. <b><u>AGENDA APPROVAL (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>	
4.1 Community Services Executive Committee - February 5, 2018	2 - 3
5. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
5.1 Rainy Lake Square Recommendations	4 - 9
6. <b><u>NEW BUSINESS</u></b>	
6.1 Election Ontario Polling Locations: Memorial Sports Centre, Sister Kennedy Senior Centre	10 - 14
6.2 Museum FedNor - Canada 150 Community Infrastructure Program Agreement Amendment	15 - 21
7. <b><u>NON-AGENDA ITEMS</u></b>	
8. <b><u>INFORMATION</u></b>	
8.1 Next Meeting Date - April 2, 2018 - Fort Frances Children's Complex	
9. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 057

February 5, 2018

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Museum on February 5, 2018 from 10:30 a.m. to 11:22 a.m.

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

ALSO PRESENT: Sherry George - Museum Curator

#### **1 CALL TO ORDER (Session # 057)**

The meeting was called to order by chair, Wendy Brunetta, at 10:33am.

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

Approved as circulated.

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

NIL

#### **4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - December 4, 2017 **-Approved as circulated.**

#### **5 ITEMS REFERRED FROM COUNCIL**

5.1 North Air Services Request - the committee recommended to Mayor & Council to increase the dial-a-ride fare for children from \$1.25 to \$1.50 and \$2.50 to \$2.75 for adults.

#### **6 NEW BUSINESS**

6.1 Access to Recreation Request - The Committee did not favor offering support for the request of complimentary membership.

6.2 Concussion Policy - Additional information will be sought from insurer before recommending a concussion policy.

6.3 Friends of the Museum Request to use Rainy Lake Square - the Committee recommended to:

1. Authorize use of the Rainy Lake Square for the SnOasis 6 Winter Carnival on Saturday, March 3rd.
2. Allow Friends of the Museum to close the back alley immediately behind the Rainy Lake Square until 2:30 p.m.

- 6.4 Request for international intern at Fort Frances Museum - the Committee recommended to allow the museum to offer an unpaid internship to foreign student, Daan Strating after successful clearance from the Government of Canada - Immigration and Citizenship and positive references.

## **7 NON-AGENDA ITEMS**

NIL

## **8 INFORMATION**

- 8.1 Homelessness Shelter Request - verbal update - it was noted that the group making the request has elected to operate as they are currently without requiring the use of municipal buildings as originally requested.

- 8.2 Next Meeting - Tuesday, February 20, 2018 - Fort Frances Children's Complex

## **9 CLOSING**

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W. Brunetta, Executive Committee Chair

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J. Kabel, Manager of Community Services

## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** March 16, 2018

**RE:** Rainy Lake Square Recommendations

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### Preamble

At the March 12, 2018 regular meeting of Council, the attached report from Tannis Drysdale, RRFDC Economic Development Consultant was referred to the Community Services Executive Committee with input from the Planning & Development Executive Committee.

The report contains 4 recommendations in each of the following areas: Venue Reservations, Use of the Rainy Lake Square, Liquor Service, Smoking and as well a list of planned programming for 2018.

Below are the recommendations being proposed by RRFDC for consideration:

- 1) **Venue Reservations** - *The Rainy Lake Square will be reserved through the Memorial Sports Centre facility reservation system. The BIA and Economic Development office will have access to the system. The economic development office will assist with bookings, encouraging utilization by the community.*
- 2) **Use of the Rainy Lake Square** - *Council should allow all usage options for the first season of operation and revisit in early 2019 based on experience. Recommendation to develop a fee for uses C and D based on fees for the Memorial Sports Centre Auditorium at \$427.20 + HST for residents of Fort Frances; \$534.00 + HST for non-residents.*
- 3) **Liquor Service** - *Recommendation is to allow bar and restaurant businesses with Catering Endorsements to sell alcohol at events at the Rainy Lake Square.*
  1. *The Rainy Lake Square will not be staffed in the evenings.*
  2. *Allowing alcohol service from a Special Occasion Permit set-up will be competitive with businesses. The Rainy Lake Square is meant to encourage and grow local business. Allowing Catering Endorsement alcohol sales will support bar and restaurant businesses while allowing full service events.*
- 4) **Smoking** - *Recommendation is that smoking be prohibited in the Rainy Lake Square facility.*

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the following:

- 1) Rainy Lake Square bookings will be processed at Memorial Sports Centre through the ActiveNet booking system. The BIA and RRFDC will have access to view the calendar of bookings.
- 2) 2018 events will be booked without cost. Charges to book the facility in 2019 will be incorporated into the regular user fee schedule.
- 3) Rainy Lake Square bookings will be subject to similar regulations and requirements that the Town supports to book the MSC auditorium as prescribed by the Alcohol and Gaming Commission of Ontario (AGCO).
- 4) Smoking at the Rainy Lake Square will be prohibited.

Respectfully Submitted,

  
Jason Kabel

Report to Council

From: Tannis Drysdale RRFDC, Economic Development Consultant

Date: March 12, 2018

Regarding: Rainy Lake Square Recommendations

## **1. Venue Reservations**

### **Recommendation to Council**

The Rainy Lake Square will be reserved through the Memorial Sports Centre facility reservation system. The BIA and Economic Development office will have access to the system. The economic development office will assist with bookings, encouraging utilization by the community.

## **2. Use of the Rainy Lake Square**

### **Background**

The Rainy Lake Square was built to increase economic development with the following goals:

1. Activation of downtown Fort Frances; increase foot traffic to surrounding businesses
2. Be a regional tourist attraction
3. Provide a venue for small business incubation

Ideal usage of the Rainy Lake Square should further one or all of these goals.

**Use A)** Casual use i.e. birthday parties and gatherings. Square remains open to the public during such use. No reservation required.

**Use B)** Fenced in, ticketed events. Reserved by community groups, charities.

**Use C)** Fenced in, private events, such as wedding receptions, socials. Reserved by private individuals. Neither open to the public nor ticketed. Invitation only. Fee to be charged.

**Use D)** Utilization of the square for for-profit purposes. I.e. trade shows, car shows.

### **Recommendation to Council**

Council should allow all usage options for the first season of operation and revisit in early 2019 based on experience.

Recommendation to develop a fee for uses C and D based on fees for the Memorial Sports Centre Auditorium at \$427.20 + HST for residents of Fort Frances; \$534.00 + HST for non-residents.

### **3. Liquor Service**

#### **Background**

The Alcohol and Gaming Commission of Ontario (AGCO) will allow alcohol licensing of outdoor, public areas under Special Occasion Permits (SOP), or Catering Endorsements from a licensee (a licensed bar or restaurant extending their licence to another area).

#### **Catering Endorsement from a Licensed Business**

Licensed restaurant and bar businesses may use the Rainy Lake Square under a Catering Endorsement. A Catering Endorsement allows businesses to temporarily extend their licence to another location, including outdoor public spaces.

Under this endorsement, the business in question is responsible for the site as it falls under their license for the duration of the event being catered.

#### **Private Event Special Occasion Permit (e.g. weddings)**

A private event under AGCO guidelines cannot be a publically advertised event. There can be no intent to gain profit from sale of alcohol at the event.

For outdoor events at the Rainy Lake Square, the Private SOP holder must give Town of Fort Frances 30 days written notice.

#### **Public Event Special Occasion Permit (e.g. charity/fundraising event)**

Under this Special Occasion Permit, events must be open to the public.

This type of SOP can only be issued to: charitable organizations, not-for-profits to promote charitable, educational, religious or community objectives, for an event of national, provincial or international significance or “for an event designated by municipal council as an event of municipal significance.” Sale of alcohol can be advertised publically in these cases.

For outdoor events, SOP holder must provide clerk’s department, police, fire and health department written notice 30 days prior to event.

#### **Outdoor Event Venue Capacity Guidelines for Alcohol Licensing**

In all cases, fencing at least 3 feet tall must be used to enclose the temporarily licensed area.

“Maximum capacities for all outdoor areas (or indoor areas without a designated Building or Fire Department capacity) is determined by dividing actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

#### **Recommendation to Council**

Recommendation is to allow bar and restaurant businesses with Catering Endorsements to sell alcohol at events at the Rainy Lake Square.

1. The Rainy Lake Square will not be staffed in the evenings.
2. Allowing alcohol service from a Special Occasion Permit set-up will be competitive with businesses. The Rainy Lake Square is meant to encourage and grow local business. Allowing Catering Endorsement alcohol sales will support bar and restaurant businesses while allowing full service events.

#### **4. Smoking on Premises**

##### **Recommendation to Council**

Recommendation is that smoking be prohibited in the Rainy Lake Square facility.



## **Planned 2018 Programming**

### **Grand Opening**

The official opening of the Rainy Lake Square will take place May 17, 2018. Formal ribbon-cutting, speeches will occur.

### **Markets**

Two farmers markets per week will be held between May and September on Thursdays and Saturdays. Markets will run 9 a.m. until 1 p.m. each market day.

Vendors will be encouraged to arrive for set-up at 8:30 a.m., with the exception of vendors that request earlier due to farming schedules.

Markets will be hosted by the BIA, vendors must apply therein. The economic development office will support market operations.

### **Events**

An events program for the 2018 season was developed through consultations with the BIA and the Fort Frances Museum.

We will work with community groups to host programming at the Rainy Lake Square from May long weekend (May 18-21) to mid-September.

Events will be hosted each Thursday evening between 6-8 p.m. during this period.

Events may include concerts, kids programming, movie nights, dramatic productions, concerts.

A summer concert series is planned for one Thursday of each month. Concert dates:

Thursday, May 17: Grand Opening feat. Musical act TBA

Thursday, June 14

Thursday, July 18

Thursday, August 16

Thursday, September 13

The economic development office will work with community groups to offer programming to encourage utilization of the Square.

### **Food Service**

The economic development office will inform all food vendors at the Rainy Lake Square to acquire permits as required by the Northwestern Health Unit.

### **Facility Resources**

Ten 10x10 canopy tents were purchased bearing the "Rainy Lake Market" logo, and ten small folding tables for vendor use during markets.

### **Branding & Marketing**

We will market the Rainy Lake Square and its programming for the first season of operation. Marketing activities will include a highway billboard in the U.S., social media, print and radio ads. Logos have been developed for both the Rainy Lake Square facility and the Rainy Lake Market. It is recommended that all future facility resources be branded cohesively with these logos.



## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** March 16, 2018

**RE:** 2018 Provincial General Election - Polling Location - Letter of Intent

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### Background

An email received on Tuesday, March 06, 2018 from Lori Sutinen, Regional Liaison Officer Northern Ontario – 07 outlines Elections Ontario's intention to use two Town facilities (Memorial Sports Centre & Sister Kennedy Centre) as polling locations on June 7, 2018 for the Provincial general election.

*The purpose of this email is to confirm Elections Ontario's intent to use your location for the upcoming 2018 Provincial General Election. Attached is a Letter of Intent and a Voting Location Details document for your review. We will be contacting you in May to complete a formal lease agreement. However if you need us to fill out a permit to lease the space, please advise.*

The Clerk, Lisa Slomke, and myself have made contact with Ms. Sutinen to confirm receipt of the Letter of Intent and also confirm that the facilities may be used pending the formal lease agreement that they will forward in May.

### Recommendation

None at this time, this report is for informational purposes with acknowledgement that a formal lease agreement is forthcoming from Elections Ontario in May 2018 for the Memorial Sports Centre and Sister Kennedy Senior Centre to be used as polling locations on June 7, 2018.

Respectfully Submitted,

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

Jason Kabel



**Elections  
Ontario**

51 Rolark Drive  
Toronto, ON, M1R 3B1

51, prom. Rolark  
Toronto (ON) M1R 3B1

Date (mm/yyyy)

Delivered by Email.

To Whom It May Concern:

Thank you for assisting Elections Ontario over the last 6 months as we identified and inspected suitable voting locations for the next provincial General Election to be held on June 7<sup>th</sup>, 2018.

When we inspected your site(s), we evaluated the location to determine if it met our standards for accessibility. We conducted the evaluation in order to best serve voters and to ensure that locations comply with the *Election Act* and the *Accessibility for Ontarians with Disabilities Act (2005)*.

We determined that your site met the accessibility standards as a voting location and understand that you have tentatively agreed for its use in June 2018.

The purpose of this letter is to notify you that your specific site has been identified as a proposed voting location for the 2018 General Election in accordance with subsection 13 (4) of the *Election Act*.

We are requesting that you hold the location for the specified dates, until April/May 2018, when Elections Ontario staff will contact you again to finalize the lease agreement and discuss other requirements, including additional remediation, route of travel, and furniture.

Attached to this letter is the Voting Location Details document, for each of the location(s) under the management of your organization. This letter will include the specific dates and times required for the 2018 GE. It will also include any accessibility issues identified during the inspections, and the temporary measures proposed by Returning Officers for remediation. These measures are designed to ensure that the route of travel from the parking lot to the ballot box is accessible.



# Elections Ontario

Please review the following information on the Voting Location Details document:

- Name and address of voting location
- Room to be used
- Accessibility Note(s) – if any identified
- Proposed Remediation(s) – if any identified

If you have any questions or updates, please contact our Regional Liaison using the following contact information:

Name	
Email	
Phone	

Sincerely,

Gabriel Romanescu,

Manager, Permanent Register of Electors for Ontario

## Voting Location Details

Electoral District	044 - KENORA--RAINY RIVER
Location Name	Fort Frances Sports Plex
Location Address	740 Scott Street Fort Frances P9Z 1H8
Room to be Used	Atrium

Date and Time Required

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Regular Poll

June 6 – 4:00 pm to 8:00 pm and June 7 – 7:00 am to 10:00 pm

Advanced Poll

Modifications required to ensure location is accessible

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Accessibility Note 1:

Remediation 1:

Accessibility Note 2:

Remediation 2:

Accessibility Note 3:

Remediation 3:

Accessibility Note 4:

Remediation 4:

Accessibility Note 5:

Remediation 5:

Accessibility Note 6:

Remediation 6:

## Voting Location Details

Electoral District	044 - KENORA--RAINY RIVER
Location Name	Sister Kennedy Centre
Location Address	403 Nelson St Fort Frances P9A 3P9
Room to be Used	Common Room

Date and Time Required

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Regular Poll

June 7 – 8:00 am to 10:00 pm

Advanced Poll

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Modifications required to ensure location is accessible

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Accessibility Note 1: More accessible parking spots required and/or narrow parking.

Remediation 1: Temporary accessible parking spots will be marked with parking cones and tape.

Accessibility Note 2:

Remediation 2:

Accessibility Note 3:

Remediation 3:

Accessibility Note 4:

Remediation 4:

Accessibility Note 5:

Remediation 5:

Accessibility Note 6:

Remediation 6:

## REPORT

**TO:** Mayor Avis & Council

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

**DATE:** March 16, 2018

**RE:** Museum FedNor - Canada 150 Community Infrastructure Program -Agreement Amendment

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### Background

At the regular meeting of Council on June 12, 2017, Council approved a funding agreement with Industry Canada – FedNor under the Community Infrastructure Program – Canada 150 for Museum projects, namely roof replacement, wheelchair access ramp to the front door, and accessible washroom for a maximum contribution of \$69,300 to be completed by March 31, 2018.

To date, two of the components of the project have been completed; roof replacement and accessible washroom. The Town has been unsuccessful however in securing a contractor to undertake the wheelchair ramp despite 2 requests for proposal postings and numerous attempts to solicit local contractors to contemplate the project.

It has become necessary at this point to adjust the scope of work on the project with Industry Canada – FedNor via their **Proposed CA Amendment and Restate** that has been recently received (attached).

### Project Costs & Financing Summary

Funder	Amount	% of Total Eligible Costs
FedNor	\$69,300	45%
ON Trillium Foundation	\$77,000	50%
TOFF	\$7,700	5%
<b>TOTAL</b>	<b>\$154,000</b>	<b>100%</b>

### Costs to date

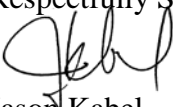
Item	Amount
Roof replacement	\$23,561.36
Design Washroom/ramp	\$8,649.60
Advertising	\$583.95
Accessible washroom (approx.)	\$56,000
<b>TOTAL</b>	<b>\$88,794.91</b>

The financial change in scope is approximately  $\$154,000 - \$88,794.91 = \$65,205.09$ .

### Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the agreement amendment submission to Industry Canada – FedNor to reflect the change in scope with the removal of the accessible wheelchair ramp and authorize Mayor and Clerk to execute the necessary amendment once received from FedNor.

Respectfully Submitted,



Jason Kabel

**ANNEX 1****STATEMENT OF WORK**

Recipient: Fort Frances Museum and Cultural Centre  
Project Title: Improvement of Fort Frances Museum Infrastructure  
Project Location: 259 Scott Street, Fort Frances, ON P9A 1G8

**PROJECT DESCRIPTION:**

Improvements to Fort Frances Museum and Cultural Centre including: roof replacement and the creation of an accessible washroom and accessible front door ramp.

Project Start Date: March 1, 2017  
Project Completion Date: March 31, 2018

**INDUSTRY CANADA / FEDNOR CONTRIBUTION BY FISCAL YEAR**

2016/2017	2017/2018	Total
\$0	\$69,300	\$69,300



**PROJECT COSTS AND FINANCING**

<b>Project Costs</b>		<b>Financing</b>		<b>% of Total Eligible Costs</b>
<u>Eligible Costs</u>		IC / FedNor	\$69,300	45%
- <i>Supported</i>	\$154,000	Other Federal (incl. Gas Tax Fund)	\$0	0%
- <i>Not Supported</i>	\$0	Provincial	\$77,000	50%
<u>Ineligible Costs</u>	\$0	Municipal	\$0	0%
		Recipient	\$7,700	5%
		Other (specify)	\$0	0%
Total \$154,000		Total	\$154,000	100%

<b>Summary of Stacking Limits</b>	
Total Eligible Costs	\$154,000
Total Government Contributions (Federal , Provincial and Municipal)	\$146,300
Stacking Limit – All Government Sources (%)	95%

<b>Eligible Costs:</b>	<b>Supported</b>	<b>Not Supported</b>	<b>Total</b>
Costs to rehabilitate or improve fixed capital assets	\$140,000	\$0	\$140,000
Fees paid to professionals, technical personnel, consultants and contractors	\$14,000	\$0	\$14,000
Costs of environment assessments	\$0	\$0	\$0
Costs of any public announcement and official ceremony	\$0	\$0	\$0
Other direct and necessary costs	\$0	\$0	\$0
Other	\$0	\$0	\$0
<b>Total Eligible Costs</b>	<b>\$154,000</b>	<b>\$0</b>	<b>\$154,000</b>
Ineligible Costs			\$0
<b>Total Ineligible Costs</b>			<b>\$0</b>
<b>TOTAL PROJECT COSTS</b>			<b>\$154,000</b>

**Please Note:**

- 1) Eligible Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
- 2) Variance of any of the Eligible Supported Costs listed above in excess of 15% requires the prior written approval of the Minister.
- 3) Incremental costs (i.e. employees and/or materials and/or equipment) have been approved up to the following maximum amounts, which are included in the Total Eligible Costs indicated above:

Employees:	\$ 0
Materials:	\$ 0
Equipment:	\$ 0

**ADDITIONAL REQUIREMENTS:**

N/A



Industry Canada

FedNor

19 Lisgar Street  
Suite 307  
Sudbury, Ontario  
P3E 3L4

Industrie Canada

FedNor

19, rue Lisgar  
Bureau 307  
Sudbury (Ontario)  
P3E 3L4

**MAR 08 2018**

Project Number: 839-511318

His Worship Roy Avis  
Mayor  
The Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances ON P9A 3P9



Dear Mayor Avis:

**Re: Improvement of Fort Frances Museum Infrastructure  
Proposed CA Amendment and Restate**

We wish to remind you that the Project Completion Date of March 31, 2018 is fast approaching and, in the event that your project will not be completed by that date, FedNor proposes to amend your Contribution Agreement as follows:

Delete Section 8.2 (d):

The Recipient covenants and agrees that:

- (d) it shall use the Contribution solely and exclusively to support the Eligible Supported Costs of the Project, as detailed in Annex 1 - Statement of Work and in Annex 2 - Costing Guideline Memorandum, it shall carry out the Project in a diligent and professional manner, using qualified personnel and it shall complete the Project on or before the Project Completion Date.

Substitute Section 8.2 (d):

The Recipient covenants and agrees that:

- (d) it shall use the Contribution solely and exclusively to support the Eligible Supported Costs of the Project, as detailed in Annex 1 – Statement of Work and in Annex-2 Costing Guideline Memorandum, it shall carry out the Project in a diligent and professional manner, using qualified personnel and it shall materially complete the Project on or before the contract termination date (refer to clause 3). For purposes of this section, “materially complete” shall mean when a substantial part of the Project is ready for use or is being used for the purposes intended.

Delete Section 12.1 (a)

Event of Default. The Minister may declare that an Event of Default has occurred if:

- (a) the Recipient fails to proceed diligently with the Project, or abandons the Project in whole or in part, or the Project is not completed by the Project Completion Date;

Substitute 12.1 (a)

Event of Default. The Minister may declare that an Event of Default has occurred if:

- (a) the Recipient fails to proceed diligently with the Project, or abandons the Project in whole or in part, or fails to materially complete the Project by the contract termination date;

Except as amended herein, all other terms of the Contribution Agreement shall continue in full force and effect until such time as it expires or is terminated. Note that this includes that only costs incurred on or before March 31, 2018 will be eligible for reimbursement.

If you are in agreement with this amendment please sign below where indicated and return as soon as possible to our office in Thunder Bay, 244 Lincoln Street, Thunder Bay Ontario P7B 5L2.

If further information is required, please contact Carleigh Oster toll-free at 1-877-333-6673, ext. 1815 or 807-766-1815 in our Thunder Bay office.

Yours sincerely,



Aime J. Dimatteo  
Director General  
FedNor

The Corporation of the Town of Fort Frances  
Project Number: 839-511318

The foregoing is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Per: \_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Title

Per: \_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Title