



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/72**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 3, 2016
SUBJECT: Boundary Waters Dragon Boat Festival Reschedule of Events Requests

BACKGROUND

At the July 11, 2016 Council Meeting, the attached letter received from Boundary Waters Dragon Foundation & Festival Organizer was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees. The intent of the referral is to determine whether there is any impact with the rescheduling of events from the perspective of each Executive Committee. Overall permission was granted for the original event date of June 25th which was postponed due to weather and safety of the paddlers.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the up coming International Boundary Waters Dragon Festival rescheduled event planned for Saturday, September 17, 2016. The Administration & Finance Executive Committee considered and recommends council approval of Item 2 as follows:

Item 2. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public areas from the street side of the Sorting Gap Marina Building (allow all traffic access to the boat launch) to Butler Avenue.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to **Item 2)** Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public areas from the street side of the Sorting Gap Marina Building (allow all traffic access to the boat launch) to Butler Avenue: Co-ordinate through E. Slomke, Clerk.

Also, to accept the recommendations and/or comments received from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report. Further, that the responsible entity for the International Boundary Water Dragon Boat Festival shall ensure adequate liability insurance for the waterfront site during their festival event and shall ensure Host Liquor Liability coverage if

their event sells liquor and that certified Smart Serve bartenders are used for any liquor sales for their event planned for September 17, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to:

Item 1) The use of Town picnic tables – The International Boundary Waters Dragon Boat Festival volunteers/organizers will arrange for pick-up, wash down & cleaning after they have been utilized and return of picnic tables; Co-ordinate through T. Rob, Operations & Facilities Manager,

Item 2) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk,

Item 3) Allow the Committee to attach pennants, signs, and banners to streetlight 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. The installation of banners, signs & pennants must not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways and motorists' sight lines or vision should not be obstructed when driving along Front Street,

Item 4) Allow access for electrical power; Co-ordinate with Fort Frances Power Corporation, Joerg Ruppenstein, CEO, and

Item 5) Ensure extra garbage bins at the site and garbage pick up at the end of the day; Additional garbage containers will be available for the event; Co-ordinate through T. Rob, Operations & Facilities Manager. However, if extra garbage dumpsters are required on-site and garbage pick-up at the end of the day, costs and services are the responsibility of the Boundary Waters Dragon Boat Club.

Further, that the responsible entity for the International Boundary Waters Dragon Boat Festival shall ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and shall ensure Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned for September 17, 2016.



July 20, 2016

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

RE: Request dated June 27, 2016 From Boundary Waters Dragon Boat Festival

On January 21, 2016 a request was brought forward from the Boundary Water Dragon Boat Festival requesting for assistance from the Town to hold the annual International Boundary Waters Dragon Boat Festival on Saturday June 25, 2016. Due to severe weather on that day the event had to be postponed. The event has been rescheduled for September 17, 2016. A request was received on June 27, 2016 from Mr. Greg Thorstad, president of the Boundary Waters Dragon Boat Foundation requesting assistance for the rescheduled event.

The following items are directly related to the Operations and facilities division:

Item 1: The use of picnic tables, with pickup and drop off to be organized by the Committee - Town will provide picnic tables where the Festival volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893.

Item 3: Allow Festival committee to attach pennants, signs & banners to streetlight 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 - The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street.

Item 5: Ensure Extra Garbage Cans at the Site - Additional garbage containers can be set out for the event. However the O & F division is not in a position to provide manpower to pick-up garbage at the end of the day. This task will be the responsibility of the International Boundary Waters Dragon Boat club.

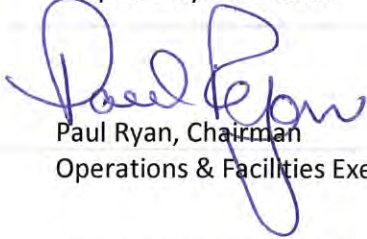
Other divisions within the Town's organization will deal with the other matters requested in the letter dated June 27, 2016.

The Operations & Facilities Executive Committee Recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services for **item No. 1** as outlined in the June 27, 2016 letter from Mr. Greg Thorstad. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized.
- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regards to **item No. 3** in accordance with the guidelines listed above.

- 3) **Item No. 5** – The Town will ensure that additional available garbage containers will be provided as requested. However if extra garbage dumpsters are required on site, and a garbage pick-up at the end of the day- These costs and services are the responsibility of the Boundary Waters Dragon Boat Club and not the Town.

Respectfully Submitted



Paul Ryan, Chairman
Operations & Facilities Executive Committee

2016JulyDragonBoatRequest2

Jason Kabel/Frances
03/08/2016 11:08 AM

To: Dawn Galusha/Frances@Frances
cc: Doug Brown/Frances@Frances
bcc:
Subject: Dragon Boat Festival

Hi Dawn,

Yesterday at CS executive the committee discussed the Dragon Boat Festival and Doug mentioned that he was headed right to A&F and would mention at the meeting that the Marina will be closed after Labor Day, ergo not open for their event. I will touch base with Greg to let him know this and make provisions as necessary. Please let me know if you need anything further from me in this regard.

Thanks,
Jason



Jason Kabel, B.Sc., B.Ed.
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Patrick Briere/Frances

03/08/2016 02:52 PM

To dgalusha@fort-frances.com

cc lwitherspoon@fort-frances.com

bcc

Subject PDEC Comments on Dragon Boat Request Letter.

Good Afternoon Dawn & Laurie,

Please be advised that at their regular meeting held Tuesday August 2, 2016 the Planning & development Executive Committee reviewed the letter from the Dragon Boat request Letter. The Planning & Development Executive Committee has no comments or concerns in regards to this request.

If either of you have any questions, please let me know.

Thanks,

Patrick Briere, CMM I, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
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