

April 27, 2015

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services for 2015 International Boundary Waters Dragon Boat Festival

Boundary Waters Dragon Boat Club wrote a letter to Mayor & Council requesting in-kind services for the up-coming International Boundary Waters Dragon Boat Festival to be held on Saturday, June 27, 2015. Please find attached the letter dated April 17th, 2015 from Jennifer Greenhaigh, President Boundary Waters Dragon Boat Foundation & Festival Organizer. I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

Continued Operational Assistance;

Item 2) **Supply of Picnic Tables** - 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. Co-ordinate through Doug Brown, Operations & Facilities Manager at 274-9893.

Item 6) **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 8) **Ensure Extra Garbage Bins at the Site and a garbage pick-up at the end of the day** - Presently, Asselins Transportation has the contract for a 5 year term ending October 31, 2019. To supply a 4-yd dumpster at the Marina from May 1st, 2015 to 2nd week in September. For any event or festival at the Marina, the usual practice is the organization or club is responsible for the costs to supply any additional dumpsters for their event and to deal directly with Asselins. Not the Town's responsibility. Thus request denied.

Other divisions within the Town's organization will deal with all other items outlined in the Boundary Waters Dragon Boat Club letter dated April 17, 2015.

The Operations & Facilities Executive Committee recommends the following;

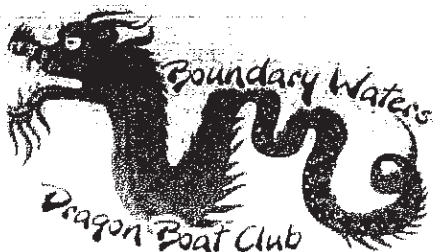
- 1) That the Operations & Facilities Division continues to provide in-kind services for item No. 2 as outlined in the April 17, 2015 letter from Jennifer GreenHaigh;

- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regards to item No.6 in accordance with the guidelines listed above.
- 3) Item No. 8 - Ensure extra garbage bins at the 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, thus request denied.

Respectfully submitted,

Paul Ryan, Chairman
Operations & Facilities Executive Committee

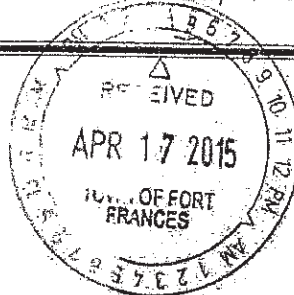
2015AprilDragonBoatFestival



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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

Doug Brown/Frances
04/28/2015 07:09 AM

dragonboatff@gmail.com, Jason Kabel/Frances@Frances,
To Trevor McKinnon/Frances@Frances, Laurie
Witherspoon/Frances@Frances
cc
bcc
Subject Re: Additional Information - Saturday June 27, 2017, 2015 -
Dragon Boat Festival

Hello Jennifer, your letter dated April 17, 2015 was referred to the Operations & Facilities Executive Committee for review. Could you clarify that under item No. 8 that additional garbage cans or containers (you indicated bins) are required and not large waste dumpsters (4 or 6 cu. yds) supplied by the Town's contractor Asseslin. Please provide clarification prior to Friday May 1st, 2015. Thanks

Doug Brown, P. Eng.
Operations & Facilities Manager
320 Portage Avenue, Fort Frances, Ontario
Town of Fort Frances
Work #-807-274-9893 Ext. 306
Cell # 807-275-9755