

February 23, 2016

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services for 2016 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 25, 2016. Please find attached the letter dated January 21, 2016 from Greg Throstad, 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. 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 Doug Brown, Operations & Facilities Manager at 274-9893.

Item 5) **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 7) **Ensure Extra Garbage Cans at the Site and a garbage pick-up at the end of the day -** 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 all other items outlined in the Boundary Waters Dragon Boat Club letter dated January 21, 2016.

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 January 21, 2016 letter from Greg Thorstad.

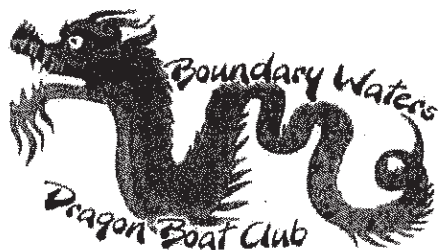
However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized.

- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regards to **item No.5** in accordance with the guidelines listed above.
- 3) **Item No. 7** – 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

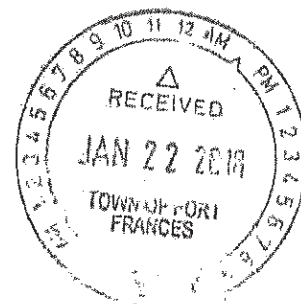
2016FebDragonBoatFestival



E-Mail: dragonboatff@gmail.com
 Like: facebook.com/dragonboatff
 Visit: www.boundarywatersdragonboat.com

January 21, 2016

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 25th, 2016.

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
- o4F (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 and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building (to allow continued public access to the boat launch during the event) to Butler Avenue;
- o4F (5) 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;
6. Allow access for electrical power;
- o4F (7) Ensure extra garbage cans 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,

Greg Thorstad, President
 Boundary Waters Dragon Boat Foundation,
 Team Coach & Festival Organizer