

April 13, 2015

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services for 2015 Harmony of Nations Music Festival Event

Rainy River Future Development Corporation wrote a letter to Mayor & Council requesting in-kind services for the up-coming Music Festival in July 2015. Please find attached letter dated April 2, 2015 from Mr. Geoff Gillion, 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 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.** 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 6) **Assist in the set-up and take down of the Main Event Tent** – In the past the O & F division workforce – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles for the FFCBC. This is a similar request where it is my understanding that the main event tent will be set-up for the duration of both events. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent.

Other divisions within the Town's organization will deal with all other items outlined in the Rainy River Future Development Corporation letter dated April 2, 2015.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Operations & Facilities Division continues to provide in-kind services for items No. 2 & 6 as outlined in the April 2, 2015 letter from Mr. Geoff Gillion;
- 2) That permission is granted to the FFCBC organization in regards to item No.5 in accordance with the guidelines listed above.

Respectfully submitted,

Paul Ryan, Chairman
Operations & Facilities Executive Committee

2015AprilFFCBCrequest



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation

April 2, 2015

Mayor and Council
Town of Fort Frances
320 Portage Avenue
P9A 3P9

Re: Harmony of Nations Music Festival

APR - 7 2015

Dear Mayor and Council:

We respectfully request the following support from the Town of Fort Frances from Monday, July 13th through to Sunday, July 20th. FFCBC will then assume the site for the Bass Championship until July 28th. We are working with the FFCBC and sharing the site and venue equipment for our events.

1. Designate, in writing, the "Harmony of Nations Music Festival" as a significant community festival and event;
2. Authorize use of the Memorial Sports Centre stage, tables, chairs and Town picnic tables. The Harmony of Nations Music Festival Committee will arrange for pick-up and return;
3. Supply the Harmony of Nations Music Festival with the necessary documents to facilitate closing the road to accommodate the tent;
4. The FFCBC, on behalf of the Harmony of Nations Music Festival Committee, will be filling out a building permit application for the erection of the tent. We request that the Town cover any charges associated;
5. Allow the Harmony of Nations Music 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. Help with the erection and take-down of the Events Tent;
7. Allow access for electrical power.

We look forward to discussing our request in greater detail at your convenience.

Sincerely,


Geoff Gillon

