

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

Lisa Slomke /Frances
07/12/2016 02:02 PM

To Laurie Witherspoon/Frances@Frances, Jason
Kabel/Frances@Frances, Travis Rob/Frances@Frances,
Lori Pattison/Frances@Frances, Patrick
cc
bcc
Subject referred from Council to Executive Cmtees

Good Afternoon:

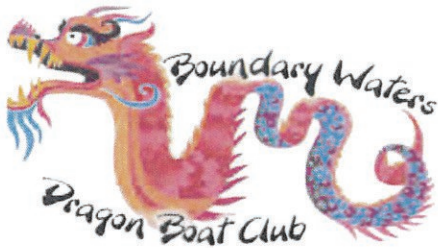
Please find pdf letter attached which was referred from Council to the Administration & Finance Executive Committee for recommendation with input from CSEC, PDEC and OFEC. The intent is to determine whether there is any impact with the rescheduling of events from the perspective of each Executive Committee. Overall permission was already granted for the original June 25th event date.

Thanks.
Lisa



REG CONSENT ltr from Boundary Waters Dragon Boat re Reschedule Event rev.pdf

Elizabeth (Lisa) Slomke, Town Clerk
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E-Mail: dragonboatff@gmail.com
Like: facebook.com/dragonboatff
Visit: www.boundarywatersdragonboat.com

June 27th, 2016

Mayor & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9



RE: INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL RESCHEDULE OF EVENTS

Dear Mayor and Council:

As you may know, on June 25th our festival organizers and participants had to make a pain staking decision to postpone our festival due to the weather related devastation of our festival site, and with respect to the ultimate safety of our paddlers both on the original date and the following day, Sunday the 26th. We then consulted with the production officials, coaches and partners and they generously offered to return for us to hold the festival on the new date of Saturday, September 17th, 2016.

With this new date set and our partners' reassurances, we respectfully request the following support from the Town of Fort Frances for the new festival date of Saturday, September 17th, 2016.

1. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up and return with Sunset Dynasty Construction;
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 participation areas from the street side of the Sorting Gap Marina Building (allowing all traffic access to the boat launch) to Butler Avenue;
3. 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;
4. Allow access for electrical power;
5. Ensure extra garbage cans at the site.

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
& Festival Organizer