

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 3, 2014
SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the May 26, 2014 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 24 to 26, 2014. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent.

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 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through G. Treftlin, Clerk and Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through G. Treftlin, Clerk, and 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 Fort Frances Canadian Bass Championship ensure adequate liability insurance for the waterfront event site from the close of the Harmony of Nations Music Festival on or about July 20th, 2014 until the take down of the event tent.

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

Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through G. Treftlin, Clerk,

Item 2) The use of Memorial Sports Centre stage, tables, chairs and Town picnic tables – The FFCBC will arrange for pick-up and return; Co-ordinate through D. Brown, Operations & Facilities Manager & Jason Kabel, Community Services Manager,

Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through G. Treftlin, Clerk,

Item 4) Building Permit application (in-kind) for the erection of the tent - That the FFCBC complete a joint Building Permit application with the Harmony of Nations Music Festival Committee; Co-ordinate through Travis Rob, CBO,

Item 5) Waive launch fees for tournament competitors and volunteers from July 24th to 26th, 2014 – The FFCBC will provide the Sorting Gap staff with a list of tournament anglers and names of volunteers; Co-ordinate through Jason Kabel, Community Services Manager,

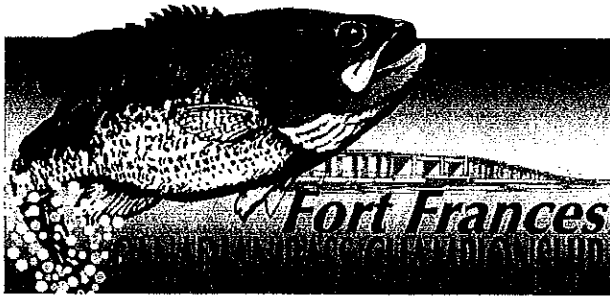
Item 6) Authorize temporary installation of poles and flags on the concrete pylons and edges of the launch ramp; Co-ordinate through Jason Kabel, Community Services Manager,

Item 7) Allow the FFCBC 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,

Item 8) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key; Co-ordinate through Jason Kabel, Community Services Manager, and

Item 9) Help to take down the event tent; Co-ordinate through D. Brown, Operations & Facilities Manager.

Further, that the responsible entity for the Fort Frances Canadian Bass Championship Live Release Tournament ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and have Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned to start on July 24th, 2014 through to the date the tent is taken down. The responsible entity for the Fort Frances Canadian Bass Championship must co-ordinate with the responsible entity for the Harmony of Nations Music Festival to ensure that there is no lapse in the commercial general liability insurance coverage from the date the event tent is erected at the waterfront site and until the event tent is taken down.



AGENDA ITEM #2.5
Fort Frances Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

May 20, 2014.

Jason Kabel, B.Sc., B.Ed.
Manager of Community Services

Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5

Re: Fort Frances Canadian Bass Championships (July 24th - July 26th, 2014)

Dear Mr. Kabel

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2014 event.

We respectfully request the following support from the Town of Fort Frances:

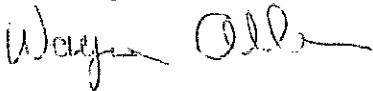
- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent.
- 4) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 5) Waive launch fees for tournament competitors and volunteers from July 24th to 26th. We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.

- AGENDA ITEM #2.5
- 6) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
 - 7) Allow the tournament 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.
 - 8) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
 - 9) We appreciate the Town of Fort Frances helping to take down the tent last year and would respectfully request the same this year.

We look forward to discussing our request in greater detail at your convenience. We invite any Town Council to any FFCBC board meetings.

Respectfully,

Muff Allen



Fort Frances Canadian Bass Championship

May 23, 2014

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: In-Kind Services and Financial Support for 2014 Fort Frances
Canadian Bass Championship**

Fort Frances Canadian Bass Championship Inc. wrote a letter to Mr. Jason Kabel, Community Services Manager requesting in-kind services and financial contribution for the up-coming Bass Tournament in July 2014. Please find attached letter dated May 20, 2014 from Mr. Muff Allen, 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 FFCBC tournament 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 7) **Allow the Tournament 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.** This was a new request in 2010. 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. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2013 is utilized in 2014.

Item 9) **Assist in the 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. 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 FFCBC letter dated May 20, 2014.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 2 & 9 as outlined in the May 20, 2014 letter from FFCBC organizer, Muff Allen;

- 2) That permission is granted to the FFCBC organization in regards to item No.7 in accordance with the guidelines listed above.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Wiedenhoef", with a stylized, cursive script.

Rick Wiedenhoef, Chairman
Operations & Facilities Executive Committee

2014MayFFCBCrequest



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: May 29, 2014

RE: Fort Frances Canadian Bass Championship Requests

At the regular meeting of Council on May 26, 2014 there was a list of requests received from the Fort Frances Canadian Bass Championship Organizing Committee that included the same requests as 2013, the first year that the tournament had moved back to the Sorting Gap after hosting at the IFK arena for several years. The inventory of requests was referred by Council to the Community Services Executive Committee as well as Administration & Finance and Operations & Facilities Executive Committees.

The following items could be considered a direct request of the Community Services Division from the attached letter (numbers correspond to letter):

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs, and Town picnic tables. FFCBC will arrange for pick-up and return.
- 5) Waive launch fees for tournament competitors and volunteers from July 24th to 26th. We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release, and photography boats) who plan to launch there.
- 6) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 7) Allow the tournament 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.
- 8) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

Recommendation

The Community Services Executive Committee Recommends to Council to grant the Fort Frances Canadian Bass Championship Tournament Committee the requests as presented. Specifically #2, 5, 6, 7, 8 as it relates to the Community Services Division and

authorize Town staff to work with the FFCBC Committee members to help ensure another successful Fort Frances Canadian Bass Tournament for the community.

Respectfully Submitted,

Jason Kabel

Council approval of this report will grant the Fort Frances Canadian Bass Championship Tournament Committee the requests as presented, and authorize Town staff to work with the FFCBC Committee members to help ensure another successful Fort Frances Canadian Bass Tournament for the community.

Travis Rob/Frances
06/02/2014 10:01 AM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Recommendations from the PDEC Meeting This Morning

Hi Laurie,

So three items discussed at PDEC this morning. The first two being Festival of Nations and FFCBC requests regarding the tent at the Sorting Gap. There was two concerns raised by PDEC, the first being liability for maintenance and security of the tent between functions at which point does the Bass Tournament take over from the Festival and will they have site security between the events to insure no one can get into the site and potentially tamper with the tent. The second was that both parties will need to come together and complete a joint building permit application to name both parties responsible for the structure as well as both parties named on the occupancy permit.

The third item was the non agenda request from the Community Garden. This item was discussed at length with the following concerns being brought forward. The condition of the property through the last few growing seasons has been poor, weeds and improper maintenance have began to be the norm. The other concern was in the long term maintenance of any sheds or other structures or walkways, who would be taking responsibility for these buildings for the long term? It was discussed that a written agreement should be in place naming the Northwestern Health Unit responsible for the property and its appearance so that if issues arose there would be named person or organization that we can go to for resolution of the issue. There was also concern with the lack of information provided with the request did not allow the committee to get a full understanding of what they had planned for that site, it would have been nice to have a site plan included showing the proposed locations of the buildings and walkways. It was also suggested that Jolene be invited to the A&F Meeting to further explain the request and answer any questions that may arise.

Please let me know if you have any questions about anything here.

Regards,

Travis

Travis Rob, EIT
Chief Building Official
Facilities/Special Projects Coordinator
Town of Fort Frances
P:(807)274-5323 ext.252
C:(807)275-9757



Debbie Scofield/Frances
06/04/2014 02:18 PM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Fw: Town of Fort Frances: Festival Tent

History: This message has been replied to.

Debbie Scofield
Deputy-Treasurer
Town of Fort Frances
Phone: (807) 274-5323 Ext 247

----- Forwarded by Debbie Scofield/Frances on 06/04/2014 02:17 PM -----



Carrie Shouldice
<Carrie.Shouldice@gillons.on.ca>
06/04/2014 02:14 PM

To "dscofield@fort-frances.com" <dscofield@fort-frances.com>
cc Bruce Armstrong <Bruce.Armstrong@gillons.on.ca>
Subject Town of Fort Frances: Festival Tent

Hi Debbie:

The Town of Fort Frances will have liability coverage for the use of their tent and property for these two events - - Harmony of Nations Music Festival and the Fort Frances Canadian Bass Championship. Please ensure the Town has requested a Certificate of Insurance from all parties that are involved with either of the events. The certificates should include:

- The Town of Fort Frances as an additional insured
- A minimum of \$5,000,000 commercial general liability
- Host liquor liability coverage if the event sells liquor

Also if the event includes liquor sales, you should be asking that the event organizers hire certified Smart Serve bartenders.

If you have any questions, please do not hesitate to contact me or Bruce.

Have a great day.

Carrie Shouldice BA, CAIB, CIP
Service Team Manager – Business Insurance

(807) 274-8595 ext 248
(807) 274-2416 (Fax)
carrie.shouldice@gillons.on.ca
www.gillons.on.ca

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