

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 2, 2014
SUBJECT: RRFDC – Harmony of Nations Music Festival Requests

BACKGROUND

At the May 26, 2014 Council Meeting, the attached letter received from Rainy River Future Development Corporation (RRFDC) requesting support of the planned Harmony of Nations Music Festival was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

RRFDC has requested in-kind services for the up coming Harmony of Nations Music Festival event planned for July 15 to 20, 2014. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “Harmony of Nations Music Festival” as a significant Community Festival and event, and
- Item 3. Supply the Harmony of Nations Music Festival 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, along with insurance liability coverage requirements the Town should request from the responsible entity for the Harmony of Nations Music Festival Event.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate the Harmony of Nations Music Festival (HNMF) as a significant Community Festival event; Co-ordinate through G. Treftlin, Clerk, Item 3) that 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 Harmony of Nations Music Festival ensure adequate liability insurance for the waterfront site during their festival event.

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

Item 1) Designate the Harmony of Nations Music Festival (HNMF) 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 HNMF will arrange for pick-up and return; Co-ordinate through D. Brown, Operations & Facilities Manager & Jason Kabel, Community Services Manager,

Item 3) Ensure 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 HNMF Committee complete a joint Building Permit application with the Fort Frances Canadian Bass Championship; Co-ordinate through Travis Rob, Chief Building Official,

Item 5) Allow the HNMF Committee to attach pennants, signs, and 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,

Item 6) Help with the erection and take down of the Events tent; Co-ordinate through D. Brown, Operations & Facilities Manager, and

Item 7) Allow access for electrical power; Co-ordinate with Fort Frances Power Corporation, Joerg Ruppenstein, CEO.

Further, that the responsible entity for the Harmony of Nations Music Festival 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 for July 15th, 2014 through to Sunday, July 20th, 2014. The responsible entity for the Harmony of Nations Music Festival must co-ordinate with the responsible entity for the Fort Frances Canadian Bass Championship tournament 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.



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

AGENDA ITEM #2.4

May 22, 2014

Mayor and Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9
Re: Harmony of Nations Music Festival

Dear Mayor and Council:

We respectfully request the following support from the Town of Fort Frances from Tuesday July 15th through to Sunday the 20th. FFCBC will then assume the site for the bass tournament until July 29th. We are working with the FFCFC 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 ask the town look at 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 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



May 23, 2014

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services for 2014 Harmony of Nations Music Festival

Rainy River Future Development Corporation wrote a letter to Mayor & Council requesting in-kind services for the up-coming Music Festival in July 2014. Please find attached letter dated May 22, 2014 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 May 22, 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 & 6 as outlined in the May 22, 2014 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,

A handwritten signature in black ink, appearing to read "R. Wiedenhoef", with a stylized flourish at the end.

Rick Wiedenhoef, Chairman
Operations & Facilities Executive Committee

2014MayFFCBCrequest

Jason Kabel/Frances
06/03/2014 11:54 AM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Referrals

Hi Laurie,

As discussed, the CSEC did not have concerns with the RRFDC and please find the report attached for Bass request.

Thanks,
Jason



2014 MAY 26 FFCBC Requests.doc

Jason Kabel, B. Sc., B. Ed.
Division Manager - Community Services
740 Scott Street
Fort Frances, ON P9A 1H8
Tel: 807-274-4561 ext. 11
Fax: 807-274-3799

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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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