



## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** February 16, 2018

**RE:** **Boundary Waters Dragon Boat Request**

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At the regular meeting of Council on February 12, 2018, Council referred the letter dated January 17, 2018 from Greg Thorstad, President, Boundary Waters Dragon Boat Club re: Festival, Tug of War & Marina Use to the Administration & Finance Executive Committee for recommendation with input from all other Executive Committees.

The request is as follows:

*We would also respectfully request the following support from the Town of Fort Frances for the 7<sup>th</sup> Annual International Boundary Waters Dragon Boat Festival to be held on Saturday, June 30<sup>th</sup>, 2018:*

- 1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;*
  - 2. Authorize the use of Town picnic tables and working with Public Works to arrange for their pick up, cleaning and return;*
  - 3. We request that the Town cover any charges associated with any festival permits that may be needed;*
  - 4. Allow for the road closure along the marina from the Hallet location to the Sorting Gap Marina building from 7:30 am to 5:00 pm on June 30<sup>th</sup>, 2018 and we will ensure that an emergency access lane is available;*
  - 5. 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 the Hallet location;*
  - 6. 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;*
  - 7. Allow access for electrical power; and*
  - 8. Ensure extra garbage cans at the site, and a garbage pick-up the following Monday.*
- In 2018 we have also partnered with the Backus Community Center in International Falls to work collaboratively in order to feature the return of the International Tug of War at our festival following the scheduled Flower Ceremony and prior to the championship*

heats. In order for our IBWDB Foundation to host this event on the Canadian side of the river, we also have the additional requests of:

9. The use of the Tug of War rope used in prior years with the assistance of Public Works to deliver and pick up the rope from the Sorting Gap marina.

10. The donation to our organizers of any remaining shirts and/or gloves remaining from previous years' Tug of War;

11. Allow additional through traffic road closure from Minnie Avenue to the Sorting Gap Marina building from 12:00 pm to approximately 4:00 pm to allow for the Tug of War to take place in its usual location, which would include stretching the rope across the road and onto the green space between the Minnie Avenue corner and the closed Resolute scale and wood yard area.

The items that impact the Community Services Division are:

- #4 (Road Closure 7:30 am to 5:00 pm on June 30th, 2018) – the road closure impacts patrons who own seasonal Marina boat slips and also patrons who purchase daily launch passes. There should be provision for Marina patrons to be able to access facility parking and boat launch around the road closure.

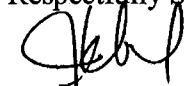
- #6 (attach pennants, signs and banners). The committee has proven responsible in the past to hang & remove signage without causing damage to facilities.

#### **Recommendation**

The Community Services Division recommends to the Administration & Finance Executive Committee to:

- a) Allow road closure as requested so long as there is provision for Marina patrons to be able to access the facility parking and boat launch around the road closure and post signage to indicate where and how to access the facility during the closure.
- b) Endorse the use of the facilities as requested which includes hanging & removal of event signage in a responsible manner.

Respectfully Submitted,



Jason Kabel

**Laurie Lindberg**

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**From:** Patrick Briere  
**Sent:** Monday, March 5, 2018 9:33 AM  
**To:** Laurie Lindberg  
**Cc:** Dawn Galusha  
**Subject:** Boundary Waters Dragon Boat Festival Request - PDEC

Good Morning Laurie,

At the meeting of the PDEC this morning, the request from the Boundary Waters Dragon Boat Festival was considered. There were no areas of concern from PDEC. Staff will ensure that standard practice is done relating to tent permits, road closures and removal of banners after the event is over.

Best regards,

Patrick Briere, CMM I, Property Standards Professional  
MLEO/Public Information Officer, Planning & Development Division  
PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

February 21, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

**RE: Request dated January 17, 2018 From Boundary Waters Dragon Boat Festival**

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On February 12, 2018 a request was brought forward from the Boundary Water Dragon Boat Festival requesting assistance from the Town to hold the 7<sup>th</sup> annual International Boundary Waters Dragon Boat Festival on Saturday June 30, 2018. I have taken the liberty to only comment on the items that are directly related to the Operations and facilities division:

**Item 2: 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 4 and 5: Allow for the closure of Front Street from the Hallett to the Marina, and further provide signage to facilitate the road closure.**

The organizers will be responsible to arrange with Milt Strachan, Transportation Superintendent for signage and barricades to be dropped off on site Friday prior to the event. The organizers will be responsible to setup and take down the barricades before and after the event. The barricades will be picked up on the first business day after the event.

**Item 6: 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 8: 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 event day. The O&F Division will collect the garbage on Tuesday July 3, 2018.

Further for the 2018 event the committee is looking to host, again, the international tug of war with International Falls. To facilitate this the committee is looking for additional items, again those directly affecting the Operations and Facilities Division will be commented on.

**Item 9: Use of the Tug of war rope** – The rope is stored at the Public Works yard and is ready for use. Arrangements can be made with Milt Strachan, Transportation Superintendent to have the rope available prior to the event.

**Item 11: Closure of the Front Street from the Marina to Minnie Avenue from 12:00pm to 4:00pm on June 30, 2018.** – There will need to be a lane maintained to the launch and Sorting Gap from Minnie Avenue at all times. Additional barricades can be organized when the original road closure is setup.

Other divisions within the Town's organization will deal with the other matters requested in the letter dated January 17, 2018.

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 17, 2018 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 regard to **items No. 4, 5, 9 and 11** 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  
2018Feb Dragon Boat Request