



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/40**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** April 19, 2017  
**SUBJECT:** Boundary Waters Dragon Boat Festival Requests

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**BACKGROUND**

At the March 27, 2017 Council Meeting, the attached letter received from Boundary Waters Dragon Boat Foundation was referred to the Administration & Finance Executive Committee for recommendation, with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the up coming International Boundary Waters Dragon Festival event planned for Saturday, July 8, 2017. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item #1. Designate, in writing, the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival and event;
- Item #3. Request that the Town cover any charges associated with any Festival Permits; and
- Item #4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the tent.

Attached is the report received from the Community Services Executive Committee, where they discussed Items #4, 5, 6, & 8 with no concerns. Also, attached is an email from Lisa Slomke, Town Clerk, resulting from the Planning and Executive Committee which addressed Items #3, 4, & 8 with no reasons for concern. Finally, attached is the report being considered at the Operations & Facilities Executive Committee discussing Items #2, 3, 7. Their recommendations will be presented at the meeting.

**RECOMMENDATION**

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate in writing, the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival event, Item #3 Town to cover any charges associated with any Festival Permits, Item 4) Supply the International Boundary Dragon Boat Festival Committee the necessary documents to facilitate closing the affected road to accommodate the team and public participation areas from the Sorting Gap to Butler Ave. 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 International Boundary Water Dragon Boat Festival shall ensure adequate liability insurance for the waterfront site during their festival event and shall ensure Host Liquor Liability coverage if their event sells liquor and that certified Smart Serve bartenders are used for any liquor sales for their event planned for July 8, 2017.

**Council Approval of this Report Will Agree** to all Executive Committee recommendations to:

Item 1) Designate the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival and event; Co-ordinate through E. Slomke, Clerk,

Item 2) The use of Town picnic tables – The International Boundary Waters Dragon Boat Festival volunteers/organizers will arrange for pick-up, wash down & cleaning after they have been utilized and return of picnic tables; Co-ordinate through T. Rob, Operations & Facilities Manager,

Item 3) Standard practice relating to tent permits will be undertaken by staff accordingly; Co-ordinate through T. Dennis, CBO

Item 4) & Item 8) Supply the necessary documents to facilitate closing the affected road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building to Butler Ave; Co-ordinate through E. Slomke, Clerk. Further By-Law Enforcement will provide comments to organizers related to parking.

Item 5) Allow the 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 materials to be promptly removed after the event. The installation of banners, signs & pennants must not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways and motorists’ sight lines or vision should not be obstructed when driving along Front Street. Further By-Law Enforcement will provide comments to organizers related to the removal of banners after the event is over.

Item 6) Allow access for electrical power; Co-ordinate with Fort Frances Power Corporation, Joerg Ruppenstein, CEO, and

Item 7) The Town will ensure additional garbage containers are available at the event site with garbage pickup on Monday, July 10<sup>th</sup>, 2017; Co-ordinate through T. Rob, Operations & Facilities Manager. However, if extra garbage dumpsters are required on-site and garbage pick-up at the end of the day, costs and services are the responsibility of the Boundary Waters Dragon Boat Club.

Further, that the responsible entity for the International Boundary Waters Dragon Boat Festival shall ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and shall ensure 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 Saturday July 8, 2017.