

**TO: Mayor Caul & Members of Council**

**FROM: Dawn Galusha, Treasurer**

**DATE: May 7, 2019**

**SUBJECT: Fort Frances Canadian Bass Championship Requests**

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## **BACKGROUND**

At the April 8, 2019 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, Operations & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 17-20, 2019. The requests that are to be considered by the Administration & Finance Executive Committee are as follows, with both tasks are completed by the Clerk's Office:

- 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 for the period July 12<sup>th</sup> to July 22<sup>nd</sup> inclusive.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

Further, the responsible entity for the Fort Frances Canadian Bass Championship must ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

## **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 E. Slomke, Clerk and Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, 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 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 E. Slomke, Clerk,

**Item 2)** Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. The 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, in a clean manner. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

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

**Item 4)** Use of Four Barricades – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

**Item 5)** Building Permit application (in-kind) for the erection of the tent; Co-ordinate through T.Dennis, CBO. Staff will ensure that standard practice is done relating to tent permits and inspections.

**Item 6)** Provide FFCBC, early in July, with list of Sorting Gap Marina slip lessees in order to contact the lessees with a formal request for the possible use of their slips during the tournament.

**Item 7)** Waive launch fees for tournament competitors and volunteers from July 18<sup>th</sup> to 20<sup>th</sup> with the list of pertinent participants being provided to Memorial Sports Centre staff.

**Item 8)** Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.

**Item 9)** 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. 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 2018 is utilized in 2019.

**Item 10)** Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key; Co-ordinate through J. Kabel, Community Services Manager, and

**Item 11)** Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 12<sup>th</sup> and taking down the tent on July 22<sup>nd</sup>. In past O&F Division Staff have assisted in the set up & take down of the Main Event Tent – 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. Staff again will be allocated to assist in the setup and takedown of the tent in 2019, Co-ordinate through Milt Strachan at 275-5255.

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 17<sup>th</sup>, 2018 through to the date the tent is taken down.