

April 4, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

**RE: Request for support – 2018 Fort Frances Canadian Bass Championship**

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Fort Frances Canadian Bass Championship Inc. wrote a letter to Mayor & Council requesting in-kind services and support for the up-coming Bass Tournament in July of 2018. Please find attached a letter dated March 20, 2018 from FFCBC co- chairmen; Mr. Wayne Allen & Jim Cuthbertson, 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** - 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. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

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 9) **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.** 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 2017 is utilized in 2018.

Item 11) **Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 13<sup>th</sup> and taking down the tent on July 23<sup>rd</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 2018, Co-ordinate through Milt Strachan at 275-5255

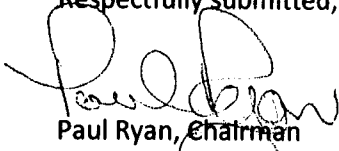
Other divisions within the Town's organization will deal with all other items outlined in the letter dated March 20, 2018.

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 & 4 as outlined in the March 20, 2018 letter from FFCBC co-chairmen, Wayne Allen & Jim Cuthbertson;
- 2) That permission is granted to the FFCBC organization in regards to item No.9 in accordance with the guidelines listed above.

- 3) Assist in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers will provide 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.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Ryan", written over the printed name.

Paul Ryan, Chairman

Operations & Facilities Executive Committee

2018 April FFCBC Request for Support