



The Corporation of the Municipality of

# Central Elgin

## Report

**DATE:** June 7 , 2018

**REPORT:** Committee

**TO:** His Worship Mayor David Marr and Council

**PREPARED BY:** Dianne Wilson, Deputy Clerk, on behalf of the Special Events Committee

**SUBJECT:** Special Event -- 2018 Belmont Canada Day Celebrations

**TO COUNCIL:** June 11, 2018

**RECOMMENDATION:** The Special Events Committee recommends:

**THAT:** Council approve the Special Event Permit for the 2018 Belmont Canada Day Celebrations to be held on Sunday, July 1, 2018 subject to the following recommended conditions:

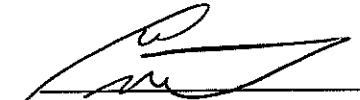
- The organizers complying with the Special Events Policy as adopted by Council;
- The execution of the Special Events Property Rental Agreement as approved by Council;
- Liability Insurance be provided by the organizers of the event in the amount \$5,000,000.00 naming the Corporation of the Municipality of Central Elgin and the County of Elgin as co-insured and held harmless,
- The final schedule and location of the event being approved by the Director of Physical Services or his Designate;
- The fireworks being detonated by a licensed pyrotechnician and the layout for the fireworks display being approved by Fire Chief Chris McDonough; and
- Approval being obtained from the County of Elgin regarding the temporary closure of Belmont Road (from Caesar Road to Belmont Arena) for the bicycle parade scheduled for 11:30 a.m. to 12 noon.

**REPORT:**

The Special Events Committee met on June 5, 2018 to review the Special Events Application for the 2018 Belmont Canada Day Celebrations. The applicant noted that beer tent has been eliminated for 2018.

The Committee is recommending that Council pass a resolution to approve the special event permit for 2018 Belmont Canada Day Celebrations as set out in the application (copy attached) conditional on the organizers complying with the Special Events Policy and such other conditions as recommended by the Committee.

Respectfully Submitted:



Dennis Crevits, Chair  
Special Events Committee

# Welcome

Thank you for your interest in hosting special event in Central Elgin.

Please refer to the Special Events Policies and Procedures Manual for each section.

Please ensure that you have the following information before you start completing this form, as it cannot be saved.

- event date(s), time(s), location(s), activities, and expected attendance
- site map (to be attached)
- numbers of event personnel and/or volunteers
- details of any road closures requested (dates, times, route, etc.)

## Event Name \*

Belmont Canada Day Celebrations

## Date(s) \*

July 1, 2018

## Start time(s) \*

0900

## End time(s) \*

2230

## Organizing Group \*

Belmont Celebrate Canada Day Committee/Belmont Lions Club

Please upload a site map. \*

## Event details (activities, dates, and times) \*

Bike Rodeo, Bike Parade, Lunch, Children's Games, Fireworks

## Expected Attendance/Day \*

600

## Number of Bands \*

0

## Number of Vehicles \*

0

## Number of Animals in the Event \*

0

0

1 - 20x30

**Number of Food Vendors \***

1 Belmont Lions Club

**Number of Other (non-food) Vendors \***

0

**Sponsorship Commitments (including alcohol) \***

0

Please attach any relevant documents (letters, permissions, etc.)

**Applicant Contact Information**

**Contact Name \***

Fiona Roberts

**Address \***

104 Barons Court

**City/Town \***

Belmont

**Postal Code \***

N0L1B0

**Daytime Phone Number \***

519-852-2921

**E-mail \***

froberts104@gmail.com

**Personnel and Volunteers**

**Number of Event Personnel \***

30

**Will you be using volunteers? \***

Yes  No

**List how many and the types of volunteer activities. \***

Volunteer activities will include: Bike rodeo, bike parade, serving lunch, and collecting donations for fireworks.

Will alcohol be consumed at the event? \*

Yes

No

Will you be requesting your event to be deemed a public event for alcohol licensing? (Council approval and compliance with our Alcohol Policy is required.)

Yes

No

### Roads

Are you anticipating any road closures or traffic flow changes? \*

Yes

No

Please describe the closure (locations, dates, times). \*

Belmont Road from Ceasar Road to the Belmont Community Centre and Arena parking lot, 11:30am to 12:00pm, July 1, 2018

Is the event a parade, run, walk, or pass through sporting event?

Yes

No

Please describe the route. \*

Exit LCBO parking lot, turn west onto Ceasar Rd, turn south onto Belmont Rd to parking lot at community centre.

Will you be requesting that a banner be installed across the street? \*

Yes

No

Do you require any of the following?



Barricades



Traffic Control



No Parking Signs



Detour Signs

### Other Municipal Support

Do you require any of the following?

Labour

Water

Hydro

Please refer to the Special Events Policy and Procured Manual to determine whether the following departments/organizations need to be informed. Note that representatives for each organization are invited to be present during your meeting with the Special Events Committee.

- Fire Chief, Chris McDonough, cmcdonough@centralelgin.org, 519-631-4860 x 249\*
- Physical Services Director, Lloyd Perrin, lperrin@centralelgin.org, 519-631-4860 x 277
- OPP Detachment Operations Manager, Mike Butler, 519-631-2920
- EMS General Manager, Pauline Meunier, pauline.meunier@memseo.com, 519-637-3098
- Elgin St. Thomas Public Health, 519-631-9900\*

\*Please note that the Fire Department also needs to inspect food vendors

**Has the Central Elgin Fire Rescue Service been contacted? \***

Yes       No       N/A

**Please provide the date contacted and the name of your contact. \***

Chief McDonough May 31, 2018

**Has the Central Elgin Physical Services Department been contacted? \***

Yes       No       N/A

**Please provide the date contacted and the name of your contact. \***

Lloyd Perrin May 31, 2018

**Has the Ontario Provincial Police been contacted? \***

Yes       No       N/A

**Please provide the date contacted and the name of your contact. \***

Mike Butler May 31, 2018

**Has Elgin-St. Thomas EMS been contacted? \***

Yes       No       N/A

**Please provide the date contacted and the name of your contact. \***

**Has Elgin-St. Thomas Public Health been contacted? \***

Yes       No       N/A

**Please provide the date contacted and the name of your contact. \***

**Has a privately licensed security firm been contacted/retained? \***

Yes       No       N/A

**Please provide the date contacted and the name of the organization, plus any relevant details. \***

**Will you be providing Medical Services? \***

Yes       No       N/A

**How will you provide the service? \***

**Do you require additional washroom and hand-washing facilities? (See page 14 of the Special Events Manual for guidelines.) \***

Yes       No       N/A

**Please provide details. \***

Public washrooms available on site

**Does the event require docking space in the Port Stanley harbour? \***

Yes       No       N/A

**Please provide details. \***

**Please describe any provisions made for accessibility (i.e. parking, washrooms, etc.) \***

Site is fully accessible

Note that the following permits may be required upon approval of the event, as per the Special Events Manual:

- An Electrical Safety Authority Permit,
- A Technical Standards and Safety Authority Inspection Certificate,
- A Fire Hydrant Connection Permit,
- A Building Permit,
- A Right of Way Occupancy Permit.

**Please sign below. \***



**Date of Application \***

May 31, 2018

Canterbury Pl



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