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TORONTO AND REGION Conservation
for The Living City

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March 16, 2011

Ms. Rosalind Dyers
Committee Administrator
Toronto and East York Community Council
Toronto City Hall
2nd Floor, West Tower
100 Queen Street West
Toronto, ON M5H 2N2

Sent via email
teycc@toronto.ca

Dear Ms. Dyers:

RE: REQUEST FOR AN EVENT OF MUNICIPAL SIGNIFICANCE
PADDLE THE DON EVENT - SUNDAY, MAY 1, 2011

The Don Watershed Regeneration Council and Toronto and Region Conservation Authority (TRCA) are holding the 18th Annual Paddle the Don event on Sunday, May 1, 2011 from 8:30 am to 4:30 pm. The take-out point for canoes and kayaks is 170 Villiers Street, Toronto.

The purpose of the event is the 18th annual Paddle the Don event where 250 canoes and kayaks paddle down the Don River from ET Seton Park to the Keating Channel. This event is for invited guests only. We expect approximately 500-700 people to attend. The event will include a BBQ and refreshments, informative displays and a beer tent where the Black Creek Historic Brewery will be selling beer. Black Creek Historic Brewery is an operation of Toronto and Region Conservation, in partnership with Trafalgar Ales and Meads. Black Creek beer will be available for purchase by participants. A designated outdoor area for alcohol consumption will be provided and an application has been made to the Alcohol and Gaming Commission Office for a Fundraising (Sale) Special Occasion Permit to provide alcohol between the hours of 12:00 pm to 4:30 pm. Toronto Port Lands Company has provided approval for the licensed event.

Please be advised that the following steps will be taken to ensure a safe and enjoyable event:

- A vendor will be on site to provide an adequate supply of food and non-alcoholic beverages for purchase by persons attending the event. TRCA staff will be in contact under separate cover with the Health Department about the food supply.
- A water filling station will be available.
- Coffee and hot chocolate will be provided free of charge.
- The permit location will be clearly defined and partitioned from unlicensed areas by a minimum 42" high barrier.
- All entrance monitors and people serving alcohol will be Smart Serve trained.
- No more than two alcoholic drinks will be served to any one person at any one time.
- All beverages will be served in disposal cups.
- No persons under the age of 19 years will be permitted in the licensed area.
- No alcohol will be provided to anyone who appears to be intoxicated.
- Appropriate signage concerning the rules of the event will be posted at the entrance to the permitted area.

- A certificate of insurance for a minimum of $2,000,000 per occurrence will be issued and the City of Toronto and Toronto Port Lands Company will be identified as an additional insured for the day.
- Any and all required permits from the Building Department for the beer tent will be obtained.

Enclosed is a detailed sketch showing the dimensions of the area for which the permit will apply.

The approximate area for which the permit will apply is 1,500 ft^2 allowing for a maximum capacity of 125 people. Of this area, 1,000 ft^2 will be within a tent with 3 sides with walls, and 500 ft^2 will be outside of the tent, within the area fenced with a minimum 42" high barrier.

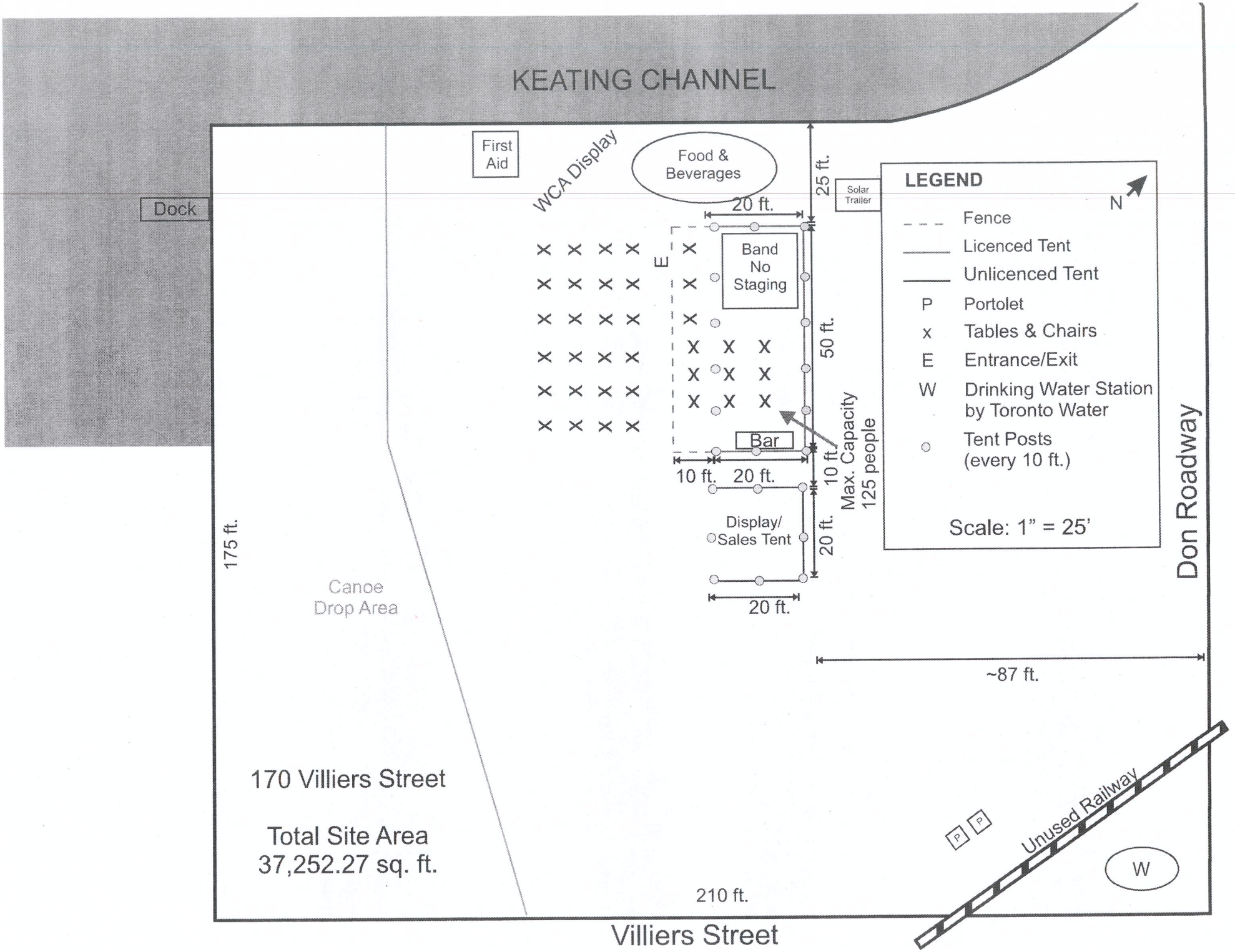
Should you have any further questions or require additional information please contact the undersigned at 416-661-6600 extension 5264.

Yours truly,

Kathy Stranks
Manager, Chair and CAO's Office

cc. Toronto Fire Services, East Command (sent via mail)
Toronto Police Services, 51 Division (sent via mail)
Toronto Public Health, Danforth Office (sent via email - publichealth@toronto.ca)
Toronto Building Inspection, City Hall (sent via mail)
Alcohol and Gaming Commission (included with Special Occasion Permit application)

/Encl.


KEATING CHANNEL
First Aid
WCA Display
Food & Beverages
Solar Trailer
Dock
20 ft.
25 ft.
Band No Staging
E
50 ft.
Bar
10 ft.
20 ft.
10 ft.
Max. Capacity 125 people
Display/ Sales Tent
20 ft.
20 ft.
175 ft.
Canoe Drop Area
~87 ft.
Don Roadway
LEGEND
N
Fence
Licenced Tent
Unlicenced Tent
P Portolet
x Tables & Chairs
E Entrance/Exit
W Drinking Water Station by Toronto Water
Tent Posts (every 10 ft.)
Scale: 1" = 25'
170 Villiers Street
Total Site Area
37,252.27 sq. ft.
P
P
Unused Railway
W
210 ft.
Villiers Street