



Toronto and Region
Conservation
for The Living City

March 31, 2016

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 2T1

sent via email
teycc@toronto.ca

RECEIVED
 CITY CLERK
 SECRETARIAT
 2016 MAR 31 PM 2:00

Dear Ms. Dyers:

RE: NOTIFICATION OF PADDLE THE DON EVENT- SUNDAY, MAY 1, 2016

Toronto and Region Conservation Authority (TRCA) is holding the 23rd Annual Paddle the Don event on Sunday, May 1, 2016. The take-out point for canoes and kayaks is 170 Villiers Street, Toronto.

This event is for invited guests, but there may be some walk-in traffic. TRCA expects approximately 700-1,000 people to attend. The event will include a lunch and refreshments, informative displays and a beer tent where we will be selling beer. 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 Public Event (Sale) Special Occasion Permit to provide alcohol between the hours of 11:00 am to 4:30 pm. Toronto Port Lands Company has provided approval for the licensed event as the landowner.

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

- Vendors will be on site to provide an adequate supply of food and non-alcoholic beverages for purchase by persons attending the event. Toronto Public Health is copied on this letter and will be contacted for any required permits.
- Water, 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 36" high partition.
- All entrance monitors and persons 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 Ports 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, if required.

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 ft² allowing for a maximum capacity of 125 people. The licensed area will be comprised of one 20x30 ft. tent and one 20x20 ft. tent each with two sides with walls, and appropriate fencing with a minimum 36" high barrier will be used to enclose the full 1,500 ft².

Although the Special Occasion Permit being applied for does not require this event to be declared an Event of Municipal Significance, TRCA is required to provide this information to you. Should you have any further questions or require additional information please contact the undersigned at 416-661-6600 extension 5264.

Sincerely

~~Kathy~~ ~~Franks~~
Senior Manager, Corporate Secretariat
CEO's Office

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

/Encl.