

**From:** Michael Kulakowsky <[REDACTED]>

**Sent:** Monday, July 31, 2023 3:15 PM

**To:** Kyra Dunlop <[kdunlop@thebluemountains.ca](mailto:kdunlop@thebluemountains.ca)>

**Cc:** Town Clerk <[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)>; Ryan R. Gibbons <[rgibbons@thebluemountains.ca](mailto:rgibbons@thebluemountains.ca)>;  
Margriet Mosterman <[mmosterman@thebluemountains.ca](mailto:mmosterman@thebluemountains.ca)>; Katie Love <[klove@thebluemountains.ca](mailto:klove@thebluemountains.ca)>

**Subject:** Re: Tomahawk booking for bvcs

Please accept this email as a formal request of council to once again waive fees associated with the use of tomahawk soccer field and golf club for the following youth sport events:

Friday October 6 2023 to host the blue water east soccer tournament and Thursday October 12 to host the blue water east cross country running meet.

Further details specific to each event have been submitted July 31 to the community service office.

Thank you in advance.

Michael Kulakowsky



# Special Event Permit Application

Permit Number: CS-2023-18

## Applicant Information

This individual must have the authority to bind the person or Organization making the application.

Name: Michael Kulakowsky

Organization: Beaver Valley Community School / BWDSB

Address: 189 Bruce St. S

Telephone Number: 519 599 5991

Email Address: [REDACTED]

## Event Organizer

This individual is the onsite logistical contact to whom the permit will be issued.

Name: Michael Kulakowsky

Telephone Number: [REDACTED]

Cellphone Number:

Email Address: [REDACTED]

## Event Description

Name of Event: Bluewater East Cross Country Meet.  
Event Location: T-mahawk soccer field and golf course.  
Event Date(s): Thurs. Oct-12, 2023 (ideal date)  
Event Start and End Times: setup Wed Oct-11 evening

## Operations Plan

race day 8am - 3pm.

Each application must include a detailed Operation Plan identifying the following where applicable:

- ☐ Brief outline of the event including any perceived benefits to the municipality
- ☐ Site Plan of the property used for the event identifying the following where applicable:
  - Areas where food preparation, sale, and/or consumption will take place
  - Areas for vehicle parking
  - Areas for sanitary services
  - Areas where alcohol will be served and where alcohol will be consumed
  - Location of fire routes (minimum 6 meters)
- ☐ Size and description of any tents or other structures that will be used during the event
- ☐ Arrangements being made regarding: the safe handling of food, provision of medical services, toilets/sanitary services, garbage collection and disposal, and security and crowd control
- ☐ Route Map including directional indicators, staging areas, detour routes and parking areas
- ☐ Course Management Plan including rest stops, comfort stations and volunteer locations
- ☐ Traffic Control Plan including diagrams and map locations of any potential road closures
- ☐ Event Signage details including photo examples, dimensions, locations, and posting and removal dates
- ☐ Sources of noise and amplified sound and the means being used to reduce noise associated with the event
- ☐ Maximum number of event participants and means of controlling this number

For more information, please refer to the attached Operations Plan examples or contact the Community Services Department.

## Traffic Control

Check all that apply:

- ☐ Not Required (all participants will follow the rules of the road)
- ☐ Traffic Management Required
- ☐ Road Closures (must be performed and managed by OPP)

Road(s) Being Closed: \_\_\_\_\_  
\_\_\_\_\_

Closure Date(s) and Times: \_\_\_\_\_  
\_\_\_\_\_

## Traffic Control Declaration

Please complete this section and include a detailed traffic control plan along with the application form if traffic control and/or road closures are required.

Name and Title of Traffic Controller: \_\_\_\_\_

Name of OPP Detachment: \_\_\_\_\_

I hereby agree to perform the traffic control responsibilities as stated in the current version of Book 7 of the Ontario Traffic Control Manual.

I have read and agree to the enclosed detailed traffic control plan and I have reviewed the detour route within the plan.

Traffic Controller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: All road closures and traffic management that significantly restricts road use require approval from Town of The Blue Mountains Council. All requests must be received with a completed Special Event Application form at least 90 days in advance of the event date.**

## Additional Requirements

Check and provide additional information for all that apply to the event:

- ☐ Grey County Special Event Permit (required when Grey County roads are being used)  
519-376-2205 or [roads@grey.ca](mailto:roads@grey.ca) Grey County Permit Number: \_\_\_\_\_
- ☐ Building Permit (required for tents exceeding an area of 60m<sup>2</sup>)  
519-599-3131 Ext.239 or [build@thebluемountains.ca](mailto:build@thebluемountains.ca) Permit No: \_\_\_\_\_
- ☐ Exemption from Noise By-law (required when using amplified sound systems)  
519-599-3131 Ext.254 or [directorcs@thebluемountains.ca](mailto:directorcs@thebluемountains.ca)
- ☐ Propane Handlers Certificate (required when using propane filled equipment)
- ☐ Health Unit Permit (required when prepared food is being served at the event)  
519-376-9420 or [publichealth@publichealthgreybruce.on.ca](mailto:publichealth@publichealthgreybruce.on.ca)

## Insurance Requirements

The Town requires a Certificate of Insurance from the Applicant's/Organizations' insurance provider that:

- Names the Town as additionally insured
- References the name, date and location of the event
- References the name of the Applicant/Organization
- Provides coverage in the amount of no less than \$5,000,000 dollars for comprehensive general liability, for injuries, damages, torts, claims, and actions caused by or resulting from the Special Event and does not exclude or limit coverage to any portion of the event described in this application

Certificate requests should be made directly to the Applicant's/Organizations' insurance provider and include the following information:

**The Corporation of the Town of The Blue Mountains**  
**32 Mill Street PO Box 310**  
**Thornbury, ON N0H 2P0**

The Organization shall, at its expense, obtain and keep in force prior to approval of this Permit to ten days after the special event, commercial general liability insurance including the above noted requirements and underwritten by an insurer licensed to conduct business in the Province of Ontario.

The Special Event Permit Application **will NOT** be processed until a Certificate of Insurance is provided to the Town and the Director of Community Services reserves the right to stipulate higher or lower insurance requirements based on the specifications of the event.

## Application Fees

- ☐ **Small Scale Events** **\$0**  
Events that require very little consultation with Town Staff and minimal traffic control requirements or events organized by not for profit or charitable organizations.
- ☐ **Medium Scale Events** **\$555**  
Events that require logistical meetings with Town Staff, and/or extensive road use, and/or traffic control requirements.
- ☐ **Large Scale Events** **\$1,135**  
Events that require logistical meetings with Town Staff, extensive road use, traffic control and/or escort requirements and involve more than 500 participants.

The Special Event Permit Application will NOT be processed until the appropriate payment is received.

## Additional Application Reviews

If additional reviews are required for any Special Event Application, where event routes and/or traffic control requirements are altered, a fee of \$110 will be applied to EACH additional review.

## Event Cancellations

Event applications can be cancelled at any point leading up to the event, however, one of the following cancellation fees may apply:

Medium Scale Events cancellation fee is \$115

Large Scale Events cancellation fee is \$225

## Approvals

The application will be circulated internally by Town Staff to obtain the following approvals. Additional information and/or site meetings may be required for select events as determined by Staff.

### **Blue Mountains Fire Department**

Steve Conn, Fire Chief

\_\_\_\_\_

Date: \_\_\_\_\_

### **Blue Mountains OPP Detachment**

Kevin Cornell, Sergeant

\_\_\_\_\_

Date: \_\_\_\_\_

### **Grey County Paramedic Services**

Jeff Adams, Operations Manager

\_\_\_\_\_

Date: \_\_\_\_\_

### **Manager of Roads and Drainage**

Jim McCannell

\_\_\_\_\_

Date: \_\_\_\_\_

### **Director of Community Services**

Ryan Gibbons

\_\_\_\_\_

Date: \_\_\_\_\_

## Additional Terms and Conditions

By signing below, the applicant agrees to the following:

- I will ensure that the Organization is aware that by providing the required certificate of insurance, the Organization:
  - approves of this special event permit application; and
  - authorizes me to act on behalf of the Organization as the Applicant
- I am aware of the procedures necessary and risks involved with organizing the special event
- For events taking place on Town owned roads, I acknowledge that Town of The Blue Mountains roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event
- I am responsible to ensure that all event participants adhere to all applicable conditions of the special event permit
- That all attachments form part of the special event application
- That I/the Organization shall have a reasonable amount of first aid available onsite during the event
- That I have the authority to bind the Organization
- The Town reserves the right to reject any or all future special event applications from persons or Organizations who have not met the conditions or any special event permit issued by the Town
- That if the terms and conditions of the permit are not fulfilled the event will not take place

The information contained in this application, and all attachments, is true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

☐ Permit Approved Date: \_\_\_\_\_

☐ Permit Not Approved Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

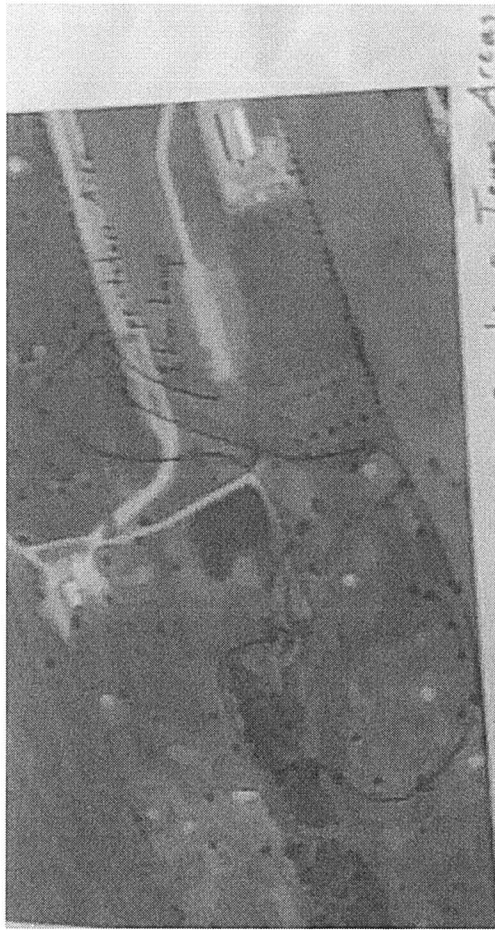
# Operational Plan – Bluewater east cross country meet

Thursday October 12 2023

Beaver Valley community School would like to host the East Regional Cross Country meet again this year at Tomahawk soccer fields and golf course.

Last year we had over 1000 athletes from across our school board participate. We were able to waive race fees and instead ask for donations which were passed onto the Ukrainian Village of Owen Sound to support their grass roots initiatives. We are formally requesting that the Town of The Blue Mountains waive all fees associated with this event.

- We plan to use the parking lot for buses and vehicles.
- We will order additional temporary bathroom facilities (porto potties) as their isn't sufficient facilities presently
- schools will bring tents to act as a "home base" for their athletes. One soccer pitch will be dedicated to this
- no food or alcohol sales
- amplified sound will be used to announce race starts and awards



A, B, C etc. a Team Areas

W-Bridge crossing

Boys/Girls 1,2,3  
1 km

Boys/Girls 4,5,6  
2 km

Boys/Girls 7,8  
3 km



# Special Event Permit Application

Permit Number: CS-2023-17

## Applicant Information

This individual must have the authority to bind the person or Organization making the application.

Name: Michael Kulakowsky

Organization: Beaver Valley Community School / BwosB

Address: 189 Bruce St. S

Telephone Number: 519 599 5991

Email Address: [REDACTED]

## Event Organizer

This individual is the onsite logistical contact to whom the permit will be issued.

Name: Michael Kulakowsky

Telephone Number: [REDACTED]

Cellphone Number: [REDACTED]

Email Address: [REDACTED]

## Event Description

Name of Event: Bluewater East Soccer Tournament.

Event Location: Tamahawk Soccer Fields.

Event Date(s): Fri Oct. 6 2023

Event Start and End Times: 8am - 3pm.

## Operations Plan

Each application must include a detailed Operation Plan identifying the following where applicable:

- ☒ Brief outline of the event including any perceived benefits to the municipality
- ☒ Site Plan of the property used for the event identifying the following where applicable:
  - Areas where food preparation, sale, and/or consumption will take place
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  - Location of fire routes (minimum 6 meters)
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For more information, please refer to the attached Operations Plan examples or contact the Community Services Department.

## Traffic Control

Check all that apply:

- ☐ Not Required (all participants will follow the rules of the road)
- ☐ Traffic Management Required
- ☐ Road Closures (must be performed and managed by OPP)

Road(s) Being Closed: \_\_\_\_\_  
\_\_\_\_\_

Closure Date(s) and Times: \_\_\_\_\_  
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Date: \_\_\_\_\_

### **Grey County Paramedic Services**

Jeff Adams, Operations Manager

\_\_\_\_\_

Date: \_\_\_\_\_

### **Manager of Roads and Drainage**

Jim McCannell

\_\_\_\_\_

Date: \_\_\_\_\_

### **Director of Community Services**

Ryan Gibbons

\_\_\_\_\_

Date: \_\_\_\_\_

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- That all attachments form part of the special event application
- That I/the Organization shall have a reasonable amount of first aid available onsite during the event
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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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☐ Permit Not Approved Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Operational Plan Bluewater East Soccer Tournament

Friday October 6 2023

Beaver Valley community School would like to host the Bluewater East soccer tournament again this year at Tomahawk soccer fields.

Last year we welcomed 3 schools in addition to BVCS to the tournament.

We are formally requesting that the Town of The Blue Mountains waive all fees associated with this event.

-We plan to use the parking lot for buses and vehicles.

-We will not order additional temporary bathroom facilities (porto potties) as there is sufficient facilities presently

- schools will bring tents to act as a "home base" for their athletes. The open area between the pitches will be dedicated to this

- no food or alcohol sales

- we would request that fields be in working order for the day of the tournament including lined pitches and nets hung