RECOMMENDATION:
That the Staff Report FAC.19.11 Special Event Permit Renewal Application – The Blue Mountains Gran Fondo (formerly the Grey County Road Race) be received; and

That the request from XTB Consulting Inc. to hold the Gran Fondo bike race be approved/not approved.

BACKGROUND AND ANALYSIS:
The Blue Mountains Gran Fondo will be held on Saturday, June 15th 2019. For the fifth consecutive year, it will be the sole qualifying event for the 2019 UCI Gran Fondo World Championships to be held in Poznan, Poland in September.

In past years, the event has attracted nearly 600 cyclists. This important recreation event is key in preparing competitive cyclists for the challenging terrain that will be faced during the World Championships in Poland, according to organizer Bruce Bird. In addition to attracting several hundred riders, the event is an important tourism event for the Municipality of Grey Highlands and surrounding municipalities, attracting many spectators on race day.

OPERATIONAL CONSIDERATIONS:
Beaver Valley Community Centre in Thornbury will be the host location for the event. A portion of the planned cycling routes travels through the Municipality of Grey Highlands. Traffic management will be provided throughout the event. Cyclists are granted right-of-way throughout the course and are fully supported by local law enforcement, mechanical support and medical support. There will be no road closures during the road race apart from the start and finish area located in the Blue Mountain Village. At all times riders will remain on the right hand side of the road and will not be permitted to cross over the centre line; this rule is strictly enforced by the race officials who follow the riders on the road.
A full Traffic Management Plan, complete with intersection diagrams and law enforcement posts, has been created by Grey County with input and approval from the Ontario Provincial Police (OPP). Traffic is managed to maximize safety for the participants and residents while also balancing the need to move vehicular traffic in the area. Each intersection, no matter how minor or infrequently traveled, will be categorized as requiring law enforcement services (traffic management) or staff course marshals (provide information, raise visibility profile).

Transportation & Environmental Services
- TES department are satisfied with the information presented in the Grey County Events permit and the event organizers (with the OPP) are responsible for the road closure as per Book 7 of the Highway traffic manual. No road Closures are plan for Grey Highlands Roads. All cyclists are to adhere to the Highway Traffic Act.
- We will require the realignment of the proposed bike race; Bowles Bluff Road is not an appropriate (60 plus residents with no alternative access routes) roadway for a bike race event. The proposed feed station will also need to be removed from this roadway. The race can be maintained on Grey Road 30 and 32 with less impact to residents.

Public Utilities
- No comments.

Council & Legislative Services
- No comments.

Fire & Emergency Services
- No comments.

Parks/Facilities
- No comments.

Building Services
- No comments.

Financial Services
- No comments.

Approved By: Rob Adams, Chief Administrative Officer
Status: Approved - 24 May 2019
## Application for Grey County Roads Special Event Permit

<table>
<thead>
<tr>
<th>Permit Number (For Office Use)</th>
<th>B201902</th>
</tr>
</thead>
</table>

### Applicant Information (Contact Person)

<table>
<thead>
<tr>
<th>Name</th>
<th>BRUCE BIRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Including Postal Code)</td>
<td>28 SARAH ASHBRIDGE AVE. TORONTO ON M4L 3Y9</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(416) 702-5801</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:brucebird68@yahoo.com">brucebird68@yahoo.com</a></td>
</tr>
</tbody>
</table>

### Organization Information same as above

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>XTB Consulting Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Including Postal Code)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
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</tr>
</tbody>
</table>

### Description of Event

<table>
<thead>
<tr>
<th>Event Name</th>
<th>THE BLUE MOUNTAINS GRAN FONDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey Road</td>
<td>GR 13, 40, 7, 9-30.</td>
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<tr>
<td>Municipality(ies)</td>
<td>Municipality of Grey Highlands</td>
</tr>
<tr>
<td>Date(s) of Event</td>
<td>JUNE 15/19</td>
</tr>
<tr>
<td>Type of Event</td>
<td>□ Parade</td>
</tr>
<tr>
<td></td>
<td>□ Street Event / Block Party</td>
</tr>
<tr>
<td></td>
<td>□ Festival</td>
</tr>
<tr>
<td></td>
<td>□ Group Walk / Run / Cycle</td>
</tr>
<tr>
<td></td>
<td>✔ Cycling or Running Race</td>
</tr>
<tr>
<td></td>
<td>□ Other:</td>
</tr>
<tr>
<td>Total number of people attending and participating</td>
<td>□ up to 500</td>
</tr>
<tr>
<td></td>
<td>✔ 500 to 2000 (max 1,000)</td>
</tr>
<tr>
<td></td>
<td>□ over 2000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Closure Required</th>
<th>✔ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Road Closure</td>
<td>June 15/19</td>
<td></td>
</tr>
<tr>
<td>Time of Road Closure</td>
<td>7 am</td>
<td></td>
</tr>
<tr>
<td>End Date of Road Closure</td>
<td>June 15/19</td>
<td></td>
</tr>
<tr>
<td>End Time of Road Closure</td>
<td>4 pm</td>
<td></td>
</tr>
<tr>
<td>Road(s) to be Closed</td>
<td>GR 13. (See Attached map)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Location and Event Signage Map Attached (ensure the following are detailed on the map)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Signage Details:</td>
</tr>
<tr>
<td>• It is less than 3.0 m² in size;</td>
</tr>
<tr>
<td>• It is freestanding;</td>
</tr>
<tr>
<td>• It does not interfere with an official sign, traffic signal or safety device;</td>
</tr>
<tr>
<td>• It is in place for less than one week;</td>
</tr>
<tr>
<td>• It is removed by three days after the event;</td>
</tr>
<tr>
<td>• It is at least 10 m away from a driveway;</td>
</tr>
<tr>
<td>• It is at least 8 m away from the edge of pavement, if the sign is less than 0.7 m²</td>
</tr>
<tr>
<td>* Signs greater than 0.7 m² will be</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>✔ Event Location</td>
</tr>
<tr>
<td>✔ Event Route</td>
</tr>
<tr>
<td>✔ Details of Road(s) To Be Closed</td>
</tr>
<tr>
<td>□ Location of Event Signage*</td>
</tr>
<tr>
<td>✔ Location of off-street vehicle parking</td>
</tr>
<tr>
<td>✔ Location of comfort stations</td>
</tr>
</tbody>
</table>

Grey County: Colour It Your Way
Page 2 of 5
placed at the outer edge of the County road right-of-way.
- Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road but may be used on private property if they meet the requirements of the County for portable read-o-graph signing.

Detour Route and Detour Signage Map Attached
(ensure the following are detailed on the map)
*For Signage Details, see above
- Outline the detour route;
- Ensure the detour route is at least 7.0 m wide, allows trucks to turn at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal County road traffic;
- Show the related signage to be used; and
- Include a list of all equipment and personnel that will be used to properly sign and enforce the detour.

Traffic Control
By signing below, 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 agreed to the enclosed detailed traffic control plan, and I have reviewed the detour within the plan.

| Traffic Controller Note: If the police accept all of the road closure responsibilities, you may choose the police to arrange the closures and detours. | □ Municipality
| □ Local Police Detachment
| □ Person Trained In Ontario Traffic Manual Book 7
| □ N/A
| Name | CHRIS MAECKER
| Title | SERGEANT, BLUE MTS OPP
| Signature | [Signature]

Grey County: Colour It Your Way
Page 3 of 5
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 following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- A limit of liability of not less than $5,000,000/occurrence;
- Grey County is named as an additional insured;
- Confirmation that the policy contains a provision for cross liability in respect of the named insured, and a severability of interests clause;
- Non-owned automobile coverage with a limit of at least $2,000,000 including SEF 96 (contractual liability);
- Products and completed operations coverage (Broad Form) not less than $2,000,000; and
- Provide 30 days prior notice in writing of cancellation or material change in policy terms that reduces coverage to the County.

**Confirmation**

1. I will ensure that the Organization is aware that by providing the required certificate of insurance, the Organization:
2. Approves of this special event permit application; and
3. Authorizes me to act on behalf of the Organization as the Applicant.
4. I am aware of the procedures necessary and risks involved with organizing the special event.

5. I acknowledge that Grey County 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.

6. I have read and understood the Grey County Roads Special Event Permit Procedure and acknowledge that it forms part of the terms and conditions of the Special Event Permit for which I am applying for on behalf of the Organization.

BRUCE BIRD
April 6th, 2019

Applicant Name

Date

Applicant Signature

For County Staff Use Only:

This permit has been inspected and deemed satisfactory by the County of Grey staff.

☐ Approved

Transportation Services Director

Date

☐ Not Approved (see comments below)

This permit has been inspected and does not conform to the County of Grey requirements at this time. Further work is required. The following outlines the issues preventing approval and release of the security deposit:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Grey County: Colour It Your Way
Page 5 of 5
Grey County Roads Special Event Permit
Traffic Control Declaration

Please forward this completed declaration along with the detailed traffic control plan to Grey County at least two (2) weeks prior to the event.

<table>
<thead>
<tr>
<th>Name of Traffic Controller</th>
<th>CHRIS MAECKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>SERGEANT, BM OPP.</td>
</tr>
<tr>
<td>Municipality or Police Service taking responsibility for traffic control, if applicable</td>
<td>BLUE MOUNTAINS OPP</td>
</tr>
<tr>
<td>Name of Event</td>
<td>BLUE MOUNTAINS GRAN FONDO</td>
</tr>
<tr>
<td>Location</td>
<td>VARIOUS. (SEE MAPS)</td>
</tr>
<tr>
<td>Date(s) of Event</td>
<td>JUNE 15/19</td>
</tr>
</tbody>
</table>

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 agreed to the enclosed detailed traffic control plan, and I have reviewed the detour within the plan.

[Signature]  
Date: April 8, 2019

Name of Traffic Controller: [CHRIS MAECKER]  
Department: Sergeant  
Blue Mountains OPP  
Phone: 519 599-8644  
chris.maecker@opp.ca
The Blue Mountains Gran Fondo
June 15, 2019
The Blue Mountains, Ontario, Canada

Operational Plan
Version 1.0
A UCI Gran Fondo World Series Event
The Canadian Qualifier for the UCI Gran Fondo World Championships
Event Overview
Traffic Management
Course Management
Participation Rights
Awards
Event Schedule
Maps
Appendix A: Insurance
Appendix B: Numbers
Appendix C: Traffic Management Diagrams
**Event Overview**

The Blue Mountains Gran Fondo held on June 15, 2019 will for the fifth straight year be the sole Canadian qualifier event for the 2019 UCI Gran Fondo World Championships.

For the 2019 event we have made the following changes to the event:

- New courses, with a less climbing to better align with the World Championship event in Poznan, Poland
- Start times have been pushed back a bit to allow same day commuters a little more sleep
- We have listened to you feedback and will be adding a post event celebration right next to the finish area so you can enjoy some social time post event while waiting for and during the awards and to rehash the event with your friends
- We are partnering with the Centurion.
  - Our Gran Fondo distance and the C100 are one in the same event
  - Wave 1 is for Men <50; 152kms
  - Wave 2 is for all women and men 50+; 112kms
  - Our Medio Fondo is the C50 event; 72kms
  - No more September date for the Centurion it now takes place on June 15th

In 2011 the UCI created the UCI GFWS (rebranded in 2016 from the UWCT – UCI World Cycling Tour) as a series of UCI-sanctioned races held all over the world. Feeding into the 2019 Gran Fondo World Championships that are being held inform Sep 5-8th in Poznan, Poland, there are Twenty-one qualifier events up from fourteen in 2016. In the qualifier events the top 25% from each age group will qualify for the Amateur World Championships, where the champions will be awarded with the coveted rainbow jersey.

**My Focus - Introduction**

My main goal is to build challenging courses that put the rider’s experience first right here in Ontario. This vision can only be achieved by working with the best people who have gone to great lengths to make this into a reality. Each year we strive to improve the event by incorporating feedback from participants and adopting best practices from the most successful amateur cycling events.

I would like to thank the following groups for their outstanding support of this event: The UCI GFWS and Erwin Vervecken, the Canadian Cycling Associations, the Ontario Provincial Police, The TD Abbott Advisory Group, Ontario Tourism RTO7, Sound Solutions, Fasken Law Firm, The County of Grey, the Town of The Blue Mountains, Blue Mountains Village Association, Clearview Township, The Town of Collingwood, Toronto Digital Imaging, Wheels of Bloor, Louis Garneau, VeloFix, AD-Bikes, Bill Abbotts, Andrew Paradowski & Chantal Thompson, Jenn Martin and her team of committed Moto Support, the Commissaires, the McCain Family, Steve Fleck and Paolina Allen, the Merritt family, the Mrvelj Family, the Scott Family, Ben Baker, the Heinemeyer’s, My family and many others

Bruce Bird,

XTB Consulting Inc.
Event Overview

The event consists of 3 separate groups or riders split into distinct start waves according to the distance they will be riding. All of the riders will be required to carry UCI licenses or race day road permits (available at registration), in adherence with the UCI’s aim to contribute to the international promotion of “Cycling for All” events by applying high criteria in respect to both the organization and the sporting/tourist interest. The purpose of the UCI Gran Fondo World Series brand is to enable amateur cyclists to battle for a World Champion title at events with the finest organization in the world.

There will be three distances that the riders will complete; based on category (reference: schedule and maps) for the Gran Fondo event and then a shorter Medio Fondo (72km) event. Modifications to the groupings may be required based on attendance with the following guiding principles:

- We are limiting total Participation at 1000 riders in order to focus on rider safety during the event
- Final adjustments will be announced 24hrs after online registration closed on the event website and through an email communication to all registered participants
- Note: Riders within each start wave of the Gran Fondo events will be able to differentiate their group by the UCI GFWS colour coding for of the numbers (reference: Appendix – Numbers)

All of the riders will begin and end the the race in Thornbury (reference maps). The road race will begin with a neutralized section of road leading out of town where racing will begin as directed by the Commissaire in charge of each group.
Traffic Management

Overview
Traffic management will be provided throughout the event. Riders are granted right-of-way throughout the course and are fully supported by local law enforcement, mechanical support, and medical support. There will be no road closures during the Gran Fondo apart from the Start and Finish area. At all times riders will remain on the right-hand side of the road and will not be permitted to cross over the centre line; this rule is strictly enforced by the race officials (Commissaires) who follow the riders on the road.

A full Traffic Management Plan, complete with intersection diagrams and law enforcement posts will be created with input and approval from the Ontario Provincial Police (OPP). Traffic is managed to maximize safety for the participants and residents while also balancing the need to move vehicular traffic in the area. Each intersection, no matter how minor or infrequently traveled, will be categorized in the following way:

- "P" level intersections – require law enforcement to manage traffic, typically ‘P’ intersections either require adjustments to the standard right-of-way or require increased visibility, or both.
- "V" level intersections – do not require a change of the right-of-way typically do not require law enforcement but may require volunteer or staff course marshals to share information with motorists, provide an extra layer of visibility, and/or direct participants through confusing intersections.

In any location that requires traffic management and direction, law enforcement will be contracted to provide their expertise. Law enforcement will control traffic at main intersections, moving vehicles through intersections as traffic permits. Volunteer course marshals (pointers) may also be assigned locations to further direct cycling participants and/or to aid motorists with way-finding, but will not be charged with directing traffic.

The Motorcades
Each of the two start waves will be supported by a minimum 3-vehicle motorcade:

1. A lead vehicle will be at the front of each race group
2. A second vehicle containing a Commissaire will follow the group of riders ensuring that they are obeying the rules
3. At least one maintenance vehicle will follow each race to provide mechanical and medical support (first responder) for the riders

Additional Vehicles:

1. A second lead vehicle will be assigned to the larger groups (based on # of registrants & level of races)
2. A second maintenance / support vehicle will be assigned to the larger groups (based on # of registrants & level of races)
3. A Support and Gear (SAG) vehicle will follow behind the last group in each wave to collect riders who have abandoned the race
The Neutral Start

The race motorcades will assemble near the start area (reference maps for details). The riders will assemble in the staging area and be called up to the start line prior to their start time. Each wave will be led out from the Start/Finish line neutralized with the race Commissaire at the lead of the group. The Commissaire will then indicate when racing is to begin once the group has safely been brought up to speed within the neutralized section. During the Neutral Start no racing will be permitted.

The Race

Throughout the race portion of the event, the lead vehicle will always remain in front of the lead rider from that group and the maintenance vehicle will follow behind the main pack (peloton) of riders from that group. During the course of the race riders will often break up into smaller groups and ultimately be scattered around the loop making it difficult to anticipate the exact time when cyclists will travel through the road intersections along the main loop. Smaller groups are expected to travel further to the right side of the road. Management of the intersection during the race will follow the traffic management plan according to how each intersection is classified ("P" or "V"). A race timing chart is included with this package to provide a time estimate of when the riders for each of the groups will pass through the main intersections on the course (see Race Timing Chart).

The Race Finish

In the final 100 meters as the rider’s head North on Victoria and across Alfred Street to the finish line, they will make use of the full width of the road as a safety precaution as they sprint for the finish line. This final section of the road will have barricades along both sides of the road to keep spectators separated from the riders as they approach the finish line. The event staff will work with the OPP to ensure that traffic is managed during the finish portion of the races and the road is clear of vehicles for the barricaded section leading up to and just past the finish line. The interruption in traffic flow, which is required to ensure the safety of the riders during the finish sprint, will last no longer than a few minutes for each of the groups of racers.

Note 2: The finish line gantry will be able to be moved out of the road in under five minutes to allow for a fire truck to pass in the event of an emergency.

The Feed Zone area

Spectators will drive to the feed zone to pass supplies to their team members within a designated area (see Road Race Course Map). The feed zone will be cleaned of all debris (water bottles, gel wrappers) after the event.

It is important to note; the roads are never "closed". Rather, the OPP will determine when it is safe to proceed at each intersection. Historically traffic interruptions have been kept to a minimum and the typical delay is less than a minute.
Course Management

Overview
With the OPP creating a safe envelope to stage the event, the OCA Commissaires and event volunteers manage the cyclists throughout the routes. The event team will both install and remove course directional and informational signage (caution, km marks, etc.), assist cyclists needing help, and pick-up any trash dropped by the participants along the route.

The Course Staff maintains radio communications with the Central Command to relay important status information throughout the duration. SAG (Support and Gear) vehicles will also be on course to offer a ride for any cyclist wishing to abandon the race and seeking a safe ride to the venue. The event staff will work with the district to arrange to sweep corners free of gravel and debris prior to the event.

Central Command & Communications Overview
A central command post will be set up to house communications infrastructure and personnel (Law Enforcement, Emergency Services, and Event Staff), each working with their respective individuals in the field and relaying information among the groups for informational purposes and in the case of a crisis. Of course, each OPP and EMS provider will be equipped with radio communications, and each Course vehicle and staff will be tied into radio communications as well.

Note: The central command post will be set up in a location as selected by the OPP with the goal of providing for the best communication between all of the people supporting the event located around the course.

Safety & Medical Care Overview
Medical needs will be provided for by Odyssey Medical Services. An Emergency Action Plan (EAP) will be prepared by Odyssey prior to the event.

Here is an example of the details from within the EAP from prior years (below), the complete 2018 EAP will be sent as a separate attachment to this document:

Event Location: Thornbury Ontario – The Town of The Blue Mountains
Event Venue: Beaver Valley Community Centre
Emergency Medical Service: On Call through 9-1-1
Ambulance Access Point: Various locations; Ambulance will be met and directed
Closest Hospital: Collingwood Marine and General Hospital
First Responder Personnel: 5 First Responders + 2 Mobile Responders + 1 Event Medical Coordinator
Personnel Deployment:
- 5 First Responders, in the race support vehicles
- 2 First Responder, mobile in vehicle independent of race support vehicles
Equipment: The event first aid teams are equipped with first aid supplies and Basic Life Support equipment including an Automated External Defibrillator (AED) and Oxygen.
Response Priorities:
1. Establish scene safety and immediate care of the athlete by the onsite medical staff
2. Activation of Emergency Medical Services if required
3. Direct EMS to the patient

Operational Plan v1
Sign Plan & Pre-event Notification Overview

The Course Staff will place a number of types of signs prior to the event. First, pre-event notification signs will be placed the week prior to the event to offer information to frequent motorists and area residents related to the anticipated areas of slow-downs and disruption. These pre-event notification signs are placed in high-traffic areas and primary intersections leading into the planned routes. These signs are temporary in nature, follow OTM standards, and are removed immediately following the event.

In addition to the pre-event notification signs placed in the area, the event staff will work with The Town of The Blue Mountains to make sure area residents and businesses are informed of the coming event and can make adjustments as necessary. Residents along the course route will receive a notification delivered to their door prior to the event. Other options include local/regional media, neighborhood newsletters, pre-event mailings and postings.

The second type of signs placed by the Course Staff are course directional signage, primarily consisting of right turn, left turn, straight arrows, kilometer/mile markers, feed zone approaching, and caution slow signage.

The third type of sign placed on the course is for informational purposes. Typically, this signage is for motorists and residents leading into the course or directly opposing the route. These signs are mostly "Caution Bike Race in Progress", or "Flagger Ahead" to note an area of caution for motorists.

Volunteer Overview

In addition to the contracted traffic safety departments, emergency management resources, various suppliers and services providers, and paid event staff, the event also relies on dozens of volunteers to aid the participants on race day. Using a detailed and position assigned structure; groups of volunteers will be managed by the Volunteer Coordinator, in specific areas. Areas of volunteer need include, feed zones, course marshals, registration assistants, start line/finish line, among others.

It is intended that the Race Organization work with community groups and non-profits to source volunteers for the event days. In appreciation for the volunteer work and in support of community causes, the Race Organization makes donations in proportion to the volunteer hours offered.
World Championship Qualification Criteria

The Blue Mountains Gran Fondo: Participation Rights

**Riders can start with:**

- Day license according to the regulations of the National Federation.
- An elite license with exception of:
  - Any rider who has during the current year been a member of a team registered with the UCI.
  - Any rider who has taken part in a world championship, the Olympic games, continental championships or games, regional games, the Commonwealth games, or a World Cup during the current year, other than events for masters.
  - Any rider who has UCI points in any discipline at the moment of the event.
- Master license
- Cycling for all license
- According to UCI regulations, riders with UCI points are not allowed to take part in UGFWS qualifiers or the UCI Gran Fondo World Championships.

**Age groups**
The events offer results in 8 different age groups, for both women and men:

**Age groups:**
- 19 - 34y
- 35 - 39y
- 40 - 44y
- 45 - 49y
- 50 - 54y
- 55 - 59y
- 60 - 64y
- +65y
A qualifier event can always organize a separate age category above 70, 75... and if more than 6 riders register, the tickets granted for the World Championships are also given to this age category. In the World Championships, an additional jersey and medals will only be given to the winners of these categories if more than 6 riders register. The 8 titles of the above mentioned age groups are always awarded, even if less than 6 riders register.

Age groups are defined by the rider's age on December 31st of that year.

**Granting of participation rights for the Amateur World Championships**

Each UGFWS event will grant participation rights for the UCI Gran Fondo World Championships. By the end of each race, the first 25% athletes of each age group will be awarded with guaranteed entry to the Gran Fondo World Championships and be able to race for the World Champion title. The first three of each age category will always qualify directly for the World Championships, independent of the number of starters in that age group. Riders have to finish the race to be qualified. The 25% is calculated based on the number of starters, not on the number of finished riders. The winners of the slots will be announced on the UCI Gran Fondo World Series website and will be invited by e-mail.

- Qualifier events hosting only a road race will grant participation rights for both the Gran Fondo World Championships and Time Trial World Championships.
- Qualifier events hosting a separate time trial and road race will grant the participation rights for the Time Trial World Championships in the time trial qualifier and for the Gran Fondo World Championships in the road race qualifier.
- Qualifier events hosting a single Time Trial will only grant participation rights for the Time Trial World Championships.

In addition, riders who participate in 3 qualifier events during the season will also get their ticket to the UCI Gran Fondo World Championships. They don't have to finish in the 25% first in their age category. Please contact info@uciGrandonworldseries.com to ask for your wildcard.

The World Champions of 2016 are automatically qualified for the 2017 World Championships. This rule is valid for both Time Trial and Road Race, and the World Champions can register for both events. Silver and bronze medal winners will have to qualify again.

Registrations for the World Championships are only possible via a registration form on the website. The UGFWS Corporation will keep records of the 50% first athletes of each age group to make a recall, in order to allocate the slots for the Worlds that were not taken by the first 25%. This recall is made by mid July for all events up till mid June and soon after the events for all following events and only applies to selected Age groups as determined by the UGFWS..
The Blue Mountains Gran Fondo: **Awards**

The award ceremonies will be held at the Beaver Valley Community Centre in Thornbury once race results are deemed official from the finish line. Commissaire typically 45-60 minutes following the race finish for each wave.

Results will be posted on racetiming.ca

**UGFWS Ceremony for women and men**

The top three first riders of every age category (women and men) will be called to the podium to receive medals and a jersey for the winner.

**UGFWS Finisher Medal**

Every rider to finish in the first 25% of his age group in the UGFWS qualifier events shall be given a medal.

<table>
<thead>
<tr>
<th>Age groups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 - 34y</td>
</tr>
<tr>
<td>35 - 39y</td>
</tr>
<tr>
<td>40 - 44y</td>
</tr>
<tr>
<td>45 - 49y</td>
</tr>
<tr>
<td>50 - 54y</td>
</tr>
<tr>
<td>55 - 59y</td>
</tr>
<tr>
<td>60 - 64y</td>
</tr>
<tr>
<td>+65y</td>
</tr>
</tbody>
</table>

**UGFWS Age Group winners' jersey**

All winners of their age group get an official UGFWS jersey on the podium during the award ceremony.

<table>
<thead>
<tr>
<th>Age groups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 - 34y</td>
</tr>
<tr>
<td>35 - 39y</td>
</tr>
<tr>
<td>40 - 44y</td>
</tr>
<tr>
<td>45 - 49y</td>
</tr>
<tr>
<td>50 - 54y</td>
</tr>
<tr>
<td>55 - 59y</td>
</tr>
<tr>
<td>60 - 64y</td>
</tr>
<tr>
<td>+65y</td>
</tr>
</tbody>
</table>
C100 / Blue Mountains Gran Fondo: Maps

The Blue Mountains Gran Fondo - Wave 1 - 152.7kms (Men <50)

The Blue Mountains Gran Fondo 150km Long Course

Elevation (1092 meters gain)

Operational Plan v1
C100 / Blue Mountains Gran Fondo – Wave 2 - 112.2kms (All Women & Men 50+)

Elevation (795 meters gain)

Operational Plan v1
C50 / Medio Fondo – Maps

C150 / Blue Mountains Medio Fondo – 71.7kms

Elevation (492 meters gain)

Operational Plan v1
Start / Finish / Registration / Awards Area Maps

Please Note: that Registration, Parking and Washrooms are all at the Beaver Valley Community Centre

Strava and Ride with GPS - Links
C50 / BMGF - Medio Fondo
https://ridewithgps.com/routes/29190155
https://www.strava.com/routes/14976774

C100 / BMGF - Wave 1 (Men < 50)
https://ridewithgps.com/routes/29190274
https://www.strava.com/routes/14976879

C100 / BMGF - Wave 2 (All Women & Men 50+)
https://ridewithgps.com/users/967935/routes
https://www.strava.com/routes/14803450

Operational Plan v1
The Blue Mountains Gran Fondo: Schedule

Event Schedule

| Event                      | Date     | Start Time | End Time | Location                                           |
|----------------------------|----------|------------|----------|**************************************************|
| Friday Registration / Number Pick-up | June 14th | 04:00 PM   | 06:00 PM | Beaver Valley Community Centre, Thornbury         |
| Saturday Registration / Number Pick-up | June 15th | 07:00 AM   | 06:00 PM | Beaver Valley Community Centre, Thornbury         |
| C100 / BMGF - Wave 1        | June 15th | 09:00 AM   | 03:06 PM | Beaver Valley Community Centre, Thornbury         |
| C100 / BMGF - Wave 2        | June 15th | 10:00 AM   | 02:30 PM | Beaver Valley Community Centre, Thornbury         |
| C50 / Medio Fondo           | June 15th | 11:20 AM   | 03:00 PM | Beaver Valley Community Centre, Thornbury         |
| Post Event Celebration      | June 15th | 12:00 PM   | 05:00 PM | Beaver Valley Community Centre, Thornbury         |
| Awards                     | June 15th | 02:30 PM   | 03:00 PM | Beaver Valley Community Centre, Thornbury         |

Start and Finish Times

<table>
<thead>
<tr>
<th>Category</th>
<th>Start Time</th>
<th>Total Distance</th>
<th>Ascent Gain</th>
<th>Estimated Finish time 37kph</th>
<th>Estimated Finish time 34kph</th>
<th>Estimated Finish time 30kph</th>
<th>Estimated Finish time 25kph</th>
<th>Estimated Finish time 20kph</th>
</tr>
</thead>
<tbody>
<tr>
<td>C100 / BMGF - Wave 1 Men &lt; 50</td>
<td>09:00 AM</td>
<td>152.7km</td>
<td>1092m</td>
<td>01:07:37 PM</td>
<td>01:29:28 PM</td>
<td>02:05:24 PM</td>
<td>03:06:28 PM</td>
<td>Please Ride the C50/Medio</td>
</tr>
<tr>
<td>C100 / BMGF - Wave 2 All Women &amp; Men 50+</td>
<td>10:00 AM</td>
<td>112.2km</td>
<td>795m</td>
<td>01:01:56 PM</td>
<td>01:18:00 PM</td>
<td>01:44:24 PM</td>
<td>02:29:16 PM</td>
<td>Please Ride the C50/Medio</td>
</tr>
<tr>
<td>C50 / Medio Fondo</td>
<td>11:20 AM</td>
<td>71.7km</td>
<td>492m</td>
<td>01:20:09 PM</td>
<td>01:30:24 PM</td>
<td>01:47:17 PM</td>
<td>02:15:57 PM</td>
<td>02:58:59 PM</td>
</tr>
</tbody>
</table>

Operational Plan v1
Appendix A - Insurance Coverage

The event will be covered by a Comprehensive General Liability coverage policy that is purchased through the Ontario Cycling Association (OCA); via the Canadian Cycling Association. This insurance will cover all licensed riders. A second insurance coverage will be obtained for non-licensed riders who are taking part in the Gran Fondo category; this license will be obtained through a partnership with the Share the Road cycling advocacy organization. The certificates of insurance will be issued for the event that will include all the applicable groups to be covered such as; the Township, County, OPP, race organizer, resort, and sponsors. The following is an excerpt from the 2014 policy details page:

<table>
<thead>
<tr>
<th>Form No</th>
<th>Coverage</th>
<th>Deductible</th>
<th>LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Event</td>
<td>Commercial General Liability</td>
<td>$500</td>
<td>Each Occurrence $5,000,000</td>
</tr>
<tr>
<td></td>
<td>Bodily Injury Liability And Property Damage Liability</td>
<td></td>
<td>Aggregate   $5,000,000</td>
</tr>
<tr>
<td></td>
<td>Products-Completed Operations</td>
<td>$500</td>
<td>Each Occurrence $5,000,000</td>
</tr>
<tr>
<td></td>
<td>Personal and Advertising Injury Liability</td>
<td>$500</td>
<td>Per Person   $10,000</td>
</tr>
<tr>
<td></td>
<td>Medical Payments</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tenants' Legal Liability</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non Owned Automobile Extension S.P.F. #6</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEF 99 Excluding Long Term Leased Vehicle Endorsement</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td>Legal Liability for Damage to Hired Automobiles</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Endorsement (S.E.F. 84)</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td>Included as per wording - Cross Liability</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td>- Blanket Contractual</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td>- Employees/Volunteers as Additional Insured</td>
<td></td>
<td>Included</td>
</tr>
</tbody>
</table>

Additional Insured(s):
- XTB Consulting Inc.; Wheels of Bloor 2007-8 Bloor W, Toronto, ON M8P
- OPP 777 Memorial Ave Orillia, ON L3V 1V9
- The Town of Blue Mountains 32 Mill Street, P.O. Box 310, Thornbury, ON N9H 2P0; The Town of Collingwood 97 Hurontario, Collingwood, ON L9Y 2L0
- Clearview Township 217 Gideon St, Stayner, ON L0M 1S0; Municipality of Grey Highlands P. O. Box 409 Markdale, Ontario N0C 1H0

Operational Plan v1
Appendix B – Coloured Back Numbers

Race Numbers
Race numbers will be provided by the organization. Numbers must not be folded or modified and must clearly display the advertiser's logo. It is the rider's responsibility to ensure that their race numbers are readable. Riders whose numbers are unreadable at the finish may not get a placing and may forfeit their prizes.

- The race numbers must be positioned as follow for the Road Race:
  - On the back and left side of the jersey
- The organizer will also indicate at the registration area where the race number must be placed.

The following images depict number placement and bib colours.
Appendix C - Traffic Management Diagrams

Left Turn
TCP for Bicycle Races T-Intersection, One-Way Stop in the Race Direction, Left Turn

Right Turn
TCP for Bicycle Races T-Intersection, One-Way Stop Against the Race Direction, Right Turn

Pylon
Police Flagger

Race direction and path

Racers

Police

Operational Plan v1
CERTIFICATE OF INSURANCE

Policy Number: LSP00001  Certificate Number: 19-00063

Insurer: Lloyd’s

Named Insured: Canadian Cycling Association operating as Cycling Canada Cyclisme a/o the Provincial Associations and Clubs registered with Canadian Cycling Association.

Mailing Address: 203-2197 Riverside Dr., Ottawa ON K1H 7X3

EVENT INFORMATION

Type: Commercial Event
Event Name: The Blue Mountains Gran Fondo
Event Date: June 16th, 2019
Number of Members: 400
Number of Non-Members: 300
Estimated Spectator Attendance: 50
Location of Event: The Blue Mountain, Ontario
Alcohol served: YES as evidence provided by third party Colio Estate Wines Inc, and Thornbury Village Cider Inc.

Form No Coverage Deductible Limit

GL Event
Commercial General Liability
Bodily Injury Liability And Property Damage Liability $500 Each Occurrence $10,000,000
Products-Completed Operations
Personal and Advertising Injury Liability
Medical Payments
Tenants’ Legal Liability $500 Each Occurrence $10,000,000
Non Owned Automobile Extension S.P.F #6 $500 Per Person $10,000
SEF 99 Excluding Long Term Leased Vehicle Endorsement Included
Legal Liability for Damage to Hired Automobiles Endorsement (S.E.F.94)
included as per wording - Cross Liability
- Blanket Contractual
- Employees/Volunteers as Additional Insured Included

Additional Insured: Sponsors but only as it relates to their involvement in a sanctioned event. See Page 2

Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Additional Insured named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Per: Holman Insurance Brokers Ltd.

For the purpose of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd’s Underwriters’ insurance business in Canada.
Date: April 30, 2019
Certificate Number: 19-00063
The Blue Mountain Gran Fondo

Additional Insured:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>XTB Consulting Inc.</td>
<td>28 Sarah Ashbridge Ave, Toronto ON M4L3Y9;</td>
</tr>
<tr>
<td>Ontario Provincial Police Officers 7</td>
<td>77 Memorial Avenue Orillia, ON L3V 7V3;</td>
</tr>
<tr>
<td>Golazo Sports N.V.</td>
<td>Schoebroekstraat 8 3583 Paal-Beringen Belgium;</td>
</tr>
<tr>
<td>TD Wealth The Abbott Advisory Group</td>
<td>79 Wellington Street West, 10th Floor, Toronto, Ontario MSK 1A1</td>
</tr>
<tr>
<td>Wheels of Bloor</td>
<td>2007 Bloor St. W, Toronto ON M6S1M5</td>
</tr>
<tr>
<td>2483436 Ontario, Inc Operating as Centurion Cycling</td>
<td>2652 Royal Valley Drive Dacula, GA 30019</td>
</tr>
<tr>
<td>The Town of Blue Mountains</td>
<td>32 Mill Street, P.O. Box 310, Thornbury ON NOH 2P0</td>
</tr>
<tr>
<td>The Corporation of the County of Grey</td>
<td>595 9th Ave East Owen Sound, ON N4K 3E31</td>
</tr>
<tr>
<td>Municipality of Meaford</td>
<td>P.O. Box 409 Markdale ON N0C 1HO</td>
</tr>
<tr>
<td>County of Simcoe</td>
<td>1110 Highway 26 Midhurst, Ontario L9X 1N6</td>
</tr>
</tbody>
</table>
Special Event Renewal Application

NOTE: This application may only be used for the renewal of an annual Special Event. If applying for a first-time event, the full application form must be used.

Renewal applications must be complete and submitted 60 calendar days prior to the planned event, together with payment of application fee, to the Clerk, Municipality of Grey Highlands.

Mailing Address: 206 Toronto Street South, Markdale ON N0C 1H0
Telephone Number: 519-986-2811
Email Address: clerks@greyhighlands.ca

See Appendix 1 for illustration of steps and timeline for renewal review/approval.

<table>
<thead>
<tr>
<th>Event Name: The Blue Mountains Gran Fondo (was called the Grey County Road Race 2014-2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization: XTB Consulting Inc. _____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This Year’s Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Bruce Bird</td>
</tr>
</tbody>
</table>
| Address: __28 Sarah Ashbridge Ave. Toronto ON M4L3Y9_____________________
| Telephone: Day _416-702-5801___   Evening _______Same as Day___________ |
| Email: ____brucebird68@yahoo.com__________________________ |

<table>
<thead>
<tr>
<th>This Year’s Date</th>
</tr>
</thead>
</table>
| Date(s) and Start Time / End Time (include any days required for set-up and clean-up):

Gran Fondo Saturday June 15th_____7am-5pm_(full details in the Operational Plan)

The event proposed for this year will mark the _____6th _ annual event. |

Version Date: August 15 2016
### Any Changes to the Event this Year?

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Component</th>
<th>What is on file at the Municipal Office</th>
<th>Council approval required</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Location</td>
<td>Information on file shown below. If a change in location this year, please check Yes and provide new information on page 4. <strong>2019 host location: Beaver Valley Community Centre in Thornbury</strong> -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Attendance</td>
<td>Attendance at last year’s event: 400-600 Cyclists. If change, please provide new estimate: 600-800 Attendance &gt;1,000 requires Council’s approval.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Road closure</td>
<td>Road closure information on file shown below. If change required this year, please check Yes, provide new information on page 4 and attach new map. <strong>No road or lane closures within the Municipality of Grey Highlands.</strong></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Alcohol</td>
<td>Copy of Special Occasion Permit required each year. Council’s approval required each year. <strong>Not applicable to Municipality of Grey Highlands</strong></td>
<td>*</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Deem municipally significant?</td>
<td>Council resolution required each year.</td>
<td>*</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Tents, portable structures</td>
<td>Building Permit and inspection(s) may be required each year. Information on file shown below. If change required this year, please check Yes, provide new information on page 4 and attach new site map. <strong>Not applicable to Municipality of Grey Highlands</strong></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Mobile food service</td>
<td>Copy of Refreshment Vehicle Licence required each year (if licensed by jurisdiction other than Grey Highlands) and/or inspection conducted by Fire Chief. Information on file shown below. If change this year, please check Yes and provide new information on page 4. <strong>Not applicable to Municipality of Grey Highlands</strong></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Lottery, raffle</td>
<td>Lottery licence required each year.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Open fire</td>
<td>Burn Permit required each year.</td>
<td></td>
</tr>
</tbody>
</table>
### Recommendations coming forward from previous year’s event that need to be addressed:

- All cyclists required to adhere to all Municipal By-Laws and laws under the Highway Traffic Act.
- All cyclists must yield right of way to emergency vehicles.

---

Use this space to provide **more detail** on the event components that will be changed/added/deleted this year. Attach additional pages as required.

**Details:**

________________________________________

________________________________________

________________________________________

________________________________________

---
**Insurance:**
As an attachment to the renewal application, the applicant shall provide written proof that the applicant has obtained a General Liability Insurance Policy in relation to the event with limits of not less than FIVE MILLION DOLLARS ($5,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The Policy must name the Municipality of Grey Highlands as an additional named insured. The Policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of Grey Highlands with 30 days written notice of cancellation or material change that would diminish coverage.

The Municipality reserves the right to increase the liability amount and/or request additional coverages for events deemed to pose a higher risk to the Municipality.

**Responsibilities and Acknowledgements:**
Should the special event be approved, I agree to the following as an applicant or on behalf of the organization for whom this renewal application is being made:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If I become aware of a situation that could lead to injury or property damage, I will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to municipal owned property or third party property, I will: call emergency services (911) when assistance is required; advise the Municipality of the incident the next business day (Clerk, 519-986-1216 ext. 233); and cooperate with municipal staff, police and investigating authorities, and any insurance companies involved.
- To use municipal facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of the Municipality of Grey Highlands.
- I understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/organization in a manner that does not contravene any federal, provincial or county law.

**Agreement to Indemnify and Hold Harmless:**
The undersigned applicant agrees to save harmless and indemnify the Municipality of Grey Highlands and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or
persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this renewal application or anything pertaining to the Special Event Permit should one be granted.

**Release of Waiver of Liability:**
The undersigned applicant hereby releases, waives and forever discharges the Municipality and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Municipality may be responsible in respect of the conduct of the said event.

**Consent to Collect, Use and Disclose Personal and Other Information:**
Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality’s special event permits and applications. Personal information, along with other information provided with this renewal application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-986-1216 ext. 233 or emailing clerks@greyhighlands.ca

**I certify** that I have read this entire renewal form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Municipality of Grey Highlands for the event will be revoked or suspended.

**I certify** that I am at least 18 years of age, I am a knowledgeable person regarding the event*, and if applicable, authorized to act on behalf of the organization applying for the permit.

*A “knowledgeable person regarding the event” is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

_______________________________  ____May 22nd, 2019__
Applicant’s Signature                             Date of Signature

Bruce Bird
_______________________________
Applicant’s Name
Application fee payable to the Municipality of Grey Highlands:

Moderate Events with 50 – 999 attendees
$50 administration fee* + $50 application fee** = $100 total fee

Major Events with 1,000 attendees or more
$50 administration fee* + $500 application fee** = $550 total fee

The applicant may also be required to post a performance bond, a letter of credit or other surety irrevocable up to 90 days after the conclusion of the event.

*Administration fee is non-refundable and cannot be waived.

**Application fee may be waived at the discretion of the Clerk if the event is for charitable or not-for-profit purposes or for the benefit of the Grey Highlands community.
<table>
<thead>
<tr>
<th>PROCESS</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal received by Clerk, Municipal Office, Markdale.</td>
<td>60 days prior to planned event</td>
</tr>
<tr>
<td>Renewal reviewed for completeness. If required, more information obtained from the applicant.</td>
<td>Reviewed for completeness upon receipt. Allow 3 day period to obtain more information.</td>
</tr>
<tr>
<td>Renewal circulated to all Municipal Departments for review.</td>
<td>Allow 5 day period for review by Municipal Departments.</td>
</tr>
<tr>
<td>Depending on feedback received from Municipal Departments, it may be necessary to contact applicant for clarification and/or recommend change to event.</td>
<td>Allow 3 day period to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>Prepare Staff Report to be presented at upcoming Council Meeting as either an information item or as an approval item (item category determined by nature of event).</td>
<td>Council Meetings held every 3 weeks. Agenda items required 1 week prior to Meeting. Allow 28 day period to prepare Staff Report and place on agenda.</td>
</tr>
<tr>
<td>Depending on feedback received from Council, it may be necessary to contact applicant for clarification and/or recommend change to event.</td>
<td>Allow 3 day period to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>Issue Permit.</td>
<td>Permit to be provided to applicant 20 days before event.</td>
</tr>
<tr>
<td>Complete survey.</td>
<td>Post event feedback.</td>
</tr>
</tbody>
</table>