



REPORT

Arena and Parks Department

TO: Parks Facilities and Tourism Committee
FROM: Courtney Clarke, Deputy Director of Public Works
DATE: February 5, 2024
REPORT: PR-02/24 **FILE NO.**

SUBJECT: Staff Recommendations - Motor City Car Club at Elgin Park

BACKGROUND:

On December 4th, 2023, a council meeting was held with a delegation led by Blair Trotter to discuss a Car Show event at Elgin Park.

During the meeting, the following resolutions were passed by the Council:

1. THAT the General Purpose and Administration Committee support, in principle, Motor City Car Club 1959 Inc.'s request to host a car show in Elgin Park the last weekend in August, 2024;
2. AND THAT the matter be referred to staff for a report.

DISCUSSION:

Township staff would like to make the following recommendations for the event:

1. That the Motor City Car Club 1959 Inc., cover the entire rental cost for the event in accordance with our proposed standard rental rates and our Fee Reduction and Cost Recovery Policy. The total rental fee for the entire weekend amounts to \$7,648.00, which includes two days of exclusive use of the park grounds.

2. A \$1,000.00 damage deposit per day must be provided to the Township of Uxbridge before the event.
3. To ensure that residents and the public can still access the park during the event for activities such as walking, playing on the playground, and working out, the Township recommends implementing a wristband policy. This policy will allow event organizers to differentiate between event participants and special-requested Township residents, allowing them to use the park when the event is on.
4. The event will be responsible for have personnel to assist staff in checking toilets for cleanliness, supplies, and managing garbage overflow. Additionally, they will be responsible for renting a dumpster for all garbage collected during the event.
5. Adhere to the Durham Region GUIDELINES FOR SPECIAL EVENTS and submit an application to the Durham Region Health Department at least 30 days before the event.
6. All the food trucks must obtain a yearly permit through the Township's By-Law office. The event is responsible for providing copies of all documents related to Food Handler Certificates to the Township.
7. Provide \$5 Million Liability Insurance with the Township of Uxbridge named as an additional insured party before the event date. This insurance should also include blanket vendor coverage.
8. Obtain and provide a Liquor License (Special Occasion Permit). Notification letters must be sent to the following departments: Municipal Clerk, Fire, Health, and Police. These letters should clearly identify the event's date(s), times, location, and the agencies to which the letters were forwarded. Additionally, review the Town of Uxbridge Alcohol Policies and sign the Alcohol Agreement Form, providing the required Smart Serve Certificate Copies.
9. Must comply with the terms and conditions outlined in the rental permit and adhere to the Parks By-law No. 2018-152.

Motor City Car Club Additional Request: Overnight Camping

Motor City Car Club has requested permission for car owners to camp overnight within Elgin Park during the event's two nights. The Township will evaluate the feasibility and requirements for this request, ensuring compliance with all relevant regulations and addressing logistical considerations.

RECOMMENDATION

THAT Report PR 02/24 be received for information.

AND THAT Committee supports the recommendations put forth by Township Staff for the Car Show event on the last weekend of August 2024.

AND THAT Committee approves the additional request of Overnight Camping made by the Motor City Car Club event organizer.

Respectfully Submitted by:

Courtney Clarke
Deputy Director of Public Works