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**Subject:** Special Event Permit – Thorold BIA Car Show

**Report to:** Thorold City Council

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## Recommendations

1. That the Special Event Request for the Thorold Business Improvement Area Association (BIA) to host Friday Cruise Nights on Front Street between May 5<sup>th</sup> and September 15<sup>th</sup>, 2023, **BE APPROVED** pending applicable documentation; and
2. That the Thorold BIA **BE DIRECTED** to send an information notice to all residents and businesses within a one-kilometre radius of the event prior to May 5<sup>th</sup>, 2023 as a condition of their permit.

## Key Facts

- The City of Thorold requires Special Event Applications from external organizers for any event that is open to the public and hosted on municipal properties.
- Staff review Special Event Applications to ensure they meet the minimum necessary requirements as outlined by the City's Special Event Application and Manual.
- Council has discretion to approve or deny Special Event Applications. If approved, staff will work with the event organizer to complete the Special Event Application to ensure a safe and successful event.

## Budgetary Status

Applicable facility charges and a \$25.00 administrative fee is invoiced to Applicants. Applicable municipal service fees will be charged to the event organizer as they arise.

## Analysis

The City of Thorold acknowledges the importance of community events and fundraisers. The City has received a Special Event Request from the Thorold BIA to host Friday Cruise Nights on Front Street between May 5<sup>th</sup> and September 15<sup>th</sup>, 2023. The BIA has indicated the event will run between 5PM and dusk each week.

The application submitted by the BIA to host Friday Night Cruise Nights is incomplete. Staff will work with the event organizer(s) to complete the application package. The Special Event Permit will be withheld until all application requirements are achieved.

In the event that municipal resources are required including, but not limited to, barricades and additional downtown maintenance, the event organizer will be charged for any additional expenses incurred by the City.

### **Alternatives Reviewed**

Council has the discretion to deny Special Event Applications. Due to the scope of the event, Council may request community feedback prior to approving the event.

### **Relationship to Strategic Plan**

The recommendation is consistent with Council's Strategic Priorities;

- Businesses and Economic Growth
- Vibrant, Inclusive Neighbourhoods

### **Other Pertinent Reports**

Not Applicable.

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**Recommended by:**

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Services

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**Approved and Submitted by:**

Manoj Dilwaria  
Chief Administrative Officer

*This report was prepared in consultation with Dave Baldoni, Acting Manager, Community Services.*

## **Appendices**

Appendix 1            BIA Letter to Council