

**THE CORPORATION OF THE TOWNSHIP OF
OTONABEE-SOUTH MONAGHAN**

BY-LAW NUMBER 2025-69

Being a By-Law to Regulate and Approve exhibitions held for hire or gain within the
Corporation of the Township of Otonabee-South Monaghan

WHEREAS the Council of the Corporation of the Township of Otonabee-South Monaghan considers it to be in the public interest to provide for the regulation and approving of exhibitions held for hire or gain in the municipality;

AND WHEREAS Section 150 of the Municipal Act, S.O. 2001, c.25 as amended, provides that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality even if the business is being carried on from a location outside the municipality;

AND WHEREAS Section 150 (b) of the Municipal Act S.O. 2001, c.24 as amended, provides that businesses that may be licenced, regulated and governed include exhibitions, concerts, festivals and other organized public amusements held for profit or otherwise;

AND WHEREAS Section 151(1) of the Municipal Act, S.O. 2001, c.24 as amended, permits a municipality to exercise its licensing powers under this section, including imposing conditions, for one or more of the following purposes:

1. Health & Safety;
2. Nuisance control;
3. Consumer Protection;

Provided the by-law contains an explanation as to the reason why the municipality is licensing the business or imposing the conditions and how these reasons relate to the foregoing purpose;

AND WHEREAS Section 128 of the Municipal Act, S.O. 2001, authorizes Council to prohibit and regulate those matters that, in the opinion of Council are public nuisances;

AND WHEREAS having determined that concerts, festivals and events organized for the purpose of entertainment or amusement that attract large numbers of people have the potential to create problems related to the health and safety of those who attend as well as for other members of the community, and to cause a public nuisance, Council deems it desirable and in the best interest of the municipality and its inhabitants to approve, regulate and govern certain types of events and activities.

1. Definitions and Interpretations

Definitions: In this By-law:

“AGCO” means the Alcohol and Gaming Commission of Ontario.

“Applicant” means the person making application for issuance of an approval to operate a Special Event in the Township of Otonabee-South Monaghan.

“Approve” means an approval issued by the Township for the regulated operation of a vehicle, business or trade, or to hold an event or a charitable gaming event in accordance with a By-law of the Township or under Provincial Statute.

“Building Department” means the Building Department for the Township of Otonabee-South Monaghan.

“CEMC” means the Community Emergency Management Coordinator or Alternate for the Township of Otonabee-South Monaghan.

“Certificate of Insurance” means a document issued by an insurance company that certifies that an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

“Charitable Organization” means an organization that provides for the Relief of Poverty, The Advancement of Education, The Advancement of Religion, or other charitable purposes beneficial to the community which does not fall under the three classifications.

“Clerk” means the Clerk appointed by the Council of the Corporation of the Township of Otonabee- South Monaghan or such other designate as may be appointed in writing for the purposes of administering this By-law.

“Community Event” means an event which is held for or which benefits the residents or local area within the Township of Otonabee-South Monaghan.

“Council” means the Council of the Corporation of the Township of Otonabee- South Monaghan.

“Emergency Response Plan” is a formal written plan, developed by the sponsor, that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property and fire safety plan.

“Fee” for admission means any charge, whether direct or indirect, which entitles a person to the entertainment provided and includes a fee for admission to the location at which the

Special Event is being held, a membership fee and any other charge which entitles a person to the entertainment as all incidental right or privilege.

“Fire Department” means the Department of Fire and Emergency services of the Township of Otonabee-South Monaghan.

“Fireworks” means a combustible or explosive device for producing a striking display of light or a loud noise, used for signaling or as part of a celebration.

“MNR” means the Ontario Ministry of Natural Resources.

“Municipality” means the Corporation of the Township of Otonabee-South Monaghan.

“Not-for-Profit Event” means an event or activity of a community group or not-for-profit organization that is held without monetary gain or for the sole purpose of fundraising.

“Officer” means an OPP Officer, the Municipal Law Enforcement Officer, or other Officers appointed by the Township.

“OPP” means the Ontario Provincial Police.

“Paramedic Services” means the County of Peterborough Emergency Medical Services.

“Person” means an individual, any form of association of individuals and a corporation.

“Special Event” means any public or private event, gathering, celebration, festival, competition, contest, exposition or similar type of activity which has an Expected Attendance of more than 250 people in a twenty-four (24) hour period, including but not limited to the following types of events:

- I. Music festivals or concerts, including live and/or pre-recorded music, professional and/or amateur performers.
- II. Dances and dance parties including live and/or prerecorded music and professional and/or amateur performers.
- III. Rodeos
- IV. Circuses
- V. Parades
- VI. Trade shows
- VII. Expositions
- VIII. Exhibitions
- IX. Athletic or sports events, meets or contests and, shows, trials and other

competitive events.

Does not include :

- I. Any event hosted by the Township of Otonabee South Monaghan or the County of Peterborough or that has been authorized by the Township of Otonabee or County of Peterborough pursuant to the terms of a facility rental agreement; or
 - (i) Any events on lands owned or controlled by a local school board or church or;
 - (ii) Exempted under another Act or regulation.

“Special Events Review Team” (SERT) is a committee comprised of various members of the municipal administration who are involved, in one way or another, with special events. The SERT includes the CAO, The Fire Chief/CEMC/Bylaw officer, Director of Operations, Manager of Recreation and if applicable a member of the OPP or their designates.

“Township” means the Corporation of the Township of Otonabee-South Monaghan.

“Township Facility” means any land owned or leased by the Township of Otonabee-South Monaghan which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances and those under agreement with Recreational Clubs.

“Zoning” means the zoning applied to land in accordance with the Township’s current zoning by-law.

SECTION 2: SCOPE

- 2.1 This By-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Township is able to prepare and respond where necessary.

SECTION 3: REGULATIONS

- 3.1 No person shall hold or permit to be held a Special Event within the Township of Otonabee-South Monaghan unless the Township has granted a permission in writing for such event or an exemption has been granted under this By-law.
- 3.2 No person shall burn or permit open burning at a Special Event.

SECTION 4: PRE-APPLICATION CONSULTATION PROCESS

- 4.1 All Applicants must pre-consult with staff prior to the submission of an application. Pre consultation is mandatory for a Special Event.

- 4.2 Pre-consultation involves meeting with the Applicant, The SERT and various agencies as may be specified by the Clerk in order to identify key issues, license requirements and specific approvals that would be required to accompany the Application or to obtain approval.

SECTION 5: APPLICATION & FEES FOR APPROVAL

- 5.1 A Special Event application (Schedule “A” attached) may be obtained from the Clerk’s Office or from the Township website. All applications shall be submitted to the Clerk for review and processing.
- 5.2 A complete Application for a Special Event as set out below shall be submitted with all required documentation at least thirty (30) days prior to the proposed date for commencement of the Special Event.
- 5.3 The Application for an Approval shall include:
- Location at which it is proposed to hold the Special Event, including both the municipal civic address and the legal description of the property as contained in the last registered deed or lease of the lands.
 - The dates and times proposed for the Special Event.
 - Particulars of the facilities and arrangements to be implemented for:
 - the handling of food or refreshments;
 - medical or first aid services;
 - toilet and sanitary requirements;
 - garbage disposal and recycling; and
 - policing and security, including crowd control and traffic control.
 - A detailed sketch of the lands and premises to be used for the Special Event, showing the location of:
 - the proposed entertainment areas;
 - driveway entrances, vehicle parking, access aisles and Fire Routes;
 - facilities for preparation, sale and consumption of food or refreshments;
 - the exhibition or sale of other goods or services;
 - areas for overnight camping/tenting or travel trailers;
 - toilets and other sanitary services;
 - medical or first aid services; and any other uses and facilities incidental to the Special Event.

- A description of the entertainment intended to be provided, including:
 - the type of entertainment;
 - the location where it is to be staged or provided; and
 - the dates and time frames during which entertainment is to occur.
- A statement as to the maximum number of persons who will be permitted to be in attendance at the Special Event on any given day, together with a description of the means by which attendance will be limited to such number of persons.
- A description of the reasonable means and methods proposed by the Applicant to keep noise from the Special Event to a level and during a time period that will not disturb the inhabitants of lands and premises in the vicinity of the event.
- A description of how garbage and recycling will be handled during the event, including number and location of receptacles, frequency of waste/recycling collection during the Special Event and arrangements which have been made to remove of all waste and recycling materials from the property to an approved waste disposal site within 8 hours of the completion of the Special Event. If due to statutory holidays, garbage and recycling cannot be immediately removed from the property, all garbage and recycling materials shall at a minimum be collected in event site within 24 hours and placed in a central location within vermin proof container(s) with a lockable lid for collection within not less than 48 hours.

5.4 All Applications shall be accompanied by the Application Fee (Schedule “B” attached). The submission of the Application Fee may be waived at the discretion of the Clerk or Council if the sole purpose of the Special Event is to raise funds for a Charitable Organization or for fundraising in support of a Township Facility.

5.5 To be deemed complete, an Application shall also be accompanied by written approvals from the following:

- ***By-law Enforcement Officer and/or Zoning Administrator*** of the Township or designate acting reasonably confirming that in the opinion of the officer the proposed Special Event as set out in the Application will not contravene any zoning by-law or other by-law in effect in the municipality. Alternatively, planning approvals such as a Temporary Use By-law may be required for zoning clearance.
- ***Commanding Officer*** or designate of the Ontario Provincial Police having responsibility for policing of the area of the municipality where it is proposed to hold the Special Event, acting reasonably certifying that in the officer’s opinion appropriate arrangements as set out in the Application have been made to provide adequate security and police protection for the Special Event, including

crowd control, traffic control and municipal police protection of properties in the vicinity of the Special Event, and confirming that satisfactory financial arrangements have been made to cover the cost of any municipal policing services to be provided.

- **Medical Officer of Health** or designate having responsibility for the municipality acting reasonably certifying that, in the opinion of the officer, the appropriate arrangements as set out in the Application have been made for proper food handling, public health and sanitary requirements for the Special Event.
- **Chief Fire Official, Community Emergency Management Coordinator (CEMC)** or designate of the Township, acting reasonably certifying that a Fire Safety Plan and/or Emergency Response Plan for the Special Event has been approved, or that in the opinion of the Chief Fire Official or CEMC such a plan(s) is not required and stating what if any, deposit, or security should be provided by the Applicant to cover the anticipated cost of providing fire protection and/or emergency response for the proposed Special Event.
- **The Road Authority**, acting reasonably, that the road entrances, signage and/or any offsite parking arrangements as set out in the Application have been made to provide adequate access to and from the Special Event, and stating what if any, permits, deposit, or security should be obtained or provided by the Applicant for the anticipated temporary works, including signage for the proposed Special Event.
- **Chief Building Official**, acting in accordance with the Ontario Building Code Act, that the necessary applications have been filed for any building permits as may be required for the tents, stages or other structures being used for the Special Event as set out in the Application.
- **Chief Operations Manager** or designate of the Peterborough City/County Emergency Medical Services for the Municipality, acting reasonably, certifying that, in the opinion of the officer, the arrangements for medical, first aid or paramedic services as set out in the Application will be adequate for the Special Event and confirming that satisfactory financial arrangements have been made to cover the cost of any municipal paramedic services to be provided.
- **Property Owner**, if the Special Event is to be held on lands owned by other than the Applicant.
- If the Special Event involves the use and/or sale of alcohol, the Applicant shall provide a copy of the Liquor License, Special Occasion Permit, or application for S.O.P. together with proof of current Commercial General Liability insurance in

the form of a certificate of insurance subject to limits of not less than five million dollars (\$5,000,000.00) per occurrence and naming the Corporation of the Township of Otonabee-South Monaghan as an additional insured. Coverage shall include but not limited to bodily injury, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile, contain a cross liability, severability of insured clause and liquor liability coverage up to the full policy limits. The policy shall be endorsed to provide the Township with not less than thirty (30) days' written notice of cancellation.

- If the Special Event does not involve the use and/or sale of alcohol, the Applicant shall provide proof of current Commercial General Liability insurance in the form of a certificate of insurance subject to limits of not less than two million dollars (\$2,000,000.00) per occurrence and naming the Corporation of the Township of Otonabee-South Monaghan as an additional insured. Coverage shall include but not limited to bodily injury, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile, and contain a cross liability, severability of insured clause. The policy shall be endorsed to provide the Township with not less than thirty (30) days' written notice of cancellation.

5.6 Any of the public services set out in 5.5 above may be obtained by the Applicant from the private sector subject to the clearances from the public officials above.

5.7 Upon submission of a complete Application, the Applicant may be required to meet with the Clerk and other SERT. The Clerk shall circulate the completed Application to other departments as needed for comment prior to the meeting.

5.8 As a result of a review or meeting with the Applicant, further conditions or requirements may be imposed by the Township or agencies to ensure health, safety, welfare and nuisance control including, but not limited to:

- The payment of any reasonable fee for the use or allocation of Township property and equipment and/or the posting of a cash deposit or a letter of credit irrevocable up to ninety (90) days after the conclusion of the Special Event securing payment of such fee;
- The provision of additional crowd control and traffic control, police or security measures, fire protection or emergency services, medical or first aid services, food handling or public health requirements including sanitary facilities, waste and refuse disposal, signage for the Special Event and noise restrictions.
- Permits required or Inspections conducted by the Municipal By-law Enforcement Officer; the Building or Fire Departments; the Road Authority; the Police; the Paramedic service or the local Health Unit as may be required based on the size,

location and nature of the Special Event.

SECTION 6: APPLICATION REVIEW & APPROVAL PROCESS

6.1 Permission for a Special Event may be issued upon receipt and review of an Application within seven (7) calendar days if, in the opinion of the Clerk, the Application is deemed complete and the following conditions have been met:

- a. The Special Event must show a defined clear and measurable benefit to the community, residents and/or businesses;
- b. The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other Township requirements;
- c. Any proposed use of public property, rights of way, or facilities will not unreasonably interfere with the normal use of the property, rights of way, or facilities by the Municipality or the general public.
- d. The Certificate of Insurance provided with the Application is satisfactory in the required amount, clearly states the address of the insured location for the Special Event for the proposed dates and names the Township as an additional insured.
- e. The Township resources to support the proposed Special Event are available or satisfactory arrangements have been made to provide a security deposit (cash, certified cheque or letter of credit) in the amount recommended by the Township Official in the event that Township forces are required to assist or attend during the Special Event.
- f. The proposed use conforms to the Township Zoning By-law or a Temporary Use By-law is in place for the Special Event.
- g. All comments or recommendations from Township departments and related agencies have been received and all conditions have been met.

6.2 If the conditions set out in 6.1 cannot be met, the approval for a Special Event shall be denied and the Clerk will provide such decision in writing setting forth the reasons for denial and providing the Applicant with seven (7) calendar days to appeal the decision to Council by submitting a written request to the Clerk.

6.3 If an appeal is filed, the Clerk shall place the hearing on the next Council agenda, or with the approval of the Mayor, call a Special Meeting of Council to hear the matter. The decision of Council shall be made by resolution and shall be final.

6.4 Notwithstanding 6.2 above, a Special Event where more than 250 people will be in

attendance, whether for profit or not-for-profit, shall require the approval of Council unless exempt.

- 6.5 Should an Application for a Special Event Approval under this By-law be denied or revoked, the Application may be reconsidered at a subsequent occasion upon the Applicant addressing, to the satisfaction of the Clerk, or Council in the case of a major event or appeal, the reasons given for the denial of the initial Application.

SECTION 7: EXEMPTIONS

- 7.1 The Township of Otonabee-South Monaghan recognizes certain Community Events which are exempt from the Special Event Approval Process. These Community Events include, but are not limited to:
- Pumpkinfest
 - Summer BBQ/ Ribfest
 - Remembrance Day Service
 - Canada Day Celebration
 - Parades approved by the Township or County of Peterborough
 - Agricultural Events (i.e. Twilight Dinner, Peterborough Cattleman's Annual BBQ,)
 - Any Township, County, Provincial and Federal Event.
 - Political rallies, campaign events or other rallies.
 - Such other Community Events as approved by Council
- 7.2 Outdoor family gatherings such as reunions, anniversaries, weddings, etc. are exempt from the Special Events process if the proposed activities are strictly private in nature.
- 7.3 All exemptions do not exempt the property owner/organizer from obtaining the necessary approvals/permits under the Ontario Building Code, Fire Protection & Prevention Act and fire regulations for tents or other temporary structures as well as health unit and AGCO approvals and OPP (if applicable). Notwithstanding 7.1 above, an application must be completed annually and submitted.

SECTION 8: ADMINISTRATION & ENFORCEMENT

- 8.1 The Clerk shall be the main administrative contact for Special Event Licenses in the Township and shall work in consultation with officers designated by a Township Department including Fire and Emergency Services, Planning, Building, Public Works or Parks & Recreation, or such other public agency as may apply.
- 8.2 In order to minimize any conflict that may result from an activity, other proposed events or uses that have not otherwise been identified in existing municipal by- laws or policy documents may be regulated by the Special Events By-law as deemed appropriate by

the Township.

- 8.3 Enforcement of this By-law is the responsibility of the Municipal By-law Enforcement Officer or the Ontario Provincial Police – Peterborough Detachment.
- 8.4 All persons shall adhere and comply with the conditions of any Special Event Approval issued to a person, group or business under this By-law.
- 8.5 Any Applicant issued a Special Event Approval shall adhere and comply and ensure that any attendees adhere and comply with any other Township by-laws, policies, rules and regulations and those of other government agencies as may apply to the Special Event.
- 8.6 The Township by-laws, policies and procedures or other agency legislation, regulations and requirements noted in Section 8.5 above may include but are not limited to the most current version of the following:
- a. Zoning By-law
 - b. User Fees By-law – Arena & Parks rental
 - c. Regulating Sale and Use of Fireworks By-law
 - d. Building By-law under the Ontario Building Code
 - e. Lottery Licensing requirements under the Criminal Code
 - f. Municipally Significant Event Policy
 - g. Legislation and regulations of the Alcohol and Gaming Commission of Ontario
 - h. Fire Protection and Prevention Act and the Fire Code
- 8.7 An Officer of the Township and any other person under the direction of the Officer may enter onto private property at any reasonable time before, during or after a Special Event for the purpose of carrying out an inspection to determine compliance with:
- a. This and any other Township by-law;
 - b. A direction or Order of the municipality made under the Municipal Act, the Ontario Building Code Act, Planning Act, or under a Township By-law.
 - c. A condition of a Special Event Approval issued under this By-law or an approval given for the event under any other Township By-law or on behalf of any public agency.

SECTION 9: REVOCATION OF APPROVAL

- 9.1 At any time prior to the completion of a Special Event for which an approval has been issued pursuant to this By-law, the Approval may be revoked by the Clerk or designate, or at the discretion of Council by written notice delivered to the Applicant, the property

owner or to the address of any Applicant or property owner as set out in the Application or Approval.

If the Clerk is satisfied that incorrect or false information of a material nature was submitted in support of the Application for Approval; or

- a) If the Medical Officer of Health or designate acting reasonably advises the Clerk in writing that he or she is no longer of the opinion that the health and sanitation arrangements for the Special Event are satisfactory, or that the health and sanitary requirements are not being maintained; or
- b) If the Commanding Officer or designate of the Ontario Provincial Police responsible for policing of the area where the event is being held, acting reasonably, advises the Clerk in writing that, notwithstanding any letter provided pursuant to an Application under this By-law, he or she is of the opinion that the arrangements for security and police protection for the exhibition will not be adequate or that the arrangements have not been carried out; or
- c) If the Chief Fire Official and/or the Community Emergency Management Coordinator or designate of the municipality acting reasonably advises the Clerk in writing that he or she is no longer of the opinion that the approved Fire Safety Plan and/or the Emergency Response Plan for the event is satisfactory ; or
- d) If the Council is satisfied that any other arrangements or facilities proposed by the Applicant for the Special Event have not been put into place or carried out and that the Council considers to be a cause for serious concern.

SECTION 10: OFFENCES

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event Approval issued under this By-law unless exempt.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the Terms and Conditions set out in the Approval.
- 10.3 A person who contravenes any provision of this By-law is guilty of an offence and shall, upon conviction therefore be liable to a fine as provided for under the Provincial Offences Act. Such penalty shall be recoverable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, C.P. 33 as amended from time to time.

SECTION 11: GENERAL

- 11.1 This By-law shall be called the “Special Events By-law”

- 11.2 Schedule "A" attached hereto and forming part of this By-law shall be called the Application for Special Event Permit.
- 11.3 Schedule "B" attached hereto and forming part of this By-law shall be the Schedule of Fees pursuant to this by-law.
- 11.4 Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the Schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the Schedule declared invalid.

SECTION 12: REPEAL

- 12.1 That all previous by-laws to regulate special events are repealed effective November 3, 2025
- 12.2 This By-law shall come into force and take effect upon final passage hereof.

Mayor Joe Taylor Clerk

Heather Scott

Special Event Application Form

Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45. The information will be used for the purpose of determining eligibility and issuance of Special Event permits. Questions about the collection of this information can be directed to the Deputy Clerk Township of Otonabee-South Monaghan, 20 Third Street, Keene, Ontario, K0L 2G0, Telephone: 705-295-6852.

Applications must be received:

- At least **120 days prior** to the event, for **large events**
- At least **90 days prior** to your event, if your event is taking place for the **first time** or **has significantly changed**.
- At least **60 days prior** to your event, if your event is an **annual event** and has **no significant changes**.

****Failure to submit your complete application on time could result in the event not receiving approval.**

Please print clearly or complete electronically. You must **complete all questions** on this form.

Event Information		
Event Name		
First Time Event	☐ Yes, first time event ☐ Returning Event Date of last event:	
Event Location		
Event Date(s)		
Set Up Begins	Date:	Time:
Event Begins	Date:	Time:
Event Ends	Date:	Time:
Clean Up Ends	Date:	Time:
Will the event date be changed due to rain/inclement weather?	☐ Cancelled ☐ Rescheduled	
Type of Event (check all that apply) (See Special Event Guide for more information)	☐ Run/Walk/Bike/Triathlon/Motorized Ride ☐ Festival/Fair ☐ Parade ☐ Public Gatherings, Information or Awareness Sessions, Commemorative Services (includes, demonstrations or rallies) ☐ Games or Leisure Activities ☐ Other:	
Expected Daily Attendance		
The event is: (check all that apply)	☐ Private (invitation only) ☐ 19+	☐ Open to the General Public - Free ☐ Open to the General Public - Entry Fee

Applicant Information	
Name of organization	
Address (including Postal Code)	
Is your group a Charitable or Non-Profit Organization?	☐ Yes - Charity ☐ Yes - Non-Profit ☐ No
Phone Number	
Website	
Name of Contact Person	
Email Address	
Day of Event Cellphone Number	
Signature	
I, the undersigned, hereby acknowledge and certify that: - I have read and understood the Township Of Otonabee-South Monaghan Special Event Guide pertaining to the special event for which I am now making application; - The information contained in this application is true and complete to the best of my knowledge, and that failure to provide complete or accurate information may delay the licensing process; - I have the authority to bind the Event Organization.	
Applicant Name:	Signature:
Date:	
Hold Harmless and Indemnification Agreement	
I, the undersigned, agree that I shall release, waive and forever discharge the Township of Otonabee-South Monaghan from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township as a result of the Event Organizer's event.	
Applicant Name:	Signature:
Date:	

Special Event Application Form

Required Documents - **All applicants** must submit:

- ☐ Event Layout Plan (includes location of parking, food service area, tents, designated smoking area, etc).
- ☐ Certificate of Insurance (see Special Event Guide for more information)

Note: Required documents specific to each category are listed below, however the Township of Otonabee-South Monaghan reserves the right to ask for additional information to substantiate compliance with legislation.

Forms are available at www.osmtownship.ca or can be obtained from the Municipal Office upon request.

Will your event take place on a: ☐ Road ☐ Sidewalk	Additional Required Documents: ☐ Temporary Road Closure Application ☐ Notification letter for neighbours Please note that any road closures will require police presence (Paid Duty officers). Event Organizers will need to enter into a Paid Duty contract with the OPP and pay the applicable fee at least 3 weeks prior to the event.
Will your event take place on the following municipal property: ☐ Keene Ball Diamonds ☐ Otonabee Memorial Arena ☐ McIntyre Park ☐ Township Park ☐ Other Township Facility	Additional Required Documents: ☐ Rental Agreement
Will your event have a: ☐ Tent (larger than 10ft x 10ft) ☐ Stage ☐ Bleachers	Additional Required Documents: ☐ Building Permit Application ☐ Fire Safety Plan Please note that a tent permit will require inspection by Building Services (day before event) and Fire Services (day of event).
Will your event require fencing, staking or digging? ☐ Yes ☐ No	Additional Required Documents: ☐ Locates for gas, electrical and other services through Ontario One Call 1-800-400-2255 Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on the Event Layout Plan.

Will your event have live music or amplified sound? ☐ Yes ☐ No	Please consult with the Clerk or designate to determine if a Noise By-law Exemption is required.
Will your event require any of the following services/equipment from the Township of Otonabee-South Monaghan ☐ Fencing ☐ Safety Cones ☐ Barriers	Please consult with the Director of Operations to determine if the loan of equipment or requested services are available for your event. Please note that additional fees may be applicable.
Will your event serve or sell alcohol? ☐ Yes ☐ No	Additional Required Documents: ☐ Special Occasion Permit application to the Alcohol and Gaming Commission of Ontario (AGCO) Please note that a Special Occasion Permit will require a notification letter to the Municipality of Leamington <u>at least 30 days</u> prior to the permit being issued.
Will your event serve or sell: ☐ Food - served by event organization ☐ Food - served by caterer	Additional Required Documents: ☐ Special Event Organizer application to the Peterborough County Health Unit <u>at least 30 days</u> prior to the permit being issued. Letter of approval to be supplied prior to the event. Please note that under the Smoke-Free Ontario Act, smoking is prohibited within 9 meters (29.5 feet) of a patio (designated area of outdoor food service).
Will your event have Open Air Burning? ☐ Yes ☐ No	Please consult with Fire Services at 705 295-6880
Will your event have fireworks or pyrotechnical displays? ☐ Yes ☐ No	Additional Required Documents: ☐ Contact Township Fire Services 705-296-6880
Will your event include fundraising or lottery games? ☐ Fundraising ☐ Lottery	Please consult with the Clerk or designate to determine if a Lottery Licence is required.
Will your event use an additional hydro source such as a generator? ☐ Yes ☐ No	Additional Required Documents: ☐ Fire Safety Plan ☐ Electrical inspection by the Electrical Safety Authority (ESA) 1-800-667-4278.
☐	☐

Will your event have carnival or amusement rides? ☐ Yes ☐ No	Additional Required Documents: ☐ Certificate of Insurance from the vendor (see Special Event Guide for more information) ☐ Mechanical Fitness Permit issued by the Technical Standards and Safety Authority
Will your event have bouncy castles or inflatable devices? ☐ Yes ☐ No	Additional Required Documents: ☐ Certificate of Insurance from the vendor (see Special Event Guide for more information) ☐ Safety information for each device issued by the Technical Standards and Safety Authority
Will your event have animals or a petting zoo? ☐ Yes ☐ No	The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Provincial Animal Welfare Services Act. Please consult Provincial Animal Welfare Services at 1-833-926-4625 for the mandatory standards of care outlined in the new Provincial Animal Welfare Services Act. All animal exhibit areas must be shown on the Event Layout Plan, illustrating how the animal exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors.

Please complete and submit the application to:
Township of Otonabee-South Monaghan
20 Third Street P.O. Box 70
Keene, ON
K0L 2G0
295 295-6852

Type of Event	Number of Attendees	Permit Fee
Special Events	over 250	\$100.00 + HST