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#### Introduction

We are excited to support you with the planning process of your special event. This guide has been developed to assist you in understanding the various policies and procedures and to ensure that the necessary approvals are in place before the actual date(s) of the event. As the Event Organizer or contact person, your role will be to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event.

For questions related to this Guide, please contact:

Township of Otonabee-South Monaghan 20 Third Street, Keene, ON K0L 2G0

Phone: 705-295-6852

# **Purpose**

The Township of Otonabee-South Monaghan recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation and education, and in providing economic benefits to the local economy. The purpose of this document is to:

- establish guidelines for the allocation and management of special events within the Township of Otonabee-South Monaghan;
- · inform all of the affected municipal departments about your proposed event;
- ensure that all health and safety guidelines are met;
- ensure that all necessary permits, permissions, insurance and approvals are secured;
- ensure that municipal services are not negatively impacted as a result of your event.

Failure to comply with the conditions outlined in this Special Events Guide could result in the application being denied.

We wish you the very best as you plan your special event.

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# **Special Event Application**

You must submit a **Special Events Application** if:

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

- 1. Music festivals or concerts, including live and/or pre-recorded music, professional and/or amateur performers.
- 2. Dances and dance parties including live and/or prerecorded music and professional and/or amateur performers.
- 3. Rodeos
- 4. Circuses
- 5. Parades
- 6. Trade shows
- 7. Expositions
- 8. Exhibitions
- 9. Athletic or sports events, meets or contests and, shows, trials and other competitive events.

#### It does not include:

- 1. 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
- 2. Any events on lands owned or controlled by a local school boards or church or,
- 3. Exempted under another Act or regulation.

# **Sporting Event**

A sport event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event. A Special Events Application is not required for sport tournaments or sporting events, unless otherwise advised. To check the availability of a facility, determine if a Special Event Application is required, or for more information on booking a sport tournament or sporting event, please contact the Township Office, 20 Third Street, Keene or call 705 295-6852.

### **How to Apply**

The Event Organizer shall read through this Special Events Guide, and complete the online application form available <u>here.</u>

Please note that depending on the activities included in your event, additional forms including insurance certificates, and special operating permits may be required with your Special Events Application. Additionally, Event Organizers may be required to meet with municipal staff to review the Special Events Application and discuss details.

# **Timing of Application**

In order to assist you with obtaining the necessary permits and services, it is essential to review the Special Events Guide and complete the Special Events Application and submit it to the Township, together with all required forms and payment (if applicable):

- At least 120 days prior for a large event.
- At least 90 days prior to the event, if the event is taking place for the first time or has significantly changed since the last time the event was held.
- At least 60 days prior to the event, if the 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.



# Planning Your Event: What to Include in Your Application

When completing the <u>Special Events Application</u>, you will be asked to describe the event. Your event description should provide the Township with a snapshot of your event activities.

- The type of event
- Where and when will your event take place?
- Who will be organizing and participating in your event?
- What activities will be taking place and what do you hope your event will achieve?

The more information you can tell us about your event, the better-prepared staff will be to work with you to create a successful event.

#### **Definitions**

The following definitions will assist you in describing your event:

**Run, Walk, Bike, Triathlon or Motorized Rides:** Races, fundraisers or awareness events where participants walk, run, bike and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.

**Festivals:** A themed event or series of events. Typically, an event is held annually at the same time and place.

**Fairs:** A gathering of people for a variety of entertainment and commercial activities. Fairs usually include event elements, such as exhibitions and displays, children's rides and amusements, food (including BBQs), merchandise and / or craft vendors.

**Parades:** A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.

Public Gatherings, Information or Awareness Sessions, or Commemorative Services: Information, education and awareness events or announcements typically held at a hall.

**Games or Leisure Activities:** Includes events such as Easter egg hunts and physical activities or hobbies.

# **Compliance with Laws**

A Special Events Application submitted to the Township for approval must meet certain criteria to be eligible for approval, including compliance with the provisions of municipal, provincial, and federal laws as well as in accordance with rules and regulations administered by outside agencies.

Every person has a right to equal treatment with respect to municipal services and facilities, without discrimination or harassment.

### **Approvals**

Upon receipt of the Special Events Application and all required supporting documentation (and fees, if applicable), the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. When all requirements have been met, a Special Event Approval will be issued to the Event Organizer.

#### **Event Location**

The Township needs to know where your event will be held. Please include the full address and name of the location (like a park, hall, or street). If your event covers more than one spot or involves a route (like a parade or walk), be sure to include a map or a clear description. This helps us with planning, safety, and making sure everything runs smoothly.

# **Booking Municipal Facilities**

The Township offers spaces for events, sports, and gatherings.

- OSM Community Centre 24 Fourth St, Keene
   Curling rink, ice pad, meeting room, and an event room
- Stewart Hall 1490 Matchett Line Small hall for meetings or events
- Keene Ball Diamond 26 Third St, Keene Baseball diamond
- Squirrel Creek 2445 Wallace Point Rd Two ball diamonds, and open space
- McIntyre Fields 24 Pine Valley Rd, Lang Ball diamond, soccer field, and picnic area



Contact the Municipal Office for assistance with booking.

### **Event Layout Plan**

An accurate and detailed Event Layout Plan is essential for the safe and efficient operation of any event. The plan must be clear, to scale, and include the following elements:

General Orientation

- North Arrow: Clearly indicate the north direction on the map.
- Direction of Travel: Specify if the event involves movement (e.g., parade, race, or walk) and indicate the intended direction of travel.
- Surrounding Roads: Label all adjacent streets, avenues, and access roads.

### Access and Emergency Provisions

- Access and Egress Points: Identify all designated pedestrian and vehicular entry and exit points.
- Emergency Access Routes: Include unobstructed fire and emergency response lanes.
- Staging and Holding Areas: Show areas designated for performers, vehicles, or supplies awaiting deployment.

### Safety and Security Infrastructure

- Security Control Points: Indicate locations of fencing, checkpoints, and other crowd control infrastructure.
- Licensed Areas: Mark any areas requiring special licensing (e.g., liquor service zones).
- Fire Extinguishers: Clearly show the location of all fire extinguishers and firefighting equipment.
- Hazardous Materials: Identify any locations where hazardous or combustible materials (e.g., fuel, propane) are stored or used.

#### Facilities and Installations

- Event Structures: Map all temporary and permanent structures such as stages, bleachers, grandstands, tents, trailers, platforms, bridges, and amusement rides.
- Vendor Locations: Identify all vendor sites, including food trucks, merchandise booths, etc.
- Washroom Facilities: Include both temporary and permanent washroom locations.
- First Aid Stations: Indicate the placement of all first aid or medical support stations.
- Food and Water Areas: Mark designated areas where food and water will be available to attendees.

#### Utilities and Environmental Services

- Electrical Sources: Show the location of all generators and electrical panels.
- Waste Diversion Sites: Identify locations for garbage, composting, and recycling collection.

This layout must be submitted with the event application and approved prior to the event. Changes to the layout after approval must be resubmitted for review.

# **Special Event Application Process**

This section outlines the key steps to successfully complete the application process. Follow each step carefully to ensure your event meets all requirements and stays on track for approval.



### **Review the Guide**

Check the Special Events Guide to see what licenses and permits you might need for your event. Knowing what you will require ahead of time will help you stay on track and avoid delays.



# **Booking a Location or Facility**

Contact the Municipal Office to book a municipal facility for your event date(s) and time(s). You'll need to complete a rental agreement and pay any applicable fees to confirm your booking.



# **Complete the Application**

If your event qualifies, please complete and submit the Special Event Application and any required forms online. Refer to page 4 of this guide for the deadlines.



# **Event Approval**

If your event qualifies, please complete and submit the Special Event Application and any required forms online. Refer to page 4 of this guide for the deadlines.

#### A-to-Z Guidelines

Prior to completing and submitting a Special Events Application, Event Organizers are encouraged to review the A-to-Z Guidelines section to ensure their special event complies with the Township of Otonabee-South Monaghan policies, procedures and regulations.

### Accessibility

Event Organizers are required to comply with Township of Otonabee-South Monaghan's "Accessibility Standards for Customer Service(Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07) Policy".

The Township encourages Event Organizers to consider incorporating ways to make their special event more accessible. The Ontario government has created a <u>Planning Accessible</u> Events Guide that includes ideas to consider when planning your special event.

# Access to Existing Infrastructure

Unless otherwise permitted, access to all publicareas within an event site (play structures, permanent washroom facilities, etc.) shall remain available to the public at all times during an event.

# **Alcohol - Special Occasion Permit/Temporary Extension Process**

If you wish to serve alcohol at your event, you must adhere to both the provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol. Alcohol and Gaming Commission of Ontario (AGCO)

Provincially, alcohol sales, service and consumption is overseen by the <u>Alcohol and Gaming Commission of Ontario</u> (AGCO).

The AGCO website provides information related to Special Occasion Permits (SOP) and Temporary Liquor License Extensions. You will not be permitted to serve alcohol on municipal property without providing a copy of your Liquor Licence as issued from the AGCO.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)

Toll Free: 1-800-522-2876

Email: <u>customer.service@agco.ca</u>

#### **Don't Delay!**

HELPFUL

AGCO requests can take time due to the required approvals. We recommend planning ahead to avoid any delays or disappointment.

To start the process, applications can be picked up and returned to a local LCBO store or you may access the <u>application online</u>. As part of the license application package to the AGCO, you will be required to "notify the Township" and provide proof of this notification to the AGCO.

The AGCO requires for-profit organizations to obtain a municipal resolution or letter from a delegated municipal authority, deeming the event a "municipally significant event". In the Township of Otonabee-South Monaghan, the Clerk has been delegated the authority to authorize and execute these letters. This letter must accompany the application for a Special Occasion Permit to the AGCO.

For more information about notifying the Township and obtaining an Event of Municipal Significance designation, please contact the Township at Telephone 705-295-6852 and speak to the Deputy Clerk.

# **Municipal Alcohol Risk Management Policy**

The Township of Otonabee-South Monaghan owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Township of Otonabee-South Monaghan has developed an <u>Alcohol Policy</u> in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities. Event Organizers must complete the Special Occasion Permit Holder Agreement and/or the Sports Activity Agreement and submit it with your <u>Special Events Application</u>.

# **Ontario Provincial Police (OPP)**

As part of your application process for a liquor license with the AGCO, the OPP may require you to submit additional information about your event. You may contact the OPP at:

# **Ontario Provincial Police Peterborough Detachment**

453 Lansdowne St. E. Peterborough, ON 705 742-9247

#### **Amusement and Inflatable Devices**

All amusement devices and air supported structures must be in compliance with the provisions of the Technical Standards and Safety Act. Additional paperwork is required to be submitted to the Township with the Special Events Application:

- For amusement devices, an Ontario License for the current year from the company is required. This includes a Mechanical FitnessPermit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation; and
- A certificate of insurance from the vendor in the minimum amount of \$5 million dollars in commercial liability insurance with the Township of Otonabee-South Monaghan named as additional insured on the policy for the days of the event. For more detailed information, please refer to the section on Insurance below.

To obtain the additional required documents, please contact the <u>Technical Standards and Safety Authority</u>.

#### **Animals for Entertainment**

Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must observe the standardsof care outlined in the Provincial Animal Welfare Services Act.

The animal exhibit area must be shown on the Event Layout, illustrating how the animal with exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in details) how the Event Organizer program intends to contain and mitigate for the potential for animals wastes to impact neighbours.

The Event Organizer may be responsible for additional insurance if animals are part of the event. Please contact the Clerk or designate for further information at 705-295-6852.

# **Barbecues and Cooking**

Propane barbecues and personal barbecues are not allowed on municipal property. Open fires are not allowed on municipal property.

# **Camping**

Camping is not permitted on all municipal properties or private property not appropriately zoned to permit camping.

#### **Cancellation and Refusal of Events**

The Township reserves the right to refuse any application to ensure public safety or if, in its sole discretion, the Event Organizer fails to comply with the requirements of the Special Events Guide or any applicable municipal by-law. In certain cases, the application may be referred to Municipal Council for further consideration.

### **Candle Burning at Events**

In accordance with the Ontario Fire Code, Division B, Subsection 2.4.4 – Open Flames, Article 2.4.4.1 (1):

"Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official"

As such, the use of candles or any open flames during events is strictly prohibited unless prior approval has been obtained from the Chief Fire Official.

Exemption: Places of religious worship are exempt from this restriction. However, advance notification to the Fire Chief is still required before the event takes place.

For questions or to provide notification, please contact OSM Fire Services at 705-295-6880.

# Clean Up

The Event Organizer is responsible for all cleanup activities during the event and immediately following its conclusion. This includes the removal of all event-related equipment, garbage, and recycling. The Township of Otonabee-South Monaghan requires that all garbage be collected in clear garbage bags.



#### **Waste Collection/Recycling**

The Township is not responsible for waste or recycling collection. Please contact the appropriate contractor.

### **Damages**

The cost to repair any damages to a park, facility, street or sidewalk, etc. will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Township of Otonabee-South Monaghan as soon as possible after the special event is completed.

#### **Demonstrations or Rallies**

Demonstrations, rallies or actions that could incite violence of any kind are not allowed on all municipal property including sidewalks and roadways. Events occurring on municipal property must not promote the hatred or division of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on municipal property shall be consistent with the principle of respect for the dignity and worth of all persons.

### **Dogs**

In order to provide a safe and clean environment for all to enjoy, and to ensure compliance with the Township's <u>Dog Control By-law</u>, dogs are not allowed to be off leash on any municipal property. Stoop-and-scoop practices shall be followed at all times. With the exception of service animals, dogs and all other animals are not permitted inside any municipal facilities.

#### **Electrical Services**

Some municipal facilities have access to electrical plug-ins. Please advise the Township if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800- 667-4278.

Permit applications can be obtained from <u>Electrical Safety Authority's website</u>.

### **Emergency Access**

Emergency access to parks, driveways, walkways and thorough fares as well as parking lots must be maintained at all times during event operations at a minimum width of:

- 4 meters for single lane; or
- 8 meters for two lane traffic.

### **Emergency Response Plan**

In order to be prepared for any emergency situation or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include such things as:

- Hazard identification and Risk Analysis
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies'
- A communication plan to activate contact with the Police, Fire, Ambulance, if not already on-site;
- Dedicated and mapped emergency access points;
- Support for routing the responding resources within your event as indicated;
- Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency;
- An evacuation plan with dedicated evacuation areas and identified evacuation routes;
- Procedures to be followed in the case of an emergency or disaster;
- Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency situation;
- Weather monitoring details and responsibilities.

Further, it is recommended that you provide these details to all emergency services prior to your event, so that they may have the information on hand, regardless of event attendance.

# The details may be sent to:

<u>Ambulance</u>	<u>Police</u>	<u>Fire</u>
Peterborough EMS Service	Ontario Provincial Police	Otonabee-South Monaghan Fire
740 Water St.	Peterborough Detachment	21 Third St. P.O. Box 70
Peterborough, ON	453 Lansdowne St. E	Keene, ON
K9H 3M3	Peterborough, ON	K0L 2G0
705-743-0380	K9L 0A4	705-295-6990
	705-742-9247	

#### **Event Promotion**

Events may be promoted on the Community Calendar on the Township's website.

# Fencing, Digging or Staking

For more information or to book locates, please contact:
Ontario One at 1-800-400-2255 (free service) or visit <a href="https://ontarioonecall.ca/">https://ontarioonecall.ca/</a>.

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan. The Township has a limited supply of temporary fencing available which may be rented for a fee.

### **Fire Safety Plan**

A Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues. A Fire Safety Plan may be required when using a tent.

#### **Fireworks**

For special events in the Township of Otonabee-South Monaghan, fireworks are regulated under <u>Fireworks By-law 2010-41</u>. This includes both family fireworks (low-hazard) and event fireworks such as Display and Theatrical Fireworks.

If your event includes fireworks, you must notify the Township in advance and follow all applicable rules.

Please note: Flying lanterns, sky lanterns, and wish lanterns are not permitted under any circumstances.

# First Aid / Emergency Medical

Safety is a top priority for all events. Organizers may need to outline measures taken to protect attendees, volunteers, and staff. It is strongly recommended to arrange on-site certified first aid services through a qualified agency.

Peterborough County/City EMS offers medical coverage for special events, subject to staff and ambulance availability (fees may apply). To request coverage, contact EMS at least four weeks in advance.

#### **Extreme Heat**

When a Weather Network Extreme Heat Advisory is called for Otonabee-South Monaghan, event organizers must make announcements identifying existing water stations and shade locations. All event organizers are asked to remind participants of cooling options available to them.

#### Food

Food providers must ensure that food and beverage items are offered in a manner that is in compliance with the Ontario Food Premises Regulation 562 and the Health Protection and Promotion Act.

During the event, Public Health Inspectors may inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

Event organizers and food vendors must submit their application forms to the Peterborough County Public Health Unit at least 30 days prior to the start of the special event.



#### **Generators**

If you are bringing your own generators, they must be safely set up on your event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Municipal staff may advise as to the best location for your generator. Please include generator information on the Event Layout Plan to be submitted with your Special Event Application.

#### Inspections

Site inspectionsmay be required including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Peterborough Public Health, Electrical Safety Authority, Ontario Provincial Police, Municipal By-law Enforcement Officers, and Public Works Department. All required documentation is required to be available on site for review. If you are found to be in violation of any of the regulations. Fines may apply.

### Insurance / Release and Indemnity

The following indemnity and insurance documentation is required for all Special Events:

# (a) Release and Indemnity Agreement

A signed Release and Indemnity form must be submitted with the Special Event Application. The Event Organizer must:

- Release, waive, and forever discharge the Township from all claims, demands, costs, and expenses arising from death, injury, loss, or damage related to the event.
- Indemnify and hold harmless the Township from all claims, demands, losses, costs, charges, actions, and other proceedings resulting from or in connection with the event.

### (b) Insurance Requirements

The Event Organizer must obtain and maintain Commercial General Liability (CGL) insurance from an insurer licensed to operate in Ontario. The insurance must include:

- A minimum of \$5,000,000 per occurrence, covering:
  - Bodily injury (including death)
  - Property damage
  - Advertising injury
  - Contractual liability
  - Non-owned automobile liability
  - Volunteers as insureds
- Products and Completed Operations coverage (broad form) with a limit of \$5,000,000 per occurrence
- · Cross Liability and Severability of Interest provisions

#### Alcohol-Related Events

If the Special Event involves the sale or consumption of alcohol, the Event Organizer must provide:

- A copy of the Liquor License, Special Occasion Permit (S.O.P.), or application for the S.O.P.
- Proof of current CGL insurance with a minimum of \$5,000,000 per occurrence, including:
  - Liquor liability coverage up to full policy limits
  - Bodily injury, personal injury, property damage (including loss of use), contractual liability, and non-owned automobile coverage

- Cross liability and severability of insured clauses
- The Corporation of the Township of Otonabee-South Monaghan named as Additional Insured
- A policy endorsement providing the Township with at least 30 days' written notice of cancellation

#### Non-Alcohol Events

If alcohol is not involved, the Event Organizer must provide:

- Proof of current CGL insurance with a minimum of \$2,000,000 per occurrence, including:
  - Bodily injury, personal injury, property damage (including loss of use), contractual liability, and non-owned automobile coverage
  - Cross liability and severability of insured clauses
  - The Corporation of the Township of Otonabee-South Monaghan, 20 Third Street,
     Keene, named as Additional Insured
  - A policy endorsement providing the Township with at least 30 days' written notice of cancellation

# (c) Additional Coverage

Based on the size, location, or nature of the event—including activities such as fireworks, rodeos, amusement rides, or inflatables—the Township may, at its sole discretion, require:

- · Higher insurance limits
- · Additional types of coverage

#### (d) Certificate of Insurance

A valid Certificate of Insurance must be submitted to the Township no later than seven (7) business days prior to the event date.

#### Live Entertainment

The Event Organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated. The Event Organizer may be required to submit an entertainment and production contact list prior to the event.

You may require an exemption to <u>Noise By-law 2024-58</u>. Please refer to sections 6 and 7 for exemptions.

# Loan of Equipment (e.g. barricades, cones)

The Township has limited quantities of equipment and materials for public events (if available). Please identify any needs for equipment or materials on your Special Event Application. **Fees may apply.** 

#### Music

Music. Please see: "Noise Exemption Permit", below.

## **Noise Exemption Permit**

If your event has amplified sound/live music, you must remain in compliance with the Township of Otonabee-South Monaghan's <u>Noise By-law 2024-58</u>. During these times all amplified sound shall remain at an acceptable level giving consideration to the type and location of the event.

Events requiring the presence of amplified sound outside of the hours prescribed in the bylaw require the granting of a <u>Noise Exemption Approval</u>. A Noise Exemption Permit can be obtained from the Clerk or designate.

Municipal By-law Enforcement Officers and the OPP are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint.

#### **Open Air Burning**

If your event will have open air burning on private property, you must remain in compliance with the Township of Otonabee-South Monaghan's **Open Air Burning By-law 2022-50**. Organizers are to contact the Fire Services, between the hours of 8:30 am and 4:30 pm. Monday to Friday to inquire whether they may obtain a permit for the type of fire they wish to have at their address.

#### **Parking**

To avoid parking problems related to the event, Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site). If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

#### **Parks**

Public access to parks, park walkways and special thoroughfares, as well as parking lots, must be maintained at all times during events. This includes all play structures for children.

#### Raffles/Lotteries/Bazaars or Games

If the event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario legislation. Only approved charitable organizations are eligible for a lottery licence. Applications for an <u>eligibility review and applications to hold a lottery</u> may be sent to the Township of Otonabee-South Monaghan at <u>cao@osmtownship.ca.</u>

#### **Road Closures**

If your event (such as a run, walk, bike race, or triathlon) requires using or closing a municipal road, you must:

- Complete a Traffic Plan
- Submit it with your Special Event Application

Make sure to clearly state in your application if your event will take place on any municipal road.

Events that require road closures may also need approval from:

- · The Township
- The County
- The Ontario Provincial Police (OPP)

What You Need to Know

- Apply Early: The Township needs time to review your request, plan detours with emergency services, and arrange road signage if needed.
- Public Safety First: Roads are shared public spaces. We need to make sure your event doesn't conflict with other activities and that everyone can move around safely.
- Closure Types:
  - Full Road Closure: No vehicle access during the event.
  - Lane Closure: One lane is used, while traffic continues to flow.

The Township will decide which type of closure is allowed based on your event details.

Tools to Help Plan Your Event:

Peterborough County Mapping: Find road details and planning tools here.

# Security

An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc.

Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process. A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Township and is paid by the third party. (Example: traffic, security, special events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for the Township of Otonabee-South Monaghan is provided by the <u>Peterborough County Ontario Provincial Police</u>. Application for Paid Duty Officers may be made by contacting Peterborough OPP at 705 742-9247.

#### **Smoke Free Ontario Act (SFOA)**

The Provinceof Ontario has made it illegal to smoke and vape in public outdoor spaces with the <u>Smoke Free Ontario Act</u>. This applies to all public events being staged on Township of Otonabee-South Monaghan owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc. In addition, the Township of Otonabee-South Monaghan has enacted <u>By-law 19-17</u> being aby-law to prohibitsmoking tobacco at township owned recreational facilities.

The Peterborough Public Health enforces the smoking and vaping ban. Failure to comply or to ensure compliance with the SFOA or By-law 19-17 can result in fines of up to \$5,000 under the Provincial Offences Act.

### SOCAN (Society of Composers, Authors & Music Publishers of Canada

SOCAN "is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN's members and to affiliated organizations throughout the world."

If you are planning to use live or recorded music of any kind; the event organizer is required to pay a license fee to SOCAN.

# **Temporary Structures (e.g. stages)**

The Ontario Ministry of Labour (MOL) has issued guidelines to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling and maintenance of temporary performance/event structures that are used either indoors or outdoors for live performances. The guidelines cover:

- Design and materials
- Positioning
- Planning and control of work
- Inspections

Operations Management Plans (OMP)

If you are planning to erect a temporary structure as part of your event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
- •Require large equipment such as cranes to assemble the temporary structure; or,
- •Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

For more information, please refer to the <u>Ministry of Labour Safety Guideline for the Live Performance Industry in Ontario.</u>

### **Tents, Canopies or Temporary Shelters**

Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code (2012), a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:

- a. not more than 10 sq ft (60 m²) in aggregate ground area;
- b.not attached to a building; and,
- c. constructed more than 3 m from other structures.
- d. For tents that are larger than 323 sq ft (30 m<sup>2</sup>) a Fire Safety Plan may be required.
- e. For tents larger than 654 sq ft (60m²) a Building Permit is required.

Contact Building Services by email at <u>building@osmtownship.ca</u>, or by phone at 705-295-6852, to determine whether building permits are required.

Contact Otonabee-South Monaghan Fire Services at 705-295-6880 to determine whether a Fire Safety Plan is required for your tent(s)and/ or group of tents. All vendors under a tent are required to have onsite access to a 2A-10BC Rated Fire Extinguisher at all time. The fire department does not loan or rent fire extinguishers.

#### **Volunteers**

Volunteers are integral to the success of any special event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers and their supervisors. It is important that your volunteers are provided with any pre-event training including clarifying roles and responsibilities and any communication, emergency, and security procedures that are in place. It is also important to document any training provided including the trainers' name, trainees, date, time, and topic. More information about volunteers and the management of volunteers may be found at <u>Volunteer Canada</u>.

#### Washrooms

Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand wash sinks depending on the event and location. You may wish to consider the nature of your event, length of time and guest requirements when determining the need for this service. As a rule, you will need no less than three regular units for each 100 attendees for a six hour event.

Peterborough Public Health may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g. Food service). The AGCO may also have specific requirements if alcohol is being sold at the event.

