

		<p align="center">CORPORATE POLICY MANUAL POLICY No: COR-0111</p> <p align="center">EFFECTIVE DATE: 03/10/2011 AMENDED DATE: 09/03/2024</p>
SUBJECT	Special Events in the Township of Guelph/Eramosa	
Department/Category	All Departments	
Related Documents	<ul style="list-style-type: none"> a) <i>Township Policy for “Filming on Properties and Streets within the Township of Guelph/Eramosa,”</i> b) <i>Township Policy for “Charity Drives,”</i> c) <i>Township By-law to “Manage & Regulate Public Parks and Open Space</i> 	

1. Purpose

- 1.1 The purpose of this policy is to:
- a) Provide guidelines for the assessment and coordination of Special Events in the Township of Guelph/Eramosa.
 - b) Provide fair and transparent means to service delivery.
 - c) Establish uniform criteria and procedures for the use of Township roads and property for Special Events.
 - d) Ensure that Township roads and property are used for the benefit of the entire community.
 - e) Balance the needs of event organizers, participants and the community, as whole.
 - f) Encourage event-planners to accommodate any accessibility concerns as it relates to their event.

2. Applicability

- 2.1 No person shall host a Special Event on Township property without first obtaining a Special Event Permit from the Township of Guelph/Eramosa.
- 2.2 (1) The guidelines included within this policy and schedules attached hereto apply to all Special Events which take place on the property of the Township of Guelph/Eramosa.
- a) For greater clarity, private events on Township property, excluding roads, will only be required to go through any required process of booking a space rental with the Parks and Recreation department, and following of all requirements within that process.
 - b) Notwithstanding 2.2, an event may not be considered a “Special Event” for this policy if it is open to the public but remains within the confines of an enclosed space (i.e., community center) and having minimal

impact to Township property or the community, in which case a Special Event permit may not be required.

- 2.3 The guidelines for filming projects within the Township are included within the Township's Policy regarding "Filming on Properties and Streets within the Township of Guelph/Eramosa." A copy of this policy can be obtained from the Clerk's Department.
- 2.4 The guidelines for charity drives are included within the Township's Policy regarding "Charity Drives." A copy of this policy can be obtained from the Clerk's Department.
- 2.5 The Township has a by-law that provides guidelines for managing and regulating public parks and open spaces. A copy of this by-law can be accessed on the Township's website or from the Clerks Department.

3. Definitions

- 3.1 "Amusement Device" means a machine, contrivance, structure, vehicle or device, inflatable/air supported device, or component attached or to be attached thereto, used to entertain persons by moving them or causing them to be moved and includes the area peripheral thereto if such area is integral to the device.
- 3.2 "Applicant" means a person proposing to organize or stage a Special Event on a road within the Township of Guelph/Eramosa and/or on property of the Township of Guelph/Eramosa.
- 3.3 "Charity Drive" shall mean an event in which citizens driving in their cars are asked to stop and donate money. Charity Drive may also be known to the public as a Boot Drive, Bottle Drive, Fill the Boot Campaign or Vehicle Donation Campaign or Program.
- 3.4 "Charitable Organization" shall mean 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 do not fall under the previous three classifications.
- 3.5 "Extenuating Circumstances" shall mean any circumstances deemed dangerous that could potentially impede upon the applicant's ability to safely conduct their special event.
- 3.6 "Fees" shall mean an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.
- 3.7 "Filming" or "filming project" shall mean location filming that takes place within the Township of Guelph/Eramosa.

- 3.8 “Inclement Weather” shall mean severe weather conditions including but not limited to tornadoes, hurricane, flooding, snowstorms, ice storms, severe thunderstorms, and dangerous weather conditions.
- 3.9 “In-Kind Contribution” shall mean use of municipality owned facilities, equipment or materials at a reduced or waived fee, and/or municipal staff support or expertise for an event at reduced or waived wages.
- 3.10 “Not-for-Profit” shall mean an event or activity of a community group or not-for-profit organization that is held without monetary gain.
- 3.11 “Private event” means an event that is not open to the public for the purposes of receiving a permit.
- 3.12 “Road” means land used or intended for use for passage of motor vehicles.
- 3.13 “Road closure” means a closure of both lanes such that a diversion of traffic to another road is required.
- 3.14 “Special Event” means any annual or infrequently occurring event (open to the public) or activity that takes place on Township property, including, but not limited to, a parade, procession, ceremony, street dance or party, festival, carnival, bicycle race, marathon or footrace, triathlon, biathlon, walkathon that occupies part or all of a road within the Township of Guelph/Eramosa, excluding a funeral procession or wedding procession, picketing, loading or unloading for business purposes, charity drives or filming, and private events.
- 3.15 “Stages” means any structure for any performance stages that exceeds 10 square meters (108 square feet in an area) or exceeds 600mm (23 5/8 inches) from walking surfaces of the stage to finished grade level.
- 3.16 “Tent or Temporary Structure” means any permanent structure that is not permanently affixed to a permanent foundation, as well as any tent or group of tents that is more than 60 sq/m (646 sq/ft).
- 3.17 “Township” means the Corporation of the Township of Guelph/Eramosa.

4. Submitting an Application

- 4.1 a) Applications for a Special Event Permit must be filed with the Clerk’s Office of the Township. Applications can be made online at www.get.on.ca/living-here/forms-applications/special-events.

Any questions related to submitting an application should be directed to the Clerk’s Office. Contact information is provided below:

Clerk
Township of Guelph/Eramosa
8348 Wellington Road 124, Rockwood ON N0B 2K0

PHONE: 519-856-9596 FAX: 519-856-2240
general@get.on.ca

- 4.2 After the appropriate Township Department obtains the application and required documentation [see section 4.3], the Clerks Office will coordinate staff review of the application and exercise its delegated authority to approve the granting of a Special Event Permit. Staff will provide the information about the event to Council, including but not limited to:

Other Township Departments – if there is related input necessary for the consideration of a Special Event.

- 4.3 The following documentation must be provided upon submission of an application for a Special Event permit:

- 1) Rental agreement with the Parks and Recreation department as well as proof of payment, if applicable.
- 2) Corresponding Certificate of Insurance
- 3) Security Deposit
- 4) Site Plan, including all road closures and signage where applicable (see section 6.11)

Further documentation may be requested by the municipality, including items outlined in section 6 of this policy.

5. Approval Authority

5.1 Special Events Permit Approvals

- a) Approval from the Clerk/Director of Legislative Services for the Township of Guelph/Eramosa is required for the granting of all Special Events permits. At the Clerk's discretion, the Council of the Township of Guelph/Eramosa shall be consulted and notified of special event applications and decisions.

5.2 Special Events Requiring Road Closures

- a) Approval from the Director of Public Works for the Township of Guelph/Eramosa is required for all Special Events utilizing a Township road. At their discretion, the Director shall consider the amount of Special Events and road closures per road or neighbourhood, which have or will take place per year, when considering approval for each Special Event, as well as scheduled road construction or maintenance.

- b) A Road Closure By-law, outlining the date, times and location of the Road Closure, may be required by Council prior to the Special Event Permit being issued to the Applicant, depending on the size and impact of the event. All by-laws must be approved by Council.

5.3 Special Events on Township-Owned Property

- a) Approval from the Clerk for the Township of Guelph/Eramosa is required for all Special Events on Township-owned property, subject to section 5.1.

6. General Polices and Procedures

6.1 Due Date for Applications

All applications for events requiring road closures must be received by the Township Clerk no later than 30 days prior to the event.

6.2 Insurance

Third Party Liability Insurance is mandatory for all Special Events. The Applicant for the event, prior to the event, must obtain a certificate of insurance in the amount of \$5 million, naming the Township of Guelph/Eramosa as an additionally insured party against loss or damage resulting from bodily injury to death and loss of or damage to property. The certificate must specifically list the activities that will be taking place at the event, including but not limited to the serving of alcohol, or amusement devices/rides. See also section 4.3 of this policy pertaining to rental agreements.

Additional insurance requirements will be required for events having Amusement Devices. See Section 6.7 of this policy.

6.3 Indemnify and Save Harmless

By signing the Special Event Permit application, the Applicant will be required to indemnify and save harmless The Corporation of the Township of Guelph/Eramosa from actions, loss, costs, claims or damage costs arising from the use of the Township's property.

The release, waiver and indemnity will read as follows:

IN CONSIDERATION of the acceptance of my application and the permission to host and participate in (name and date of event to be completed on form), I, for myself, my heirs, executors, administrators, successors and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE The Corporation of the Township of Guelph/Eramosa, and all other associations, sanctioning bodies and sponsoring companies, and all their respective agents, officials, servants, contractors, representatives, successors and assigns OF AND FROM ALL claims, demands, damages, costs, expenses, actions and causes

of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property HOWSOEVER CAUSED, arising or to arise by reason of my participation in the stated event, whether as spectator, participant, competitor or otherwise; whether prior to, during or subsequent to the event AND NOTWITHSTANDING that same may have been contributed to or occasioned by the negligence of any of the aforesaid.

I FURTHER HEREBY UNDERTAKE to HOLD AND SAVE HARMLESS and AGREE TO INDEMNIFY all of the aforesaid from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with my participation in the stated event,

BY SUBMITTING this ENTRY, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED to the above WAIVER, RELEASE, and INDEMNITY. I WARRANT that I am a competent authority to organize and participate in this event.

6.9 Damage to Township Property

The Applicant shall be responsible for all costs associated with damage to Township property or roads, as a result of the Special Event for which they have obtained a permit.

6.4 Signage and Barricade Services

Signs indicating “Road Closed” and barricades will be provided for and arranged with the Township Public Works Department for Special Events.

6.5 Temporary Structures

If a temporary structure, such as a tent, grandstand, bleachers or stage, is to be used during a Special Event, the Township Building Department must be contacted to determine whether a building permit is required. The Township may require documentation for engineering certification for temporary structures, such as grandstands, bleachers and stages.

6.6 Locates or “Ontario One Call” Requirements

With regard to any activities or temporary structures related to breaking ground for this event, such as for tent stakes or fencing, the Applicant is required to get locates by using “Ontario One Call” requirements.

Private locates that may be required are the applicant’s expense. Township property requires private locates.

6.7 Amusement Devices

All amusement devices must be in compliance with the provisions of the Technical Standards and Safety Act, must be appropriately staffed at all times,

must be removed daily and must be anchored securely using weights or spikes.

Proof of an Ontario Amusement Device permit will be required for each amusement device.

Additional insurance will be required for events having or using Amusement Devices. An insurance certificate in the amount of \$5 million, naming the Township of Guelph/Eramosa as an additionally insured party against loss or damage resulting from bodily injury to death and loss of or damage to property will be required from the Applicant or the company supplying the Amusement Devices.

Inflatables shall only be permitted on Township property through “Special Events & Corporate Bookings” and must adhere to all requirements of amusement devices listed in this policy. This includes being operated by a certified company who releases the Township from liability against loss or damage resulting from bodily injury to death and loss of or damage to property.

6.8 Garbage and Waste Disposal

The Applicant is responsible for litter control and garbage/waste disposal and the removal of the garbage/waste disposal from the site, subject to the relevant provincial legislation.

6.10 Temporary Power and/or Extension of Township Utilities

Any use of temporary power on Township property will require an inspection by the Electrical Safety Authority.

Township approval will be required for any requests to extend Township utilities for Special Events. An extension of Township utilities will require an inspection by the Electrical Safety Authority. The Township does not supply extension cords for any requests.

6.11 Site Plan

The Township requires a scaled site plan for all Special Events, which indicates the location of features including but not limited to: temporary structures, security, parking, garbage/waste disposal, picnic tables, portable washrooms, amusement devices and food and/or liquor sale locations.

6.12 Food Services

Food service must be coordinated in accordance with the requirements of Wellington-Dufferin-Guelph Public Health and the Applicant must obtain any permits required by Wellington-Dufferin-Guelph Public Health. This will also be coordinated with the Parks and Recreation Department at the rental booking stage.

6.13 Alcohol Sales/Service

A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario outlet and must be posted at the event. Applications for this permit can be obtained online at www.agco.ca. Permit holders must comply with the Township's Municipal Alcohol Policy. Smart Serve bartenders must be used at all Special Events where alcohol is being served, and proof of Smart Serve certification for bartenders must be provided to the Township. No alcohol shall be served or sold on any Township Road or road allowance. This will also be coordinated with the Parks and Recreation Department at the rental booking stage.

6.14 Noise

The Township's Noise By-law must be adhered to at all times. Any activity which may violate the By-law, including activity during restricted hours, will require written permission in the form of a Noise By-law exemption from the Township. A copy of the Township's Noise By-law can be obtained from the Clerk's Office or the Township website at www.get.on.ca

6.15 Community Impact

It is the responsibility of the Applicant to ensure that there is limited disruption to residents, businesses and Township employees as a result of the subject Special Event.

6.16 Notification

The Applicant must notify, in writing, any resident within a three hundred (300) foot radius of the Special Event location, who may be or will be affected by the occurrence of the Special Event. The Clerks department may assist applicants who are unsure of this requirement. A copy of the written notification must be received by the Clerk's Department at the Township Office along with the completed permit application.

6.17 Parking

A traffic control and parking plan may be required by the Township, to be submitted to the Clerk's Office with a completed application. This plan will be reviewed and approved by the Public Works Department and the By-law Enforcement Officer to ensure compliance with local regulations. Failure to comply with the approved traffic control and parking plan will result in enforcement, including but not limited to, revoking of permit, fines and/or towing.

6.18 Police and Medical Assistance

Prior to the Special Event, the Township must be notified by the Applicant of how the event will be policed and what medical assistance will be provided for

the event, to the satisfaction of the Township. Information related to police and medical assistance may be requested in the form of a security plan.

6.19 Critical Injury

Any critical injury occurring at a Special Event must be reported to the Township immediately by either calling the After Hours Service (on weekends or on weekdays between the hours of 4:00 pm and 8:30 am) or the Township Office (weekdays from 8:30 am to 4:00 pm).

6.20 Portable Washrooms

Portable washrooms must be arranged and paid for by the Applicant. The location and placement of the portable washrooms is subject to Parks and Recreation Department approval.

6.21 Trails

Where possible, Applicants will be encouraged to use existing trail systems for events to reduce the need for road closures and impact to the community.

6.22 In-Kind Use of Township Equipment for Not-For-Profit Organizations

Requests for the use of any Township equipment must be included in a written letter, when the Special Events Permit application is submitted to the Township, outlining the equipment and time and dates needed. This request for the in-kind use of Township equipment will be considered by Council at the time that the Special Event is considered.

6.23 Pre-Consultation

At the discretion of Township staff and/or Council, a pre-consultation meeting may be required for a Special Event, to discuss logistics and concerns.

7. Additional Conditions for Specific Special Events

7.1 Competitive, Timed Events – Such as Marathons, Bicycle Races, Biathlons and Triathlons:

The roadways comprising the route of the race can be closed to vehicular traffic and adequate detours are required to be established.

Police are required to provide the necessary staffing to safely control the event.

The Applicant is responsible for the production, costs and placement of Advance Notice Signage, outlining the dates and times of road closures, which must be approved by Township staff in advance of posting. Advance Notice Signage must be posted at least two weeks prior to the Special Event.

The Applicant is responsible for the production and costs of Advance Notice Signage, outlining the dates and times of road closure, is required and must be approved by Township staff in advance of posting. Advance Notice Signage must be posted at least 2 weeks prior to the Special Event.

Cyclists must adhere to the rules of the road contained within the Highway Traffic Act of Ontario, unless otherwise directed by Police.

In addition to the administrative fee, a fee of \$2.00 per race participant will apply to marathons, bicycle races, biathlons and triathlons and must be made payable to the Township of Guelph/Eramosa for roads reserves.

7.2 Street Parties

A petition must be submitted prior to approval, with signatures of all affected property owners acknowledging that they are aware of the proposed event and that access to all properties will be maintained at all times.

Street parties will be permitted for cul-de-sacs, crescents and streets/roads that are not deemed as “through-roads,” are not streets/roads which experience considerable traffic and are not used as the main access for the neighbourhood.

The Township will provide barricades and road closure signage to properly close the street. The drop-off and pick-up of this equipment will be arranged by the Public Works Department and the Applicant.

No barbeques or tables are permitted on the Township Road allowance. Township property includes roadway, sidewalks and boulevards.

8. Application Fees and Processing

- 8.1 A Special Event application may be obtained from the Clerk’s Office or from the Municipal website and shall be submitted to the Clerk’s Office upon completion.
- 8.2 The application fee is outlined in the current Fees and Charges By-law.
- 8.3 The Township advises that applicant’s submit applications at least 14 days in advance of a planned special event (30 days for events requiring a road closure) to ensure adequate time for securing availability and processing time.
- 8.4 Written approval may be required from outside agencies such AGCO, OPP, Wellington County EMS and the Wellington-Dufferin-Guelph Public Health or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for License, where applicable.

- 8.5 The applicant may be required to meet with staff from the Clerk's Office and other Municipal Departments. The Clerk shall forward the completed application to other departments as needed for comment.
- 8.6 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.
- 8.7 The Township reserves the right to cancel a special event permit up until the time of the event's commencement due to extenuating circumstances and/or inclement weather. The Township will refund the applicant all costs associated with Township property rentals and permit fees should a cancellation be imposed due to inclement weather.

9. Exemptions

- 9.1 This policy shall not apply to the Rockwood Farmers' Parade of Lights, Party in the Park, Township Remembrance Day Services, Pirate Fest, and any event in which the municipality has entered into a legal agreement with for use of Township property.

10. Accessibility

- 10.1 Any applicant wishing to host a special event shall endeavour to take any precautions reasonably possible in the circumstances to ensure the event is accessible and adheres to relevant provisions of the Accessibility for Ontarians with Disabilities Act (AODA).

Resources can be found at:

Accessibility in Ontario (www.ontario.ca/page/accessibility-in-ontario)
Accessibility Services Canada (www.accessibilitycanada.ca)

11. Schedules

See the attached Schedules, which forms part of this policy:

- 11.1 Schedule A - Important Contacts (NOTE: Contact information may be subject to change. It is the Applicant's responsibility to ensure that all approvals from the Township and outside agencies are obtained).
- 11.2 Schedule B – Flow Chart (NOTE: the administrative flow chart is designed to visually represent the step-by-step process applicants will follow from the time of applying for a permit to obtaining one.

SCHEDULE A
Special Events Policy
Township of Guelph/Eramosa
Important Contacts for Applicants

For Emergencies	911
Guelph General Hospital	(519) 822-5350
Groves Memorial Hospital, Fergus	(519) 843-2010
O.P.P. Rockwood Detachment	(519) 856-1506
Township of Guelph/Eramosa AFTER HOURS (On weekends or 4:00 pm to 8:30 am, Mon to Fri) For urgent matters not requiring police or medical assistance	After Hours Service 519-856-9596 ext. 150
Township of Guelph/Eramosa DURING BUSINESS HOURS (8:30 am to 4:00 pm, Mon to Fri) For urgent matters not requiring police or medical assistance	519-856-9596 Clerk's Department ext.107 Parks and Recreation ext. 113 Public Works ext. 120 By-law Enforcement ext. 121
*Any critical injury occurring at a Special Event must be reported to the Township immediately by either calling the After Hours Service (on weekends or on weekdays between the hours of 4:00 pm and 8:30 am) or the Township Office (weekdays from 8:30 am to 4:00 pm).	
For electrical inspections and approvals	Electrical Safety Authority (ESA)
For Liquor/Special Occasion Permit	Apply online at the Alcohol & Gaming Commission of Ontario (AGCO) at www.agco.ca
For safety inspection of fuels, pressure vessels and boilers, upholstered and stuffed articles and elevating and amusement devices.	Technical Standards and Safety Authority (TSSA) 1-877-682-TSSA (8772)
For information on food service safety and food service special occasion permit	Wellington-Dufferin-Guelph Public Health 1-800-265-7293 www.wdgpUBLICHEALTH.ca
Locates	<u>Ontario One Call</u> for public utilities including water, sewer, gas, hydro, cable, and telephone at 1-800-400-2255 <u>Hydro One</u> at 1-888-664-9376
County of Wellington Engineering Services (Road Closure Approval)	(519) 837-2600
County of Wellington Solid Waste Services (Garbage)	(519) 837-2601