

<b>POLICY MANUAL</b>	<b>Policy No. 94-2023</b>
<b>Township of North Dundas</b>	<b>Effective Date: April 12, 2023</b>
<b>Subject: Public Event Policy</b>	<b>Approved: March 21, 2023</b> Updated April 12, 2023

## **1.0 PURPOSE:**

This Policy is intended to provide a uniform and consistent approach to public events organized within the Township of North Dundas.

The Township of North Dundas is supportive of events organized by a variety of groups, provided they occur in a safe environment and have regard for Provincial Regulations and other applicable legislation, including but not limited to, the Accessibility for Ontarians with Disabilities Act, the rules with respect to the Fire and Building Codes, Nuisance Bylaws, Lottery Licences, Street Closures, etc.

## **2.0 DEFINITIONS:**

- 2.1 “Applicant” means any person and/or organization who is completing “Schedule A” of this policy.
- 2.2 “Council” means the Council of the Corporation of the Township of North Dundas.
- 2.3 “Lottery Scheme” exists if money is paid or some other consideration is given for a chance to win a prize.
- 2.4 “Municipally Significant Events” are a designation provided by Council. This designation is required to obtain a Special Occasion Permit.
- 2.5 “Public Events”, are community organized events such as festivals and fairs, vendor markets, community street parties, various fund-raising activities and memorial and commemorative services that have pre-determined opening and closing dates and times and:
  - a) Are advertised to the general public; and
  - b) Enhance or promote a community asset within North Dundas; or
  - c) Provide a venue for North Dundas businesses, organizations and/or residents to take part in the activities.

- 2.6 “Special Occasion Permits (SOP)” are permits issued by the Alcohol and Gaming Commission of Ontario (AGCO) for the sale and/or service of alcoholic beverages at special occasions/events.
- 2.7 “Township” means the Township of North Dundas.
- 2.8 “Traffic Diversion Plan” means a special route arranged for traffic to follow when the normal route cannot be used.
- 2.9 “Volunteer” means an individual or member of a group who freely and willingly contributes time, energy and support by performing a defined task without compensation or expectation of compensation.

### **3.0 PROCEDURE:**

- 3.1 This policy applies to any Applicant who is requesting any of the following from the Township to host a public event:
- a) A resolution from Council declaring the event to be “Municipally Significant”.
  - b) A request for any road within the Township to be closed to accommodate the event.
  - c) A request for any municipal or in-kind services from the Township.
- 3.2 All Applicants are required to complete “Schedule A” attached. It is the Applicant’s responsibility to adhere to the appropriate deadlines for submissions.

### **4.0 SPECIAL OCCASION PERMIT – MUNICIPAL NOTIFICATION:**

- 4.1 Requests for events to be declared as Municipally Significant will be brought forward by the Clerk for Council’s consideration and approved by resolution. Council’s decision will be final.
- 4.2 It is the Applicant’s responsibility to ensure that an application for their event to be declared as Municipally Significant is submitted to the Clerk a minimum of 21 days in advance of the date of the Council meeting, where the application is being considered. If approved, the Clerk will issue a letter to the Applicant with a copy of the resolution.
- 4.3 It is the Applicant’s responsibility to forward any necessary documentation to the AGCO. While the Municipality may designate a public event as being Municipally Significant, the Registrar for the AGCO ultimately has the final decision on whether or not to issue a Special Occasion Permit.
- 4.4 For outdoor events that are declared as Municipally Significant, the AGCO requires the Applicant to provide written notice to the Clerk, the Ontario Provincial Police, the fire department and the health departments informing them of the event. If a tent, marquee, pavilion or tiered seating is used, the Applicant should

notify the local building department in writing. The timelines for applicants notifying local authorities are:

- a) At least 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or,
- b) 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

## **5.0 Road Closures:**

5.1 Road closures are subject to approval by the Township. Barricades, pylons and detour signs will be supplied by the Township (please indicate your requirements on the form); however, it is the responsibility of the Applicant to ensure that:

5.1.1 Barricades, pylons and detour signs are erected in compliance with the Traffic Diversion Plan approved by the Township. The Township may be able to provide this service for a fee.

5.1.2 Volunteers assisting with road closures are available to assist emergency vehicles and those with legitimate business to proceed through the barricaded area unimpeded.

5.1.3 It is the responsibility of the Applicant to ensure that Volunteers assisting with road closures are trained appropriately with The Ontario Traffic Manual's Book 7 procedures. For additional information, please contact the Township's Director of Transportation.

5.1.4 Barricades, pylons and detour signs are removed at the end of the event. The Township may be able to provide this service for a fee.

5.1.5 Details of the event are provided to residences, businesses, churches and any other institution or organization that may be impacted by the event's associated road closures. Such details shall be provided a minimum of 10 days in advance of the event and the Applicant shall work with business representatives, etc., to minimize any inconvenience the event may cause.

5.2 The Applicant is forewarned that an approved road closure may be arbitrarily altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

## **6.0 Request for Municipal Services:**

6.1 The Township may be able to provide Applicants with various municipally-owned items (i.e. tables, chairs, garbage containers) and/or staff support to assist with the event. Please contact the Township's Recreation and Culture Department for rates.

## **7.0 Lottery Information:**

- 7.1 The Applicant is responsible for determining whether they are eligible to conduct a Lottery Scheme and for obtaining all required licences. For more information, please contact the Township's Clerk or visit the Alcohol and Gaming Commission of Ontario website (<https://www.agco.ca/lottery-and-gaming>).

## **8.0 Insurance:**

- 8.1 Applicants are required to obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Corporation of the Township of North Dundas as an additional insured party and to indemnify and save the Corporation of the Township of North Dundas harmless from all claims arising from the permit or event. The Applicant must provide a certificate of Insurance confirming the above to the Township at least 10 business days prior to the event.
- 8.2 Vendors who participate in events held on Township property are required to obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Corporation of the Township of North Dundas as an additional insured party and to indemnify and save the Corporation of the Township of North Dundas harmless from all claims arising from the permit or event. Musicians and entertainers are not subject to this clause.
- 8.3 Vendors who participate in events at a location that is subject to a Traffic Diversion Plan are required to obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Corporation of the Township of North Dundas as an additional insured party and to indemnify and save the Corporation of the Township of North Dundas harmless from all claims arising from the permit or event. Musicians and entertainers are not subject to this clause.
- 8.4 Applicants are responsible for submitting the certificates of insurance for Vendors as required under Sections 8.2 and 8.3 to the Township at least 10 business days prior to the event.
- 8.5 Remembrance Day Ceremonies are considered low risk and are therefore exempt from Section 8.0 Insurance.
- 8.6 Events organized by Committees of Council and/or organized by the Township are exempt from Section 8.0 Insurance until January 1, 2024.

**Event Application Form**

(Please attach additional sheets if more space is required)

**1.0 Event Details:**

1.1 Organization/Committee Name (the Applicant):

\_\_\_\_\_

1.2 Is your organization a not-for-profit or charitable organization located within North Dundas?

Yes

No

1.3 Please provide a list of committee members and titles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.4 Please provide the event name and the date(s), time(s) and location(s) of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.5 Main Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1.6 Please provide details of how, when and where the event will be advertised to the public.

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1.7 Does your event enhance or promote a North Dundas community asset? Please explain.

Yes  No

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1.8 Does your event provide a venue for North Dundas businesses, organizations and/or residents to form part of the activities?

Yes  No

If yes, please explain.

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1.9 Are you requesting your event to be declared as Municipally Significant?

Yes  No

1.10 How many people do you expect to attend your event? \_\_\_\_\_

1.11 Will your event be conducting a lottery scheme?

Yes  No



**3.0 Request for Municipal Services:**

3.1 Please specify any municipal items being requested:

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Number of garbage containers: \_\_\_\_\_

Number of recycling containers: \_\_\_\_\_

Number of pylons: \_\_\_\_\_

Number of barricades: \_\_\_\_\_

Number of detour signs: \_\_\_\_\_

3.2 Other - please explain: (i.e. access to power, waiving of rental fees, etc.).  
Please include dates, times and locations.

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3.2 If requesting Township staff support, please include dates, times and responsibilities/requirements:

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#### 4.0 Acknowledgement:

4.1 The Applicant agrees to:

- Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the Accessibility for Ontarians with Disabilities Act, the rules with respect to the Fire and Building Codes, Nuisance Bylaws, Street Closures, Lottery Schemes, etc.; and
- Provide any additional details as may be requested by the Municipality.

By signing, you agree that you have read and agree with the terms and conditions of the Public Event Policy No.93-2023. Failure to abide by these terms and conditions may result in the cancellation and/or withdrawal of Municipal support for any future events including those already approved by the Municipality.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Please submit completed applications to the Township office.

Email: [info@northdundas.com](mailto:info@northdundas.com)  
By Hand: Township of North Dundas  
636 St. Lawrence St.  
Winchester, ON K0C 2K0  
By Fax: 613-774-5699