The Municipality of

Festivals & Special Events Policy

October 29, 2013
# FESTIVALS AND SPECIAL EVENTS POLICY

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FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 1.0 – Purpose and Administration

1.1 PURPOSE

The purpose of this Policy is to assist the public, in organizing community events, through the consolidation of process, applications, and approvals, for events taking place on Municipal property, and those events that impact Municipal services.

1.2 APPLICATION

a) This Policy shall apply to all special events within the Municipality, and shall take effect on the day it is enacted.

b) No special events shall take place within the Municipality of North Grenville in whole or in part except in conformity with the provisions of this Policy.

c) Nothing in this Policy shall be construed to exempt any person from complying with the requirement of any by-law of the Municipality or the County of Leeds and Grenville or from any law of the Province of Ontario or Canada, or from obtaining any license, permission, permit, authority, or approval required by this or any other by-law of the Corporation unless hereinafter specifically stated.

d) This policy shall not apply to Municipal facility rentals unless the scope of the intended special event is not covered in the Municipal Facility Agreement.

1.3 ADMINISTRATION

This Policy shall be administered by the F.S.E.A.T. (Festival and Special Events Advisory Team).

1.4 ISSUANCE OF APPROVAL

Where there exists a proposal to hold a special event within the Municipality of North Grenville that would be in contravention to this Policy, no approval, permit or license shall be granted by the Municipality of North Grenville.

1.5 APPLICATION FOR SPECIAL EVENTS

In addition to the requirements of the F.S.E.A.T., the Ontario Building Code, the Ontario Fire Code and the Municipality’s Building By-Law or any other by-law of the Municipality, every application for special event approval shall be accompanied by site plans (which are dependent upon the nature and location of the special event).
1.7 FESTIVAL AND SPECIAL EVENTS TEAM

North Grenville’s F.S.E.A.T. (Festivals and Special Events Advisory Team) is a team comprised of Municipal employees and emergency personnel, who have responsibilities in the management of festivals and special events to be held on or in municipal facilities, as well as the impact of private events on public services. Key responsibilities of this working group include, but are not limited to:

1. Improve customer service for event organizers
2. Improve interdepartmental communication and teamwork for festivals and special events
3. Meet on an as-needed basis to discuss the planning of upcoming festivals and special events
4. Update the Festivals and Special Events Policy as required

Depending on the nature of the special event, the team may be comprised of staff representatives from, but is not limited to the following municipal departments and divisions:

1. Corporate Service
   a. Clerk’s Office
   b. Emergency Management
   c. Fire Services
   d. Police
   e. Treasury

2. Parks, Recreation and Culture
   a. Facilities

3. Planning and Development Services
   a. Building
   b. By-Law
   c. Economic Development

4. Public Works
   a. Environmental Services
   b. Roads

5. United Counties of Leeds and Grenville (as necessary)
1.8 FESTIVAL AND SPECIAL EVENTS TEAM

Upon receipt of a Special Event application, North Grenville’s Municipal Events Coordinator will review and determine applicable requirements as identified in the Festivals and Special Events Policy.

The following flow chart outlines the Application Process:

- **Pre-Consultation, Application & Submission**
  - 120 days prior to Major Special Event
  - 90 days prior to General Special Event

- **Application Review**
  - Application is reviewed by F.S.E.A.T.
  - Feedback provided and any additional information/clarification requested

- **Preliminary Approval**
  - Any additional required information is provided

- **Final Approval**
  - 30 days prior to event final/conditional confirmation is given provided that terms, conditions and approvals have/will be met

- **Debrief (if required)**
  - F.S.E.A.T. to make and receive recommendations regarding event
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 1.0 – Purpose and Administration

**Major Event Submission Time Lines**

120 Days
- Major Event Application

90 Days
- List of Activities
- Site Plan
- EMS Notified

30 Days
- Certificate of Insurance

20 Days
- Public Notification # 1

15 Days
- AGCO Requirements

15 Days
- AGCO Requirements

5 Days
- Public Notification # 2

0 Days
- Final Inspections

**General Event Submission Time Lines**

90 Days
- General Event Application
- List of Activities

30 Days
- Site Plan
- EMS Notified
- Certificate of Insurance

15 Days
- AGCO Requirements

14 Days
- Public Notification

0 Days
- Final Inspections
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 2.0 – Definitions

For the purposes of this By-Law, the definitions and interpretations in this Section shall govern unless the context indicates otherwise. Where a definition does not exist, a dictionary definition may prevail.

2.1 "APPLICATION" shall mean a formal request to permit a special event (see Appendix “A”).

2.2 “APPROVAL, CONDITIONAL” shall mean a permission to proceed with a special event as approved by Festival and Special Events Advisory Team on which conditions or stipulations have been imposed and must be fulfilled, prior to the granting of final approval.

2.3 “APPROVAL, FINAL” shall mean the formal, and written sanctioning of a special event by the Festival and Special Events Advisory Team.

2.4 “BEER GARDEN” shall mean an outdoor area in which beer and/or other alcoholic beverages are served.

2.5 “CERTIFICATE OF INSURANCE” shall mean a document issued by an insurance company/broker, licensed to do business in Ontario that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy, the type of insurance coverage purchased, the parties covered by the policy, and the types and dollar amount of applicable liability. The document shall include, but is not limited to:

A. Name, address and telephone number of insured.
B. Location, activity of named insured for which a certificate is issued and description of coverage detailing the type of insurance.
C. Policy number, effective date, expiry date and limits.
D. Type of insurance to include:
   I. Commercial general liability (claims made / occurrence).
   II. Extended - personal injury, tenants’ legal liability, automatic liability and non-owned automobile.
      i. “The Municipality of North Grenville” named as an additional insured
      ii. Name, address and telephone number of insurance company writing each policy.
      iii. Notice of cancellation or reduction in coverage as outlined on certificate within thirty (30) days, ten (10) days if cancellation is due to non-payment of premium; authorized signature and date.

2.6 “CYCLING EVENT” shall mean any officially organized occurrence(s) where public participation is encouraged, involving one or more bicycles and operators in which an occurrence begins and reaches completion, and/or repeats in a regular sequence. The occurrence can be competitive and/or non-competitive.
FESTIVALS AND SPECIAL EVENTS POLICY

SECTION 2.0 – Definitions

For the purpose of a cycling event in North Grenville, the interpretation of such an event shall be left to the discretion of the Festival and Special Events Advisory Team.

2.7 “DAMAGE(S)” shall mean any loss or injury to person or property.

2.8 “EMERGENCY” shall mean a situation that demands unusual or immediate action and that may allow people to circumvent usual procedures.

2.9 “EMERGENCY PLAN” shall mean a plan designed to maximize human survival and preservation of property, minimize danger, restore the normal operations of the Municipality of North Grenville, and assure responsive communications with the community, surrounding neighborhoods, the Municipality, and the United Counties of Leeds and Grenville. An emergency plan shall be specific to the special event and activities, including but not limited to, communications and responsibilities, coordination with authorities, contingency for weather conditions including high wind and lightning, personal and property damage. An Emergency Plan may be approved by Festival and Special Events Advisory Team.

2.10 “EVENT COORDINATOR” shall mean a municipal staff member reporting to the Director of Parks, Recreation and Culture.

2.11 “EVENT, GENERAL” includes such special events where there are less than 500 attendees and/or road closure(s) is/are not required.

2.12 “EVENT, MAJOR” includes such special events where there are 500 or more attendees and/or road closure(s) is/are required.

2.13 “EVENT ORGANIZER” shall mean a person responsible for all facets of the special event.

2.14 “EVENT, SPECIAL” shall mean a gathering of persons on Municipal property, and those events that impact Municipal services, generally lasting from a few hours to a few days, designed to celebrate, honor, discuss, sell, teach about, entertain, encourage, observe, or influence human endeavors which may include, but is not limited to; cycling event, dance, exhibit party, festival, parade, picnic, triathlon, walk-a-thon, general event and/or a major event.

2.15 “F.S.E.A.T” shall mean “Festivals and Special Events Advisory Team” and/or it’s designate.

2.16 “FIREWORKS” shall mean a device consisting of a combination of explosive and combustible materials, set off to generate colored lights, smoke, and noise for amusement. Fireworks are separated into three classes:
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 2.0 – Definitions

A. “FIREWORKS, CONSUMER” shall mean low-hazard firework articles designed for recreational use by the public. These articles include items such as roman candles, sparklers, fountains, wheels, volcanoes, mines, and snakes.

B. “FIREWORKS, DISPLAY” shall mean high-hazard firework articles designed for use by professionals. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels.

C. “FIREWORKS, PYROTECHNICS SPECIAL EFFECTS” shall mean high-hazard pyrotechnics articles designed for use by professionals. These articles include items such as gerbs, mines, comets and crossettes. This class also includes special purpose pyrotechnics manufactured live stage and the film and television industry.

2.17 “GARBAGE, NON-RECYCLABLE” shall mean all garbage, and other refuse except recyclable garbage, as per the Municipal Recycling and Waste By-Law (see Appendix “Q”).

2.18 “GARBAGE, RECYCLABLE” shall mean the collection of recyclable material, as per the Municipal Recycling and Waste By-Law (see Appendix “Q”).

2.19 “GREY WATER” shall mean wastewater generated from washing activities.

2.20 “LETTER OF APPROVAL” shall mean a document that acknowledges the safe use or crossing of a particular property, during a special event. This can include, but is not limited to documents from:

A. CP Rail
B. Institutions
C. Municipal lands
D. Privately owned lands
E. United Counties of Leeds and Grenville

2.21 “LOTTERY” shall mean a method of raising revenues, by selling tickets and giving prizes to those who hold tickets with winning numbers that are drawn at random and which is licensed by the Municipality and/or the Ontario Gaming and Lottery Corporation.

2.22 “MARSHAL” shall mean a person(s) designated by the Event Organizer for specific control purposes (i.e., traffic control and direction, security, etc.) and who are at least 18 years of age.

2.23 “MUNICIPALITY” shall mean the Corporation of the Municipality of North Grenville, and its representatives which include but are not limited to, its officers, directors, employees, agents, licensors and other representatives.
2.24 “MUNICIPAL PROPERTY” shall mean any municipally owned lands, which may include but is not limited to any park, building, road, structure or sidewalk.

2.25 “NOTICE” shall mean communication given by notice directly to, or received personally by a party. Notices shall be approved by the F.S.E.A.T and contain, but is not limited to, the following;
A. Date of the event
B. Time of the event
C. Name of road affected
D. Alternative route(s)
E. Contact information of Event Organizer or designate who is available prior to, and during the special event.

2.26 PARKING MANAGEMENT PLAN (PMP)” shall mean a plan intended to assist special event participants to locate parking on both public and privately owned lands. A PMP may include, but is not limited to:
A. Anticipated number of vehicles expected at the special event
B. The number of parking spaces available and where those spaces are located:
   I. Availability of surrounding streets and lots where parking is permitted
   II. Management of overflow parking requirements which may include a shuttle bus service
C. The provision of organization volunteers on-site (in parking and non-parking areas) to provide participants with appropriate parking information / direction related to the event
D. SIGNAGE including but not limited to information and directional signs
E. Well placed and clearly signed accessible parking spaces
F. Fire access routes and accessible parking spaces

2.27 “PERMIT” shall mean a certificate evidencing permission which may include, but is not limited to: a building permit, an open air fire permit, a permit to dig, a permit for work.

2.28 “ROAD CLOSURE” shall mean an obstruction to the regular flow of traffic, involving one or more lanes being temporarily barricaded and which may include a route detour, to be signed when a driver is required to depart completely from a major road(s) and will be directed to follow an alternative route. The alternative route will be signed using a combination of the appropriate detour markers as per Ontario Traffic Manual Book 7 – Temporary Conditions. Before a route or a temporary detour is opened to the public, all signs pertinent to the condition must be installed in their proper positions.
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 2.0 – Definitions

2.29 “SIGNAGE” shall mean any identification, description, illustration, or device which directs attention to, or advertises any special event or activity and without limiting the generality of the foregoing, the definition of sign includes but is not limited to, the following types of signage pertaining to the special event:
A. Banners
B. Directional signage
C. Sandwich board signs
D. Incidental signage

2.30 “SITE” shall mean a place or location set aside for a specific use.

2.31 “SITE PLAN” shall mean an illustrated proposal, to scale, for the development or use of a particular Site, to be approved by the F.S.E.A.T. which may include, but is not limited to:
A. Controlled entry sites
B. Drainage plan
C. Emergency Plan, which includes:
   a. Emergency access and egress routes
   b. Emergency vehicles
   c. Pedestrians
D. Entertainment sites
   a. Stage
   b. Licensed liquor consumption areas
   c. All other
E. Event / Incident Coordination Centre
   a. Lost kids / property
F. Firefighting equipment
G. First-Aid posts
H. Food / vendor / stalls
I. Main power / water / gas control
J. Number / Size of all Garbage / Recycling receptacles
K. On site vehicles
L. Parking Management Plan
M. Restricted areas
N. Road Closure Plan
O. Security locations
P. Set up / take down area
Q. Sound Management Plan
R. Traffic Management Plan
S. Vehicle Access
T. Potable water locations
U. Sanitary/washroom facilities
V. Waste Management Plan

2.32 “SOCAN” shall mean Society of Composers, Authors and Music Publishers of Canada.

2.33 “SOUND MANAGEMENT PLAN (SMP)” shall mean a plan intended to minimize the disruption to neighboring properties due to excessive or loud noise being generated by the special event.

2.34 “TRAFFIC MANAGEMENT PLAN (TMP)” shall mean a plan intended to promote the orderly and safe flow of traffic and/or pedestrians which may include, but is not limited to: detour routes, (see also parking management plan, road closure).

2.35 “WASTE MANAGEMENT PLAN (WMP)” shall mean a plan intended to coordinate the collection, transport, processing or disposal, managing and monitoring of waste materials.
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 3.0 – Policies and Procedures

All provisions of this section 3 “Policies and Procedures” shall apply, where applicable, to a special event within the Municipality of North Grenville. The Event Organizer shall be responsible for the carrying out of all applicable provisions.

3.1 Accessibility

The Event Organizer shall ensure an accessible environment for visitors, organizers, participants and volunteers to the event. This shall include but is not limited to the following:

A. Compliance with Section 6 of Ontario Regulation 429/07 (Accessible Standard for Customer Service) made under the Accessibility for Ontarians with Disabilities Act, 2005 to ensure that every provider of goods or services is in receipt of training about the provision of its goods and services, to persons with disabilities;
B. Well placed and clearly signed accessible parking spaces as per SECTION 3.25.5 (TMP);
C. Accessible entertainment viewing areas;
D. Accessible washrooms located on paved pathways as per SECTION 3.15.5 (Health & Safety, see also Appendix “G”);
E. Use of directional signage as per SECTION 3.24 (Signage, see also Appendix “N”) prominently displayed throughout the event venue to indicate:
   I. Barrier-free path of travel;
   II. Location of the accessible washrooms;
   III. Accessible seating areas and other amenities;
   IV. Goods and services available at the event.
F. Signage consisting of high contrasting colors; use the International Symbol of Accessibility where applicable as per SECTION 3.24 (Signage, see also Appendix “N”); and,
G. The Event Organizer shall provide sufficient information to the Event Coordinator to demonstrate that an accessible environment for visitors, organizers, participants and volunteers exists.

3.2 Activities

The Event Organizer shall ensure:

A. Safe entertainment as per SECTION 3.15 (Health & Safety, see also Appendix “G”) and SECTION 3.16 (Inspections);
B. Accessible entertainment viewing areas as per SECTION 3.1 (Accessibility);
C. That sufficient detailed information about the proposed activities is provided to the Event Coordinator, not less than ninety (90) days prior to commencement of the Special Event. Said information to include, but is not limited to:
   I. The date(s) of the special event;
   II. The location(s) of the special event;
   III. The operating hours of the special event;
   IV. A complete list of activities taking place at the special event;
   V. Entertainment itinerary.
3.2.1 Hot Air Balloons

The Event Organizer shall provide sufficient information to the Event Coordinator that can include, but is not limited to:

A. Sufficient details about the hot air balloon in accordance with SECTION 3.2 (Activities); SECTION 3.16 (Inspections), SECTION 3.22 (Permits) and SECTION 3.25 (Site Plan – see also Appendix “C”);
B. Adequate insurance, as per SECTION 3.17 (Insurance and Risk).

3.2.2 Inflatables

The Event Organizer shall ensure that all inflatables follow the procedure set out by the Technical Standards and Safety Association (T.S.S.A – see also Appendix “B” and “J”), including but not limited to:

A. An operating license;
B. A technical dossier;
C. Confirmation of application review by T.S.S.A.;
D. Confirmation of inspection by T.S.S.A.;
E. Liability insurance naming the Municipality of North Grenville as additionally insured, in an amount to be determined by the F.S.E.A.T. (Festival and Special Events Advisory Team), but not less than an amount of two million dollars ($2,000,000.00)
F. Identification of safety measures to ensure the prevention of wind uplift, collapse and personal injury;
G. Compliance with rules of operation (see Appendix “J”).

3.2.3 Water

If any portion of the special event involves activities in, around or on a body of water, the Event Organizer shall ensure that appropriate precautions are taken to ensure the safety of the participants. The Event Organizer shall further advise the Municipal Events Coordinator of the proposed safety precautions through the application.

3.3 Alcohol

The sale or consumption of alcohol shall not be permitted at any Special Event unless in compliance with the regulations set by the Alcohol and Gaming Commission of Ontario (see Appendix “B”), and the Alcohol Policy By-Law (see Appendix “V”). If alcohol is to be consumed at a Special Event, the Event Organizer shall ensure:

A. Compliance with requirements as set by the Alcohol and Gaming Commissions of Ontario (AGCO);
B. Compliance with the Alcohol Policy By-Law (see Appendix “V”);
C. That alcohol is not consumed on Municipal streets, sidewalks, or in non-designated areas, without the written approval of the F.S.E.A.T.;
D. Alcohol is not consumed or sold before or after the permitted times on the permit, or after 1:00 a.m., whichever is sooner;
E. The Event Organizer shall provide sufficient information to the Municipal Event Coordinator, not less than fifteen (15) days prior to commencement of the Special Event, demonstrating that the Special Event complies with the AGCO’s regulations, and the Alcohol Policy By-Law (see Appendix “V”);

F. Where a Special Event is to include a beer garden, the Event Organizer shall provide the following information to the Municipal Event Coordinator:

   I. Confirmation that the appropriate authorities, including police, have been notified of the Special Event;
   II. Confirmation that security measures will be carried out as per SECTION 3.16.4 (Police), and;
   III. The maximum allowable capacity of the beer garden.

3.4 Animals

The Event Organizer shall ensure that participants are discouraged from bringing their pets to Special Events, unless otherwise agreed to in writing by F.S.E.A.T.

As per SECTION 3.1 (Accessibility) persons with disabilities are permitted to be accompanied by their service animal, which shall be kept with them in areas/premises which are open to the public, provided that they comply with all applicable by-laws and legislation.

3.5 Application(s)

The Event Organizer shall ensure the complete submission of a Special Event Application to the Municipal Event Coordinator:

   A. Not less than thirty (90) days prior to the commencement of a General Event, and;
   B. Not less than one hundred and twenty (120) days prior to the commencement of a Major Event.

All applications are subject to review by F.S.E.A.T. where deemed necessary by the Municipal Events Coordinator. The Event Organizer shall ensure that Municipal Events Coordinator receives all required information. This shall include, but is not limited to:

   C. Five hundred dollar ($500) deposit to be used for damages and/or clean up as per SECTION 3.9 (Damages), or such other amount as deemed appropriate by F.S.E.A.T.;
   D. Any proposed liability waiver or other documentation that sets out responsibilities for participants and/or the Event Organizer as per SECTION 3.17 (Insurance and Risk Management);
   E. Any proposed plans (dependent upon the nature and location of the Special Event) as per SECTION 3.25 (Site Plan – see also Appendix “C”);
   F. Any other Special Event information as deemed necessary as per SECTION 3.15 (Health & Safety, see also Appendix “G”), SECTION 3.16 (Inspections) and SECTION 3.22 (Permits).

3.6 Carnivals, Circuses and Midways

Carnivals, circuses and midways shall comply with the Transient Traders By-Law (see Appendix “O”).

The Event Organizer shall ensure that sufficient information is provided to the Municipal Event Coordinator demonstrating compliance with said By-Law.
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 3.0 – Policies and Procedures

3.7 Costs
The Municipality shall bear zero costs for any special event whatsoever, unless otherwise agreed to, in writing, by the F.S.E.A.T. The Event Organizer shall be responsible for any and all costs related to the Special Event (see Appendix “F”).

3.8 Cycling Events
All Cycling Events:

A. Must obtain final approval by the F.S.E.A.T.;
B. Require that all riders wear approved helmets; and,
C. Comply with the terms and conditions as set out by F.S.E.A.T.

Prior to the consideration of any cycling event by the F.S.E.A.T., the Event Organizer must submit a completed Application form in accordance with SECTION 3.5 (Applications) to the Municipal Event Coordinator. Attachments shall include, but are not limited to:

D. A letter from the organization sanctioning the event
   i. Identification of Chief Official and/or Commissionaire
   ii. Number of marshals and their location throughout the event.
E. Complete Site Plan, Traffic Management Plan, and Road Closure in accordance with SECTIONS 3.25 (Site Plan – see also Appendix “C”)
F. Any required letter(s) of approval in accordance with SECTION 3.25 (Site Plan)
G. Staffing requirements in accordance with SECTION 3.16.4 (Police);
H. Start / Finish Diagrams
I. Certificate of Insurance, in accordance with SECTION 3.17 (Insurance and Risk Management).

3.9 Damages
The Event Organizer shall be solely and completely responsible for any and all damages resulting from the Special Event. Damages will be assessed and communicated to the Event Organizer by the Municipal Event Coordinator after the Special Event. The cost to repair any damages to park(s) and/or facilities will be the responsibility of the Event Organizer. F.S.E.A.T. may request a damage deposit in an amount to be determined at their discretion (see SECTION 3.5 Applications).

3.10 Facilities
The Event Organizer shall ensure that the Municipality of North Grenville’s Facility Rental Terms and Conditions and the North Grenville Alcohol Policy are adhered to during the Special Event (see Appendixes “M” and “O”).

3.11 Fires
The Event Organizer shall ensure that:

A. Any and all open air fires at their Special Event have obtained an Open Air Fire Permit as per SECTION 3.22 (Permits), and that the Open Air Fire By-Law is adhered to (see Appendix “S”).
B. Fuel fired cooking, heating appliances, candles and/or other open flames are not used in tents as per SECTION 3.16 (Inspections).
3.12 Fireworks

If fireworks are to be displayed at a special event, the Event Organizer shall ensure that:

A. The fireworks are in compliance with the Canada Explosives Act
B. Sufficient information is provided to the Municipal Event Coordinator confirming that the North Grenville Fire Services is aware of, and supports the use of fireworks at the Special Event (see Appendix “K”).

If display fireworks and/or pyrotechnics are to be displayed at a Special Event, the Event Organizer shall ensure that sufficient information is provided to the Municipal Events Coordinator to confirm that:

I. A qualified fireworks supervisor, holding a valid card issued by the Explosives Division, Natural Resources of Canada taking responsibility for the fireworks;
II. Written approval from the North Grenville Fire Service, permitting fireworks at the special event;
III. A Site and Site Plan in accordance with SECTION 3.25 (Site Plan), is in compliance with all specifications as outlined in the Display Fireworks Manual published by the Explosives Regulatory Division of Natural Resources Canada.

3.13 First Aid

At the request of the F.S.E.A.T., the Event Organizer shall provide written confirmation in advance of the special event, to the Municipal Events Coordinator indicating that a certified first-aid service provider and/or other emergency service providers as determined by the F.S.E.A.T. will be on site, for the duration of the Special Event, and that emergency medical services have been advised of the Special Event.

3.14 Food and Refreshment

Notwithstanding the provisions of the Transient Traders By-Law (see Appendix “O”), the provision of food and refreshment at Special Events hosted and/or sponsored by a non-profit organization, shall be exempt from licensing provisions of the By-Law.

3.15 Health and Safety

The Event Organizer shall ensure that the Special Event site is maintained in a safe and sanitary condition at all times and that all health and safety incidents are reported to the Municipality immediately, should they happen (see Appendix “L”).

The Special Event must be operated in such a manner that ensures that no health and/or safety hazards exist on the site in accordance with the Health Protection and Promotion Act and the Ontario Food Premises Regulation (see Appendix “G”).

3.15.1 Animals Exhibits

The Event Organizer shall ensure that:

A. Signs are posted at each animal exhibit as per SECTION 3.24 (see Appendix “G”);
B. Manure is quickly and thoroughly cleaned up and appropriately discarded;
C. The public does not drink unpasteurized milk;
FESTIVALS AND SPECIAL EVENTS POLICY
SECTION 3.0 – Policies and Procedures

D. Barriers are adequate to impede the touching of animals that should not be handled by the public (e.g., newborns);
E. Animals that are ill, sick or contain any infections disease are not displayed;
F. Rails and floors are disinfected daily;
G. Animals are not set up in close proximity to food premises, in accordance with SECTION 3.25 (Site Plan – see also Appendix “C”);
H. Hand washing stations and/or hand sanitizing stations are provided within close proximity of the animal display as per SECTION 3.25 (Site Plan - see also Appendix “C”).

3.15.2 Food

The Event Organizer shall ensure that wherever food is prepared, sold or distributed to the public at their Special Event that sufficient information is provided to the Event Coordinator demonstrating that:

A. The Medical Officer of Health for Leeds, Grenville and Lanark District Health Unit has been notified of the Special Event in writing, not less than 30 days prior to the event (see Appendix “G”);
B. The site proposed is dry, well drained, and free of any health hazards;
C. Each food vendor is at all times in compliance with the Health Protection and Promotion Act and Food Premises Regulation (see Appendix "G”);
D. That a site plan is provided to the Municipal Event Coordinator in accordance with SECTION 3.25 (Site Plan see also Appendix “C”);
E. All necessary measures are taken to ensure that fats, oil and grease, and any other deleterious material are prevented from entering the sanitary sewer system in accordance with the Sewer Use By-Law (see Appendix “T”);
F. Open flames are in compliance with SECTION 3.11 (Fires) and Open Air Fire By-Law (see Appendix “S”) and that any preventative measure or requests made by the North Grenville Fire Service, are complied with as per SECTION 3.16 (Inspections).

3.15.3 Garbage Disposal

The Event Organizer shall ensure that sufficient information is provided to the Event Coordinator demonstrating that:

A. A plan is in place to control any and all garbage that may exceed expectations;
B. Garbage receptacles will be emptied as necessary, however not less than once daily and daily at end of the Special Event;
C. An adequate quantity of garbage receptacles will be provided for use by the public and placed in locations convenient for use as per SECTION 3.25 (Site Plan – see also Appendix “C”);
   I. A Major Event is required to have an appropriate sized garbage dumpster(s) or other means to collect and remove the garbage accumulated during the festival or event;
   II. Each food vendor must have garbage receptacles equipped with lids.
D. All necessary measures are taken to ensure that fats, oil and grease and any other deleterious material are prevented from entering the sanitary sewer system, and that wherever grease is used, fully functioning grease traps are installed, as per Sewer Use By-Law (see Appendix “T”) and as per SECTION 3.16.6 (Inspections).

3.15.4 Recycling

The Event Organizer shall ensure that all recyclable material is separated from non-recyclable garbage and deposited into a material recycling facility or depot as per the Municipal Recycling and Waste By-Law (see Appendix “Q”):

A. An adequate quantity of recycling receptacles is to be provided for use by the public and placed in locations convenient for use;
B. Recycling receptacles are to be emptied as necessary, however not less than once daily.

3.15.5 Sanitary Facilities and Waste Water

The Event Organizer shall ensure that:

A. Washroom facilities and hand wash stations available for public use and are kept in a clean and sanitary condition (see Appendix “G”);
B. Washroom facilities and hand wash stations are available for vendors and patrons as per SECTION 3.1 (Accessibility);
C. Sufficient wheelchair accessible washrooms are provided and located on paved pathways in accordance with SECTION 3.1 (Accessibility);
D. All sewage waste, including sink waste, is disposed of in a clean and sanitary manner. That no wastewater is dumped onto the ground, that holding tanks are pumped out as often as is necessary and the waste disposed of at an approved dump station;
E. Arrangements are made for grease recycling containers to be provided for use by food vendors.

The Event Organizer shall ensure that sufficient information is provided to the Event Coordinator demonstrating that:

F. Portable washrooms will have a minimal impact on local residences or businesses as per SECTION 3.25 (Site Plan – see also Appendix “C”).
G. All required inspections and permits have been obtained as per SECTION 3.16 (Inspections) and SECTION 3.22 (Permits).

3.16 Inspections

Every Special Event is subject to regular inspections (see Appendix “B”). It is the responsibility of the Event Organizer to arrange for those inspections.

The Event Organizer shall ensure that:

A. The Special Event site is safe before, during and immediately after the Special Event as per SECTION 3.25 (Site Plan);
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B. The Special Event is operated in such a manner that ensures no safety hazards exist on site as per SECTION 3.15 (Health and Safety, see also Appendix “G”);
C. All required inspections are carried out in a timely manner;
D. Every effort is made, at all times, to observe and minimize dangers, which can include but is not limited to:
   a. Cables and hoses across walkways;
   b. Absence of barriers to restricted areas;
   c. Vehicle safety;
   d. Tent stakes and ropes;
   e. Electrical connections and water risk.

The Event Organizer shall provide sufficient information to the Municipal Event Coordinator demonstrating that all inspections have been carried out in a timely manner. Said inspections shall include but are not limited to:

E. Water / Sewer backflow preventer, and meter inspections as the Sewer Use By-Law and the Municipality of North Grenville Water Use and Rate By-Law (see Appendixes “T” and “U”);
F. Building inspections as per the Ontario Building Code (see also Appendix “H”);
G. Fire inspections as per the North Grenville Fire Service (see also Appendix “S”);
   Gas inspection as per section the Ontario Building Code;
   Hydro inspections as per section the Electrical Safety Authority (see Appendix “B”);
   Open Air Burning as per the Open Air Fire By-Law (see Appendix “S”);
   T.S.S.A. inspections as per the Ontario Building Code, and; Health Unit inspections as per the Health Protection and Promotion Act (see Appendix “G”).

3.16.1 Building

All construction and/or demolition for a special event(s) are subject to inspection and approval by a Municipal Building Official, as per the Ontario Building Code.

The Event Organizer shall ensure:

A. Compliance with the Ontario Building Code;
B. All required building permits are obtained (see Appendix “H”). These include, but are not limited to:
   a. Structural safety standards
   b. Bleacher inspections
   c. Tents that exceeds 60 sq. m.
C. All tents and temporary structures are fully accessible to participants/visitors including individuals with disabilities as per SECTION 3.1 (Accessibility);
D. Tents utilizing pegs or stakes in Municipal parks, to contact the Facilities Superintendent for approved locations as per SECTION 3.19 (Municipal Properties – see also Appendix “B”) and SECTION 3.27 (Underground Utilities – see also Appendix “B”).
3.16.2 Fire Safety

The Event Organizer shall ensure that all fire safety inspections are scheduled and carried out in a timely manner as per T.S.S.A. standards and as per the North Grenville Fire Service. The Event Organizer shall ensure that:

A. A fire access route is maintained, without obstruction, at all times, as per SECTION 3.25 (Site Plan – see also Appendix “D”).
B. That all tents meet the requirement for flame resistance and other criteria as set out in the Ontario Building Code Regulation;
C. No open flame, fuel fired cooking, heating appliances or candle is used in any tent as per SECTION 3.11 (Fires).
D. That sufficient information is provided to the Event Coordinator detailing information about:
   I. The level of fire protection for/at food concessions (i.e., fire extinguishers);
   II. Propane-fired cooking equipment as per SECTION 3.16.5 (Inspections – T.S.S.A.).

3.16.3 Hydro

The Event Organizer shall ensure that all hydro safety inspections are scheduled and carried out in a timely manner (see Appendix “B”). The Event Organizer shall ensure:

A. Hydro is connected only to those areas as agreed by the F.S.E.A.T.;
B. Application for the inspection of all installations is made to the Electrical Safety Authority (E.S.A.) at minimum 48 hours’ prior to the Special Event (see Appendix “B”);
C. That all equipment is CSA certified and installed and maintained in accordance with the Electrical Safety Authority (E.S.A) Regulation;
D. That sufficient information is provided to the Event Coordinator confirming:
   I. All Hydro permits are obtained prior to commencing any work;
   II. Compliance with the Electrical Safety Authority (E.S.A.) and the Canadian Safety Association;
   III. Adequate electrical supply capacity is available to run the Special Event and confirmation with the supply authority, what the electrical requirements will be for their event.

3.16.4 Police

The Event Organizer shall ensure:

A. That the OPP are contacted and informed of the Special Event not less than 90 days for a Major Event, and not less than thirty 30 days before a General Event.
B. All requests made by the OPP are complied with. This can include but is not limited to the hiring of additional paid duty officers.
C. That sufficient information is provided to the Event Coordinator confirming:
   I. That any OPP requests will be carried out;
   II. All activities taking place at the Special Event are in accordance with SECTION 3.2 (Activities);
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III. The location and size of any areas licensed for the consumption of alcohol as per SECTION 3.3 (Alcohol) and as per SECTION 3.25 (site plan – see also Appendix “C”);

IV. The maximum allowable capacity of the beer garden as per SECTION 3.3 (Alcohol – see also Appendix “V”);

V. An F.S.E.A.T. approved Site Plan as per SECTION 3.25 (Site Plan – see also Appendix “C”).

3.16.5 Technical Standards and Safety Association

The Event Organizer shall ensure that all T.S.S.A. inspections are scheduled (see Appendix “B”) and carried out in a timely manner. This shall include but is not limited to:

A. Carnival rides (see also Appendix “O”);
B. Compressed gas cylinders (i.e., helium);
C. Propane tanks / cylinders / equipment as per SECTION 3.11 (Fires).

3.16.6 Water / Waste Water

The Event Organizer shall ensure that all water / waste water inspections are scheduled and carried out in a timely manner (see Appendices “T” and “U”). The Event Organizer shall ensure:

A. Water and/or waste water are connected only to those areas as agreed by the F.S.E.A.T.;
B. That the Lanark, Leeds & Grenville District Health Unit has been notified of the Special Event (see Appendix “G”);
C. That sufficient information is provided to the Municipal Events Coordinator confirming:
   I. That all water and/or waste water inspections have been carried out to the satisfaction of the Municipality of North Grenville (see Appendices “T” and “U”);
   II. Portable washrooms have minimal impact on local residences or businesses as per SECTION 3.15 (Health and Safety, see also Appendix “G”) and SECTION 3.25 (Site Plan – see also Appendix “C”).

3.17 Insurance and Risk Management

The Event Organizer, at their expense, must obtain and keep in full force and effect, commercial general liability insurance, bodily injury and property damage, tenant’s legal liability, and contractual liability, including if applicable – Liquor License Act extension, covering all activities and occupancy for which the Special Event is permitted. The policy shall be written on an occurrence basis with coverage for any one occurrence of not less than five million ($5,000,000.00), or another amount as determined by the F.S.E.A.T., and to be endorsed by, and include the “Municipality of North Grenville” as an additional insured.

The Event Organizer shall ensure that, the insurance policy:

A. Is Commercial General Liability insurance for not less than five million dollars ($5,000,000.00), or another amount as determined by the F.S.E.A.T.;
B. Contains a severability and cross liability clause;
C. Is non-contributing with, applies only as primary, and does not access any other insurance or self-insurance available to the Municipality of North Grenville;
D. Has deductible amounts that are to be borne by the Event Organizer; and,
E. Covers the Event Organizer and volunteers for liability claims made by another person related to injury, to that person and/or damage to their property.

The Event Organizer shall ensure that:
F. Contractors that complete work on Municipal property have a valid Certificate of Insurance and Worker’s Compensation coverage as per SECTION 3.19 (Municipal Properties);
G. Volunteer drivers are insured and that their insurance policy contains a minimum of a two million dollars ($2,000,000.00) Third Party Liability Insurance to transport passengers and/or equipment;
H. Volunteers have adequate insurance either through their employment or otherwise if self-employed;
I. All activity providers to the Special Event have appropriate and adequate insurance coverage as per SECTION 3.2 (Activities);
J. Sufficient information is provided to the Municipal Events Coordinator, not less than thirty (30) days prior to commencement, indicating:
   I. Proof of Commercial General Liability insurance, in the form of a Certificate of Insurance, naming the “Municipality of North Grenville” as an additional insured, and signed by an authorized representative of the insurer.

The Event Organizer shall ensure that appropriate risk management practices are in place. This shall include, but is not limited to:
K. Emergency plans as per SECTION 3.25 (Site Plan – see also Appendix “D”);
L. Safe volunteer management practices;
M. Guidelines for the use of elevation trucks;
N. Safety requirements specific to events that take place on waterways as per SECTION 3.2 (Activities).

The Event Organizer must present any proposed liability waiver or other documentation that sets out responsibilities for participants and/or the organizing body of the event with the Special Event application form.

3.18 Lottery

The Event Organizer shall ensure that the Special Event lottery is licensed and complies with all Provincial regulations (see Appendix “I”).

3.19 Municipal Properties

The Event Organizer shall be fully responsible for any and all damages as a result of the Special Event as per SECTION 3.9 (Damages). The Event Organizer shall ensure that:

   A. All Municipal property is restored to its original condition, immediately and without delay, after the Special Event as per SECTION 3.9 (Damages – see also Appendixes “M” and “P”);
B. Public access to municipal parks, walkways, thoroughfares, play structures and parking lots are maintained at all times during the Special Event, unless otherwise arranged through the F.S.E.A.T.;

C. Alcohol is not consumed on Municipal property without the prior written approval of F.S.E.A.T. and the attaining of all proper permits and documentation as per SECTION 3.3 (Alcohol – see also Appendix “V”) and SECTION 3.16.4 (Police);

D. Any and all vehicles and their operators on Municipal property conduct themselves in a responsible manner, before, during and after the Special Event;

E. Should a vehicle operating on Municipal property be observed in an irresponsible fashion, that vehicle and/or the operator will be banned from the premises immediately;

F. No markings of any kind are applied to Municipal property without the prior and written approval of F.S.E.A.T. as per SECTION 3.9 (Damages);

G. Tents utilizing pegs or stakes in Municipal parks obtain approval from the F.S.E.A.T. as per SECTION 3.16 (Inspections) and as per SECTION 3.27 (Underground Utilities – see also Appendix “B”);

H. Existing light standards in Municipal parks are to remain in operation during evening hours unless otherwise approved by F.S.E.A.T. as per SECTION 3.16.4 (Police);

I. The installation of fencing is restricted to free-standing fences only as per SECTION 3.9 (Damages);

J. Vehicles are not permitted on park lands, except for designated service vehicles such as golf carts as per SECTION 3.9 (Damages);

K. No person shall remain in a Municipal park overnight as per the Municipality of North Grenville Parks By-Law (see Appendix “P”), unless approved by the F.S.E.A.T.

3.20 Notification

The Event Organizer shall ensure that all residents and/or businesses affected by the special event are in receipt of a written notification (see Appendix “E”). The Event Organizer shall ensure that notification is carried out effectively, and that residents and businesses affected by a:

A. General Event
   a. receive primary notification, not less than 14 days prior to the special event

B. Major Event
   a. receive primary notification, not less than 20 days prior to the special event
   b. receive secondary notification, not less than 5 days prior to the special event

3.21 Pedestrian Crossing / Route Marshals

The Event Organizer shall ensure that:

A. F.S.E.A.T. identified intersections are equipped with police supervision to assist participants and motorists in the event area as per SECTION 3.16.4 (Police) and as per SECTION 3.25 (Site Plan – see also Appendix “C”);

B. All volunteers assisting in the supervision of roadways wear reflective safety vests as per SECTION 3.25 (Site Plan) and as per SECTION 3.16.4 (Police);

C. All marshals on road allowance are equipped with safety vests.
3.22 Permits

The Event Organizer shall ensure that all required permits, associated inspections and certificates are properly obtained and carried out in a timely manner as per SECTION 3.15 (Health and Safety, see also Appendix “G”), SECTION 3.16 (Inspections), SECTION 3.17 (Insurance), and as per SECTION 3.25.4 (Sound Management). This shall include but is not limited to:

A. Backflow prevention;
B. Building;
C. Fire;
D. Gas;
E. Health and Safety;
F. Insurance;
G. Hydro;
H. Open Air Fire;
I. Road Closure;
J. S.O.C.A.N.
K. Special Occasion (S.O.P.);
L. T.S.S.A.;
M. Water / sewer.

3.23 Revenue Generation / Soliciting of Funds

The Event Organizer shall ensure that any intention to solicit funds on Municipal property is disclosed to the Municipal Event Coordinator at the earliest opportunity. The Event Organizer shall provide sufficient information to the Municipal Event Coordinator identifying any and all anticipated revenue generation and/or soliciting of funds.

3.24 Signage

The Event Coordinator shall ensure that Special Event signage does not contravene the Municipal Signs By-Law (see Appendix “N”) as amended, and/or existing traffic regulations as per SECTION 3.25 (Site Plan), the Event Organizer shall provide sufficient information to the Municipal Events Coordinator demonstrating that:

A. Site triangles are not obstructed as per SECTION 3.25.3 (Road Closure / Rolling Road Closure Plan) and as per SECTION 3.25.5 (Traffic Management Plan);
B. Temporary event and directional signage shall be installed at the locations identified on the site plan as per SECTION 3.25 (see also Appendix “N”);
C. Posters and hand bills are not affixed in a manner that prohibits easy removal, and removed immediately after the closing of the event.
D. All signs and posters shall be removed immediately after the closing of the event.

3.25 Site Plan

No Special Event shall take place in the Municipality of North Grenville without first having an F.S.E.A.T. approved Site Plan (see Appendix “C”). The Event Organizer shall ensure that sufficient information is provided to the Municipal Events Coordinator, not less than thirty (90) days prior to a
Major Event, and not less than thirty (30) days prior to a General Event, including but not limited to the following:

A. A Fireworks and/or Pyrotechnics Plan as per SECTION 3.12 (Fireworks);
B. Letter of Approval from outside stakeholders for the use of their infrastructure;
C. An Emergency Plan (SECTION 3.25.1 – see also Appendix “D”)
D. A Parking Management Plan (SECTION 3.25.2)
E. A Road Closure / Rolling Road Closure Plan (SECTION 3.25.3)
F. A Sound Management Plan (SECTION 3.25.4)
G. A Traffic Management Plan (SECTION 3.25.5)
H. A Waste Management Plan (SECTION 3.25.6)

The event organizer shall ensure that the site plan is adhered to throughout the duration of the special event.

3.25.1 Emergency Plan

The Event Organizer shall ensure:

A. Emergency services are contacted for their review and determination as to the level of emergency services involvement as per SECTION 3.16.4 (Police);
B. The safe egress from tents and fenced enclosure as per SECTION 3.11 (Fires) and as per the Ontario Building Code;
C. That the Special Event participant are at all times in compliance with the F.S.E.A.T. approved Emergency Plan;
   I. Clear, unobstructed and immediate access, for emergency vehicles as per SECTION 3.11 (Fires) and as per SECTION 3.16.4 (Police);
   II. Tents, awning or other similar structure are not installed or erected or located on the travelling potion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designed and posted as a fire access route as per SECTION 3.11 (Fires – see also Appendix “R”) and SECTION 3.25 (Site Plan).

3.25.2 Parking Management Plan

The Event Organizer shall ensure:

A. That the exclusive use of public parking lots, has approval from the F.S.E.A.T.;
B. Compliance with the Municipality of North Grenville Parking By-Law (see Appendix “R”) unless otherwise approved by F.S.E.A.T.;
C. Minimal disruption to the public, surrounding properties, and property owners per SECTION 3.16.4 (Police) and as per the Municipality of North Grenville Parks By-Law (see Appendix “P”).
D. OPP are contacted for their review and determination as to the level of Police involvement as per SECTION 3.16.4 (Police);
E. That Marshals and volunteers do not direct traffic off site.
3.25.3 Road Closure

The Event Organizer shall ensure the safe and orderly flow of traffic before, during, and after the Special Event.

The Event Organizer shall provide sufficient information to the Municipal Events Coordinator demonstrating the safe and orderly flow of traffic. This can include, but is not limited to the following:

A. Comprehensive detour and signage plan, as per Ontario Traffic Manual Book 7 – Temporary Conditions (see Appendixes “B” and “N”);
B. Letter of Approval from outside stakeholders for the use of their infrastructure (see Appendix “B”);
C. Any other information as determined by the F.S.E.A.T.

All road closures will be subject to inspection. The Event Organizer shall ensure:

D. A Application is completed and submitted to the Municipal Events Coordinator not less than ninety (120) days in advance of the Special Event as per SECTION 3.5 (Application);
E. Alcohol is not consumed on a Municipal or County road as per SECTION 3.3 (Alcohol – see also Appendix “V”);
F. Compliance with all municipal by-laws, and that all main arterial roads stay open;
G. Those barricades are removed at the completion of the road closure and normal access is restored without delay, as per SECTION 3.16.4 (Police);
H. OPP are contacted for their review and determination as to the level of Police involvement as per SECTION 3.16.4 (Police);
I. Marshals wear traffic safety vests, do not direct traffic of site, and that all traffic control devices are obeyed (i.e., stop signs, yield signs, traffic signals, etc.) as per SECTION 3.16.4 (Police).

3.25.4 Sound Management Plan

The Event Organizer shall ensure that:

A. The Special Event is not in contravention with Municipal Noise By-Law (see Appendix “W”);
   I. Amplified sound is restricted to between the hours of 9:00 am and 11:00 pm (see also Appendix “W”);
   II. Sound levels remain at an acceptable level with consideration given to the type and location of the event as per SECTION 3.16.4 (Police);
B. High impact activities are located to minimize noise impact on surrounding residents and businesses, as per SECTION 3.16.4 (Police) and Municipal Noise By-Law (see Appendix “W”);
C. Entertainment and productions are suitable for the audience demographic as per SECTION 3.2 (Activities);
D. SOCAN fees have been paid.
3.25.5 TMP (Traffic Management Plan)

The Event Organizer shall ensure that:

A. The guidelines as set out in the Ontario Traffic Manual Book 7 - Temporary Conditions are used in determining an appropriate traffic control plan (see Appendix “B”);
B. All mandated traffic control devices and the provision are adhered to;
C. OPP are contacted for their review and determination as to the level of Police involvement as per SECTION 3.16.4 (Police);

3.25.6 WMP (Waste Management Plan)

The Event Organizer shall ensure that the Special Event’s WMP has been approved by the F.S.E.A.T. and is in compliance with said WMP as per SECTION 3.15.3 (Garbage Disposal) and SECTION 3.15.4 (Recycling).

3.26 Transient Traders

Notwithstanding the provisions of the Transient Traders By-Law (see Appendix “O”), transient traders at Special Events hosted by and/or sponsored by a non-profit organization recognized by Council, shall be exempt from licensing provisions of the By-Law.

3.27 Underground Utilities

The Event Organizer shall provide to the Municipal Event Coordinator, before any digging, staking fencing or the like, confirmation that:

A. Any/all underground utilities have been located as per SECTION 3.16 (Inspections);
B. Ontario One Call (Hydro, Bell, Cable and Natural Gas) has been contacted as per SECTION 3.16 (Inspections - see also Appendix “B”);
C. All required inspections have been completed as per SECTION 3.16 (Inspections).

The Event Organizer shall ensure that:

D. Tent poles/pegs are installed no less than 1 meter from either side of the utility locates as per SECTION 3.16 (Inspections - see also Appendix “B”) 
E. All water lines are marked within the permitted 1 meter safety zone as per SECTION 3.16 (Inspections - see also Appendix “B”).