

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Administration	Index No.	AD-2.7
Section:	Municipal Property	Effective Date:	Jan 1/12
Subject:	Special Events Policy	Revision Date:	Feb 1/14
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1. PURPOSE

1.01 To provide a guideline that outlines the policies, procedures and by-laws which an event organizer must abide by in order to receive approval to host a special event in the Township of Lake of Bays on municipally owned property.

2. POLICY

2.01 A special event is defined as, but not limited to, a festival, a procession, a march, a drill, a parade or other organized event that has any of the following components:

- a) Rides/carnival activities;
- b) Street closures;
- c) Fireworks or lasers;
- d) Traffic control;
- e) Need for security;
- f) Use of elevated stages or other temporary structures;
- g) Live entertainment;
- h) Barbeques/open flames;
- i) Generators/electrical distribution;
- j) Food or beverage sales;
- k) Shooting of films, television commercials or videos;
- l) Competitive or non-competitive operation of motorized and/or non-motorized vehicles

2.02 No person or organization shall hold or conduct any special event on municipal property or which requires municipal services without first having received a valid Special Events Permit.

2.03 APPLICATION

a) The Special Events Permit application, accompanied by a complete detailed description of the event, expected attendance and any applicable fees shall be submitted 90 days in advance of the event to the following department:

Corporate Services Department.
 Township of Lake of Bays
 1012 Dwight Beach Road
 Dwight, Ontario P0A 1H0

Or alternatively delivered by facsimile at (705) 635-2132 or by email to contact@lakeofbays.on.ca – subject: Special Events Application.

b) The Corporate Services Department is responsible for receiving, distributing and processing all applications for special events and for coordinating the review of applications by appropriate township departments.

c) The Special Event Permit application shall be circulated to the local Health Unit, O.P.P. detachment, Medavie EMS Ontario and the Huntsville/Lake of Bays Fire Department for their determination of any requirements they may deem necessary.

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- d) All fees shall be charged in accordance with the Township User Fee and Charges By-law as amended.

No Special Event Permit will be issued until the permit fees have been paid..

- e) Consideration of the following must be addressed on all applications:
- Use of temporary structures and tents
 - Advertising signs and banners
 - Temporary road closures and proposed traffic control
 - Fireworks and/or music
 - Food and Merchandise vendors
 - Serving of alcohol
 - Washrooms
 - Garbage and waste disposal

2.04 PROCEDURE

Applicants and/or Special Event Organizers requesting permission to hold an event must meet the following criteria prior to final approval of their event.

A) PUBLIC LIABILITY INSURANCE

Public liability insurance in the amount of \$2,000,000 is mandatory for all special events.

The Township of Lake of Bays requires a Certificate of Insurance specifically identifying The Corporation of the Township of Lake of Bays as an additional insured and that the liability coverage is at least \$2,000,000.

For an event that involves the selling or serving of alcohol the liability insurance must include liquor liability coverage in the amount of \$2,000,000.

The Township of Lake of Bays reserves the right to modify the insurance requirements and limits as deemed suitable to the special event. More insurance may be required for higher risk events.

It is the responsibility of the applicant/organizer to provide insurance coverage for the event and for the volunteers.

B) INDEMNIFICATION

Through the applicant's signature on the Special Event Permit, the applicant agrees:

- i) That the Corporation of the Township of Lake of Bays, its elected officials, officers, employees, servants or agents, shall not be held liable for any injury, loss or damage, however caused, which the Corporation may incur resulting from or arising out of the granting of this permission for use of Township owned property.

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Corporation may sustain, incur or be put to resulting from or arising out of any act or mission on the part of the applicant, which was done or purported to have been done in the performance of this event/activity obligations here under.

C) LICENSES AND PERMITS

The applicant/organizer must provide evidence of all necessary licenses or permits for the event and any further information requested by the Township of Lake of Bays.

Temporary Structures and Tents

- 1) The Ontario Building Code requires building permit approval for all tents that exceed 60m² (646 sq. ft).
- 2) A tent does not require a building permit under the Ontario Building Code Act provided that it is:
 - Not more than 60m² in aggregate ground area
 - Not attached to a building; and
 - Constructed more than 3 metres from other structures
- 3) Building Permits can be obtained by application to the Township of Lake of Bays Building/By-law Services.
- 4) Tents that are larger than 30 square metres must meet flame resistance requirements of the Ontario Fire Code. No open flames are permitted in the tent or within 10 metres of the tent.

Advertising Sign(s)

- 5) Permission is required to erect any sign or banner within the municipality pursuant to the Township of Lake of Bays Sign By-law. Application can be made to the Building/By-law Services.

Noise By-law

- 6) The emission of sound which is prohibited in the Township of Lake of Bays Noise By-law shall require an exemption which can be obtained by application to the Township of Lake of Bays Building/By-law Services.

Parking and Traffic Control

- 7) The applicant/organizer is responsible for:
 - ensuring there is sufficient parking for event attendees;
 - arranging for off-site parking if there is no available parking on site;
 - arranging shuttle service for off-site parking if required; and

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- advising attendees of parking arrangements and enforcement for the event.
- 8) Parking infraction notices will be issued as authorized in the Township of Lake of Bays Parking By-law and vehicles may be towed if the By-law Enforcement Officer or any Emergency Service personnel perceive a safety issue.
 - 9) Costs associated with closures, parking restrictions and traffic flow signs will be charged to the event organizer. Barricading and signing will be done at the direction of the Director of Public Works & Facilities or his designate.
 - 10) Notwithstanding the approval of any temporary road closing, access shall not be denied to local private property owners or emergency vehicles (including By-law Enforcement Officers, utility inspectors, health inspectors and municipal vehicles).
 - 11) Property owners and tenants along the closed portion of the route shall receive reasonable notice in advance of the event.
 - 12) Vehicles displaying disable persons parking permit must be permitted access for the purpose of discharging passengers.

Alcohol Sales/Service

- 13) A Special Occasions Permit shall be obtained from a Liquor Control Board of Ontario (L.C.B.O.) Outlet and must be posted at the event. A copy of the permit shall be provided to the Township of Lake of Bays.
- 14) Applicant/organizer must comply with the Township of Lake of Bays Alcohol Management policy.
- 15) Applicant/organizer may be required to hire paid duty police officers to be in attendance for the duration of the licensed event. This requirement shall be determined by the Ontario Provincial Police relative to the expected attendance and nature of the event.
- 16) The applicant/organizer must provide liquor liability insurance coverage of \$2,000,000.

Fireworks

Any event involving the discharge of fireworks for display shall:

- 17) Provide proof that there will be a person holding a valid and appropriate pyrotechnic license on site for the duration of the event; and
- 18) Have fully operational fire extinguishing equipment on site, which has been approved by the Lake of Bays Fire Department; and
- 19) Submit a site plan of the venue along with safety provisions for the protection of people and property.

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20) Shall obtain an exemption from the Noise By-law from Building/By-law Services.

Food Service

Event organizers or food vendors that intend to sell or give food away to the public shall:

- 21) Provide a site map showing locations of water sources, hydro sources, food vendors, washrooms and garbage disposal units.
- 23) Notify the Health Department as to what food will be offered to the public and how it will be prepared; and the Health Department will review the application and notify the organizer/vendor with any requirements necessary to ensure preparation standards are met and proper procedures are followed.
- 24) Food vendors must have Health Department approval in writing prior to operating at any event on municipal land.
- 25) A health inspector may visit the site at any time during the event and take any appropriate action deemed necessary to ensure public safety.

Merchandise Vendors

- 26) A list of vendors must be included with the application, including the names, contact information and merchandise details.
- 27) A licensing permit is required for all vendors selling goods, wares or merchandise.
- 28) Event organizer may apply for a Community Festival Designation under the Township of Lake of Bays Licensing By-law for merchandise vendors to be covered under one temporary license.

Emergency Services

- 29) The Special Event Permit application shall be circulated to the Medavie EMS Ontario, Ontario Provincial Police (Huntsville Detachment) and the Lake of Bays Fire Department for review.
- 30) Medavie EMS Ontario shall notify the organizer with respect to first aid requirements and the number of units required, if any, for any event. Medavie EMS Ontario will be the authority and shall approval all arrangements for first aid and standby medical care.
- 31) The Ontario Provincial Police will determine the number of paid duty officers and security guards that may be required for events;
- 32) The Lake of Bays Fire Department shall notify the organizer with respect to fire safety requirements for the protection of people and property;

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33) All costs in this respect will be the responsibility of the event applicant/organizer.

Garbage and Waste Disposal

34) The event organizer is responsible for litter control and waste disposal and clean up daily, as required.

35) The site must be restored to its original condition within 24 hours after the completion of the event.

36) A refundable security deposit will be required before the permit will be issued. If the site is not left in a state that is satisfactory to the municipality the deposit will be used to pay for related clean up costs and an invoice will be issued to the event organizer for any outstanding balance.

D) CANCELLATION

The municipality reserves the right to cancel any scheduled special event and revoke any permit:

37) When the park or facility is needed for an event of municipal significance;

38) In order to ensure public safety;

39) If, in the sole opinion of the municipality, the event organizer fails to comply with the requirements of the permit or any provision of this policy or for any other reason that the municipality deems appropriate.

3. ADMINISTRATION

3.01 All applicants, event organizers and staff shall adhere to the Special Event Policy and applicable legislation, by-laws and regulations.

4. REVISION CONTROL

Revision Date	Revision	Effective Date
February, 2014	Section 2.03 – applications to be received & processed by By-law Services Department revised to Corporate Services Department	February, 2014

5. ATTACHMENTS

5.01 Application for Special Event Permit

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

BY-LAW NUMBER 11-43

**BEING A BY-LAW TO ADOPT A SPECIAL EVENT POLICY
FOR THE CORPORATION OF THE TOWNSHIP OF LAKE OF
BAYS.**

WHEREAS Section 8(1) of the Municipal Act S.O., 2001, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

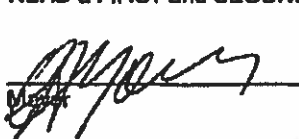
AND WHEREAS Section 11 of the Municipal Act S.O., 2001, as amended, provides that a municipality may pass by-laws respecting matters within the sphere of health, safety and well-being of persons and protection of persons and property, including consumer protection;

AND WHEREAS the Council of the Corporation of the Township of Lake of Bays wishes to encourage the holding of special events in the Township of Lake of Bays and deems it necessary and expedient to establish a policy to govern decisions with respect to the facilitating, organizing, hosting and participating in special events in the Township of Lake of Bays;

NOW THEREFORE the Council of the Corporation of the Township of Lake of Bays hereby enacts as follows:

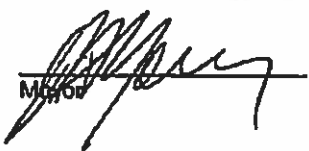
1. The Special Event Policy for the Corporation of the Township of Lake of Bays, attached hereto as Schedule "A" and forming part of this by-law, is hereby approved and adopted.
- 2 That this by-law will become effective January 1st, 2012.

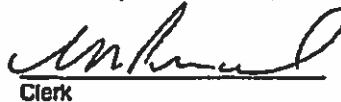
READ a FIRST and SECOND time this 22nd day of November, 2011.


Mayor


Clerk

READ a THIRD time and finally passed this 22nd day of November, 2011.


Mayor


Clerk