

# COUNCIL POLICY

## Special Events Policy

EFFECTIVE: October 1, 2020

APPROVED BY COUNCIL: September 28, 2020

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### 1. Purpose

- 1.1. The primary purpose of this Policy is to establish guidelines and procedures for the application process and management of Special Events in the Township of Scugog. It also serves to provide guidance for Council and Staff with respect to requests received from Organizations for use of municipal-owned property, roads/road allowances, parks, parking lots, open spaces, walkways, piers, etc. to host special events.
- 1.2. The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

### 2. Definitions

In this policy:

- 2.1 **Council** – the Council of the Township of Scugog
- 2.2 **Exclusive Use** – Contractual sole use of municipal-owned property, roads/road allowance, parks, parking lots, open spaces, walkways, piers etc
- 2.3 **Non-Exclusive Use** – The organization, group or person plans to use municipal-owned property, roads/road allowance, parks, parking lots, open spaces, walkways, piers etc but not for exclusive use where other persons can occupy or use freely and unrestricted.
- 2.4 **Organization (Event organizers)** – Any non-profit or for-profit organization, group or agency.
- 2.5 **Recognized Community Event**
  - a) An event organized by a registered non-profit or registered charity requiring either exclusive or non-exclusive use of municipal-owned property, roads/road allowance, parks, parking lots, open spaces, walkways, piers etc

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- b) An event organized by a for-profit organization requiring either exclusive or non-exclusive use municipal-owned property, roads/road allowance, parks, parking lots, open spaces, walkways, piers etc. AND where 100% of all raised funds support the community. – supporting documentation that the funds stay in the community required

**2.6 Registered Non-Profit Organization** – A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

**2.7 Registered Charity** – an organization established and operated for charitable purposes, and devotes its resources to charitable activities – registration number required.

**2.8 Special Event** – Any event specifically designed to attract visitors and or participants from a Township, Region or Province wide area organized by for-profit organizations AND funds raised remain with the for profit organization.

**2.9 Palmer Park** – For the purpose of a special event, a Palmer Park rental DOES NOT include the waterfront trail, splash pad or playground

### 3. General

**3.1** A permit is required for ALL outdoor special events on municipal-owned property, roads/road allowance, parks, parking lots, open spaces, walkways, piers etc. and the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplifications, tents, amusement rides, use of electricity, fencing and projected attendance of over 150 people.

**3.2** Applications for special events must be completed and returned with all paperwork and additional required permits according to the below deadlines:

- **At least 60 days or at least 2 months in advance for events with an attendance less than 500 or any returning major event**
- **At least 90 days or at least 3 months in advance for events with an expected attendance of 5000 or more or new tourism event**

**3.3** Applications submitted late or incomplete may not receive approval and may not be issued a permit. A late submission fee will apply to all late submissions, including events that are exempt from fees.

**3.4** The Township reserves the right to refuse any event and/or equipment or proposed activity relating to the event, if, in the determination of the Director of Public Works and Parks, such an event or activity is contrary to Township By-laws, policies or is considered not in the best interest of the community.

#### **4. Application Process, General Policies and Procedures**

- 4.1** The permit process begins when you submit your COMPLETED special event application including site plan/parade route and traffic control plan by the application deadline listed above, along with the appropriate fees to the Community Services Department.
- 4.2** The application will then be processed and reviewed by all appropriate departments. Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 4.3 Liability insurance is mandatory for all events.**
- 4.4** All municipal, provincial and federal regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate event.
- 4.5** Accessibility means giving people of all abilities opportunities to participate fully in everyday life. The township expects that all events in Scugog will strive to be accessible and compliant with the Accessibility of Ontarians with Disabilities Act, 2005. A free online manual “**Planning Accessible Events: So Everyone Feels Welcome**” is available from Service Ontario Publications.
- 4.6** The Township of Scugog may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Township property or maintain the enjoyment of the park(s), open spaces, piers and roads for the public.
- 4.7** Any damage to Township property and/or facilities as well as missing barricades/pylons will result in the forfeit of the security deposit.
- 4.8** Event organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking in Outdoor Public Places By-Law.
- 4.9** Event organizers are to follow the Green Events Initiative/Sustainability Policy of the Township of Scugog.
- 4.10** Event organizers are responsible for the cleanup of your event site. The Township of Scugog will provide all normal maintenance services to its current service standards. If any additional maintenance is required by Township Staff, additional fees may apply.

## **5. Road Closures**

- 5.1** Road closure requests will be reviewed by Public Works in accordance with the Ontario Traffic manual Temporary Conditions OTM Book 7 (as amended). Road closure requests may need to be approved by Council.
- 5.2** All road closure requests must be accompanied by a full traffic control plan to be considered.
- 5.3** Regulatory signs required for a special event road closure shall only be installed by Township staff.
- 5.4** Emergency access must be provided at all times. The unobstructed fire lane must be left open for emergency vehicles.
- 5.5** Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 5.6** If a road closure has any impact on area businesses or residents, the event organizer will be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.

## **6. Additional Applications**

Depending on the specifics of your special event additional applications/permits from other Township of Scugog Departments may be required.

- 6.1** If your event requires a tent, fencing or any staking please contact the Building Department for permit requirements.
- 6.2** If your event will have fireworks please contact the Fire Department for a Fireworks Permit.
- 6.3** If your event will have Food Vendors/Refreshment Vehicles or Vendors please contact the By-Law Department for Hawkers and Peddlers or Refreshment Vehicle Licences. You will also have to contact the Durham Region Health Department.
- 6.4** If your event will be serving alcohol, please contact AGCO/LCBO to acquire a Special Occasions permit. You will also be required to adhere to the Municipal Alcohol Policy. If the event organizer requires a letter from the Municipal Clerk's office deeming a special event a "community festival" or festival of municipal significance please make a request in writing to [clerks@scugog.ca](mailto:clerks@scugog.ca) and copy [events@scugog.ca](mailto:events@scugog.ca)

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- 6.5** If your event is requesting exclusive use of Palmer Park, a delegation to council must be made.

## 7. Fees

- 7.1** All fees for special events and additional applications are subject to the provisions of the Township of Scugog's Fees and Charges By-Law, as amended each year.

- 7.2** Some fees for Recognized Community Events (see definitions) can be waived if conditions are met. The event organizers may be asked to delegate to council.

## 8. Parking During Special Events

- 8.1** The event organizer is responsible for:

- a) Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
- b) Arranging off-site parking if there is insufficient available parking on site. Requests must be made on the event application and additional parking lots must be approved by the Director of Public Works or Designate.
- c) Arranging shuttle service for off-site parking if required.

- 8.2** Any events that require the closure of a full parking lot will be charged accordingly for the loss of parking associated with the requested lots.

## 9. Contact Lists

When asking for information from the Township of Scugog and submitting your application your first contact will be the Community Services Associate. You may be required to contact the other Municipal Departments or businesses. Contact information below.

Community Services Associate

[events@scugog.ca](mailto:events@scugog.ca)

905-985-7346 x 112

Building Department

[building@scugog.ca](mailto:building@scugog.ca)

905-985-7346 x 169

Development Services (By-Law)

[bylaw@scugog.ca](mailto:bylaw@scugog.ca)

905-985-7346 x 121

SOCAN

Society of Composers, Authors, and  
Music Publishers of Canada

1-800-557-6226

[www.socan.ca](http://www.socan.ca)

Alcohol and Gaming Commission of  
Ontario

1-416-326-8700

[licensing@agco.on.ca](mailto:licensing@agco.on.ca)

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TSSA  
Technical Standards and Safety  
Authority  
1-705-761-1802  
[www.tssa.org](http://www.tssa.org)

### **Reference Documents:**

Fees and Charges By-Law  
Parks By-Law  
Refreshment Vehicle License  
Hawkers and Peddlers License  
Municipal Alcohol Policy

ESA  
Electrical Safety Authority  
1-877-372-7233  
[www.esasafe.com](http://www.esasafe.com)

Fire Department  
905-985-2384

Green Initiatives/Sustainability Policy  
Park Refuse Collection Policy  
Road Occupancy By-Law  
Outdoor Smoking By-Law  
Business License By-Law  
Noise By-Law