



<b>Policy Number:</b>	<b>P-CS-26-01</b>
<b>Policy Name:</b>	Special Events Policy
<b>Effective Date:</b>	January 27, 2026
<b>Supersedes:</b>	CS-CL-014
<b>Last Reviewed:</b>	January 13, 2026

### 1. Purpose

The purpose of this Special Events Policy (hereafter “Policy”) is to establish the framework through which The Corporation of the Town of Niagara-on-the-Lake (hereafter the “Town”) administers “Special Events” in accordance with the Special Events By-law. The Policy defines the administrative processes, standards, and roles that guide the review, approval, and coordination of Special Events held within the Town, clarifying municipal roles and responsibilities; to ensure clear accountability and coordination across Town departments in the review, approval, and oversight of events.

This Policy supports the consistent, transparent, and customer-focused management of events within the Town. It aims to ensure that events are conducted safely, equitably, and in alignment with applicable municipal by-laws, provincial and federal legislation, and community priorities.

### 2. Scope and Application

- 2.1 This Policy applies to any person seeking to organize or operate a Special Event within the Town as defined by the Special Events By-law.
- 2.2 The Town’s Special Events By-law defines a “Special Event” as any organized gathering that meets **any** of the following criteria:
  - i. is expected to include over 200 people over the course of the event; or
  - ii. will occur in whole or in part, on public property; or
  - iii. will occur in whole or in part, on private property where temporary site-specific zoning or site plan exemptions are required.
- 2.3 Notwithstanding the criteria in Section 2.2, the following are not considered a “Special Event” for the purposes of this Policy or the Special Events By-law:
  - i. Organized gatherings held entirely on private property that are explicitly allowed under site-specific zoning.
  - ii. Garage sales, yard sales, or other occasional uses on privately-owned property.

- iii. Organized gatherings held entirely within any Town-owned facility within the regular intended use or capacity of those facilities, and where a facility rental contract has been entered into with the Town.
  - iv. Organized gatherings of less than 50 people in a park and in compliance with the Town's Park's By-law No. 5306-21.
  - v. Protests or other lawful exercises of the right to public assembly.
  - vi. Organized gatherings or events occurring entirely on provincial or federal lands.
    - a. The Town does not have authority to regulate activities on provincial or federal lands. It is the responsibility of all persons and event organizers to ensure they are aware of, and in compliance with, all applicable legislation and regulation respecting the use of provincial or federal lands and to seek permissions from the appropriate agencies.
    - b. The Town requests that event organizers ensure the Town is provided with notice and documentation of any planned events on provincial or federal lands within the Town's boundaries of more than 200 people or requiring the coordination of Town services or resources.
- 2.4 This Policy does not supersede any other applicable by-laws, regulations, or legislation. It is the individual responsibility of all persons to ensure they comply with any and all applicable by-laws, regulations, or legislation, including but not limited to Building or Fire Code occupancy limits.

### 3. Definitions

- 3.1 For the purpose of this policy, the following definitions should apply:
- i. **"Applicant"** means the named individual seeking a Special Event Permit ("SEP") from the Town to hold a Special Event on behalf of themselves, a group, or organization. This is the primary contact for the purpose of SEP application processing.
  - ii. **"Clerk"** means the Town Clerk as appointed by Council of the Town, or their designate.
  - iii. **"Charitable/Not-for-Profit Event"** means a Special Event operated by a registered charity, or other not-for-profit organization that, in the opinion of the Clerk, does not benefit an individual, a group of individuals, or a for-profit company.
  - iv. **"Community Sponsored Event"** means a Special Event listed in Schedule I by nature of having long-standing formal or informal agreements with the Town to provide certain services or materials as in-kind contributions.
  - v. **"Council"** means the Municipal Council of the Corporation of the Town of Niagara on-the-Lake.
  - vi. **"Designated Annual Event"** means:
    - a) a Special Event that:

- has occurred annually for a minimum of 5 consecutive years;
    - is in good standing with the Town; and
  - b) whose SEP application is, in the view of the Clerk:
    - substantively the same as the previous 2 consecutive years; and
    - submitted before March 1st for a Special Event occurring within the following 14 months.
- vii. **“event organizer”** means any individual, group, or organization responsible for promoting or facilitating any organized gathering, including but not limited to Special Events.
- viii. **“Event Supervisor”** means the individual who is an immediate contact throughout the Special Event in case of any emergency or concerns. Unless otherwise named, this shall be the same as the Applicant.
- ix. **“in-kind contribution”** means a non-cash contribution of goods, materials, services, equipment, labour, or other resources provided to support a Special Event, and assigned a reasonable monetary value for reporting or funding purposes.
- x. **“Municipal Officer”** means a police officer or any person appointed for the purpose of enforcing By-laws of the Town or Region, including but not limited to Municipal Law Enforcement or Fire Services Officers.
- xi. **“occasional use”** means infrequent, irregular, or incidental use of land, buildings, or facilities that does not occur on a routine, scheduled, or ongoing basis. An annual occurrence is not considered “occasional.”
- xii. **“organized gathering”** or **“event”** means any non-spontaneous assembly or activity that is planned, coordinated, or arranged in advance by an individual, group, or organization for a specific purpose.”
- xiii. **“park”** means the land, including any body of water, buildings, or structures located therein, that is owned by or made available to the Town by lease, agreement, otherwise, and that is established, dedicated, set apart or made available for use as a public open space; but does not include a cemetery, as per the Town’s [Park’s By-law No. 5306-21](#);
- xiv. **“Permit Holder”** means the named individual, group, or organization on an SEP that is responsible for ensuring compliance with all relevant legislation, regulations, and permit conditions associated with the permitted Special Event.
- xv. **“Policy”** means the Town’s Special Events Policy.
- xvi. **“Region”** means the Regional Municipality of Niagara.
- xvii. **“event site plan”** means a detailed map of the layout of the Special Event to be included in the package for all SEP applications. Details of what must be included in a site plan are outlined in section 14.4 (iii) of the Town’s Special Events Policy.
- xviii. **“Special Event”** means any organized gathering that:
  - a) meets any of the following criteria:
    - is expected to include over 200 people over the course of the event;
    - will occur in whole or in part, on public property; or

- will occur in whole or in part, on private property where temporary site-specific zoning or site plan exemptions are required; and
- b) and is not:
- entirely on private property that are explicitly allowed by a site-specific zoning by-law;
  - a garage sale, yard sale, or similar occasional use on privately-owned property;
  - entirely within any Town-owned facility or amenity within the regular intended use or capacity of those facilities, and where a facility rental contract has been entered into with the Town.
  - less than 50 people in a Town-owned park and in compliance with the Town's Park's By-law No. 5306-21;
  - a protest or other lawful exercise of the right to public assembly; or
  - entirely on provincial or federal lands.
- xix. **"Special Event Permit" or "SEP"** means a permit issued by the Town authorizing the promotion and facilitation of a Special Event under specified terms and conditions.
- xx. **"Special Event site"** means the location identified by the Applicant in the Special Event site plan and approved by the Town for the purpose of holding a Special Event, and includes all areas used for event operations, setup, takedown, equipment staging, participant or spectator activities, and any temporary structures or facilities associated with the event.
- xxi. **"Special Event Series"** means a Special Event that consists of a fixed number of non-consecutive days over a period of no more than six months (e.g. weekly farmer's market, monthly concert series, etc.).
- xxii. **"Tier 1 Special Event"** means any Special Event that:
- has less than 500 people; and
  - requires no road closures; and
  - is less than 1 day in duration.
- xxiii. **"Tier 2 Special Event"** – Means any Special Event that:
- has more than 500 people; or
  - requires road closures; or
  - is less than 3 consecutive days in duration; and
  - is not a Tier 3 Special Event.
- xxiv. **"Tier 3 Special Event"** – Means any Special Event that:
- has more than 1000 people; or
  - requires a closure/restricted access to Queen Street, Queen's Royal Park, or Simcoe Park; or
  - is 3 or more consecutive days; or
  - is 2 or more non-consecutive days.
- xxv. **"Town"** means the Corporation of the Town of Niagara-on-the-Lake.

#### **4. Policy Objectives**

- 4.1 Support community-led initiatives that promote community vibrancy, activate public spaces, and provide opportunities for resident participation, belonging, and wellbeing.
- 4.2 Support local community, charitable, cultural, or heritage organizations in raising funds or awareness for local organizations or celebrate the Town's unique culture and heritage.
- 4.3 Support local businesses and the local economy by promoting opportunities that expand revenue-generating activities and increase local spending by residents and visitors.
- 4.4 Promote local investment and economic diversification by elevating the Town's reputation and profile as a premier destination.
- 4.5 Minimize negative community impacts of Special Events including adverse impacts on residents and residential property (e.g., noise, trespassing, etc.), increased pedestrian and vehicular congestion, parking availability, and restricted access to public spaces.
- 4.6 Minimize environmental impacts of Special Events on the Town's overall character and beauty, and its natural environment including public spaces, protected areas, and agricultural lands.
- 4.7 Mitigate risks to public safety and ensure the security of all people and property.
- 4.8 Ensure compliance with all local, regional, provincial, and federal legislation and regulations.
- 4.9 Ensure municipal resources, including staff time, funding, facilities, equipment, and materials are fairly and responsibly deployed in a manner that prioritizes core municipal services, community benefit, and is financially responsible.

#### **5. Policy Administration**

- 5.1 The administration of this Policy is the responsibility of the Clerk. The Clerk, or their assigned designate, has delegated authority to perform all of the administration functions assigned to them under this Policy, and without limitation may:
  - i. Receive and process all Special Event Permit ("SEP") applications.
  - ii. Issue SEP approvals in accordance with this Policy and the Town's Special Events By-law.
  - iii. Impose terms and conditions on SEP approvals in accordance with this Policy.
  - iv. Refuse to issue a SEP approval, or revoke or suspend an approval in accordance with this Policy, the Town's Special Events By-law, or the individual terms of any SEP.
  - v. Refer any SEP application to Council for approval in accordance with this Policy or where in the professional judgment of the Clerk:
    - a. The Special Event presents unique operational, financial, or reputational risks to the Town;

- b. The Special Event falls outside the parameters of existing municipal policy or delegated authority;
  - c. Council direction is required due to impact on public property, community sensitivity, political interest, or public impact.
- 5.2 Notwithstanding Section 5.3, the Clerk has the delegated authority to approve any SEP application for a Designated Annual Event, without receiving Council approval.
  - i. The Clerk shall provide Council with an annual report of all approvals for Designated Annual Events issued by the Clerk that would otherwise require Council approval under Section 5.3.
- 5.3 Notwithstanding the delegated authority in Sections 5.1, SEPs for Special Events that meet any of the following criteria – with the exception of Designated Annual Events – must be approved by Council:
  - i. Requiring the closure or restricted access to any of the following public spaces:
    - a. Queen Street.
    - b. Queen’s Royal Park.
    - c. Simcoe Park.
  - ii. Occurring over three or more consecutive calendar days.
  - iii. Requiring exemptions or permissions beyond those delegated to staff under this Policy or other municipal by-laws.
  - iv. In the previous three years, the Special Event has resulted in by-law infractions and/or convictions under the Provincial Offences Act.
- 5.4 The Clerk shall conduct a complete review of this Policy at least once every 3 years and recommend amendments to Council as necessary.
- 5.5 Council shall review and approve Schedule I at least once every 3 years

## **6. General Terms & Conditions**

- 6.1 No person shall host, promote or facilitate a Special Event, on public or private property, without first acquiring a SEP issued by the Town.
  - i. A Designated Annual Event may be allowed to promote an event online up to 12 months in advance of the Special Event without an SEP if an SEP for the same Special Event was approved in the previous 12 months, and the event did not require the Town or police to engage any kind of enforcement action. All applicable Sign By-laws still apply.
  - ii. The Town assumes no liability for cost incurred by the event organizer in the event that an SEP is not issued.
- 6.2 An SEP is only valid for a single occurrence of a Special Event or as specified within the conditions for each permit.

- i. Special Events that occur annually are required to apply, and receive approval, for an SEP for each year the event is to occur.
  - ii. Special Event Series may be eligible to apply for a single SEP for each date the Special Event is to occur within the Event Series. Eligibility is to be assessed and determined by the Clerk on an individual basis.
- 6.3 The Permit Holder shall comply with the requirements of all relevant Town policies and all provincial, federal, and municipal legislation, by-laws and regulations.
- 6.4 It is the responsibility of the Permit Holder to ensure that all third-party contractors, service providers, and vendors participating in a permitted Special Event comply with all the provisions of this Policy and any conditions of the SEP.
- 6.5 The Permit Holder is required, upon request by any Municipal Officer, to provide evidence of all valid licenses and/or permits necessary to operate the Special Event.
- 6.6 The Permit Holder is required, at the request of the Clerk, to attend and participate in a debriefing meeting following the conclusion of a Special Event before any future SEP applications by that person, organization, or particular Special Event are accepted or considered.

#### **7. Noise Control**

- 7.1 All Special Events occurring within the Town are subject to the provisions set forth in the [Noise By-Law 4588-12](#).
- 7.2 Special Events shall conclude no later than 11:00 pm as set out in the Town's Special Events By-Law. Any set-up or teardown of the Special Event shall also comply with and be carried out within the time set out by these provisions.
- 7.3 The Applicant may be required by the Town to provide additional details regarding the production or amplification of sound as part of any SEP application, including identifying the location of any speakers and stages, proposed sound levels, and hours of operation.

#### **8. Site Condition**

- 8.1 The Permit Holder shall ensure the Special Event site is maintained in a safe, clean, and sanitary condition for the duration of the Special Event.
- 8.2 The Permit Holder shall ensure the Special Event site is returned to its original condition immediately following the conclusion of the Special Event unless prior arrangements have been made.

#### **9. Insurance**

- 9.1 The Permit Holder must maintain public liability insurance of no less than \$5,000,000 with the Town named as an additional insured. Evidence of insurance must be provided to the Clerk no less than 30 business days prior to the Special Event. The Permit Holder shall indemnify and hold "The Corporation of the Town of Niagara-on-the-Lake" harmless from

and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on Town property in connection with the event.

- 9.2 An amount between \$2,000,000 and \$5,000,000 may be permitted based on the scale and nature of the event, and at the sole discretion of the Clerk.
- 9.3 The Town reserves the right at its sole discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. fireworks displays, amusement rides, sale of alcoholic beverages).

#### **10. Fees & Costs**

- 10.1 All applicable application fees must be paid to the Town prior to the issuance of any SEP. All fees are set out in the Town's Fees and Charges By-law.
- 10.2 The Town, at its sole discretion, may require the Permit Holder to provide a refundable security deposit, in an amount determined by the Clerk based on the level of service required by the Town, risk to public property or services, and any history of previous service requirements or damages. Such deposits are to be refunded within 30 days following the conclusion of the Special Event, subject to any deductions in accordance with provisions within this Policy or individual SEP conditions.
- 10.3 To recover any additional costs incurred by the Town during or after the Special Event as a direct result of event operations including, but not limited to, repairs of damage to Town property, additional waste collection, enforcement response, or other unanticipated municipal services made necessary during or after the event, the Town may:
  - i. Withhold all or part of any security deposit;
  - ii. Issue additional invoices to the Permit Holder after the conclusion of the event.
- 10.4 Notwithstanding any fines or penalties issued under the Special Events By-law, fees or invoices issued under this Policy shall be set with the sole intention of recovering direct or indirect costs incurred by the Town associated with the coordination or delivery of a given Special Event for the restoration of municipal services and facilities and shall not be punitive in nature.
- 10.5 No SEP shall be issued for any Special Event or to any individual, group, or organization with outstanding balances or fines owed to the Town.

#### **11. Municipal Support Services**

- 11.1 The Town may identify, as part of the SEP review process, additional Town services, materials, or inspections will be required prior to, or during the Special Event as conditions of any SEP and at the cost of the Permit Holder. Fees for services listed as conditions of a SEP must be paid 30 days prior to the start of the Special Event and are refundable if for any reason they become unnecessary as determined by the Town.

- 11.2 Event organizers may also request materials or services from the Town on their SEP application (if applicable) for a fee and subject to availability. Fees for requested services and materials must be paid 10 business days prior to the start of the event.
- 11.3 The applicable rates for municipal services and materials related to events can be found in the Town's Fees and Charges By-law.

#### **12. In-Kind Contributions**

- 12.1 In-kind contributions related to any services or materials required or offered by the Town must be approved by Council.
  - i. All requests for in-kind contributions must be submitted to the Clerk in writing.
  - ii. No person shall be granted a delegation to Council regarding a request for in-kind contributions for a Special Event.
- 12.2 The Town may require any Permit Holder receiving in-kind contributions from the Town to post visible notice of the Town's sponsorship at the event or in promotional material as appropriate.

#### **13. Community Sponsored Events**

- 13.1 Notwithstanding Section 12.1, Special Events that have been designated as a Community Sponsored Event (Schedule I) shall receive the same or comparable services and materials as in-kind contributions from the Town as provided before this Policy came into effect, so long as the total value of those services does not exceed \$10,000 per Special Event.
  - i. Any requests for in-kind contributions valuing more than \$10,000 must be approved by Council.
  - ii. The Clerk shall provide an annual report to Council on the total amount of in-kind contributions provided to Community Sponsored Events for information.
- 13.2 Schedule I shall be reviewed and approved by Council a minimum of once every 3 years.
  - i. A Special Event may only be added to Schedule I through a motion of Council.
  - ii. A Special Event that does not operate for two (2) consecutive years shall be removed from Schedule I by the Clerk and no longer receive automatic approval of in-kind contributions.
  - iii. Years of operation shall not apply for any period during which operations are prevented or substantially limited due to a public health emergency, natural disaster, or other extraordinary circumstance resulting in an emergency being declared by the Town or other level of government.

#### **14. Application Submission**

- 14.1 An SEP application must be submitted to the Clerk's Office in one of the following ways:

- i. Preferred: Online: [Special Events | Town of Niagara-on-the-Lake](#)
- ii. Mail:  
*Town of Niagara on the Lake,  
1593 Four Mile Creek Road,  
P.O. Box 100, Virgil, ON L0S 1T0*
- iii. Email: [specialevents@notl.com](mailto:specialevents@notl.com)
- iv. In-person: *Town of Niagara on the Lake, 1593 Four Mile Creek Road*

14.2 An SEP application must be submitted a minimum of:

- i. 8 weeks prior to the scheduled start of any Tier 1 Special Event.
- ii. 24 weeks prior to the scheduled start of any Tier 2 Special Event or Tier 3 Special Event.
- iii. The Clerk may, at their sole discretion, choose to not accept, require a pre-event meeting with the Applicant, or require addition processing fees for any SEP applications not submitted within the above stated timeframes.

14.3 Event organizers are encouraged to submit applications as early as possible to ensure sufficient time for review, amendments, and approval of all SEP.

- i. The Town is not responsible for any costs or losses incurred by the Applicant should a SEP not be issued by the Town for any reason.
- ii. The Town cannot guarantee that SEP applications received within 24 weeks of a Special Event requiring Council approval will be processed within that timeframe. It is the responsibility of the Applicant to ensure SEP applications requiring Council approval are submitted with sufficient time to accommodate Council review and allow for any required changes.

14.4 All SEP applications must include:

- i. A completed Application Form;
- ii. Non-refundable application fee (*see Fees and Charges By-law*);
- iii. A detailed site plan that includes (where applicable):
  - a. location of emergency exits;
  - b. access routes for emergency vehicles;
  - c. road closures;
  - d. barricade locations;
  - e. description of the route, or path of any parade, walk, marathon, etc.;
  - f. tent locations and dimensions;
  - g. location of food vendors and food trucks;
  - h. alcohol vendors and/or designated areas where alcohol will be consumed;

- i. location of any systems designed for the production, reproduction, or amplification of sound;
- j. major roads;
- k. designated parking areas;
- l. public washrooms;
- m. North directional marking;
- n. firework display plans;
- iv. The Clerk may, at their sole discretion, choose to not accept any SEP applications that are not complete.
- v. The Clerk may, at their sole discretion, require the Applicant to provide additional documentation (e.g., Traffic Management Plan, Parking Plan, Emergency Management Plan, etc.) to support the review of any SEP application or may require a meeting to discuss the application.

#### **15. Application Processing**

15.1 The Clerk is responsible for ensuring SEP applications are reviewed and approved by all the appropriate departments for the purposes of issuing or denying an approval, proposing amendments to an application, or imposing terms and conditions on an approval. Relevant departments include, but are not limited to:

- i. Planning Services to:
  - a. confirm permitted land use.
- ii. Public Works to:
  - a. review and approve any temporary closures to Town-owned roads;
  - b. review and approve any temporary traffic measures necessary; and
  - c. confirm minimum level of service or materials required to support closures or traffic controls as conditions of approval, including:
    - i. those that must be provided by the Town (e.g., supervision of road closures, signage, etc.) at the sole expense of the Permit Holder;
    - ii. those that are the responsibility of the Permit Holder to provide at their sole expense (e.g., on-site security, winter controls, barriers, etc.).
- iii. Parks and Recreation to:
  - a. review and approve any temporary closures to Town-owned parks; and
  - b. confirm minimum level of service or materials required to support park closures as conditions of approval.
- iv. Fire Department to:
  - a. review and approve event site plan;

- b. identify approval conditions based on proposed site plan, planned activities, and special services (e.g., tent permits, vendor or food truck permits, on-site inspections, requirement for fire service resources on site, etc.); and
- v. Finance Department to:
  - a. Confirm insurance requirements; and
  - b. Confirm security deposit amount (as required).

The Clerk is responsible for all other investigation and evaluation of an application with guidance from any other relevant departments, governments, or agencies, including the identification of all other necessary authorizations or permit conditions not identified by the departments listed in Section 15.1.

## **16. Permitting Considerations**

- 16.1** The Clerk may, at their sole discretion, issue or withhold an SEP, or propose amendments to any application that otherwise meets the requirements of this Policy based on, but not limited to, any of the following:
- i. The degree to which the Special Event engages local organizations, businesses, and residents, provides inclusive community participation opportunities, or promotes community well-being.
  - ii. The extent to which the Special Event contributes to charitable causes, tourism, or local economic activity.
  - iii. Alignment of the Special Event with the Town's strategic priorities, cultural and heritage values, and Official Plan objectives.
  - iv. The Special Event's anticipated scale, duration, attendance, and overall impact on municipal operations, traffic, parking, and adjacent properties.
  - v. The degree to which a Special Event interferes or conflicts with the intended use of the Special Event site.
  - vi. The availability of municipal resources, including staff, facilities, and emergency services, to support safe and effective event delivery.
  - vii. The Special Event's demonstrated commitment to safety, accessibility, environmental responsibility, and regulatory compliance.
  - viii. The history of the Special Event with the Town, including compliance with previous SEP conditions, payment of fees, and overall conduct (if applicable).
  - ix. The history of the Applicant or event organizer with the Town, including the frequency of SEP applications and other building or planning applications (if applicable).
- 16.2** The Town recognizes that the demand for public spaces and municipal resources to support Special Events may exceed the capacity of the Town to manage or mitigate their cumulative impacts. In such cases, the Town reserves the right to:

- i. Limit the number, scale, or frequency of Special Events where necessary to ensure equitable access to public spaces, safeguard community well-being, and maintain service quality.
- ii. Prioritize SEPs for Special Events that are Designated Annual Events, Community Sponsored Events, or based on any of the considerations outlined in Section 16.1, subject to availability and continued compliance with Town requirements.

#### **17. Request for Permit Amendments**

- 17.1 Should a Permit Holder wish to amend an SEP application or update the terms of an approved SEP due to operational changes, such requests should be submitted to the Clerk in writing within the timeframes provided for in Section 14.2.
- 17.2 The Clerk may, at their sole discretion, require the Permit Holder to re-submit their SEP application, including applicable fees, if the requested changes are significant enough to require another complete review by all relevant departments.
- 17.3 The Clerk may, at their sole discretion, choose to not accept or require addition processing fees for any request for SEP changes not submitted within timeframes provided for in Section 14.2.
- 17.4 Requesting a revision to an approved SEP does not invalidate the previously approved permit. If changes are not approved for any reason, the original SEP is still valid under the original terms. Once an SEP have been re-issued, any new terms and conditions supersede all of those in the original permit.

#### **18. Notice to Council and the Public**

- 18.1 All Special Events resulting in restricted access to public property, including road closures, shall be posted on the Town's website within 2 weeks of the SEP being issued.
- 18.2 The Town may require, as a condition of an SEP, the Permit Holder to provide for sufficient public notice for any restricted access to public property, including road closures, in a form and at a time satisfactory to the Town and at the Permit Holder's expense.

#### **19. Additional Terms & Conditions**

- 19.1 Certain types of Special Events may require additional documentation, permits, or management plans to ensure public safety, minimize community impacts, and protect municipal assets. It is the responsibility of the Permit Holder to obtain any additional permits or authorizations required by any Town by-laws or provincial regulations, and/or as conditions of their SEP approval including any applicable fees.
- 19.2 The following list outlines the departments or agencies responsible for reviewing and issuing such approvals or permissions:
  - i. Fireworks or Pyrotechnics Permit – [Community & Protective Services](#)

- ii. Tent Permit – [Building Services](#)
- iii. Town Facility Rental – [Community & Protective Services](#)
- iv. Letter of Municipal Significance – [Corporate Services](#)
- v. Sign Permit – [Community & Protective Services](#)
- vi. Regional Road Closure Permit (“Application for Road Use for Special Events”) – [Niagara Region Roads Department](#)
- vii. Paramedical Services – [the Niagara Region Superintendent of Public Relations and Affairs](#)
- viii. Paid-Duty Police or Licenced Security – [Niagara Police Services](#)
- ix. Public Health Notice for Food Vendors – [Niagara Region Public Health](#)
- x. Alcohol sales and service Special Occasion Permit – [Alcohol and Gaming Commission of Ontario](#)
- xi. Permission to use Provincial Parks land or property – [Niagara Parks Commission](#)
- xii. Permission to use Parks Canada land or property – [Parks Canada](#)

*The Town is not liable in the event that this list is incomplete or contact information changes. This list is provided for Applicant convenience only.*

- 19.3 The Permit Holder is responsible for providing proof satisfactory to the Clerk of any and all documentation, authorizations, or agreements outlined as conditions in an approved SEP – including those related to the sale or service of alcohol – to the Clerk a minimum of 30 days prior to the permitted Special Event.

**Schedule I – List of Community Sponsored Events**

*This Schedule shall be reviewed and approved by Council a minimum of once every 3 years.*

- Christmas Parade
- Tractor Parade
- Ice Wine Festival
- Peach Festival- NOTL Chamber & St. Vincent de Paul
- Virgil Stampede
- Candlelight Stroll- Chamber
- Remembrance Day Services
- Cherry Festival- St. Marks Church
- Canada Day- Rotary Club (Simcoe Park)
- St. Andrew's Strawberry Festival
- Art at the Pumphouse
- Artistry by the Lake