

# Policies and Procedures

POLICY: CS-CL-014  
SUBJECT: **Special Events**  
EFFECTIVE: SEPTEMBER 16, 2013  
SUPERCEDES: CS-CL-003A

## 1 Purpose

To establish the conditions under which the Town will permit an individual, group, or organization to conduct special event activities within the Town of Niagara-on-the-Lake.

## 2 Goals and Objectives

- 2.1 To ensure the applicant has taken the proper precautionary measures and met the necessary requirements for a special event on either public or private property within the Town of Niagara-on-the-Lake.
- 2.2 Ensure that all Federal and Provincial laws and regulations as well as Municipal by-laws are observed and adhered to throughout the event.
- 2.3 Any applicant requesting permission to hold a special event within the Town of Niagara-on-the-Lake shall provide all necessary documentation and adhere to all conditions as set out by the Municipal permit and authorization letter.
- 2.4 To ensure all costs incurred as a result of the special event or directly related to services provided by the Town of Niagara-on-the-Lake, be recovered at the expense of the applicant.

## 3 Definitions

For the purpose of this policy, the following definitions should apply:

***AGCO Special Occasion Permit*** – [Special Occasion Permits](#) are for the sale and service of alcohol at special occasions such as weddings, charity fundraisers, receptions etc. Special Occasion Permits are issued through the Liquor Control Board of Ontario (LCBO) service stores throughout the province on behalf of the Alcohol and Gaming Commission of Ontario (AGCO).

***Applicant*** – An individual, group, or organization proposing to hold a special event within the Town of Niagara-on the-Lake.

***Application for Road Use for Special Events*** – An [application](#) which is provided to the Niagara Region for temporary closure or special use of any Regional roads.

***Application for Special/Community Event Resources*** – An [application](#) which provides information to the Niagara Regional Police Services which allows them to assess the necessity of providing resources for the event.

**Community Sponsored Event** - A special event that is operated for the benefit of a registered “not for profit”, “charitable” group or religiously affiliated organization that does not benefit an individual, a group of individuals or a for-profit company. These events will receive such designation at the discretion of the Town Clerk and may receive exemptions from applicable fees.

**Event Supervisor** – An individual within the organization who is an immediate contact throughout the event in case of any emergency or concerns.

**Fireworks Operator Certificate** – Documentation issued by the Ministry of Natural Resources that proves the operators completion of the Display Fireworks Safety and Legal Awareness Course.

**Non-consumer Fireworks** – A high hazard firework that presents a special hazard to persons and is generally used for recreation and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, mines, and firecrackers.

**Pyrotechnics** – High-hazard displays of explosives or open flame designed for use by professionals. This class also includes special purpose pyrotechnics manufactured for live stage and the film and television industry.

**Signage** – Any publically posted advertisement for the special event, or signage for the use of directing traffic. This includes, but is not limited to, signage which is consistent with the content under Section 3.04 Subsection 1 of the Town’s [Sign By-Law](#). Signage which does not meet the requirements of this definition will be subject to interpretation under the discretion of the Town.

**Site Plan** – A detailed layout of the event must be included in the application form for all special events. The site plan must include location of any designated parking areas, accesses and routes, tents, food operating areas, road closures, designated firework display areas, additional washrooms or other amenities that will be on site during the event. All site plans were subject to approval by the Town of Niagara-on-the-Lake.

**Special Event** - An event which may occupy all or part of Town owned property or results in the disruption of the local flow of traffic. A special event may be defined as, but not limited to, a parade, festival, filming, bicycle race/tour, running event, procession, walk-a-thon, or any other activity that may have any of the following components:

- a) Street Closures
- b) Fireworks or pyrotechnics
- c) Live entertainment
- d) Temporary Structures/ Tents
- e) Service of food or alcohol
- f) Large volumes of vehicular or pedestrian traffic

**Tent** – A structure that is portable, temporary, and consistent with the content of the Ontario Building Code outlined in [Subsection 3.14.1](#).

*Town* – The Corporation of the Town of Niagara-on-the-Lake

#### **4 General Conditions**

In order to obtain approval from the Town of Niagara-on-the-Lake, the applicant must adhere to the following guidelines. Some special exemptions may be given to events with extenuating circumstances.

- Complete and submit an [Application for Special Events Permit Form](#) to the Town Clerk a minimum of 6 weeks before the scheduled event;
- The applicant and organization shall adhere to all existing Town policies, legislation, by-laws and regulations;
- The applicant shall not promote or advertise a new event without a permit;
- Supply all additional information as to the reason for the event and information additional to that requested on the form, to accompany the submission;
- Pay any applicable processing fee(s) at time of application and any subsequent rental fees;
- Supply all deposits and an insurance certificate for events taking place on Town-owned property of an amount provided at the discretion of the Clerk naming the Corporation of the Town of Niagara-on-the-Lake as insured;
- Accept responsibility for all arrangements and costs relating to any resources that may be required;
- Accept responsibility for any costs associated with improvement, restoration, or maintenance of Town owned property as a direct result of the event.

#### **5 Application and Permit Procedure**

In order to obtain a Special Event Permit from the Town of Niagara-on-the-Lake, the applicant must provide the required information to the Clerks Department. To ensure all necessary information is gathered from the applicant, the following steps should be taken:

- Complete and submit the Town of Niagara-on-the-Lake's [Application for Special Events Permit Form](#) to the Clerk's Department by one of the following:

**Mail:** 1593 Four Mile Creek Road, P.O. Box 100, Virgil, Ontario L0S 1T0

**Fax:** 905-468-2959

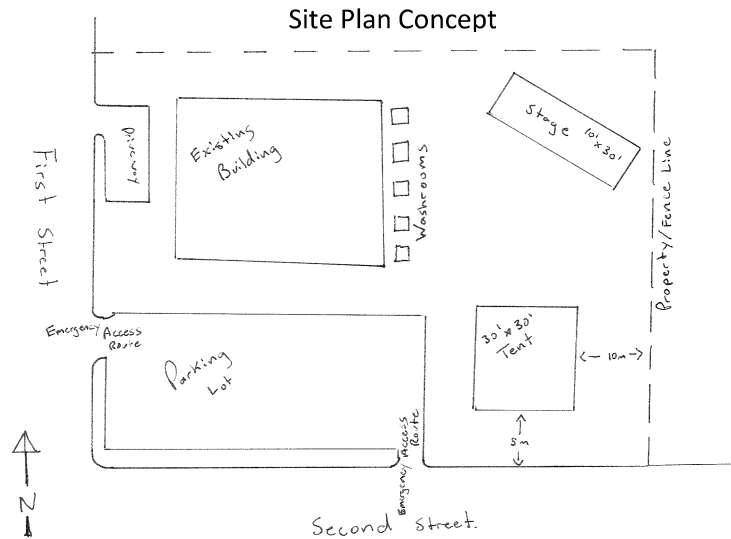
**E-Mail:** [SpecialEvents@notl.com](mailto:SpecialEvents@notl.com)

**In Person:** 1593 Four Mile Creek Road, Virgil, Ontario

- Throughout the application, the applicant must observe the additional documentation that may be required of them in order to successfully complete this process.
- Supply additional information as to the reason for the event and information additional to that requested on the form, to accompany the submission.

- A site plan is required by all applicants and should include (where applicable):

- Location of emergency exits
- Access routes for emergency vehicles
- Road Closures
- Barricade Location
- Depiction of the route, or path of any parade, walk, marathon, etc.
- Tent locations and dimensions
- Major roads
- Designated parking areas
- Public washrooms
- North arrow
- Firework display plans



- Pay any applicable fee(s) at the time of application and any subsequent rental fees
- Depending on the nature and location of event, the applicant may have to supply an insurance certificate naming the Corporation of the Town of Niagara-on-the-Lake as insured.

## 6 Additional Considerations

### 6.1 Road Closure and Traffic Disruption

- If the event requires the blockage, closure, or impediment of any roads within the Town of Niagara-on-the-Lake, even temporarily, there will need to be a request from the applicant to the Niagara Regional Police for additional resources. Resources may also be required from the Niagara Regional Police if the event is expected to draw large crowds and excessive amounts of vehicular and pedestrian traffic to help safely direct the flow of traffic.
- The applicant should also be aware that for non-community sponsored events, the cost involved in services requested of the Town for the design, manufacture, installation and removal of signs and barricades, as directed by Town staff, will be the responsibility of the applicant.
- All road closures, blockages, or impediments should be clearly indicated on the site plan and all roads affected should be identified and listed with the times they will be experiencing the obstruction on the application in the space provided under section 3.1.
- Advertisement for public notice of the road closure or impediment will be included in the costs to the applicant.
- It should also be considered that if any of these obstructions mentioned earlier affect any regional or provincial roads that the proper authority having jurisdiction (AHJ) be notified and the necessary procedure be followed. Events affecting Regional or

Provincial roads must complete the region's [Application for Road Use for Special Events](#) or the [Niagara Park's Application for Special Events](#).

## 6.2 Fireworks

- If an event proposes a display of fireworks, the Town's [By-Law No. 3637-02](#) and [Policy No. FS-MIS-001](#) procedures for public or non-consumer fireworks display must be observed and adopted.
- Also review the Town of Niagara-on-the-Lake Fire Department's [Firework Safety Tip Sheet](#) for an overview on how to ensure the safe display of fireworks.
- When fireworks are taking place at an event, the Fire Department requires proof of the following:
  1. Authority / Jurisdiction Approval notification (AHJ – Authority Having Jurisdiction).
  2. Covering letter from the firework company or certified firework operator, which gives a description of the firework display at the event (date, time, location, crew, safety measures, etc.).
  3. Authorization letter from the property owner.
  4. Site plan.
  5. For events including the use of fireworks, the amount of liability insurance will be increased from \$2,000,000 to \$5,000,000 and will include the Corporation of the Town of Niagara-on-the-Lake as insured.
  6. Photocopy of the Ministry of Natural Resources Firework Operator Certificate
  7. Firework Display Product List.
- An administration fee of \$25.00 payable by cheque to the Town of Niagara-on-the-Lake for processing the approval of displaying the fireworks may be required.

## 6.3 Noise Control

- All events occurring within the Town are subject to the provisions set forth in the [Noise By-Law 4588-12](#) which states that no person shall make, cause, or permit sound or vibration at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Town.
- Notwithstanding any other provision of this By-Law, exemption may be given to any person, activity or special event from the Town of Niagara-on-the-Lake as it sees fit.

## 6.4 Tents

- If the event proposes the use of a tent or temporary, portable structure consistent with the content of the Ontario Building Code outlined in [Subsection 3.14.1](#), the applicant will require a building permit if the tent meets any of the following requirements:
  - The tent exceeds an area of 60m<sup>2</sup> (645 sq. ft.).

- A group of tents in aggregate area and are closer than 3m apart with a combined area of 60m<sup>2</sup>.
  - The tent is within 3m of an existing structure and exceeds an area of 60m<sup>2</sup>.
  - The structure is attached to a building.
- Any tent must meet the flame resistant rating requirements in CAN/ULC S-109-M and NFPA701-1977 -“Standard for Flame Tests of Flame-Resistant Fabrics and Films” and certification of this must be supplied to the Fire Department prior to the event.
  - Please be advised that the occupancy load for a tent will be determined by the Town’s Fire Department and is subject to change dependent on the service of alcohol.
  - The grass in any tent and for 10 feet or 3 meters outside the tent must be mowed to one inch or less and the area must be raked of all loose clippings.
  - The supporting framing structure and anchorage system for tents exceeding 225m<sup>2</sup> shall be designed and reviewed by a Professional Engineer.
  - Hay, straw, shavings and other similar combustible materials shall not be permitted in the tent.
  - Smoking and open flame devices including candles shall not be permitted in the tent.
  - All garbage receptacles inside any tent must be non-combustible in nature and be equipped with non-combustible lids.

## **6.5 Alcohol**

- All public events proposing the service of alcohol must be in contact with the Town of the Niagara-on-the-Lake Fire Department in order to receive a permit.
- Events proposing the service or sale of alcohol must submit an application to the Alcohol and Gaming Commission of Ontario for [Special Occasion Permits](#).
- If the event includes the service of alcohol, the event organizer shall contact Niagara Regional Police Services in order to determine whether an [Application for Special/Community Event Resources](#) is required.
- For events including the service of alcohol, the amount of liability insurance will be increased from \$2,000,000 to \$5,000,000 and will include the Corporation of the Town of Niagara-on-the-Lake as insured.

## **6.6 Food**

- For events proposing the service of food, the organizer must contact the Niagara Region Public Health, Environmental Health Division. This process is mandatory before any event intends to sell or serve food that is meant to be consumed within the event.
- The event organizer must review the Niagara Region’s [Requirements for Special Events](#) and follow all guidelines throughout the event.
- Please be advised that a copy of the Town’s Special Events Permit and authorization letter may be sent to the Niagara Region on your behalf.

## **6.7 Signage**

- Special Events that plan on publically advertising the event may receive exemption from permit requirements dependent on their consistency with the description for Special Events in the [Town's Sign By-Law](#).
- All signs which may be used as a result of the Special Event must be in conformance with all requirements of the Town's Sign By-Law.

## **7 Costs**

### **7.1 Services and Equipment Fees**

- Responsibility for costs associated with the allocation of resources, and extenuating service requests that may be required by the town for the event will be provided at the cost of the applicant.
- Upon completion of the special event, the Town will provide the applicant with a summary of the costs incurred by the Town as a result of the event.

### **7.2 Damage and Cost Recovery**

- The applicant will assume the cost of repair for any damages of town owned property incurred as a direct result of the Special Event.
- The applicant may be required to assume the cost of lost revenue of the Town as a result of the interference of the special event to standard operations of the Town.
- Advertisement for public notice of the road closure or public transit rerouting may be included in the costs to the applicant.

### **7.3 Additional Permits**

- Special events which plan on having tents on site must contact the Town of Niagara-on-the-Lake Building department to file a Building Permit Application. Fees for a Building Permit can be observed in the [Classes of Permits and Fees/ Building By-Law 4115-07](#).
- An administration fee of \$25.00 payable by cheque to the Town of Niagara-on-the-Lake for processing the approval of displaying the fireworks will be required.
- Special events which include the service of alcohol may be required to apply for an ACGO Special Occasion Permit. Fees for the Special Occasion Permit vary depending on the nature of the event. Further information can be found in their [Information Package](#).
- If the special event decides to promote the event through the use of signs or banners the applicant must be in contact with the Town of Niagara-on-the-Lake By-Law enforcement to receive a Sign Permit. Fees pertaining to the application for a Sign Permit can be found in the [Sign Permit Fee and Property Standard Fees Information Package](#).