

		<p align="center"><b>CORPORATE POLICY MANUAL</b>  <b>POLICY No: COR-0111</b></p> <p align="center"><b>EFFECTIVE DATE: 03/10/2011</b>  <b>AMENDED DATE:01/27/2020</b></p>
<i>SUBJECT</i>	<b>Special Events in the Township of Guelph/Eramosa</b>	
<i>Department/Category</i>	<b>All Departments</b>	
<i>Related Documents</i>	<i>Township Policy for “Filming on Properties and Streets within the Township of Guelph/Eramosa,” Township Policy for “Charity Drives”</i>	

**1. Purpose**

- 1.1 The purpose of this policy is to:
- a) Provide guidelines for the assessment and coordination of Special Events in the Township of Guelph/Eramosa.
  - b) Provide fair and transparent means to service delivery.
  - c) Establish uniform criteria and procedures for the use of Township roads and property for Special Events.
  - d) Ensure that Township roads and property are used for the benefit of the entire community.
  - e) Balance the needs of event organizers, participants and the community, as whole.

**2. Applicability**

- 2.1 No person shall stage a Special Event on a Township road or Township property without first obtaining a Special Event Permit from the Township of Guelph/Eramosa.
- 2.2 The guidelines included within this policy and schedules attached hereto apply to all Special Events which takes place within the Township of Guelph/Eramosa.
- 2.3 The guidelines for filming projects within the Township are included within the Township’s Policy regarding “Filming on Properties and Streets within the Township of Guelph/Eramosa.” A copy of this policy can be obtained from the Clerk’s Department.
- 2.4 The guidelines for charity drives are included within the Township’s Policy regarding “Charity Drives.” A copy of this policy can be obtained from the Clerk’s Department.

### **3. Definitions**

- 3.1 “Applicant” means a person proposing to organize or stage a Special Event on a road within the Township of Guelph/Eramosa.
- 3.2 “Charity Drive” shall mean an event in which citizens driving in their cars are asked to stop and donate money. Charity Drive may also be known to the public as a Boot Drive, Fill the Boot Campaign or Vehicle Donation Campaign or Program.
- 3.3 “Charitable Organization” shall mean an organization that provides for the Relief of Poverty, the Advancement of Education, the Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.
- 3.4 “Fees” shall mean an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.
- 3.5 “Filming” or “filming project” shall mean location filming that takes place within the Township of Guelph/Eramosa.
- 3.6 “In-Kind Contribution” shall mean use of municipality owned facilities, equipment or materials at a reduced or waived fee, and/or municipal staff support or expertise for an event at reduced or waived wages.
- 3.7 “Not-for-Profit” shall mean an event or activity of a community group or not-for-profit organization that is held without monetary gain.
- 3.8 “Road closure” means a closure of both lanes such that a diversion of traffic to another road is required.
- 3.9 “Special Event” means any annual or infrequently occurring event or activities that take place at a Township park or on a Township road, requiring a road closure, including, but not limited to, a parade, procession, ceremony, street dance or party, festival, carnival, bicycle race, marathon or footrace, triathlon, biathlon, walkathon that occupies part or all of a road within the Township of Guelph/Eramosa, excluding a funeral procession or wedding procession, picketing, loading or unloading for business purposes, Charity Drives or Filming.
- 3.10 “Township” means the Corporation of the Township of Guelph/Eramosa.

### **4. Submitting an Application**

- 4.1 a) Applications for a Special Event Permit requiring a road closure must be filed with the Clerk’s Office of the Township. Contact information is provided below:

Clerk  
Township of Guelph/Eramosa  
8348 Wellington Road 124, Rockwood ON N0B 2K0  
PHONE: 519-856-9596 FAX: 519-856-2240  
[general@get.on.ca](mailto:general@get.on.ca)

- 4.2 After the appropriate Township Department obtains the application and required documentation, the matter will be placed on a Council meeting agenda for consideration by Council. A staff recommendation to Council will include, but not be limited to the following:

Public Works Department – whether construction is scheduled for the subject roads and confirmation that the subject roads are suitable for the proposed event.

Building Department – whether building permits and/or engineer certification is required for temporary structures associated with the event.

Parks and Recreation Department – if the Parks and Recreation Department is agreeable to the use of Township property for the Special Event i.e. the event does not conflict with maintenance of the property or scheduled use of the property.

By-law Enforcement – if the By-law Enforcement Officer is satisfied with the parking plans/requirements, signage, noise by-law compliance and/or any other by-law related aspect of the event.

Other Township Departments – if there is related input necessary for the consideration of a Special Event.

## 5. **Approval Authority**

### 5.1 **Special Events Requiring Road Closures**

- a) Approval from the Council of the Township of Guelph/Eramosa is required for all Special Events requiring a road closure. At its discretion, Council shall consider the amount of Special Events and road closures per road or neighbourhood, which have or will take place per year, when considering approval for each Special Event.
- b) A Road Closure By-law, outlining the date, times and location of the Road Closure, must be passed by Council prior to the Special Event Permit being issued to the Applicant.

### 5.2 **Special Events on Township-Owned Property**

- a) Approval from the Council for the Township of Guelph/Eramosa is required for all Special Events on Township-owned property.

## **6. General Polices and Procedures**

### **6.1 Due Date for Applications**

All applications for events requiring road closures must be received by the Township Clerk no later than 30 days prior to the event.

### **6.2 Insurance**

Third Party Liability Insurance is mandatory for all Special Events. The Applicant for the event, prior to the event, must obtain a certificate of insurance in the amount of \$5 million, naming the Township of Guelph/Eramosa as an additionally insured party against loss or damage resulting from bodily injury to death and loss of or damage to property. The certificate must specifically list the activities that will be taking place at the event, including but not limited to the serving of alcohol, or amusement devices/rides.

Additional insurance requirements will be required for events having Amusement Devices. See Section 6.7 of this policy.

### **6.3 Indemnify and Save Harmless**

By signing the Special Event Permit application, the Applicant will be required to indemnify and save harmless The Corporation of the Township of Guelph/Eramosa from actions, loss, costs, claims or damage costs arising from the use of the Township's property.

### **6.4 Signage and Barricade Services**

Signs indicating "Road Closed" and barricades will be provided for and arranged with the Township Public Works Department for Special Events.

### **6.5 Temporary Structures**

If a temporary structure, such as a tent, grandstand, bleachers or stage, is to be used during a Special Event, the Township Building Department must be contacted to determine whether a building permit is required. The Township may require documentation for engineering certification for temporary structures, such as grandstands, bleachers and stages.

Temporary structures that require breaking ground, such as for tent stakes or fencing, the Applicant is required to get locates by using "Ontario One Call" for locates.

### **6.6 Locates or "Ontario One Call" Requirements**

With regard to any activities related to breaking ground for this event, such as for tent stakes or fencing, the Applicant is required to get locates by using "Ontario One Call" requirements.

## **6.7 Amusement Devices**

All amusement devices must be in compliance with the provisions of the Technical Standards and Safety Act, must be appropriately staffed at all times, must be removed daily and must be anchored securely using weights or spikes.

Proof of an Ontario Amusement Device permit will be required for each amusement device.

Additional insurance will be required for events having or using Amusement Devices. An insurance certificate in the amount of \$5 million, naming the Township of Guelph/Eramosa as an additionally insured party against loss or damage resulting from bodily injury to death and loss of or damage to property will be required from the Applicant or the company supplying the Amusement Devices.

Air Supported Structures are not permitted on Township property.

## **6.8 Garbage and Waste Disposal**

The Applicant is responsible for litter control and garbage/waste disposal and the removal of the garbage/waste disposal from the site.

## **6.9 Damage to Township Property**

The Applicant shall be responsible for all costs associated with damage to Township property or roads, as a result of the Special Event for which they have obtained a permit.

## **6.10 Temporary Power and/or Extension of Township Utilities**

Any use of temporary power on Township property will require an inspection by the Electrical Standard Authority.

Township approval will be required for any requests to extend Township utilities for Special Events. An extension of Township utilities will require an inspection by the Electrical Standard Authority.

## **6.11 Site Plan**

The Township requires a scaled site plan for all Special Events, which indicates the location of features including but not limited to: temporary structures, security, parking, garbage/waste disposal, picnic tables, portable washrooms, amusement devices and food and/or liquor sale locations.

## **6.12 Food Services**

Food service must be coordinated in accordance with the requirements of the Wellington-Dufferin-Guelph Health Unit and the Applicant must obtain any permits required by Wellington-Dufferin-Guelph Health Unit.

#### **6.13 Alcohol Sales/Service**

A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario outlet and must be posted at the event. Permit holders must comply with the Township's Municipal Alcohol Policy. Smart Serve bartenders must be used at all Special Events where alcohol is being served. No alcohol shall be served or sold on any Township road or road allowance.

#### **6.14 Noise**

The Township's Noise By-law must be adhered to at all times. Any activity during restricted hours will require written permission from the Township. A copy of the Township's Noise By-law can be obtained from the Clerk's Office or the Township website at [www.get.on.ca](http://www.get.on.ca)

#### **6.15 Community Impact**

It is the responsibility of the Applicant to ensure that there is limited disruption to residents, businesses and Township employees as a result of the subject Special Event.

#### **6.16 Notification**

The Applicant must notify, in writing, any resident within a three hundred (300) foot radius of the Special Event location, who may be or will be affected by the occurrence of the Special Event. A copy of the written notification must be received by the Clerk's Department at the Township Office along with the completed permit application.

#### **6.17 Parking**

A traffic control and parking plan may be required by the Township, to be submitted to the Clerk's Office with a completed application. This plan will be reviewed and approved by the Public Works Department and the By-law Enforcement Officer to ensure compliance with local regulations. Failure to comply with the approved traffic control and parking plan will result in enforcement, including but not limited to, revoking of permit, fines and/or towing.

#### **6.18 Police and Medical Assistance**

Prior to the Special Event, the Township must be notified by the Applicant of how the event will be policed and what medical assistance will be provided for the event, to the satisfaction of the Township. Information related to police and medical assistance may be requested in the form of a security plan.

### **6.19 Critical Injury**

Any critical injury occurring at a Special Event must be reported to the Township immediately by either calling the After Hours Service (on weekends or on weekdays between the hours of 4:30 pm and 8:30 am) or the Township Office (weekdays from 8:30 am to 4:30 pm).

### **6.20 Portable Washrooms**

Portable washrooms must be arranged and paid for by the Applicant. The location and placement of the portable washrooms is subject to Parks and Recreation Department approval.

### **6.21 Trails**

Where possible, Applicants will be encouraged to use existing trail systems for events to reduce the need for road closures and impact to the community.

### **6.22 In-Kind Use of Township Equipment for Not-For-Profit Organizations**

Requests for the use of any Township equipment must be included in a written letter, when the Special Events Permit application is submitted to the Township, outlining the equipment and time and dates needed. This request for the in-kind use of Township equipment will be considered by Council at the time that the Special Event is considered.

### **6.23 Pre-Consultation**

At the discretion of Township staff and/or Council, a pre-consultation meeting may be required for a Special Event, to discuss logistics and concerns.

## **7. Additional Conditions for Specific Special Events**

### **7.1 Competitive, Timed Events – Such as Marathons, Bicycle Races, Biathlons and Triathlons:**

The roadways comprising the route of the race can be closed to vehicular traffic and adequate detours are required to be established.

Police are required to provide the necessary staffing to safely control the event.

The Applicant is responsible for the production, costs and placement of Advance Notice Signage, outlining the dates and times of road closures, which must be approved by Township staff in advance of posting. Advance Notice Signage must be posted at least two weeks prior to the Special Event.

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approved by Township staff in advance of posting. Advance Notice Signage must be posted at least 2 weeks prior to the Special Event.

Cyclists must adhere to the rules of the road contained within the Highway Traffic Act of Ontario, unless otherwise directed by Police.

In addition to the administrative fee, a fee of \$2.00 per race participant will apply to marathons, bicycle races, biathlons and triathlons and must be made payable to the Township of Guelph/Eramosa for roads reserves.

## **7.2 Street Parties**

A petition must be submitted prior to approval, with signatures of all affected property owners acknowledging that they are aware of the proposed event and that access to all properties will be maintained at all times.

Street parties will be permitted for cul-de-sacs, crescents and streets/roads that are not deemed as “through-roads,” are not streets/roads which experience considerable traffic and are not used as the main access for the neighbourhood.

The Township will provide barricades and road closure signage to properly close the street. The drop-off and pick-up of this equipment will be arranged by the Public Works Department and the Applicant.

No barbeques or tables are permitted on the Township road allowance. Township property includes roadway, sidewalk and boulevard.

## **8. Application Fees and Processing**

8.1 A Special Event application may be obtained from the Clerk’s Office or from the Municipal website and shall be submitted to the Clerk’s Office upon completion.

8.2 The application fee is outlined in the current Fees and Charges By-law.

8.3 Written approval may be required from outside agencies such as AGCO, OPP, Wellington County EMS and the Wellington-Dufferin-Guelph Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for License, where applicable.

8.4 The applicant may be required to meet with staff from the Clerk’s Office and other Municipal Departments. The Clerk shall forward the completed application to other departments as needed for comment.

8.5 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.



**9. Exemptions**

9.1 This policy shall not apply to the Rockwood Farmers' Parade of Lights, Rockwood Pioneer Day and any event in which the municipality has entered into a legal agreement with for use of Township property.

**10. Schedules**

See the attached Schedule, which forms part of this policy:

Schedule A - Important Contacts (NOTE: Contact information may be subject to change. It is the Applicant's responsibility to ensure that all approvals from the Township and outside agencies are obtained).

**SCHEDULE A**  
**Special Events Policy**  
**Township of Guelph/Eramosa**  
**Important Contacts for Applicants**

<b>For Emergencies</b>	911
<b>Guelph General Hospital</b>	(519) 822-5350
<b>Groves Memorial Hospital, Fergus</b>	(519) 843-2010
<b>O.P.P. Rockwood Detachment</b>	(519) 856-1506
<b>Township of Guelph/Eramosa AFTER HOURS</b> (On weekends or 4:30 pm to 8:30 am, Mon to Fri ) For urgent matters not requiring police or medical assistance	After Hours Service 519-856-9596 ext. 150
<b>Township of Guelph/Eramosa DURING BUSINESS HOURS</b> (8:30 am to 4:30 pm, Mon to Fri) For urgent matters not requiring police or medical assistance	519-856-9596  Clerk's Department ext.107 Parks and Recreation ext. 113 Public Works ext. 120 By-law Enforcement ext. 121
*Any critical injury occurring at a Special Event must be reported to the Township <b>immediately</b> by either calling the After Hours Service (on weekends or on weekdays between the hours of 4:30 pm and 8:30 am) or the Township Office (weekdays from 8:30 am to 4:30 pm).	
<b>For electrical inspections and approvals</b>	Electrical Safety Authority (ESA)
<b>For Liquor/Special Occasion Permit</b>	Contact your local Liquor Control Board of Ontario (LCBO)
<b>For safety inspection of fuels, pressure vessels and boilers, upholstered and stuffed articles and elevating and amusement devices.</b>	Technical Standards and Safety Authority (TSSA) 1-877-682-TSSA (8772)
For information on food service safety and food service special occasion permit	Wellington-Dufferin-Guelph Public Health 1-800-265-7293 <a href="http://www.wdgpUBLICHEALTH.ca">www.wdgpUBLICHEALTH.ca</a>
Locates	For the location of underground services, call: Ontario One Call for gas, cable and telephone at 1-800-400-2255 Hydro One at 1-888-664-9376 Township Office for sewer and water at 519-856-9596 ext. 122
County of Wellington Engineering Services (Road Closure Approval)	(519) 837-2600
County of Wellington Solid Waste Services (Garbage)	(519) 837-2601