

Special Events Guidelines

The objective of this document is to ensure that local events are adequately planned to include considerations for applicable regulations, public safety and the potential impacts on the local community.

“Failing to plan is planning to fail”.

Municipal Responsibilities

- Identify areas of a special event that fall under by-law, policy, procedural or best practice guidelines (OPP guidelines, Alcohol and Gaming Commission, local Health Unit, municipal services) or other regulating agencies which may be applicable to the event
- Confirm a plan is in place that meets the special events expectations
- Request meetings for large scale events that include all stakeholders as required
- Provide timelines for completion of planning and submission or supporting documentation in advance of the event

Event Organizer Responsibilities

- Ensure communication and coordination with all agencies having jurisdiction and have submitted all necessary forms, plans and information discussed in this document
- Provide a special event operations plan – site plan, timing of event, onsite services, parking and traffic management, sanitation and waste management, emergency management and planning (first aid/medical services, evacuation, communication plan with organizers, vendors, attendees), security if required
- Review potential hazards that could impact event and develop a plan to mitigate and manage these hazards (consult with the appropriate agencies as required)
- Provide confirmation of training of all event staff - training must include what to do in the event of an emergency
- Provide confirmation if the event will be exceeding normal capacity in a building or venue inside or outside, so the venue can provide additional facilities or special arrangements.

Disclaimers

- Include disclaimer about confidentiality of information being shared between municipality, event organizers and other agencies
- Include disclaimer about the municipality assuming no responsibility or liability for events on public or private property

Definitions of Terms – Define/List key terms in this section

Overview

This document is meant to serve as guide for planning an enjoyable and safe special event in the community. As an event organizer, it is your responsibility to ensure that you are familiar (and compliant) with all relevant regulations, municipal by-laws and/or processes pertaining to special events. In cases where events are being organized by a third party (event organizer) on private lands, it is the responsibility of the host venue/property owner as well as the event organizer to ensure that the third party has complied with regulations and processes.

These guidelines are for all events of any size – each event requires approval from the municipality.

Timelines for Submission of Plans

The Community Special Events Event Coordinator/Organizer Application Form must be submitted to the municipal office (or name position such as CEMC, Clerk etc.) 120 days prior to the event date. The Special Event Operations Plan must be submitted a minimum of 90 days prior to the event date.

Notification/Application Requirement

The municipality requires that all event organizers notify the municipality about a special event. A Community Special Events Event Coordinator/Organizer Application Form can be found online or at your local municipal office. Note: a site plan/map of the proposed event must be submitted with this form to the municipal office. (could link the form here).

Submission of Special Event Operations Plan

Your planning document provides a detailed overview of the special event and the planning and control mechanisms for event implementation. It is the responsibility of the event organizer to ensure that complete plan is submitted to the municipality and relevant organizations (e.g. OPP, health unit) within established timelines prior to an event. If your event is being hosted by a third party, it is the responsibility of the host venue to ensure that the organizer has complied.

Special Event Operations Plan

The planning process is one of the most important aspects of Special Event management. The operation plan is a key document that will assist you in communicating with stakeholders about various aspects of your event. The operations plan should include all key functional areas that are relevant to your specific event. Note: Not all categories will apply. The following are suggested areas that should be addressed:

1. Physical Plan

- Site Plan
- Site Works
- Permanent and Temporary Structures
- Barriers and Fencing

2. Traffic Management

- Traffic Considerations/Requirements
- Parking
- Vehicle-Based Incidents
- Use of Drones
- Use of Off-Road Vehicles
- Site Accessibility

3. Onsite Services

- Food Services
- Water Services
- Alcohol Services
- Sanitation & Waste Management

4. Emergency Management and Planning

- Access and Egress
- Safety Services
- First Aid and Medical Services
- Planning Evacuation of Site
- Social Media and Crisis Communication

5. Risk Management

- Incident Management
- Event/Venue Specific Safety Issues
- Weather Monitoring and Extreme Weather
- Insurance
- Emergency Management Plan
- Evacuation of Site
- Social Media and Crisis Communication

6. Prevention

- Public Health Messaging
- Overdose Prevention
- Tobacco, Cannabis and Vaping Management Plan
- Safeguarding Young People
- Sexual Violence Prevention

7. Event Resilience and Stewardship

- Post-event Reporting
- Environmental Footprint
- Noise Reduction
- Community Impact
- Parks, Public Spaces



The Village of Sundridge



The Village of South River



The Township of Strong



The Township of Joly

Check Applicable Municipality

Community Special Events Event Coordinator/Organizer Application Form

EVENT INFORMATION (a detailed map or site plan must accompany application)

Name of Event/Organization:
Date of Event:
Proposed Location: (Address & Municipality)

Name of Main Contact: (must be at event)
Address:
Phone Number (daytime): _____ (evening): _____
Email:
Name of Secondary Contact: (must be at event)
Phone Number: (daytime) _____ (evening): _____
Email:

Expected Attendance:
Does the Event exceed normal occupancy/capacity of the space (see back of form for definition) (For Example: Venue or Building and Inside or Outside)
Yes <input type="checkbox"/> or No <input type="checkbox"/>
If you have selected No, you do not need to fill out the rest of the form
If you have selected Yes, please complete the rest of the form

Event Insurance Provider:	Policy Number:		
Event Features: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Animals (Livestock) <input type="checkbox"/> Fireworks (South River n/a) <input type="checkbox"/> Generator </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Inflatables <input type="checkbox"/> Tents or Temporary Structures <input type="checkbox"/> Other _____ </td> </tr> </table>		<input type="checkbox"/> Animals (Livestock) <input type="checkbox"/> Fireworks (South River n/a) <input type="checkbox"/> Generator	<input type="checkbox"/> Inflatables <input type="checkbox"/> Tents or Temporary Structures <input type="checkbox"/> Other _____
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Does the Event require: (please check) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Electricity <input type="checkbox"/> Signage <input type="checkbox"/> Road Closings <input type="checkbox"/> Restricted Parking Areas </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Other: <u>Municipal Resources</u> i.e.: Barricades, pylons (additional fees may apply) </td> </tr> </table>		<input type="checkbox"/> Electricity <input type="checkbox"/> Signage <input type="checkbox"/> Road Closings <input type="checkbox"/> Restricted Parking Areas	<input type="checkbox"/> Other: <u>Municipal Resources</u> i.e.: Barricades, pylons (additional fees may apply)
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Normal Occupancy or Capacity Definition

Normal occupancy or capacity of a space is determined by the number of people the venue can safely and comfortably accommodate based on the buildings design and infrastructure, as approved by its legal use and building code standards.

To be considered normal occupancy, the venue must provide sufficient permanent washroom facilities and **on-site parking** to support the usual number of users or washrooms and parking can accommodate, the event would be considered to exceed normal occupancy/capacity – and may require additional facilities or special arrangements.

DISCLAIMER

The Village of South River, The Village of Sundridge, The Township of Strong and The Township of Joly Council's have created a shared Emergency Management Program including a Primary Municipal Emergency Management Program Coordinator (as per Council Resolution(s) September 2023).

The Emergency Management and Civil Protection Act (EMPCA) and its supporting regulation, O Reg 380/04, provide requirements for Municipalities regulating emergency management and preparedness.

The Municipal Emergency Management Program Coordinator (CEMC) has the authority to shut down community and/or municipally sanctioned events, either prior to or during an event due to a potential or an impending emergency situation.

OFFICE USE ONLY

Has this form been sent to:

CEMC Alternate CEMC SSFD Fire Chief SRMD Fire Chief OPP EMS

Emergency Management Program Committee (via Municipal Offices)

Village of South River Village of Sundridge Township of Strong Township of Joly