



# **SPECIAL EVENTS ADMINISTRATIVE PROCEDURES MANUAL**

**THE MUNICIPALITY OF CENTRAL ELGIN**

**450 Sunset Drive  
St. Thomas, ON  
N5R 5V1**

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Special Event Guide Version: April 2026

If you require this document in a different format, please contact [info@centralaelgin.org](mailto:info@centralaelgin.org)

## Introduction

1. This manual has been developed to assist in understanding the various policies and procedures that apply as part of Special Event permitting in the Municipality of Central Elgin.

For questions related to this guide, please contact:

**Municipality of Central Elgin**  
**specialevents@centralelgin.org | 519-631-4860**

## Purpose

2. The Municipality of Central Elgin recognizes the importance of Special Events in enhancing the quality of life, tourism, culture, recreation, and education, and in providing economic benefits to the local community and economy. The purpose of this document is to:
  - establish guidelines for the administration of Special Event Permits within the Municipality of Central Elgin;
  - ensure that all health and safety guidelines are met;
  - ensure that all necessary permits, permissions, insurance, and approvals are secured;
  - ensure that there are no scheduling conflicts with other events or activities; and
  - ensure that municipal services are not negatively impacted as a result of your event.

Failure to comply with the conditions outlined in this Special Events Guide could result in your Special Event Permit being denied or revoked.

**We wish you the very best as you plan and prepare for your Special Event!**

## **Special Event Permit Application**

3. You **must** submit a Special Event Permit Application if:

**You wish to hold your event on any outdoor property owned or operated by the Municipality of Central Elgin.** This includes:

- Roads / road allowances (street festivals, parades, and races)
- Parks and parkettes
- Parking lots
- Walkways, pathways, and trails
- Arenas and Community Centres
- All other municipal open and public spaces

**And there will be any of the following:**

- Food being given or sold to the general public at an event open to the public
- Food Trucks
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 60m<sup>2</sup> (Note: Building Permit and Fire Safety Plan are required)
- Stages that are more than 225m<sup>2</sup> in area (Note: Building Permit may be required)
- Amusement rides or inflatables
- Projected attendance of over 250 people

## **Sporting Event**

4. A sport event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event. A Special Event Permit is not required for sport tournaments or sporting events, unless otherwise advised. To check the availability of a facility, determine if a Special Event Permit is required, or for more information on

booking a sport tournament or sporting event, please contact the Municipality by calling 519-631-4860 or by email at [specialevents@centralelgin.org](mailto:specialevents@centralelgin.org)

## How to Apply

5. The Event Organizer should read through this Special Events Guide and complete the Special Event Permit Application, available on the municipal website or by request from the Municipality.

Please note that depending on the activities included in your event, additional documents including insurance certificates, and special operating permits may be required with your Special Event Permit Application. Additionally, Event Organizers may be required to meet with Municipal Staff to review the Special Event Permit Application and discuss details and logistics.

## Timing of Application

6. In order to assist you with obtaining the necessary permits and services, it is essential to review the Special Events Guide and complete the Special Event Permit Application and submit it to the Municipality, together with all required forms and payment (if applicable):
  - At least 120 days prior to the event, for large events. Large events are any events that are captured in the definition of events requiring a Special Event Permit above (see point 3).
  - At least 90 days prior to the event, if the event is taking place for the first time or has significantly changed since the last time the event was held.
  - At least 60 days prior to the event, if the event is an annual event and has no significant changes.

**\*\*Failure to submit your complete application on time could result in the event not receiving a facility booking or other approval.\*\***

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## **APPLY EARLY!**

Early applications will allow more time to resolve any issues relating to your planned event.

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## Event Description

7. When completing the Special Event Permit Application, you will be asked to describe the event. Your event description should provide the Municipality with a snapshot of your event activities.
  - The type of event
  - Where and when will your event take place?
  - Who will be organizing and participating in your event?
  - What activities will be taking place and what do you hope your event will achieve?

The more information you can tell us about your event, the better prepared Staff will be to work with you to create a successful event.

## Event Definitions

8. The following definitions will assist you in describing your event:
  - **Run, Walk, Bike, Triathlon or Motorized Rides:** Races, fundraisers, or awareness events where participants walk, run, bike and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.
  - **Festivals:** A themed event or series of events. Typically, an event is held annually at the same time and place.
  - **Parades:** A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.
  - **Games or Leisure Activities:** Includes events such as Easter egg hunts and physical activities or hobbies.

## Compliance with Laws

9. A Special Event Permit Application submitted to the Municipality for approval must meet certain criteria to be eligible for approval, including compliance with the provisions of municipal, provincial, and federal laws as well as in accordance with rules and regulations administered by outside agencies.

## Approvals

10. Upon receipt of the Special Event Permit Application, all required supporting documentation, and the required fee, the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. When all requirements have been met, a Special Event Permit will be issued.

## Event Location

11. The Municipality needs to know where your event will be taking place. Please provide an address or detailed map with your application.

## Booking Municipal Facilities

12. The Municipality has a number of facilities available you may wish to rent for your event.

Reservations for municipal facilities are booked through Parks and Recreation. To book a facility (community centre, room, sports field, etc.):

- Email [info@centralelgin.org](mailto:info@centralelgin.org)
- Call Parks and Recreation at [519-631-4860](tel:519-631-4860) x 7290

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## **LOCATION! LOCATION! LOCATION!**

Booking your event site early is essential to ensure the space is acceptable and available. Summer months are very busy!

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## Layout of the Event – Event Layout Plan

13. As part of the Special Event Permit, an Event Layout Plan is required to be submitted with your application. The Event Layout Plan is a key document so that staff can review the Event Organizer's plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for municipal property. The Event Layout Plan should contain the information which is relevant to your Special Event. At the discretion of the Municipality, a planning and coordination meeting may be requested with the Event Organizer. The goal of this meeting will be to work through any additional details or requirements with the Event Organizer.

The Event Layout Plan must show:

- The north direction
- Direction of travel – if event is a parade, race, walk, etc.
- Names of adjacent avenues, streets, and roads
- Access and egress points (pedestrian, vehicular, emergency access)
- Fire/emergency response lane(s)
- Licensed areas, if applicable
- Locations of fencing and security controls
- Location(s) of any vendor(s)
- Location(s) of fire extinguisher(s)
- Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites
- Location of waste diversion sites
- Locations of permanent and temporary washroom facilities
- First aid stations
- Areas for food and water
- Identification of any hazardous/combustible materials i.e., fuel storage, propane, etc.
- Generators and other electrical sources
- Staging and holding areas

## **Events on Roads – Walk-a-thons / Bike-a-thons / Parades/Runs**

14. If you are interested in temporarily occupying or closing a municipal road to hold a special event such as a run, walk, bike, triathlon, please indicate this in the Special Event Permit Application.

## **Special Event Application Process**

15. Special Event Application process
  1. Review the Special Events Administrative Procedures Manual
  2. Submit a Special Event Permit Application and all required documentation
  3. Following issuance of a Special Event Permit, provide any outstanding conditions in advance of the event as required and display the permit onsite during the event

## **A-to-Z Guidelines**

16. Prior to completing and submitting a Special Event Permit Application (which can be found on the Municipal website), Event Organizers are encouraged to review the A-to-Z Guidelines section to ensure their special event complies with Municipality of Central Elgin policies, procedures, and regulations.

Even if your event does not require a Special Event Permit, Event Organizers are encouraged to review the list to ensure they have addressed concerns that will help their event run smoothly and safely.

## **Accessibility**

17. Event Organizers are required to comply with Municipality of Central Elgin Accessibility Standards for Customer Service Policy (Pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*; Ontario Regulation 429/07).

The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. The Ontario government has created a [Planning Accessible Events Guide](#) that includes ideas to consider when planning your special event.

## **Access to Existing Infrastructure**

18. Unless otherwise permitted, access to all public areas within an event site (play structures, beaches, permanent washroom facilities, etc.) shall remain available to the public at all times during an event.

## **Alcohol – Special Occasion Permit /Temporary Extension Process**

19. If you wish to serve alcohol at your event, you must adhere to both the provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

### ***Alcohol and Gaming Commission of Ontario (AGCO)***

Provincially, alcohol sales, service and consumption is overseen by the [Alcohol and Gaming Commission of Ontario](#) (AGCO).

The AGCO website provides information related to Special Occasion Permits (SOP) and Temporary Liquor Licence Extensions. You will not be permitted to serve alcohol on municipal property without providing a copy of your Liquor Licence as issued from the AGCO.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)

Toll Free: 1-800-522-2876

Email: [customer.service@agco.ca](mailto:customer.service@agco.ca)

To start the process, applications can be picked up and returned to a local LCBO store or you may access the [application online](#). As part of the licence application package to the AGCO, you will be required to “notify the Municipality” and provide proof of this notification to the AGCO.

The AGCO requires for-profit organizations to obtain a municipal resolution or letter from a delegated municipal authority, deeming the event a “municipally significant event.” In the Municipality of Central Elgin, the Clerk has been delegated the authority to authorize and execute these letters. This letter must accompany the application for a Special Occasion Permit to the AGCO.

To request a municipally significant designation, please contact [info@centralelgin.org](mailto:info@centralelgin.org)

For more information about notifying the municipality and obtaining an Event of Municipal Significance designation, please contact the Office of the Clerk at 519-631-4860 or [info@centralelgin.org](mailto:info@centralelgin.org)

### ***Municipal Alcohol Risk Management Policy***

The Municipality of Central Elgin has developed a [Municipal Alcohol Policy](#) in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities.

### **Amusement Devices and Inflatable Devices**

20. All amusement devices and air supported structures must be in compliance with the provisions of the Technical Standards and Safety Act. Additional paperwork is required to be submitted to the Municipality with the Special Event Permit Application:
- For amusement devices, an Ontario Licence for the current year from the company is required. This includes a Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation; and
  - A certificate of insurance from the vendor in the minimum amount of **five million dollars in commercial liability insurance** with the Municipality of Central Elgin named as additional insured on the policy for the days of

the event. For more detailed information, please refer to the section on *Insurance* below.

To obtain the additional required documents, please contact the [Technical Standards and Safety Authority](#).

### **Animals for Entertainment**

21. Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the [Provincial Animal Welfare Services Act](#).

The animal exhibit area must be shown on the Event Layout Plan, illustrating how the animals with exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer program intends to contain and mitigate for the potential for animals wastes to impact neighbours.

The Event Organizer may be responsible for additional insurance if animals are part of the event. Please contact the [specialevents@centralelgin.org](mailto:specialevents@centralelgin.org) for further information.

### **Beaches**

22. Events to be held on public beaches are subject to location as determined by the Municipality in order to limit impacts to public access and use.

### **Camping**

23. Camping is not permitted on municipal property or private property not appropriately zoned to permit camping.

### **Revocation and Refusal of Special Event Permits**

24. The Municipality reserves the right to revoke or refuse Special Event Permits in order to ensure public safety or, if in the sole opinion of the Municipality, the Event Organizer fails to comply with the requirements of the Special Events Policy or any other Municipal By-law.

### Candle Burning at Events

25. The burning of candles is prohibited during any event as noted by the Ontario Fire Code, Division B Subsection 2.4.4. Open Flames Article 2.4.4.1. (1) “Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official.”

Places of religious worship are exempt, but notification to the Fire Chief prior to the event is mandatory. Please contact Central Elgin Fire Rescue Services for further information at 519- 871-0916.

### Clean Up

26. The Event Organizer is responsible for cleaning up during and immediately following the event as well as clean up and removal of all event equipment and garbage upon completion of the event.

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## **WASTE COLLECTION & RECYCLING**

Consider the environment in your event planning and think about how you will manage on-site waste collection and recycling.  
There's more information on this topic below!

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### Community Impact Plans – Notification

27. Special events present a unique opportunity that can benefit all residents and visitors to Central Elgin. Event Organizers have an obligation to residents and businesses that may be impacted by a Special Event. Depending on the size and scope of the event taking place the Event Organizer may be required to:
- Direct letters to residences and business;
  - Erect temporary signage;
  - Have direct contact with businesses, among others.

All approved Special Events will be placed in a public-facing calendar on the Municipal website.

For further information, please call the Municipality of Central Elgin at 519-631-4860.

## Damages

28. The cost of repairing any damage to a park, facility, street, or sidewalk, etc. will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Municipality of Central Elgin as soon as possible after the Special Event is completed.

## Demonstrations or Rallies

29. Demonstrations, rallies, or actions that could incite violence of any kind are not allowed on all municipal property including sidewalks and roadways. Please see “Nature of Events: Respect and Dignity for All” below for further details.

## Dogs

30. In order to provide a safe and clean environment for all to enjoy, and to ensure compliance with the Municipal By-laws, dogs are not allowed to be off leash on any Municipal property. Stoop-and-scoop practices shall be followed at all times. With the exception of service animals, dogs and all other animals are not permitted inside any Municipal facilities.

## Electrical Services

31. Some Municipal facilities have access to electrical plug-ins. Please advise the Municipality if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards. Extension cords must be rated accordingly for the electrical device they are servicing.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance, or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800- 667-4278.

Permit applications can be obtained from [Electrical Safety Authority's website](#).

## Emergency Access

32. Emergency access to parks, driveways, walkways, and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of **4 meters** for single lane; **or 8 meters** for two lane traffic.

## Emergency Response Plan

33. In order to be prepared for any emergency situation or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include such things as:
  - Hazard Identification and Risk Analysis
  - List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies'
  - A communication plan to activate contact with the Police, Fire, Ambulance, if not already on-site;
  - Dedicated and mapped emergency access points;
  - Support for routing the responding resources within your event as indicated;
  - Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency;
  - An evacuation plan with dedicated evacuation areas and identified evacuation routes;
  - Procedures to be followed in the case of an emergency or disaster;
  - Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency situation;
  - Weather monitoring details and responsibilities.

Note it is the Event Organizer's responsibility to make sure that access for emergency response remains open throughout the event.

For larger events, it is recommended that you provide these details to all emergency services prior to your event, so that they may have the information on hand.

### Event Promotion

34. Events may be promoted on the Community Events Calendar located on the Municipal website.

### Fencing, Digging or Staking

35. For more information or to book locates, please contact: Ontario One at 1-800-400-2255 (free service) or visit <https://ontarioonecall.ca/>.

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan. No penetration of the ground is permitted on the Port Stanley berm under any circumstances.

### Fire Safety Plan

36. A fire inspection is required for any tents that have an area in excess of 30m<sup>2</sup>. The request for inspection shall be submitted at least 10 days before the event to the Central Elgin Fire Rescue Services. Use of open flame devices is not permitted unless approved by Central Elgin Fire Rescue Services.

### Fireworks

37. The Municipality of Central Elgin Fireworks By-law specifies the limited dates on which and circumstances under which fireworks may be discharged in the Municipality. Public fireworks displays in the Village of Port Stanley taking place on the holidays specified in the Fireworks By-law require submission of a traffic management plan prepared in consultation with the Elgin County OPP that indicates any temporary road closures and the presence of police for traffic management support.

### First Aid / Emergency Medical

38. Safety is the utmost concern for everyone involved in organizing an event. You may be required to provide information on the steps you are taking to ensure that your event is safe for attendees, volunteers, and staff. It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency such as St. John Ambulance, among others (fees may apply).

### Food

39. Food providers must ensure that food and beverage items are offered in a manner that is in compliance with the Ontario Food Premises Regulation 562 and the *Health Protection and Promotion Act*.

During the event, Public Health Inspectors will inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

Event organizers and food vendors must submit a notification form to Southwestern Public Health **at least 20 days** prior to the start of the special event.

The notification form is available from Southwestern Public Health at <https://www.swpublichealth.ca/partners-professionals/food-service-operators/special-events/>

Event Organizers must provide the Municipality with a list of vendors serving food or beverages at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.

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## **INSURANCE PLEASE!**

It is recommended that as an Event Organizer, you request proper insurance coverage from each of your participating vendors, include food vendors!

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### **Food Trucks**

40. The inclusion of Refreshment Vehicles as part of a Special Event requires an exemption to By-law 2714 per section 3.1b), granted through approval and issuance of a Special Events Permit, and is subject to all requirements for Refreshment Vehicles as outlined in Appendix A to By-law 2714.

### **Generators**

41. If you bring your own generators, they must be safely set up on your event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Municipal Staff may advise

as to the best location for your generator. Please include generator information on the Event Layout Plan to be submitted with your Special Event Permit Application.

### Inspections

42. Site inspections may be required including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Southwestern Public Health, Electrical Safety Authority, Ontario Provincial Police, Municipal By-law Enforcement Officers, and the Public Works and Community Services Department. All required documentation is required to be available on site for review. If you are found to be in violation of any of the regulations, fines may apply, and your event may be cancelled.

### Insurance

43. The Event Organizer must maintain commercial general liability insurance underwritten by an insurer licensed to conduct business in the province of Ontario which insurance must include the following:
  - a commercial general limit of liability of no less than \$5,000,000 per occurrence.

Such insurance shall name “The Corporation of the Municipality of Central Elgin” as an additional insured.

A minimum of seven (7) business days prior to the Event, the Event Organizer must provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy.

The Municipality reserves the right to request additional insurance if, in the sole opinion of the Municipality, the event poses a higher level of risk.

### Live Entertainment

44. The Event Organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity, or any form of profanity will not be tolerated. The Event Organizer may be required to submit an entertainment and production contact list prior to the event.

Sound at Special Events is subject to the Municipal Noise By-law.

## **Music**

45. Music at Special Events is subject to the Municipal Noise By-law.

## **Noise Exemption Permit**

46. If your event has amplified sound/live music, you must remain in compliance with the Municipal Noise By-law. During these times all amplified sound shall remain at an acceptable level giving consideration to the type and location of the event.

Events requiring the presence of amplified sound outside of the hours prescribed in the by-law require the granting of a Noise By-law Exemption.

Municipal By-law Enforcement Officers and the OPP are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint.

## **Nature of Events: Respect and Dignity for All**

47. Events occurring on municipal property must not promote the hatred or derision of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on municipal property shall be consistent with the principles of respect for the dignity and worth of all persons. Decisions on what constitutes a breach of these principles lie with the Clerk. At their direction, the Municipality may elect to refuse or revoke a Special Event Permit.

## **Open Air Burning**

48. If your event will have open air burning, you must remain in compliance with the Municipal Open Air Burning By-law.

## Parking

49. To avoid parking problems related to the event, the Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e., on-site or off-site). If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

The Event Organizer must be aware of the Municipal Parking By-law that will be enforced. Parking fees applicable to Municipal lots will not be waived or reduced under any circumstances.

## Parking on Street

50. On-street parking in the Municipality of Central Elgin is limited by By-law, and various prohibitions are placed on street signage. Unless otherwise arranged, on-street parking regulations must be observed at all times.

## Parks

51. Public access to parks, park walkways and special thoroughfares, as well as parking lots, must be maintained at all times during events. This includes all play structures for children. Parks and outdoor spaces are available to other park users.

## Raffles/Lotteries/Bazaars or Games

52. If the event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario legislation. Only approved charitable organizations are eligible for a lottery licence. More information about applying for a lottery licence can be found by contacting the Office of the Clerk at [info@centralelgin.org](mailto:info@centralelgin.org)

## Road Closures

53. If you would like your event to take place on a municipal roadway, you must identify this on your Special Event Application.

The Municipality requires adequate time to review the request, coordinate detour routes with emergency services, and request advance warning signage through the Municipal Roads Department (when required).

Closing a road for an event is a complex process involving and affecting many people. The Municipality needs to know which road you wish to close for your event in order to determine availability and prevent scheduling conflicts with other events / activities. As the use of roadways is extended to all members of the public, the Municipality has an obligation to prioritize public safety when closing down roads to ensure that the rest of the public can safely keep moving / operating even while various events are taking place.

The Municipality will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event); or a lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

Road closure changes cannot be made to your closure / route without notification to the Municipality. Parking lots and parks are viewable on our interactive maps on the Municipal website.

## Sales and Vendors

54. Event Organizers must provide the Municipality with a list of vendors selling merchandise or other goods at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality where applicable.

## Security

55. An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan. If private security is contracted, it is recommended that Special Event Permit requirements become part of the service agreement with the security firm. The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc.

Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process.

A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization

other than the Municipality and is paid by the third party. (Example: traffic, security, weddings, special events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for Central Elgin is provided by the Ontario Provincial Police. Application for Paid Duty Officers may be made by contacting the Elgin County OPP Detachment at 519-631-2920.

### **Signs**

56. Before you have signs made, or put signs up, please refer to the [Municipal Sign By-law](#), which regulates the size, use, location, construction and maintenance of signs within the Municipality of Central Elgin.

### **Smoke Free Ontario Act (FOA)**

57. The Province of Ontario has made it illegal to smoke and vape in public outdoor spaces with the [Smoke Free Ontario Act](#). This applies to all public events being staged on Municipality of Central Elgin owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc.

### **SOCAN (Society of Composers, Authors & Music Publishers of Canada)**

58. SOCAN “is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN’s members and to affiliated organizations throughout the world.”

If you are planning to use live or recorded music of any kind; the event organizer is required to pay a licence fee to SOCAN.

### **Temporary Structures (including Stages)**

59. The Ontario Ministry of Labour (MOL) has issued guidelines to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling

and maintenance of temporary performance/event structures that are used either indoors or outdoors. The guidelines cover:

- Design and materials
- Positioning
- Planning and control of work
- Inspections
- Operations Management Plans (OMP)

If you are planning to erect a temporary structure as part of your event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
- Require large equipment such as cranes to assemble the temporary structure; or,
- Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

For more information, please refer to the [Ministry of Labour Safety Guideline for the Live Performance Industry in Ontario.](#)

### **Tents, Canopies or Temporary Shelters**

60. Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code, a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:
- (a) not more than 10 sq ft (60 m<sup>2</sup>) in aggregate ground area;
  - (b) not attached to a building; and,
  - (c) constructed more than 3 m from other structures.

For tents that are larger than 323 sq ft (30 m<sup>2</sup>) a Fire Safety Plan may be required.

**For tents larger than 654 sq ft (60 m<sup>2</sup>) a Building Permit is required.**

All vendors under a tent are required to have onsite access to a 2A-10BC Rated Fire Extinguisher at all times.

## Volunteers

61. Volunteers are integral to the success of any Special Event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers and their supervisors. It is important that your volunteers are provided with any pre-event training including clarifying roles and responsibilities and any communication, emergency, and security procedures that are in place. It is also important to document any training provided including the trainers' name, trainees, date, time, and topic. More information about volunteers and the management of volunteers may be found at [Volunteer Canada](#).

## Washrooms

62. Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand wash sinks depending on the event and location. You may wish to consider the nature of your event, length of time and guest requirements when determining the need for this service. As a rule, you will need no less than three regular units for each 100 attendees for a six-hour event.

Southwestern Public Health may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g., Food service). The AGCO may also have specific requirements if alcohol is being sold at the event.

## Waste Collection/ Recycling

63. The Event Organizer is responsible for litter control and waste disposal through the submission of a Waste Management Plan as part of a Special Event Permit Application. Upon completion of a Special Event, all litter, garbage and recycling collection must be completed by the Event Organizer and the lands must be left in their original condition.

## Weather

64. Outdoor events are by their nature subject to inclement weather.
- In the case of rain, a performance can continue provided that it is deemed safe by the Event Organizer.
  - In the case of thunder and lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning in accordance with the Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario. Only once 30 minutes have passed without thunder or lightning will the Event Organizer advise the crew to re-open the stage.
  - In the case of an extreme heat alert, event organizers must make announcements identifying existing water stations and shade locations. All

event organizers are asked to remind participants of cooling options available to them.

- Other weather / natural events such as poor air quality alerts should be addressed by the Event Organizer such as to protect public health and wellbeing.

If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.

## **List of Facilities**

For a full list of Central Elgin facilities, parks and amenities, visit:

Facilities: <https://www.centralelgin.org/en/recreation-and-culture/arenas-and-community-centres.aspx>

Parks: <https://www.centralelgin.org/en/recreation-and-culture/parks.aspx>

Beaches: <https://www.centralelgin.org/en/recreation-and-culture/beaches.aspx>

Boating/Harbour: <https://www.centralelgin.org/en/recreation-and-culture/boating-harbour.aspx>

Sport Fields: <https://www.centralelgin.org/en/recreation-and-culture/sport-fields.aspx>

## **Contact Information**

Municipality of Central Elgin  
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