

SPECIAL EVENTS GUIDE

TOWNSHIP OF CHAMPLAIN



Champlain.ca/events

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1. Events in Champlain

1.1 Forward

This Special Events Guide is designed to help Event Organizers effectively use Township resources to plan a successful event.

Most Special Events represent a major investment of time and money. When well-conceived and planned, they can bring rewarding dividends to the organizers and the Township of Champlain. Successful events do not just happen. They are a result of:

- Responsible leadership
- Careful advance planning
- Good organization
- Provision against the unexpected, and
- Methodical "follow through" on details

A Municipal Community Events Coordinator (CEC) will serve as the primary point of contact for processing an Event Application. The following is meant to serve as a guide and can be used in assessing the kind of support they might receive.

1.2 Purpose

The purpose of the Special Events Guide is to incorporate into one manual all of the policies and procedures used by the various agencies and departments within the Township of Champlain to process applications for Special Events. It will also outline an approved policy regarding the operation of events on Municipal owned roads, parklands and municipal facilities and the associated fees and charges for related services provided by the Township of Champlain.

1.3 Background

Each year, the Township of Champlain receives many requests from individuals and groups to operate Special Events on Municipal roads, public parks, and municipal facilities. These events vary in scope, purpose, size, cost and complexity. The management of these Special Events requires that municipal staff liaise with Event Organizers to ensure safe and appropriate operation.

1.4 Goals

For the Township of Champlain:

- To be proactive in bringing Special Events to the Township.
- To provide logistical assistance to special events operated on Municipal owned roads, parklands and in municipally owned and operated facilities.
- To ensure that event applications are treated fairly and equitably.
- To recover reasonable costs incurred by the event.

1.5 Objectives

1. To work closely with our community partners to promote the Township of Champlain as a great location to hold Special Events.
2. To streamline the process of organizing an event and to assist Event Organizers.
3. To annually review and update the Special Events Guide.
4. To identify and recover applicable costs related to facilities and services provided by the Township of Champlain.

1.6 Special Events Criteria

Special Events are defined as:

"A pre-planned activity or series of activities meant to attract people for an intended purpose with a program or schedule of events."

The primary characteristics of Special Events:

- open to the public;
- the main purpose is the celebration or display of a specific theme;
- have pre-determined opening and closing dates/times; and,
- the program may consist of several different activities, i.e. celebrations, cultural activities, performances, sporting events, festivals and carnivals.

2. Definitions

Special Event

An annual or infrequent outdoor special activity held within the Township of Champlain with over 150 people in attendance.

Not for profit Community Event

A special event that does not profit an individual, group or a "For profit company.

For-profit Community Event

An event that is held to receive profit, business or promotion of an individual group or organization.

Township

Refers to The Corporation of the Township of Champlain.

Parade

Two or more vehicles in a planned procession; 25 or more persons in a walking group.

Municipal Events

Events that are open to the public and that take place in the Township of Champlain.

Municipal Significance Event

One-time, annual or infrequently occurring event that is open to the public and which: has local, regional, national or international historical or cultural significance; builds awareness of diverse cultures; or benefits the community at large.

Event Organizer

Incumbent that signs the Special Events Application.

Parks Supervisor

Employee from the Parks and Recreation Department that is on-site during the planning or day of your parkland event.

Special Events Review Team

The Special Events Review Team (SERT) is a committee made up of various members of the municipal administration who are involved, in one way or another, with special events. The SERT comprises of the Community Event Coordinator (Communication Specialist or delegate), the Director of Parks and Recreation, the Director of Public Works, the Chief Building Officer, the By-Law Enforcement Officer, the Director of Fire Services and the Clerk, or their designates.

AGCO

The Alcohol and Gaming Commission is responsible for regulating the alcohol, gaming and horse racing sectors and cannabis retail.

3. General Provisions

1. All legislation, by-laws and regulations must be adhered to by the Special Event Organizer.
2. An authorization is required for Special Events in the Township of Champlain that are held on County and town-owned property roads/ road allowance, parking lots, open spaces, walkways etc. and, when the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplification, tents, amusement rides, use of electricity, fencing and projected attendance of over 150 people. For Special Events occurring in municipal facilities/ parks, a recreational rental agreement must be signed and approved by the Parks and Recreation Department. Indicate your needs in the Special Event Application Form.
3. Special Events permits will not be issued for private functions and closed events such as family and business gatherings.
4. If any items are to be sold or if any donations are to be accepted, the Event Organizer must specify for what purpose these proceeds are being raised.
5. Any damage to the roads, parks and/ or facilities will be borne by the Event Organizer.
6. The Event Organizer is responsible for the clean-up of the roads, parks and facilities and the removal of all garbage promptly after the completion of the event. If proper clean-up is not done in a timely manner as outlined, removal will be completed by the Township of Champlain and a cost recovery fee will be levied.
7. The Township of Champlain may attach such terms and conditions to an authorization as deemed necessary to ensure public safety, protect Township property or maintain the enjoyment of roads, parks and facilities for the public.
8. If an event operates in compliance with all terms, the event operators will be given priority to reserve the use of the road, park and facilities on the same date the following year. Applications should be made at the beginning of the new year through the regular application process following the event.
9. Any Police Officer, Provincial Offences Officer or employee of the municipality whose duties include enforcement of municipal by-laws and other provincial acts and regulations is authorized to request any person believed by such Officer or employee to be contravening or has contravened any provision of this by-law:
 - To desist from the activity causing or contributing to the contravention;
 - To remove or have that person removed from that area and the activity causing
 - or contributing to the contravention;
 - To remove that person from the road, facility or park.

3.1 Ontario Smoke-Free Act

Under the [Smoke-Free Ontario Act, 2017](#), you cannot smoke or vape in any enclosed workplace, any enclosed public place and other places designated as smoke-free and vape-free such as twenty (20) meters of all publicly-owned playgrounds, splash pads, sports fields, tennis and basketball courts and skate parks, on the outdoor grounds of a community recreational facility and any public areas within 20 metres of its grounds.

The Event Organizers' responsibility is to ensure that this Act is enforced by event attendees, or you may be charged with an offence and subject to a fine (\$1,000 for a first offence, \$5,000 for any further offence) if convicted. For more information on this Act, visit [Smoke-Free Ontario's website](#).

3.2 Disclaimers

The Township of Champlain is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Events Authorization.

A Special Event Authorization is non-transferable and can only be used on the designated dates and times specified.

The Township of Champlain reserves the right to modify the requirements as deemed suitable for the special event.

The Event Organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, by-laws, codes and requirements.

When the event occurs on Municipal property, a security deposit may be required, depending on the size and nature of the event.

4. Application Process

1. Fill out the Special Events Form and return the completed application and any required documents to info@champlain.ca.
2. You will be contacted by the Community Events Coordinator (CEC), who will be handling your file. The CEC will serve as the primary point of contact for processing your Event Application within the Township of Champlain.
3. The following documents are required by the Township to be submitted with the event application(s):
 - Copy of Certificate of Insurance
 - Event Site Plan and/or Route Map
 - Programming
 - Emergency Plan

Pending the event specifications, other supporting documentation may be required:

- Facility Rental Contract
 - List of all Refreshment Vehicle Vendors
 - Permit for private parking areas
 - Special Occasion Permit (SOP)
 - Tent Permit(s) (Township of Champlain, Building Department)
 - Event Parking Plan
 - Fire Permit (Township of Champlain, Fire Department)
4. A meeting will be set up with the Special Events Review Team (SERT) if required.
 5. A pre and post-inspection may also be required depending on the location of your event as determined by the Township.

4.1 Recommended Timelines

TABLE 1 – RECOMMENDED TIMELINES TO SUBMIT APPLICATION

Type of Application	Number of days prior to the event
Special Event Application	120 days
Request for Municipal Road Closure	30 days
Request for County Road Closure	45 days
Request for Provincial Road Closure	60 days
Request for Noise Exemption	30 days

5. Accessibility

Accessibility means giving people of all abilities opportunities to participate fully in everyday life. Incorporating accessibility when planning an event helps make everyone feel welcome, which often leads to an increase in attendance and a more enjoyable experience for everyone. The Township of Champlain expects that all events in Champlain will strive to be accessible and compliant with the Accessibility for Ontarians with Disabilities Act, 2005

An accessible event for visitors, participants, and volunteers might include:

- Well placed and clearly signed accessible parking spaces;
- Entertainment viewing areas;
- Washrooms that are located on paved pathways for ease of access; and,
- Use of directional signage prominently displayed throughout the event venue (to indicate the barrier-free path of travel) for:
 - The location of the accessible washroom;
 - Accessible seating areas and other amenities; and,
 - Goods and services at the event.

To learn more, we encourage Event Organizers to review a free, event planning resource "[Planning Accessible Events: So Everyone Feels Welcome](#)" available through Service Ontario.

6. Alcohol & Food Services

6.1 Alcohol

Applications for Special Occasion Permits (SOP) are available on the [Alcohol and Gaming Commission of Ontario's website](#).

As the contact person for a Special Occasion Permit (SOP), you and your group will be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission of Ontario (AGCO). These infractions include but not limited to serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.

You must obtain a SOP from the AGCO and provide a copy of the SOP to Township.

You must provide written proof that all people serving drinks have received LCBO approved Service Intervention Training (Smart Serve) and other mandatory training.

You may obtain a public event Special Occasion Permit (SOP) from the AGCO without a municipal designation if you are a registered charity, or non-profit association, or an organization for the advancement of a charitable, educational, religious or community objects.

If you do not fall within the above categories, you may apply for a SOP from the AGCO if the municipality designates the event as one of **municipal significance**.

A municipal designation may take the form of a letter from the Township's authorized designate (e.g. Chief Administrative Officer) stating that the municipality deems the event as one that is significant for the community. While a particular event may receive a designation from the municipality, the AGCO Registrar ultimately decides if the necessary criteria have been met for a SOP to be issued. Please request a municipal significance in the comments section of your Special Event Application Form.

The Township of Champlain's Municipal Alcohol Policy must be followed in conjunction with alcohol-related events on municipal property.

Fencing shall surround the licensed area where the liquor will be sold/and or consumed. The location and size of the area to be designated for licensing are to be included in the site plan.

Refer to [AGCO Tip Sheet – Planning Special Events, Concerts or Festivals](#) for more risk management information.

6.2 Food Services

Under the Health Protection and Promotion Act (HPPA), special event organizers and food vendors must notify the health unit of their plans to serve food to the public. They must submit a completed notification form to the Eastern Ontario Health Unit (EOHU) at least 30 days prior to the event. Only food vendors that the EOHU has approved can attend the event.

When food is offered to the public, it must be prepared safely, and the requirements of the [Ontario Food Premises Regulation](#) must be met. As of July 1, 2018, the Food Premises Regulation requires that all food premises have a trained food handler on-site at all times.

The Event Organizer must complete and submit the [Special Events – Organizer's Notification Form](#) at least 30 days prior to the event to the EOHU and must notify if significant changes are made to the information on the original notification.

All food vendors must be approved by the EOHU in order to attend the event and are required to complete the [EOHU Special Events – Temporary Food Vendor's Notification Form](#). Food vendors must follow directives provided on the [Special Events – Information for Temporary Food Vendors webpage](#).

Event Organizer must coordinate alternative backup plans in case of a power failure (e.g. provision of emergency generators, ice supply); ensure the provision of an adequate supply of potable (safe for drinking) water for the event; provide a sufficient number of toilets/portable toilets and hand-washing facilities; where portable sanitary fixtures (portable toilets and hand-washing sinks) are provided, ensure they are maintained in a sanitary condition; and provide or arrange for the sanitary disposal of garbage and liquid waste.

7. Amusement Rides and Inflatables

Event Organizers must adhere to the policies and procedures outlined by the Technical Standards and Safety Authority (TSSA) when renting or operating amusement rides or inflatables. For more information on which inflatable devices are deemed to be amusement devices and require a permit to operate, please visit the [TSSA's website](#).

When on Municipal property, the Township of Champlain will require a Certificate of Insurance naming the Township of Champlain as additional insured and must be submitted at least thirty (30) days prior to the event.

Event organizers should ensure all amusement rides:

- Are appropriately staffed at all times;
- Are free from trip hazards, including unsecured electrical cords;
- Meet all safety requirements as outlined in TSSA Guidelines; and,
- Be anchored securely using weights/spikes.

Refer to the [Risk Management Considerations for Inflatable Devices Tip Sheet from Intact Public Entities](#) for more risk management information.

8. Animals as Entertainment/Petting Zoos

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.

Hand washing stations must be available when there is a petting zoo and/or animals at an event.

If you will be having a petting zoo/animal show at your event, you must submit a Special Event Organizer's Notification Form at least thirty (30) days prior to the event to the Eastern Ontario Health Unit (EOHU). The EOHU reserves the right not to approve late applications. Special Event Organizer's Notification Form is available on the [EOHU's website](#).

The Event Organizer is responsible for the care of the animals while on the property in accordance with the animal control by-law among other legislation.

When on Municipal property, the Township of Champlain will require a copy of the approval notice from the EOHU as well as proof of insurance of the petting/zoo animal company.

9. Entertainment

Event Organizers must ensure that the entertainment associated with the event 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.

Any music played at an event, such as background music, casual music, bands that play their own music, musical performances etc., must be licensed by SOCAN or ReSound. Entandem is jointly owned and operated by both RE:SOUND and SOCAN and will administer recorded and live music licenses common to both RE:SOUND and SOCAN. Visit [Entandem Licensing's website](#) for more information.

10. Equipment and Accessories

10.1 Municipal-Owned Equipment

Any equipment or accessories required for set-up, operation and clean-up of the event are the responsibility of the Event Organizer. The Township of Champlain does not lend equipment for outdoor events with certain exceptions. If equipment is rented, an equipment loan form must be completed and signed by both parties.

10.2 Electrical Power

Event Organizers should provide their own source of power for their specific needs. The Township of Champlain does not provide electrical services except for the Vankleek Hill Community Centre/Arena and in the Chalet abri. A qualified electrician is required for all power set-ups and tie-ins to municipal power at parks and other facilities.

Event Organizers may be required to complete inspection documents associated with the *Ontario Electrical Safety Code, Ontario Regulation 164/99* before commencing work at a festival or event. It is very important to ensure that individuals working at or attending festivals are safe from any potential fire or shock hazard.

Event Organizers are required to contact an ESA Inspector at least four to six weeks prior to an event so that proper permits are in place prior to an event load-in. An ESA inspector may need to review the electrical work. [Carnivals, festivals and travelling shows](#) have specific electrical safety requirements. Midways, amusement devices and food vendors that run on generators each need an ESA electrical notification. As organizers, you should keep the ESA notification numbers from all vendors and operators on file at the site office. Event

Organizers must provide a copy of the ESA certificate to the Community Event Coordinator. [Download an ESA notification form](#). Find more information on the [Electrical Safety Authority's website](#).

10.3 Digging, Staking or Fencing

There are buried underground utilities on many Township properties. Before installing fencing, tents, poles, pegs or doing any digging, Township permission must be granted and a certificate of locates must be obtained from [OntarioOneCall](#). Additional fees may apply.

Any locates required for Special Events in municipal parks, locates will be ordered by the Township of Champlain, and all fees will be charged to the Event Organizer.

10.4 Waste and Recycling

The Event Organizer is responsible for all litter control which includes regular pick-up of waste and recycling containers to ensure a sanitary environment.

The Township of Champlain may provide staffing for the removal of garbage and the placement of additional garbage and recycling bins as requested; however, there may be a fee for this service.

10.5 Washroom

The Township of Champlain has a limited number of toilets available in public areas. It is the Event Organizer's responsibility to ensure that they have an appropriate number of toilets and hand-washing stations available to attendees of the event. Event organizers are responsible for ensuring access to adequate washroom facilities during events. The Township of Champlain requires that event organizers ensure the following:

TABLE 2 - HOW MANY TOILETS SHOULD BE PROVIDED

Number of Persons	Number of Toilets
Under 100	2
100-200	3
200-400	4
400-600	6
600-1900	10
More than 2000	20 and add 1.5 toilets for every 1000 persons

Of this number of washrooms, at least 5%, but no less than one shall be an accessible washroom with a toilet.

A minimum of two hand-washing stations are required. One additional hand-washing station is required for every ten toilets.

10.6 Nonfixed Seating

If any event requires nonfixed seating arrangements in an assembly occupancy (such as a show or conference), nonfixed row seating shall be arranged as described below:

- Aisles leading to exits shall be provided so that there are not more than seven seats between any seat and the nearest aisle for any seating arrangement in assembly occupancy;
- Aisles width shall be at least 750 mm for an event with 60 seats or less and 1100 mm for an event with more than 61 seats;
- The distance of travel to an exit door by an aisle shall be less than 30 m, except in sprinklered floor areas where the distance of travel shall not be less than 45 m;
- For an event with more than 200 seats, the seats shall be fastened in units of 4 to 12 seats, or each end seat abutting an aisle shall be securely fastened to the floor OR the aisle width can be increased by 50% above the requirement and where the maximum occupant load is based on not less than 1.2 m² of floor space per person.

11. Event Promotion and Advertising

11.1 Signage

Permission is required to erect any sign or banner on municipal property, including provincial highways and county roads. A letter requesting what and where the signage you will be placing on or above roads must be attached to this application and will be approved by the Community Event Coordinator for all municipal roads. Requests for signs can be made through the Township in accordance with the Sign By-Law 2018-18.

The Township of Champlain has an electronic sign located on the Vankleek Hill Community Centre available to advertise not-for-profit community events. Applicable fees apply to for-profit events. Event Organizers are responsible to provide design. **All signs must be bilingual.** See below for size and specifications.

Resolution: 224 x 112 pixels (Ratio 2:1) - Ideal format is JPG and the ideal size of image is 500 x 250.

For county roads signage, Event Organizers must contact the United Counties of Prescott-Russell. For provincial highways signage, Event Organizers must contact the Ministry of Transportation of Ontario, fees may apply (Appendix A – Contact Information).

11.2 Website

The Township of Champlain has an [Event Calendar on our website](#) where you can advertise your event for free, submit your event directly on our website.

11.3 Social Media

The Township of Champlain is committed to advertise community events via our [Facebook page @Champlain.ON](#). To add your event to the Champlain Township Facebook page, please send the event link by messenger to @Champlain.ON.

12. Facilities

The Township of Champlain has a number of roads, parks and facilities available to utilize and/or rent that may be suitable for your event. Please review the following sections of this guide to see if they apply to your proposed event.

Park events bring our communities to life. Not only do they build a great neighbourhood atmosphere and bring people together outdoors, park events also help people become more engaged and invested in their community. In order to hold a picnic, organized gathering or event for more than twenty-five persons, Municipal authorization must be obtained. Event Organizers can refer to the Parks By-law. Food and live amplified music often require more complex permitting. The Parks and Recreation Department will review each request and determine with you the best location for the event.

12.1 Facility Rental Contract

Initial contact should be made with the Parks and Recreation Department to check on the availability of the park or facility before proceeding further with any plans for the event. It is recommended that facility/park requests be made at least six months in advance of the proposed event date. In order for the event to take place in the desired location, a Facilities Contract must be obtained through the Parks and Recreation Department. The Event Organizer must sign and pay for the facility contract prior to the event.

12.2 Parks

Vankleek Hill

Mill Street Park (36, Mill Street)

play structures, ball field, splash pad, outdoor skating rink, gazebo, and many trees for shaded picnics.

Electricity: Yes

Special Occasion Permit (AGCO) permitted: Yes

Woodhills Park (109, Home avenue)

Swings, basketball and ball hockey court, benches and picnic table.

Electricity: No

Special Occasion Permit (AGCO) permitted: No

Town Square Park (39 Main Street)

Monuments and gardens to be used for Remembrance Day commemorations, a water fountain, benches

Electricity: Yes

Special Occasion Permit (AGCO) permitted: No

L'Orignal

L'Orignal Park (772 Front Road)

Scenic views of the Ottawa River, small campground, ball field, BMX park, swings, three tennis/pickleball courts, outdoor skating rink, basketball courts, boat launch for smaller sized recreational boats and a beautiful beach with palapas and lounge chairs.

Electricity: Yes

Special Occasion Permit (AGCO) permitted: Yes

Laurier Pilon Park (952 King Street)

Gazebo, play structures, swings and picnic area.

Electricity: No

Special Occasion Permit (AGCO) permitted: No

Sacha's Park (34 de la Seigneurie)

Accessible playground equipment, safe and spongy surfacing adapted to mobility, ramping and transfer systems, adaptive swings, splash pad, sensory and interactive stations.

Electricity: No

Special Occasion Permit (AGCO) permitted: No

West Hawkesbury

Miner Park (410 Front Road)

Play structures, outdoor skating rink and picnic area.

Electricity: No

Special Occasion Permit (AGCO) permitted: No

Desjardins-Laurentian (50 Place Laval)

Play structure, swings and green space for picnics.

Electricity: No

Special Occasion Permit (AGCO) permitted: No

12.3 Indoor Facilities

Township owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined in the Recreational Rental Agreement. In order for the event to take place in the desired location a Facilities Contract must be obtained through the Department of Parks and Recreation. Note: No Special Event Application is required for facility bookings.

Vankleek Hill Community Centre (36 Mill Street, Vankleek Hill)

The Vankleek Hill Arena offers ice time for numerous activities including hockey, broomball, skating lessons and public skating (September to April). The surface is also available for corporate events, conventions, trade shows, receptions and parties (April to August)

- Ice surface 185' x 85', seating for 476 spectators
- Six dressing rooms with washrooms and showers
- Lobby with canteen and small boardroom overlooking the ice surface.
- Free Wifi and parking

The Vankleek Hill reception hall is located in the Community Centre. It is available year round for meetings, weddings and other social events. The hall is on the second floor, with access by elevator or stairs with an individual entrance. It's been newly renovated and the floor is made of commercial tile (vinyl style).

The hall can be rented with or without the bar service. Only our staff can serve alcohol in our facilities. For bar service fees, please see our fee list. We offer local beer, imported beer, liquor, wine, and coolers. For big weddings, there is a possibility to custom the choice of alcoholic beverages.

The venue is equipped with a commercial kitchen for serving food at receptions, and there is no additional charge for the use of the kitchen.

Chalet-Abri (772 Front Road West, L'Orignal)

This venue is located in L'Orignal Park, near the Ottawa River waterfront. There is a kitchen on-site for all your event needs. This community hall is perfect for meetings, bingos, board game nights, training or community lunch. The floor is made of commercial tile (vinyl style).

The venue is equipped with a kitchen for serving food at receptions, and there is no additional charge for the use of the kitchen. There is no bar service offered in the Chalet-abri. A Special Occasion Permit is permitted in this facility.

13. Fire Prevention

13.1 Open Air Fire

All Burn Permits within the geographical boundaries of the Township of Champlain will be issued by the Fire Department. The Ontario Fire Code (2.6.3.4.) states that "Open air burning shall not be permitted unless approved". Prior to burning any material on any property, an application must be filed by the landowner before a fire permit is issued. Certain criteria must be met before obtaining permission to burn. The Township application contains pertinent information that will assist the applicant in burning the material safely.

13.2 Fireworks and Pyrotechnics

Any time you wish to discharge high-powered fireworks, you must obtain permission from the Champlain Fire Department. For fireworks, please refer to the Parks By-law and the Noise By-law and for open fires, please refer to the Fire Permit By-law. The applicant must indicate that a certified pyrotechnician will be on-site for your event and provide a valid supervisor's card and number with expiry date in compliance with the Fireworks Manual of the Explosive Division, Department of Energy, Mines and Resources.

14. Grants and Funding

The Township of Champlain has created two sources of funding to assist local community organizations to deliver programs and services and to complete special projects:

- **Community Grant** - which is funding provided directly to the non-profit organization in question.
- **Facility Usage Grant** - provides use of the Township's community halls free of charge.

Each applicant seeking funding will be required to request and complete the application form and submit copies for pre-screening to the Grants and Funding Committee no later than October 15 of each year.

For more information or to submit an application access the Township of Champlain's website champlain.ca/grants. For information on Provincial grants, visit www.grants.gov.on.ca.

15. Insurance

Insurance is mandatory for all special event organizers, as updated from time to time.

All Special Event Organizers may be required to obtain valid comprehensive general liability insurance for the special event which includes the following terms:

- Provide a loss payable clause in the interest of the Township of Champlain on the Policy,

- State the period covered by the insurance policy, i.e. commencement date and expiration date of Policy,
- Be for a minimum amount of \$2,000,000 in respect of any single occurrence,
- Indemnify the Township of Champlain against all claims of any kind arising from any negligent act either by the Special Event Organizer or their agents;
- Include the Township of Champlain as additional insured; and,
- Be in a form and with an insurer to the satisfaction of the Township of Champlain.
- The Event Organizer is required to notify the Township of Champlain of any material change or cancellation of their general liability insurance within 15 days of this change.

The Event Organizer must submit a certificate of insurance to the CEC at least thirty days (30) days prior to the event start date.

The Certificate of Insurance is required to indicate the location and activity of the named insured for which the certificate is issued. The insurer must be licensed and approved to operate in the Province of Ontario.

All insurance policies shall specify that they shall not be cancelled or changed to reduce coverage unless the insurance provider has given thirty (30) days prior written notice to the Township of Champlain.

The Township reserves the right solely at its discretion to require additional types of insurance coverage and set higher limits of insurance coverage depending on the nature of the event and the type of activity or activities planned during the event (i.e. fireworks, inflatables, amusement rides, sale of alcoholic beverages). The Township may also require waivers and risk inspections at the discretion of Risk Management and the Township's insurer.

If your event has vendors, please note that each vendor must have their own Insurance and provide a copy to you. You should ensure that the name you as additional insured on their insurance policy.

Refer to Appendix C – Insurance Requirements for more information.

16.Noise Restrictions

Noise is regulated by the current Township of Champlain By-law #2002-32 and by the OPP. The amplification of sound for special events will be limited to the hours between 7:00 a.m. and 11:00 p.m.

The Township of Champlain must approve any exemption to the noise by-law. In order to apply for an exemption, the Event Organizer must indicate in the Special Event Application that the event will go past 11:00 p.m. The Special Events Review Team (SERT) will review the request and grant permission or not to authorize the by-law exemption.

17. Lotteries, Raffles, Bazaars and Games

In order to sell raffle tickets, including 50/50 tickets or hold games of chance during a special event, a licence is required from the Municipal Clerk. Eligible charitable and not-for-profit organizations may be licenced under the Alcohol and Gaming Commission of Ontario to raise funds through municipally licenced lottery events.

Your organization may be eligible for a municipally-issued lottery licence if:

- Your organization is a charity or an eligible not-for-profit organization;
- It has been in existence for at least one year;
- It has provided charitable community services consistent with the goals and activities of the organization for at least one year in Ontario;
- It proposes to use the proceeds for charitable programs and services that benefit the Township and its residents; and
- It assumes full responsibility for the conduct and management of the lottery event.

Lottery licences are not available for private functions or for individuals to fundraise for personal reasons even if you intend to give the funds raised to charity. The Township of Champlain required a minimum of 14 days of processing time for repeat licensees and 21 days for first time licensees.

Certain types of casinos/gambling (i.e. Monte Carlo events) require Provincial licenses. Applications for these licenses must be submitted to the Alcohol and Gaming Commission at least 45 (forty-five) days prior to the event.

For clarification on whether your event and/or organization can be licensed to conduct lottery events and for details on procedures and regulations, please visit the [AGCO's website](#) and the Township of Champlain's Website at champlain.ca/permits.

18. Protocol

To invite the Mayor to your event, please email the details to diane.alexander@champlain.ca or send the invitation by mail to the Township of Champlain, 948 Pleasant Corner Road East, Vankleek Hill, Ontario, K0B 1R0. Should you wish to extend the invitation to Councillors as well, please address your invitation to "Mayor and Council Members". Please ensure to provide the full details of your event as well as your contact email and phone number.

To invite the local Member of Parliament (MP) or Member of Provincial Parliament (MPP), please contact the constituency offices directly.

19. Road Closure

Requests for road closures must be identified in the Special Event Application Form and submitted at least 30 to 60 days prior to the event. Examples include cycling, running and walking events, parades and festivals with road closures as a component of the program.

If the road closure is for a municipal road, it should be detailed in the Special Event Application Form with a Site Plan requesting road closures setting out dates, times, roads and routes, along with a list of the activities that will take place at the event. The Plan must also request barricades for municipal streets if these are needed, and it should also confirm that the OPP has been notified of the intended road closure and state who will be controlling the intersection closure (i.e. OPP).

If the closure includes a county road (County Road 4-7-10-11-17-20-24), a municipal resolution must be approved by the Council of Champlain Township. Once the municipal council has approved the event, an application form must be sent to the Public Works Department of the United Counties of Prescott and Russell, with a copy to the CEC.

Please note that provincial road closures (Highway 34-417) are a very timely and complicated process. However, should your event only need to cross a Provincial Highway (i.e. for a parade), the OPP must be notified of the intended road crossing.

Who will be controlling the intersection closure (i.e. OPP) should also be included in your letter to the CEC and UCPR.

The applicant, or designate, must be present on site during the entire duration of the street closure.

Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of an Alcohol and Gaming Commission Permit. Please refer to the Municipal Alcohol Policy for reference to the proper procedures.

Fire hydrants must not be obstructed and must be in clear view from all directions.

No bonfires of any kind, barbeques or similar types of cooking devices shall be operated on the closed portion of the street without the consent of the Champlain Fire Department.

The Event Organizer shall complete the Special Event Application Form and provide the necessary insurance to protect the Township's, Counties or Provincial's interest during the period of the event.

"Event in Progress" signs required for a special event shall only be installed by Township staff.

Sidewalks will remain open to the public throughout the closure except for safety reasons.

If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of the road closure, by letter or hand-delivered memo at least 14 days in

advance of the event, of the particulars of the approved temporary road closure and any detour route available to them.

The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Township of Champlain.

The number of cones and barricades will be determined by the Public Works Department and will be used exclusively for municipal road closures.

Refer to the [Risk Management Considerations for Street Fairs Stages Tip Sheet from Intact Public Entities](#) for more risk management information.

20. Security and Emergency

20.1 Security and Ontario Provincial Police

For any march, parade, walk, road race or similar event in conjunction with a special event you must work with the Traffic Division of the Ontario Provincial Police Services to ensure a safe and effective plan is in place for your event. There may be fees levied for support services relating to a parade, march, walk or road race. Parade marshals are required. At the time of application, we encourage event organizers to discuss their event with the Police Department – Traffic Division.

Event organizers may be required to provide security personnel or police officers for security, crowd control and/or traffic control for events where large crowds are expected or where alcohol is being served.

Event organizers must contact the Ontario Provincial Police (OPP) – Hawkesbury Detachment to determine if paid-duty officers are required. OPP Paid Duty Coordinator will determine the total number of police officers required. A request for police assistance must be submitted at least four weeks prior to the event date. Larger events will need a longer lead time. For more information, please contact the OPP Hawkesbury Detachment (See Appendix A – Contact Information).

Refer to [Risk Management Considerations for Parades](#) and [Risk Management Considerations for Bike and Walkathons Tip Sheet](#) from Intact Public Entities for more risk management information.

20.2 First Aid

It is the responsibility of the Event Organizer to provide certified first-aid service on site during the operating hours of the event. These services should be through a qualified agency such as Emergency Medical Service (EMS) or a private first-response company.

Every special event and sporting event must consider the possibility that a guest may become ill or injured. The Event Organizer has a duty of care to their guests. The United Counties of Prescott and Russell

Emergency Services must be notified when a special event is to be held so that they have sufficient resources to respond if necessary and can be ready for an emergency. (See Appendix A – Contact Information).

20.3 Emergency Safety Plan

Public safety is an important element of special event planning. Planning and preparing for such occurrences contribute to the successful conclusion of your special event. In order to be prepared for any emergency situation or disaster, you must include an Emergency Plan with your application form.

For any type of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble specific fire safety planning and measures are required.

If the event requires a road closure(s) and/or enclosed/fenced areas then an unobstructed fire lane must be left open for emergency vehicle access.

Emergency plans and site safety regulations must be submitted to the Township's CEC for approval and/or site inspection prior to the event.

20.4 Parking

Event Organizers are responsible for ensuring that there is sufficient parking for attendees. The typical rule for parking spaces is one parking space for every 2 to 2.5 people in attendance. Please ensure that:

- Available parking is assessed and compared to the anticipated number of vehicles to be parked.
- Arrangements should be made in advance to accommodate overflow parking. For most events on-site parking should be arranged to ensure the least disruption to the public.
- There is availability of surrounding streets and lots where parking may be allowed.
- Designated event staff or volunteers are on-site in the parking and non-parking areas to provide event attendees with appropriate parking information/direction.
- If off-site parking is required, a shuttle service should be provided.

Event Organizers must have a minimum number of parking spaces for the use of persons with disabilities, in accordance with the following requirements:

TABLE 3 – MINIMUM NUMBER OF PARKING SPACES FOR THE USE OF PERSONS WITH DISABILITIES

Total Parking Spaces	Minimum Number of Accessible Parking Spaces
Under 12	1 accessible parking space
13-100	4% of the total number of parking spaces
101-200	1 accessible parking space + 3% of the total number of parking spaces
201-1000	2 accessible parking spaces + 2% of the total number of parking spaces
More than 1000	11 accessible parking spaces + 1% of the total number of parking spaces

21. Site Plans and Route Maps

A proposed site plan detailing the desired layout of the event is required to be included with the event application and is mandatory in order to receive special events support from the Township.

The site plan and or route map must be legible with street names, route and event details clearly marked. Please include the Event Name, date and location. Please include the following, should they be relevant, on your site plan or route map with as much detail as possible:

- Location of all tents, temporary or permanent structures including stages, midways, fencing etc. (please note locates need to be done)
- Size of tents must be clearly indicated on the site plan
- All roads and parks labeled accordingly
- Location of barricades and road closures on a map
- Accessible parking, bicycle parking, parking lots
- Event entrances, perimeter measurements and emergency exits
- Fire extinguishers, propane storage
- Location of command information post or office, medical and first aid station
- Emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Vehicle access point to site, golf cart access and routes
- The location of event activities zones and programming (vendors, petting zoos, inflatables)
- For route map – start and end points, rest stops, and roads clearly marked
- Hand sanitizer and washing stations
- Vendor Placement indicating physical distancing requirements
- Traffic flow – directional arrows
- Social circle seating areas
- Entrance and exit points

22. Tent and Air Supported Structures

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit. A building permit is required if the tent or group of tents are:

- More than 60 square meters (645 square feet) in aggregate ground area;
- Installed not less than 3 meters (9 feet 10 inches) from other structures and to any property lines.

No hay, shaving or straw is allowed under the tents, unless wetted before the event

A detailed Site Plan indicating the following is required:

- All buildings on the property and clearances to other buildings
- Parking area(s)
- Food preparation area(s)
- Fire extinguisher placement
- Construction details and specifications of tent materials, structure and anchoring
- CAN/ULC-S109 and NFPA 701 Flame Resistance Rating (FRR) and fabrics and films used
- Sanitary requirements (if applicable)

The following requirements apply to ALL large tents and, in part, smaller commercial tents where cooking and/or heating is to take place therein.

- **Emergency lighting** must be provided for any function being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.
- A **Fire Safety Plan** is required for tents in excess of 645 sq. ft. This Plan must address the foregoing and be posted in a conspicuous location.
- **No smoking or vaping** signs must be clearly identified in the structure.
- The use of **open flame** devices is not permitted.
- Only approved **heating and cooking equipment** may be used. This equipment must not be located adjacent to exits or access to exits.
- All **compressed gas cylinders** must be stored in cylinders, i.e. racks, chained or tied securely as a safety measure. All propane cylinders must be secured and stored outside the tent or air supported structure in a safe, well-ventilated location.

23. Installation of Temporary Facilities and Inspection of Existing Facilities

If you plan to erect bleachers, screens, elevated platforms or other structures at a special event you may need to get a permit from Building Department, as some structures are governed by the [Ontario Building Code](#).

If you are hosting an event where a stage is needed, consider the following criteria to help reduce your exposure to a stage collapse:

- Do a background check on the supplier from whom you are renting the stage.
- Ask the supplier about their safety history and policies and procedures.
- Installers should have adequate training and experience erecting stages.
- Check that the hold down concrete block elements that resist uplift are in the correct location.
- Be aware of the maximum weight load capacity of the stage. This load can quickly be exceeded when crowd members are invited on, or decide to climb on, the stage. Someone should monitor this and be prepared to take the appropriate actions.
- Have decision making criteria in effect based on weather warnings issued by Environment Canada.
- Don't forget to ensure that all wires running across the ground are secured and protected.

Remember that a qualified electrician may be required for all power set-ups and tie-ins and that Event Organizers may be required to complete inspection documents associated with the *Ontario Electrical Safety Code, Ontario Regulation 164/99* before commencing work at a festival or event.

Once you've received a building permit, you'll need to book a building inspection. The Building Department will conduct inspections after the structures has been assembled.

Event Organizers must ensure that existing permanent facilities used for their event are safe and inspected regularly to ensure the safety of participants. Whether it is a stage, bleachers or building, proof of the last inspection may be required.

APPENDIX A

CONTACT INFORMATION

When asking for information from the Township of Champlain and submitting your application. Your first contact will be the Community Event Coordinator. You may be required to contact other Municipal Departments or businesses.

Community Event Coordinator

Township of Champlain

info@champlain.ca | 613-678-3003 ext.234

Road Closure

Municipal Roads - Township of Champlain

info@champlain.ca | 613-678-3003 ext.234

County Roads - United Counties of Prescott and Russell (UCPR) - Public Works

TravauxPublics@prescott-russell.on.ca | 1-800-667-6307

Provincial Roads - Ministry of Transportation (MTO)

www.ontario.ca/page/get-permit-close-highway-special-event | traffic.office@ontario.ca

Security and Provincial Police (Paid Duty Officers)

Ontario Provincial Police (OPP)

faith.albright@opp.ca | 613-632-2729

Emergency Services (Paramedics)

United Counties of Prescott and Russell (UCPR) - Emergency Services

SRodrigue@prescott-russell.on.ca | 1-866-311-9711

Special Occasion Permit (Alcohol) and Gaming

Alcohol and Gaming Commission of Ontario (AGCO)

www.agco.ca/alcohol/special-occasion-permits-public-event | customer.service@agco.ca | 1-800-522-2876

Music Licensing

Entandem (ReSound and SOCAN)

www.entandemlicensing.com | license@entandemlicensing.com | 1-866-944-6223

Food and Beverage Services & Animals and Petting Zoos

Eastern Ontario Health Unit (EOHU)

info@eohu.ca | eohu.ca | 1-800-267-7120

Amusement Rides and Inflatables

Technical Standards and Safety Authority (TSSA)

customerservices@tssa.org | www.tssa.org | 1-877-682-8772

Electrical Power

Electrical Safety Authority (ESA)

esasafe.com | esa.cambridge@electricalsafety.on.ca | 1-877-ESA-SAFE (372-7233)

Locates (Digging and Fencing)

Ontario One Call

ontarioonecall.ca | 1-800-400-2255

APPENDIX B

MUNICIPAL SIGNIFICANCE REQUEST TEMPLATE LETTER

LOGO

Letter of Municipal Significance Request Special Occasion Permit

To: Clerk's Office – Township of Champlain

Subject: Municipal Significance Request for *Name of Event* – *Date of Event*

To Whom It May Concern,

Organization or Event Organizer is hosting an event called *Name of Event* from *Date & Time* at *Location and address*. The *Organization* is applying for a Special Occasion Permit for the operation of a *bar, beergarden, beer tent*. The *Organization* is requesting the township's support by designating this event a "Community Municipal Event" which aids the issuance of a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

Detailed description of event, including:

- *Audience*
- *Entrance Fees*
- *Programming*
- *Location of Event*
- *Date and time of the event*
- *When and where alcohol will be served*
- *Security*
- *Fundraiser*
- *Purpose of the Event and how it benefits the residents of Champlain Township*

Description of Organization goals, mission and services.

On behalf of the *Organization*.

Yours Truly,

Event Organizer, Organization
Event Name
Email
Phone number

APPENDIX C

INSURANCE REQUIREMENTS

When the Renter is a corporation or organization

Commercial General Liability Insurance

Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2M or \$5M/occurrence with an aggregate of not less than \$2M or \$5M (see below for insurance requirements per activities).
- Add the Township of Champlain as an additional insured with respect to the operations of the Named Insured
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- Non-owned automobile coverage with a limit not less than \$2M and shall include contractual non-owned coverage (SEF 96)
- Tenants' Legal Liability
- Products and completed operations coverage
- Broad Form Property Damage
- Contractual Liability
- The policy shall provide 30 days prior notice of cancellation
- Host Liquor Liability

When the Renter is an individual

Homeowner's Liability Insurance

Homeowner's liability insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall have a limit of liability of not less than \$2M. The Township of Champlain must be added as additional insured.

Party Alcohol Liability Insurance

Party Alcohol Liability in an amount not less than \$5M and underwritten by an insurer licensed to conduct business in the Province of Ontario. The municipality shall be added as an additional insured.

All Risks Property Insurance

All risks (including sewer damage, flood and earthquake) property insurance in an amount equal to the full replacement cost of property of every description and kind owned by the User or for which the User is legally responsible, and which is located on or about the Premises.

Primary Coverage

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

Insurance Requirements Based on Type of Activities

Vendors

Commercial Liability: Minimum \$2M

Automotive Liability: \$2M

Notes: Depending on the type of service being provided, additional types of insurance coverage or higher limits of insurance coverage may be required. Refer to [Risk Management Considerations for Street Fairs Stages Tip Sheet from Intact Public Entities](#) for more risk management information.

Horse and Buggy, Wagon, Pony Rides

Commercial Liability: Minimum \$5M

Automotive Liability: \$2M

Notes: The certificate of insurance must indicate the insurer is aware the horses are being taken off premises.

Entertainers, Community Groups and Exhibitors

Commercial Liability: Minimum \$2M

Food Truck

Commercial Liability: Minimum \$2M

Automotive Liability: \$2M

Notes : Refer to refreshment vehicle (food-truck and chip stand) by-law

Catering and Food Vendors

Commercial Liability: \$2M or \$5M

Automotive Liability: \$2M

Notes: \$5M when raw food is being cooked

Alcohol

Commercial Liability: \$5M

Notes: With a liquor liability endorsement. One central section fenced off with smart serve certified servers to better regulate alcohol consumption and can ensure better security measures and can easily prevent the consumption of alcohol by minors. Refer to [AGCO Tip Sheet – Planning Special Events, Concerts or Festivals](#) for more risk management information.

Stages

Commercial Liability: \$2M or \$5M

Notes: \$5M if stage is large and requires assembly. Refer to [Risk Management Considerations for Outdoor Entertainment Stages Tip Sheet from Intact Public Entities](#) for more risk management information.

DJ, Photographer, Clowns, Face Painting

Commercial Liability: \$2M

Automotive Liability: \$2M

Fireworks

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Professionals shall be engaged in displaying the fireworks. Certificates of insurance should be supplied from insurers licensed to do business in the Province of Ontario and who can protect the Township as additional insured on their policies. Refer to [Risk Management Considerations for Fireworks Tip Sheet from Intact Public Entities](#) for more risk management information.

Skateboarding and Electric Bikes

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Waivers needed for each participant.

If involving participants, a waiver naming the Township must be submitted for review.

Dragon Boat Races and Water Ski Show

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Waivers needed for each participant.

- If involving participants, a waiver naming the Township must be submitted for review.
- Each rescue boat be equipped in accordance with Canadian Coast Guard regulations.
- The event should have a Safety Officer who holds the Lifesaving Society Safety Officer certification.

- Spectators should be kept away from all loading and unloading areas. Those viewing the race from their boats must be kept a safe distance away.
- All participants should receive a handout detailing all emergency procedures and the role they will need to play.

Animals as Entertainment and Petting Zoos

Commercial Liability: \$5M

Automotive Liability: \$2M

Inflatables, Dunk Tank, Rock Climbing and Zipline

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Waivers needed for each participant.

- If involving participants, a waiver naming the Township must be submitted for review.
- Proof of TSSA Ontario Amuse Device License and permit for inflatables. Certificate of insurance must indicate no restrictions under the policy in relation to inflatables / amusement device. Written confirmation from the provider that the vendor is responsible for delivery, set up, operation, supervision and take down of the inflatable / amusement device and at no time shall a volunteer operate an inflatable/amusement device.
- Professionals shall install the inflatable devices. Certificates of insurance should be supplied from insurers licensed to do business in the Province of Ontario and who can protect the Township as additional insured on their policies.
- The tank should never be left unattended by an adult when filled and job logs should be filled to confirm constant attendance. Should be kept away from electricity.
- The area around the tank should be cordoned off – and monitored – to be clear of children – no children permitted in the cordoned off area.
- The "dunkee" should be in robust health.
- The tank will be very heavy when filled with water, so the tank should be installed on grade – preferably away from buildings that would sustain damage if a flooding event were to occur.
- The tank should not be operated during inclement weather – certainly not lightning.
- We recommend professionals install the tank and the Township require proof of insurance and be added as additional insured on their policy.

Refer to [Risk Management Considerations for Inflatable Devices Tip Sheet](#) and [Risk Management Considerations for Climbing Walls Tip Sheet](#) from Intact Public Entities for more risk management information.

Axe Throwing

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Waivers needed for each participant.

- If involving participants, a waiver naming the Township must be submitted for review.
- Risk inspection is needed.
- The vendor must refuse to allow anyone intoxicated to participate. Additional fencing / barricades are required surrounding all sides of the activity. Ensure entire site is fenced off and monitored, similar to requirements of a beer tent to ensure only people who have signed waivers have access.
- Sign a hold harmless agreement.

Water Ball

Commercial Liability: \$5M

Automotive Liability: \$2M

Notes: Waivers needed for each participant.

If involving participants, a waiver naming the Township must be submitted for review. Sign a hold harmless agreement.

Walk and Runs

Commercial Liability: Minimum \$2M

Notes: Depending on the type of service being provided, additional types of insurance coverage or higher limits of insurance coverage may be required. Refer to [Risk Management Considerations for Parades](#) and [Risk Management Considerations for Bike and Walkathons Tip Sheet](#) from Intact Public Entities for more risk management information.

Drones and Remotely Piloted Aircraft

Commercial Liability: \$2M CGL

Automotive Liability:

Notes: \$2M Aviation Liability required in addition to CGL with the Township added as additional insured. Event organizer is responsible to ensure compliance with applicable federal legislation. Refer to [Risk Management Considerations for the use of Drones Tip Sheet](#) from Intact Public Entities for more risk management information.