

The Municipality of West Grey does not have a requirement for special event organizers to obtain a permit for hosting an event. However, the following resources are provided to assist event organizers navigate any legislative requirements, and to assist in delivery of a successful event that is respectful of the community, neighbours and businesses.

An activity may be considered a special event when:

- It is an organized, one-time community event or function, occurring annually or infrequently.
- It significantly impacts municipal services (such as transportation, emergency services, community services).
- It is open to the general public or to the general public by admittance.
- It involves food being given or sold to the general public at an event open to the public.
- It involves sale or consumption of alcohol at an event open to the public.
- Where there is sound amplification.
- When tents, stages or platforms are erected larger than 30m².
- When amusement rides, inflatables or animals are part of the event.

It is the event organizer's responsibility to ensure compliance with all applicable legislation, to submit any forms and fees that may be required to the appropriate agencies, and to obtain more information when necessary.

Accessibility and Inclusion

As the applicant, it is your responsibility to ensure that your organization complies with the [Accessibility for Ontarians with Disabilities Act, 2005](#).

Information has been developed by the Province of Ontario, [Planning Accessible Events or Guide to Accessible Festivals & Outdoor Events](#), that will provide quick tips and suggestions for making an event more accessible.

Alcohol

When serving or selling alcohol in municipal parks and facilities, event organizers are required to follow the Municipality of West Grey's Municipal Alcohol Policy, along with provincial rules and regulations.

The following steps are required when hosting an event where alcohol is being consumed:

1. Review and comply with the West Grey Alcohol Policy, as appropriate.

2. Obtain a Special Occasion Permit (SOP) from the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#). In order to obtain a SOP, event organizers may also be required to obtain Letter of Significance from the Municipality of West Grey.
3. Ensure appropriate ratios of Smart-Serve certified servers are present at the event.
4. For events hosted at Municipal facilities, obtain appropriate insurance with a minimum of \$5,000,000 General Commercial Liability which includes confirmation of Host Liquor Liability. The Corporation of the Municipality of West Grey must be listed as an additional insured.
5. Plan for the area in which alcohol will be served. Alcohol in public outdoor spaces must be served in an area with fencing or a physical barrier so event organizers can monitor event attendees in the area.

Amusement Rides and Inflatables

The use of amusement rides and/or inflatables at events requires additional documents and safety parameters. Event organizers must work with reputable and experienced vendors who will:

- Ensure all rides and inflatables shall meet the safety requirements as outlined in the [Technical Standards and Safety Authority](#) (TSSA) guidelines.
- Provide a copy of the company's WSIB certification.
- If using at a Municipal facility, provide proof of Insurance, including General Commercial Liability in the amount of \$5,000,000 naming the Municipality of West Grey (and if required, the event organizer/organization) as an additional insured.
- The following steps should also be taken:
 - Inflatables should be weighted by concrete blocks or water barrels.
 - Inflatables should be deflated and removed and/or secured daily.
 - Tie-down straps and electrical cords must be positioned so as not to cause trip hazards.

Animals

Event organizers may require [Grey Bruce Public Health Unit](#) approval for the display and/or use of animals at their special event.

Event organizers may prohibit dog or pet owners from bringing animals into an event space. Signs prohibiting animals should be erected and placed at the event entrance(s). This prohibition excludes the use of service animals, which are always permitted in Municipal facilities.

Authority

The Municipality of West Grey has the right to cancel any scheduled or active event held on Municipal property where public safety is a primary concern or if event requirements are not fully met.

Bleachers/Stages/Tents/Platforms/Temporary Structures

Event organizers will inform Municipal staff of all bleachers, stages and platforms that will be used for their special event. Notification will include diagrams, photos and/or measurements.

Stages or other similar temporary structures may be regulated by the [Ontario Building Code Act](#). A building permit is required for the erection of performing/festival stages that are more than 10m² (108 sq. ft) in area and more than 600 mm (24 inches) above finished grade.

All bleachers, stages, and platforms over two feet (24 inches) in height must be equipped with appropriate railings/fall prevention bars as per the Building Code. All bleachers, stages and platforms are required to follow the [Ontario Ministry of Labour's Temporary Performance/Event Structures Safety Guideline](#) for the Live Performance Industry in Ontario standards.

Inspection will be required by the Fire Department and the Building Department prior to occupancy.

For more information contact Building Services at 519-369-2200 extension 248.

Burn Permit

A burn permit is required for all open-air burning within the Municipality of West Grey.

As required by the Ontario Fire Code, open-air burning is only permitted with approval from the Fire Chief which is granted in the form of an authorized burn permit obtained from the Municipality of West Grey.

Further information please contact the West Grey Fire Department at 519-369-2505.

Council Approval

The following event components may require Council approval:

- Expected attendance over 1,000;
- Requires an exemption to existing by-laws, such as:
 - Zoning by-law;
 - Noise by-law exemption (amplified sound and/or within prohibited period of time);
- Road closure/sidewalk use;
- Use of Municipal resources requested (barricades, snow fence, electrical/water hookup).

Damage and Security Deposits

Any damages which occur on Municipal property during a special event will be the responsibility of the event organizer. Repair costs will be communicated to the event organizer upon completion of the event, after the site has been assessed.

Prior to the event start date and depending on the nature of the special event activities, the Municipality may require a security deposit. These details will be communicated to the event organizer (in writing) during planning meetings and discussions.

Electrical

Event organizers will confirm that adequate event electricity is available at the event site. All equipment (including extension cords) must be CSA or Electrical Safety Authority (ESA) approved, and if connected without approval, may result in a fine.

It is the responsibility of the event organizer to contact ESA and obtain all required permits prior to the special event. This includes completing an application for installation inspection. ESA requires a minimum of 48 hours' notice to book an inspection.

The Ontario Electrical Safety Code (Rules 2-004 – Inspection & 44-100 – Travelling Shows) requires that a permit must be obtained before any electrical equipment is used for the initial performance of a travelling show. This ensures that a qualified person oversees the installation.

Permits and inspections are NOT REQUIRED in cases of:

- Simple plug and play
- A single generator less than 12KW (120volt) is used to connect equipment using standard configuration cords and receptacles
- All equipment being used is connected to building power using standard configuration cords and receptacles
- The total voltage draw does not exceed 110 volts with a maximum of 15 amps per circuit

Permits and inspections are REQUIRED in cases of:

- Any usage or setup considered more than simple plug and play
- Generator greater than 12KW or 240V using approved extension cords
- Carnivals, trade shows, large events
- When deemed necessary by Municipal staff

Generators will be positioned so as not to create a hazard, disturb, or cause nuisance as a result of noise emissions and exhaust fumes.

In foot passage areas, cords are to be covered with rubber mats, while in vehicle passage areas, cords are to be fed through approved temporary sleeves.

Emergency Plan

Event organizers are responsible for ensuring that an emergency plan (including first aid provisions) is in place. Emergency plans must be developed specific to the special event activities and should include written plans for communication responsibilities, coordination with authorities, weather, missing person, personal and property damage. Emergency plans should include dedicated and maintained ingress and egress routes for emergency services and or evacuation. Refer to building code for fire access routes.

Facility Rental

All events on Municipal property or in a Municipal facility must be booked through the Parks and Recreation department and are subject to the Conditions of Use identified in the Facility Rental Contract.

Fire Safety

All stalls/booths/tents used as a place of assembly (e.g., beer or food tents), are to be equipped with multi-purpose portable fire extinguishers rated a minimum 2A10BC.

- Cooking, smoking and open flame devices are not permitted in a tent or air-supported structure occupied by the public, or where there is storage of combustibles, such as hay or straw.
- Safe handling of propane is required, including site inspection by Technical Standards and Safety Authority (TSSA).
- Tents and air-supported structures over 30m² shall be in conformance with the Ontario Building Code.
- Tents and air-supported structures shall meet the flameproofing treatment of NFPA 705.
- Hay, straw, shavings or similar combustible materials shall not be used within a tent or air-supported structure.
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Fireworks

Fireworks can be dangerous. Fireworks are only permitted at Municipal facilities with approval of the West Grey Fire Department, and when undertaken by a licensed commercial fireworks provider. Additionally, the Municipality needs to be provided with a certificate of liability insurance naming the Municipality of West Grey as additionally insured.

First Aid

It is recommended that event organizers have certified first aid providers on site during operational hours of the special event. Providers should be clearly identified and easy to access.

Food Handling

Any on-site food preparation and vending is subject to guidelines and inspection administered by the Grey Bruce Public Health Unit.

Insurance

Any special event application hosted at a Municipality of West Grey facility must provide written proof of General Liability Insurance Policy in relation to the event with limits of not less than Five Million Dollars (\$5,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The Certificate of Insurance must name the Municipality of West Grey as an additional named insured.

The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of West Grey with 30 days written notice of cancellation or material change that would diminish coverage.

The Municipality reserves the right to increase the liability amount and/or request additional coverages for events deemed to pose a higher risk to the Municipality.

Lighting

In the interest of public safety, it is the responsibility of the event organizer to ensure adequate lighting is available at the event site. Exterior lighting should adhere to the Municipality's dark sky guidelines.

Should external lighting be used for an event, electrical access may require permits and approval. (See Electrical Requirements section above).

Lottery Licence

In Ontario, the Alcohol and Gaming Commission of Ontario ([AGCO](#)) is responsible for regulating and overseeing licenced lottery events (such as bingo, raffles and sale of break open tickets) conducted by charitable and religious organizations to raise funds to support charitable purposes. The Registrar of AGCO and Municipal Councils may issue lottery licences to charitable organizations.

For more information visit our [website](#) or contact the Clerk's Office, Municipality of West Grey, 519-369-2200, ext 243.

Mobile Food Service Equipment

The Municipality of West Grey regulates and governs refreshment vehicles, commonly known as food trucks, through bylaw 38-2020.

A copy of the Refreshment Vehicle Licence is required (if licensed by a jurisdiction other than the Municipality of West Grey) and/or a food truck inspection conducted by the West Grey Fire Chief. Any mobile food service equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fire cooking appliances shall provide verification of compliance with TSSA (Technical Standards & Safety Authority). The food booth, trailer, chip wagon or enclosed cooking area must be equipped with a proper commercial range hood, exhaust and fixed fire extinguishing system in accordance with NFPA #96 (National Fire Protection Association) if there is any deep frying, grilling or char-broiling taking place within the confines of the vehicle.

For more information please contact the West Grey Fire Department at 519-369-2505.

Music (SOCAN Tariff)

Events playing music, including but not limited to a band, disc jockey, radio, personal music player, etc., may be subject to a SOCAN tariff (Society of Composers, Authors & Music Publishers of Canada).

More information is available at www.socan.ca or by calling West Grey's Parks and Recreation department at 519-369-2200, ext 250.

Noise

The Municipality has a [noise by-law \(55-2016\)](#) in place to prohibit or regulate certain noises likely to disturb those nearby information. Event organizers are required to adhere to all criteria within the noise by-law.

For more information please contact the Municipal Office at 519-369-2200.

Parades

Event organizers requiring use of any road allowance, including sidewalks, within the Municipality of West Grey must complete receive approval from the Municipality of West Grey.

A detailed Parade Plan is required for all parades on municipal roadways must be submitted and should include the following details:

- Name and main contact for parade communications (cell phone);
- Parade route map indicating:
 - Barricade locations and approximate installation time from municipal staff;
 - Command post location (one location required);
 - Parade Marshall locations along route and contact information (cell phone);
- Procedure for reporting a serious situation or injury.

Parking

Event Organizers should consider parking options for event attendees and the potential parking impact on the greater community.

A parking plan is required to address:

- The availability of surrounding streets and lots where parking is allowed.
- Suitable parking arrangements and provision of any overflow parking if needed.
- The provision of event volunteers on-site, in parking and non-parking areas, to provide participants with appropriate information or direction related to the event.
- Accessibility and parking arrangements for attendees who may have limited mobility.
- That event attendees must park in locations specifically designated for parking.

Volunteers should be in place to direct and monitor parking. Vehicles parked in non-designated areas will be subject to fines and charges under the relevant legislation.

Road and Sidewalk Use/Closure

Event organizers requiring use of any road allowance, including sidewalks, within the Municipality of West Grey must receive approval from the Municipality. Event organizers are required to:

- Provide a map of the proposed route and areas requiring closure
- Install signage and/or barricades clearly designating road closures and alternate routes will be required.

Giving consideration to the nature and purpose of the event, the applicant may be required to employ the services of one or more paid duty officer to ensure the safe and orderly flow of traffic during the event.

If approved, the municipality will open and close the road and provide proper notification.

Security

The security and safety of all private and public events is the responsibility of the event applicant.

The event organizer is required to provide written notification to the West Grey Police Services and copy the Municipality of West Grey on their written notice.

Special events may require the completion of an operational plan upon request by the Municipality of West Grey or West Grey Police Services. The operational plan may require security provisions consisting of any combination of volunteer security, paid private security or paid duty police officers. The required number and type of security personnel is dictated by the type of event, attendance capacity and size of the venue.

Smoking

Changes to the *Smoke-Free Ontario Act* may affect your event, in particular if it is an outdoor event.

Smoking is banned in outdoor public areas, including bar and restaurant patios, and within 20 meters of children's playgrounds, municipal sport fields and spectator areas.

The applicant is encouraged to contact the Grey Bruce Public Health Unit in advance of the event to ensure all obligations are met.

Traffic Control Requirements

Only West Grey Police Services personnel, or designated Municipal staff are permitted to close roads and perform traffic control for events within the Municipality. The following table outlines type of road closures

Full road closure	Access to road is blocked and requires approval from the Municipality of West Grey.
Partial road closure	Road lane restrictions are in place and/or West Grey Police Service escort or intersection traffic management is required.
No road closure	All event participants are required to obey all applicable traffic regulations. No modifications are made to regular traffic operations.

Utility Locates

Organizers shall at no time drill into the Municipality's roadway for any tent supports and an alternate method of supports, such as concrete blocks and/or water barrels, shall be used.

Underground utilities are buried below the surface ground including hydro and irrigation lines. Utility locates shall be conducted prior to staking into the ground.

Any costs associated with conducting utility locates will be the responsibility of the event organizer.

Waste Collection and Disposal

Waste collection and disposal are the event organizer's responsibility.

More information on waste collection limits, recycling programs and collection schedules may be viewed on the West Grey Garbage and Recycling page.