

**Comité des services des loisirs, de la culture
et du tourisme**

11 avril 2018

13 h 15 heures

Salle du conseil

**Recreation, Culture and Tourism
Services Committee**

April 11, 2018

1:15 p.m.

Council Chambers

PAGES

- | | | | |
|------------|--|---|---------------------|
| 1. | <u>Ouverture de la réunion</u> | <u>Call to order</u> | |
| 2. | <u>Adoption de l'ordre du jour</u> | <u>Adoption of the agenda</u> | |
| 3. | <u>Suivi du dernier compte-rendu</u> | <u>Follow-up of the last minutes</u> | remis séparément |
| 4. | <u>Divulgence de conflits d'intérêt</u> | <u>Disclosure of conflicts of interest</u> | |
| 5. | <u>Visiteurs</u> | <u>Visitors</u> | |
| 6. | <u>Loisirs</u> | <u>Recreation</u> | |
| 6.1 | Washer Game au Parc de la Confédération | Washer game at the Confederation Park | |
| 6.2 | Course Desjardins | Desjardins Run | |
| 7. | <u>Activités sportives</u> | <u>Sports Activities</u> | |
| 7.1 | Dons aux athlètes élités | Donations for elite athletes | |
| 8. | <u>Installations récréatives</u> | <u>Recreation Facilities</u> | |
| 8.1 | Skatepark (planchodrome) | Skatepark | |
| 8.2 | Inspection des équipements dans les Parcs | Equipments inspection in the parks | |
| 8.3 | Équipement - Gilles Gauthier | Equipments - Gilles Gauthier | |
| 9. | <u>Culture</u> | <u>Culture</u> | |

| | | | |
|------------|---|---------------------------------------|-------------|
| 10. | <u>Tourisme</u> | <u>Tourism</u> | 1-14 |
| 10.1 | Guide du promoteur | Promoter's guide | |
| 11. | <u>Période de questions/commentaires</u> | <u>Question/Comment period</u> | |
| 12. | <u>Autres articles</u> | <u>Other items</u> | |
| 13. | <u>Huis clos</u> | <u>Closed meeting</u> | |
| 13.1 | Personnel | Personnel | |
| 14. | <u>Ajournement</u> | <u>Adjournment</u> | |

Special Events Planning Guide

Discover Hawkesbury

Each year Town of Hawkesbury hosts numerous special events that give our community and its residents a reason to celebrate. The Town recognizes that special events enhance tourism, culture, recreation and education as well as provide an economic benefit to local businesses.

This guide has been produced to provide interested Event Organizers with information about what is required to host a special event in Town of Hawkesbury.

As the event organizer your role will be to stay in contact with the necessary Town departments regarding items related to your event. This guide will assist you to ensure that all necessary approvals and permits are in place prior to the start of your event.

Please read through this event planning guide in its entirety to fully understand the associated timelines and paperwork required to host your event within Town of Hawkesbury. We look forward to working with you to make your event a success!

The Town of Hawkesbury reserves the right to request a coordinating meeting(s) which may be required before the event takes place.

For inquiries regarding Town of Hawkesbury's Special Events, please contact events@Hawkesbury.ca or visit www.Hawkesbury.ca

Parks and Facilities The Town of Hawkesbury has a number of parks and facilities available for rental that may be suitable for your event. The Recreation, Culture and Community Life Coordinator will review each request and determine the best location for the event.

Parks

Cadieux Park

454 KITCHENER STREET

Outdoor skating rink, playground, splash pad, chalet, washrooms

Larocque Park

470 ABBOTT STREET

Basketball court, outdoor skating rink, playground, soccer field, splash pad, chalet, washrooms

Memorial Park

433 CARTIER BLVD.

Skate park, playground, softball field

Old Mill Park

527 JAMES STREET

Outdoor skating rink, playground, splash pad, chalet, washrooms

Sidney Park
906 SIDNEY STREET
Playground

Cyr-de-Lasalle Park
571 MAIN STREET EAST
Baseball field, boat ramp, dog park, portable toilet

Confederation Park
2 JOHN STREET
Maison de l'Île heritage building, boat ramp, 9 petanque lanes, Richelieu gazebo, volleyball court, washrooms, electrical panels

Place des Pionniers
351 MAIN STREET EAST
Playground, outdoor theatre, kiosks, chalet, washrooms

Facilities

Robert Hartley Sports Complex
425 CARTIER BOULEVARD
NHL sized ice rink, aquatic centre, multifunctional room with running track, interior tennis court/ volleyball court, 2 badminton/pickle-ball courts, horseshoe and petanque field, community room with a capacity of 350 people, 4 exterior tennis courts and restaurant services on site

Use of Town Property – Things You Should Know

Special events are a significant investment of time, money and both human and physical resources. This section of the guide identifies those items which must be put into place for the special event to be approved for operation on town owned streets, sidewalks, parks, facilities, or parking lots, as well as public facilities.

Town owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on your Facility Booking Rental Contract. The use of parks, facilities or road allowances for special events can be complicated. Please review the following sections of this guide to see if they apply to your proposed event.

The safety of the people who are operating or visiting the special event, and the maintenance and respect for the town property being used is of the utmost importance. It is expected that all event organizers will respect and appreciate the area being used. Town property is maintained for public use and special event organizers are responsible for any damages caused by the special event or activity.

Facility Contracts

Initial contact should be made with the Recreation and Culture 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 one year 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 Recreation and Culture Department. The applicant must sign and pay for the facility contract prior to the event.

For more information please contact the Recreation and Culture Coordinator at events@Hawkesbury.ca or 613-632-0106.

Security Deposits

A security deposit is required for all indoor facility rentals and may be required when hosting an event in a park or on other Town owned property. The security deposit covers potential damage to Town property and/or additional staff for clean-up that may be required as a result of the event. After a successful site audit following the event the security deposit will be returned.

Grants and Funding

Town of Hawkesbury Donations to Community Organizations provides funding to assist community organizations to deliver programs and services and to complete special projects.

Each applicant seeking a Donation will be required to request and complete the application form and submit copies for pre-screening to the Donation Committee no later than November 30 of the year for which consideration for financial assistance is required.

For more information or to submit an application please contact Town of Hawkesbury's Finance Department at ??@Hawkesbury.ca or 613-632-0106 x

For information on Provincial grants provided by the Ministry of Citizenship and Immigration; Ministry of Tourism, Culture and Sport; the Accessibility Directorate of Ontario; and selected grants from the Ministry of Indigenous Relations and Reconciliation and the Ministry of Northern Development and Mines, visit www.grants.gov.on.ca

Event Site Plan

Emergency Plans and Site Safety

Public safety is an important element of special event planning. In order to be prepared for any emergency situation or disaster you must include the Emergency Plan information as listed in the application form.

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

For any type of event, **emergency** 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 (SEE TEMPORARY TENT PACKAGE)

Specific guidelines are available in the corresponding section of the fill-in portion of this Event package.

Parking

Event Organizers are responsible for ensuring that there is sufficient parking for attendees. Please ensure that:

- Available parking is assessed and compared to 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 involve the least disruption to the public.
- The availability of surrounding streets and lots where parking may be allowed.
- Designated event staff or volunteers 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

For more information on parking restrictions please contact Town of Hawkesbury's By-Law department at ??@Hawkesbury.ca or 613-632-0106.

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. A confirmation letter showing that these services will be present at your event may need to be provided in advance of the event to the Town.

Security

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 (4) weeks prior to the event date. Larger events will need a longer lead time. For more information please contact the OPP Hawkesbury Detachment at melissa.brazeau@opp.ca or 613-632-2729 ext.6100.

Event Infrastructure

Equipment and Accessories

Special event permits that have been approved to take place on Town property or in a Town facility only include tables and chairs already at the facility. Any additional equipment or accessories required for set-up, operation and clean-up of the event are the responsibility of the event organizer.

If you require additional equipment or accessories for your event please fill out the Equipment Request Form and return it to the Recreation and Culture Coordinator for approval at least two (2) weeks prior to your event start date. Additional fees may apply.

Electrical Power

Event Organizers should provide their own source of power for their specific needs. The Town of Hawkesbury generally does not provide electrical services with the exception of Confederation Park and the Robert Hartley Sports Complex. Please contact the Recreation, Culture and Community Life Coordinator for specifications.

Under the provisions of the Ontario Electrical Safety Code (OESC), an Application for Inspection must be filed with the Electrical Safety Authority for any electrical equipment installed in Ontario, temporary or otherwise. This includes all Television, Film, Commercial, Live Performance, Carnivals, or Event Productions including but not limited to Live Productions regardless of site or location. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be submitted at least 2 days prior to the production set up with the ESA Customer Service Centre, Cambridge at 877-372-7233 / Fax 800-667-4278 / Email: esa.cambridge@electricalsafety.on.ca. For inspection information call the ESA Customer Service Centre for the name and number of your local inspector.

Propane Inspection

- All propane cylinders shall be secured and stored outside of tents or structures in a safe and ventilated location.
- All compressed gas cylinders shall be stored in racks and chained or tied securely.
- All equipment, fittings, connections and life safety equipment are subject to inspections and shall conform to applicable regulations.

Digging, Staking or Fencing

On many Town properties there are buried underground utilities. Before installing fencing, tents, poles, pegs or doing any digging on Town property, permission must be obtained.

Locates may be necessary for the following:

- Events on municipal property. The event organizer must contact Ontario One Call at 1-800-400-2255 to schedule locates.
- For events in parks and facilities where locates will be required, please contact the Building Superintendent at 613-632-0106 x 2258.

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 Town 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. An Equipment Request Form must be submitted to the Recreation and Culture Coordinator for approval at least two (2) weeks prior to the event start date.

Washrooms

The Town of Hawkesbury has a limited number of toilets available in public areas. It is the Event Organizers responsibility to ensure that they have an appropriate number of toilets and hand-washing stations available to attendees of the event.

Washrooms and handwash stations must be provided in sufficient numbers for the number of people in attendance. Please refer to the tables below.

Table 1: Food service premise – primarily for the consumption of food

| # Attendees | Minimum # Toilets | Minimum # Handwash Basins |
|---------------|-------------------|---------------------------|
| 0 to 300 | 6 | 4 |
| 301 to 500 | 8 | 4 |
| More than 500 | 10* | 6** |

Table 2: Food service premise – primarily for the consumption of alcoholic beverages

| # Attendees | Minimum # Toilets | Minimum # Handwash Stations |
|---------------|-------------------|-----------------------------|
| 0 to 200 | 6 | 4 |
| 201 to 400 | 8 | 4 |
| More than 400 | 12* | 8** |

*Add one toilet for each additional 100 attendees.

**Add one handwash basin for each 200 attendees.

Portable handwash stations shall be supplied with potable water, paper towels and liquid hand soap at all times and be in a convenient location close to the washrooms.

Washrooms must be kept clean and sanitary at all times and be pumped out as often as necessary by a licensed sewage hauler. An emergency contact number for the hauler must be made available.

Insurance Requirements

The Event Organizer must maintain a Certificate of General Liability insurance for the event in an amount of at least \$2 million. It may be requested that \$5 million General Liability insurance be purchased at the discretion of the Manager of Recreational, Community and Cultural Activities.

Any insurance coverage provided by the Event Organizer must name Town of Hawkesbury as additional insured on the insurance policy. The Event Organizer must submit a copy of the General Liability insurance to the Recreation, Culture and Community Life Coordinator at least two (2) weeks prior to the event start date.

Event Promotion & Advertising

Rec Guide Calendar

The Town of Hawkesbury has a Recreation and Culture Guide which is free to advertise on. Follow the steps in the xxx to advertise your event. For more information please contact ??? at ??? or ???.

Community Signs

The Town of Hawkesbury has two (2) Outdoor Electronic Message Signs and three (3) sign holders throughout the town available to advertise not-for-profit community events. For more information, please contact events@Hawkesbury.ca or 6613-632-0106.

Signs Posted in Town Facilities

Certain events may be eligible to have advertising material posted in Town facilities. If you would like to request this option, please contact the Information Desk Clerk at inforec@Hawkesbury.ca or 613-632-0106 x2252 for approval.

There are additional opportunities to advertise within Town of Hawkesbury or surrounding communities to promote your event. Examples of other publications to advertise in are:

- www.tprt.ca
- www.caprac.ca
- others??

Alcohol & Liquor Licenses

Applications for Special Occasion Permits (SOP's) are available at any Liquor Control Board of Ontario outlet (LCBO).

A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may obtain a public event Special Occasion Permit (SOP) from the Liquor License Board of Ontario (LCBO) without designation as an event of municipal significance.

If you fall within the above categories completion of the Special Occasion Permit Notice to Municipality Form FO-182 will serve as the LCBO requirement to provide notice to the municipality that you are applying for a SOP. This form will be circulated to the Municipal Clerk, O.P.P., Fire, EMS, Health Unit, Roads division and Chief Building Officer informing them of the event and identifying the physical boundaries.

If you are not a registered charity, non-profit association or organization for the advancement of a charitable, educational, religious or community objects, as a person or group (i.e. promoter, for-profit business) you may apply for a SOP from the LCBO if the event is designated by the municipality as one of municipal significance

A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (e.g. municipal Clerk) on municipal letterhead 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 Registrar ultimately decides if the necessary criteria have been met for a SOP to be issued.

The Town of Hawkesbury's Alcohol Policy must be followed in conjunction with alcohol related events. This policy only governs events taking place on municipal property. For a copy of the Municipal Alcohol Policy: (to add to website)

Fencing shall surround the licensed area in which liquor will be sold and/or consumed.

The event organizer must outline the specific details regarding the location, size and hours of operation proposed for the area to be designated for licensing. These details are to be included in a site plan for outdoor events, to accompany and the Special Event Application.

Food Services

No food or beverages shall be sold or given away at a special event, unless approved by the Eastern Ontario Health Unit.

If you will be having food/beverage providers at your event, you must submit a Special Event Organizer's Notification Form at least thirty (30) days prior to the event. The Eastern Ontario Health Unit reserves the right to not approve late applications.

More information can be found at <http://eohu.ca/resources/resource2004.pdf>.

The Town of Hawkesbury will require a copy of the approval notice from The EOHU as well as a copy of the food or beverages vendors insurance.

Lotteries, Raffles, Bazaars & Games

To sell raffle tickets or hold games of chance during a special event a license is required from the Clerk's Division.

Certain types of casinos/gambling (i.e. Monte Carlo events) require Provincial licenses. Applications for these licenses must be provided to the Alcohol and Gaming Commission at least forty five (45) 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 contact the of Town of Hawkesbury's Clerks Department at clerks@Hawkesbury.ca or 613-632-0106 x 2226.

Noise Restrictions

The amplification of sound for special events will be limited to the hours between 10:00 a.m. and 10:00 p.m.

In order to apply for an exemption, the event organizer must submit a letter to the Town of Hawkesbury's Clerks Department a minimum of thirty (30) days prior to the proposed event. Upon approval the event organizer must serve notice of the approved exemption to nearby affected properties in advance of the event.

For more information, please contact Town of Hawkesbury's Clerks Department at clerks@Hawkesbury.ca or 613-632-0106 x??.

Entertainment

Event organizers must ensure that the entertainment associated with the event is open to the public and will 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.

Any music played at an event, such as background music, causal music, bands that play their own music, musical performances etc., must be licensed by SOCAN. It is the responsibility of the Event Organizer to obtain a SOCAN License. At least one (1) month prior to the event.

For more information, please contact SOCAN at 1-866-944-6210 or www.socan.ca.

Open Fires and Fireworks

Open fires or fireworks of any kind must receive approval from the Fire Chief. The Fire Chief retains the right to revoke any and all Open Air Burning Permits at any time.

For further information or to apply for a permit please contact Town of Hawkesbury's Fire and Emergency Services Department at fireadmin@Hawkesbury.ca or 613-632-1105.

Road Closures

- Requests for road closures must be identified in the Special Event Application and submitted at least sixty (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.
- Any temporary road closure must be approved by Council or by delegated authority.
- Approvals for road closures and placement of barricades, pylons, etc. may not be changed without Town or OPP consent. The event organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.
- A detailed Traffic Control Plan (TCP) must be prepared and submitted. The Public Works Superintendent may provide assistance with the preparation of this mandatory plan. The TCP shall include a general sketch or layout of the proposed event and a list of road barricades and traffic pylons that are necessary.
- Cost involved in implementing the detours, placement of barricades, traffic, public notification signing, etc. as directed by the Public Works Department, may be the responsibility of the Event Organizer.
- Unless there is a police officer present to control traffic, participants MUST obey all traffic signs and control devices.

Tents and Temporary Structures

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit.

A building permit and is required if the tent or group of tents are:

- More than 60 square metres (645 square feet) in aggregate ground area
- Attached to a building, or
- Constructed less than 3 metres (9 feet 10 inches) from other structures

Permits

A completed Building Permit Application Form and plans indicating the following are required:

- Authorization letter from owner
- Two (2) copies of the site plan showing location including
 - o of all buildings on the property and clearances to other buildings
 - o parking area(s)
 - o food preparation area(s)
 - o fire extinguisher placement
 - o Construction details and specifications of tent materials, structure and anchoring
 - o CAN/ULC-S109 Flame Resistance Rating (FRR) of fabrics and films used and
 - o Sanitary requirements (if applicable)

Professional Design

- Any tent or group of tents is required to be designed by a Professional Engineer where:
- The total area of the tent or group of tents exceeds 225 square metres (2420 square feet)
- The tent is intended to be used as an Assembly Occupancy for the gathering of persons (i.e. places of worship, licensed beverage establishments, exhibition hall etc.)
- The tent is designed to accommodate more than thirty (30) persons consuming food or drink, or
- The tent contains bleachers

Interior arrangement

- Include all measurements
- Include the location of the chair and aisles.
- Indicate the uses of the floor area inside the tent (ex. Floor dance, bar, seating, etc.)

For more information or to apply for a Tent Permit please contact the Town of Hawkesbury's Building Department at infoconstruction@Hawkesbury.ca or 613-632-0106 x 2020.

Petting Zoo / Animals

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. The Eastern Ontario Health Unit reserves the right to not approve late applications.

More information can be found at <http://eohu.ca/resources/resource2004.pdf>.

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.

The Town of Hawkesbury will require a copy of the approval notice from The EOHU as well as a copy of the petting zoo/animal show companies insurance.

Amusement Rides and Inflatables

Event organizers must adhere to the policies and procedures outlined by the Technical Standards & Safety Authority (TSSA) when renting or operating amusement rides or inflatables. For more information on which inflatable devices are deemed to be an amusement device and require a permit to operate please visit www.tssa.org and click on the amusement device tab.

A Certificate of Insurance naming the Town of Hawkesbury as additional insured and other required documentation and fees must be submitted at least fourteen (14) days prior to the event. See Section ??.

Hot Air Balloons and Helicopters

A Certificate of Insurance naming the Town of Hawkesbury as additional insured and other required documentation and fees must be submitted at least fourteen (14) days prior to the event. See Insurance Section.

Organizers are responsible for ensuring all pilots are licensed and in compliance with Federal aviation standards.

Ontario Smoke Free Act

In 2015, the Province of Ontario passed new legislation that makes it illegal to smoke on and within twenty (20) meters of all publicly-owned playgrounds, splash pads, sport fields, tennis courts, and basketball courts. Smoking is also prohibited within nine (9) meters of facility entrances. It is the responsibility of the Event Organizer to ensure that this act is enforced by event attendees.

For more information on this act visit Smoke Free Ontario.

Accessibility / AODA Requirements

As per the Accessibility for Ontarians with Disabilities Act (AODA), 2005, your event may be required to meet the specifications required by law for accessibility.

If you have one (1) or more employees your event has legal requirements to meet accessibility standards.

If your event has twenty (20) or more employees, you must report to the government on how you are meeting these requirements. If your event is organized and run entirely by volunteers, you are not required to comply with the AODA.

As the event organizer it is important that you make your event accessible to all. Below are two documents to help ensure you make your event accessible.

[Guide to Accessible Festivals & Outdoor Events \(link\)](#)

[Planning Accessible Events So Everyone \(link\)](#)

Compliance

Notwithstanding the legislation, regulations, policies, procedures and municipal by-laws, the event organizer is responsible for compliance with all Federal, Provincial and Municipal legislation and regulations.

Compensation for Town Staffing

The Town of Hawkesbury may require Town personnel, including Police, and/or Fire and Rescue Services be present at the function. Costs for Town personnel involved in advance of, during and after the day(s) of the event may be charged back to the organizer. The Town of Hawkesbury shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, ensure the success of the event, and reduce the public liability exposure to the organizer as well as The Town of Hawkesbury.

FORMS THAT MAY NEED TO BE SUBMITTED (check)

The following forms are attached to the Special Event Application:

1. Special Event Application Form
2. Proof of Insurance naming the Town of Hawkesbury as additional insured
3. Special Occasion Permit Notice to Municipality Form FO-182
4. LCBO Request for Designation as Event of Municipal Significance
5. Special Event Organizer Safety Plan
6. Tent Fire Safety Plan (?)

7. A copy of documents certifying the Event Organizer as a corporate entity, association or partnership
8. Mobile Refreshment License Application (to be created)
9. Application for Fireworks Permit or Approval to Burn Permit
10. **Building Permit** Application
11. EOHU Special Events Organizer's Notification Form

MISCELLANEOUS

1. The Town of Hawkesbury is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
2. A Special Event Permit is non-transferable, can only be used on the designated dates and times specified and is required to be posted on site during the event.
3. The Town of Hawkesbury reserves the right to modify the requirements as deemed suitable to the special event at hand.
4. The Town of Hawkesbury reserves the right to suspend, cancel and/or reschedule events.
5. The Event Organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, by-laws, codes and requirements.
6. A security deposit may be required, depending on the size and nature of the event.