



POLICY #CS-45: Outdoor Special Events Policy

Corporate Services

Approval Date: December 21, 2021
Approval Authority: Council, approved by Council Resolution No. 17
Effective Date: December 21, 2021
Revision Date/s: January 18, 2016/December 14, 2021

1. Purpose:

- 1.1. Special events include, but are not limited to parades, races, walks, concerts and major festivals. When well conceived and planned, these celebrations can bring rewarding dividends to the organizers, participants and the community.
- 1.2. No person or organization shall hold or conduct any special event on municipal property or which requires municipal services without first having received a valid Special Event Permit, subject to the regulations contained in this policy.
- 1.3. Primary characteristics of a special event:
 - to celebrate or display a specific theme
 - have predetermined opening and closing dates/times
 - may consist of several separate activities at multiple locations.
- 1.4. The purpose of the Outdoor Special Events Policy is to:
 - Promote Norfolk County as a premier place to hold special events.
 - Facilitate advance planning for special events.
 - Facilitate the administration of special events.
 - Provide standard information that allows special event organizers and users to achieve their mutual goals.
 - Assist event organizers in planning safe and successful events, creating minimal impact on the community.
 - Ensure that good risk management procedures are in place and that all appropriate insurance requirements are met.
 - Coordinate the approval and communication process required for special events.

- To ensure proper notification to affected departments and divisions (Fire, EMS, Operations, Health, Building, Community Development, Clerks and By-Law and O.P.P.).

2. Policy Statement:

- 2.1. This policy is intended to provide an overview of the requirements a special event organizer needs to meet in order to receive approvals from Norfolk County. The organizer is responsible for compliance with all applicable Federal, Provincial and Municipal legislation and regulations.
- 2.2. This policy applies to festivals and temporary road closures excluding emergencies and construction activities.
- 2.3. Events taking place on Agricultural Society lands (i.e. Norfolk County Fair) and Friday the 13th motorcycle events in Port Dover do not fall within the scope of this policy.
- 2.4. Private social gatherings making no use of County streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sales do not fall within the scope of this policy.
- 2.5. Events taking place only on designated sports fields and/or facilities are to be booked directly through the Recreation Department. In addition, proposed events that would take place only in a picnic shelter (having a maximum of 200 participants) are also to be booked directly through the Recreation Department. Beer garden events do not fall within the scope of this policy.
- 2.6. Remembrance Day Services, as recognized and organized by local Legion members are to be deemed non-events, and as such, will not be subject to the Special Event Permit Fee

3. Definitions:

- 3.1. Definition of an Outdoor Special Event:
An activity taking place on public or private property that:
 - is open to all people and/or
 - requires the provision and coordination of municipal services over and above that which the County routinely provides
- 3.2. Definition of Vendor/Participant:
The term 'vendor' or 'participant' applies to any person, business or organization who sets up any sort of display (booth, table, tent, canopy,

umbrella or any other structure) to sell or display food or merchandise, or promote a service, business, organization or charity during a special event.

4. Implementation Procedure:

4.1. Role of Organizer

The event organizer is responsible for submission of the following:

- a) Submission of a completed Outdoor Special Event Application and processing fee
- b) Submission of a Certificate of Insurance
- c) Submission of additional documentation as deemed necessary
- d) Ensuring all permitting and licensing requirements are satisfied and all vendors and participants have obtained the necessary approvals within the required timeframes specified in the Outdoor Special Event Application and the Outdoor Special Event Manual

4.2. Submitting Special Event Applications

Outdoor Special Event Applications are available at the following locations:

- a) Norfolk County website at www.norfolkcounty.ca/business/organizing-special-events/
- b) Robinson Administration Building, 185 Robinson Street, Simcoe
- c) Corporate Services is responsible for receiving, distributing and processing all applications for special events and for coordinating the review of applications by appropriate County departments. Completed applications and administration fees shall be made to Corporate Services, 185 Robinson Street, Suite 100, Simcoe, ON, N3Y 5L6

4.3. Deadlines/Timeframes for Submission of Required Documents

a) Application

The Outdoor Special Event Application must be submitted at least ninety (90) days prior to the event and will be circulated to various departments and agencies for comment and approval before the Special Event Permit is issued.

b) Food and Beverages/Animals/Petting Zoos/Reptile/Bird Exhibits/Personal Service Vendors

A Health Unit Special Event Organizer Application Package identifying any activities requiring health approval must be completed and submitted at least sixty (60) days prior to the event.

Organizers are responsible for collection of all applications requiring health approval for submission to the Health Unit in one complete package at least thirty (30) days prior to the event.

Each event activity requiring licensing must complete and submit a Business License Application to the Clerks and By-Law Department at least (30) thirty days prior to the event.

c) Organizer Pedlar Permit Application

The organizer must submit a Special Event Organizer Pedlar Permit Application to the Clerks and By-Law Department, identifying the number of merchandise and service pedlars that will be attending the event at least thirty (30) days prior to the event. Pedlar permits will be provided at no cost for each Pedlar.

d) Safety and Fire Department Requirements

Organizers must complete the Special Event Organizer Safety Requirements Form (Form FO-186) and relay relevant safety requirements to their vendors.

If Fireworks will be part of the event, an Application for Display Fireworks Permit and Certificate of Insurance must be submitted to the Fire Department for approval at least thirty (30) days prior to the event. A Business License Application for the Fireworks Permit must be submitted to Clerks and By-Law Department at least thirty (30) days prior to the event.

If a bonfire/fire pit will be part of the event, a Burn Permit or Burn Safety Plan may be required from the Fire Department. If so, the Burn Permit Application or Burn Safety Plan must be obtained at least thirty (30) days prior to the event.

e) Building Permit Requirements

Where required, a completed Building Permit Application must be submitted to the Building Department.

f) Chart of Deadlines for Submitting Documents

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)	Previous Deadlines
Parks and Facilities Rental Contract	365	365
Special Event Application	90	60

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)	Previous Deadlines
Special Event Checklist Form FO-192 (Appendix A in Application)	90	60
Special Event Indemnification and Acknowledgement Form FO-181 (Appendix B in Application)	90	60
Special Event Organizer Safety Requirements Form FO-186 (Appendix C in Application)	90	60
Emergency Management Plan	60	30
Health Unit Organizer Application Form	60	
Special Occasion Permit (SOP) Notice to Municipality (Non-Profit Event) Form FO-182 (for submission to Alcohol and Gaming Commission of Ontario)	60	30
Request for Designation as Event of Municipal Significance (For Profit Event) Form FO-183 (for submission to Alcohol and Gaming Commission of Ontario)	60	30
Locates for Utilities on County Property	60	14
Noise By-law Exemption Appeal Application Form FO-94	45	45
Certificate of Insurance	30	30
Health Unit Applications (Food Providers/Animal Exhibits/Personal Services)	30	30
Building Permit Application	30	30
Tent Fire Safety Plan Form FO-187	30	30
Application for Display Fireworks Permit	30	21
Burn Permit	30	21
Business License Applications for Food Providers and Amusements (includes rides, games, side shows, entertainers, animal exhibits and like activities with TSSA Certificates if applicable).	30	14

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)	Previous Deadlines
Paid Duty Officer Request Form	30	New
Special Event Organizer Pedlar Permit Application	30	New
Raffle License Application	21	21
Electrical Safety Authority Inspection	2	2

4.4. **Special Event Indemnification and Acknowledgement**

A signed Special Event Indemnification and Acknowledgement Form (FO-181) must be submitted as part of the special event application. By signing this form, the organizer acknowledges they have received, reviewed and understood the Special Events Manual and further acknowledges the manual is provided as information only, is not to be construed as legal advice, and that Norfolk County is not liable for any matter arising whatsoever out of the Special Event or consequences of same.

4.5 **Certificates of Insurance**

- a) Event organizers must provide a Certificate of Insurance at least thirty (30) days prior to the event. The Certificate of Insurance must provide General Liability coverage in the form of a Commercial General Liability (CGL) Insurance Policy, with a minimum of \$2,000,000 per occurrence and include "The Corporation of Norfolk County" as an Additional Insured. A Cross Liability Endorsement and a Completed Products and Operations Endorsement (or additional coverage) must also be included in this policy. Non-owned auto coverage is also required, where applicable. Certificates of Insurance are subject to review and approval by Norfolk County.
- b) If alcohol is being served, "Host Liquor Liability Insurance" with a minimum of \$2,000,000 coverage will also be required and must be clearly shown on the certificate, with The Corporation of Norfolk County added as an Additional Insured.
- c) Norfolk County reserves the right to modify the insurance requirements as deemed suitable to the special event at hand.
- d) Organizers providing liability coverage for merchandise vendors are encouraged to seek legal advice and obtain adequate liability coverage from

these vendors to protect themselves and the organization from any liability which may result from their participation in the event.

- e) It is the organizing bodies' responsibility to provide insurance coverage for volunteers.
- f) Food providers, service providers and amusement providers are required to provide a Certificate of Insurance and all other required documentation and fees to the **Clerks and By-Law Department at least thirty (30) days prior to the event** in order to obtain a license for the event.

4.6 Refusal to Grant a Special Event Permit

Norfolk County reserves the right to refuse to issue a Special Event Permit. Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, in its sole discretion, provide a full or partial refund, or transfer registration to the same or similar event at a future date.

Attachments:

[Outdoor Special Event Application Package](#)
[Outdoor Special Event Manual](#)