



THE CORPORATION OF THE TOWN OF WASAGA BEACH

POLICY MANUAL

SECTION NAME: Administration	POLICY NUMBER: 9-2
POLICY: Special Events Policy and Guidelines	REVIEW DATE: January 2021
EFFECTIVE DATE: January 10, 2012	REVISIONS: January 26, 2016
IMPLEMENTATION: January 26, 2016 - 2016-03	ADMINISTERED BY: Special Events Coordinator

PURPOSE

Council is interested in supporting special events in the Town of Wasaga Beach. To that end, it will assist where it can in organizing, facilitating, hosting and participating in special events at Town facilities and other public facilities.

SCOPE

This policy and guideline has been developed to provide staff, Council and special event organizers with information so that they can make decision on hosting or organizing a special event.

POLICY

1. Definitions

- a. **“Council”** means the Council of the Corporation of the Town of Wasaga Beach;
- b. **“Special Event”** means an exhibition, event, or function held within the Municipality of the Town of Wasaga Beach that is defined in Section 3 of this By-law;
- c. **“Municipal”, “Municipality”, or “Municipal Corporation”** means the Corporation of the Town of Wasaga Beach;
- d. **“Permit”** shall mean any permit issued in accordance with the provision of this By-Law;
- e. **“Person”** shall include a corporation, business entity or group;
- f. **“OPP”** shall mean Ontario Provincial Police;
- g. **“Town or Public Facility”** means road allowances, parks, property or buildings controlled by the Town or other government agencies.

2. Events for Which Permit Required

No person or entity shall hold, organize or sponsor any of the following events or activities on Town property or other public facilities unless the Municipality has granted a permit for such event or activity. RecPlex, Oakview Woods, Wasaga Stars Arena and the Sports Park may not require event permits; this shall be at the discretion of the Manager of Parks and Facilities.

- a. Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties including facilities operated by the municipality or within the boundaries of the Wasaga Beach Provincial Park.
- b. Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concessions or live entertainment.
- c. Outdoor festivals offering live or recorded music or entertainment for public or private audiences.
- d. Organized scheduled contests and exhibitions.
- e. Marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
- f. Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.
- g. Activities or events requiring a variance from the regulations of any municipal department.
- h. The showing of feature films, television commercials, documentaries, educational films, television films, television network programs, music videos and commercial still photography.

3. Application: Contents and Fee:

Processing fees, rental fees and service fees will be charged as per Schedule "H" of the Consolidated Rates and Fees Bylaw. The Municipality reserves the right to waive the processing fee.

If a special event grant is being requested, the amount is to be included along with a detailed budget showing how the grant money will be spent and the benefit to the Town of Wasaga Beach, (Grants must be requested by August 31st the year prior to the event)

The application deadlines are outlined as follows:

- New Community events, lasting one day or less and not requiring the approval or assistance of the external agencies, held on Town Property, the application be submitted to the Town at least 60 days prior to event;
- New Community event or Tourism event, lasting two or more days and not requiring the approval or assistance of the external agencies, held on Town

Property, the application be submitted to the Town at least 90 days prior to the first day of the proposed event;

- New Major Tourism event lasting one day or more, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application be submitted to the Town at least 180 days prior to the event
- For any established returning events with no issues in previous years, Council grant multi-year approvals (i.e. three to five years). These multi-year approvals would be subject to conditions, such as but not limited to: acceptable previous year's performance, all required external agencies approvals are obtained, and all bills owed to agencies are paid in full, etc.
- Any Returning Community events with no major changes from past years, lasting one day or less, held on Town Property, the application be submitted to the Town at least 60 days prior event;
- Any Returning Major event, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application be submitted to the Town at least 90 days prior to the first day of the event;

The applications can be obtained from the Economic Development/Special Event Office.

4. Application: Submission and Processing Requirements:

- a) A completed application shall be processed and either granted or denied within a reasonable time of receipt. The applicant may be required to attend a pre-scheduled meeting to discuss the event with the Community Services Committee. If the Committee recommends approving the event and the grant request, if required, it will proceed to Council for final approval. If an event is turned down, such decision will be in writing, setting forth the reasons for denial.
- b) If an application is submitted after the filing deadline set forth in Section 3 above, the Special Event Coordinator or the CAO, in his/her discretion, upon receipt of a written submission outlining the reasons why the said time limits could not be met, amend the time limits set out in Section 3 above.

6. Permit Approval Process.

- a) Approval for an event may be granted upon receipt and review of an application for a permit if in the opinion of the Community Services Committee and Council that the following conditions have been met:
 - (i) There is a demonstrated benefit to the businesses, residents and visitors of the Town of Wasaga by approving the event.
 - (ii) Any proposed use of public property, right of way, or facilities will not unreasonably interfere with the normal use of the

- property, right of way or facility by the municipality or general public.
- (iii) The proposed activity does not present a safety or health risk to participants, spectators or the public.
 - (iv) The proposed activity is compatible with the surrounding area or neighbourhood: giving consideration to acceptable increases in noise, traffic, crowd and other municipal concerns.
 - (v) The applicant can provide proof of liability insurance, in the amount of Two Million Dollars (\$2,000,000.00), for the event. If the event involves the use and or sale of alcohol, the amount of insurance required is Five Million Dollars (\$5,000,000.00). This insurance will name the Town of Wasaga Beach as additional insured. Please refer to the Town's Alcohol Policy for details about the use/sale/consumption of alcohol on Town property and within Town operated facilities. The applicant will also agree to indemnify the municipality against any damages, suits, claims or losses that may arise as a result of the proposed activity.
 - (vi) Municipal resources necessary to support the proposed activity are available.
 - (vii) All comments/recommendations from pertinent municipal operating departments, the MNR – Wasaga Beach Provincial Park, Huronia West OPP, Simcoe County Paramedic Service, Simcoe Muskoka District Health Unit, have been received and are in favour of the event or any concerns of the above have been met to the satisfaction of the General Government Committee or Council.

7. Permit Requirements:

The General Government Committee or Council may impose, as conditions to granting a permit, such further requirements and restrictions as will, in the sole discretion of the General Government Committee, protect the public health, safety, and welfare. These decisions will be based on the recommendations of Town staff, Huronia West O.P.P, Simcoe County Paramedic Service, MNRF - Wasaga Beach Provincial Park, Wasaga Beach Fire Department and Simcoe Muskoka District Health Unit. Such conditions may include, but are not limited to:

- a) The payment of a reasonable fee for the use or allocation of Town property and equipment, as per Schedule "H" of the Consolidated Rates and Fees Bylaw; and the posting of a performance bond, an irrevocable letter of credit up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee.
- b) The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions.

- c) Permission to use land wholly or partly within the boundaries of the Wasaga Beach Provincial Park.
- d) Consenting to and/or supplying the Town with a Criminal record check.

8. Grant Requests

Council shall establish a Special Event Grant budget as part of the Annual Operating Budget. Applications for grant dollars must be received by August 31st of the year prior to the event. Applications will be evaluated by the General Government Committee and a recommendation made to Council. Factors that the Committee will use to evaluate requests include:

- Need
- Amount of the grant requested
- Economic spin-off to the Town from the event
- Reason given for the grant request
- Profit versus not-for-profit event
- Review of proposed budget for event
- If returning event, past performance of event including review of previous year's financial statement
- Potential for the event to become partially or fully self-sufficient

9. Staff Support

The Special Event Coordinator will be the main contact for Special Events in Wasaga Beach. This position will provide support to Council sanctioned events to the degree authorized by Council and will coordinate the support of other Town Departments as approved by Council. Holders of permits involving property owned by Ontario Parks will have to coordinate activities with Parks staff, with the assistance of the Special Event Coordinator, if required.

10. Other Requirements:

The granting of any permit required by this section shall not eliminate any requirement for any business license, any other permit(s) which may be prescribed by any other Municipal By-laws, rules and regulations or other governmental agencies.

11. Compliance and Refusal:

- a) If approved, the special event permit must be posted at the Event Headquarters for the duration of the event, including set up and take down.
- b) If an applicant fails to comply with any of the provisions of this By-law, and any provisions of the permit or any other by-laws of the municipality, the

CAO, on the advice of the appropriate authority, may at any time revoke or suspend the special event permit without notice.

- c) If an application for a permit under this By-Law is denied, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the General Government Committee or Council, the reasons given for the initial denial of the application. Reconsideration may only be applied for once in a calendar year.

POLICY REVIEW AND PROCEDURE

This Policy will be review as required, but in any case no later than five (5) years from the date of the most recent review.

The Special Events Coordinator will be responsible for initiating the review of this Policy.