



Special Public Event & Road Closure Policy

Purpose

The purpose of this policy is to clearly define the responsibilities and procedures for anyone from the public applying for a Special Public Event or Road Closure in the Township of Southgate.

Policy Scope

This Policy applies to all Special Public Events, Parades, Road Closure requests within the Township of Southgate.

Definitions

1. **"Special Public Event"** includes a demonstration, parade, sports event, festival, carnival, donation station, street dance, residential block party, sidewalk sale, outdoor mass and other like events where municipal property use is required.

General

1. Submission of a Special Public Event Application Form (Schedule A) is required for all Special Events.
2. All Special Public Event Application Forms must be submitted a minimum of 45 days prior to an event.
3. Applications must be complete for all applicable components in the submission.
4. All pertaining Township of Southgate and County of Grey by-laws and Provincial/Federal regulations and applicable legislation must be adhered to as indicated below in section "Event Compliance".
5. If your event requires non-emergency First Aid/Ambulance Services on site, you may contact Grey County Emergency Medical Services. There are also private service providers that may meet the requirements of your event, for example, St. John's Ambulance.
6. Waste collection and disposal are the applicant's responsibility. More information on the Township's waste and recycling program is available [here](#).

Approval Conditions

1. The applicant agrees to the following conditions:
 - a. Completion of attached application form.
 - b. A valid Certificate of Insurance, in a form acceptable to the Township with receipt to liability for priority damage and personal injury for a minimum amount of \$5,000,000.00 for any one accident or occurrence for bodily injury, death and damage to property including the loss of use thereof. The Policy must name the Township of Southgate as an additional named insured. The Policy must include coverage for cross liability and shall contain an endorsement to provide the Township of Southgate with 30 days written notice of cancellation or material change that would diminish coverage.
 - c. The security and safety of all private and public events is the responsibility of the event applicant. The applicant must copy the Township of Southgate on their written notification of the event to the Grey Bruce OPP detachment.
 - d. Application fee

TOWNSHIP OF SOUTHGATE
Policy # 91
Special Event & Road Closure Policy
Approval Date: December 15, 2021



2. The applicant agrees to save harmless and indemnify the Township of Southgate and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Public Event Permit should one be granted.
3. Events occurring on Municipal property may require the completion of an operational plan upon request by the Township of Southgate or the Grey Bruce OPP Detachment. 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.
4. Emergency access to sites, buildings and participants must be maintained during events. The Ontario Fire Code and Ontario Building Code require fire access routes. For more information, please contact the Fire Chief, at 519-923-2402.

Approval Process and Timelines for Special Public Events

PROCESS	TIMELINE
Application received by Public Works Manager at Hopeville Administration Office	45 days prior to planned event
Application reviewed for completeness. If required, more information obtained from applicant	Reviewed upon receipt; allow 3-day period to obtain more information.
Application circulated to all Municipal Departments for review.	Allow 5-day period for review.
Depending on feedback received from Municipal Departments, it may be necessary to contact applicant for clarification and/or recommend change to event.	Allow 3-day period to contact applicant for clarification and/or recommend change to event.
Prepare Staff Report to be presented at upcoming Council Meeting as either an information item or as an approval item (item category determined by nature of event).	Council Meetings held every 2 weeks. Agenda items required 1 week prior to Meeting. Allow 28-day period to prepare Staff Report and place on agenda.
Depending on feedback received from Council, it may be necessary to contact applicant for clarification and/or recommend change to event.	Allow 3-day period to contact applicant for clarification and/or recommend change to event.
Issue Permit.	Permit to be provided to applicant 20 days before event.
Complete survey.	Post event feedback.



Application Fees

1. All application fees are payable to the Township of Southgate. Charitable not-for-profit community organizations may apply to the Township for an exemption of this application fee for Council to consider.
2. A non-refundable administration fee will apply to all event applications. See Southgate's Fees and Charges By-Law for amount.
3. Other fees may apply for additional municipal services that are requested.
4. The applicant may also be required to post a financial deposit, performance bond, a letter of credit or other security irrevocable up to 90 days after the conclusion of the event. The reason for the need for securities is to cover damages to public property or damaged municipal property and/or to complete the post event cleanup not completed by the applicant and returning the site to normal conditions.

Event Compliance

The event must comply with all applicable legislation, by-laws, policies and procedures, including but not limited to:

1. [Accessibility for Ontarians with Disabilities Act, 2005](#)
2. [Smoke-Free Ontario Act](#) and [Township of Southgate Smoke Free Public Places Policy #43](#)
3. [Ontario Building Code](#)
4. [Township of Southgate Noise By-Law](#)
5. [Township of Southgate Fireworks By-Law](#)
6. [Provincial Alcohol Guidelines](#)
7. [Southgate Alcohol Risk Management Policy #31](#)
8. Grey Bruce Public Health [Food Handling guidelines](#)
9. [Alcohol and Gaming Commission of Ontario \(AGCO\) for Lottery Licenses](#)
10. [Township of Southgate Open Air Burn By-Law](#) (Burn Permit)
11. TSSA (Technical Standards & Safety Authority) for Mobile Food Service Equipment
12. Capacity limits
13. [SOCAN Tariff](#)



SCHEDULE A – Special Public Event Application Form

Special Public Event Application Form

Applications must be complete and submitted 45 calendar days prior to the planned event, together with payment of application fee, to the Public Works Manager, Township of Southgate.

Mailing Address: 185667 Grey Road 9 Dundalk ON N0C 1B0

Telephone Number: 519-923-2110

Email Address: jellis@southgate.ca

See Township of Southgate Special Event Policy #91 for all details and guidelines.

Applicant Information

Applicant Name: _____

Organization: _____

Address: _____

Telephone: Day _____ Evening _____

Email: _____

Proposed Event Information

Event Name: _____

Date(s) and Start Time / End Time (include any days required for set-up and clean-up):

Is the event: First Annual Numbers of Years Held:

Location (include facility name, property address, property owner):

TOWNSHIP OF SOUTHGATE
Policy # 91
Special Event & Road Closure Policy



SCHEDULE A – Special Public Event Application Form

Overview of Proposed Event				Council approval required
Yes	No	Component	Details	
		Open to the public?	Indicate expected attendance: _____ Attendance >1,000 requires Council's approval.	*
		Entrance fee to attend?	Provide fee structure on next page.	
		Road use/closure required?	Provide details on next page. Attach map.	
		Alcohol used/sold?	Copy of Special Occasion Permit required. Events with alcohol require Council's approval.	*
		Fireworks		
		Event to be deemed municipally significant?	Deeming an event to be municipally significant may be required to apply for/obtain a Special Occasion Permit for a public event. Council resolution required.	*
		Tents, stage or portable structures to be installed on the site?	Provide details on next page, show proposed structures on site map. Building Permit and inspection(s) may be required.	
		Music to be played?	If playing live or recorded music, SOCAN tariff may apply (Society of Composers, Authors and Music Publishers of Canada).	
		Amplified sound system at event?	If using amplified sound system, Noise Exemption may be required.	
		Food concessions?	Health Unit Food Permit required.	
		Lottery, raffle and other Games of Chance?	Lottery licence required.	
		Open fire?	Burn Permit may be required.	
		Carnival or amusement rides? Bouncy castle?	Provide details on next page (type, size, supplier, etc.)	
		Petting zoo, animal show or other use of animals?	Provide details on next page.	
		Use of Municipal resources requested (barricades, snow fence, electrical/water hookup)?	Provide details on next page (specify need, quantity, dates/time, delivered or picked up). Cost as per Municipal Fees & Charges By-Law applicable. Limited resources available. Council's approval required.	*
		Scheduling of Municipal staff requested?	Example: firefighters stationed at track side.	
		Any digging required for tent stakes, pegs, fence posts, signs, etc?	Provide details on next page (specify need, location, etc.). May be necessary to obtain utility locates for services in/near area.	
		Has the Grey Bruce OPP Detachment been notified?	OPP notification mandatory.	
		Will provision be made for emergency medical service?	Provide details on next page (Grey County EMS? Trained staff/volunteers on site?)	



SCHEDULE A – Special Public Event Application Form

Use this page to provide **more detail** on the event components checked as “Yes” on the Event Overview. Attach additional pages as required.

Also required as part of this application is a **detailed site plan** (attach as a separate page). The site plan shall include:

- North directional arrow.
- Location of all temporary and permanent structures.
- Location showing how vehicles will enter/exit the site, relevant street/road names and intersections.
- Directional arrows to indicate route to be followed for parade, race, etc.
- Location of barricades, spectator area and on/off site parking.
- Location of command post, medical/first aid stations, emergency vehicle access points and all exits.
- Location of food service areas, restrooms, hand wash stations, beer garden, designated smoking area, gates, fences and entry/exit points.
- If event is to be held on privately owned property, indicate distance from event facilities/structures to property lines.

Details:



SCHEDULE A – Special Public Event Application Form

Required Attachments to Application

- 1. Insurance:** As an attachment to the Special Public Event application, the applicant shall provide written proof that the applicant has obtained a 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. See Policy #91 for more details on Insurance Requirements.
- 2. Operation Plan (if applicable):** Events occurring on Municipal property may require the completion of an operational plan upon request by the Township of Southgate or the Grey Bruce OPP Detachment. 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.
- 3. Application Fees:** Refer to Southgate Fees and Charges by-law for details on amounts. Cheques to be made out to Township of Southgate.

Responsibilities, Acknowledgements and Consent of the Applicant

1. Responsibilities and Acknowledgements:

Should the special public event be approved, I agree to the following as an applicant or on behalf of the organization for whom this application is being made:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If I become aware of a situation that could lead to injury or property damage, I will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to municipal owned property or third-party property, I will: call emergency services (911) when assistance is required; advise the Municipality of the incident the next business day (Public Works Manager ext. 250); and cooperate with municipal staff, police and investigating authorities, and any insurance companies involved.
- To use municipal facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of the Township of Southgate.
- I understand that the issuance of a Special Public Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/organization in a manner that does not contravene any federal, provincial or county law.

2. Agreement to Indemnify and Hold Harmless:

The undersigned applicant agrees to save harmless and indemnify the Township of Southgate and its elected representatives, officers, employees and agents from and against any and all



SCHEDULE A – Special Public Event Application Form

claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Public Event Permit should one be granted.

3. Release of Waiver of Liability:

The undersigned applicant hereby releases, waives and forever discharges the Municipality and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Municipality may be responsible in respect of the conduct of the said event.

4. Consent to Collect, Use and Disclose Personal and Other Information: Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-923-2110 ext 230 or emailing lgreen@southgate.ca

I certify that I have read this entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Township of Southgate for the event will be revoked or suspended.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event*, and if applicable, authorized to act on behalf of the organization applying for the permit.

*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

Applicant's Signature _____ Date of Signature _____

Applicant's Name _____

TOWNSHIP OF SOUTHGATE
Policy # 91
Special Event & Road Closure Policy
Approved:



SCHEDULE B – Special Public Event Permit

SPECIAL PUBLIC EVENT PERMIT

Name of Event: _____

Date of Event: _____ Time: _____

Location of Event: _____

Details on approval conditions:

Approval Signature of Township of Southgate:

Date:

Printed Name & Title of Approver:

Council Resolution Required?

YES NO

If yes, Resolution Number: _____