



Special Events Policies & Procedures Manual

Table of Contents

1.0	Purpose.....	1
2.0	Goals and Objectives.....	2
3.0	Special Event Classification	3
4.0	Event Checklist	5
5.0	Application Process	6
6.0	Booking / Contract / Scheduling	7
7.0	General Policies & Procedures.....	9
8.0	Insurance	11
9.0	Event Site Plan.....	12
10.0	Alcohol MAP (Municipal Alcohol Policy)	14
11.0	SOP (Special Occasion Permit)	15
12.0	Vendors	17
13.0	Smoking / Vaping / Cannabis	19
14.0	Security Requirements.....	20
15.0	Camping.....	21
16.0	Emergency.....	22
17.0	Signage	23
18.0	Garbage / Recycling.....	24
19.0	Public Works Equipment	25
20.0	Road Closures.....	26
21.0	Lottery Licence	27
22.0	Noise By-Law	28
23.0	Fireworks	29
24.0	Tents & Stages.....	30
25.0	Accessibility	31
26.0	Marketing.....	32
27.0	Required Procedures, Licences, and Permits.....	33

1.0 Purpose

1.1 Background - Each year the Township of North Huron receives numerous requests from individuals and groups to operate special events in Township of North Huron Facilities and on Township Properties. These events vary in scope, purpose, size, cost, and complexity requiring varying permits and approvals.

1.2 Support Statement - The Township of North Huron recognizes special events as an important part of North Huron's quality of life. It is also recognized that special events enhance tourism, culture, heritage, recreation, and education and provide an economic benefit to the business community in the Township of North Huron.

1.3.1 Foreword - Most special events represent a major investment of time and money. When well-conceived and planned, they bring dividends to the organizers and the communities in the Township of North Huron. Successful events do not just happen; they are a result of the following:

- Responsible leadership;
- Careful planning;
- Good organization;
- Provisions for the unexpected; and,
- Methodical 'follow through' and evaluation.

The Township of North Huron commits to helping make events a success. The policies and procedures herein establish the requirements to be in place to effectively plan and execute a successful special event.

The Township of North Huron Community Engagement Coordinator is committed to working with event organizers to help them achieve their outcomes while maintaining the standards presented in the Special Events Policies and Procedures Manual.

1.4 Purpose - The purpose of the Special Events Policies and Procedures Manual is to incorporate into one manual information relative to the requirements, policies, and procedures used by the departments of the Township of North Huron and various agencies to process applications for special events. This manual also outlines an approved policy regarding the operation of events on Township of North Huron facilities, properties, streets, and roadways, and the associated fees and charges if applicable for related services provided by the Township of North Huron.

2.0 Goals and Objectives

2.1 Goals - The primary goal of the Special Events Policies & Procedures Manual is to create an “event-friendly” atmosphere for the Township of North Huron while coordinating all departments involved to make the process as efficient as possible.

2.2 Objectives - The specific objectives of the policy are as follows:

- To provide logistical assistance for special events on Township of North Huron properties, streets, and roadways;
- To ensure that event applications are treated fairly and equitably;
- To ensure all Township interests are met to protect the assets and residents of North Huron;
- To ensure that all Federal, Provincial, and Municipal Laws, Regulations, and statutes are met;
- To work closely with all North Huron departments in promoting North Huron as a unique place to hold special events;
- To provide assistance to special event organizers that are eligible under the ‘Definition of Special Events’ page 3;
- To specify required contracts/documents for the use of Township of North Huron properties, streets, and roadways, between the special event organizer and the Township of North Huron;
- To recover certain direct costs related to services provided by the Township of North Huron, if applicable;
- To seek advice through the Community Engagement Coordinator on special events applications, as required, and conduct an annual review of the Special Events Policies & Procedures Manual.

3.0 Special Event Classification

3.1 General Definition of Special Events - For the purpose of this policy a Special Event is defined as a one-time, annual, or infrequently occurring event on Township of North Huron property that is reserved for exclusive use, which meets the following criteria:

- Celebration of a specific theme
- Has a predetermined opening and closing date/time
- Is available to the community at large

Note for this provision: All other activities not meeting the criteria may still be permitted to occur and may be subject to some or all of the policies and procedures contained in this manual.

3.2 Specific Types of Events

- Harvest/Agricultural: celebrates/educates agriculture
- Cultural: celebrates/educates heritage and cultures
- Theatrical: celebrates/displays theatre arts and music
- Neighbourhood: provides neighborhoods with an opportunity to celebrate
- Commemorative: acknowledge significant dates or occurrences
- Athletics: involves competition of an athletic nature
- Artistic: celebrates/displays creative and artistic works
- Commercial: events designed to support local businesses
- Donated or reduced rate Municipal assets can not be used solely for personal gain.

3.3 Roles:

- Event Organizer is any person or group, who establishes, plans, initiates, and finances an event and who implements an activity at the event and/or part of the event such as carnival rides, concession stand, etc.
- Community Engagement Coordinator is the position designated by the Township of North Huron to coordinate the various resources and staff support needed to support the special events, to assist groups in obtaining the necessary approvals, permits, and contracts from the Township, and ensure all required documents/approvals related to the special event issued by the Township or other agents have been acquired and submitted prior to the event.

3.4 Coordination - The Community Engagement Coordinator works with the following areas:

- Recreation & Community Services Department
- North Huron Public Works Department
- North Huron Clerk's Department
- North Huron Building Department
- North Huron Fire Prevention
- Ontario Provincial Police
- Emergency Medical Services (E.M.S.)
- Huron Perth Public Health Unit

- Huron County Public Works Department
- Other areas of expertise as required

3.5 Communications

- To evaluate, on an annual basis, all special events policies and procedures.
- To encourage public participation and allow for public input.
- To report to the North Huron Council and Administration annually or as needed to advise on any changes or modifications to the Special Events Policies & Procedures Manual.

4.0 Event Checklist

4.1 The Special Event Checklist is an internal record used by North Huron Staff to record documents that have been received from the special event organizer. The following is a list of the documents the Community Engagement Coordinator may require to facilitate the approval process.

- Application
- Booking Contract
- Proof of Insurance
- Site Plan
- Municipal Alcohol Policy MAP
- Special Occasion Permit SOP
- Business/Vendor Licence
- Security
- Camping
- Signage
- Public Works Equipment
- Road Closure Permit
- Lottery Permit
- Noise Exemption
- Fireworks Permit
- Tent & Stage Permit

4.2 A copy is available for the special event organizer to request at any time.

5.0 Application Process

5.1 The Township of North Huron is the steward of many indoor facilities and outdoor properties. These areas may be booked for a variety of reasons that are for the enjoyment of the general public or a specific audience. These include, but are not limited to, the following types of events:

- Fund Raisers
- Community Recreation Activities & Sporting Events
- Ceremonies
- Display Purposes
- Concerts

5.2 Completion of the Special Event Application must be made in full and submitted to the Community Engagement Coordinator at least three months or more in advance, although event organizers are encouraged to contact the Community Engagement Coordinator at the earliest possible date.

5.3 Application Forms are available on www.northhuron.ca or at the Township of North Huron Municipal Office, 274 Josephine Street, Wingham.

5.4 A meeting may be scheduled with the Community Engagement Coordinator to review and discuss the details of a proposed event.

5.5 For annual events, applications/bookings must be submitted at least three months prior to the event.

5.6 If an event operates successfully, the special event may be given priority consideration to reserve the use of the Township property, streets, and roadways for the same date(s) and/or weekend the following year. The Community Engagement Coordinator reserves the right to adjust dates based on Statutory/Civic holidays (extenuating circumstances may apply).

6.0 Booking / Contract / Scheduling

6.1 All Special Events must complete an application form and be booked/scheduled through the Community Engagement Coordinator or designate. Event organizers are encouraged to contact the Community Engagement Coordinator at the earliest possible date but no later than three months in advance of the event.

6.2 The Special Event Application Form and the booking/contract/scheduling, must be completed in its entirety and approved before the organizer creates any public notifications. E.g., posters, ticket sales, social media communications and/or media print, etc.

6.3 Approval of special event bookings will be based on the event's ability to

- a) raise the Township's profile;
- b) enhance the quality of life for Township residents; and/or
- c) provide economic benefit to North Huron.

6.4 Events being held on Township-owned property require approval by Township staff. Requests are reviewed and approved by Community Engagement Coordinator, in consultation with the Director of Recreation and Community Services and other Township staff, as required. The Township departments' coordination/approval of requests must be completed no later than 14 days prior to the event.

6.5 Special Events requiring the temporary closure of a North Huron roadway require North Huron Council approval. Requests for approval are to be submitted to the Community Engagement Coordinator no later than 2 months before the start of the event. The process includes approval from the North Huron Council and if it is a highway closure, approval from the Director of Huron County Public Works. The process requires time for agenda placement and clear communication.

6.6 All fees will be levied for events held on Township property. In accordance with the Township's Donations & Fee Waiving Policy By-law, Township staff are authorized to waive property rental and signage fees for:

- a) An Ontario organization that provides service to North Huron residents and has a registered charitable status number;
- b) An Ontario registered non-profit organization with charitable purposes which has direct benefits to North Huron residents;
- c) Local churches, local schools, and local service club events;
- d) Business Improvement Area Association events; and
- e) Events sponsored or approved by Township Council.

6.7 The Township of North Huron reserves the right to deny a booking based on available staffing and venue limitations.

6.8 The Township of North Huron reserves the right to request certificates of insurance and other documentation deemed necessary and may request event financial information before approving the event.

6.9 The Township of North Huron reserves the right to limit the timing of, and change or cancel, any permitted booking.

6.10 The Township of North Huron reserves the right to negotiate special agreements with organizers that may contain exemptions to these guidelines.

7.0 General Policies & Procedures

7.1 All legislation, bylaws, and regulations must be adhered to by the special event organizer.

7.2 The event organizer is responsible to ensure appropriate security and safety measures are in place to ensure public safety and minimize damage to the venue. Failure to comply with standards will result in the closure of the event.

7.3 The special event organizer is required to provide evidence of all necessary licenses/permits required to operate the event.

7.4 The event organizer is responsible for ensuring that adequate event staff and volunteers are provided.

7.5 The Township reserves the right to recover certain operational costs in accordance with the North Huron Fees and Charges By-law.

7.6 The event organizer is responsible for any damages incurred to the township property and shall pay the costs for any damage incurred through their use. A pre-determined deposit will be required by the Township to secure the use of Township-owned property by the event organizer.

7.7 Solicitation and vendor sales of funds during special events are prohibited without written permission from the Township staff. Requests are reviewed and approved by the Community Engagement Coordinator in consultation with the Director of Recreation & Community Services and other Township staff as required. Permission to collect donations may be granted for not-for-profit agencies, charities or events provided that evidence can be demonstrated to staff that donations will be solicited on an unobtrusive, strictly voluntary basis.

7.8 If an event operates successfully, the special event may be given priority consideration to reserve the use of the Township of North Huron properties, streets, and roadways, for the same dates the following year. The Township of North Huron reserves the right to deny reservations should circumstances warrant it.

7.9 In the event a special event is canceled or discontinued and a new special event organizer wants to revive the event, the property and date(s) are not automatically transferred to the new special event organizer. The special events review process will take into consideration the new special event organizers' request to continue with the same date and location.

7.10 The special event organizer is required to submit an event contingency plan prior to their event. The contingency plan must identify potential risks and provide information on how to respond to those risks (e.g., disease control, severe weather, notification system, and evacuation plan).

7.11 All special event organizers will ensure access to and provide a viewing area for individuals with accessibility needs.

7.12 In order to mitigate the potential for aggressive behavioral issues that may arise at some events, the event organizer will be required to develop a security plan and these requirements must have the approval of the Community Engagement Coordinator. The event may be required to hire paid security according to the security plan. The event organizer must adhere to the current Municipal Alcohol Policy if it is a licensed event.

7.13 In the case of extremely large special events, the Ontario Provincial Police may be contacted as an experienced resource to review the security plan.

7.14 No person may be permitted at any special event to:

- a) carry or sell firearms or prohibited weapons or
- b) sell illegal drugs.
- c) sell tobacco and vaping products.

7.15 Depending on the nature of the event, and at the discretion of the Community Engagement Coordinator and the Director of Recreation & Community Services, in consultation with the O.P.P., event organizers may be required to post signs advising of the items listed in 7.14 or other prohibitions at every entrance to every property and building used in the event to notify attendees that weapons are prohibited at the site. Violators may be charged by Police.

7.16 All event organizers must advise the Community Engagement Coordinator of any power requirements needed for an event at least two months in advance. If a service enhancement is required, the event organizer will be responsible for all associated costs and inspection fees. An inspection fee may be applied for requests for service enhancements. Any additional costs associated with this service enhancement will be the responsibility of the event organizer.

8.0 Insurance

8.1 The special event organizer must provide proof of General Liability Insurance with a limit of no less than \$2,000,000 for low-risk events and \$5,000,000 for high-risk events, naming the Township of North Huron as additional insured. Evidence of this insurance is only acceptable as a Certificate of Insurance or the policy document itself from the insurance provider. Evidence of insurance must be provided to the Community Engagement Coordinator no less than 2 weeks prior to the event. The special event organizer must agree to indemnify and hold the Township of North Huron, its agents, members of the council, employees, and volunteers harmless from and against any liability, loss, claims, demands, costs, and expenses, including legal fees, occasioned wholly or in part by negligence or acts or omissions during the use of the facility.

8.2 All elements of an event must be clearly comminated to the insurance provider and included and covered under the insurance policy. The insurance policy cannot exclude elements of the proposed event.

8.3 The Township of North Huron reserves the right to, solely at its discretion, set higher insurance limits. This may be required depending on the type of activity planned during the event (i.e., fireworks display, animals, amusement rides, inflatable rides, sale of alcoholic beverages).

9.0 Event Site Plan

9.1 The event organizer will prepare and submit an Event Site Plan to the Community Engagement Coordinator for review and approval. This site plan will optimize concession placement and minimize site impacts associated with tree and turf health.

9.2 The special event organizer agrees to prevent the operation and parking of all motorized vehicles in municipally owned parks, before, during, and after the event, unless prior approval is given by the Community Engagement Coordinator or designate.

9.3 All vehicles must remain on paved surfaces and/or authorized designated areas.

9.4 At larger events, additional resources may be required to ensure set up and takedown activities are in accordance with the approved Event Site Plan and completed in a timely manner. It is the responsibility of the event organizer to ensure that adequate resources are available.

9.5 During emergency situations, access and egress paths must be designated for vehicular traffic during major events to facilitate movement. These access points and lines of traffic must remain clear of all obstructions, pedestrians, and vehicles at all times.

9.6 The use of tent stakes on Township property requires the approval of the Community Engagement Coordinator. Event organizers are required to consult with Township staff regarding the type of stakes used and their locations, and are responsible for obtaining locates as required by law. Any damage to the site resulting from improper staking will be the responsibility of the event organizer.

9.7 Any costs associated with damage deemed beyond normal or reasonable to property, buildings, and equipment on-site shall be the responsibility of the event organizer and individuals involved.

9.8 The following applicable items must be identified on the Site Plan:

- Overview of area (including all street names or areas that are part of or surrounding the venue)
- Dimensions
- Overview of activity areas
- Road Closures and alternate routes, indicating the direction of travel, dates/times/duration of planned closures
- Location of onsite vehicles, staff/accessible/dignitary/public parking areas
- Tents or temporary structures (bleachers, canopies, stages)
- Food operating areas and alcohol serving area
- Animal exhibits/shows
- Washrooms/washing stations
- Sign locations
- Waste disposal
- First Aid and/or medical services

- Public access points
- Tracing points are applicable
- Disinfection areas
- Emergency access routes
- Fire Plan

10.0 Alcohol MAP (Municipal Alcohol Policy)

10.1 Purpose of the Policy

The Township of North Huron Municipal Alcohol Policy (MAP) addresses the prevention of alcohol consumption-related consequences in the various facilities and properties through the responsible serving of alcohol at special events. This policy also assists in ensuring a safe and enjoyable environment for facility users, and that violating individuals or organizations do not jeopardize their future use.

10.2 Special events allowing alcohol to be consumed at their event must adhere to all of the requirements within the Municipal Alcohol Policy. A copy of the current Municipal Alcohol Policy will be provided to the event organizer if alcohol will be served at the event.

10.3 Special event organizers are required to submit a completed MAP checklist. The completed checklist will be given to the Community Engagement Coordinator 2 weeks prior to the start date of the event.

If you have any questions, please refer to the below contacts:

Township of North Huron
274 Josephine Street
Wingham, Ontario N0G 2W0
Attention: Community Engagement Coordinator
519-357-3550 x131

Liquor Control Board of Ontario
L.C.B.O. Information Line
1-800-668-5226

AGCO Head Office
Licensing and Registration Branch
90 Sheppard Avenue East, Suite 200
Toronto, ON M2N 0A4
Telephone: 416-326-8700 OR 1-800-522-2876 Website: <http://www.agco.on.ca>

11.0 SOP (Special Occasion Permit)

11.1 Special events providing alcohol at their event must apply for a special occasion permit at any Liquor Control Board of Ontario.

11.2 A Special Occasion Permit (SOP) is required if you are planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers, and receptions. It is unnecessary to obtain an SOP if an event is already being conducted under the authority of a caterer's endorsement liquor license.

There are four types of SOPs. The AGCO clearly defines each type and what rules and regulations apply under each type:

- Private Events are limited to invited guests only and may not be publicly advertised. The public cannot be admitted and there can be no intent to gain or profit from the sale of alcohol at the event.
- Public Events are open to the public. These events can be advertised and fundraising and/or profit from the sale of alcohol at the event is permitted.
- Tailgate Events are Public Events that are held in connection with, and in proximity to, a live sporting event and where attendees may bring their own liquor (BYOB) for consumption at the event.
- Industry Promotional Events may be held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

11.3 If a public event is applying for an SOP, the event must be approved as Municipally Significant for the purposes of a Special Occasion Permit (SOP). The Township of North Huron Council has the authority to give this approval. The resolution to be a municipally significant event must be completed at least 40 days before the event date.

11.4 The event organizer shall supply a copy of the Special Occasion Permit to Community Engagement Coordinator.

If you have any questions, please refer to the below contacts:

Township of North Huron
274 Josephine Street
P.O. Box 90
Wingham, Ontario N0G 2W0
Attention: Community Services Coordinator
519-357-3550 x131

Liquor Control Board of Ontario
L.C.B.O. Information Line
1-800-668-5226

AGCO Head Office, Licensing and Registration Branch
90 Sheppard Avenue East, Suite 200,
Toronto, ON M2N 0A4
Telephone: 416-326-8700 OR 1-800-522-2876
Website: <http://www.agco.on.ca>

11.5 Catering Endorsement (Licence)

A catering endorsement licenses the sale and service of beverage alcohol to an event that is in an unlicensed area other than a licensed establishment.

11.6 The Township of North Huron reserves the right to refuse an applicant permission to run an event where alcohol will be served in its facilities or on its property.

12.0 Vendors

12.1 Vendors must comply with all current by-laws and regulations.

12.2 All Vendor/Business Licences are issued at the discretion of the Clerk and in accordance with the North Huron Business Licencing By-law, as amended from time to time.

12.3 All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided, and/or offered to the public, must comply with the following requirements:

- Contact the Huron Perth Public Health to obtain the Special Event Food Information and Application
- Submit a completed application form to the Huron Perth Public Health.
- Comply with all requirements of the Huron Perth Public Health.

12.4 In order for any vendor's booth to be connected to hydro, all equipment must be C.S.A. approved.

12.5 Mobile Food Service Equipment is regulated by the Technical Standards & Safety Authority (TSSA). Special event organizers that allow mobile food service providers are responsible to ensure the equipment used complies with TSSA standards. Proof of compliance must be available upon request.

<https://www.tssa.org/en/fuels/resources/Documents/Directos-Order-FS-056-06.pdf>

(TSSA) Fuels Safety Program
Technical Standards & Safety Authority
345 Carlingview Drive,
Toronto, ON, M9W 6N9
Website: www.tssa.org
1-877-682-8772

12.6 Special event organizers are responsible for washroom facilities and for ensuring that they will be available and maintained. Adequate handwashing facilities must also be supplied and maintained. Portable washrooms are available through contracting services.

12.7 Temporary, conveniently located washrooms should be provided where washroom facilities are not adequate and may be required in addition to permanent washroom facilities dependent on the expected number of event attendees. The recommended numbers of washroom facilities based on an estimated number of attendees are as follows:

Number of Persons	Number of Toilets
Under 100	2
100-200	3
201-400	4
401-600	6
601-1,000	10

For events over 1000 people, a combination of the above calculations will be used to determine the number of washrooms required.

The Township of North Huron strongly encourages the provision of accessible washroom facilities.

For more information:

Huron Perth Public Health

77722B London Road RR# 5

Clinton, Ontario N0M 1L0

Email: hchu@huroncounty.ca

Website: www.huroncounty.ca/health

Telephone: 1-877-837-6143 Fax: 519-482-7820

13.0 Smoking / Vaping / Cannabis

13.1 The Township of North Huron is required to adhere to the Smoke-Free Ontario Act 2017. Go to the following link for a full description of the Owners Responsibilities, Enforcement, and Penalties. Events held on the municipally-owned property must be in compliance with the SFOA 2017. <https://www.ontario.ca/laws/statute/17s26>

13.2 The Smoke-Free Ontario Act, 2017 (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour. Smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational). Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine. Community Recreational Facilities: Smoking and vaping are not permitted on the outdoor grounds of community recreational facilities or in public spaces within 20 meters of the perimeter of the grounds. A community recreational facility is an enclosed public place or an enclosed workplace where:

1. The place is owned or operated by a charity, non-profit, or government.
2. The place is primarily used for the purposes of providing athletic or recreational programs or services to the local community, including children and youth, whether or not a fee is paid for the use. For example:
 - Sports programs;
 - Children's play programs; or
 - Fitness programs.
3. The public is normally allowed access.
4. The place is not primarily a private dwelling.

13.3 It is the responsibility of the event organizer to ensure that smoking and vaping laws are followed.

For more information relative to the requirements please go to:

<http://www.porcupinehu.on.ca/en/your-health/smoking/smoke-free-ontario/community-rec-facilities.pdf>

14.0 Security Requirements

14.1 Event Organizers are responsible for the safety and security of attendees, and participants.

14.2 Event organizers shall be responsible for the cost of security to monitor those particular activities, which will be pre-determined by the event organizer, Community Engagement Coordinator, and the appropriate policing authority for each event. The Township of North Huron reserves the right to require security for any and/or all activities it deems necessary.

14.3 Should an incident occur that requires emergency personnel, backup, criminal acts, or suspicious behaviour that could lead to the harm of property, animals, or people an incident report must be completed by all volunteers/staff/security involved in the incident, within 12 hours of the incident unless otherwise directed by this plan.

14.4 For events that will include alcohol, security requirements outlined in the current North Huron MAP by-law must be followed at all times.

14.5 Ratios of security vs. participants are charted in the North Huron MAP by-law.

THE FOLLOWING SITUATION REQUIRES OFF-DUTY POLICE OFFICERS OR A TOWNSHIP-APPROVED PRIVATE SECURITY COMPANY AS PER SCHEDULE:

HALL/ARENA/OUTDOOR EVENT	STAFFING REQUIREMENTS
Up to 200 people	0 Officers/Private Security
201-500 people	2 Officers/Private Security
501-800 people	3 Officers/Private Security
801- 1000 people	4 Officers/Private Security
More than 1000 people:	event organizers to submit a security plan for approval by North Huron Staff

The Township of North Huron reserves the right to require security during any event that occurs on municipal property.

15.0 Camping

15.1 The Blyth Campground is located at 377 Gypsy Lane. The site has approximately 800 sites available for special event bookings. Campers can contact the North Huron Recreation Department at 519-357-1208 x321 for any camping questions.

15.2 The Township of North Huron requires a non-refundable deposit prior to completion of booking. This deposit will be determined by the size and duration of the special event and approved by the Community Engagement Coordinator.

15.3 The Special Event Organizer is required to provide a certificate of insurance for \$5,000,000 dollars and the Township of North Huron needs to be named as additionally insured.

15.4 The Blyth Campground requirements are as follows but are not limited to:

- Organizers must have current proof of insurance for the committee members, volunteers, participants, vendors, and activities that will be involved with the special event.
- Camp Fires are only allowed on the Blyth Campground property by using the provided North Huron firepit or unless authorized by the Director of Recreation and Community Services in conjunction with the North Huron Fire Chief.
- 11 p.m. – 8 a.m. Eastern Standard time is the regulated “Quiet Time”.

16.0 Emergency

16.1 Emergency access to parks, driveways, walkways, thoroughfares, and parking lots must be maintained and kept clear of obstacles at all times during event operations.

16.2 Special events that require road closures and/or alternate routes may be required to consult the Huron County OPP and/or the North Huron Fire Department:

Huron Detachment O.P.P.
325 Albert Street,
Clinton, Ontario.
N0M 1L0
519-482-1677

Contact for the North Huron Fire Department:
North Huron Fire Department
Fire Chief
685 Queen Street,
Blyth, Ontario.
N0M 1H0
226-523-9500 ext. 204
info@northhuron.ca

16.4 Depending on the size of the event, organizers may be required to provide emergency first aid and medical services for the public and participants attending the event. The event organizer is responsible for contacting St. John Ambulance Services (or similar) to inform them of the event.

You May Want to Use:
St. John Ambulance –Grey Bruce Huron Branch
1-800-337-4228 Email: huron@on.sja.ca

17.0 Signage

17.1 Special Event Organizers are responsible to provide and post all signage required for their special event.

17.2 The Community Engagement Coordinator will work closely with the event organizer to ensure adequate signage is in place.

17.3 All signage must be clearly posted during the complete duration of the event.

- Municipal Alcohol Policy (MAP)
- Permits
- Licence(s)
- No Smoking/Vaping/Cannabis
- No Alcohol (beyond this point)

17.4 Signage provided by the Township must be returned to the Community Engagement Coordinator immediately following the event.

17.5 Any signage used for the event must abide by the Township of North Huron Sign By-law.

18.0 Garbage / Recycling

18.1 The special event organizer is responsible for the cleanup of the facility and/or property and the removal of all garbage by noon the next business day after the event ends or at a predetermined time, as agreed upon between the Community Engagement Coordinator and the Special Event Organizer.

18.2 The Township will provide normal maintenance services to municipal standards including but not restricted to grass cutting, snow and ice clearing, and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the special event organizer prior to or during the event shall be at the sole cost and responsibility of the special event organizer and must be arranged at least two weeks in advance.

18.3 The Special Event Organizer shall be responsible to supply all garbage or recycling containers and/or collection services that are above and beyond the standard level of service provided by the Township of North Huron. It will be the sole responsibility and cost of the special event organizer to secure a contractor to supply garbage and recycling containers and collection services for these containers.

18.4 The special event organizer shall supply at least one recycling container for every two garbage containers for public use where the majority of concession stands (e.g., food vendor areas) are located.

18.5 The special event organizer shall supply the same number of recycling containers as garbage containers and place them adjacent to the garbage container in all areas except where the majority of concession stands are located.

18.6 The special event organizer shall supply recycling containers for beverage cans and bottles. Recycling containers for paper products will be required provided that said materials that will be generated are paper products that are part of the Township's recycling program.

18.7 Recycling containers will be labeled with the words "Recycle" or "Cans & Bottles" (or "Paper Products") and will have the Mobius Loop on the label or the container to signify that it is a recycling container.

19.0 Public Works Equipment

19.1 To ensure and support the safety of special events, the Township of North Huron will provide various equipment. The list available for public use includes but is not exclusive to the following:

1. Road Barricades
2. Pylons
3. Reflective Vests
4. Garbage Cans
5. Recycling Bins

19.2 The Special Event Organizer must submit to the Community Engagement Coordinator a formal request itemizing the equipment required at least two weeks prior to the date of the event.

19.3 A clear pick-up and drop-off plan will be communicated to the Community Engagement Coordinator.

19.4 Any required equipment that must be returned in its original condition or replacement costs will be the event organizer's responsibility.

19.5 If this equipment is unavailable for the special event, it is the organizer's responsibility to supply, at their own cost, the appropriate equipment for the event.

20.0 Road Closures

20.1 Special events that are planning to hold a march, parade, walk, road race, or similar activities on a municipal roadway in conjunction with the event will be required to apply for a Road Closure Permit and provide a map depicting the area of the road to be closed including street names, and a detour plan.

20.2 Road closure permits require the following approval:

- Approval by the Township of North Huron Council.
- Approval by the Director of Public Works, Township of North Huron
- Approval by the Director of Public Works, Huron County (if a highway is involved in the closure)

20.3 When the request is to close a County Highway, the Township of North Huron will send a copy of the township approval to the Director of Public Works of Huron County for final approval. After approval, we will send a copy to the Huron Detachment O.P.P., the North Huron Fire Department, Huron County EMS, Local Taxi services, and Montgomery Bus Lines.

20.4 If approved, the Special Event Organizer will work along with the Community Engagement Coordinator, North Huron Public Works Department, and the Huron O.P.P. (if required) to ensure a safe and effective detour plan is in place for the event.

20.5 The timeline for this process is lengthy. Road Closure permits must be submitted at least two months prior to the event. All applicable approvals must be completed before the event can be advertised to the public.

21.0 Lottery Licence

21.1 A Lottery Licence Permit is required if the Special Event Organizer is including a lottery, bingo, raffle, and/or any games of chance as part of the event.

21.2 The AGCO is responsible for regulating and overseeing licenced lottery events (such as bingo, raffles, and the sale of break-open tickets) conducted by eligible charitable and religious organizations to raise funds to support charitable purposes. As part of the AGCO's regulatory responsibilities in the charitable sector, the AGCO administers, in partnership with municipalities, the regulatory framework governing the issuance of charitable lottery licences.

21.3 The Township of North Huron provides Lottery Licensing Services for the issuance of Lottery Licences to charitable organizations within the Township of North Huron on behalf of the Alcohol and Gaming Commission of Ontario in accordance with the Alcohol and Gaming Regulations and Public Act 1996. The event organizer will follow the regulations of the current North Huron Lottery Licensing By-law, the AGCO Lottery Licencing Policy Manual, and any other applicable legislation.

21.4 The Township of North Huron has general authority to issue lottery licences and the permit can be applied for through the North Huron Clerk's Department.

21.5 The event organizer will work with the Community Engagement Coordinator to obtain a copy of this permit and must have this permit on site of the special event for the duration of the entire event.

22.0 Noise By-Law

22.1 The Township of North Huron regulates the level of noise permitted in the community through the Township of North Huron Noise By-law.

22.2 Township staff may monitor and document the decibel levels with a decibel sound meter once every ½ hour during the amplified concert. Noncompliance could result in the cancellation of future events held by that special event organizer.

22.3 The special event organizer may be required to do a mail-out to surrounding neighbours. The mail-out would include the following information:

- a) A contact name and telephone number that the public can reach during each event so that the organizers can immediately address any neighbourhood concerns;
- b) A synopsis of the history, purpose, and charitable and economic benefits of the event.

Definitions:

Amplified Sound: when a special event or performance stage booking uses sound equipment (other than a public address system) to increase the volume of natural sound levels.

Non-amplified Sound: when a special event or performance stage booking does not use sound equipment (other than a public address system) to increase the volume of natural sound levels.

22.4 Sound for a special event will not start before 9 a.m. and will end by 11 p.m. If the event requires extending these hours in either direction an exemption to the Noise By-law must be applied for and approved by the Township of North Huron Council.

23.0 Fireworks

23.1 The sale and/or discharge of fireworks in the Township of North Huron, is governed by the Township of North Huron Sale and Discharge of Fireworks By-law.

23.2 Special event organizers wishing to incorporate fireworks into the special event or provide a fireworks display must apply for a Fireworks permit through the North Huron Town Clerk's Department. The Fireworks permit must be kept on site of the special event for the duration of the entire event.

23.3 The event organizer will work with the Community Engagement Coordinator to obtain a permit.

23.4 The sale of fireworks during a special event is prohibited.

23.5 A certified Fireworks Supervisor must be on-site during the entire set-up, display, and clean-up of the fireworks event.

24.0 Tents & Stages

24.1 Tents and stages must meet all requirements of the current Ontario Building Code Act and be to the satisfaction of the North Huron Chief Building Official (CBO).

24.2 A North Huron Building Permit is required.

24.3 A tent or group of tents is exempt from the requirements to obtain a permit if they are:

- a) not more than 60m² (645 sq. ft.) in aggregate ground area,
- b) not attached to a building, and
- c) not constructed more than 3m (9'-10") from other structures.

24.4 If tents and stages are over the maximum size, they must be purchased and/or rented and installation must be from a professional company.

24.5 Proof of the supplying company's insurance must be provided to the Community Engagement Coordinator two weeks prior to the set-up of the tent/stage.

24.6 The use of tent stakes on Township property requires the approval of the Community Engagement Coordinator. Event organizers are required to consult with Township staff regarding the type of stakes used and their locations and are responsible for obtaining locates as required by law. Any damage to the site resulting from improper staking is the responsibility of the event organizer.

Note: Cooking is not permitted under a tent/awning.

25.0 Accessibility

25.1 The Township of North Huron is committed to ensuring that people of all ages and abilities are able to access our services and programs barrier-free.

The Township of North Huron, upon request, will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. We will consult with the person making the request to determine the suitability of an accessible format or communication support. To request publications in an alternative format, please contact the Municipal Office at 519-357-3550.

25.2 The Township of North Huron encourages special event organizers to strive to make their events accessible to all.

25.3 Refer to the current Huron County Accessibility Plan.

25.4 Refer to the current link [Accessibility Ontario](#). This document provides information on no-cost and low-cost actions that can help reduce barriers for people with disabilities and make all types of events more inclusive. If you are planning an event, be sure to check out this guide.

26.0 Marketing

26.1 The Community Engagement Coordinator will supply the current communications strategy, as amended from time to time.

26.2 The facility and/or property scheduling/booking must be complete and approved before marketing campaigns can begin.

26.3 When a special event is being hosted in North Huron, the Community Engagement Coordinator will share printed media, social media posts, and communications in accordance with the current strategy.

26.4 Use of the North Huron logo is not permitted unless written permission is given by the Community Engagement Coordinator or designate.

26.5 When the Township of North Huron waives fees and/or provides any donation of items, services, and/or funds, the North Huron logo must be included in all advertising and recognition campaigns.

26.6 As per the requirements of the Special Occasions Permit and the North Huron Municipal Alcohol Policy, the following shall apply:

“Renters will agree not to use marketing practices such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practices encourage increased alcohol consumption.”

27.0 Required Procedures, Licences, and Permits

27.1 The following is the list of procedures, licences, and permits that may be included in the special event requirements:

1. Booking/Contract/Scheduling Procedures.
2. Donations & Fee Waiving Policy By-law.
3. Municipal Alcohol Policy/Special Occasion Permit By-law
4. Business/Vendor Licence By-law (Hawkers & Peddlers)
5. Smoke-Free Ontario Act
6. Huron County Health Unit Guidelines
7. Traffic By-law
8. Lottery By-law
9. Noise By-law
10. Sale and Discharge Fireworks By-law
11. Ontario Building Code Act and North Huron Building By-law
12. Huron County Accessibility Plan
13. Communications Strategy

27.2 All of the following procedures, licences, and permits are available through the North Huron Township Office at 274 Josephine Street, Wingham. The Community Engagement Coordinator will work closely with the event organizer to obtain the appropriate licence and permits needed to run a compliant event.