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# SOUND EVENTS GUIDE

**EVERYTHING YOU NEED TO KNOW ABOUT PRODUCING  
TOURNAMENTS, FESTIVALS AND SPECIAL EVENTS IN THE  
CITY OF OWEN SOUND**

City of Owen Sound  
Department of Community Services

# SOUND EVENTS GUIDE

## EVERYTHING YOU NEED TO KNOW ABOUT PRODUCING TOURNAMENTS, FESTIVALS AND SPECIAL EVENTS IN THE CITY OF OWEN SOUND

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## **SECTION 1: INTRODUCTION – BEFORE YOU BEGIN**

### **1.1 City of Owen Sound Strategic Plan**

Welcome to the Sound Events Guide, your guide to executing special events within the City of Owen Sound.

This Guide is produced and coordinated by the Department of Community Services' Special Events Division, with input and overview by staff from other departments and divisions.

In June 2015, Owen Sound City Council adopted a new five-year Strategic Plan for the City, *2020 Making Our Vision Clear*. Included in the plan is the objective to "Leverage our City's assets in order to enhance tourism opportunities." The Sound Events Guide is identified as a way to help meet this objective:

**Action 3.4:** Develop, distribute and promote a resource manual for events and tournaments

### **1.2 Purpose and Overview**

The purpose of the Sound Events Guide is to incorporate into one resource a summary of everything a special event planner needs to know about producing a festival, tournament, or other type of public special event within the City of Owen Sound. It is intended to help planners and City staff streamline the process for executing successful events, particularly in City parks and facilities.

As comprehensive as this guide is, however, it cannot incorporate every detail, especially with respect to by-laws, policies and requirements which may apply to various aspects of an event. Therefore, event planners are asked to keep the following in mind:

#### **Disclaimer**

**This guide is intended to serve in part as a summary of by-laws, policies, and requirements within the jurisdiction of the City of Owen Sound, its departments and related services. It should not be considered the final authority on any legal statute or requirement. Throughout the guide, the reader will find links to by-laws, policies, requirements, forms, and other resources which pertain to the various subjects. Event planners are expected and encouraged to follow any such links which may be relevant to their event, and in any situation where they are uncertain, to ask the appropriate contact person for assistance.**

### 1.3 Background

Each year, the City of Owen Sound receives many requests from individuals and groups to operate special events in public parks and municipal facilities. These events vary greatly in scope, purpose, size, cost and complexity.

The management of special events in public parks, arenas and municipal buildings requires that City staff liaise with event planners to ensure safe and appropriate operation. The Sound Events Guide supplements the Special Event Application Form and the work of City staff to facilitate the planning and operation of special events.

### 1.4 Definitions

#### ***Special Event (or Public Event)***

Any organized activity involving the use of, or having impact upon public property, public facilities, parks, pathways, streets, or the use of private property to which members of the public are invited to attend.

Special events may include any of the following components: rides/carnival activities, tournaments, rodeos, parades, street closures, fireworks or lasers, traffic control, use of elevated stages or other temporary structures (i.e. bleachers, platforms, barricades), animals, entertainment, food or beverage sales, or commercial vending.

#### ***Public Property***

Any land, structure, or building owned, leased or controlled by the City, designated or used as a facility, parkland, trail, gardens, playgrounds, sports fields or beach.

#### ***Private Property***

Land owned by private individuals or corporations other than the City.

### 1.5 How to Use this Guide

As noted in Section 1.2 above, this guide is intended as a helpful resource for event planners. It is intended to be useful to planners of a wide variety of special events, and not everything in it will be relevant to every event.



Throughout the guide, the pointing finger icon (left) indicates an Action Step which may be required of the event organizer depending on the nature of their event. Please review these Action

**ACTION STEP** Steps carefully to ensure you are not missing an important detail.

To make navigating the guide a little easier, we have created the following Event Checklist to help you find the information you need about the specific aspects of your special event.

Be sure to also check out the additional resources listed in Section 8.

## SECTION 2: FACILITIES AND VENUES

### 2.1 Owen Sound Venue Directory

The Owen Sound Venue Directory is an initiative of the City's Cultural Advisory Committee, and features a wide variety of publicly- and privately-owned spaces available to rent for public events. It is primarily an online resource. If you would like a print copy, please contact the Special Events Division, [specialevents@owensound.ca](mailto:specialevents@owensound.ca) or 519-376-4440 ext. 1251.

#### Venue Owners

If you are a venue owner and would like your venue to be added to the directory, please email [specialevents@owensound.ca](mailto:specialevents@owensound.ca) to request a questionnaire. Also please email us if your existing entry needs to be updated or deleted.

#### About the Directory

The Venue Directory lists spaces which are available to rent for **public events**. Some of these spaces may also be rented for meetings and other private events, but contacts and other information may vary for different types of bookings.

Information in the Directory was correct at the time it was entered. We recommend contacting the venue owner to inquire about rates or have any other questions regarding their facility. Current rates for all City of Owen Sound facilities may be found in the [Fees & Charges By-law](#) [link].



[Owen Sound Venue Directory](#) [link]

**ACTION STEP**

## **SECTION 3: CITY OF OWEN SOUND FACILITY RENTALS**

The information in Section 3 is intended primarily for renters of City of Owen Sound venues and facilities, but please note that many of the Applicable By-laws, Policies and Procedures in Section 3.4 will apply wherever your event is held within the City's geographic boundaries.

### **3.1 How to Book a Municipal Facility for Your Event**

The City of Owen Sound manages a wide variety of indoor and outdoor spaces which are available to be used for special events. In most cases a rental fee will apply for any registered use. Please refer to the Venue Directory for a comprehensive list of City facilities.



#### **ACTION STEP**

**Step 1:** Select your desired venue from the [Venue Directory](#) [link]. Depending on the size and scale of your event, we recommend starting this process from 3 to 12 months before your intended event date. The larger and more complex your event, the greater the advance time you should allow

**Step 2:** Contact the City to inquire about availability and reserve your date (see contact info next to desired venue in the directory or contact the Facility Bookings Coordinator, below).

**Step 3:** Fill in and submit the Special Event Application Form:

**[Special Event Application Form](#) [link]**

**Step 4:** When contacted by City staff, provide additional information, documentation, and payment as applicable within required timeframe.

If you have any questions about our facilities, or do not see the venue or facility that you're interested in booking listed in the directory, please contact the Facility Bookings Coordinator at [bdailey@owensound.ca](mailto:bdailey@owensound.ca) or (519) 376-4440 ext. 1254.

### **3.2 Indoor Facilities**

The following is a list of City facilities commonly used for indoor public events. For a complete list of facilities available for rent, including many which are privately-owned or administered by other public agencies, see our [Venue Directory](#) [link]. The Directory also includes details such as room capacities, tables, chairs, etc.

#### **Harry Lumley Bayshore Community Centre**

Bay Room

Sound Room

Shore Room #1 and #2

J.D. McArthur Arena

**Harrison Park Community Centre**  
**Julie McArthur Regional Recreation Centre**  
Rink A  
Rink B

### **Amenities Included with Facility Rentals**

For a list of amenities included with indoor facility rentals refer to our [Venue Directory](#) [link].

### **3.3 Parks, Fields, and Other Outdoor Venues**

Duncan McLellan Park  
Harrison Park  
Inner Harbour  
Victoria Park  
Kelso Beach  
City Hall Plaza, parking lot area and Parkette  
Jervis Bay (1<sup>st</sup> Avenue West between 8<sup>th</sup> Street West and 9<sup>th</sup> Street West)  
Queen's Park Bandstand  
Bayshore Scenic City Gazebo  
& more (see [Venue Directory](#) for full list)

Any individual or organization wishing to hold a public event in a location listed or not listed above must make application to the City for approval, using the [Special Event Application Form](#) [link].

### **Amenities Available for Outdoor Venues**

The City of Owen Sound has certain amenities and resources available to event organizers. These resources are requested upon submission of the [Special Events Application Form](#) [link]. A minimum of two (2) weeks' notice is required for all amenities requests.

Please note resources are made available on a "first come first serve basis".

Some of the amenities come with a charge for the delivery and setup, and in some cases require City staff on hand to operate the equipment, which may be at the event organizer's expense. For a list of the fees, refer to [Fees & Charges By-law](#) [link].

Resources Available (at selected sites):

- Hydro/Electrical hookup
- Picnic tables
- Recycling carts
- Barricades
- Municipal water hookup
- Heavy duty cable covers (available to rent)
- A-frame signs, various sizes (available to rent)



### **3.4 Applicable Legislation, By-laws, Policies and Procedures**

The following section includes many of the provincial and federal legislation, City by-laws, and various policies and procedures which may pertain to special events in the City of Owen Sound. It is the event organizer's responsibility to determine which of the following pertains to your event, to submit any forms and fees which may be required, and obtain more information when necessary.

#### **Accessibility**

As an event planner, it is your responsibility to ensure that your organization complies with provincial legislation regarding accessibility. See Section 7.3, Accessibility and Your Event (pages 22-25).

#### **Alcohol Licensing**

If you are planning on having alcoholic beverages at your event you will need to adhere to both provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Provincially, all alcohol licensing is handled by the Alcohol & Gaming Commission of Ontario (AGCO) and issued through the Liquor Control Board of Ontario (LCBO) stores. You will not be permitted to serve alcohol on City property without applying for and obtaining a license from the AGCO.

The type of license which would apply in most cases is a Special Occasion Permit (SOP), issued by the AGCO.

There are three types of SOPs:

1. Private Event
  - o only invited guests will attend
  - o cannot be advertised
  - o no intent to gain or profit from the sale of alcohol at the event
2. Public Event
  - o are open to the public
  - o can be advertised
  - o allowed to profit from the sale of alcohol at the event
3. Industry promotional event
  - o event held to promote a manufacturer's product(s) through sampling
  - o no intent to gain or profit from the sale of alcohol at the event

For further information about AGCO liquor licenses contact: Alcohol & Gaming Commission of Ontario [www.agco.on.ca](http://www.agco.on.ca) Toll-Free 1-800-522-2876.

Municipality: the City of Owen Sound has a Municipal Alcohol Policy (MAP). The MAP is intended to complement approvals and conditions required through the AGCO permit process. See Section 5.1 for more information about the MAP.

It is your responsibility as a facility renter to obtain a copy of the City of Owen Sound's Municipal Alcohol Policy and review and adhere to the requirements. The MAP may be viewed and downloaded from the City's website at this link: [www.owensound.ca/bayshore/facility-information](http://www.owensound.ca/bayshore/facility-information). Printed copies of the MAP are available for \$25.00 at the Service Counter, City Hall.

Approval by the City is required in advance of the issuance of a Public Event SOP or Caterer's Endorsement for the use of Municipal Property for public events which includes the sale or service of alcohol.

If a group/individual other than a charity or non-profit entity applies for a Public Event SOP, the AGCO requires that the application contain a municipal resolution deeming the event "municipally significant". The designation of an Event as "Municipally Significant" shall be governed by City Policy CS80. An agreement for the use of a City property for a Public Event SOP will be required.

### **Fencing, Digging, or Staking**

Any installation on public or private land that requires penetration of the ground must be pre-approved by the City. This includes tent stakes/pegs, fence posts, signs, etc.



#### **ACTION STEP**

Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any area where an object will penetrate the ground. Locates must be requested a minimum of two weeks before your event set-up day.

**It is the event organizer's responsibility to request locates from Ontario One Call (ON1Call).** This agency now handles all utility locates, including telephone, hydro, gas, cable, fiber optic, and municipal water, sewer, and electrical lines (streetlights and traffic signals). Call 1-800-400-2255, or see [www.on1call.com](http://www.on1call.com) for more information.

### **Fireworks**

If you would like fireworks as part of your special event, the City has requirements for both high hazard (*commercial*) and low hazard (*consumer*) fireworks. High hazard fireworks require a permit and approval by the City. To use low hazard, consumer type fireworks on City property, or on days not approved in the Fireworks by-law, a permit is required. Consumer type fireworks can be used on certain days throughout the year on private property as long as the usage and location meet the requirements noted in the by-law.

For more information please refer to the [Fireworks By-law](#) and the [Fireworks Application Form](#) [links], or contact the Fire Prevention Office at 519-376-2512.

### **Food Handling**

Any on-site food preparation and vending is subject to guidelines and inspection administered by the Grey Bruce Health Unit. See Section 5.3 (page 18) for details.

### **Greywater Disposal**

The Event Organizer is responsible for the disposal of greywater. If the organizer is disposing of it within the City of Owen Sound it must be disposed of into the sanitary sewer. The Event Organiser must determine the appropriate method of disposal for the nature of the event and its location in discussion with City staff.

### **Insurance**

Most, if not all, venue owners will require renters to carry and provide proof of insurance. Many, including the City of Owen Sound, require event organizers to provide a certificate of insurance (COI) confirming Commercial General Liability Coverage along with any other applicable coverages. This certificate can be obtained from your insurance provider.

Any renter of a City facility must maintain and provide proof of Commercial General Liability, in the amount not less than \$2,000,000, naming the City of Owen Sound as additional insured. The City reserves the right to increase the liability amount, and/or request additional coverages, for events that pose a higher risk to the City.

For convenience, insurance for facility rentals is available through the City's provider. While the rates are competitive, they do vary depending on the risk associated with the event/activity. These rates can be obtained when enquiring or booking your event.

### **Lotteries, Raffles and Other Games of Chance**

The Alcohol and Gaming Commission of Ontario (AGCO) sets out the rules and regulations for issuing lottery licences. These include raffles / 50-50 draws / bingos / Nevada ticket sales. To obtain a licence, your group must qualify as an eligible charitable organization or as a non-profit organization with charitable purposes. For further details to as to the eligibility of your organization, please contact the Clerks Department at 519-376-4440 ext. 1268.

### **Mobile Food Service Equipment**

Any mobile food service equipment (MFSE), whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances shall provide verification of compliance with TSSA (Technical Standards & Safety Authority). The food booth, trailer, "chip wagon" or enclosed cooking area has to be equipped with a proper commercial range hood, exhaust and fixed fire extinguishing system in accordance with National Fire Protection Association (NFPA) #96 if there is any deep frying, grilling or char-broiling taking place within the confines of the vehicle.

If this applies to your event, please review the document [Information for Food Vendors - MFSE Requirements](#) [link]. It is the event organizer's responsibility to ensure any food vendor at the event which meets the description in the preceding paragraph has the required TSSA certificate.

If you have any questions please contact the Fire Prevention Office at 519-376-2512.

### **Noise**

The City's [Noise Control By-law](#) [link] restricts noises such as music and other amplified sounds, shouting, operating power tools, operating waste collection machinery and other noises likely to disturb those nearby. Some restrictions are based on the time of day.

You can apply to City Council for an exemption from noise restrictions for your event using the [Noise Exemption Application Form](#) [link]. For more information please contact the By-law Enforcement Office at 519-376-1234 ext. 503.

### **Open Flame and Pyrotechnics**

In a public assembly, open flames and pyrotechnics shall not be used in such quantity or manner as to create a fire hazard unless the use has been approved by the fire prevention office. If this applies to your event, please contact the Fire Prevention Office at 519-376-2512 for the detailed open flame requirements.

### **Room Capacity**

The occupancy load for each room and space in City owned buildings and other public buildings is posted at each venue. Depending on the event being hosted and if alcohol is being served the number will vary at each location. If the number is not posted and you have fixed bench type seating without arms are provided, the occupant load shall be based on a seat width of 450 mm per person. If this applies to your event, please contact the Fire Prevention Office at 519-376-2512 for the detailed venue seating requirements.

### **Signage**

Signage may be required for different purposes at an event.

For signage related to traffic control (*Section 4*), security and emergency planning (*Section 6*), and patron accessibility (*Section 7*) please refer to the appropriate sections of this guide dealing with those matters.

If you would like to post promotional signage before or during your event, the City of Owen Sound "Sign By-law" covers signs and other advertising devices. A sign permit may be required.

For more information on the sign permit application process and for a copy of the Sign By-law please see [www.owensound.ca/sign-permits](http://www.owensound.ca/sign-permits)

Contact the Building Division for more information at 519-376-4440 or [building@owensound.ca](mailto:building@owensound.ca)

It is your responsibility to contact Ontario One Call (1-800-400-2255 or [on1call.com](http://on1call.com)) BEFORE installing any signage or starting any construction which will penetrate the ground surface. See *Fencing, Digging, or Staking* above.

### **Smoking**

Changes to the *Smoke-free Ontario Act* may affect your event, in particular if it's an outdoor event. See Smoke-Free Public Spaces in Section 5.3 (page 19) and the resources referenced there for more information.

### **Tents/Temporary Structures**

This section references the Ontario Building Code which can be found online at [www.ontario.ca/laws/regulation/120332](http://www.ontario.ca/laws/regulation/120332).

Under Division C section 1.3.1.1.(5) of the Ontario Building Code:

1.3.1.1.1.(5) A tent or group of tents is exempt from the requirement to obtain a permit under section 8 of the Building Code Act provided that the tent or group of tents are,

- (a) not more than 60 square meters in aggregate ground area,
- (b) not attached to a building, and
- (c) constructed more than 3 meters from other structures.



### **ACTION STEP**

If a tent permit is required it can be obtained from the City Building Division, or online at Tent Permit Application [link]. All tents are required to meet all conditions which are listed in Division B section 3.14 of the Ontario Building Code. A site plan must accompany the permit application which shows the location of tent(s) and all other structures on the site as well as portable washrooms if applicable.

After the erection of the tent, the City requires an inspection by the Fire Department and the Building Department prior to occupancy. Stages and portable bleachers may also require inspection and perhaps a Building Permit. For more information contact the Building Division at (519) 376-4440 ext. 1231.

### **Vendors**

Any time you are selling products at an event in the City of Owen Sound, you are required to comply with the City's Business By-law.

See Section 5.2 Having Vendors At Your Event (page 18) for more information and important links.

## **Waste Disposal and Recycling**

The Event Organizer is responsible for litter control and waste disposal. The City supplies recycling carts free of charge. The carts are picked up at the end of the event, or the Monday if event was held on a weekend. More frequent pickups during an event can be arranged if needed, at the Event Organizer's expense. Waste collection and disposal are the responsibility of the Event Organizer. If extra garbage barrels are needed for an outdoor event, they may be ordered through the facility Bookings Coordinator. Depending the size and nature of the event, the Event Organizer may be required to provide a dumpster or dumpsters at his or her expense.

Upon completion of a Special Event, all litter, garbage and recycling collection must be completed by the event organizer and the lands must be left in their original condition. The City may impose additional fees to clean up the event space if it is not left in a state that is satisfactory to the City.

### **3.5 SOCAN (Society of Composers, Authors & Music Publishers of Canada) Fees**

Events playing music, including but not limited to a band, DJ, radio, personal music player, etc.) are required to obtain a SOCAN (Society of Composers, Authors & Music Publishers of Canada) license and provide a copy to the City. The Event Organizer must pay SOCAN fees within thirty (30) business days from the conclusion of the event when the event is held at a City-owned facility.

The City may request a deposit prior to the event for this purpose. Proof of payment shall be submitted to the City. SOCAN licenses can be purchased at [www.socan.ca](http://www.socan.ca) or by calling: 1-866-944-6210.

### **3.6 Legal Agreements for Large Events**

Depending on the nature, size and complexity of the special event, a Licence Agreement for Facility Use may be required. This is a contractual agreement between the City of Owen Sound and the group or individual wishing to rent city-owned facilities for their special event. You will be informed if such an agreement is necessary by your contact with the City of Owen Sound after submitting your [Special Event Application Form](#) [link].

## **SECTION 4: ROAD CLOSURES AND TRAFFIC CONTROL**

### **4.1 Road Closure Permits (City and County)**

Event organizers requiring use of any road allowance including the use of sidewalks and boulevards within the City of Owen Sound, must make an application to the City for that use. The map on Page 16 delineates the roads within the City where the road authority is the County of Grey. Any use along these roads must gain approval from both the City of Owen Sound and the County of Grey. Please contact the City of Owen Sound Engineering Assistant 519-376-4530 or [hjennen@owensound.ca](mailto:hjennen@owensound.ca) to begin the application process.

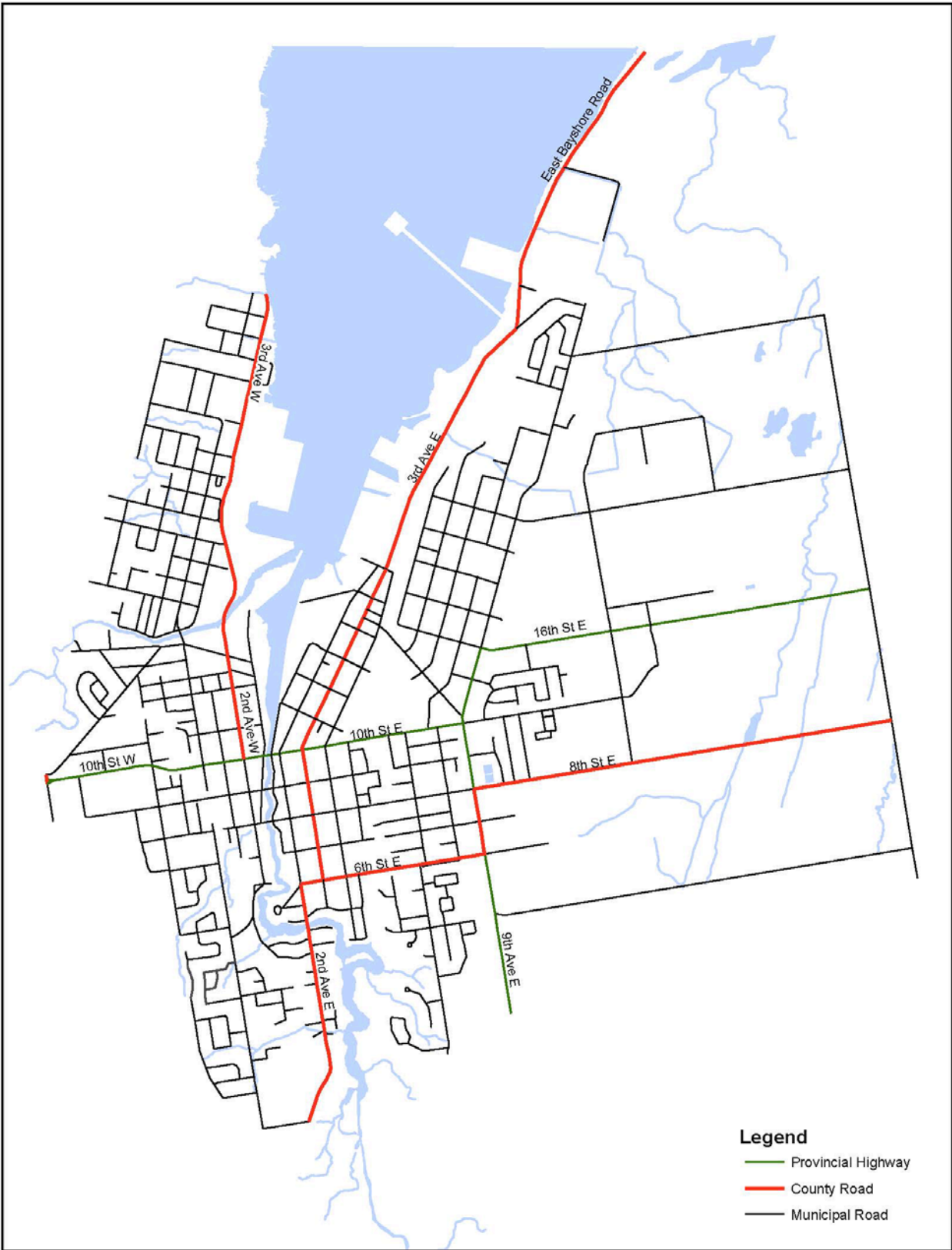
### **4.2 Traffic Control for Parades and other Street Events**

Special events such as parades or other events occurring on any street or road within the City of Owen Sound, requires approval by the City, through the City's Engineering Services Division.

The Owen Sound Police Service is responsible for the safe and orderly flow of vehicular and pedestrian traffic during these events.

Depending on the nature of the event, partial or full road closures may be required (see section 4.1). In consultation with police, the City of Owen Sound Public Works will provide signage and/ or barricades, clearly designating road closures and alternate routes in the event that road closures are required.

Giving consideration to the nature and purpose of the event, organizers may be required to employ the services of one or more paid duty officers to ensure the safe and orderly flow of traffic during their event (see section 6.1).





## SECTION 5: POLICIES AND PERMITS

### 5.1 Municipal Alcohol Policy: A Summary

The City of Owen Sound's Municipal Alcohol Policy (MAP) is intended to complement approvals and conditions required through the Alcohol & Gaming Commission of Ontario (AGCO) permit process.

The MAP informs Event Organizers requesting permission for use of City facilities and properties about strategies to help them limit alcohol-related problems and to require them to inform themselves, prepare for the Event, train their staff and volunteers, and monitor, manage and assume responsibility for the liability and other risks associated with having alcoholic beverages at their Event.



#### **ACTION STEP**

It is your responsibility as a facility renter to obtain a copy of the City's Municipal Alcohol Policy and review and adhere to the requirements. The MAP may be viewed and downloaded here:

[www.owensound.ca/bayshore/facility-information](http://www.owensound.ca/bayshore/facility-information). Printed copies of the MAP are available for \$25.00 at the Service Counter, City Hall.

You are also responsible to obtain any and all permits that are required by the Alcohol & Gaming Commission of Ontario (AGCO).

The Municipal Alcohol Policy addresses the following:

1. Purpose of Municipal Policy
2. Definitions
3. Designation of Properties and Events
4. Management Practices
  - Insurance Requirements
  - Roles and responsibilities and recommended minimum staffing levels
  - Youth admittance for an all ages event
  - Gambling
  - Prior to event requirements
  - Prevention Strategies
  - Signage
  - Actions to Enforce
5. Appendices:
  - AGCO Special Occasion Permits Fact Sheet, Application & Guide
  - Designated Properties
  - Checking Identification (ID)
  - Operation Plan Requirements
  - Information to be submitted prior to event
  - Low Risk Alcohol Drinking Guidelines & Standard Drink Sizes
  - Safe Transportation Options
  - Signage

## 5.2 Having Vendors at Your Event

Whether you, the host for your event, are selling products directly, or bringing in vendors to sell products on your behalf, you are required to comply with City of Owen Sound [By-law No. 2014-150](#), *A By-law to Provide for the Licence and Regulation of Businesses in the City of Owen Sound*.



### **ACTION STEP**

If your organization/business wishes to sell products in the City of Owen Sound, and you don't currently have a business licence, you need to obtain a hawkers and peddlers licence through the City Clerk's department. Click to open and download an application here: [Business License Application](#) [link]

If you are hosting an event with multiple vendors, please contact the Clerk's department to obtain a blanket hawkers and peddlers licence.

If you wish to sell your products at a local event, please contact the event organizer to ensure they have a blanket hawker's and peddler's licence from the City of Owen Sound.

For further information please contact the Clerks Department at 519-376-4440 ext. 1268.

## 5.3 Public Health Guidelines

The Grey Bruce Health Unit is the agency responsible for the promotion and protection of public health in the City of Owen Sound and Grey and Bruce Counties.

Event organizers are required to comply with Public Health guidelines and regulations just as they are required to comply with municipal, provincial, and federal legislation.

This section addresses two areas of Public Health responsibility commonly applicable to special events, but there may others. To see if there are areas may be applicable, we recommend you check the Health Unit website at [www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca).

### **Food Handling**

The Grey Bruce Health Unit's role is to make sure that the public is protected from food-borne illnesses. With respect to special events, they do this by ensuring that food is prepared safely and that the event goes ahead in a way that protects the people being served. To achieve this goal, organizers of events involving serving food to the public are asked to fill out an application. This helps event organizers reduce the risk of food-borne illness affecting the people they are serving.



### **ACTION STEP**

Visit the Health Unit's Food Handling web page at [www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Public-Events/Special-Event-Application](http://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Public-Events/Special-Event-Application). Review the [Special Event Organizer Package](#) and the [Special Event Vendor Package](#). Fill in and submit the form most applicable to your situation. If you

have outside vendors at your event, make sure they receive the second package and submit the Vendor Form to the Health Unit.

### **Smoke-Free Public Spaces**

If you are planning an outdoor special event, there are changes to the *Smoke-free Ontario Act* that may affect your event. Smoking is banned in outdoor public areas including bar and restaurant patios and within 20 metres of children's playgrounds, municipal sports fields and spectator areas.

Special event organizers are encouraged to contact Public Health in advance of their event to ensure all your obligations are met. Contact the Grey Bruce Health Unit at 519-376-9420 or 1-800-263-3456 for more information about how the Smoke-free Ontario Act applies to your event.

## **SECTION 6: SECURITY AND EMERGENCY PLANNING**

### **6.1 Private Security and Paid Duty Police Officers**

The security and safety of all private and public events is the responsibility of the event organizers. Events occurring on city property may require the completion of an operational plan upon request by the city of Owen Sound or the Owen Sound Police Service. The operational plan may require security provisions consisting of any combination of volunteer security, paid private security or paid duty police officer(s). The required number and type of security personnel is dictated by the type of the event, attendance capacity and size of the venue area.

Events on city property that include the sale or service of alcohol, must have a completed and approved application in accordance with the city of Owen Sound Municipal Alcohol Policy (see section 5.1).

To request paid duty officers for your event, complete and submit this form at least 14 days before your event date: [Request for Paid Duty form](#). [link] Larger events requiring more than two paid duty officers require a minimum of 30 days' notice.

### **6.2 First Responders**

There are many events which may require you to have onsite emergency responders. If you require first aid/ambulance service on site then you may contact Grey County Emergency Medical Services at 519-376-5744. There are also private service providers that may meet the requirements for your event such as St John's Ambulance.

### **6.3 Emergency Access**

Emergency access to sites and buildings must be maintained during events. The Ontario Fire Code and Ontario Building Code requires fire access routes. If this applies to your event, please contact the Fire Prevention Office at 519-376-2512 for the detailed emergency access requirements.

### **6.4 Evacuation Plans**

City owned buildings have approved fire safety plans and City staffed are trained in their roles and responsibilities. All privately owned assembly occupancies (venues) must also have approved fire safety plans. Tents used for public assembly must also have an approved fire safety plan and if a fire alarm system is not available there shall be a fire watch posted on the premises. If this applies to your event, please contact the Fire Prevention Office at 519-376-2512 for the detailed evacuation plan requirements.

## SECTION 7: PATRON ACCESSIBILITY AND COMFORT

### 7.1 Parking/Shuttles

The Event Organizer is responsible for: ensuring there is sufficient parking for event attendees, arranging off-site parking if there is no available parking on site, arranging shuttle service for off-site parking if required and advising attendees of parking arrangements and enforcement for the event.

Where a Site Plan is required in a rental agreement with the City, parking areas should be clearly identified. At larger events, parking attendants should be arranged. The City encourages accessible or barrier-free parking spaces to be located in close proximity to the event entrance.

### 7.2 Washrooms/Hand Washing

Event organizers need to make sure there are sufficient washrooms at your event. Generally speaking, an indoor venue will have enough washroom stalls available to meet their maximum capacity. Permanent washroom facilities at outdoor venues on the other hand, may only be enough to accommodate smaller events such as a ball game or picnic, not a tournament or concert. In such cases, portable toilet rentals will be necessary and you will need to order a sufficient quantity of toilets to match your projected attendance.

The number of units (including permanent indoor toilets, if available) required varies according to the duration of your event and the number of attendees. Here is a chart which may help you calculate the number of units you need:

Length of Event - Hours										
People	1	2	3	4	5	6	7	8	9	10
50	1	1	1	1	2	2	2	2	2	
100	2	2	2	2	2	3	3	3	3	
250	3	3	3	3	4	4	4	6	6	
500	4	4	4	5	6	7	9	9	10	12
1.000	4	6	8	8	9	9	11	12	13	13
2.000	5	6	9	12	14	16	18	20	23	25
3.000	6	9	12	16	20	24	26	30	34	38
4.000	8	13	16	22	25	30	35	40	45	50

Source: A-1 Sanitation, Clarksburg

Additional considerations:

- A portion of these facilities should be barrier free, as noted in Section 7.3.6 below.
- Hand washing stations are highly recommended (and mandatory for events in City outdoor venues), to help prevent the spread of communicable illnesses. Hand sanitizers are not sufficient.
- For the safety and comfort of your attendees, your facilities need to be checked regularly for cleanliness and supplies. At longer events, do not wait for your portable sanitation provider to service your units – arrange your own staff or volunteers to check them on a regular basis.

### **7.3 Accessibility and Your Event**

#### **Legislative Environment**

There are currently two active pieces of legislation in Ontario that specifically address accessibility: the *Ontarians with Disabilities Act, 2001* (“ODA”) and the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”).

#### **Ontarians with Disabilities Act, 2001**

The ODA was passed by the Province of Ontario in 2001 to “improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.” The ODA requires organizations to undertake activities aimed at reducing and eliminating barriers to people with disabilities.

#### **Accessibility for Ontarians with Disabilities Act, 2005**

The Province of Ontario passed the AODA in 2005. The AODA is a provincial law that recognizes the history of discrimination against persons with disabilities in Ontario and requires the “...development, implementation and enforcement of standards” for accessibility to goods, services, facilities, employment, accommodation, and buildings for persons with disabilities. The AODA also reiterates many municipal requirements first legislated in the ODA, notably, all requirements specific to AACs.

There have been two regulations enacted under the AODA: Ontario Regulation 429/07 – Accessibility Standards for Customer Service and Ontario Regulation 191/11 – Integrated Accessibility Standards (“IASR”)

##### **i. Ontario Regulation 429-07 – Accessibility Standards for Customer Service**

The first Regulation enacted under the AODA was *Ontario Regulation 429/07– Accessibility Standards for Customer Service*.

**ii. Ontario Regulation 191/11 – Integrated Accessibility Standards (IASR)** The IASR became effective July 1, 2011. The integrated standard includes policies relating to:

- customer service • employment • information and communications • transportation • design of public spaces

It is your responsibility to ensure that your organization complies with the legislation.

Consider promoting the accessible features of your event in your marketing. This can be a real benefit and helps ensure that people are informed and can take maximum advantage of what you are offering.

Here are some tips and thoughts for Festivals and Events:

### **1. Accessible Parking Spaces**

If you are using a facility or park that has designated accessible spaces that is great. Depending on the nature of your event and the set up, you may want to consider making sure that accessible spaces are located near points of entry/exit.

If you are using a City Park or Facility, extra accessible spaces can be signed for an event to provide for accessibility.

Where it is not feasible to provide barrier free parking close to the event main entrance, a loading/unloading zone can be established close to the entrance with barrier free parking spaces located elsewhere in the event area.

All barrier free parking and loading/unloading areas (and any areas rendered unusable by the event) should be clearly signed with appropriate direction provided from the nearest site access. Event organizers are encouraged to advertise the location of loading/unloading and parking areas and ensure event personnel are familiar with their location.

The size of spaces and requirements for signage can be found in the Integrated Accessibility Standards regulation of the Accessibility for Ontarians with Disabilities Act. A guide to these standards is available at:

<https://www.ontario.ca/document/how-comply-integrated-accessibility-standards-regulation#!/>

### **2. Public Transportation**

The City has a 4 route conventional transportation system and one specialized transit bus.

The transit system is a great way to encourage people to get to events.

Consider promoting the use of public transit for your event.

Details on the routes and hours of operation, etc. on the transit system can be found at [www.owensound.ca/city-transit/bus-route-map](http://www.owensound.ca/city-transit/bus-route-map).

### **3. Entrances and paths of travel**

For larger events, the public often enter and exit through one of several access points. At least one of these should be accessible. Ensure that the gate is at least 36" wide and if there are "turnstiles" that there is an option to move around these to enter.

If the main entrance is not accessible, ensure that this is made known in advance and also with signage during the event.

Paths of travel should be a minimum of 1.5 m in width, slip resistant without steps or barriers that lead to public areas of an event.

### **4. Stages and Seating**

Where possible, a stage should include a ramp.

The stage should be visible for people watching from accessible seating areas.

Consider designating specific areas for persons with disabilities and their support person that provides for their accessibility to a show or event.

### **5. Food Services and Public Eating areas**

The Built Environment standard includes requirements for public eating areas. Please see [www.ontario.ca/laws/regulation/110191#BK114](http://www.ontario.ca/laws/regulation/110191#BK114)

Design food areas so that they can easily be navigated. Provide options for people using mobility devices.

### **6. Portable Washrooms and hand washing stations**

There are standards for the provision of washrooms based on attendance. A portion of these facilities should be barrier free in accordance with the Ontario Building Code Section 3.8.2.3.

Consider the path of travel to washrooms and locating them in the event away from crowds and noise.

### **7. Rest areas, sun/wind/rain shelters**

Consider providing rest areas and places that patrons can go during an outdoor event to get out of the sun, rain or wind or to rest.

### **8. Signage**

Provide high contrast signs in high and low positions and use a plain font (Verdana for example) that are readable in all light conditions. Provide temporary lighting of signage where possible or locate where there are existing lights.

In addition to text, use universal symbols where possible.



## **9. Support Persons**

The Regulations provide detail on support persons who are required to attend an event with a person to ensure the safety of a person with a disability. See the Regulation for additional detail.

## **10. Service Animals**

There are many different kinds of service animals and they may be with a person who does not have a visible disability. These animals should have paperwork that support their use as a service animal.

Service animals can accompany a person with a disability to all areas of an event that are available to the public.

## **11. Training staff and volunteers**

There are requirements for customer service training in the legislation. All staff and volunteers should receive customer service training to help make them aware and assist in welcoming and serving people of all abilities at the event.

## **12. Maps and Information**

Provide information about your event's accessibility features and consider it in all aspects of your planning. Marketing and promoting these features of accessibility will appeal to all people.

## **13. Website**

The website for the event should meet the AODA requirements. A compliant website is one which satisfies an international standard called the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0.

## SECTION 8: ADDITIONAL RESOURCES

### 8.1 City of Owen Sound and Other Local Contacts

City of Owen Sound staff are happy to assist you with any aspect of your event planning. Please don't hesitate to contact us if you have any questions. If we don't know the answer we'll help you find someone who does.

#### City Contacts 519-376-4440

By-law Coordinator	ext. 1241	- <i>By-law information and questions</i>
Engineering Services	ext. 3302	- <i>Road closures</i>
Event Facilitator	ext. 1251	- <i>Event advice and consultation</i>
Facility Booking Coordinator	ext. 1254	- <i>Major event bookings</i>
Legislative Services Coordinator	ext. 1268	- <i>Permits and licenses</i>
Service Counter/Switchboard	ext. 0	- <i>Routine facility bookings</i>
Tourism Marketing Coordinator	ext. 1225	- <i>Promotional support</i>

#### Other Contacts

Fire Prevention Office (non-emergency)	519-376-2512
Owen Sound Police Service (non-emergency)	519-376-1234
Grey County Paramedics (non-emergency)	519-376-7337
Owen Sound Tourism	1-888-675-5555
Grey Bruce Health Unit	519-376-9420



#### **ACTION STEP**

### 8.2 Promoting Your Event: Online Events Calendar

The City of Owen Sound runs a free online events calendar to promote festivals and special events of interest to visitors and local residents. It can be found at [www.owensound.ca/events](http://www.owensound.ca/events).

Click on "Submit Your Event" and follow the prompts, entering the name of the event plus date, time, location, admission fee, contact info and web links. Photos or posters are also welcome. We encourage you to list your event **as soon as it's confirmed**, as the City pulls from the events calendar for its annual Visitor's Guide, Events Brochure, and Winter Guide. An early submission will help ensure that your event is considered for these publications well before the editorial deadlines.

The City also publishes a weekly event e-blast, "Around the Sound," that reaches hundreds of subscribers. To be included, your event must already be listed on the City's events calendar. If you would like to receive the e-blast, sign up at [www.owensound.ca/events](http://www.owensound.ca/events).

Owen Sound events are also promoted through our social media channels, particularly Facebook (Owen Sound Tourism, Events and Attractions) and Twitter (@OSTourism). Feel free to “tag” us in posts about your event or share directly on our social media pages.

### **8.3 Online Resources**

#### **Event Calendars**

In addition to the City of Owen Sound Events Calendar (see above), we highly recommend the following to local event planners:

[www.visitgrey.ca](http://www.visitgrey.ca) Grey County Tourism. Look for the Events tab. Registration required.

[brucegreysimcoe.com](http://brucegreysimcoe.com) BruceGreySimcoe Regional Tourism Organization. Look for the Festivals & Events tab. Listings for tourism-oriented events only.

[www.festivalsandeventsontario.ca](http://www.festivalsandeventsontario.ca) Festivals & Events Ontario, trade association for festival and event producers. Will accept event submissions from non-members. Click on “Submit An Event.”

[www.ontariotravel.net](http://www.ontariotravel.net) Ontario government’s official tourism site. Look for the Events Calendar under the Plan tab. To submit an event listing, go to [www.tourismpartners.com](http://www.tourismpartners.com) and become a Registered User. Look for the “Submit Your Listings” link.

[ontariolivemusic.ca](http://ontariolivemusic.ca) New provincial music listing site, searchable by location and band/artist name. Site also includes a blog used to promote upcoming festivals and concerts.

Local Media. Many local media outlets feature an event calendar on their websites. For an up-to-date media contact list, email the City of Owen Sound’s Event Facilitator at [specialevents@owensound.ca](mailto:specialevents@owensound.ca).

#### **Festival and Event Resources**

There are many sources of information available online which can help you sharpen your event planning skills and knowledge. Following is a list of a few we recommend as resources for both new and established event planners.

[www.festivalsandeventsontario.ca](http://www.festivalsandeventsontario.ca) Festivals & Events Ontario, trade association for festival and event producers and publisher of the annual provincial guide to festivals and events. Membership includes many benefits and is highly recommended for any ongoing festival or major event. Free weekly e-newsletter available.

[www.ifea.com](http://www.ifea.com) International Festivals & Events Association. Publishes a quarterly magazine (members only) and free weekly e-newsletter. Administers the Certified Festival and Event Executive (CFEE) professional certification program and other training opportunities, including webinars hosted by industry professionals which anyone can purchase.

[www.eventmanagerblog.com](http://www.eventmanagerblog.com) Tons of free resources and training for event planners.

LinkedIn™. Event planners have numerous groups on this professional networking site. See, for example, Event Planning & Event Management, and Event Peeps.

## 8.4 Event Planning Timeline

This resource is offered to help new event planners begin to get organized. It is also available as a Microsoft Excel spreadsheet which you can download through this link:

[link to [Event Planning Timeline](#)]

This event planning tool is intended as a starting point. Every special event carries its own unique tasks, but there are some general activities which need to be executed with almost all events for them to be successful. The exact tasks and the timing of them will vary from event to event.

For more help with your event planning or additional resources please contact the City of Owen Sound's Event Facilitator at [specialevents@owensound.ca](mailto:specialevents@owensound.ca) or call 519-376-4440 ext. 1251.

<b>Task</b>	<b>Target Date</b>	<b>Person(s) Responsible</b>	<b>Status</b>	<b>Date completed</b>
<b>Year Prior to Event</b>				
Appoint or Strike a Committee to organize the event, create Sub-Committees: parking-road closure, entertainment, food, promotion, volunteers, media relations, etc.				
Committee should meet monthly, subcommittees as needed				
Research a date that doesn't conflict with any other event				
Develop an Event Budget				
Create a business plan for the event stipulating objectives, target demographics, expected revenue, projected expenses				
Research and apply for relevant funding grants				
Apply for any relevant permits or licenses				
Book venue, and tents if needed				
Book entertainment				
Meet with Community groups to inform them of plans and request input/participation				
Research other Festivals and events for do/don't do hints				
Develop and sell Sponsorship packages				
Create a dedicated website or a page on an existing site that is dedicated to the event				
Have a dedicated email address for internet based inquiries				
<b>Six Months Prior to Event</b>				
Inform or seek assistance from service groups or organizations that may be able to help with staffing the event				

Invite VIPs and any government officials				
Secure locations to sell advance tickets				
Begin registering vendors/participants				
Issue a Media Advisory detailing the event and ask for volunteers				
Purchase/book Media advertising				
Book complimentary accommodations				
Register the event with as many event websites as possible				
<b>Five Months Prior to Event</b>				
Develop and order souvenirs				
Notify Tourism offices within a 2 hour drive of event details				
<b>Four Months Prior to Event</b>				
Committee should begin to meet twice a month				
Sub-Committees begin meeting regularly, creating a list of objectives and tasks				
<b>Three Months Prior to Event</b>				
Proof media advertising purchased, develop a themed promotional campaign				
Collect all event related media published/broadcast				
<b>Two Months Prior to Event</b>				
Confirm all bookings including production personnel				
Confirm all community groups committed to assist				
Pre-order food				
Sub-Committees turn in reports on status, goals and objectives accomplished				
<b>Six weeks Prior to Event</b>				
Committee should meet weekly				
Confirm purchased media advertising				
<b>Four weeks Prior to Event</b>				
Site inspection assessing for the impact of rain, garbage, small repairs, etc				
Develop event-specific On-site Itinerary and distribute to all crew chiefs				
<b>Three weeks Prior to Event</b>				
Have a theme decorating contest within the scope of the festival and have decorations left up for at least one week post event				
<b>Two Weeks Prior to Event</b>				
Issue Media Advisory detailing VIPs and other exciting activities associated with the event				

<b>One Week Prior to Event</b>				
Create posters detailing the same event but for the following year and invite the attendees back the following year				
Issue press release with final details and invite media to media night				
Put up event specific signage (check local sign by-law)				
<b>Three Days Prior to Event</b>				
Host a media night as an event teaser				
Site set up begins / Initiate On-site Itinerary				
<b>One Week Post Event</b>				
Return or arrange for pick-up of rented or donated items				
Clean event site				
<b>One Month Post Event</b>				
Follow up with sponsors, demonstrate sponsorship fulfillment and value-added				
Pay all accounts payable				
Follow up with accounts receivable				
Issue media release on success of event, estimated economic impact and plans for next year				