



The Corporation of the Town of LaSalle  
Policy Manual

**LaSalle Event Hosting Policy**

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## **Policy Statement**

It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that facilities owned and operated by the Town and being rented to an external group for the purpose of hosting an event should be effectively regulated to ensure proper asset management and fair allocation and use distribution.

## **Purpose**

The purpose of this policy is to

- Provide a clear definition of how events are delivered and supported by the Town
- Clarify the roles and responsibilities around event management to ensure efficient procedures.
- Ensure that event types are compatible with Town venues and that thoughtful planning is implemented to mitigate risk.
- Facilitate fair event applications.
- Ensure all laws, regulations, Town By-Laws and policies are adhered to.
- Confirm the authority of the Town to make decisions to protect residents, the Town’s assets, and the natural environment

- Provide guiding principles to create event experiences that align with the LaSalle 2050 – Town of LaSalle Strategic Plan.

This policy will also serve as a clause to the contract of the user. The user/user group shall be charged with reading, understanding and abiding by the policy put forth by the Town as outlined within this document, as part of a binding schedule/appendix to the permit.

## Scope

This policy covers events delivered or supported by the Town including public events held at indoor and outdoor facilities owned and operated by the Town.

## Definitions

**Amusement Devices** refers to

- Devices such as carnival rides, aerial rides, inflatables, games or shows that require appropriate permits and inspections.

**Authorized Vendor** refers to

- A vendor or contractor who has provided appropriate documentation to the Town and is permitted to provide services to users on Town property. For more information, refer to [Authorized Vendors](#).

**Capacity** refers to

- A limit of persons permitted in an occupied space. Capacity may be determined by the Ontario Fire Code, use of the occupied space, health measures and restrictions and Town limits. In all circumstances, the Town reserves right to determine capacity.

**Commercial Event** refers to

- An event held on Town property that is hosted by an individual, group or company in the pursuit of business, the promotion or sale of products and/or services for profit.

**Community Event** refers to

- An event held on Town property that is open to the general public, hosted by an individual, organization or group.

**Event** refers to

- Any type of festival, tournament or event.
- An event is a planned activity or series of activities held within the span of one day to celebrate an occasion or achieve social, cultural, recreational or economic objectives. Events may be offered on a one-time or recurring basis.

**Facility** refers to

- Any Town owned or operated building, structure or space.
- Includes both indoor and outdoor spaces.

**Festival** refers to

- An event which occurs over two or more days.

**Legacy Event** shall be defined as

- A returning event that has previous booking history with the Town pre-dating this policy.

**Major Event**

- Major events are defined as events that require the assistance of multiple Town departments and resources to plan and implement.

**Service animals** refer to

- Any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or where the person provides a letter from a physician or nurse confirming that he or she requires the animal for reasons relating to his or her disability; or a valid identification card signed by the Attorney General of Canada or a certificate of training from a recognized guide dog or service animal training school.

**Special Event Review Team (SERT)** refers to

- A review committee with a defined mandate and responsibility to ensure safety and compliance for all events. For more information, refer to [SERT](#).

**Tournament** shall be defined as

- A local, regional, provincial, national or international competition between teams or individual competitors. A tournament may be held at one facility or at several facilities within the span of one day or over multiple days.

**Town Delivered Event** refers to

- An event that is organized, managed and hosted by the Town.

**User/User-Group** shall be defined as

- Any individual, organization, committee, event, membership or other designation that has been approved to use Town owned and operated facilities and engages in a contract with the Town for the use of Town-owned facilities.
- Also referred to as the event, event organizer or event host.

## Policy

### Guiding Principles

The following principles will guide event management and decision-making. In the process of delivering and supporting events, the Town will:

- Encourage the development of vibrant events, festivals and tournaments while balancing the needs of regular facility users and the community.
- Facilitate a fair event application and approval process.
- Evaluate an event request based on the suitability of the requested venue, and the anticipated impacts to regular users/groups, Town resources and the community.
- Promote inclusive and accessible environments where residents are encouraged to attend and participate. The Town does not support events that promote harassment or discrimination.
- Not permit events or activities that advance the business of a political party. Use of municipal-owned facilities is prohibited for any election-related purpose, which includes 'meet the candidates' night, parties and other expressions of appreciation, displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in any Town property, save and except a voting station in a federal, provincial, or municipal election.
- Not permit events that have the potential to negatively reflect the Town's image. The Town has the right to reject an event which:
  - Promotes any form of discrimination, including that based upon race, national origin, religion, sex, gender, sexual orientation or age;
  - Degrades/slanders any individual, group, Town service, event or program;
  - Promotes unlawful behavior including violence or hate.
- Communicate the requirements for the use of Town owned and operated parks and facilities with the expectation that all event participants comply with the standards for appropriate behaviour and conduct, as identified in the Town's RZone Respect and Responsibility Policy.
- Ensure due diligence in safety and risk management to protect all individuals involved in the event and the general public.
- Protect Town assets by identifying sites appropriate for events and defining the conditions for use. All Town facilities must be used for their intended purposes.

### Approved Event Venues

Approved event venues at Town owned or operated facilities is subject to SERT approval.

## **Event Venues and Conditions for Use**

Town indoor facilities, parks and outdoor spaces have been evaluated to determine which are appropriate as event, festival, or tournament sites. To balance the needs of regular facility users, protect Town's assets and natural areas, and mitigate any negative impacts of events, the following factors are taken into consideration related to site availability and event approval:

- Events, festivals, and tournaments will only be approved if the anticipated event attendance combined with other schedule programs and events does not exceed the total approved capacity for the event site.
- An event, festival or tournament may take place at the same time as regularly scheduled activities, provided that the event does not disrupt these activities. The following will be taken into consideration when determining if disruption will occur:
  - Anticipated event attendance
  - Duration of event
  - Event hours
  - Type of event
  - Types of crowds
  - Emergency evacuation/possible weather conditions
  - Food/beverage/alcohol service
  - Multi-functions or activities
  - Maintenance required for washrooms and waste disposal
  - Parking or traffic management
- A maximum of one major event, festival or tournament shall be hosted at any site within the Town at one time. Major events are defined as those that require the assistance of multiple Town departments/resources to plan and implement. Legacy events that conflict with major events shall be allowed to continue and will be discontinued through attrition.
- All events must operate within the standard facility hours as determined by the Town, including set up and tear down operations.

## **Permits**

No user/user group shall use Town property other than general public use, nor shall any person conduct or hold an organized sport, activity, event, festival or ancillary activity on Town property unless that user/user group has obtained a permit from the Town.

## **Prioritization of Event Allocations**

Event permit allocation will be completed using the following list in order of first prioritization:

- Priority 1: Municipal Events

- Priority 2: Returning events, festivals and tournaments that continue to provide value to the Town and community, with the organizers requesting the same general date and location annually, within established timelines.
- Priority 3: New community events, festivals and tournaments as selected through an Expression of Interest (EOI) process.
- Priority 4: Commercial events and private events

In addition to the allocation order, Town staff will consider a variety of factors in assessing EOIs, such as the potential impact to regular facility users, event innovations and the suitability of the venue for the event type.

Events that have significant importance to the Town and community, that align with the Town's Strategic Plan, the Ontario Culture Strategy and support local business and tourism, may be afforded priority for high-demand venues. The Town reserves the right to reschedule an event or relocate it to an alternate site.

## **Application Process**

### **Event Bidding**

Event organizers seeking hosting rights from an event right holding group for a sanctioned major tournament, event or festival must receive confirmation of site availability from the Town prior to applying to host. Failure to receive prior confirmation will jeopardize the approval of the event by the Town.

### **Event Cancellation**

Once a deposit or full payment is received, refunds or credits will not be provided if the user cancels or postpones the event for any reason, including inclement weather.

### **Expression of Interest**

The Town attempts to accommodate most event requests. Users seeking to host a new event with the Town must submit a request through the Expression of Interest (EOI) process. The goal of the EOI is to invite submissions that describe the event, relative experience and alignment of Town goals, as set out in the Request for the Expression of Interest, included in the appendix.

By submitting an EOI, the user agrees to have the sole responsibility to be knowledgeable about, fully understand, and to meet or exceed all codes, laws, policies, and regulations associated with the proposed event and its related activities. You and your representatives also agree to accept the venue in an as-is condition and inspect all

areas within the event venue and immediate surrounding areas for hazards and take any reasonable actions to protect event participants and attendees until corrective/remedial measures are implemented. Applicants are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

The stipulations contained within this policy will assist event organizers and serve as a guideline for the development of event plans that comply with Municipal, Provincial, and Federal codes, laws, policies, and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

If dates remain available after the EOI process, low complexity events will be considered provided the event organizers can fulfill all requirements within established timelines.

### **Returning Events**

It is recognized that it is advantageous to event organizers to maintain a reasonable amount of consistency in the allocation of event space from year to year. Therefore, the Town will take due consideration into the allocation of event space based on previous years.

Allocations for the following year will be held for 90 days after the conclusion of the event. Confirmations should accompany a deposit no less than 50% of the cost of the rental. Should the event fail to express interest in returning during this period, the event space shall be deemed available for the upcoming season and the space and date will be included in the EOI process for new events.

### **Facility Use Permit Requirements**

If the event venue and date are approved, Town employees will issue a Tentative Facility Use Permit to the event organizer who is then required to obtain and provide a Certificate of Insurance (COI), naming the Town as an additional insured in the amount of five million dollars (\$5,000 000.00). See [Insurance](#) for more information. All rentals shall require a signed rental permit. All rentals will be charged rental fees as outlined in the Town of LaSalle User Fee By-law.

To receive the Facility Use Permit, the following must be provided in entirety to the Town prior to your event date:

- Full payment or deposit of fees
- Signed contract/agreement
- Certificate of Insurance
- Health and Safety Plan with all necessary paperwork and documentation

Events cannot take place without a Final Facility Use Permit. The final permit issued by the Town of LaSalle is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan. The Town of LaSalle may place conditions or not approve all venue areas and/or activities requested. Failure to comply with the terms and conditions of the contract and any additional requirements of the Town of LaSalle, may result in the immediate cancellation of the event and/or denial of future special event permit applications.

## **Permits and Fees**

A deposit of 50% is required to receive the Tentative Facility Reservation Permit. Full payment is required 20 business days prior to event to receive the Facility Reservation Permit.

All festivals, events or tournaments will be charged rental fees as outlined in the Town's User Fee By-law. In addition to the space and permit fee, you may be assessed other permit fees, Town personnel or resource fees, as well as fines for damages assessed by the Town for the cost to repair and/or restore any Town property damaged by an event. Rental fees will be charged for all event dates including the set up and tear down dates.

## **Damages**

It is the responsibility of the user to ensure that Town property is protected from damage and vandalism during an event. The cost to repair damages to Town property including any park, surface or facility will be the responsibility of the user. All damage fees will be assessed in accordance with the RZone Respect and Responsibility Policy. Depending on the nature of the event, a damage deposit may be required. The amount of the deposit will be indicated on the event permit.

## **Entandem**

Entandem is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process to play music legally and ethically. The Town holds an Entandem license. As part of the terms of this license, the Town requires that all events using Town owned and operated property and featuring recorded or live cover music pay a fee. The Town will calculate the necessary fee for the event and this fee will appear on and be payable under the event permit.

The event organizer must ensure that the entertainment associated with a festival or event that is open to the public, will be of a positive nature for the enjoyment of both adults and children. Rude or foul language, nudity or any form of profanity in verbal form

or gesture will not be tolerated

### **Waiver of Fees**

The Town applies all fees in accordance with the Town's User Fee By-law. Waiver of fees will only be considered in exceptional circumstances, as outlined by the Town of LaSalle Fee Waiving Policy.

### **Special Event Review Team (SERT)**

The Special Event Review Team (SERT) is a committee that provides expertise and guidance to event organizers booking their event with the Town to ensure events on Town property are executed safely.

SERT may include delegates from the following departments and organizations:

- Culture and Recreation
- Administration
- Public Works
- LaSalle Police Service
- LaSalle Fire Service
- Council Services
- Planning, Building and By-law Enforcement
- Strategy and Engagement
- Alcohol and Gaming Commission of Ontario
- Windsor-Essex County Health Unit

SERT will:

- Ensure all relevant forms and supporting documentation necessary are submitted
- Facilitate a comprehensive event review by using the expertise and experience of SERT members
- Review the event plan for compliance with Federal, Provincial and Municipal legislation and regulations. The event organizer is responsible to ensure compliance with all government regulations, laws, codes and by-laws.
- Ensuring applications for special events satisfy all necessary town requirements.
- Mitigating risk to the Town through associated events.
- Streamline the flow of event-related information throughout all town departments involved with supporting and managing the requirements of special events.
- Provide event guidelines, policies and procedures set out by the Town of LaSalle for event organizers.

More information regarding the SERT committee mandate is available on the Town's website.

## **SERT Meeting Requirements**

Event organizers must attend a SERT meeting prior to the event date to review the safety plan for the proposed event activities. Events that anticipate an expected attendance of 200 or more persons or meet one of the additional criteria below must attend a meeting:

- Street closure required
- Alcohol being sold or consumed
- Amusement rides or inflatables will be present
- On-site cooking or sale of food will occur
- Large temporary structures (tents) will be constructed
- Aerial equipment
- Petting Zoo/Animal shows will occur

The event organizer as well as any applicable on-site organizers must attend the SERT meeting. The Town will only communicate through the event organizer, and not through the organizer's staff, volunteers or contractors.

## **Adherence to Town By-laws, Policies and Guidelines**

There are a number of different special event related permits and/or authorization that may be issued independent of the Department of Culture and Recreation. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

## **Event Preparations**

### **Insurance**

Event organizers are responsible for all participants attending their event. All events are required to provide Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include a certificate of insurance naming the Town of LaSalle as an additional insured with a minimum of five million (\$5,000,000) liability. Insurance must be provided prior to the event date. Insurance must include coverage for all event dates including the set up and tear down dates.

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Some users/user groups may be eligible to purchase facility user group insurance from the Town of LaSalle based on the rates outlined in the User Fee Schedule. Eligibility is based on activities and criteria of the event. Not all activities are covered.

## **Indemnification**

The Event Organizer shall defend, indemnify and save harmless the Corporation of the Town of LaSalle, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with this contract and shall survive this contract/rental permit.

The Event Organizer agrees to defend, indemnify and save harmless the Corporation of the Town of LaSalle from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Event Organizer's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Event Organizer in accordance with this contract and shall survive this policy as a binding part to the contract/rental permit.

## **Promotions and Marketing**

The Town logo shall not be used in any promotional and/or marketing material unless the Town is a sponsor or partner for the event and has provided consent. In circumstances that the Town logo is permitted to be used, the Town Brand Standards Guide must be followed, and any use must be approved by the Town. Event organizers are responsible for promoting their event and are able to submit their event to the Town's online events calendar.

## **Respect and Responsibility**

The RZone Respect and Responsibility Policy requires that users renting Town owned or operated space take responsibility for their actions and respect people, property and equipment. Violation of the RZone Respect and Responsibility Policy will result in disciplinary action. Any Town employee may start disciplinary action against any patron/participant they deem to be in violation of the policy by:

- Requesting a stop to the violation/offending action
- Requesting a violator to leave the property
- Requesting assistance from administration
- Calling police

The event organizer is responsible for the conduct and supervision of all persons associated with the rental group and shall ensure that all rules and regulations are strictly observed and enforced. Event organizers shall familiarize themselves with the Town of LaSalle Customer Service Standards Policy and the Town of LaSalle Harassment and Discrimination Policy.

## **Sponsorship**

Event organizers that are seeking sponsorship opportunities for their event must obtain written approval from the Town in advance prior to selling any amenity as a sponsorship opportunity. The Town reserves the right to decline any sponsorship recommendations from the event organizer. The event organizer must also seek approval to have any temporary signs, banners or promotional material of the sponsor installed at the event. The Town is not responsible for installing or removing any approved sponsorship materials. All sponsorships obtained by the event organizer reflect the opinions of the event organizer and do not express the views or opinions of the Town.

The event organizer is responsible for costs incurred for the collection and installation of any approved sponsorship materials.

## **Town Resources and Equipment**

The amenities available at Town facilities are limited to those already available on site. A list of amenities available at each Town facility can be found on the Town website. Additional amenities required by the user must be ordered by the user through the approved vendor list. The approved vendor list will be provided to the user by the Town.

## **Rules and Regulations**

### **Accessibility**

Events must ensure compliance with all Accessibility for Ontarians with Disabilities Act (AODA) and the Town of LaSalle Accessible Customer Service Standards Policy. Event organizers must provide a barrier free environment for visitors to the event. This includes well placed and clearly signed accessible parking spaces, entertainment viewing areas and restrooms that are easily accessible for those with physical challenges. For more information about how to make your event more accessible, please refer to the Ontario Guide to Accessible Festivals and Outdoor Events.

### **Alcohol Use**

Events that wish to serve or sell alcohol must adhere to both Provincial and Municipal requirements and laws. Event organizers must abide the Town of LaSalle Municipal Alcohol Risk Management Policy. In addition to adhering to Municipal policies, event organizers must abide by all Alcohol and Gaming Commission of Ontario (AGCO) guidelines. The AGCO is responsible for granting Special Occasion Permits (SOPs). No

event may serve or sell alcohol without an authorized SOP.

### **Animals and Service Animals**

Dogs are permitted in public parks but must be on leash at all times unless in a park specified as an off-leash dog park. Some events may wish to prohibit animals within their event, with the exception of service animals.

### **Fireworks and Open Burnings**

By-law 8013 regulates the use of fireworks. By-law 7170 regulates open-air burnings. The use of candles, sparklers, incense, paper lanterns, open flames, smoke foggers, combustible figurines or pyrotechnic devices is prohibited on Town property unless written permission is provided by the Chief Fire Official.

Barbecue grills are permitted provided that the operator has a fire extinguisher present and has a non-expired propane cylinder. Barbeque grills must not be left unattended and shall be supervised by a responsible person at all times.

### **Lottery and Raffles**

In accordance with By-Law 7935, no user shall operate a lottery without holding a valid license. Lottery licensing is issued by the License Commissioner or the Deputy Clerk of the Council Services Department and can be obtained at the LaSalle Civic Centre. Further information on lottery licensing eligibility is available on the Town website.

If a user operates an illegal lottery, they may be in contravention of statute laws such as the Criminal Code of Canada and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any user-group that operates an illegal lottery shall be reported.

### **Signs**

No unauthorized signs, marketing, promotional materials, flags or banners shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of Town By-law 6407. Any sign erected shall be in compliance with Town By-law 6407.

### **Smoking**

The Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3 identifies places where smoking is prohibited. Smoking and vaping is prohibited at all events on Town property. Users shall enforce this policy and ensure event attendees refrain from smoking while attending their events. Smoking is prohibited at any location at the Vollmer Culture and Recreation Complex. The Windsor-Essex County Health

Unit tobacco enforcement officers conduct inspections to ensure compliance of the Act. Users must also abide by Town By-law 7775.

## **Sound/Noise**

Town By-law 3783 exists to regulate amplified sound and music. If using amplified sound at an event, the event organizer shall apply for a By-law exemption.

## **Tents and Temporary Structures**

A Temporary Building Permit is required on all tents larger than 640 sq ft. This is a requirement as listed in the Ontario Building Code and is enforced by the Town's Building Department. If a tent larger than 640 sq ft is erected without an approved permit, the tent is in violation with these codes.

In addition to the Temporary Building Permit, an Engineered Inspection is also required on tents larger than 2400 sq ft. The Town's building department will approve the permit on these tents once a structural engineer has inspected and signed off on the tent installation.

## **Health and Safety**

Event organizers must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials. Event organizers must also comply with all orders issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health, as well as the Windsor-Essex County Health Unit. The event organizer must comply with all additional health and safety guidelines and requirements of the Town.

In the event of a medical emergency, the event organizer must immediately suspend activity and take appropriate action. It is the responsibility of the event organizer to provide first aid to participants and spectators of their activity. Town employees may assist by way of calling 911 and providing a first aid kit and/or an automated external defibrillator.

## **Health and Safety Plan**

Event organizers shall identify methods for mitigating and managing risks associated with their event. Event organizers required to attend a SERT meeting must prepare a Health and Safety Plan for review by SERT. A Health and Safety Plan ensures adequate preparedness to deliver a safe event. A proper plan should:

- Identify measures for the protection and well-being of the public and participants who will be attending the event.
- Address steps to reduce the risk of injury/loss of life and property damage.

- Identify the roles and responsibilities of individuals responsible for the event.

The Town provides a template to complete and submit your plan. A Health and Safety Plan shall include the following:

- Contact information for on-site event personnel.
- Evacuation area with an evacuation route.
- Procedures to be followed in the event of an emergency.
- Procedures to be followed in the event of inclement weather.
- Details to ensure proper food handling.
- Emergency services that are required in the event of an emergency.
- Communication procedures between event personnel and to local authorities in the event of an emergency.
- Details of volunteer and staff preparations to address an emergency.
- Details of how security (if applicable) will be contacted and respond to an emergency during the event.
- Detailed first aid plan. The event organizer is responsible at all times for the first aid and emergency care of all participants, staff and contractors attending their event.
- A site map attached identifying the location of the following:
  - Emergency access route
  - Emergency equipment
  - Event command centre
  - First aid post
  - Security post
  - Potential hazards (propane, generators, open flame, etc.)
  - Public access and exits

## **Crowd Management**

Events with a large expected attendance must consider crowd management plans as a tool for risk management. A crowd management plan will be submitted through the Health and Safety Plan prior to the event. A crowd management plan refers to the measures taken to facilitate the movement and enjoyment of the crowd, such as seating and ushering. Crowd control refers to the actions taken once a crowd is beginning to get out of control.

## **Fire Services**

Depending on the nature of the event and expected attendance, the event organizer may be requested to provide confirmation that emergency services (fire and medical services) have been contacted and will be on site during event operations.

The Chief Fire Official will determine the level of fire protection to be provided. The cost of supplemental protection, if applicable, must be covered by the event organizer. This payment must be made directly to LaSalle Fire Service.

## **Food Preparations**

Event organizers must abide by all regulations of the Windsor-Essex County Health Unit (WECHU).

Event organizers that will be hosting food vendors on site must complete a Special Event/Market Organizer Application available on the WECHU website. This form shall be submitted to WECHU prior to the event. Any food vendor attending the event shall submit a Food Vendor Application available on the WECHU website. This form shall be submitted to WECHU prior to the event.

The event organizer is responsible to ensure proper food handling and preparations are adhered to at all times.

## **Ground Surface Disruption**

Any digging or use of ground stakes requires identifying locates first to prevent damage to underground utilities. The contractor (person digging or installing ground stakes) is responsible for submitting the locates inspection with Ontario One Call. The user is responsible for ensuring the contractor receives locates through Ontario One Call. Locates must be completed one week prior to the event. Ontario One Call will provide written documentation through email that the locates have been completed. The Town must receive a copy of this confirmation one week prior to the event.

## **Inclement Weather**

Event organizers are responsible for tracking and communicating extreme weather conditions to event participants. Severe temperatures, high winds, heavy rain, snow and sleet all pose safety risks for special events. Details of the response to inclement weather must be included in the Health and Safety Plan. Weather conditions leading up to your event date may impact ground conditions. In order to mitigate any damages to turf and equipment, event organizers may be asked to refrain from parking vehicles or placing any equipment on any fields or grass.

## **Police Services**

Event organizers have a responsibility to provide a safe and secure environment during the event. Once your Health and Safety Plan has been submitted, the LaSalle Police Service may review the plan. The Police Service has authority to require an event to provide a minimum number of licensed private security guards, volunteer and staff positions, as well as police officers and traffic controllers necessary to staff the event. These requirements will be reviewed by the SERT committee.

## **Restrooms and Handwashing Stations**

Event organizers may be required to provide additional toilets and handwashing stations

in order to protect the health of those in attendance and promote proper sanitation.

Event organizers must:

- Plan a maintenance schedule for the toilets and hand washing stations to ensure that facilities are cleaned and supplies replenished.
- Place toilet and handwashing stations in accessible locations. Organizers must ensure the appropriate numbers of washrooms are available for use by people of all abilities. Lighting should be included if the event takes place at night.

## **Safety Equipment**

The event organizer is required to provide all of the necessary safety equipment for the event including, but not limited to:

- Fire extinguishers
- First aid equipment
- Drinking water
- Barricades/cones
- Directional signage
- Fencing
- Lighting/reflective equipment
- Personal protective equipment (PPE)

In some cases, Town safety equipment may be available for use. All equipment and signs supplied by the event organizer shall not be affixed to Town property.

## **Security**

Security may be required to provide services to an event. If the event organizer has not planned for security, they may be directed to hire security by the SERT committee. The event organizer is responsible to ensure security providers are familiar the Town's Customer Service Standards Policy and the Harassment and Discrimination Policy.

## **Walk/Run**

Events seeking to host a walk or run at the Vollmer Recreation Complex must follow the pre-approved route provided by the Town. A walk or run that takes place on other Town property must accompany a plan from the event organizer that includes the route to be taken and risk management considerations such as traffic control (if required), street closures (if required) and safety equipment.

## **Parking and Traffic**

### **Parking Responsibilities**

Parking is permitted in designated parking spots only. The event organizer shall ensure that all event attendees abide by the parking rules. The event organizer is responsible to ensure sufficient parking for event attendees.

The event organizer must consider the following parking considerations:

- Additional off-site parking must be arranged if on-site parking is insufficient.
- All event attendees should be made aware of parking arrangements and enforcement policies for the event.
- Shuttle services should be arranged if off-site parking is required. Parking on grass, pathways, driving lanes, fire routes, and all other areas outside of designated parking spaces is prohibited.

### **Traffic Management**

All requests for a temporary street closure, including parades and tours, shall require an accompanying Traffic Management Plan (TMP) for consideration.

A Traffic Management Plan shall include the following:

- Identify detour routes in should be similar to roadway characteristics of the requested partial/full road closures such as volumes, road configurations, and speeds.
- Identify the limits and durations of the requested street closure.
- Indicate the location of the event, street names and/or parks to identify the site.
- Specify necessary traffic control devices such as barricade locations and identify all types of signage as per Ontario Traffic Manual.
- Identify a detour route for vehicular/cycling/pedestrian traffic.
- Indicate the drop off locations and quantity of barricades.
- Indicate the quantity and placement of closure signs.
- Identify the placement of police officers.

### **Vehicles in Parks**

Access for vehicles in Town parks shall be permitted for the purpose of event setup and tear down only and shall be restricted to designated areas approved by the Town. At no time will vehicles be permitted to drive or park on grass. The event organizer will ensure that vehicle access into the park is controlled and monitored throughout the event at the designated areas. The conduct of vehicle operators involved with the event is the responsibility of the event organizer. The cost to repair any damages caused by vehicles will be the responsibility of the event organizer. Repair costs will be assessed by Town staff as soon as possible.

## **Site Services**

### **Aerial Equipment**

Events taking place in Town parks that wish to use hot air balloons, helicopters, drones, remote control toys, planes or other aerial equipment, either for the purpose of riding in or as an attraction, must follow risk management measures in order to be considered for approval. Requests will be considered by SERT on a case-by-case basis. Drone operators must be in compliance with requirements outlined by Transport Canada.

### **Authorized Contractors and Vendors**

Should a user require to book additional amenities for their event, they must book through an authorized vendor from the Town. Additional amenities may include, but are not limited to, picnic tables, restrooms, tents, inflatables, chairs and waste management. Authorized vendors are those that have provided appropriate documentation to the Town. A list of authorized vendors is available upon request.

### **Amusement Rides and Inflatables**

Events using amusement devices such as inflatables and rides must follow stringent risk management measures to be considered for approval as part of a festival or event. Requests will be considered by the SERT committee on a case-by-case basis. Event organizers should be aware of the required permits, licensing and insurance when renting or operating an amusement device. In Ontario, the procedure to follow is outlined by the Technical Standards and Safety Authority (TSSA). The rental, installation and operation of an amusement device must be installed by an authorized vendor who shall adhere to TSSA procedures.

### **Electrical**

If the event includes amusement rides, inflatables, a concert stage, food trailers, and/or large generators to provide power, an electrical inspection is required by the Electrical Safety Authority (ESA). If a generator will be used for the event, proper grounding, guarding and connections are required. Event organizers must take all precautions to ensure these devices are inaccessible to participants. All electrical installations that involve a hardwire or camlock connection to a generator must be inspected by ESA prior to being energized. It is the responsibility of the event organizer renting the generator to obtain a permit from the ESA for inspection in all circumstances.

An electrical permit and inspection are required by ESA if:

- There is a generator providing power greater than 12 kilowatts.
- Camlock or pin and sleeve connections.
- Hardwired equipment.

Existing Town lighting and power panels shall not be used for power unless prior approval is obtained and is indicated on the facility rental permit.

## **Equipment**

All private equipment brought to the event is the responsibility of the event organizer. All equipment must be maintained and in safe condition. Some equipment may be subject to approval by the SERT committee. Heavy equipment such as forklifts, cranes and trucks must operate on paved surfaces only. All applicable permits must be present on site and only professional licensed individuals shall operate this equipment.

## **Fencing**

Events that plan to use stakes, footings or other materials you must receive authorization to disrupt surfaces below ground level. If you use materials weighted by water to secure the fencing, do not release any water into the storm water system. The Chief Fire Official will determine a maximum occupancy for the fenced area and corresponding number of required exits.

## **Food Trucks**

Events that offer food trucks must take precautions to ensure safe operation of equipment. The event organizer must ensure that all food trucks are up to date on their inspections, have valid insurance, have valid TSSA field approval licenses and have notified the health unit in advance about their participation in the event. All food trucks on Town property may be subject to inspection at any time by Town personnel, LaSalle Fire Service personnel, health unit inspectors, TSSA inspectors, ESA inspectors or by-law enforcement officers. All food trucks must be parked on asphalt surfaces. Parking on any grass surface is prohibited. Food trucks and vendors must be in compliance with all public health laws and measures.

## **Petting Zoos/Animals for Amusement**

Events that include a petting zoo or animal show as an attraction must have stringent risk management measures in order to be considered for approval. The SERT will consider requests on a case-by-case basis.

## **Waste Management Plan**

### **Garbage Collection**

Users are required to develop plans to ensure proper disposal of waste and recyclables generated by the event. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition the site was received in. Failure to perform adequate clean-up to Town property will result in damage fees billed to the event organizer.

The amenities available at Town facilities are limited to those already available on site, including garbage and recycle cans. Event organizers shall take measures to arrange for additional garbage collection and removal at expense of the event organizer.

## **Recycling**

The event organizer must provide recycling containers throughout the venue. The Essex-Windsor Solid Waste Authority offers a free special event recycling service in order to make special events more environmentally friendly. More information is available on the EWSWA website.

## **Venue Housekeeping**

The event organizer shall maintain a clean site at all times. All waste must be properly disposed of and removed from Town property. Town garbage cans shall not be over-filled. If a Town garbage can is full, any additional garbage must be removed at the cost of the event organizer. The event organizer is responsible to pay any additional cleanup costs or damage fees, as deemed appropriate by the Town.

Event organizers are responsible for the clean-up and removal of garbage and debris from the permitted event site. Event organizers must ensure that the grounds are provided with an adequate number of receptacles for all waste that is generated.

The use of washable chalk is permitted. Spray paints or chalk paints are not permitted. If spray paints are used, the event organizer will be responsible for repair costs.

## **Policy Review**

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

## **References**

- Accessibility for Ontarians with Disabilities Act
- Alcohol and Gaming Commission of Ontario Resources
- Criminal Code of Canada
- Electrical Safety Authority Resources
- Essex-Windsor Solid Waste Authority Resources
- LaSalle 2050: Town of LaSalle Strategic Plan
- Ontario Guide to Accessible Festivals and Outdoor Events
- Ontario One Call Resources
- Ontario Traffic Manual
- RZone Respect and Responsibility Policy
- Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3
- Technical Standards and Safety Authority Resources

- Town of LaSalle Accessible Customer Service Standards Policy
- Town of LaSalle Brand Standards Guide
- Town of LaSalle By-Law 7935
- Town of LaSalle By-Law 6407
- Town of LaSalle By-law 8938
- Town of LaSalle By-law 7775
- Town of LaSalle By-law 8013
- Town of LaSalle By-law 7170
- Town of LaSalle Customer Service Standards Policy
- Town of LaSalle Fee Waiving Policy
- Town of LaSalle Flag Raising Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Municipal Alcohol Risk Management Policy
- Town of LaSalle User Fee By-law
- Town of LaSalle Use of Corporate Resources for Election Purposes Policy
- Transport Canada: Drone Operation Guidelines
- Windsor-Essex County Health Unit Resources