



COMMUNITY SERVICES COMMITTEE AGENDA

Community Services Committee Meeting
Monday, July 7, 2014
Tom Davies Square

COUNCILLOR RON DUPUIS, CHAIR

Terry Kett, Vice-Chair

10:00 a.m. COMMUNITY SERVICES COMMITTEE MEETING
COUNCIL CHAMBER

Council and Committee Meetings are accessible. For more information regarding accessibility, please call 3-1-1 or email clerks@greatersudbury.ca.

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

PRESENTATIONS

1. Report dated June 25, 2014 from the Chief of Fire and Paramedic Services regarding Fire Services Cost Recovery Revenue Opportunity. **4 - 5**
(ELECTRONIC PRESENTATION) (FOR INFORMATION ONLY)
(The Emergency Services Department is exploring options for the Fire Services Division to secure additional revenue through property insurance for cost recovery by a third party, Fire Marquee.)

REGULAR AGENDA

MANAGERS' REPORTS

- R-1. Report dated June 27, 2014 from the General Manager of Community Development regarding Draft Special Event Support Policy. **6 - 16**
(RECOMMENDATION PREPARED)
(A report on Special Events Support Policy was presented to Community Services Committee on February 3rd, 2014. A draft policy has been prepared for Council's consideration related to level of support of Community Special Events.)
- R-2. Report dated June 25, 2014 from the General Manager of Community Development regarding Special Events Planning Guide. **17 - 59**
(RECOMMENDATION PREPARED)
(A special event checklist was presented and approved by the Community Services Committee on February 3, 2014. The checklist has been revised and includes more special events planning details to assist the event planners.)
- R-3. Report dated June 25, 2014 from the Chief of Fire and Paramedic Services regarding Purchase of Power Cots for EMS. **60 - 65**
(RECOMMENDATION PREPARED)
(Emergency Services is seeking approval to access funds from the Land Ambulance Reserve in order to replace our current manual ambulance stretchers with a power stretchers/load solution as a key component in our overall strategy to reduce workplace injuries and improve employee wellness.)

ADDENDUM

CIVIC PETITIONS

QUESTION PERIOD AND ANNOUNCEMENTS

NOTICES OF MOTION

ADJOURNMENT

BRIGITTE SOBUSH, DEPUTY CITY CLERK

For Information Only

Fire Services Cost Recovery Revenue Opportunity

Presented To: Community Services Committee

Presented: Monday, Jul 07, 2014

Report Date: Wednesday, Jun 25, 2014

Type: Presentations

Recommendation

For Information Only

This presentation will provide the Community Services Committee an opportunity to explore a relatively new specialty service offered by Fire Marque Incorporated regarding a new revenue stream for the City's Fire Services.

Background

Fire Marque Incorporated is a relatively new company which provides a specialty service regarding a new revenue stream for fire departments.

The majority of commercial and home insurance policies provide coverage for fire department charges incurred when the fire department is called upon and attends a fire emergency. The amount of insurance coverage can range from \$500 to \$25,000 depending on the policy.

Fire Marque Incorporated uses a process referred to as "Indemnification Technology"® which requires data collection, review of insured perils, policy wording interpretation, invoicing, follow up and records keeping. The Indemnification Technology program was created by Fire Marque and there are no comparable services offered in the market place. Municipalities are engaging Fire Marque through a sole sourcing process due to lack of other service providers.

Fire Marque Incorporated has the knowledge, staff and infrastructure to perform cost recovery from insurance companies through an agency agreement. They are former insurance professionals who are experienced in insurance policy wording interpretation, data collection, policy review with respect to insured perils, invoicing and recordkeeping. Fire Marque deals directly with the insurance companies and not the policyholders.

An agency agreement is signed between the municipality and Fire Marque Incorporated who would act as an agent on behalf of the municipality in the recovery of costs for fire services provided. The fire department

Signed By

Report Prepared By

Dave Wickenden
Deputy Fire Chief
Digitally Signed Jun 25, 14

Division Review

Trevor Bain
Deputy Chief of Fire and Paramedic Services
Digitally Signed Jun 25, 14

Recommended by the Department

Tim P. Beadman
Chief of Fire and Paramedic Services
Digitally Signed Jun 25, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jul 3, 14

provides Fire Marque with the information on a mutually agreed schedule regarding calls attended and services performed by the fire department. The information is provided through the standard incident reports which are generated as part of the regular occurrence reporting to the Office of the Fire Marshal.

Fire Marque will look into the insurance coverage of the property owner or the persons responsible for the incident to determine if there is a possibility for collection of costs under the fire insurance provisions of the insurance coverage. The types of costs that can be recovered from the insurance companies include fire extinguishing materials, dry sprinkler powder aerosol units, refilling self-contained breather apparatus, and the truck time.

Fire Marque will submit a detailed invoice of services performed by the fire department to the property owner's insurance company regarding costs for the incident. If insurance coverage is available, money up to the maximum for fire coverage will be collected. Property owners will not be responsible for paying any outstanding balances on the invoice that exceeds the fire coverage on the insurance policy. If there is no insurance coverage or no coverage for fire department services then nothing happens as no funds will be recovered.

There is no charge for this service to the municipality as any costs associated with the recovery of funds is recouped through the 30% service charge which is paid only when money has been collected from insurance companies.

Based on an analysis of Fire Marque's projections, the estimated annual revenue stream to the City of Greater Sudbury is approximately \$100,000 to \$200,000. These revenues must be used in the areas of fire prevention, public education and training programs, firefighting and capital purchases for Fire Services. The recovered funds may not be used to offset administration, communications and maintenance expenses of the fire services.

"Indemnification Technology"@ cannot be considered as a stable source of revenue in regards to budget purposes due to the unpredictability of emergency calls and the unknown factor if insurance coverage is available.

Currently, the Fire Services has the authority to invoice property owners under By-Law 2014-84 Fire Services – Establishing and Regulating Bylaw and By-law 2014-3F Miscellaneous User Fees.

If the municipality enters into an agency agreement with Fire Marque Incorporated an amendment to By-laws will be required. The term "Indemnification Technology"@ will be required to be added to the list for fire services fees under the by-law.

Request for Decision

Draft Special Event Support Policy

Presented To: Community Services
Committee

Presented: Monday, Jul 07, 2014

Report Date Friday, Jun 27, 2014

Type: Managers' Reports

Recommendation

WHEREAS a Special Events and Community Festival Support draft policy was requested to be developed at the February 3, 2014 Community Services Committee meeting, and;

WHEREAS a draft policy has been prepared for review and input, and;

WHEREAS there remains a differential in financial support provided by the City of Greater Sudbury for local events and festivals;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury request that a final Special Event Support Policy be presented to the Community Services Committee on the August 11, 2014, including funding options.

Background

At the February 3, 2014, Community Services Committee meeting, Council provided direction for the development of a draft policy on Special Events and Community Festival support. In addition, Council approved documents (planning checklists) to assist festival organizers in planning events. This report will specifically address the Draft Special Event Support Policy.

Draft Special Event Support Policy

In order to meet the growing demands of new and expanding events and to address difficulties associated with the manner in which event support is provided, it was recommended at the February 3, 2014 Community Services Committee meeting, that a draft policy be developed for special events support.

Purpose

The purpose of the CGS Special Events Support Policy is to establish an effective means of responding to special event organizers, to develop a process to allocate resources in an equitable fashion and to ensure

Signed By

Report Prepared By

Cindy Dent
Manager of Recreation
Digitally Signed Jun 27, 14

Division Review

Real Carre
Director of Leisure Services
Digitally Signed Jun 27, 14

Recommended by the Department

Catherine Matheson
General Manager of Community
Development
Digitally Signed Jun 27, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jun 27, 14

that special events are executed in a sustainable and safe manner.

Event Support Guiding Principles

Community Benefit

In order to be considered for municipal support, events must provide a meaningful community benefit. Events must have a direct impact on one or more of the following areas: arts and culture, heritage, health and wellness, the environment, active living, and/or economic development.

Fairness

Event support will be provided in a transparent and fair manner with posted eligibility criteria and approval processes.

Fiscal Responsibility

The CGS will support event organizers while working within approved operational budgets and safeguarding the assets of the CGS.

Safety

The safety of residents, event participants, visitors, and volunteers is paramount. All events on municipal property and those receiving municipal support must adhere to applicable laws, by-laws, rules, regulations, etc.

Sustainability

The CGS will work with organizers to ensure for the successful implementation and growth of events. The CGS will work with organizers to minimize the impact events have on the environment and the community.

Value

The CGS recognizes Special Events as an integral part of what makes Greater Sudbury a Healthy Community.

Continued Event Consultation and Facilitation

The Leisure Services Division has and will continue to support all event organizers with event consultation and facilitation including:

- Provide event organizers with Special Events Checklist-Planning Guide and assist with recommendations for event planning
- Matching event organizers to appropriate facilities
- Ensuring event organizers meet applicable legislation and By-laws
- Acting as a liaison to other City departments and regulatory bodies
- Developing event management plans for their functions including inclement weather plans, emergency management plans and waste management strategies
- Providing guidance on volunteer recruitment strategies and event promotions

Proposed Special Event Categories

A Special Event Support Policy recognizes the following classification of Special Events.

Municipally Important Events

Events which are considered of municipal importance attract international, national, provincial or regional participation. Council approval is required for funding of Municipally Important Events if not supported through existing operational budgets. (ie. Torch Run)

City Operated Annual Events

Annual or regular events organized by the Leisure Services Division. The Leisure Services Division is responsible for expenses associated with the event including insurance. A separate budget line in the CGS operational budget is established for each City Operated Event and approved annually through the budget process. The Leisure Services Division may engage an ad-hoc volunteer committee to assist with the organization of the event. The following events are categorized as City Operated Events:

- CGS Santa Claus Parade
- Bell Park Concert Series

For each City Operated Annual Event, a separate budget line has been established.

City Affiliated Events

Events under the responsibility of CGS directly affiliated volunteer organizations. The volunteer organization works in consultation with Leisure Services Division staff regarding event logistics and expenses. Events include Neighbourhood Association winter carnivals/events and activities organized by Community Action Networks including grandfathered events from former municipalities prior to amalgamation. Funding currently exists within the annual budget to support City Affiliated Events.

City Supported Events

Events which are organized by a third party on CGS property. The event organizer is responsible for all costs and insurance associated with the event. City Supported Events must apply for Special Event Support through this policy. For example, Pond Hockey, Relay for Life, Diabetes Race Run Walk for the Cure, Ribfest, Summerfest, Northern Lights Festival Boréal, etc.

Private and Commercial Events

Events organized by a private individual or organization which are commercial in nature. Private and commercial events are not eligible for Special Events Support.

Eligibility

Eligible Requests for City Supported Events

Only those requests for support which meet the following criteria would be considered for funding:

- Requests must be made by not-for-profit or registered charitable organizations for non-profit events.
- The event must be consistent with the core values of the CGS Healthy Community Strategy.

- The event must be open to the general public.
- The event must take place within CGS boundaries.
- The event organizer must be in good standing with the CGS.

Ineligible Requests

Requests for support to an individual, group of individuals, a group outside the boundaries of the City of Greater Sudbury, or for profit entity, are ineligible.

Prioritization of Resources

When considering requests for special event support, the CGS will use the following guidelines to prioritize the use of available financial and physical assets/ inventory:

- Events with significant municipal importance, with an international, national, provincial or regional scope will receive first priority followed by;
- City operated annual events followed by;
- City affiliated events followed by;
- City supported events - annual non-profit events in good standing with the City followed by;
- New non-profit events taking place on municipal property followed by;
- All other eligible requests.

Proposed Annual Funding Process for City Supported Events

The maximum support (based on demonstrated need) an individual event will receive on an annual basis through the Leisure Services special event budget is \$2,500. Requests for support larger than \$2,500 must be approved by Council. In addition, eligible organizations can apply for community event support through the Healthy Community Initiative Fund policy.

Eligible Expenses and Activities (use of funding)

The CGS will provide Special Event Support for events held on CGS property. The support will not be provided through a grant or direct financial transactions to the event organizers. The support will be valued through work in kind and/or direct payment of an approved invoice through the Accounts Payable Department. The following costs associated with the delivery and provision of special events equipment and supplies may include items such as:

- Costs associated with the preparation of municipal venues beyond routine work (ie additional snow plowing)
- Roads Services costs associated with road closures (traffic signs and barricades)
- Costs for Transit Services (shuttles)
- Costs associated Paid Duty Officers
- Premiums for Insurance coverage

Application Process for Event Funding

- Event organizers seeking support will be required to apply on an annual basis.
- As part of the application, recognized not for profit groups must demonstrate the need for support.
- The application must specify the event support requested.
- The CGS Leisure Services Division will confirm approval with event organizer.

- The CGS Leisure Services Division will arrange for approved support services and payment. (no funds will be disbursed directly to the event organizer)
- The event organizer will be responsible for the costs associated with replacing or repairing lost or damaged equipment, supplies, etc. provided by the CGS.
- The event organizer must provide a post event report including financials, attendance etc.

Fees and Payments

Unless otherwise captured in the CGS User Fee By-Law, event organizers will be charged for use of City facilities.

Event organizers will be responsible for all charge backs associated with work done on behalf of the event, unless prior approval has been granted by the City to cover these costs.

The event organizer is responsible for all third party fees (ie. SOCAN, licenses and permits not issued through Leisure Services).

Insurance

All City supported events must carry commercial general liability insurance in the amount of no less than \$2,000,000, naming the CGS as additional insured.

Community Safety

All events on municipal property and those receiving municipal support must adhere to applicable laws, by-laws, rules, regulations, etc.

Next Steps

A final report outlining options regarding the allocation of City funding (financial/physical resources) for local events and festivals will be brought back to the Community Services Standing Committee meeting on August 11, 2014. Possible options for consideration are:

- Continue current practice
- Develop a protocol for equitable distribution of existing funds
- Enhancement of special event funding



Request for Decision

Special Events Support Checklists

Presented To: Community Services Committee

Presented: Monday, Feb 03, 2014

Report Date: Monday, Jan 27, 2014

Type: Managers' Reports

Recommendation

WHEREAS the City of Greater Sudbury recognizes community special events and festivals as an important part of what makes Greater Sudbury a Healthy Community;

AND WHEREAS the Leisure Services Strategic Plan 2011-2015 included the planned action of creating policy and guidelines around sport tourism and special events;

AND WHEREAS there is a demonstrated need to develop a consistent policy to receive and approve requests for special event support.

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury approve the following documents to assist festival organizers in planning events: the City of Greater Sudbury Special Event Checklist, the City of Greater Sudbury Winter Carnival Checklist, the City of Greater Sudbury Tournament Checklist, and;

THAT a draft policy on special events and community festival support be developed and brought back to the Community Services Committee for approval in May, 2014.

Signed By

Report Prepared By

Jeff Pafford
Community Development Coordinator
Digitally Signed Jan 27, 14

Division Review

Real Carre
Director of Leisure Services
Digitally Signed Jan 27, 14

Recommended by the Department

Catherine Matheson
General Manager of Community Development
Digitally Signed Jan 27, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jan 27, 14

Finance Implications

No financial implications at this time.

Background

Greater Sudbury is home to a number of special events and community festivals, many taking place on City of Greater Sudbury (City) property. In 2013, an estimated 100 special events took place on municipal property. These events may vary in scope, purpose, size, cost and complexity. Often, the City is requested to support special event organizers. Support may include the provision of equipment and supplies, assistance with insurance costs, financial assistance and event planning guidance.

Members of Council have expressed the need to review special event and community festival support to local community groups and organizations with the objective of developing a policy guideline.

Special events and festivals are a large part of what makes Greater Sudbury a Healthy Community:

- Events and festivals showcase Greater Sudbury's arts and culture scene.
- These activities are important contributors to the Economic Vitality of the City, attracting out-of-town visitors.
- Festivals and events taking place on City property maximize the utilization of municipal recreation facilities.
- Events promote volunteerism, providing opportunities for residents to contribute to their community.
- Activities often provide free and low cost access to entertainment and recreation facilities.

One of the goals of the Leisure Services Strategic Plan (2011-2015) is the promotion of sport tourism and special events. The strategic plan noted the need to create policy and guidelines around sport tourism and special events which would maximize community and city wide special events, respecting the balance and value of each.

Currently, there is not a consistent process for evaluating and determining requests for special event support. This report will look at past and current support provided to special event organizers, identify inconsistencies and recommend a policy framework to evaluate future support requests in a consistent manner.

Current Special Event Support

The following information details the historical and current support provided to special event organizers provided through the Community Development Department, Leisure Services Division, and other City Departments.

Special Event Grants

As part of the budget process each year, Council has approved annual and one-time grants for various special events through the Leisure Services budget. Since 2009 the following special event organizers have received an annual grant:

- Anderson Farm Site Committee – Walden Fall Fair (\$2,500)
- Onaping Falls Lions Club – Cavalcade of Colours (\$1,500)
- Ukranian Senior Centre – Canadian Garlic Festival (\$2,000 work in kind)
- Science North – Canada Day Celebrations (\$10,000)

Additionally, as part of the 2009 budget process, a one-time grant of \$250,000 was provided to organizers of the 2011 Canadian Francophone Games and was paid over two years (2009 and 2010). City Council also approved an internal budget of \$250,000 for the 2010 Ontario Summer Games over a two year period (2009 and 2010).

Insurance Coverage

In 2006, City Council approved a By-law authorizing grant for the procurement of liability coverage for community organized special events. The events which were covered under By-law 2006-287F included:

- Beaver Lake Winter Carnival
- Capreol Days
- Capreol Winter Carnival

- Cavalcade of Colours
- Dowling Winter Carnival
- Minnow Lake Days
- Rayside Balfour Family Hockey Tournament
- Rayside Balfour Jug Curling Competition
- Valley East Days
- Walden Winter Carnival
- Greater Sudbury Santa Claus Parade Committee

Insurance coverage has been provided on an annual basis for the above noted events. Once an event ceased to take place, or changed in nature such that the event was no longer organized by a volunteer community group or continued to be a community event, insurance coverage was discontinued.

Also in 2012, City Council recognized Sudbury Winterfest as a City-sanctioned event, thus providing liability insurance coverage.

Work In Kind / Equipment Provision

Within the Leisure Special Events cost centre, there is an annual budget of \$45,000 to cover costs associated with work performed by City staff in support of various community special events. Work-in-kind includes the costs associated with the delivery of special events equipment (tables, chairs, barricades, etc), and venue preparation in one situation being the Walden Winter Carnival as per pre-amalgamation arrangements. Annual events supported through this budget allocation include:

- Café-Heritage Festival
- Downtown Sudbury Blues for Food
- Downtown Sudbury Ribfest
- Greater Sudbury Celtic Festival and Highland Games
- Relay for Life
- Sudbury Blueberry Festival
- Sudbury Dragon Boat Festival
- Sudbury Rocks Marathon
- Walden Winter Carnival

When considering requests for the delivery of special event equipment, priority has been given to sanctioned events, events taking place at City parks and facilities and as well as large scale events taking place in the community. As the number of requests has continued to increase in recent years, charging back to community organizers for work-in-kind for new, unbudgeted events has been undertaken. There is not a consistent practice in place to determine which community event organizers receive equipment deliveries or who is charged back for services.

Another form of equipment support for local event organizers is the 2010 Ontario Summer Games Legacy Loan Program. A number of assets were acquired when the City hosted the 2010 Ontario Summer Games including FRS radios, First Aid kits and small sound systems. Equipment continues to be loaned out to local events at no charge.

Event Consultation and Facilitation

The Leisure Services Division employs a Special Events Officer on an annual seven month contract. The main function of this position is to provide support to organizations hosting special events in City parks and recreation facilities. Leisure Services consults with event organizers in the following ways:

- Matching event organizers to appropriate facilities
- Ensuring event organizers meet applicable legislation and By-laws

- Acting as a liaison to other City departments and regulatory bodies
- Developing event management plans for their functions including inclement weather plans, emergency management plans and waste management strategies.
- Providing guidance on volunteer recruitment strategies and event promotions

The Leisure Services Division has recently developed several resources to assist festival and event organizers. The following documents have been developed and are attached for information:

- The City of Greater Sudbury Special Events Checklist (Appendix A)
- The City of Greater Sudbury Winter Carnival Checklist (Appendix B)
- The City of Greater Sudbury Tournament Checklist (Appendix C)

The above noted resources are being translated and will be available online in 2014.

Interdepartmental teams are brought together to improve internal communications and processes to better meet the needs of film, television, music production, meetings, conventions, sports, parades, festivals and other special events.

Arts and Culture Grants

It should also be noted that several special event organizers receiving funding through Event Support through the Community Arts and Culture Grant Advisory Panel and the Greater Sudbury Development Corporation.

Other Departments

Depending on the scope and nature of the event, other City Departments may provide additional support. For example, By-Law and Traffic may get involved with road closures, detours, and parking modifications. The Water and Waste Water Division may be involved with temporary water connections. Transit is often requested to provide shuttles, charters or modified routes to support various events.

Policy Framework

The Leisure Services Strategic Plan 2011-2015 noted the planned action to develop policy and guidelines around special events. In order to meet the growing demands of new and expanding events and to address the inconsistent manner in which event support is provided, it is recommended that a policy be developed for Special Events Support. Major elements of the policy would include:

Event Support Guiding Principles

- Value - The City of Greater Sudbury recognizes Special Events as an integral part of what makes Greater Sudbury a Healthy Community.
- Fairness - Event support will be provided in a transparent and fair manner with posted eligibility criteria and approval processes.
- Community Engagement - The City will engage stakeholders to establish event support policies and seek their input on a regular basis once policies are established.
- Fiscal Responsibility – Plan within operational budgets.

Eligible Requests

Only those requests which meet the following criteria would be considered:

- Requests must be made by not-for-profit or registered charitable organizations for non profit events.
- The event must be consistent with the core values of the City of Greater Sudbury Healthy Community Strategy.

Appendix B - Special Events Support Checklists Report - February 3, 2014

- The event must be open to the general public.
- The event must take place within City of Greater Sudbury boundaries.
- The event organizer must be in good standing with the City of Greater Sudbury.

Application Processes

Event organizers seeking support will be required to apply on an annual basis. As part of the application, event organizers would be required to provide proof of not-for-profit status and financial reports demonstrating the need for support. A post project report with supporting financial documentation would also be required.

Special Event Categories

A Special Event Support Policy would define and distinguish various special events.

- City Run Events – City events for which Leisure Services staff work with a volunteer committee. Events include Bell Park Concert Series, Greater Sudbury Santa Claus Parade.
- City Affiliated Events – Those events which a volunteer organization of the City is responsible for the event. Events would include Neighbourhood Association Winter Carnivals and activities organized by Community Action Networks.
- City Supported Events – Those events which are organized by a third party on City property and meet the eligibility criteria.
- Private and Commercial Events – Those events organized by a private individual or organization or that are commercial in nature.

Types of Events Support

The Special Events Support Policy will consider the following types of support:

- Facility Fees and Charge Backs
- Operating Grants
- Liability Insurance Coverage
- In Kind Services
- Equipment Provisions
- Event Consultation and Facilitation

Approval Processes

The proposed Special Events Support Policy will outline approval processes and will be made available to the Community Services Standing Committee in May 2014.

Coordination of Support with Other City Departments

As previously noted, many community events and festivals are receiving funding through the Arts and Culture Grant process. Some event organizers have expressed concerns that they receive funding from one department (GSDC) and charges from another City section (Leisure Services). A new Special Events Support Policy will address how the City handles financial matters with event organizers in a uniform manner.

Next Steps

A draft policy on special event support will be developed which will be brought back to the Community Services Standing Committee for approval in May 2014. The draft report will provide options for Council's consideration and could include amendments to the user fee by-law.

Request for Decision

Special Events Planning Guide

Presented To: Community Services Committee

Presented: Monday, Jul 07, 2014

Report Date: Wednesday, Jun 25, 2014

Type: Managers' Reports

Recommendation

WHEREAS at the February 3, 2014 meeting, the Community Services Committee approved the following documents to assist festival organizers in planning events; the City of Greater Sudbury Special Event Checklist, the City of Greater Sudbury Winter Carnival Checklist and the City of Greater Sudbury Tournament Checklist;

AND WHEREAS, based on feedback received, the documents were revised and consolidated into a Special Events Planning Guide which will provide event organizers with a more detailed planning document;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury approve the amended Special Events Planning Guide and;

THAT the document be promoted and circulated to event organizers.

Signed By

Report Prepared By

Cindy Dent
Manager of Recreation
Digitally Signed Jun 25, 14

Division Review

Real Carre
Director of Leisure Services
Digitally Signed Jun 25, 14

Recommended by the Department

Catherine Matheson
General Manager of Community Development
Digitally Signed Jun 25, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jun 25, 14

Background

At the February 3, 2014, Community Services Committee meeting, Council approved the following documents to assist festival organizers in planning events.

- City of Greater Sudbury Special Event Checklist (*Appendix A*)
- City of Greater Sudbury Winter Carnival Checklist
- City of Greater Sudbury Tournament Checklist

The documents were reviewed and it was determined that additional information on event planning would be beneficial as a planning tool in the organization of special events. The planning guide provides a detailed breakdown on:

- Emergency Management Plan
- Selecting a venue

- Permits/Licenses (liquor license, amusement rides, barbecues, bonfires, fireworks, special occasions food services, tents and temporary structures)
- Other requirements (first aid, crowd control, waste management, Ministry of Labour, etc.)
- Templates (examples of letters re: noise by-law exemptions, letters to residents etc.)

Greater Sudbury is home to a number of special events and community festivals, many taking place on City of Greater Sudbury property. In 2013, an estimated 100 special events took place on municipal property. Events may vary in scope, purpose, size, cost and complexity. The revised Special Events Planning Guide (*Appendix B*) will be a useful tool to ensure long range event planning and event safety.

The report recommends approval of the revised event planning document.

2014



The City of Greater Sudbury Special Events Checklist



SPECIAL EVENT CHECKLIST

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review
 - ☐ Fencing
 - ☐ Signage
 - ☐ Location
 - ☐ Hours of Service
 - ☐ Security
 - ☐ ID - Acceptable forms and Verification
 - ☐ Alcohol being served – alcohol content and method of service (cups only)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
 - ☐ Equipment Requirements
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Provide copy of Notification to EMS
- ☐ Review Fire and Evacuation Plan, Pre-show announcements
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Food Service/ Vendors:

- ☐ Provide Copy of Special Occasion Food Permit - SDHU
- ☐ Provide List of Vendors including:
 - ☐ Full Business Name
 - ☐ Primary Contact with address and phone numbers
 - ☐ Size Requirements and shelter type (tent, trailer, bus etc.)
 - ☐ Electrical Requirements
 - ☐ Licensing and Insurance
 - ☐ Equipment Requirements
 - ☐ Menu or Product Information
- ☐ Review Fire Code Regulations
- ☐ Review Vendor Location

Live Entertainment/ Stage Production:

- ☐ Provide Copy of Itinerary including:
 - ☐ Concert Times
 - ☐ Load-In Times
 - ☐ Sound-Check Times
 - ☐ Back of House Set-Up/ Production Vehicle Parking
 - ☐ Man Lift Requirements
 - ☐ Technical Requirements – Additional Lights – follow spot, special effects
 - ☐ Artist Rider Requirements
- ☐ Provide Copy of Notification Letter and Noise By-Law Exemption Letter (if applicable)
- ☐ Review Sound Technician Role and Schedule
- ☐ ESA Inspection (if applicable), Electrician on stand-by
- ☐ Provide Copy of Fall Arrest Certificates (if applicable)

Security:

- ☐ Provide Copy of Greater Sudbury Police Service Paid Duty Contract
- ☐ Provide Copy of Paid Security Contract
- ☐ Review Security Plan/ Event Controls
 - ☐ Coverage of main gate, entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Front of Stage and Back of House(if applicable)
 - ☐ Parking (if applicable)
 - ☐ Duties (volunteers, security, police)

- ☐ Security Orientation (Pre-Show)

Staff Schedule:

- ☐ Review Staff Schedule and Contact Information

Tickets:

- ☐ Review Will Call Location and Procedures
- ☐ Assigned Seating / General Admission
- ☐ Review Re-Entry Policies
- ☐ Review Refund/ Cancellation Policies
- ☐ Review Accessible Seating

Waste Management:

- ☐ Recycling
- ☐ Additional Washrooms (if required)
- ☐ Site Clean-up

Additional Resources Available:

- ☐ Municipal Alcohol Policy
- ☐ Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Other:

Emergency Management Plan

(Event/Organization Name)

(Date of Event)

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CITY OF GREATER SUDBURY LIAISONS

Name

Title, Department

Office Number

Cell Number

- Or -

Name

Title, Department

Office Number

Cell Number

| Title/Role | Name | Phone (P) Cell (C) | Day of Event Contact # (If different than previous) |
|-----------------------|------|-----------------------|--|
| Main Organizer | | | |
| | | | |
| Secondary Organizer | | | |
| | | | |
| Special Occasion Area | | | |
| | | | |
| Equipment Manager | | | |
| | | | |
| Volunteer Manager | | | |
| | | | |
| Vendor/Food Manager | | | |
| | | | |
| Wind/Weather Monitor | | | |
| | | | |
| Security | | | |
| | | | |
| First Aid | | | |
| | | | |
| Other: | | | |
| | | | |

LIFE THREATENING EMERGENCIES**DIAL 9-1-1****WHEN YOU MAKE AN EMERGENCY CALL**

- Give your name, location (including field number), and telephone number.
- Describe what has happened.
- Do not hang up until asked to do so.
- Assign someone in parking lot to direct emergency personnel.
- **Notify your city liaison**

AFTER ANY EMERGENCY

- Remain calm and follow instructions from your city liaison

EMERGENCY SITUATIONS

| | |
|---|--|
| <u>MEDICAL</u> <ul style="list-style-type: none"> - Designate someone to call 911. - Do not attempt to move a seriously injured person. - Try to make the victim comfortable. - If you are trained in First Aid or CPR you may assist as needed. - Gather as much information as you can about the person. (injury/symptoms/complaints of the victim) - <u>Notify your city liaison</u> | <u>FIRE</u> <ul style="list-style-type: none"> - If you see a fire, pull the nearest alarm. - Call 911 - Use an extinguisher only if you know how to use it and it is safe to do so. - Help guests exit the facility quickly and calmly. - Close any doors on way out. - <u>Notify your city liaison</u> |
| <u>CRIMINAL ACTIVITY/HOSTILE INTRUDER</u> <ul style="list-style-type: none"> - Call 911 - Notice as much detail as possible. - Do not approach. - <u>Notify City Liaison</u> | <u>BOMB THREAT</u> <ul style="list-style-type: none"> - Call 911 - Follow directions of emergency personnel on scene. - Help evacuate facility to assigned safe zones. - <u>Notify your city liaison</u> |

INCLEMENT WEATHER PLANLIGHTENING THREATS OR OTHER SEVERE WEATHER THREATS

lightening is visually observed or a lightening meter detects it in the area, a lightening threat exists.

severe weather threat (i.e. tornado) exists either when a severe warning has been issued covering the site, or, at the discretion of the on-site event organizer, in accordance with a City Staff member.

- All activities/events on-site are to be put on hold when a lightening threat is presented.
- The lightening threat will continue to exist until the site is **visually free of lightening for a period of 30 minutes**.
- If, during the existence of a lightening threat, lightening is seen in the sky or in the visible area, a new 30 minute period will begin.
- If no lightening has been seen visually for 30 consecutive minutes or if the severe weather warning/watch has been lifted, the on-site director will contact all venues and may continue with events/activities

PROCEDURE DURING LIGHTENING THREAT/SEVERE WEATHER THREAT

- Monitor and Communicate.

- A weather radio and appropriate measurement tools should be present on-site for continuous monitoring of severe weather throughout the event. Equipment is to be used in the event of uncertainty with regards to abnormal climatic conditions.
- Contact information for local weather monitoring systems must be present on-site in order to confirm inclement weather threats.
- When the event is located at multiple locations, communication is to be made between locations in order to inform other sites of current conditions.
- After a lightening/severe weather threat has been issued, all involved in the event will be notified and activities shall immediately stop.
- All participants will be encouraged to leave the premises and seek appropriate shelter.
 - No place outside is safe during a lightening/severe weather threat. The best place to seek shelter is in a large, fully enclosed substantially constructed building. If a building cannot be quickly located, a vehicle with a solid metal roof and metal sides is a reasonable second choice.
 - Attendees should avoid the most dangerous locations, including higher elevations, wide open spaces (like soccer fields), tall isolated objects such as trees, poles, or lights posts, unprotected open buildings, rain shelters, metal fences, and metal bleachers.

MONITORING WEATHER CONDITIONS

EMERGENCY ALERT NOTIFICATIONS

Visit the following websites and register to receive the latest emergency alerts as they are issued.

- 1) **Emergency Management Ontario** - Subscribe to Red Alerts and Emergency Information Advisories
www.emergencymanagementontario.ca/english/stayconnected/stayconnected.html
- 2) **The Weather Network** – Subscribe to WarningsDirect to get the latest weather warnings issued by Environment Canada
www.theweathernetwork.com/email/

CAUTION: ALWAYS PAY ATTENTION TO THE WEATHER REPORTS

Check the weather reports prior to your event. Extra anchoring for your tents may be required when strong winds are forecast. If severe winds are expected, you may have to postpone your event to ensure everyone's safety. The effects of wind at various velocities are listed below:

WARNING ZONE

| | |
|--------------|--|
| 20 - 28 km/h | Dust and loose paper are raised. Small branches begin to move. |
| 29 - 38 km/h | Branches of a moderate size move. Small trees begin to sway. |

DANGER ZONE

| | |
|--------------|---|
| 39 - 49 km/h | Large branches begin to move. Whistling is heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over. |
| 50 - 61 km/h | Whole trees are in motion. Effort needed to walk against the wind. |

EXTREME DANGER ZONE

| | |
|--------------------|---|
| 62 km/h and above. | Some branches break off trees. Construction/temporary signs and barricades blow over. |
|--------------------|---|

MONITORING WEATHER CONDITIONS

HEAT GUIDELINES

Know the signs and symptoms of heat-related illness. They include rapid breathing, weakness or fainting, more tiredness than usual, headache and confusion. If you or someone in your care experiences these symptoms, contact a health care professional, friend or family member for help. **IN EMERGENCIES, CALL 9-1-1.**

| Advisory | Conditions | Guidelines |
|--------------------|---|--|
| No Advisory | Environmental conditions do not currently exist that create a heat stress hazard to the majority of the population | Modifications only for people who develop signs and symptoms of heat stress. Very little danger from heat. |
| Heat Advisory | Environmental conditions will exist through the balance of the daylight hours that may require some degree of protective actions for the majority of the population. (Humidex of 36 for at least 2 consecutive days (48 hrs)) | Outdoor activities should be modified to include rest, shade and water breaks. People with health risks should be discouraged from participating in prolonged outdoor activities. Encourage frequent water breaks. |
| Heat Alert | Environmental conditions will exist through the balance of the daylight hours which place a majority of the population at risk of some heat stress complications. (Humidex of 40 for at least 2 consecutive days (48 hrs) OR Forecasted Humidex of 36 for at least 2 consecutive days (48 hrs) with Smog Alert) | All prolonged outdoor activities (20 minutes or more) should occur during the cooler times in the day such as before 11:00 am and after 8:00 pm. Rest, shade and water precautions should occur at all times. Make water coolers available at each location. Limit amount of time at activities. |
| Extreme Heat Alert | Environmental conditions exist that place all persons at risk of heat stress complications (Forecasted Humidex of 45 for at least 2 consecutive days (48 hrs) OR Forecasted Humidex of 40 for at least 2 consecutive days (48 hrs) with Smog Alert) | Outdoor activities should be canceled. Rest and water precautions should occur at all times. Activities cancelled. |

EVENT SPECIFIC CANCELLATION POLICY

The event should create a policy for the cancellation of the event and/or the disassembly of the tents, including specific criteria, and for implementing one of the planned contingency measures. The plan should outline but should not be limited to:

1. The circumstances under which an event is suspended or cancelled and/or tents are dismantled (lightning, rain, wind, weather watch, weather warning, weather alert, etc.);
2. Who in management has the authority to make such a decision?
3. How long you continue in severe weather;
4. A notification process for staff and patrons.

The cancellation policy should be posted in a designated area that is available to all workers.

This event will be suspended if/when:

The event will resume if/when:

The event will be cancelled if/when:

Which member of the organizing committee will help make this decision?

Patrons/ Guests will be notified by:

LOST CHILD PROCEDURES

NOTIFY YOUR CITY LIAISON

If child is reported lost or missing, advise parent/guardian we have a procedure in place to help assist with situations such as this. Get information below and escort parent/guardian to control center.

BASIC QUESTIONS

How long ago was child last seen? _____
 Where was the last place the child was seen? _____
 Has the area where they were last seen already been checked? _____

DESCRIPTION OF CHILD

| | | | | |
|----------------|-------|----------------|-------|----|
| Name | _____ | Gender | _____ | A |
| Hair color | _____ | Eye color | _____ | ge |
| Approx. height | _____ | Approx. weight | _____ | |
| Type of pants | _____ | Color of pants | _____ | |
| Type of shirt | _____ | Color of shirt | _____ | |
| Type of shoes | _____ | Color of shoes | _____ | |

CITY LIAISON WILL MAKE THE FOLLOWING ANNOUNCEMENT OVER PA SYSTEM OR LOUD SPEAKER:

Attention, may I have your attention please. We have a lost girl/boy named _____, age _____, with _____ hair and _____ eyes. Approximate weight and height of _____ and was last seen wearing _____ pants, _____ shirt, and _____ shoes. If you have any information, please report to the _____.

DUTIES

1. Assign staff members/volunteers to all exits and equip with description of child.
2. Assign staff members and volunteers to perform a quick search of buildings and grounds.
3. Ask parent/guardian to call known relatives and friends to see if child is with them.
4. If child is found with someone other than parent/guardian, use reasonable efforts to delay the departure of person with child.
5. If child is not located within 10 minutes, call 911.
6. Let police take control of situation when they arrive.

2014



The City of Greater Sudbury Special Events Planning Guide



A special event is defined as:

An event whether indoors or outdoors, that is held on public property or streets that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location. Further defined as "A special event is a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body," and "To the customer or guest a special event is an opportunity for a leisure, social or cultural experience outside the normal range of choices or beyond everyday experience."ⁱ

As the organizer of a Special Events you share a responsibility for the safety of your guests with the Municipality.

This guide has been prepared to assist you with the planning of your event and although efforts have been made to ensure the accuracy of the contents, the material contained within should be used as a reference only and does not replace the need for a meeting with Special events staff at the City.

Recognized Special Event Categories:

Municipally Important Events – Events which attract international, national, provincial or regional participation.

City Run Events – Annual or regular events organized by the Leisure Services Division.

City Affiliated Events – Events which a volunteer organization of the City is responsible for the event.

City Supported Events – Those events which are organized by a third party on City property.

Private and Commercial Events – Those events organized by a private individual or organization or that are commercial in nature.

New for 2014

- New Special Occasion Food Permit Forms are now available from the Sudbury and District Health Unit . The new forms will require organizers to complete and submit forms in addition to each attending vendor.
- In conjunction with the Ministry of Labour guidelines for Temporary Performance/Event Structures and the OHSA standard practices, any staging over 24" in height must be designed and reviewed by a structural engineer and must have a building permit

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| The Ontario Society for the Prevention of Cruelty to Animals will require written notification of your intent to host a petting zoo or animal demonstration. The owner/handler and/or organizer will be required to comply with the <i>Endangered Species Act, 2007</i> , the <i>Animal Health Act, 2009 (AHA)</i> , the <i>Ontario Society for the Prevention of Cruelty to Animals (OSPCA) ACT</i> , which mandates humane treatment of all animals, including livestock and poultry, and the <i>Health of Animals Act</i> (if livestock and poultry are present) which mandates humane transportation of animals..... | 15 |
| Guidelines presented in "recommendations to Prevent Disease and Injury Associated with Petting Zoos in Ontario" prepared by the Ministry of Health and Long-Term care, should also be followed. | 15 |
| The Stoop and Scoop by-law (2008-294) will also apply to any animals on Municipal Property. | 16 |
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GETTING STARTED

THE CITY OF GREATER SUDBURY

Selecting A Venue

The City of Greater Sudbury offers a wide variety of rental spaces.

CHOOSING VENUES IS ONE OF THE MOST IMPORTANT DECISIONS YOU'LL MAKE IN THE EVENT PLANNING PROCESS, AS IT SETS THE TONE FOR YOUR ENTIRE EVENT.

Our facilities are affordable, clean and located right in your community. We can accommodate events from 10 to 650 people with a variety of room sizes and locations to choose from.

For larger groups, there are a number of beautiful municipal parks, the Grace

Hartman Amphitheatre, the Laurentian Track or even the Courtyard at Tom Davies Square that could host your event.

Once a location has been selected, please contact Leisure Services at 705-674-4455 Ext. 2446 to check for availability. (A 50% deposit will be required at time of booking.)

- To inquire about the availability of any of our City Parks, Gazebos, Pavilions or the Grace Hartman Amphitheatre, please contact Leisure Services at 705-674-4455 Ext. 2446 or at leisure.services@greatersudbury.ca.
- To inquire about the availability of any of our City Sports Fields, please contact Parks Services at 705-674-4455 Ext.4578 or at jane.wills@greatersudbury.ca
- To inquire about the availability of any of our Municipal Halls, please contact Parks Services at 674-4455 Ext..
 - To inquire about the availability of any of our Neighbourhood Association buildings or Clubhouses, please reference the Leisure Guide for contact information located in the Community Contacts Section. Please note that the fees for use of a City facility are established by the City of Greater Sudbury's annual User Fees By-law.

CHOOSING THE RIGHT VENUE

The following is a list of considerations;

- ☐ Indoor or Outdoor?
- ☐ Expected number of guests_____?
- ☐ Are you trying to stay in one area of the City?
- ☐ What are the hours of your event_____?
- ☐ Theme or Style_____?
- ☐ Do you plan on serving alcohol?
- ☐ Is a stage area required?
- ☐ Is electrical power required?
- ☐ Will there be amplified sound?
- ☐ Will guests be sitting or standing?
- ☐ Will food or beverages be served?
- ☐ What age group is expected_____?
- ☐ Will parking be required

OUTDOOR VENUES

THE CITY OF GREATER SUDBURY

Amphitheatre, Gazebos, Parks and Green space:

The City of Greater Sudbury has a number of outdoor venues capable of hosting a multitude of Special Events depending on time of year, theme and size.

Amphitheatre:

- **Grace Hartman Amphitheatre:** The amphitheatre features fixed seating for 561 people and grass seating for an additional 1,400. A new sound and lighting system, covered stage and change rooms are available to take your event from functional to fantastic. The amphitheatre grounds offer new public washrooms, and vendor service areas.

Gazebos include:

- **William Bell Gazebo:** William Bell Gazebo is the largest of the three gazebos located at Bell Park. Located on a hilltop behind the main beach, it offers a panoramic view of the lake and surrounding park grounds. There is also a private, flat, grassy reception area located to the right of the gazebo with a staircase descending onto the boardwalk. Seating Capacity: 100 (inside gazebo) 300+ (outside grounds). Measurements: Diameter: 35' (10.5 m) Railing: 28" H (71 cm). Other amenities include: Electricity, Washrooms nearby, and Private road access to facilitate set-up and take-down of equipment
- **Katherine Bell Gazebo:** Located in Bell Park, the Katherine Bell Gazebo offers breathtaking views of Ramsey Lake with its ever changing clouds, or sailboats drifting by. This location is ideal for intimate gatherings, conveniently located just steps away from the Bell Park boardwalk. Seating Capacity: 6 (inside gazebo) 200 (deck). Measurements: Gazebo: 16' diameter (5 m) Deck: 75' (L) x 32' (D) (23m x 10m). Other amenities include: Electricity, Private road access and private parking nearby.
- **Elizabeth Street Gazebo:** This gazebo is located steps away from the Elizabeth Street parking lot in Bell Park and within close proximity to the playground and main beach. This site is ideal for private barbecues and corporate gatherings as guests will enjoy the relaxing sounds of nature and the beautiful gardens located within the park. Seating Capacity: 30 (inside gazebo) Measurements: Gazebo: 23' (L) x 12' (D) (7m x 4m). Other amenities include: Accessible parking and Picnic tables (including accessible tables)

OUTDOOR VENUES

THE CITY OF GREATER SUDBURY

- Copper Cliff Gazebo, Located in Copper Cliff Park:
- Coniston Gazebo, located in Coniston Park:

Parks:

- Bell Park green space Elizabeth street entrance:
- Bell Park green space, Miner's Monument space:
- Memorial Park
- **Adanac Ski Hill and Rotary Park:** This site offers beautiful log chalet located at the base of the Adanac Ski Hill, surrounded by undisturbed green space. Users may host their events inside the chalet while enjoying the peaceful scenery or spill-out onto the wooden deck and surrounding space. This location also offers access to Rotary Park trail, a hard packed 2.9 km trail connecting to downtown Sudbury. Seating Capacity: 85 (inside chalet with tables and chairs), 140 (inside chalet – standing only), 500+ (outside grounds). Other amenities include: Tables, Chairs, Wooden patio, Electricity, Lighting, Washrooms, Walking trails, and Free parking onsite
- Moonlight Beach green space and trails
- Minnow Lake Place green space:

INDOOR VENUES

THE CITY OF GREATER SUDBURY

Municipal Halls

- Capreol C.C.:
- Centennial C.C.:
- Chelmsford C.C.:
- Dowling:
- Dr. Edgar Leclair:
- Falconbridge C.C.:
- Garson C.C.:
- Kinsmen Hall:
- Naughton C.C.:
- TM Davies C.C.:

PERMITS/ LICENSES

THE CITY OF GREATER SUDBURY

As the event organizer, it is your responsibility to ensure that all of the required licenses and permits have been acquired and that all applicable agencies have received proper notification.

| Activity | Requirements | Time | Cost* | Contact |
|--|---|--|---|--|
| Alcohol - Serving/Selling (2004-179) | Special Occasion Permit -must include with your application: <ul style="list-style-type: none"> • Copies of the notification letters to the police, fire, health (building if applicable) and municipal clerk's departments; and • A detailed sketch showing the dimensions of the area for which the permit will apply Copy of Paid duty officer contract List of Servers with Smart Serve # Copy of Catering Endorsement, Catering Notification Form and proof of Insurance from Service Club | 6-8 weeks | Y (\$75.00) | Questions: Alcohol and Gaming Commission of Ontario 1-800-522-2876 Completed forms: local LCBO stores Click here for Special Occasion Permit Application Click here for Catering Notification Form Click here for Paid Duty Request Form |
| Amusement Rides (Carnival, Inflatables) | Copy of Operating License from TSSA Copy of all applicable Amusement Device Permits Company must provide proof of insurance Additional Insurance Required for this event | N/A | N | Technical Standards and Safety Authority Click here for more information |
| Barbecue | Must have ground mat for under barbecue, drip tray and fire extinguisher -Copy of the approved Special Occasion Food Permit | 2 weeks | N | Questions: Sudbury District Health Unit @ 705-522-9200 Ext. 398 Click here for Special Occasion Food Permit Form |
| Bonfire | Burn Permit (2009-228) -must include with your application: <ul style="list-style-type: none"> • Written consent from land owner and CGS Fire Services, Fire Chief | 2 weeks | N | Fire Services: Marc Leduc, Fire Chief @ 705-674-4455 Ext. 2771 |
| Crowd control / Security | If alcohol is present, paid duty and/or licensed security guards will be required If no alcohol is present, licensed security and/or auxiliaries may be required | 2 weeks | Y | Greater Sudbury Police Service @ 705-675-9171 Click here for Paid Duty Officer Application Click here for an Auxiliary Request Form |
| Emergency Management Plan | See below | | | |
| Electrical Modification (Additional Power Requirements or use of Generators) | All work must be prearranged with City Staff and <ul style="list-style-type: none"> • Be carried out by a licensed, insured electrician • Must be inspected by ESA upon completion | N/A | Y | |
| Fireworks show (2011-100) | Letter of permission from; -Land Owner (CGS, Leisure Services) -Greater Sudbury Fire Department Copy of valid license Additional insurance may be required | 2-4 weeks | N | Questions (Land owner): CGS, Leisure Services @ 705-674-4455 Ext. 2425, Stacie Reinhardt Questions (Fire Services): 674-4455 ext. 2776 |
| Fishing Derby | Confirmation of Marine Unit notification/ Attendance (GSPS) Confirmation of MNR notification/ Attendance Fishing Licenses (participants 18-65) Pleasure Craft Operator Card (Boat Licenses, participants w/ motors) | 1-2 weeks 2-3 weeks 1 hour 1 hour | N N Y (\$9.68 - \$27.76) Y (49.95) | Greater Sudbury Police Service (Marine Unit) @ 705-675-9171 Ministry of Natural Resources (Enforcement) @ 705-564-7824 Sudbury License Issuers: click here National Boating Safety Info: 1-800-267-6687 |

PERMITS/LICENSES

THE CITY OF GREATER SUDBURY

| Activity | Requirement | Time | Cost* | Contact |
|---|---|-------------|------------------------|---|
| First Aid (Medical Requirements) | See First Aid Section below | | | St. John's Ambulance or Red Cross City of Greater Sudbury Emergency Medical Services @ 705-673-1117 |
| Flyers (Advertising on hydro poles) | Complete and submit application | 2-4 weeks | | |
| Food | Special Occasion Food Service Permit | 4 weeks | N | Sudbury District Health Unit @ 705-522-9200 Ext. 398 Click here for form |
| Gambling (including 50/50 draws or ticket selling) | Must complete and submit Application for Licensing Eligibility and Review | | | Contact by-law department Click here for form |
| Noise past 11:00 p.m., or gathering of more than 250 people at any time | Noise by-law exemption | 4-6 weeks | N | Clerks Department @705-674-4455 Ext. Click here for sample letter |
| Notice Board Rental (Bell Park) | -Facility Agreement w/ 50% deposit -Completed Notice Board Message Grid | 6-12 months | Y | |
| Parade | Parade Permit | 4-8 weeks | Y | Greater Sudbury Police Service @ 705-675-9171 Click here for form |
| Recycling | Notification Form completed and submitted See Waste Management Section Below | 2-3 weeks | N | Waste Management Click her for form |
| Site - Reserving a Beach/ Lifeguards | -Facility Agreement w/ 50% deposit -Insurance coverage (min. \$2,000,000.00 liability)* -Lifeguarding staff | 4-8 weeks | Y | Leisure Services @ 705-674-4455 Ext. 2451 Lori.Henri@greatersudbury.ca |
| Site – Reserving a Municipal Hall | -Facility Agreement w/ 50% deposit -Insurance coverage (min. \$2,000,000.00 liability)* | 4-8 weeks | Y | 3-1-1 will direct to the right department |
| Site – Reserving a Municipal Park (including Gazebos, Pavilions and the Grace Hartman Amphitheatre) | -Facility Agreement x/ 50% deposit -Insurance coverage (min. \$2,000,000.00 liability)* | 4-8 weeks | Y | Leisure Services @ 705-674-4455 Ext. 2446 Bonnie.lachapelle@greatersudbury.ca |
| Site – Reserving the Municipal Courtyard or Foyer at Tom Davies Square | -Facility Agreement w/ 50% deposit -Insurance coverage (min. \$2,000,000.00 liability)* | 4-8 weeks | | 3-1-1 ask for Clerk's Department |
| Site – Reserving a Municipal Sports Field | -Facility Agreement -Insurance coverage (min. \$2,000,000.00 liability)* | 4-8 weeks | | Leisure Services @ 705-674-4455 Ext. 4578 Jane.Wills@greatersudbury.ca |
| Street Closure | Notification provided to: -Greater Sudbury Police Service -Roads and Transportation Department | 4-8 weeks | | |
| Tents or Temporary Structures (Stages) | Site plan demonstrating proposed location If larger than 20x30 must have engineer inspection | 4 weeks | | |
| Vendors | See Food Service -Insurance coverage | | | |
| Waste Management Plan (Including Portable Toilets) | See waste management section below | | | |
| Water sports/ entertainment | Lifeguards (2012-5) (land & water) Lifeboats (Spotters) EMS contract (On-site) | 2-4 weeks | Y (\$14.50 ea/hour) | Questions (staffing requirements): Ted Durbacz@ 705-674-4455 Ext. 2333 Emergency Medical Services @ 705-673-1117 Click here for form |

ALCOHOL

THE CITY OF GREATER SUDBURY

Regulating Bodies

The sale and service of alcohol is regulated by the Alcohol and Gaming Commission of Ontario who enforce the [Liquor License Act](#) and by City of Greater Sudbury through the [Alcohol Risk Management Policy](#).

Definitions

Special Occasion Permit

"Special Occasion Permits (SOP) are for the sale and service of beverage alcohol at special occasions such as weddings, charity fundraisers, receptions etc. Special Occasion Permits are issued through Liquor Control Board of Ontario ("LCBO") SOP service stores throughout the province on behalf of the Alcohol and Gaming Commission of Ontario ("AGCO")."

An SOP is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).

There are three types of special occasions for which a permit may be issued:

- **Private Event:** For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
- **Public Events:** For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- **Industry Promotional Events:** For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

The Registrar of Alcohol and Gaming may impose one or more AGCO-Board approved conditions on a Special Occasion Permit to mitigate identified risks to public safety or the public interest ([see Conditions](#)).

Catered Event

An event is considered a catered event when organizers make arrangements for a third party licensed facility to attend your event and control the alcohol sales and services. A licensed establishment can make a one-time application to obtain a Catering Endorsement; allowing the sale of alcohol at additional sites. Each time a licensed establishment has intent to sell alcohol on a secondary site, they must submit a written application to the AGCO, [Catering Notification Form](#).

ALCOHOL

THE CITY OF GREATER SUDBURY

Responsibilities of the Organizer

As the organizer you must:

-Obtain required permits and exemption letters, see below

- Provide Low Alcohol Beverages and Food Items, *Low alcohol and non alcohol beverages must be available throughout the duration of the event, at no charge or at a price substantially lower than that charged for alcohol drinks. An assortment of food items, sufficient to serve the number of persons to attend the event must also be available. Snacks (for example, potato chips, peanuts or pretzels) are not considered food.*

- Display Proper Signage, The following four (4) signs shall be prominently displayed during all licensed functions in sizes appropriate to the facility and the space to be used.

1 Statement of Intoxication

"The City of Greater Sudbury is pleased to provide recreation facilities for the enjoyment of the community. Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Low and non alcoho/ beverages, and food items are required to be provided by event organizers," ***

"La Ville du Grand Sudbury a le plaisir de fournir des installations de loisir à la collectivité. La loi interdit aux serveurs de servir une personne en état d'ivresse ou de servir quelqu'un au point de l'enivrer. Les organisateurs de l'événement doivent offrir des boissons peu ou pas alcoolisée et de la nourriture. "

2 "Ride" Awareness

"The Greater Sudbury Police Service thanks you for helping to reduce impaired driving everywhere in Greater Sudbury and area. We look forward to personally thanking you at one of our spot checks for leaving this event a sober driver." ***

"Les Services policiers du Grand Sudbury vous remercient d'aider à réduire la conduite en état d'ébriété partout dans le Grand Sudbury et dans la région. Nous avons hâte de vous remercier personnellement lors de l'un de nos contrôles ponctuels pour avoir quitté cet événement en tant que conducteur à jeun."

3 Accountability

Event sponsors shall post signs at all main exits and in bar areas stating the name of the sponsor, the event license holder, and will provide the address and telephone number of the Citizen and Leisure Services Department and the Greater Sudbury Police Service.

4 Sandy's Law

The *Liquor Licence Act* requires certain premises to post signs warning women that drinking alcohol during pregnancy can cause Fetal Alcohol Spectrum Disorder. The warning sign must be at least 8 by 10 inches in size, to be printed in landscape format (horizontally). It must be prominently displayed in all locations where beverage alcohol is sold or where customers brew their own wine or beer for take home consumption. Failure to comply with the signage requirements is an offence under the *Liquor Licence Act*.

ALCOHOL

THE CITY OF GREATER SUDBURY

Responsibilities of the Organizer (continued)

- **Provide an Emergency Risk Management Plan (Security Plan)**, demonstrating that the Alcohol Risk Management Policy is understood, that the requirements will be strictly observed and that sufficient controls are in place which will assist in ensuring compliance with the policy.

-**Prevent the sale of alcohol to underage youth** and deny entry to intoxicated or unruly persons, individuals carrying alcohol beverages, and individuals previously turned away from the event.

-**Ensure guests at the events are properly supervised** and that no one consumes alcohol in an unauthorized location or to intoxication

-**Retain all bottles and cans within the bar area**

-**Remain on the property for the duration of the event**

For more information

Alcohol and Gaming Commission of Ontario: <http://www.agco.on.ca/>

Forms Required by the City

SOP or Catered Event

- | | |
|--------------|--|
| | → Copy of letter sent to clerks (requesting permission for event, including location and times and requesting exemption to Noise By-Law) |
| SOP ONLY | → Copy of SOP permit including site plan (indicating number and size of structures proposed). |
| CATERED ONLY | → Copy of Catering Endorsement (from AGCO) and Written Notification Form |
| | → Copy of letter sent to fire services, |
| | → Copy of letter sent to Sudbury District Health Unit |
| | → Copy of letter sent to Building services |
| | → Copy of Emergency Management Plan (including list of servers with Smart Serve Numbers, copy of Paid Duty and/or licensed security contracts) |
| | → Copy of Insurance (minimum \$ 2,000,000.00 liability, City of Greater Sudbury listed as an additional insured) |
| | → List of Main Volunteers or Staff and their contact number for the event |

AMUSEMENTS RIDES INCLUDING INFLATABLES

THE CITY OF GREATER SUDBURY

Regulating Bodies

The Technical Standards and Safety Authorities (TSSA), Amusement Device Safety (AD) program is responsible for regulating the safety of amusement rides in Ontario under the *Technical Standards and Safety Act, 2000*. These devices include such devices as roller coasters, Ferris wheels, water slides, go-karts and inflatable / bounce devices.

The program team reviews and registers amusement ride designs, conduct inspections and license devices when they conform to the Act, Regulations, and adopted codes and standards.

[Read about Operating an Amusement Device in Ontario](#) which includes:

- Legislation as it applies to amusement devices
- Steps required to operate an amusement device
- Change of ownership for a device with a permit
- Type of certification of an amusement device in Ontario

To determine which inflatable devices are covered by the Regulation, refer to the following guide:

[Inflatable Device Decision Tree](#)

Forms Required by the City

Amusement Rides, including Inflatable Devices (Bounce-a-Bouts)

- Copy of current Operating Licenses (provided by owner of the amusement rides)
- Copy of AD number and current permit for each device (provided by owner of the amusement rides)
- Copy of Insurance (minimum \$ 2,000,000.00 liability - \$ 5,000,000.00, with the City of Greater Sudbury listed as an additional insured)
- List of Registered Staff and their contact number for the event

ANIMALS

THE CITY OF GREATER SUDBURY

Regulating Bodies

The Ontario Society for the Prevention of Cruelty to Animals will require written notification of your intent to host a petting zoo or animal demonstration. The owner/handler and/or organizer will be required to comply with the **Endangered Species Act, 2007**, the **Animal Health Act, 2009** (AHA), the **Ontario Society for the Prevention of Cruelty to Animals (OSPCA) ACT**, which mandates humane treatment of all animals, including livestock and poultry, and the **Health of Animals Act** (if livestock and poultry are present) which mandates humane transportation of animals.

Guidelines presented in "recommendations to Prevent Disease and Injury Associated with Petting Zoos in Ontario" prepared by the Ministry of Health and Long-Term care, should also be followed.

The Stoop and Scoop by-law (2008-294) will also apply to any animals on Municipal Property

Forms Required by the City

Animals

- Copy of Insurance (minimum \$ 2,000,000.00 liability - \$ 5,000,000.00, with the City of Greater Sudbury listed as an additional insured)
- List of all animals that will be present on site for demonstration purposes
- List of Handling Staff and their contact number for the event
- May be asked for other documentation

BARBECUES OR OTHER FOOD SERVICE

THE CITY OF GREATER SUDBURY

Regulating Bodies

Food

Health Canada establishes regulations and standards relating to the safety and nutritional quality of foods sold in Canada. Through inspection and enforcement activities, conducted locally through the Sudbury and District Health Unit, the Canadian Food Inspection Agency verifies that food served and/or sold in Canada meets Health Canada's requirements. For more information on food safety, please visit the Government of Canada's [Food Safety Portal](#) and the Canadian Partnership for Consumer Food Safety Education's [Be Food Safe Canada](#) program.

Barbecues

The Propane Storage and Handling Code (CAN/CSA-B149.2-05) regulates the storage, handling and transfer of propane and the installation of appliances and equipment.

Propane fuelled barbecues are regulated by the Technical Standards and Safety Authority (TSSA). The TSSA has provided the following requirements in regards to propane barbecues:

- barbecues are approved for outdoor use only
- propane cylinders must be safely stored and transported
- propane cylinders are not to be stored inside any structure
- always transport and store cylinders in an upright position
- propane cylinders are to be transported in a service elevator or, when there are no service elevators, the person must use the passenger elevator alone to transport the cylinder
- barbecues must be kept clear of all combustible materials as listed on the barbecue rating plate or certified instructions or must be a minimum of one metre (three feet) from combustible materials
- propane cylinder relief valves must be at least one metre (three feet) horizontally from any building opening below it (including doors and windows); three metres (10 feet) horizontally from the air intake of any appliance or air-moving equipment; and three metres (10 feet) from any source of ignition

Responsibilities of the Organizers

Barbecues

Sudbury Fire Services recommend the following:

- carefully inspect your barbecue to ensure that the burner is free of obstructions, rust or debris
- replace any damaged parts with the appropriate replacement parts
- test all gas connections for leaks with a 50/50 solution of water and dish soap
- do not leave the barbecue unattended when in use
- use a mat under the barbecue to protect ground surfaces
- use a drip tray
- have a fire extinguisher readily available (5 lbs ABC that has been purchased or serviced within the last year)
- No cooking is permitted in a confined area or under materials that are not rated fire retardant

Food

- purchase pre-cooked foods if possible
- cook meats to the appropriate internal temperatures as indicated in the chart below
- do not smoke near food preparation areas
- secure hair away from food preparation areas
- use a digital read thermometer to check for accuracy
- have extra serving utensils available
- have hand washing stations and hand sanitizers available

While cooking make sure the following internal temperatures are reached:

| Food | Internal Temperature |
|----------------------------------|----------------------|
| Whole poultry | 82 C (180 F) |
| Poultry/ground poultry | 74 C (165 F) |
| Pork/pork products | 71 C (160 F) |
| Ground meat (other than poultry) | 71 C (160 F) |
| Fish | 70 C (158 F) |
| All other hazardous foods | 74 C (165 F) |

Additional Information

Symptoms of diarrhea, severe stomach cramps, nausea, vomiting or fever may be the result of eating food contaminated with harmful germs. Many people can fight off the food poisoning germs and only experience mild discomfort. But young children and the elderly may not have strong enough immune systems to handle these germs. They can suffer serious illness from unsafe food. Barbecue food safety is simple, but very important.

Foods that need SAFE food handling from the barbecue are: hamburgers, hot dogs, steaks, all poultry, (chicken, turkey), pork chops.

- [Before Cooking](#)
- [While Cooking](#)
- [After Cooking](#)
- [Links](#)

Sudbury and District Health Unit:

<http://www.sdhu.com/content/search/doc.asp?doc=366&q=barbecue&l=&lang=0>

Forms Required by the City

Barbecues

- ✓ Copy of approved Special Occasion Food Permit from the Sudbury and District Health Unit

BONFIRES ON MUNICIPAL PROPERTY

THE CITY OF GREATER SUDBURY

Regulating Bodies

All approved fires must comply with the Fire Protection and Prevention Act, 1997.

Bonfires in the City of Greater Sudbury are regulated by Municipal By-law 2009-132 to Regulate Open Air Burning which state:

(2) On receipt and review of a written application, signed by the Applicant and supported by written consent of the registered owner of the property on which the fire is proposed to be set, the Fire Chief is authorized to refuse or to approve on conditions, for the setting of:

- (a) a demonstration or training fire;
- (b) a fire for ceremonial purposes; or
- (c) a bonfire sponsored by an organization or group of persons.

(3) The Fire Chief shall provide his decision in writing and shall include in his or her written consent:

- (a) the particulars of the fire which is to be set;
- (b) the location at which the fire can be set;
- (c) the size of the fire which is to be set;
- (d) the day and time at which the fire is authorized to be set;
- (e) the person authorized to set the fire;
- (f) in the case of a demonstration or training fire, the requirement that the fire be set in the presence of such members of the City's Fire Services and such equipment as may be reasonably necessary to be able to control and extinguish the demonstration or training fire;

If approved, the organizer must ensure that all conditions are met such as ensuring that there is no burning of construction material and the fire does not exceed 2 meters, in width, 2 meters in height.

For more information or to obtain an Application for Burning Permit, call 3-1-1 or visit the Fire Prevention Services office located at 193 Van Horne Street, Sudbury.

Forms Required by the Municipality

Bonfires on Municipal Property

- ✓ Copy of letter of approval from the land owner
- ✓ Copy of letter of approval from the Fire Chief

CROWD CONTROL

THE CITY OF GREATER SUDBURY

Regulating Bodies

The Ministry of Community Safety and Correctional Services regulates Ontario's private security industry. This includes licensing all security guards, private investigators and agencies, and registering employers that directly employ in-house security staff.

The ministry aims to ensure security guards and private investigators in Ontario carry out their work professionally, effectively, safely and lawfully. [Private Security and Investigative Services Act, 2005](#)

As the registered land owner of public property, the municipality must abide by the Occupier's Liability Act and has an Occupier's duty defined in the Act as:

3. (1) An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons are reasonably safe while on the premises. [Occupier's Liability Act, R.S.O. 1990](#)

How Many Security Guards and/or Paid Duty Officers will be required?

The municipality will determine the number of Licensed Security Guards and/or Paid Duty Officers required for your event based on identified risk factors including: location, duration of event, target age group, scheduled activities, and number of entry and exit points.

Once a number of guards or officers have been determined, it is your responsibility to acquire and pay for the services.

What is a Paid Duty Officer?

Paid Duty is a service provided at functions or events. It is arranged for and authorized by the Greater Sudbury Police Service, provided by off-duty members, and paid for by person or organization requesting the services from the Greater Sudbury Police Service.

A Paid Duty Officer may be requested for the following:

- Traffic control
- Security at dances, concerts, festivals
- Wide load escorts and other escorts
- Patrols
- Special event
- Sporting events

The Process to Request a Paid Duty Officer

A minimum of two-week advance booking notice is strongly recommended to request a Paid Duty. Please specify what the function is and the specific service required.

Forms Required by the Municipality

Crowd Control

- ✓ Copy of Security Guard contract indicating the agreed upon numbers of guards and hours
- ✓ May be required to show proof of Security Guard Company License
- ✓ May be required to provide Security Guards individual registration numbers
- ✓ Copy of Paid Duty contract (if applicable)

EMERGENCY MANAGEMENT PLAN

CITY OF GREATER SUDBURY

Your Emergency Management Plan is one of the best tools to avoid any accidents or injuries from occurring at your event. The Special Events Officer or Recreation Coordinator will work with your group to help identify areas of risk and ways to eliminate or mitigate those risks.

Your emergency management plan should include the following information:

- **Security Plan:** This plan will outline what paid and voluntary services have been acquired for your event. This plan should also include a site plan where each guard or officer will be stationed and the hours which they will be attending your event
- **Increment weather plan:** This plan will outline what steps will be taken in the event of bad or dangerous weather (extreme heat or cold, thunder and lightning and also strong winds)
- **Evacuation plan:** This plan will indicate how the crowd will disperse in the event of an emergency and what meeting places have been selected. This plan will also include the role of organizer and City staff in the event of emergency.
- **Traffic Management Plan:** This plan should provide where parking will be available for the site, how overflow will be managed and how to minimize vehicle/ pedestrian encounters.
- **First Aid Plan:** This plan should include where the first aid station or personnel will be situated on the site and what services and steps will be taken in the event of a medical emergency.
- **Waste Management Plan:** This plan should identify event recycling, waste collection, washrooms, gray water disposal and site clean-up. Additional information can be found on the waste management page.
- **Site Map:** Your site map should clearly show the location and size of all tents and other structures for your event. The site map should also identify egress and fire routes. It is also a good idea to label all entry and exit points on the map.
- **Event Schedule:** It is important that you include all schedules into your emergency plan. Don't forget to include your set-up/ load-in times and take down times
- **Organizer Contact Information:** It is important that as the organizer, you have identified which committee members or volunteers will be responsible for which roles and provide contact information to your city liaison in the event of questions or emergency.

FIREWORKS

THE CITY OF GREATER SUDBURY

Regulating Bodies

The Explosives Safety and Security Branch (ESSB) of Natural Resources Canada (NRCan) is responsible for administering the [Explosives Act and regulations](#) and pursuing the advancement of explosives safety and security technology. ESSB's main priority is the safety and security of the public and all the workers involved in the explosives industry in Canada.

In Canada, fireworks are separated into three different classes:

- **Consumer Fireworks** are low-hazard firework articles designed for recreational use by the public. These articles include items such as roman candles, sparklers, fountains, wheels, volcanoes, mines, and snakes.
- **Display Fireworks** are high-hazard firework articles designed for use by professionals. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels.
- **Pyrotechnic Special Effects** are high-hazard pyrotechnics articles designed for use by professionals. These articles include items such as gerbs, mines, comets and crossettes. This class also includes special purpose pyrotechnics manufactured live stage and the film and television industry.

To use Display Fireworks or Special Effect Pyrotechnics you must be certified by Natural Resources Canada.

Please refer to the [National Fireworks Certification Program](#) for further details.

You do not need to be certified by Natural Resources Canada to use Consumer Fireworks but before using this type of firework please check any municipal or provincial requirements that may be in place to control the use of consumer fireworks in your area. Please refer to the Consumer Fireworks Safety page for simple safety procedures to ensure a fun but safe consumer fireworks display.

Fireworks in the City of Greater Sudbury are further regulated by Municipal By-law 2011-100 which recognises the following days as "permitted days"; Victoria Day, Canada Day, December 31st, January 1st or a day authorized in writing by the Fire Chief.

Forms Required by the Municipality

Fireworks

- ✓ A letter of permission from the land owner (Addressed to Real Carré of Leisure Services)
- ✓ A letter of permission from the Fire Chief
- ✓ A copy of the Fireworks Operator Certificate, applicable to the class of fireworks being discharged
- ✓ A list of fireworks being used during the demonstration and
- ✓ A copy of valid liability insurance from the Fireworks Operator (minimum \$5,000,000 liability coverage with the City of Greater Sudbury listed as an Additional Insured)

FIRST AID

THE CITY OF GREATER SUDBURY

Emergency Medical Services Requirements

Your emergency medical services or first aid requirements will be determined through consultations with the City after a Risk Management Assessment has been completed on your event. Below is a chart found in the Toronto Special Events Planning Guide to provide a general idea of what first aid support might be recommended/required for your event to assist with the early planning/budgeting stages of your event.

- Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd.
- ✓ Recommended resource intended to ensure safety of participants.

| Event Type | Anticipated Crowd Size | First Aiders and First Aid Equipment | Basic First Aid Station(s) | EMS PCP Field Aid Station(s) | EMS ACP Field Aid Station(s) | EMS PCP Ambulance(s) | EMS ACP Ambulance(s) | EMS Rapid Response Team(s) |
|--|------------------------|--------------------------------------|----------------------------|------------------------------|------------------------------|----------------------|----------------------|----------------------------|
| Concert/ Music Festival/ Block Party/ Street Fair/ Outside Venue | Less than 2,500 | ● | ● | ✓ | | ✓ | | |
| | 2,500 to 15,500 | ● | | ● | | ● | ✓ | |
| | 15,000 to 50,000 | ● | | ● | ✓ | ● | ● | ● |
| | Over 50,000 | ● | | | ● | ● | ● | ● |
| Athletic/ Sporting Event | Less than 2,500 | ● | ● | ✓ | | | | |
| | 2,500 to 15,500 | ● | | ● | ✓ | ● | ✓ | |
| | 15,000 to 50,000 | ● | | | ● | ● | ● | ● |
| | Over 50,000 | ● | | | ● | ● | ● | ● |
| Parade | Less than 2,500 | ● | ● | | | | | |
| | 2,500 to 15,500 | ● | ● | ✓ | | ● | ✓ | |
| | 15,000 to 50,000 | ● | | ● | ✓ | ● | ● | ● |
| | Over 50,000 | ● | | ● | ✓ | ● | ● | ● |
| Conference/ Convention | Less than 2,500 | ● | ● | | | | | |
| | 2,500 to 15,500 | ● | ● | ✓ | | ✓ | | |
| | 15,000 to 50,000 | ● | | ● | | ● | ✓ | ● |
| | Over 50,000 | ● | | ● | ✓ | ● | ● | ● |

Forms Required by the Municipality

First aid

- ✓ Copy of valid First Aid certification for designated person
- ✓ Copy of contract or confirmation of first aid/EMS personnel on-site for your event

TENTS AND TEMPORARY STRUCTURES

THE CITY OF GREATER SUDBURY

Governing Bodies:

Tents and temporary structures are regulated by the Ontario Building Code and by the Ministry of Labour's Performance Industry Standards.

Tents:

Certain tents require a permit from Building Services before they can be erected at a special event. A tent over 600 square feet (20' by 30') with or without sides requires a permit and inspection from Building Services once erected. Small tents, less than 600 square feet, with or without sides, do not require permits; however all tents must be spaced at least 10' apart. It should be noted some tent rental companies will take responsibility for permits and supplying engineers, so be sure to ask your rental representative what responsibilities they cover.

For tents requiring permits, Building Services can provide information pertaining to tent requirements, including setback guidelines from other structures and from flammable or combustible material, tent fabric requirements, fire safety, structure design, etc. An application, which can be obtained from Building Services, should disclose such information as the date and location of the event and the name of the tent supplier. The application must be accompanied by:

- the appropriate fees (\$59 for tents under 1240 sq. feet and \$120 for tents larger than 1240 sq. feet)
- a plot plan which clearly shows the location of the tent and the distances from the lot lines and other structures
- a commitment certificate from a structural engineer, where applicable
- a letter of authorization from the property owner, where applicable

This application must be made at least two weeks in advance of the day of the event.

Staging:

In conjunction with the Ministry of Labour guidelines for Temporary Performance/Event Structures and the OHS standard practices, it is our policy that any staging over 24" in height must be designed and reviewed by a structural engineer and must have a building permit.

WASTE MANAGEMENT PLAN

THE CITY OF GREATER SUDBURY

Waste Management

Recycling:

The City of Greater Sudbury Environment Services Division supports groups who wish to incorporate recycling with their special event plans by providing blue box service free of charge. A minimum of two weeks notice is required. There is no Organics Special Event Program available.

For more information contact the Environmental Services Division by calling 3-1-1 or visiting the City of Greater Sudbury website (www.greatersudbury.ca).

Washrooms:

There is no uniform standard for calculating the number of toilets required for events. However, when planning the provision of toilet facilities, the following should be taken into consideration: type of event, duration of the event, crowd type and activities, number of patrons, alcohol and food consumption.

| Special Event Portable Restroom Calculator | | | | | | | | | | | |
|--|----------------------------|----|----|----|----|----|----|----|----|-----|--|
| | Length of Event (in hours) | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 50 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | |
| 100 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 4 | |
| 250 | 2 | 2 | 3 | 3 | 3 | 4 | 4 | 6 | 6 | 8 | |
| 500 | 3 | 4 | 5 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | |
| 1000 | 5 | 7 | 8 | 8 | 9 | 9 | 10 | 10 | 12 | 12 | |
| 2000 | 8 | 13 | 15 | 17 | 18 | 19 | 19 | 19 | 20 | 20 | |
| 3000 | 12 | 19 | 23 | 25 | 28 | 28 | 28 | 30 | 30 | 30 | |
| 4000 | 16 | 24 | 30 | 34 | 36 | 38 | 38 | 38 | 38 | 38 | |
| 5000 | 19 | 32 | 38 | 42 | 44 | 46 | 46 | 48 | 48 | 48 | |
| 6000 | 23 | 38 | 46 | 50 | 54 | 57 | 57 | 60 | 60 | 60 | |
| 7000 | 28 | 42 | 54 | 60 | 63 | 66 | 66 | 66 | 66 | 66 | |
| 8000 | 32 | 48 | 60 | 66 | 72 | 72 | 75 | 78 | 78 | 78 | |
| 10000 | 38 | 60 | 75 | 84 | 88 | 92 | 96 | 96 | 96 | 100 | |

How to use this chart:

- 1) Determine how many hours the event will last. If it is multiple days, use the longest day.
- 2) Determine how many people will attend. If there are multiple days, determine the peak day.
- 3) Use the chart to calculate the number of portable restrooms needed for adequate sanitation conditions.

Note: If alcohol is being served, add 15-20% more restrooms. Add one Extra-large per 20 portable restrooms, or a minimum of one for events open to the public. Adequate hand washing should also be provided with restrooms in all food service areas.

For adequate sanitation conditions it is recommended to have a minimum of one Hand Washing Station per four restrooms, plus additional stations for food vendors.

Above chart found on: http://66.147.244.162/~maverii6/wp-content/uploads/2013/05/special_events_chart1.jpg

TEMPLATES

THE CITY OF GREATER SUDBURY

- Letter to Clerk's Department for Noise by-law exemption request
- Letter to Residents
- Special Events Checklist
- Emergency Management Plan

Letter to Clerk's Department for Noise by-law exemption

(Event banner /Letterhead or contact information)

City Clerks
City of Greater Sudbury
PO Box 5000 Stn A
Sudbury, Ontario
P3A 5P3

(Date)

Attention: Brigitte Sobush

The (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment/ attractions/ food). We are expecting approximately (number) residents to attend.

(List any issues that may effect surrounding residents including noise, an increase in traffic around the area, fireworks and what time etc.)

(Also list how any of these issues have been addressed eg. extra parking provisions and parking attendance around the location of the event).

We are requesting an exemption to the City of Sudbury, Municipal Code, Chapter 776, Noise by-law on (date) until (time).

If you would like any further information about this event at all, please contact me on (phone number, address and email address) or the Shelley Lalonde, Special Events Officer at the City of Greater Sudbury at 705-674-4455 Ext. 2453.

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for the residents of the City of Greater Sudbury.

Yours Sincerely,

(Your Name)

Letter to Residents

(date)

Dear Resident,

The (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment/ attractions/ food). We are expecting approximately (number) residents to attend.

(List any issues that may effect surrounding residents including noise, an increase in traffic around the area, fireworks and what time etc.)

(Also list how any of these issues have been addressed eg. extra parking provisions and parking attendance around the location of the event).

If you would like any further information about this event at all, please contact me on (phone number, address and email address) or the Shelley Lalonde, Special Events Officer at the City of Greater Sudbury at 705-674-4455 Ext. 2453.

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for the residents of the City of Greater Sudbury.

Yours Sincerely,

(Your Name)

Request for Decision

Purchase of Power Cots for EMS

Presented To: Community Services Committee

Presented: Monday, Jul 07, 2014

Report Date Wednesday, Jun 25, 2014

Type: Managers' Reports

Recommendation

THAT the City of Greater Sudbury approve the Emergency Services Department's request to utilize up to seven hundred thousand dollars (\$700,000) from the Capital Financing Reserve Fund - Emergency Medical Service for the purchase of power stretchers and load solutions for the Emergency Medical Services Divisions fleet of ambulances. The service will undertake a competitive bid solicitation to award this contract.

Finance Implications

If approved, the power cots would be funded from the Capital Financing Reserve Fund - Emergency Medical Service.

Signed By

Report Prepared By

Joseph Nicholls
Deputy Chief of Emergency Services
Digitally Signed Jun 25, 14

Recommended by the Department

Tim P. Beadman
Chief of Fire and Paramedic Services
Digitally Signed Jun 25, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jun 25, 14

Executive Summary

Paramedic injury rates resulting from the cumulative effects of constant, repetitive, heavy lifting of patients, stretchers and equipment are a significant concern for the Paramedic Service. This coupled with the fact that our current manual stretchers have reached the end of their life cycle presents an opportunity for the Paramedic Service to replace the current manual stretchers with new power stretcher and load systems.

Current research has demonstrated that load type forces experienced by Paramedics lifting manual stretchers can be significantly reduced through the use of power stretchers and load systems. In addition, the experiences from several Ontario Paramedic Services indicate power stretchers and load systems have had a dramatic and positive impact on the well-being of Paramedics resulting in fewer injuries associated with the effects of heavy lifting. Emergency Services is seeking the City of Greater Sudbury's approval to access funds from the Land Ambulance Reserve in order to replace our current manual ambulance stretchers with a power stretcher/load solution as a key component in our overall strategy to reduce workplace injuries and improve employee wellness.

Background

The City of Greater Sudbury Emergency Medical Services transports over twenty thousand (20,000) patients annually with a fleet of twenty-two (22) ambulances. The Ambulance Act of Ontario legislates that every patient must be transported by stretcher, unless otherwise contraindicated. The Paramedic Division currently has thirty (30) manual ambulance stretchers (twenty-two (22) main, eight (8) spare) that have exceeded their life cycle and are in need of replacement at an approximate cost of one hundred and fifty thousand dollars (\$150,000).

Paramedics transport patients to destination facilities by placing them on an ambulance stretcher and loading them (stretcher, patient, and equipment) into the ambulance for transport to the patient's destination. In the course of a normal call Paramedics must raise or lower the height of the stretcher to facilitate moving the patient onto or off the stretcher and into and out of the ambulance. On a single call a Paramedic will average eight (8) lifts. The average estimated weight of a Sudbury patient in 2013 was 80 kgs.¹ (176.3 lbs). The combined weight including the stretcher and additional equipment (defibrillator, oxygen) normally carried on a call equals an average total weight² of 174.5 kgs (385 lbs). Based on eight (8) lifts in the course of a single call, Sudbury Paramedics will lift an average of 1,396 kgs or 1.5 tons per call.

The constant repetitive cycle of lifting can result in Paramedics lifting over 9.2 tons (cumulative) over the course of a single shift. The effects associated with the constant lifting of such heavy loads have an adverse effect on the well-being of Paramedics resulting in strain type injuries to their backs and joints, and lost productivity. Recently we have seen a couple of cases of hernia type injuries requiring surgical repair.

The Paramedic Services undertook an analysis of our injury rates from 2008 to 2013. In 2013, we experienced a total of eighty-nine (89) injuries. The leading cause of injury was attributed to stretchers accounting for 42% of total claims. In 2013, these claims resulted in three thousand, three hundred and thirty-nine (3,339) hours of lost productivity or two hundred and seventy-eight (278) days (based on 12 hour shifts) for a cost to the City of one hundred and fifty-one thousand, one hundred and forty-six dollars (\$151,146). In the first five months of 2014, the service has paid \$89,907 in modified work costs for stretcher related injuries, this number continues to grow.

The attached chart (See Attachment #1) demonstrates that although total injury claims are trending down slightly, the overall percentage of stretcher handling injuries (patient and equipment lifting) continues to trend up and has increased by 14% over the past six years, representing 42% of the total reported Paramedic injuries.

This increase in stretcher related claims can in part be attributed to:

- increase in call volume.
- increase in the total cumulative weight being lifted in any given shift.
- patients are getting heavier³, *“between 1981 and 2009, the average weight of a 45-year-old man ballooned by 20 pounds”*.
- Paramedics' physical fitness declines as they become older.
- Paramedics are carrying more medical equipment to meet their expanded scope of practice.

Injury rates resulting from the physically demanding work by Paramedics are a significant concern for the Service. Many Paramedics will not retire from the field, leaving the profession prematurely as the result of strain type injuries to shoulders, knees and backs. This concern has been identified by Emergency Services in our Strategic Plan with the intent to:

“find alternative powered solutions to reduce the accumulative effects of lifting, while improving patient safety.”

The Paramedic Division recognizes that technology is only one component of a more comprehensive

program. The Emergency Services Strategic Plan (2014 - 2019) identified Health & Safety as a key priority; one of our Health & Safety initiatives is a Back Care Program. This program looks at several initiatives such as technology, awareness, and education.

Over the past year, Paramedics have taken a couple of back care training programs including one developed in partnership with the Occupational Health Clinic for Ontario Workers Sudbury and our Paramedic Division. The program, entitled "Preventing back injuries in Paramedics: how to lift in a worst case scenario...", was developed to assist in the prevention of back injuries in Paramedics. The Division has also engaged the City's Health and Safety Facilitator, who is working with the Division, and is scheduled to deliver injury prevention training to all Paramedics during our upcoming fall training sessions.

Evidence indicates that power stretchers and load systems can have a positive impact on the well-being of Paramedics resulting in fewer injuries and prolonging careers by dramatically reducing the amount and frequency of lifting required by the Paramedic.

Power stretchers utilize onboard battery powered hydraulics to raise and lower the stretcher; one has a power load trolley-type arm that extends out of the ambulance engaging the stretcher during loading and unloading. This eliminates all manual lifting by the Paramedics.

A 2009 study⁴ looked at the financial impact of two different stretcher designs on an emergency medical service by comparing injury claim data using manual stretchers vs. power stretchers over a four-year period. The conclusion of the study states:

NOTE: The terms: stretcher, gurney and cot all refer to the same equipment.

"This study highlights the positive financial impact realized by an EMS Service after installing equipment that reduced the task demands on employees. More specifically, after installation of the battery powered gurney, which would raise and lower the gurney and patient hydraulically, a 41% decrease in claims paid and a 62% decrease in the amount of claims paid per transport for incidents involving gurneys were realized. Additionally, claims paid associated with raising and lowering gurneys decreased 69% and 96%, respectively.

Overall, the installation of the ergonomically improved gurney design resulted in significant savings while the frequency of calls for the studied service increased. This ergonomic intervention demonstrates that appropriately designed equipment may not only be good for the employee but makes sound financial sense."

A 2013 study⁵ to investigate potential biomechanical effects of different medical stretcher design features on EMS workers was undertaken, which concluded:

"In this study, decreases of compression forces on the L4/L5 disc of up to 50% were observed when raising a cot with a power lift feature over a manual cot and up to 60% over a European cot. The power lift feature also reduces compression forces when a cot is being held in preparation for loading into an ambulance, and an even greater reduction is possible when using a powered load system which eliminates the need for supporting the weight of a cot prior to loading."

Several Paramedic Services in Ontario have already transitioned to power stretcher load systems with positive results. Recently, York Region Paramedic Services reported the following reductions in injuries just eight (8) months after introducing a power stretcher/load solution:

- 71% reduction in reported stretcher related incidents causing injuries (38 in 2012, 7 in 2013)
- 39% reduction in repetitive task/motion incidents (18 in 2012, 7 in 2013)
- 11% reduction in overexertion/strain incidents (133 in 2012, 76 in 2013)

- 49% reduction in lost time hours (585 in 2012, 189 in 2013)
- average lost days per lost time incident in 2012 1.8, in 2013 0.4

York EMS' experience is comparable to the findings of the study published in 2009. The addition of power stretchers load devices reduce the amount of weight Paramedics must lift and the cumulative effects these types of loads can have over a long period. A recent employee survey by York Region Paramedic Services demonstrated that 86.7% of Paramedics after using the power stretcher load system indicated they felt "*much better*" after a set of shifts.

It is anticipated the implementation of a power stretcher load solution by the City could result in similar reductions in exertion type claims and lost productivity associated with lifting the ambulance stretcher as described in the *Impact of Gurney Design on EMS Personnel* study, and that experienced by the Region of York Paramedic Service. It is estimated the implementation of power cot and load systems could result in an estimated 50% reduction in modified work costs (\$75,000) per year associated with stretcher lifting injuries. Based on a stretcher life cycle of 7 to 10 years this could result in a cost avoidance of \$525,000 to \$750,000.

There are only two (2) manufacturers of ambulance power stretchers load systems available in Canada. The following video clips provide a brief demonstration of these two products:

[Stryker Medical](#)

[Ferno Canada](#)

In conclusion, the research and experience by Paramedic Services has demonstrated the replacement of manual stretchers with power stretchers and load solutions to decrease the significant physical weight paramedics are carrying every day and the effects on the Paramedics well being. There are also operational benefits that can be realized with power stretchers and load technology, which include:

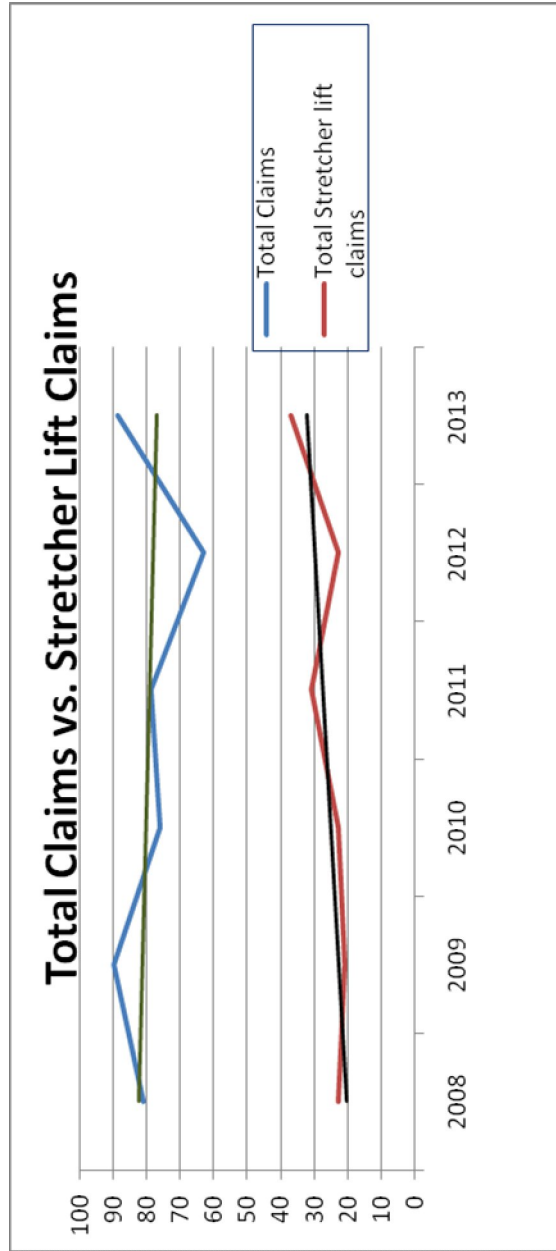
- The Paramedic Division current manual stretchers have exceeded their life cycle and require replacement at an approximate cost of one hundred and fifty thousand dollars (\$150,000).
- New generation stretchers have fewer parts, resulting in less down time for maintenance and repairs.
- Reducing the number of times Paramedic crews call for assistance from another crew for lifting only.
- As all power stretcher load equipped vehicles would now be bariatric capable, this option reduces on-scene times waiting for one of only the three bariatric vehicles, currently available in our fleet, to arrive.
- The smoother operation of a power stretcher when changing heights and loading can reduce the startle effect on patients, reducing their anxiety.

Recommendation

THAT the City of Greater Sudbury approve the Emergency Services Department's request to utilize up to seven hundred thousand dollars (\$700,000) from the Capital Financing Reserve Fund - Emergency Medical Service for the purchase of twenty-four (24) powered ambulance stretchers and power load solutions for the EMS Divisions fleet of ambulances. The service will undertake a competitive bid solicitation to award this contract.

1. 2013 Imedic , all patients over 18
2. Combined weight Ferno ProFlexx stretcher, Zoll E defibrillator, oxygen, and medical bags carried on a typical call.
3. Andre Picard (<http://www.theglobeandmail.com/authors/andre-picard>) Public Health Reporter - The Globe and Mail - January 13, 2010
4. The Impact Of Gurney Design On Ems Personnel Tycho K. Fredericks, Steven E. Butt, and Ashley Hovenkamp 2009
5. Evaluation of Medical Cot Design Considering the Biomechanical Impact on Emergency Response Personnel Tycho K. Fredericks, Steven E. Butt, Kimberly S.- Harms, and James D. Burns

Attachment #1



The chart above demonstrates that although total injury claims are trending down slightly, the overall percentage of stretcher handling injuries (patient and equipment lifting) continues to trend up and has increased by 14% over the past six years, representing 42% of the total reported Paramedic injuries.