

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

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Manager of Recreation
Digitally Signed Jun 25, 14

Division Review

Real Carre
Director of Leisure Services
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Recommended by the Department

Catherine Matheson
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Digitally Signed Jun 25, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
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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 PLAN

LIGHTENING 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.
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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: • 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: • 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 • 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 alcohol/ 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)									
Number of Attendees		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)