

**Municipality of The Township Of Stone Mills**

**By-Law 2019-965**

**Being A By-Law To Regulate Public Events.**

WHEREAS Section 126 of the Municipal Act, R.S.O. 2001 as amended provides that, “Without limiting sections 9, 10 and 11, a local municipality may, regulate cultural, recreational and educational events including public fairs; and prohibit the activities described in clause (a) unless a permit is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans; and

WHEREAS Section 128 of the Municipal Act, R.S.O. 2001 as amended provides that without limiting sections 9, 10 and 11, a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances; and the opinion of council under this section, if arrived at in good faith, is not subject to review by any court.

WHEREAS Section 429 of the Municipal Act, R.S.O. 2001 as amended provides in part that a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act; and

WHEREAS the Council of the Township of Stone Mills deems it appropriate at this time to regulate events in the Municipality.

NOW THEREFORE the Council of the Municipality of the Township of Stone Mills hereby enacts the following guideline by-law the regulation and authorization of Special Events for attendees with more than 250 attendees within the Township of Stone Mills as follows:

- 1) THAT Council enact the guideline/by-law regulations for the hosting of Special Events within the Township for any events with over 250 people in attendance.
- 2) THAT Council authorize the enforcement of said guideline/by-law as attached as APPENDIX 1 by the Township of Stone Mills By-law enforcement.
- 3) THAT all provisions of this by-law and guideline in APPENDIX 1 come into effect on the date of passing.
- 4) THAT by-law 2008-430 be repealed and replaced by this by-law and provisions in APPENDIX a to regulate events within the Township.

## APPENDIX 1

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# Guidelines for Special Events

## 1. Purpose

The Township of Stone Mills recognizes that Special Events provide economic benefits to the local economy and they enhance the quality of life, tourism, arts and culture, recreation, education, health and wellness in the community.

The purpose of this policy is to establish guidelines for the management of Special Events within the Township.

The goals of this policy are to:

- Assist Event Organizers and businesses in planning safe and successful events and establish criteria and procedures for Special Events.
- Provide best practices and the sharing of general information for event organizers.
- Ensure that associated risks to the Township and residents are minimized.
- Facilitate the administration of events to a central point of contact and facilitate the scheduling of staff and resources for the safety of event attendees
- Maximize compatibility and minimize nuisance to surrounding residents.

The permit process outlined by these guidelines will be implemented by By-law.

## 2. Definitions

**Event Organizer** means any person or group, who creates, plans and initiates an event.

**Private Property** means land owned by private individuals or corporations or agencies other than the Township.

**Public Property** means any road, road allowance, land, structure or building owned, leased or controlled by the Township

**Special Event** means an organized, one-time, annual or infrequently-occurring gathering or function involving more than 250 people or guests, on (i) private property, (ii) public property not administered by the Township, or (iii) a combination of both, organized by an Event Organizer which is not the Township, that celebrates a unique aspect of the community through one or more of the following themes:

- Harvest/Agricultural: celebrates/educates agriculture;

- Cultural: celebrates/educates heritage and culture;
- Theatrical: celebrates/displays of theatre arts;
- Neighborhood: provides neighbourhoods with an opportunity to celebrate;
- Commemorative: acknowledges significant dates or occurrences including weddings, birthdays etc.;
- Athletics: involves competition of an athletic nature;
- Artistic: celebrates/displays of creative and artistic works;
- Commercial: events designed to generate revenue;
- Agri-tourism: supports agricultural tourism; and/or
- Tourism drivers.

And meets one or more of the following criteria:

- i) Pre-determined opening and closing date/time;
- ii) Consisting of several separate activities at multiple locations;
- iii) Available to the community at large; or
- iv) Involves amplified noise that requires approval of an exemption from the Township Noise By-law.

Examples of special events include:

- Craft sales except for craft sales held within any place of worship;
- Outdoor functions including wedding receptions;
- Festivals;
- Entertainment such as concerts, festivals, athletic events (areas without permitted zoning) and dramatic productions;
- Parades, marathons, walks, bicycle rides or runs that interfere with the free flow of traffic.

Special events do not include:

- Private social gatherings consisting of fewer than 250 people or guests, which do not make use of any public street, other than lawful parking.
- Garage sales, lawn sales, rummage sales or similar casual sales.

Council for the Township of Stone Mills will consider exemptions to the Special Events Guidelines. If the group/association or organization can demonstrate that the event meets the mandate as identified in the follow a) -f) list, the authority provided by this By-law may not apply. This will require the event organizer make a written request and then a special resolution of council recognizing the exemption to an event permit to receive an exemption. Events will only be considered if the following can be demonstrated and are endorsed by Council:

- a) A sports association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents of the Municipality;

- b) A church or religious association where the primary place of worship is located in the Municipality;
- c) An association whose mandate is to provide for educational opportunities or benefits or to assist an educational facility in the provision of educational opportunities or benefits for the youth located of the Municipality;
- d) An association whose mandate is to promote and foster public awareness or the conservation, agricultural or cultural and/or heritage resources specific to the Municipality;
- e) An association whose mandate is to promote or otherwise provide a continuous or long-term economic benefit to the Municipality or a portion thereof
- f) An association or organization that is hosting the event on behalf of the Township or co-hosting the event with the Township for the benefit of the community. (i.e Canal Bash, Canada Day, September fest etc.)

**Outdoor Function** shall mean any function that is not held within an enclosed building but rather outdoors or in a tent or other temporary structure.

### **3. How to Apply**

The Event Organizer shall review the guidelines and checklist and complete the application and submit all required supporting documentation and application fees to the Planning Department. All fees are non-refundable.

Each Event Organizer must submit an application every year for recurring events. Event Organizers may be required to meet with Staff to review the application and discuss the details. Additional forms may be necessary depending on the activities included in the event.

Prior to Submission of the Event Permit Application, Event Organizers must consult with all parties and department as highlighted in the Application Form and provide proof of compliance as part of the Application process. Incomplete or non-compliant applications may not be considered

The Township will consider the following criteria when evaluating and scheduling Special Events:

- The nature of the event and how it will benefit the community;
  - The dates and times during which the event will occur;
  - The location(s) of the events and whether the location(s) will inhibit the safe flow of pedestrian and vehicular traffic in the Township;
  - Whether the activities are in compliance with other applicable laws;
  - Whether the event is to benefit non-profit community service organizations;
  - Whether the event is to benefit non-profit tourism organizations;
-

- The general health, safety and welfare of the participants in the event and the citizens of the Township;
- The impact and/or cost of the event on Township support services;
- The event is held to minimize public disturbance, impacts on the community, local residents and:
- The frequency of the event or similar events.

Council will consider the application together with comments from departments and reporting bodies along with any concern raised by members of the public and make a decision respecting the approval of the event. Council may impose such conditions as deemed appropriate.

Delays in submitting the application and the required documents may delay the approval and the ability to fulfill event requests.

Event Organizers must submit their application for a special event a minimum of 1 month prior to the start of their event, where possible, to allow for administrative processing.

The Event Organizer shall adhere to all applicable policies, legislation, by-laws and regulations.

#### **4. General Policies and Procedures**

A Special Event application submitted to the Township for approval must meet provincial and federal legislation and regulations.

## **Before Your Event**

### **4.1 Special Event Considerations**

To be considered for approval, a Special Event must have a direct impact on one or more of the following areas: agriculture, agri-tourism, tourism, arts and culture, education, health and wellness, athletics/physical fitness, enrich the character and identity of the Township, create unique rural personable experiences (including outdoor weddings, birthdays etc.), contribute to tourism or extend the overall range and mix of tourism in the Township. Special Events will be evaluated to ensure that they do not negatively affect the community and are compatible with surrounding land uses.

Special Events are meant to last no more than 7 days in length and not be recurring for multiple events operated annually by the same Event Organizers. Consideration for longer duration may require increased requirements at the discretion of the Township which may include increased compensation and enhanced regulations.

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## **4.2 Approvals and Notice**

Upon receipt of the Special Events Application, all required documentation, Council approval and all criteria being met, a letter of approval will be sent to the Event Organizer. Staff shall be authorized to approve Special Events upon approval from Council. Council may delegate the authority to Staff for approval as it deems necessary.

The Township may attach such terms and conditions to an application as deemed necessary to ensure public safety and protect Township property. The Township shall require a separate agreement with Event Organizers for any event proposed on Public Property. The Event Organizer shall also provide notice of the Special Event to all adjacent landowners and businesses within 1 kilometre of the event.

## **4.3 Promotion**

The Township can assist event organizers in promoting the event to a local audience, as well as tourists outside of the Township by use of inclusion on the Municipal Website and/or Social Media pages but is not obligated to do so.

## **4.4 Location**

Event Organizers must confirm the location of the event and list all sites to which the event will operate from.

## **4.5 Additional Services/Equipment**

The Event Organizer is responsible for any costs incurred by the Township that are related to the event. These costs include, but are not limited to, road allowances and rental of site amenities such as snow fencing, road barricading, garbage receptacles, excavation, site preparation, licensing fees, etc.

The Public Works Department may be asked or may be required to supply labour, equipment and materials. These services and related fees shall be quoted by the Township with compensation to be agreed upon by Event Organizers. The Township reserves the right to prohibit an outside contractor from completing the work.

## **4.6 Cancellations**

The Township Council reserves the right to revoke any approvals to ensure public safety, if in the sole opinion of the Town; the Event Organizer fails to comply with the requirements of the Special Events Guidelines or any other Township By-law or Provincial or Federal legislation.

In the event that the event has proven to be incompatible with the community due to past complaints, disturbances, or non-compliance with event approvals, the Township reserves the right to decline the permit application in the interest in the community.

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## 4.7 Insurance

Events which use public property, the Event Organizer must maintain and provide proof of general liability insurance of no less than \$2,000,000.00 for events that fall under “small events” criteria and no less than \$5,000,000.00 for events that fall under the “major events” criteria naming the Township of Stone Mills as additional insured. The Township reserves the right to request additional liability insurance where the very nature of the event exposes the Township for potentially greater liability. All insurance documents must be provided to the Township with the permit application. Failure to do so will result in a conditional approval with the Certificate of Insurance being provided no later than 10 days prior to the event. The Event Organizer agrees to indemnify and hold the Township harmless against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned in whole or in part by any negligence or acts or omissions during the use of Township property. The Event Organizer will be required to enter into an agreement with the Township for its use of Township property.

Events which take place on private property, the Event Organizer must maintain insurance in accordance to the table below. If the Event Organizer is unclear of the amount of insurance required, staff of the Township will provide in writing the amount of insurance required with justification for their direction.

### INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Primary Considerations	Small Event	Event	Major Event
Age group and maturity of participants	An adult/senior booking an event that will be <b>predominately</b> attended by persons <b>over 25</b> years of age	An adult booking an event that will be <b>predominately</b> attended by persons <b>under 25</b> years of age	Events which are <b>predominately</b> attended by persons <b>under 25</b> years of age. Held on arena floors. ‘Stag and Does’
Rental History	Well known Sponsor	Sponsor has frequent organization experience	Unknown

Incident History	No prior incidents	Minor resolved prior incident	Prior incident history requiring security or Police action to be taken, which was either severe or frequent; or Police assistance required in the past.
Event Dynamics	ie: <ul style="list-style-type: none"> <li>• Stage performance</li> <li>• Community or family dinner/banquet held inside the facility</li> <li>• Wedding Reception</li> </ul>	ie: Open outdoor public gathering	When the event dynamics <b>substantially</b> increase the level or risk or threat to include activities that require care and skill or have elements of physical danger. See list of “Higher Risk” activities below
Invitation	Closed event by personal invitation	Closed event by personal invitation that has advanced ticket sales	Open with general admittance
Activities	<b>None</b> of the following activities are taking place:  Serving of alcohol, water activities, fireworks, horses, stunting events including events using motorized vehicles, amusement rides including inflatable apparatus	<b>None</b> of the following activities are taking place:  Serving of alcohol, water activities, fireworks, horses, stunting events including events using motorized vehicles, amusement rides including inflatable apparatus	<b>One or all</b> of the following “Higher Risk” Activities taking place:  alcohol, water activities, fireworks, horses, stunting events including events using motorized vehicles, and amusement rides including, inflatable apparatus,

The Township of Stone Mills Council reserves the right to waive the insurance requirements or provide coverage from the Township of Stone Mills Facility Renters Use Policy which carries \$5,000,000 general liability.

#### 4.8 Site Plan

A comprehensive site plan detailing event layout must be included with the completed application form and must be adhered to upon approval by the Township.

**The following must be identified on your Site Plan (if applicable):**

- Overview of area (including all street/road names or areas that are part of or surrounding the venue)
- Dimensions or the land in which is to be used for the event
- Overview of activity areas.

- Acknowledgement and endorsement of Road Closures requests and/or alternate routes, indicating direction of travel, dates/times/duration of planned closures from the Public Works Manager
- Location of onsite parking areas.
- Location of storage areas.
- Tents or temporary structures (bleachers, canopies, stages).
- Food operating areas and alcohol serving area.
- Washrooms/washing stations.
- Sign locations, including appropriate event-parking, alternate-route, and other appropriate signs for local and regional roads.
- Waste disposal.
- First Aid and/or medical services.
- Emergency access routes.
- Storage areas for fireworks, propane or other fuels, and flammable materials.

#### **4.9 Temporary Road Closures**

Road closure requests must accompany the Special Events Application. Please contact the Public Works Department and/or County of Lennox and Addington Roads and Bridges manager for endorsement of a road closure. For both partial and full road closures, the applicant must provide a map/drawing and specific details of the closure request (road names, dates, times, nearby businesses and other pertinent information before approval is granted).

Events that require road closures will require all vehicles to be off the road before the event starts. Road barricades will be placed at the access point to the road in accordance with the road closure permit.

All Road closures are to be approved by the Council of the Township of Stone Mills for Municipal Roads or approval from the County of Lennox Addington for County Roads.

It is the responsibility of the Event Organizer to pick up and return all barricades and return them to the Township on the first business day following the event. The Event Organizer will be held responsible and will be invoiced accordingly if there is damage done to any equipment (barricades, etc.). Failure to compensate for any losses may result in the suspension of the event the following year.

The applicant agrees to pay a security deposit of \$1,000 to the Township. The security deposit is required to ensure that there is no damage to Township property and to ensure that the Special Event complies with all Township policies, by-laws and any special conditions imposed as part of the approval of the event.

#### **4.10 Temporary Structures**

The Ontario Building Code requires a building permit be obtained for a single tent or group of tents

- Whose aggregate area is 60 square metres and over
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- Is attached to a building,
- Is constructed closer than 3 metres from other tents or structures.

Tents over 225 square metres must be designed by a Registered Professional Engineer. Section 3.14 of the Building Code outlines the requirements.

Building permits can be obtained by application to the Building Department and must be submitted to the Township prior to submission of the Permit Application.

After the erection of the tent, the tent must be inspected by the Fire Department and Building Department, and if the tent exceeds 225 square metres, a final inspection by a Registered Professional Engineer is required prior to occupancy. Stages and portable bleachers exceeding 0.6 metres above grade must be designed and inspected by a Registered Professional Engineer. A permit may be required from the Building Department.

The Ontario Fire Code requires the approval of a Fire Safety Plan for all assembly occupancies in accordance with Section 2.8 and contains specific requirements for tents in accordance with Section 2.9. The Fire Safety Plan must be approved by the Fire Department prior to submission of application.

Proof that tent materials meet flame proofing requirements of the Ontario Fire Code must be provided. Smoking, candles, or other open flame devices will not be allowed in tents. Hay, straw, shavings, or similar combustible materials will not be allowed in a tent used for assembly purposes.

#### **4.11 Inspections**

Inspections may take place during set-up, at the event and following the event. The Township has the authority to suspend/cancel an event on site if any of the event components are deemed unsafe or do not meet the inspection requirements or Township By-laws.

#### **4.12 Food Concessions and Washrooms**

An application to the Kingston, Frontenac, Lennox And Addington (KFLA) Health Department must be submitted for the sale and distribution of any food items prior to the event application being submitted. The Event Organizer will ensure that the food vendor application is completed and sent to the KFLA Health Department, 1 month prior to the event. Food service provisions must be administered, approved, monitored and inspected by the KFLA Health Department. The Event Organizer must follow guidelines pertaining to potable water, wastewater, garbage receptacles, and proper food handling and food storage.

All Event Organizers must provide public access to washrooms. There are requirements for the number of washrooms needed based on expected attendance and increase when the public has access to tents serving food and/or beverages.

Food trucks and concessions that use gas-fired appliances to prepare food must be inspected by the Technical Standards and Safety Association (TSSA).

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Commercial cooking in food trucks and concessions must comply with Ontario Fire Code requirements for exhaust and fire protection systems. A Fire Department inspection may be required.

#### **4.13 Alcohol Sales (if separate from existing building or structure)**

Township notice is required for Special Events where alcohol is being served, except for those held entirely on property which possesses a permit from the AGCO. The Event Organizer must provide a detailed Site Plan clearly and accurately identifying the location(s) of tent structures and beer garden(s) with all the necessary dimensions.

A letter from the Township which may include acknowledgement/endorsement will then be issued to the Event Organizer. This letter must accompany the application for a Special Occasion Permit (SOP) to the AGCO.

Event Organizers must complete an application for a SOP and submit it in accordance with AGCO timelines. Specific requirements are listed on the Special Occasion Permit Application Form and can be found at: [iagco.agco.ca/prod/pub/en/login.aspx](http://iagco.agco.ca/prod/pub/en/login.aspx)

A special occasion permit must be posted at the event. A copy must be provided to the Township.

Event Organizers must provide proof of notification to the Ontario Provincial Police of specific dates and locations for all events providing alcohol service or sales.

#### **4.14 Fireworks/Pyrotechnic Special Effects**

Events involving the discharge of professional high-hazard Display Fireworks and/or Pyrotechnic Special Effects must obtain a letter of approval from the Fire Department. Proof of a valid Fireworks Supervisor or Special Effects Pyrotechnician Certificate must be submitted with the application.

Proof of general liability insurance of no less than \$5,000,000.00 naming the Township of Stone Mills as additional insured shall also be provided.

#### **4.15 Open Air Burning**

Open air burning including bonfires, fires contained in non-combustible barrels etc. must comply with the Ontario Fire Code and the Township of Stone Mills Open Air Burn By-law. Education of the permitted burning is the responsibility of the Event Organizers.

If open air burning is planned, it must be outlined on the application and on the site plan. A Burning Safety Plan must be submitted with the application which describes how the fire will be controlled, and procedures to be followed in case of emergency. The Fire Department will review the application and may conduct a site inspection to determine if open air burning can be safely permitted.

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#### **4.16 Outdoor Entertainment**

All outdoor entertainment must comply with all Townships By-laws . While it is the obligation of the Special Event Organizer to obtain all applicable permits and regulatory approvals, outdoor entertainment requiring additional equipment, staging, tents, etc. are subject to inspection from the appropriate authorities (i.e. Fire Department and Planning and Building Department) to confirm compliance with issued permits. Events with amplified music that may not meet the noise by-law of the Township may be required to confirm intended noise levels and receive endorsement from Township Council on approved sound levels prior to the approval of the event.

### **At Your Event**

#### **4.17 Parking**

The Event Organizer is responsible for the following:

- ensuring there is sufficient off-street parking for event attendees,
- arranging off-site parking if there is no available parking on site,
- arranging shuttle service for off-site parking if required;
- advising attendees of parking arrangements and;
- enforcement for the event.

Parking areas should be clearly identified on the Site Plan. All parking shall comply with Townships By-laws respecting parking. Where there is a large attendance expected, parking/traffic personnel shall be arranged. The Township encourages accessible parking to be located in close proximity to the event entrance. In the interest of public safety, on-street parking will not be permitted unless no other alternative is available

#### **4.18 Fencing, Digging Staking or Site Alteration**

All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installation on Township land must be pre-approved by the Township. This information must be included in the site plan.

Where an area is confined by fencing or otherwise enclosed, the Ontario Fire Code requires that sufficient emergency exits be provided for the anticipated number of attendees. There are also regulations regarding the control of fire hazards and ignition sources, and for fire safety procedures in fenced or enclosed areas. The Event Organizer will be expected to comply with those regulations.

Locates shall be obtained prior to any excavation, or penetration of the ground for the installation of posts, etc. Locates must be obtained for gas, electric utilities and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

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#### **4.19 Signage/Banners**

Permission is required to erect any sign or banner on Township property and must be indicated in the application. Signs erected/posted must comply with the specifications of the County of Lennox and Addington Sign By-law.

#### **4.20 Security/Policing/Traffic Control**

The Event Organizer is responsible to arrange for required security, traffic control and policing (if mandated by Township Council). The Event Organizer shall be responsible for the cost of officers to monitor these activities, which will be pre-determined by the Event Organizer and the Ontario Provincial Police for each event.

#### **4.21 Health and Safety**

Public health and safety is a priority for the Township and is regarded as a responsibility of the Event Organizer. Health and safety issues are strongly considered during the approval process and Event Organizers must meet the necessary parameters with respect to fire safety and emergency services. The Event Organizer is asked to incorporate health and safety consciousness into his/her own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before the event).

#### **4.22 Emergency Services and Access**

The Township requires that notice of the event will be provided to the Lennox and Addington Paramedic Services, Ontario Provincial Police and Township of Stone Mills Fire department highlighting the following:

- Start/Ends times of the event
- Civic Address of the event
- A copy of the event Site Plan
- Number of Attendees
- Whether alcohol will be served
- An emergency contact 24/7 for the Event Organizer.

If emergency services are required at an event, the Event Organizer will be responsible for the cost of providing emergency services.

Provisions for emergency access must be maintained during event operations. All emergency access routes must be unobstructed at all times to allow passage of emergency vehicles.

#### **4.23 Accessibility**

Event Organizers are required to ensure that measures taken to provide for accessibility are considered as part of their event planning. Failing to consider accessibility as part of the event planning may result in decline of the Special Events Permit application

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#### **4.24 Emergency Medical Services/First Aid**

It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency/individual. All first aid stations should be clearly marked with appropriate signage.

#### **4.25 By-law Enforcement**

During Special Events, Township By-law enforcement will use as much discretion as reasonable, with violations being identified and infraction notices being issued as necessary for safety issues or noise complaints based on complaints. Officers may request such documents as are necessary to determine compliance with applicable By-laws and/or permit requirements.

#### **4.26 Noise**

Where an exemption to the Township's Special Event Permit is required for a Special Event, the Event Organizer must submit to the Township a request for permission to be exempt from the By-law. The request must include the applicable dates and the time frame for the exemption. The Event Organizer must indicate the volume of the noise, must include the location of the source of the noise and nature of the noise (i.e. "thump-thump or heavy bass") such as amplified music and amusement devices, on the required site plan as well as distances from surrounding sensitive land uses. The exemption must be approved by the Township prior to the event otherwise no amplified music shall be permitted.

The Township reserves the right to require that the Event Organizer reduce public address system levels and amplified music if these are found to be excessive (i.e., causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of By-laws. Amplification of sound during events will be limited to between the hours of 9:00 a.m. to 11:00 p.m. and is considered to be an exemption to Township by-laws as part of the Special Events Permit Application. Any further variation to these timelines will require special approval from Township Council as part of the approval of the event.

The Event Organizer is expected to cooperate fully with all Township staff or By-law enforcement that may be on the site to monitor sound levels during events.

Event Organizers that do not comply with a request to reduce noise levels may have the event suspended and any future approvals may be jeopardized.

### **After Your Event**

#### **4.27 Garbage and Waste Disposal**

The Event Organizer is responsible for litter control and waste disposal. The Township can assist in providing resources in this regard, however additional fees may apply.

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Upon completion of a Special Event, all litter, garbage and recycling collection must be completed by the Event Organizer. The Township may impose additional fees or retain the security deposit to clean up public property if it is not left in a state that is satisfactory to the Township.

The Township reserves the right to impose additional restrictions and fees for waste removal depending on the size and nature of the Special Event.

#### **4.28 Damage to Township Property**

A refundable security deposit may be requested at the time of application and must be paid before the permit is approved. If Township property is left clean, undamaged and the Event Organizer does not conduct activities that have not been approved the deposit will be returned to the organizer once a site inspection has been made by the Township. If policies, procedures or rules are not followed the deposit may not be returned.

Township property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the Event Organizer. Security deposits will be used to pay for any related costs and an invoice will be sent to the Event Organizer for any outstanding balance.

#### **4.29 Post Event Report**

Where it is deemed appropriate, staff will meet following Special Events to discuss any issues or concerns that may have arose before, during or after the event. The Township Council may direct staff to issue a letter to the Event Organizer in this regard.

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**Appendix A**  
**List of Applications, Contacts, Policies and By-laws**

**Special Event Permit Application Form**

A copy of the Special Event Permit Application form is available at the Municipal Offices or on the Township Website at [www.stonemills.com](http://www.stonemills.com)

**List of Contacts**

Township of Stone Mills	613-378-2475
KFLA Public Health Department	613-549-1232 or 1-800-267-7875
Township of Stone Mills Public Works	613-378-1435
County of Lennox and Addington ( EMS/Roads)	613-354-4883
Ontario Provincial Police	613-354-3369