REPORT

TO: Karen Mills, Interim CAO
FROM: Shayla Rouse
DATE: July 3, 2019
REPORT: FAC.19.16
SUBJECT: Osprey Canada Day Fireworks 2019

RECOMMENDATION:
That Staff Memo FAC.19.16 Special Event Permit Application – Osprey Canada Day Fireworks 2019 be received; and
That the request to waive the Special Events Permit Application fee of $100.00 be approved/denied.

BACKGROUND AND ANALYSIS:
By-Law 2016-106 regulates and governs the holding of special events in the Municipality of Grey Highlands and establishes a license system for special events. The Municipality has had a Special Events By-Law in effect since August 1, 2013 (By-Law 2013-44, August 2013 – Dec 2016; By-Law 2016-106, January 2017 – present). This event is an annual celebration in the community dating back many years.

Brief summary of the event:

- This is an annual community event organized by the Osprey Recreation Centre. It has been taking place for over 15 years.
- It is important to note that last year the event was not submitted as a special event renewal. However, it will adhere to this process in future years, due to the seriousness of both special events and pyrotechnic liability.
- The event is scheduled to run from 6:00 to 11:00 pm on June 30th, 2019. It will take place inside the Osprey Hall and in the parking lot and back field of the Osprey Hall/Arena.
- Attendance is an estimated 200 to 300 people.
- The Feversham Kinsmen will be accessing the Osprey Hall around noon on June 30th to prepare for the event. They will be barbecuing a pork chop supper on the patio outside the hall, which will be for sale between 6:00 and 8:00 pm.
- The local Lifeskills, Swine, and Cattle 4-H clubs will be set up behind the arena from 8:00 and 9:30 pm selling pop, chips, and glow sticks.
• The fireworks display will begin around sunset (approximately 9:00 to 9:30 pm) and will take place in the fairground area behind the arena and hall. This can be seen on the attached map.
• The parking lot will be closed off to cars and will serve as a pedestrian area only. Cars will be parked along the shoulder of County Road 2.

This report has been circulated for comments from senior management staff. Their responses are contained in the table below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Planning Services</td>
<td>No concerns.</td>
</tr>
<tr>
<td>Council &amp; Legislative Services</td>
<td>Under the current Noise By-law 2018-063, if approved, the event will have an automatic exemption from the noise by-law during the hours of 7 am and 10 pm if in compliance with the conditions set by the approval. Any requirement for exemption outside of these hours would require approval of an exemption application by Council.</td>
</tr>
<tr>
<td>Financial Services</td>
<td>No concerns.</td>
</tr>
<tr>
<td>Fire &amp; Emergency Services</td>
<td>A truck from Station 1 in Flesherton will be dispatched to the event. The firefighters will not be paid for the time spent at the fireworks event, they attend this type of function voluntarily.</td>
</tr>
<tr>
<td>Parks/Facilities</td>
<td>No concerns.</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>No concerns.</td>
</tr>
<tr>
<td>Transportation &amp; Environmental Services</td>
<td>No concerns.</td>
</tr>
</tbody>
</table>

**STAFFING IMPACT:**
Fire chief Marty Wellwood has confirmed that the Grey Highlands Fire Department will be dispatching one truck for the event. The presence of the fire department during the fireworks show is a requirement of BS Fireworks, the pyrotechnic insurance company which has issued a policy to the Osprey Recreation Centre.

**Approved By:**
Karen Mills, Director of Finance/Treasurer/Interim CAO

**Status:**
Approved - 23 Jun 2019
Special Event Application Form

Applications must be complete and submitted 60 calendar days prior to the planned event, together with payment of application fee, to the Clerk, Municipality of Grey Highlands.

Mailing Address: 206 Toronto Street South, Markdale ON N0C 1H0
Telephone Number: 519-986-2811
Email Address:
See Appendix 1 for illustration of steps and timeline for application review/approval.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name: Laura Lee-McInnes</td>
</tr>
<tr>
<td>Organization: Osprey Recreation Centre</td>
</tr>
<tr>
<td>Address: Feversham</td>
</tr>
<tr>
<td>Telephone: Day</td>
</tr>
<tr>
<td>Email: jala.mcinnesegmail.com</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Event Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name: Canada Day Fireworks</td>
</tr>
<tr>
<td>Event Description: Park Chop Dinner &amp; Fireworks</td>
</tr>
</tbody>
</table>

Date(s) and Start Time / End Time (include any days required for set-up and clean-up):

    Saturday June 30, 2019 5:30 - Dark

Is the event: ☐ First Time ☐ Annual Number of Years Held: ___

Location (include facility name, property address, property owner): Osprey Recreation Centre Hand i Parking Lot

Version date: August 15 2016
## Overview of Proposed Event

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Open to the public?</td>
<td>Indicate expected attendance: Attendance &gt;1,000 requires Council’s approval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Entrance fee to attend?</td>
<td>Provide fee structure on next page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Road use/closure required?</td>
<td>Provide details on next page. Attach map.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alcohol used/sold?</td>
<td>Copy of Special Occasion Permit required. Events with alcohol require Council’s approval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Event to be deemed municipally significant?</td>
<td>Deeming an event to be municipally significant may be required to apply for/obtain a Special Occasion Permit for a public event. Council resolution required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tents, stage or portable structures to be installed on the site?</td>
<td>Provide details on next page, show proposed structures on site map. Building Permit and inspection(s) may be required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Music to be played?</td>
<td>If playing live or recorded music, SOCAN tariff may apply (Society of Composers, Authors and Music Publishers of Canada).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amplified sound system at event?</td>
<td>If using amplified sound system, Noise Exemption may be required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Food concessions?</td>
<td>Health Unit Food Permit required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile food service?</td>
<td>Copy of Refreshment Vehicle Licence required (if licensed by jurisdiction other than Grey Highlands) and/or food truck inspection conducted by Fire Chief.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lottery, raffle and other Games of Chance?</td>
<td>Lottery licence required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open fire?</td>
<td>Burn Permit required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carnival or amusement rides? Bouncy castle?</td>
<td>Provide details on next page (type, size, supplier, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petting zoo, animal show or other use of animals?</td>
<td>Provide details on next page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use of Municipal resources requested (barricades, snow fence, electrical/water hookup)?</td>
<td>Provide details on next page (specify need, quantity, dates/time, delivered or picked up). Cost as per Municipal Fees &amp; Charges By-Law applicable. Limited resources available. Council’s approval required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheduling of Municipal staff requested?</td>
<td>Example: firefighters stationed at track side.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any digging required for tent stakes, pegs, fence posts, signs, etc.?</td>
<td>Provide details on next page (specify need, location, etc.). May be necessary to obtain utility locates for services in/near area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Has the Grey County OPP Detachment been notified?</td>
<td>OPP notification mandatory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Will provision be made for emergency medical service?</td>
<td>Provide details on next page (Grey County EMS? Trained staff/volunteers on site?)</td>
</tr>
</tbody>
</table>
Use this page to provide more detail on the event components checked as “Yes” on the Event Overview. Attach additional pages as required.

Also required as part of this application is a detailed site plan (attach as a separate page). The site plan shall include:
- North directional arrow.
- Location of all temporary and permanent structures.
- Location showing how vehicles will enter/exit the site, relevant street/road names and intersections.
- Directional arrows to indicate route to be followed for parade, race, etc.
- Location of barricades, spectator area and on/off site parking.
- Location of command post, medical/first aid stations, emergency vehicle access points and all exits.
- Location of food service areas, restrooms, hand wash stations, beer garden, designated smoking area, gates, fences and entry/exit points.
- If event is to be held on privately owned property, indicate distance from event facilities/structures to property lines.

Details:

Attendance - Unknown. No ticket sales.

Fire Department - Served by municipality.

Start - 6 am to Dark.

Alcohol is not required.

Hall is required by Kiwanis around noon.

Parking area is required.
Use this space to provide more detail on the event components that will be changed/added/deleted this year. Attach additional pages as required.

Details:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Insurance:
As an attachment to the renewal application, the applicant shall provide written
proof that the applicant has obtained a General Liability Insurance Policy in relation
to the event with limits of not less than FIVE MILLION DOLLARS ($5,000,000)
inclusive per occurrence for bodily injury, death and damage to property including
the loss of use thereof. The Policy must name the Municipality of Grey Highlands as
an additional named insured. The Policy must include coverage for cross liability
and shall contain an endorsement to provide the Municipality of Grey Highlands
with 30 days written notice of cancellation or material change that would diminish
coverage.

The Municipality reserves the right to increase the liability amount and/or request
additional coverages for events deemed to pose a higher risk to the Municipality.

Responsibilities and Acknowledgements:
Should the special event be approved, I agree to the following as an applicant or on
behalf of the organization for whom this renewal application is being made:

- To ensure the physical setting is kept safe for participants and the general
  public attending the event.
- If I become aware of a situation that could lead to injury or property
damage, I will take immediate and decisive action to prevent participants
and the general public attending the event from engaging in activities or
conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a
  participant/public/myself or damage to municipal owned property or third
  party property, I will: call emergency services (911) when assistance is
  required; advise the Municipality of the incident the next business day
  (Clerk, 519-986-1216 ext. 233); and cooperate with municipal staff, police
  and investigating authorities, and any insurance companies involved.
- To use municipal facilities and equipment provided, if applicable, in a manner
  consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of the
  Municipality of Grey Highlands.
- I understand that the issuance of a Special Event Permit in no way
  constitutes approval to engage in any unlawful activity and hereby agree to
  conduct myself/organization in a manner that does not contravene any
  federal, provincial or county law.

Agreement to Indemnify and Hold Harmless:
The undersigned applicant agrees to save harmless and indemnify the Municipality
of Grey Highlands and its elected representatives, officers, employees and agents
from and against any and all claims, demands, suits, actions, causes of action
and/or proceedings that may be brought against or made upon the Municipality
and/or its elected representatives, officers, employees or agents by any person or
persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this renewal application or anything pertaining to the Special Event Permit should one be granted.

**Release of Waiver of Liability:**
The undersigned applicant hereby releases, waives and forever discharges the Municipality and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Municipality may be responsible in respect of the conduct of the said event.

**Consent to Collect, Use and Disclose Personal and Other Information:**
Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality’s special event permits and applications. Personal information, along with other information provided with this renewal application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-986-1216 ext. 233 or emailing clerks@greyhighlands.ca

I certify that I have read this entire renewal form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Municipality of Grey Highlands for the event will be revoked or suspended.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event*, and if applicable, authorized to act on behalf of the organization applying for the permit.

*A knowledgeable person regarding the event* is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

Applicant’s Signature

Date of Signature

Applicant’s Name
Application fee payable to the Municipality of Grey Highlands:

Moderate Events with 50 – 999 attendees
$50 administration fee* + $50 application fee** = $100 total fee

Major Events with 1,000 attendees or more
$50 administration fee* + $500 application fee** = $550 total fee

The applicant may also be required to post a performance bond, a letter of credit or other surety irrevocable up to 90 days after the conclusion of the event.

*Administration fee is non-refundable and cannot be waived.

**Application fee may be waived at the discretion of the Clerk if the event is for charitable or not-for-profit purposes or for the benefit of the Grey Highlands community.
## APPENDIX 1
Process and Timeline for Approval of Special Event Renewal

### PROCESS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Renewal received by Clerk, Municipal Office, Markdale.</td>
</tr>
<tr>
<td>2</td>
<td>Renewal reviewed for completeness. If required, more information obtained from the applicant.</td>
</tr>
<tr>
<td>3</td>
<td>Renewal circulated to all Municipal Departments for review.</td>
</tr>
<tr>
<td>4</td>
<td>Depending on feedback received from Municipal Departments, it may be necessary to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>5</td>
<td>Prepare Staff Report to be presented at upcoming Council Meeting as either an information item or as an approval item (item category determined by nature of event).</td>
</tr>
<tr>
<td>6</td>
<td>Depending on feedback received from Council, it may be necessary to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>7</td>
<td>Issue Permit.</td>
</tr>
<tr>
<td>8</td>
<td>Complete survey.</td>
</tr>
</tbody>
</table>

### TIMELINE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>60 days prior to planned event</td>
</tr>
<tr>
<td>10</td>
<td>Reviewed for completeness upon receipt. Allow 3 day period to obtain more information.</td>
</tr>
<tr>
<td>11</td>
<td>Allow 5 day period for review by Municipal Departments.</td>
</tr>
<tr>
<td>12</td>
<td>Allow 3 day period to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>13</td>
<td>Council Meetings held every 3 weeks. Agenda items required 1 week prior to Meeting. Allow 28 day period to prepare Staff Report and place on agenda.</td>
</tr>
<tr>
<td>14</td>
<td>Allow 3 day period to contact applicant for clarification and/or recommend change to event.</td>
</tr>
<tr>
<td>15</td>
<td>Permit to be provided to applicant 20 days before event.</td>
</tr>
<tr>
<td>16</td>
<td>Post event feedback.</td>
</tr>
</tbody>
</table>
Consent to Collect, Use and Disclose Personal and Other Information:
Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-986-1216 ext. 233 or emailing

**I certify** that I have read this entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Municipality of Grey Highlands for the event will be revoked or suspended.

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*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

Applicant's Signature: ___
Date of Signature: June 17/19

Applicant's Name: Lawna Fo-McInnes

Application fee payable to the Municipality of Grey Highlands:
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**Application fee may be waived at the discretion of the Clerk if the event is for charitable or not-for-profit purposes or for the benefit of the Grey Highlands community.