

SPECIAL EVENTS MANUAL

Support for Venues &
Special Event Organizers



Dear Special Event Organizers, Host Venues, and Property Owners:

A Warm Welcome

Thank you for your interest in planning a special event within the **Township of Oro-Medonte**, a thriving rural community of more than 20,000 full-time residents. Covering 61,000 hectares of land in the heart of Simcoe County, the Township has a picturesque landscape that includes prominent rolling hills and nearly 40 kilometers of beautiful Lake Simcoe shoreline.

Located between the cities of Barrie and Orillia, Oro-Medonte serves as the gateway through which Northern and Southern Ontario connect. With a rich history, an abundance of outdoor recreational opportunities and a flourishing arts & culture scene, Oro-Medonte provides a quality of life that is truly unmatched. The Township is where Ontario comes to play; boasting world-class venues such as Burl's Creek Event Grounds, Hardwood Ski and Bike, Horseshoe Resort, Mount St. Louis Moonstone, numerous golf courses, and thousands of acres of public parks and forests. It is for these reasons the Township of Oro-Medonte is a premier location for both small and large scale special events.

The Township recognizes that special events have a very positive impact on the community. Events help foster community involvement, improve quality of life, and provide many economic benefits. At the same time, if not adequately planned for, large events have the potential to impact public safety, strain public resources and negatively impact the community and the event attendee's experience. As such, we intend to be proactive in working with our businesses and event organizers to attract and implement new special events while supporting and building on the learnings and successes of the many existing events held in our municipality.

Role of the Township

This Special Events Manual (SEM) and accompanying materials have been developed to allow us to work together in creating events that will be an exciting and positive additions to our community's quality of life. The SEM is intended to identify the areas that may fall under a by-law, policy, procedural or best practice guideline, which may have an impact on the planning and presentation of an event (e.g., guidelines established by the County of Simcoe, the Ontario Provincial Police (OPP), the Alcohol and Gaming Commission of Ontario, the Simcoe County District Health Unit and other regulating agencies which may be applicable to your event).

Role of the Event Organizers

As event organizers, your role is to ensure you have communicated and coordinated with all agencies having jurisdiction and have submitted all necessary forms, plans and information discussed in the following sections of this manual. As a host venue/property owner where an event is being held, but organized by a third party, your role is to ensure the event organizer is informed of local regulations pertaining to special events and that they coordinate with appropriate agencies. To assist in coordinating and streamlining this process, the Township may request coordinated meetings for large scale events.

The utilization of this resource manual will ensure that all necessary information and approvals are in place well before the actual date(s) of a given event. This is to your benefit. Failing to comply with the conditions outlined in the SEM may result in liability, negative guest experiences, unexpected costs, and possible date conflicts.

"Failing to plan is planning to fail". We're here to help you succeed!

Disclaimers

The **Township of Oro-Medonte** acknowledges that information provided in this manual is shared to support venue owners and organizers of Special Events to produce safe, vibrant, healthy events. In providing this resource, the Township assumes no responsibility or liability for events produced on public or private lands within the **Township of Oro-Medonte** boundaries.

All of the hyperlinks provided in this document are for the convenience of the reader. The Township of Oro-Medonte provides no warrant for the accuracy or currency of resources cited in this document as they are within the purview of outside organizations and government bodies.

TABLE OF CONTENTS

A.	DEFINITION OF TERMS	5
B.	OVERVIEW	6
C.	NOTIFICATION/APPLICATION REQUIREMENT	6
D.	PERMIT PROCESS	6
E.	COVID-19: IMPACT ON COMMUNITY	8
F.	SPECIAL EVENT OPERATIONS PLAN	8
1.	PHYSICAL PLAN	9
	SITE PLAN.....	9
	PERMANENT AND TEMPORARY STRUCTURES.....	10
2.	TRAFFIC MANAGEMENT	14
	RIDE SHARE PROGRAMS	15
	PUBLIC/MASS TRANSIT	15
	PARKING	15
	VEHICLE-BASED INCIDENTS	16
	DRONES	17
3.	ONSITE SERVICES.....	17
	FOOD SERVICES.....	17
	WATER SERVICES	18
	ALCOHOL SERVICE	18
	SANITATION AND WASTE MANAGEMENT	19
4.	EMERGENCY MANAGEMENT & PLANNING	20
	ACCESS/EGRESS.....	20
	PUBLIC HEALTH GUIDANCE	21
	SAFETY SERVICES.....	21
	FIRE AND LIFE SAFETY.....	21
	FIRST AID AND MEDICAL SERVICES	22
	STANDBY AMBULANCES (PAID DUTY)	23
	PLANNING EVACUATION OF SITE	24
	SOCIAL MEDIA AND CRISIS COMMUNICATION	24
5.	RISK MANAGEMENT.....	24
	INCIDENT MANAGEMENT	25
	DELIBERATE ACTS	26
	EVENT/VENUE SPECIFIC CONSIDERATIONS	27
6.	PREVENTION	28
	PUBLIC HEALTH MESSAGING.....	28
	OVERDOSE PREVENTION	29
	TOBACCO, CANNABIS, & VAPING MANAGEMENT PLAN	29
	SEXUAL VIOLENCE PREVENTION	30
7.	EVENT RESILIENCE & STEWARDSHIP	30
G.	DOCUMENT HISTORY	32

H. APPENDICES.....	34
APPENDIX A: EVENT NOTIFICATION & PERMIT APPLICATION	35
APPENDIX B: SPECIAL EVENT OPERATIONS PLAN CHECKLIST	37
APPENDIX C: EXAMPLE OF EMERGENCY ACTION PLAN.....	39
APPENDIX D: RESOURCES FOR EVENT ORGANIZERS/VENUES.....	40
APPENDIX E: CONTACTS LIST FOR EVENT ORGANIZERS/VENUES.....	42
APPENDIX F: BIBLIOGRAPHY	43

A. Definition of Terms

Per the Oro-Medonte [Special Event Bylaw](#), a **Special Event** can be defined as any of the following events or activities held on a Township property or the following events or activities on private property which attract more than 500 persons who participate or attend:

1. parades, processions, marathons, bicycle races, adventure/obstacle races, recreational events, animal shows, car/automobile shows and other events which may utilize also the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties, excluding indoor facilities operated by the Township;
2. carnivals, bazaars, gatherings and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concessions or live entertainment;
3. outdoor concerts, festivals or entertainments offering live or recorded music or entertainment for public or private audiences;
4. organized scheduled contests and exhibitions;
5. marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature;
6. scheduled races, exhibitions or other events involving the operation of motorized vehicles or any type;
7. activities or events requiring a variance from the regulations of any municipal department;
8. outdoor assemblies for demonstration, political, religious and/or cultural purposes; and/or,
9. the showing of feature films; filming of television commercials, documentaries, educational films, television films, television network programs, music videos and commercial still photography.

A subset of special events, a **Major Planned Event** requires strategic partnerships to ensure the safest possible event. A major planned event usually meets the following criteria:

1. The event will likely impact the infrastructure of the surrounding community.
2. There is a high level of risk associated with the event.
3. Media attention will likely be associated with the event.
4. The event will draw a significant number of participants.

Events must be municipally significant, meaning they must bring value to the community and are anticipated to attendance numbers that could impact the community. Impact of attendees may be influenced by the event location and duration of event (e.g., a wedding occurring entirely on private property is not a municipally significant event, but a parade that impacts traffic would be). A municipally significant event may have at least the following criteria, in addition to the Major Planned Event Criteria, being:

1. Ticketed.
2. Charity focused.
3. Community focused event.
4. Event benefitting the community.
5. Event available to the general public.

A **Permit** is written permission from the township to offer a special event at a specific location (or set of locations) within the Oro-Medonte community boundaries.

A **Certificate of Insurance** is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. Liability insurance mitigates risk and coverage should be a function of the degree of risk.

“**Additionally Insured**” consists of a document issued by an insurance company or broker that extends coverage through the policy holder’s policy. Generally, additional insured status is required by an individual or entity when a named insured has agreed to indemnify that party in a contract (e.g., customers or owners of property leased by the named insured).

An **Event Organizer** is the individual, group, or organization that is responsible for organizing and managing the event. The Event Organizer, or designate, have signing authority and represent the event in an official capacity.

A **Promoter** is an individual, group, or organization responsible for raising awareness about the event. A promoter can represent the event in an official capacity.

The **Applicant** is a designated member of the event organizer team who is responsible for submitting the relevant documents to the municipality required for the municipality to approve the event being hosted in their region. The Applicant has signing authority and represents the event in an official capacity.

B. Overview

The **Oro-Medonte Special Event Manual** is designed to share best practices and resources, as well as to highlight regulations that pertain to Special Events. The resources within this manual are divided into eight operational planning sections and will support us in working together to present world-class special events that will be exciting and positive additions to our community's quality of life.

As the event organizer, it is your responsibility to ensure that you are familiar (and compliant) with relevant regulations, municipal by-laws and/or processes pertaining to special events. In cases where events are being organized by a third party (event organizer) on private lands, it is the responsibility of the host venue/property owner as well as the event organizer to ensure that the third party has complied with these regulations and processes.

This manual is for all events of all sizes, each event requires approval from the township.

C. Notification/Application Requirement

The **Township of Oro-Medonte** requires that **all** event organizers notify the Township about a given special event, regardless of whether or not that event will require a permit via the [Oro-Medonte Special Event Notification/Permit Form](#).

D. Permit Process

The **Township of Oro-Medonte** regulates special events through the [Special Event Bylaw](#) and a permit is required for all special events with the following exemptions:

No permit shall be required for special events held indoors at a facility operated by the Township of Oro-Medonte. Notwithstanding the events and activities set out in Section 2.1 of the Township Special Event Bylaw, a permit shall not be required for any events or activities as set out in Subsections 2.1(a) to (i) taking place solely on private property if such events or activities are:

(a) permitted in the Township's zoning by-laws or has otherwise been authorized by the Township, and,
(b) part of the normal operations of a business or institution, **and** specifically **will not** reasonably:

- have the potential to strain the community's emergency services response;
- have a foreseeable impact on the regular flow of traffic;
- adversely affect the Oro-Medonte Community; and/or
- present an elevated risk to the health and safety of participants or general public;

Determination of eligibility for exemption shall be made in the Director of Operations and Community Service's, or designate, sole and absolute discretion.

The permit process is intended to create a collaborative dialogue between all parties involved including: special event organizers, event promoters, host venues/property owners and government agencies responsible for public safety, community by-laws,

economic development and community engagement. This process is not intended to burden host venues or event organizers with additional processes for activities that are part of normal business operations. The permit process has been created to:

- Increase communication and coordination amongst key stakeholders,
- Minimize potential conflict between events/venues,
- Assist in marketing and promotion,
- Optimize planning,
- Minimizing negative community impact.

The permit process has two distinct parts with varying requirements for events taking place on public or private property: notification/permitting and operations planning.

Part 1 – Submission of Notification & Permit Application

Your application (Appendix A) notifies the Township that an event will be taking place within the borders of the municipality. And, if the event is being held on public lands/property this form also acts as the [Special Event permit application](#).

In cases where special events are being held in venues within the [Township of Oro-Medonte](#), the Director of Operations & Community Services will determine whether a given event is deemed part of regular business operations or constitutes a “special event” and is therefore subject to the permitting process. If the event is not deemed a “special event,” notification of the event by email or phone is encouraged as this assists the Township in coordinating events across the Township and allows us to minimize the potential for conflict between events. This also allows us to assist you in marketing and promoting your event as part of the expanding portfolio of events taking place in the Township.

Outdoor events and wish to serve alcohol (in accordance with the [Alcohol Licensure section](#)) that are granted a special event must gain Township Council approval. The applicant must provide a letter, addressed to the Mayor and Council, that explains that the event is a municipally significant event. The letter will be added to the upcoming Council meeting, with the letter submission date being shared via email by the township administration.

Part 2 – Submission of Special Event Operations Plan

Your planning document provides a detailed overview of the special event and the planning and control mechanisms for event implementation. It is the responsibility of the event organizer to ensure that a complete plan is submitted to the municipality and relevant organizations (e.g., public health unit) and the within the established timelines prior to the event. If your event is being organized by a third-party, it is the responsibility of the host venue to ensure that the organizer has complied.

To assist in the development of the Special Event Operations Plan, a checklist is provided ([Appendix B](#)). This checklist is designed to provide further details about the event that will assist you with inter-agency planning requirements and provide a framework for the Operations Plan. In most cases only specific sections will apply, simplifying what you are asked to provide in the operations plan. At the discretion of the Director of Operations & Community Services, an inter-agency planning and coordination meeting may be requested. The goal of this meeting will be work through any additional details or requirements with the event organizer.

Important Deadline

Notification & Permit Application forms are to be submitted to the Director of Operations & Community Services a minimum of 120 days prior to the Special Event. It is advisable that major planned events or events likely to require a permit be discussed the Operation and Community Services department prior to advancing to a stage of securing a venue and marketing to ensure you that all considerations and requirements are understood so there are no surprises.

Special Event Operations Plans are to be submitted a minimum of 90 days prior to the special event. More time may be required for larger resource intensive events to ensure resources will be available to support the event. *The Township and other relevant agencies recognize that opportunities do come up with short notice and will endeavor to work with event organizers within the realities of operational constraints. However, these timelines are in place to ensure permits can be processed and should additional resources be required they can be arranged within an appropriate time frame. In some cases the availability of medical, police or*

other services for private may be constrained by other local, regional, and provincial events, and as such ample notice is needed to secure the resources needed

E. COVID-19: Impact on Community

After the many waves of COVID-19, the **Township of Oro-Medonte** has been recovering well with events returning at an increased pace and [public health measures](#) being rolled back. However, staffing across the region has been hit incredibly hard, including Police, Fire, and Paramedic services. The result is that each service is experiencing challenges in staffing their services at baseline, making staffing events even harder.

It is highly encouraged to begin the permitting process early so that the essential emergency services can have a clear request on staffing needs and thus a longer runway to secure staff. If an event does not give enough notice, they may not be able to get the necessary onsite police, fire fighters, or paramedics.

Event organizers should stay aware of any changes that the local public health or provincial regulations regarding mass gatherings. The public have become more aware of expectations for increased sanitation, public access to sanitizers, and masking procedures. Event Organizers should be in a position to support all current policies and best health practices.

F. Special Event Operations Plan

The planning process is one of the most important aspects of Special Event management. The more robust the plan, the smoother the journey to success. Good planning is a continuous process and good plans should be adaptable and flexible. The operation plan is a key document that will assist you in communicating with community stakeholders about the various aspects of your Special Event. The operations plan should include all key functional areas that are relevant to your specific event. Not all categories requested will apply. The following are suggested areas that should be addressed:

1. Physical Plan
 - a. Site Plan
 - b. Site Works
 - c. Permanent & Temporary Structures
 - d. Barriers & Fencing
2. Traffic Management
 - a. Traffic Considerations/Requirements
 - b. Parking
 - c. Vehicle-Based Incidents
 - d. Use of Drones
3. Onsite Services
 - a. Food Services
 - b. Water Services
 - c. Alcohol Services
 - d. Sanitation & Waste Management
4. Emergency Management & Planning
 - a. Access & Egress
 - b. Safety Services
 - c. First Aid and Medical Services
 - d. Standby Ambulances
 - e. Planning Evacuation of Site

- f. Social Media and Crisis Communication
5. Risk Management
 - a. What is risk vis a vis Special Events
 - b. Incident Management
 - c. Event/Venue Specific Safety Issues
 - d. Weather Monitoring & Extreme Weather
 - e. Insurance
 - f. Emergency Management Plan
 - g. Evacuation of Site
 - h. Social Media and Crisis Communication
6. Prevention
 - a. Public Health Messaging
 - b. Overdose Prevention
 - c. Tobacco, Cannabis & Vaping Management Plan
 - d. Safeguarding Young People
 - e. Sexual Violence Prevention
7. Event Resilience & Stewardship
 - a. Post-event Reporting
 - b. Environmental Footprint
 - c. Noise Reduction
 - d. Community Impact
 - e. Parks, Open Space, Forests and Conservation Authorities

1. Physical Plan

Site Plan

Completion of a Site Plan is required prior to approval of all Permit Applications. The Site Plan should be included within the operations plan and provide information about all of the points below. Keep in mind that depending on your event category and footprint, not all will apply.

Permanent Site Details

- the north direction
- permanent structures
- permanent geographical features
- utilities information – water, hydro, gas, septic and main shutoffs.

Temporary Site Details

- temporary structures, objects, obstacles used in the event
- gates, fencing and security controls
- licensed areas
- temporary servicing – power etc.

Traffic Management Details

- length and width of streets
- potential obstructions to flow of vehicles
- traffic calming devices
- access and egress points (pedestrian, vehicular, emergency access, operational – waste collection, deliveries etc.)

Safety & Security

- unobstructed fire/emergency response lane(s)
- location(s) of fire extinguisher(s);
- fire hydrant locations (Note: clearance from fire hydrants must be a minimum of 2 metres; if hydrant is at the curb, clearances must be 3 metres)

- location of medical services
- identification of any hazardous/combustible materials (e.g., fuel storage, propane, etc.)

Public Health

- location of water stations
- location of temporary and permanent washroom and handwashing facilities
- location(s) of any vendor(s) – food and beverage and other
- location of waste diversion sites



Figure 1 – Example of Site Map (Source: [Penang Marathon](#))

Site Works

There are a number of consideration and regulations pertaining to site works. This may include the placement of fill, movement of soil, changing grades, removal of trees etc. If site works are required for your event it is advisable that the host venue consult with the Township of Oro-Medonte Development Service Department to review applicable legislation and associated requirements. Ontario Environment and Energy recently amended its regulations on excess soil and the management of it, which can be reviewed in their [Handling Excess Soil page](#) that outlines the changes in 2021, 2023, and 2025.

Permanent and Temporary Structures

The following is provided for your convenience in making a building permit application. The information below will also assist you in providing details for the Building Inspector and the Fire Prevention Officer, which will be required prior to approval for the use of any

temporary structures. The [Ontario Building Code](#) provides minimum fire safety requirements specific to assembly occupancies and tents for special events.

Temporary Structures

Tents

Please review the following information carefully. The average special event pop up tent (10 feet x 10 feet = 100 square feet) does not require a building permit; however, limits do apply.

Per the [Special Event Tent Building Permit](#), a tent or group of tents is exempt from the requirements to obtain a permit provided they are:

- (a) not more than 60m² (645 sq. ft.) in aggregate ground area,
- (b) not attached to a building, and
- (c) Constructed more than 3m (9'-10") from other structures.

Example: 3 event tents (10 x 10) together do not require a permit
7 event tents (10 x10) together would require a permit

Less than 645 sq ft (60 m²)

Tents or a group of tents spaced at less than 3m apart that are less than 645sqft (60m²) in aggregate area, do not require a building permit.

More than 645 sq ft – 2420 sq ft (225 m²)

Tents or a group of tents that are less than 3m apart, do not contain bleachers and are unenclosed (no sidewalls) require a building permit and the following is applicable:

Clearance to Other structures:

- 3m from property lines
- 3m from all structures and other tents

Exceptions are made for tents not occupied by the public and do not need to be separated, as long as no hazard to the public exists. Tents on fairground or similar open spaces need not be separated, as long as no hazard to the public exists. Considerations:

- Clearance to Flammable material
 - A 3m perimeter around the tent shall be kept free of flammable material or vegetation that will carry fire
- Flame Resistance
- Every tent, and tarpaulin, decorative material, fabric and film used in conjunction with tents, shall be certified to CAN/ULC-S109 or NFPA 701
- Provisions for firefighting
 - Access shall be provided for the purpose of firefighting

More than 2420 sq ft (225 m²)

Tents that exceed 225 m², tents that contain bleachers or have sidewalls enclosed, require a building permit and the following is applicable:

- All provisions in #2 above
- Means of egress
 - Travel distance
 - Clear aisles
 - 3m width between stake line and the property line
 - Swing doors if applicable
- Bleachers shall meet the OBC and shall be engineered
- Sanitary facilities
 - Required number of water closets shall be determined in accordance with the OBC
- The tent shall be designed and reviewed by a professional engineer. This process is normally covered through the manufacture or contracted installer.

You will be asked to provide a site plan or aerial photo and indicate all structures, temporary and permanent. Please include the type and size of structures and clearances from the tent(s) to existing structures as part of your Event Operations Plans. You will be required to provide copies of the site plans and an engineered-sealed tent plan including the flame resistance and anchorage details as part of the building permit process.

For more information on building permits please visit the [Permit Application Guidelines](#) page.

Note: The Township has recently implemented a digital submission process. If you are submitting through the office, please ensure you have a digital submission on USB.

The [Ontario Fire Code](#) (as amended) contains minimum fire and life safety requirements specific to assembly occupancies and tents for special events.

1. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit.
2. Exit signs may be required if the tent is enclosed. Contact Fire Prevention Officer (FPO) at 705-835-5568.
3. No Smoking signs shall be posted and adhered in the tent.
4. All exits and means of egress in an open side and an enclosed tent are required to remain clear of any obstructions on both the interior and the exterior at all times.
5. Aisle widths are required to be minimum 1100mm. (Consider table placement)
6. Open flames of any kind are not permitted in the tent. Unless conformance with OFC-2.9.3.2. Consult the Fire Prevention Officer (as above).
7. Fire access routes required to be maintained. (Do not block driveway access for fire department).
8. The travel distance to an exit from any point must not exceed 30 m.
9. The property owner/event organizer is required to know the emergency procedures and their individual responsibilities as it relates to fire and life safety.

Events are required to have an event specific fire suppression plan. This plan must outline the steps taken to respond to an active fire in addition to calling 911 (e.g., describe onsite fire suppression resources, fire emergency action plan, etc.). Events that have embedded fire suppression in their indoor/outdoor space can share details of the current fire suppression systems, event spaces that do not have embedded fire suppression (e.g., canopy tents) would need to explain what fire suppression measures they will take.

Your application will need to state the start and end date of your event. Once the permit is obtained for your tent; the erection of the tent may take place.

Prior to use or Occupancy, an inspection is required. You will need to book the inspection, contact 705-487-2171. The building inspector and/or the fire prevention officer will attend the site and verify the size, location and anchorage of the

tent plus the 9 items shown above. Upon completion of your event, the tent is to be removed and confirmed by the building department.

TIP: If you are an event organizer who is not familiar with local regulations, consider contracting a local tent company to supply and assemble your tent(s). Please make sure that your tent contractor is aware of the above requirements and complies with the requirements of the Ontario Building and Fire Codes. Failure to comply may result in orders and fines to the organizer and venue.

If you have any questions, contact the Township of Oro-Medonte's building division and/or Fire Prevention Officer at 705-487-2171. An application for building permit and can be found on the [Township of Oro-Medonte website](#).

Stages

The [Township of Oro-Medonte](#) does not currently inspect or certify stages that are considered vehicles (please review proposed specifications with the Township's Building Department to determine if a building permit is required).

Demountable stages and Demountable Support Structures as defined in the Ontario Building Code (OBC) require a building permit. Your application for a building permit will require the following:

- Site plan
- Engineer sealed plans for stage, frame work, legs and anchorage/ballasts
- Geotechnical report for soils the stage will rest on
- General review commitment from a Professional Engineer

The Ontario Ministry of Labor has provided guidelines for temporary structures and has asked municipalities to share this information with event organizers and special event venues.

The [Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry](#) brings together Ministry regulations and sets out industry best practices in regard to the design, planning, erection/construction, maintenance and disassembly of temporary structures. This guideline provides reasonable precautions that the constructor/employer may use as guidance and will also help workplace parties understand their obligations under the [Occupational Health and Safety Act](#) and its regulations as they relate to temporary structures.

Other Temporary Structures

There are a number of temporary structures such as start/finish gates, lighting/camera scaffolding, screens and AV equipment that may be used for Special Events. In cases where the [Ontario Building Code](#) applies, the Code must be followed. However, in many cases temporary structures fall outside of the Ontario Building Code and so due diligence and risk management must be exercised. For events taking place on private property, it is strongly recommended that all temporary structures are pre-engineered and have general review completed post installation by a certified structural engineer. For events taking place on public property pre-engineering and general review may be required depending on the nature of the temporary structure and event.

Amusement Rides

The organizer of the event will be responsible to ensure the Amusement Ride Operator complies with all governing regulations regarding the amusement ride. As well, if inflatables will be part of your Special Event, please ensure adult supervision is provided. You must have a documented safety and supervision plan. Inflatables and amusements are regulated through the [Technical Standards and Safety Authority](#).

Electrical Systems

There are a number of logistical considerations relating to electrical requirements. Consideration should be given to electrical system capacity and equipment used. In many cases there will be a need for electrical system upgrades, auxiliary power (generators) and or work to existing systems. It is recommended that electrical needs be discussed with the event venue in the planning stages. Any electrical work is regulated and governed by the Electrical Safety Authority and generally is required to be completed by a licensed

contractor and permit through the [Electrical Safety Authority](#) (ESA). For large events with amplified sound, it may be prudent to engage a sound and electrical engineer to review electrical system requirements.

NOTE: The [Ontario Building Code](#) requires any electrical system, including cables on the ground in areas used by the by public shall be inaccessible to the public. In tents/around structures etc. electrical cables should be placed in trenches or protected by covers to prevent damage from traffic and trip hazards.

Barriers & Fencing

In many cases, your event will incorporate the use of barricades and/or fencing. When you are planning for barriers and fencing, consider several “hot spots” on event:

1. **Perimeter.** Depending on the type of event you are hosting, there may be people who wish to attend but did not purchase a ticket. These individuals may try to enter the event site by climbing and then jumping over the perimeter fence. If it is extremely important to you that people do not attend without tickets, consider placing a “double-line” of fencing (i.e., two sets of fencing placed 10-12 feet apart to permit retrieval of any persons trying to jump the fence).
2. **Front Gate.** If your event is going to attract tens of thousands of attendees, consider how you will manage the crowd to prevent barriers being pushed over or collapsing. Consider how the event will communicate, if necessary, with in-line attendees (e.g., microphone, speakers, personnel walking down the line, etc.). Consider placing personnel outside of the main gate to provide information to the crowd (and to keep the crowd moving in the right direction). Consider providing shade and water (and if possible, entertainment) if entering the event is going to involve a long wait. Finally, consider using fencing to create multiple lanes for admission rather than a single entry point.
3. **Main Stage.** If your event includes a main stage (or any area where thousands of people will gather), as you place the barriers and fencing for the main stage, consider the issue of emergency access in case there is a medical emergency during your event. Consider protecting some space for lanes through which emergency vehicles could travel.
4. **Clearly Marked Exits.** Ensure that all exits are clearly marked for easy and rapid egress of attendees.
5. **Access for Incoming Emergency Service Vehicles.** It’s imperative that emergency service vehicles can access the event grounds. When placing fencing or barriers please consider how such vehicles can safely and easily enter the premise. Latched fencing, removable blockade access, or clearly posted explicit emergency vehicle access instruction may be helpful.
6. **Fencing and Weather.** If fencing is put up with visual blockades (e.g., black privacy screens), please consider adding wind slits to avoid the entire fence strip being blown over.

2. Traffic Management

Traffic Management Considerations/Requirements

If your event will draw a large attendance you will need to consider the impact on local, county, and provincial roadways. Your traffic management plan should identify how you will mitigate impact to traffic flow and access/egress from parking sites. The OPP have responsibility for traffic and road safety at the local ([Township of Oro-Medonte](#)), County (County of Simcoe), and provincial (Ministry of Transportation) levels and should be consulted in the plan development. The traffic management and signage plan will need to meet the requirements of OPP and be approved by the road authorities having jurisdiction as well as the OPP.

In cases where traffic control is required event organizers may be required to hire paid duty police officers to manage vehicular and pedestrian traffic. The Ontario Highway Traffic Act prohibits anyone but police, fire, and trained workers for road construction or maintenance to direct or control traffic.

It is imperative to provide early notification of events so that Police Officers can be secured for your event and manage traffic. If permits are submitted within 120 days of the event it may not be possible to get Police Officers to your event.

Vehicle and Cycling Traffic

Event organizers must plan for access and egress to and from the site. As well, you are responsible for mitigating the impact of your event on local traffic. Plans should account for the flow of traffic associated with the event, as well as local traffic, and contingencies in the event of temporary road closures related to the event. Plans should be developed in consultation with road authorities and the OPP for larger scale events. For major planned events organizers should seek the assistance of transportation planners to complete a traffic impact study to assist with the development of traffic management plan if one is not developed for the host venue. Traffic plans should also be linked to parking plans as processing times will impact traffic flow and encroachment onto local roadways. Further logistical consideration such as staggering start times or providing shuttles will minimize impacts on traffic and parking operations.

Pedestrian Traffic

Event organizers have a specific responsibility for providing and protecting pedestrian travel routes. If attendees and participants will be crossing roads you must identify, designate and manage safe travel routes as part of traffic plans.

Ride Share Programs

When practical, consider supporting a Ride Share Program for your event. This may help to reduce the number of vehicles that need parking onsite or nearby. Keep in mind that your attendees may use a Ride Share program (e.g., Uber, Lyft, and Taxi programs), so ensure that your access and egress plan incorporates a designated drop off/pick up point.

Consider and identify a marked staging area for ride share pick ups, with signage for both riders and providers. Marking specific locations (e.g., spot 1, spot 2, etc.) within the designated areas.

Public/Mass Transit

When practical, remind event attendees and participants that public transit options can be a great alternative to avoid traffic snarls that occur when large numbers of people are in motion, heading toward (or away from) a particular event. – The Township currently does not operate public transit although shuttles and other transit is typically privately organized for large major planned events.

Events Taking Place on Roadways or Road Allowances

Some types of events will require the use of roadways, trails and/or road allowances (e.g., walking/running events, cycling events etc.). The approval process for these types of events can be simplified if existing traffic regulations are observed during the event (e.g., obeying traffic signals, speed limits, etc.).

As the event organizer, you should be aware that there is a cost involved in processing this type of application and implementing the detours. Placement of barricades, traffic controls, public notification, public signage, traffic management and so on, may be required by the [Township of Oro-Medonte, road authorities and/or the OPP](#). Collaborating with the Operations and Community Services Department, will be the responsibility of the applicant/event organizer.

Guidelines set out in [Ontario Traffic Resource Book 7, Temporary Conditions](#), will be used in determining an appropriate traffic control plan in consultation with the Operations and Community Services Department, other road authorities having jurisdiction and the OPP.

Parking

Onsite Parking

Event organizers are responsible for ensuring adequate provision for the anticipated number of attendees (i.e., participants, spectators, vendors, employees). Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event. If parking will be offsite consideration may be required on how traffic will be managed. The event organizer must be aware of

local parking regulations (i.e. Parking Bylaw, which will be enforced). Any deviation from the [Parking Bylaw](#) must be approved before the event and public notice provided (as required).

A Parking Plan should be included as part of the operations plan. The Parking Plan should include:

1. Consideration should be given to hiring [paid duty Police Officer\(s\)](#) for traffic and parking control
2. Informed assumptions of number and types of vehicles and anticipated modal share (i.e. Bus, taxi etc.) As well as times of arrival and departure. Ex. An event with timed start/finishes or heats will have different requirements than an event where all participant will arrive and depart at the same time.
3. A review/identification of the applicable Fire Access Routes and Designated Disabled Parking spaces for anticipated vehicles/transportation modes
4. Outline where emergency vehicle access routes are
5. Documentation of the availability of surrounding streets and lots where parking may be allowed
6. Strategies for providing event attendees and participants with appropriate parking information/direction related to the event
7. The location of “Parking” signs on the date(s) of the event to alert drivers to the location of event parking
8. Staging areas for busses, taxis, shuttles, ride share programs, etc.
9. Consider where the point of transaction (i.e., attendees providing payment/ticket verification) is, ideally on the event space, so that traffic lines do not interrupt local traffic
10. Providing onsite shuttle transportation from parking areas outside to your Special Event

Offsite Parking

Any deviation from the [Parking Bylaw](#) must be approved before the event and public notice provided (as required). In many cases parking may be arranged off site on lands which are appropriately zoned for such use and supported by an accompanying shuttle service. In these circumstances, communication with event participants is of paramount importance to avoid impact on traffic and a negative participant experience. Event organizers must ensure that parking arrangements are clearly communicated to participants in advance of the event through website, email etc. and that appropriate signage is in place to direct motorists. Lack of signage or communication may encourage participants to walk to the event by an unsafe route (e.g., highway) or park in an unsafe manner. If off-site parking and shuttles are being considered please discuss your preliminary plans with the [Township of Oro-Medonte](#) prior to executing any contract or lease of land for ancillary parking.

Vehicle-based Incidents

Depending on the type and size of your special event, there may be a great deal of vehicular activity on the site before, during and after the event. And, the types of vehicles onsite (e.g., heavy machinery, UTVs, golf carts, etc.) may present a risk both to those working on the site such as vendors and security services, as well as event attendees. The following principles should be observed:

1. Ensure that all event personnel are qualified to operate the vehicles for which they are responsible.
2. Provide “just in time training” for those individuals who will be operating a vehicle in a mobile crowd.
3. Enact a zero-tolerance policy for driving any motorized vehicle under the influence of alcohol or substances.
4. Enact a clear policy that keys are not to be left in unattended vehicles AT ANY TIME.
5. Be aware of the orientation of portable toilets (i.e., don’t have the doors opening onto a road travelled by motorized vehicles.
6. Eliminate, where possible, any mixing of vehicles and pedestrians.
7. If your event includes camping, separate vehicle parking from camping facilities.
8. Arrange for streamlined re-fueling for event vehicles.

Any operations of Off-Road vehicles on municipal roads should be done within the guidelines [Off Road Vehicle Use Bylaw](#).

Finally, be aware that there have been multiple fatalities at special events related to attendees leaving the event to travel home and being hit by vehicles leaving the event. We recommend that you create a robust plan for egress from your event. Ideally your traffic management plan will prevent or minimize the mixing of pedestrians and motorized vehicles during egress.

Drones

Authorized use of Drones

The use of drones for photography or other purposes may subject to federal aviation laws. If you are planning to use drones for photography or other purposes please make note of this in the operations plan. Please visit the Canada Government's page on [Flying your Drone Safely and Legally](#) for more information.

Drones may be excluded from General Liability Insurance Policies and require a specific aircraft rider. Please review your risks and insurance and ensure you are adequately protected.

Unauthorized use of Drones

The unauthorized use of drones can pose a significant safety risk to individuals and property. As such, it is important to have a clear policy regarding the use of drones during special events.

Drones are strictly prohibited from being flown during the special event unless prior approval has been obtained from the event organizers. All drone operators must adhere to federal and local guidelines for the operation of drones. These guidelines include, but are not limited to, the following:

- Drones must be flown below 400 feet.
- Drones must remain within the operator's line of sight.
- Drones must not be flown near airports or other restricted airspace.
- Any drones found to be operating in violation of this policy will be immediately grounded, and the operator will be required to leave the event premises.

Event organizers reserve the right to take legal action against any individuals who operate drones in violation of this policy and cause damage or harm to individuals or property.

Any individual or company that wishes to operate drones during the special event must obtain written permission from event organizers prior to the event. Permission will only be granted if the operator can demonstrate compliance with FAA guidelines and provides proof of insurance.

Event organizers will work with local law enforcement and the FAA to ensure that any drones operating during the event are doing so in a safe and responsible manner.

By implementing a policy such as the one above, event organizers can help to ensure the safety and well-being of all individuals attending the event.

3. Onsite Services

Food Services

Food service for special events may be offered in several ways:

1. Venue supported food services
2. Catered food services
3. Vendor food services

Simcoe Muskoka District Health Unit (SMDHU) regulates and approves applications for food service. The event organizer shall notify SMDHU 60 days prior to the event through submission of the Event organizer Application. Information can be found via the [SMDHU application](#). Ensuring that all vendors are SMDHU approved mitigates or lowers the risk of potential foodborne illnesses or outbreaks. In the event of a suspect foodborne illness, please contact the SMDHU for follow up and response guidance as found on the [SMDHU Mass Gathering plan](#).

The Township of Oro-Medonte under By-law 2015-212 requires licensing of all food and refreshment stands. Information can be found via the [Oro-Medonte Refreshment Stand Licensing](#).

The SMDHU website contains resources for event organizers via the [SMDHU Mass Gathering plan](#).

In addition, the Simcoe Muskoka District Health Unit offers a provincially recognized Food Handler Certification Course that is **required** for food handlers. . Information surrounding this program can be found via the [Food Service Operators page](#).

Water Services

Onsite Water Services

It is essential that the attendees and participants for your event have easy access to an adequate supply of potable water to prevent dehydration and the associated health risks. Please refer to [the SMDHU Mass Gathering guidance document](#).

Event operators should also consider sustainability and aim to reduce use of single use plastics including single use water bottles.

Offsite Water Services

Safe water is a key deliverable for the safety of all your attendees.

In the case of temporary water systems and organizers must ensure that water is delivered in a safe manner by approved water haulers.

Water should be readily available to all attendees through multiple delivery points. Many options are available to distribute water with that we support sound environmental practices, reducing waste should be considered.

Alcohol Service

The Alcohol and Gaming Commission of Ontario (AGCO), Regulatory Compliance Branch holds jurisdictional responsibility for the sale and service of alcohol in Ontario. Provincial liquor laws are enforced by AGCO and OPP. In Ontario, alcohol may only be sold and/or served under legal authority. The authority comes from a Sale License (Licensed Establishment or Catering Company) or a Special Occasion Permit (SOP).

For related information access AGCO:

1. www.agco.on.ca
2. AGCO Customer Service at 1-800-522-2876
3. AGCO Regulatory Compliance Branch – Orillia at 705-329-5045

A SOP is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. A 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:

1. **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.
2. **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.
3. **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.

To obtain a permit for Small Special Events with less than 5,000 people in attendance can purchase a license to serve liquor via the AGCO.

For large Special Events with more than 5,000 people in attendance, a permit is required.

To assist with your event planning the AGCO has developed a number of resources to help you obtain a permit for large special event via the [AGCO Special Alcohol Permit](#). If you are planning a large event and alcohol will be served onsite, please ensure that the AGCO requirements are included in your operations plan.

The [Township of Oro-Medonte](#) has a [Municipal Alcohol Policy](#) which provides specific requirements for the serving and consumption of alcohol on Municipal property or within Municipal facilities. Any Special Event where alcohol is served in a public facility or on public property must comply with the relevant federal and provincial legislation and also with the Municipal Alcohol policy.

Smart Serve Ontario is a non-profit organization dedicated to developing and delivering a responsible service training program to all individuals who serve alcoholic beverages or work where alcoholic beverages are served in the Province of Ontario. Having Smart Serve trained staff helps to ensure the responsible service of alcohol, minimizing the potential risk exposure to event hosts/organizers. For more information please visit [Smartserve](#).

Sanitation and Waste Management

If the location for your Special Event does not have sufficient facilities to accommodate the anticipated crowds, you will be responsible for providing a sufficient number of portable washrooms, wheelchair accessible portable washrooms and hand sinks.

Complete a thorough assessment of how many washroom facilities (i.e. portlets) and showering stations (if applicable) are required to safely handle the volume of wastewater produced by large crowds. The total number of sanitary facilities should not be less than 1% of the total number of attendees per day. Higher numbers may be required if alcohol is served or if regular servicing of the sanitary facilities is not possible. Provide the following details around the use of portlets: contact details for provider, number of portlets to be provided on site, and cleaning schedule. It is recommended that the sanitary facilities be cleaned, stocked and serviced at least twice daily or more often as necessary. With respect to hand wash stations must be placed in accessible areas for patrons to adequately wash their hands, including but not limited to areas near washroom facilities and camping areas. Grey water removal should also be scheduled on a regular basis. Effective communication methods between the food vendors, organizers and servicing company must be implemented to ensure timely removal of liquid waste.

The following table provides a general guideline to assist in determining portable toilet requirements. This chart represents a general number of units required. Consideration must also be given to provide for barrier free access as required by the [Accessibility for Ontarians with Disabilities Act](#).

Number of Attendees	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours	9 hours	10 hours
1 – 50	1	1	1	1	1	2	2	2	2	2

51 – 100	2	2	2	2	2	3	3	3	3	3
101 – 250	3	3	3	3	4	4	4	6	6	6
251- 500	4	4	4	4	6	6	8	8	8	8
501 – 1000	4	5	6	7	7	8	8	9	9	9

As the event organizer, you will be expected to make arrangements for waste management including kitchen waste such as grease and organic materials, litter generated by event attendees and participants, and recycling. Regular pickup of waste containers is expected in order to ensure a sanitary environment. Biohazard waste that is separate from human waste, such as sharps or medication, should be disposed of properly. Sharps can be disposed with the use of Sharps Containers and disposed through pre-communication with a local pharmacy.

Event promoters are encouraged to pursue zero waste events. A number of resources are available to support zero waste events, such as [Zero Waste Events Europe](#) and [Let’s Talk Trash](#).

4. Emergency Management & Planning

Every event of a significant size requires planning to ensure that each person involved in organizing the event knows their role if a natural disaster or an emergency situation occurs. If organizing a large scale planned special event, you are expected to provide a detailed Emergency Plan. Samples can be found at the following sites:

- [FEMA Developing and Maintaining Emergency Operations Plan](#)
- [City of Peterborough Special Events Planning Guide](#)
- [SMDHU Mass Gathering Plan](#)

The first step is embedding baseline services for your event. Embedding baseline services will help you enact event policies that are aligned with current bylaws, making your event as safe as possible under normal operating conditions. As well, frequent meetings prior to the event, involving each team (e.g., police, security, paramedicine, onsite medical services, etc.) will help you create an action plan for rare, critical events. Of note, event promoters and vendors are responsible for providing an immediate response to an emergency, until local community services arrive, at which point police/fire/ambulances services will assume control of the situation.

ALL PLANS FOR LARGE SCALE EVENTS SHOULD INCLUDE PROVISIONS FOR EMERGENCY MANAGEMENT AND EVACUATION. THESE PLANS WILL BE DEVELOPED IN CONSULTATION WITH EMERGENCY SERVICES.

Access/Egress

It is imperative that designated emergency access/egress be maintained throughout the event. The traffic management plan and event site plan should designate these areas and controls to be put in place to maintain emergency access/egress.

Event organizers must coordinate and consider how attendees will access and egress the site with the following concepts:

- Maintaining proper traffic flow on municipal roadways
- Impact of mass planned exit
- Maintaining proper access and egress for Emergency Services
- Impact of road traffic accident on access and egress
- Directional signage that communicates intended access and egress roads
- Clear emergency vehicle signage for both access/egress and parking

Public Health Guidance

Event organizers are encouraged to review regional public health topics from Simcoe Muskoka District Health Unit (SMDHU). SMDHU regularly updates their website on topics such as the management and state of diseases of public health significance, [drug use](#), [food safety](#), and [safe water](#). SMDHU updates their [COVID-19 community risk level](#) regularly which can be a useful resource. If there are any important emerging topics or general public health updates, the SMDHU will update their [SMDHU News page](#).

Safety Services

Security & Policing

An integral component of the risk management program is a comprehensive security plan. The operations plan should include the number and schedule of all event staff, including private security and paid duty police. In addition, the operations plan should outline how communication will take place between event staff, agencies, and the venue during the event.

If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. It is also recommended that the proficiency in speaking and understanding the English language is a requirement to ensure effective communication throughout the event. The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks, amnesty bins, etc. Security firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by liquor permit or as determined through the hazard identification and risk assessment process. A Paid Duty Officer is a work assignment arranged through the OPP, where an off-duty officer performs policing duties for an individual or organization other than the Municipality and is paid by the third party (e.g., traffic, security, special events). Policing Services for the [Township of Oro Medonte](#) is provided by the OPP.

Requests for Paid Duty officers must be received in writing by contacting the local OPP detachment (contact information found in Appendix E) stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Fire and Life Safety

Similar to a security plan, event organizers must consider the risks associated with fire and life safety and ensure controls are implemented to mitigate these risks.

Open-Air Burning Guidelines

An [Open Air Burning Permit By-law](#) (By-law No. 2019-046) has been established for the purpose of regulating open air fires throughout the Township. With the By-law in place, a Burn Permit is now required for open air fires in Oro-Medonte.

The primary reason for implementing the Open Air Burning Permit By-law is surrounding public safety. If you are planning any open air burning please consult the Township of Oro-Medonte Fire and Emergency Services.

Burn permits can be obtained through the [Burn Permit Website](#) or the Administration Centre located at 148 Line 7 South.

Fireworks

For questions about the use of fireworks and pyrotechnics, please refer to the [Oro-Medonte Fireworks Policies](#).

Combustibles/Hazardous Materials

The event operations plans must include details on hazardous materials and combustibles. These materials should be listed along with precautions which will be taken. Combustible/hazardous material storage locations are to be shown on the event site plan along with information on gas locations and shutoffs and other venue utility information.

Fire Safety Plan

Most event venues will have a Fire Safety Plan. As an event organizer you will want to ensure you have read and understand the plan and that your event plan follow the requirements of the plan including compliance with occupancies if applicable.

Ontario Fire Code

The Ontario Fire Code also contains a number of regulations and requirements in addition to local requirements. It is your responsibility to be aware and in compliance with regulations. If you are unsure of requirements please consult with Oro-Medonte Fire and Emergency Services.

First Aid and Medical Services

Special Events can draw large numbers of people together to participate enjoy unique experiences. One of the responsibilities of event organizers is to ensure a timely and effective response to medical emergencies at your event.

The objectives of medical emergency planning are to:

- Take a risk-based management approach.
- Ensure the success of the event and ensure that participants are protected through the provision of medical services that meet the demand created by the event.
- Provide rapid first aid intervention for any life-threatening emergency.
- Ensure the delivery of emergency medical care in the community and surrounding communities in which the event is taking place is not adversely affected or over-burdened by the consumption of paramedic and hospital resources by the event participants.
- Mitigate risk to participants, event organizers, event venues and public service agencies.

Event organizers and venue operators have many options on how to provide reasonable and professional medical care for the any injured event attendee. You may choose to contract anything from a “first aid” team, for a low-risk event such as a 5K walk, all the way to a hospital-level medical response for a high-risk event such as a large music festival that includes overnight camping.

Note that although a given venue might have an embedded first aid team, the event organizer needs to contract medical providers that are free of venue responsibilities and so able to respond to emergencies without impacting the venue team’s workload.

There are several options available such as St. John Ambulance, Canadian Ski Patrol, and the Red Cross. These volunteer-based organizations can provide onsite first aid and basic life support. If an event organizer wishes to provide additional support such as advanced medical and rescue teams or health professionals (e.g., physicians, athletic trainers, nurses, physiotherapists), there are organizations that can provide these services via an event medical services company. Consider reviewing the [Event Safety Alliance Medical Preparedness Standards \(2022\)](#) around questions to ask security and medical service providers.

Questions to Ask Your Contracted Medical Services Provider

1. Who is your named Medical Director?
2. Do you carry Errors & Omissions insurance?
3. How do you screen your medical team members?
4. How long do you retain patient records?
5. What is the highest level of care provider who will be onsite during the event?
6. How will you provide a post-event report on medical services?

Standby Ambulances (Paid Duty)

Land ambulance services within the **Township of Oro-Medonte** are provided by the County of Simcoe Paramedic Services. The County of Simcoe Paramedic Services can provide dedicated Primary and/or Advanced Care Paramedics for special events on a cost recovery fee for service contractual basis.

When determining the need for Paramedic Services it is important to understand the following:

- The County of Simcoe Paramedic Services is the only land ambulance provider certified under the [Ontario Ambulance Act](#).
- They provide land ambulance services in the County of Simcoe.
- Event medical companies cannot transport patients to the hospital, only County of Simcoe Paramedics can transport patients to the hospital.
- The County of Simcoe Paramedic Service is the only certified agency under the *Ontario Ambulance Act* that can operate and provide an ambulance for your event and transport injured or ill patients to a health care facility within the County of Simcoe. No private medical or first aid provider is authorized to provide this service.
- The County of Simcoe Paramedic Service does not automatically increase resources and staffing during an event unless contracted by the event organizer. If your event generates numerous requests for ambulance services through 911, this may create undue pressure on the system which may be reported to County Council and the Municipality.

The coordinator of medical services should contact the County of Simcoe Paramedic Service to identify their scope and level of care as well as transfer of care protocols. Event organizers are encouraged to contact the County of Simcoe Paramedic Service for assistance in event medical and first-aid planning, support, and contracting dedicated paid-duty support. The County of Simcoe Paramedic Service will assist the event organizer with:

- Conducting a comprehensive risk and medical needs assessment of the event.
- Assisting in the determining the level of care required (e.g., first aid only, paramedic support, or advanced medical support) and provide costing as needed for dedicated paid-duty resources.
- Providing emergency medical planning expertise and support to event organizers in order to develop an emergency medical operational plan.
- Assisting with medical emergency communication planning.
- Assist with access/egress and navigation planning.
- Provide supervision and medical surveillance during the event to ensure the objectives of the emergency medical operational plan are being met.

In determining medical service needs, the following types of issues will be considered (not an exhaustive list):

Event Demographics	Hazard & Risk Profile
<ul style="list-style-type: none"> • Night versus daytime event • Number of active participants • Demographics of crowd • Number of attendees • Length of event • Location of event/multiple locations 	<ul style="list-style-type: none"> • History of the event • Weather/time of year • Geographical hazards • Type of activity involved (e.g., swimming) • Anticipated crowd mood/motivations • Potential risk behaviors • Alcohol availability and anticipated use • Distance of event from hospital-level care

Planning Evacuation of Site

In the exceedingly rare situation that an emergency occurs during your special event, you need to have a plan in place for evacuating the event site quickly. At minimum, please specify:

1. Which individual or individuals will have the authority to call for a site evacuation;
2. Your plan for contacting every team lead that needs to be notified;
3. How you will notify the attendees/participants about the emergency situation;
4. How you will mark the exits clearly to permit quick, seamless egress; and,
5. Which groups, individuals will be responsible for supporting the site evacuation?

Resource – See: [Health and Safety Executive – Managing Crowds Safely](#)

Social Media and Crisis Communication

Depending on the nature of your event, you would be well advised to monitor social media channels throughout your event. In some cases, social media will alert the event management team to incidents in advance of channels of communication such as 911. Social media may also provide a clear path for communication with event attendees in the event of an emergency.

When planning for social media and crisis communication, consider whether you have appointed a media spokesperson and/or representative for your event.

5. Risk Management

All stakeholders involved in Special Events are committed to event safety. Our commitment to our local community and event attendees is to produce the safest possible events. Part of that process is to carry out a thoughtful, comprehensive risk assessment. Risk assessment informs strategies to mitigate risk.

What is risk regarding Special Events?

Risk management is a key responsibility of all event organizers, venues and associated contractors. Event organizers should undertake a Hazard Analysis and Risk Assessment (Figure 2, 3) as the foundation of the risk management process. This process will assist organizer in identifying key risk areas and provide direction on areas that require a mitigation plan or strategy. A Hazard Analysis and Risk Assessment should consider both the severity/implications of the risk *and* the probability of occurrence; the greater the severity or probability, the greater the risk.

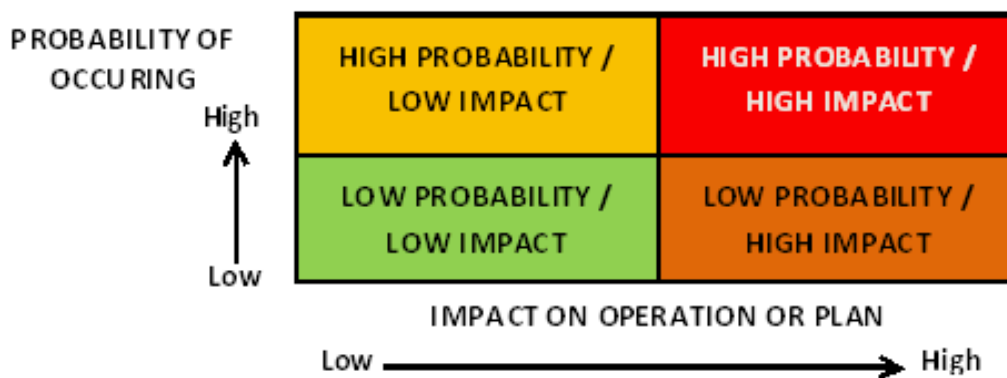


Figure 2 – Model for Hazard and Risk Assessment

Risk Classification	Action
<p>Low probability, low impact <i>Not a significant risk</i></p>	<p>Probably no action. Who cares? Let it happen.</p>
<p>High probably, low impact <i>Probably not threatening</i></p>	<p>Probably no action, but stay alert. Could change quickly.</p>
<p>Low probability, high impact <i>A potential danger</i></p>	<p>Develop contingency plan, with special attention to "triggering" events. This is why we carry insurance policies!</p>
<p>High probability, high risk <i>A real and present danger!</i></p>	<p>Develop <u>preventative plan</u> (and probably <u>contingency plan</u>). May change present action plan to avoid this condition.</p>

Figure 3 – Risk and Risk Mitigation

Incident Management

Even with excellent planning and controls a number of situations may arise such as:

- Extreme weather
- Forces of nature
- Motor vehicle accidents
- Riots
- Stampedes
- Criminal activity
- Use of recreational drugs
- Deliberate acts

While it is difficult to predict these types of situations it is important that they are planned for and have appropriate responses. These situations should form part of the risk assessment with appropriate responses considered in the operational plan.

Depending on the risk profile of your event, you may be required to provide a detailed plan for hazard and risk mitigation that will include:

- Fire
- Medical Emergency
- Acts of Violence / Theft
- Lost or Missing Persons
- Weather related emergency

In order to be prepared for any emergency situation or disaster, events with an elevated risk must submit an Emergency Plan that includes:

Clear information about the conditions under which an event “all stop” would be declared, including clear identification of who has the authority to cancel an event (whether in advance of the event or during the event)

Communication (Internal & External)

- A robust internal communication system to activate onsite emergency resources
- A description of how you will communicate with the public in the event that an evacuation is necessary
- Contact information for event organizers including their cell phone numbers and how they will be contacted in case of emergency
- A communication plan to activate External Resources (Police, Fire, Ambulance) if not already on-site

Emergency Evacuation

- The procedures to be followed in the case of an emergency or disaster
- Dedicated and mapped emergency access points
- An evacuation area with an evacuation route
- Identification of support services for routing the responding resources within your event site as indicate,
- The emergency services that are required in case of an emergency or disaster
- Details of how you have prepared your volunteers and organizational staff to handle a disaster or emergency situation
- Details of how will your security be contacted and respond to an emergency or disaster during your Event.

Deliberate Acts

Special events can create conditions attractive to those who wish to cause harm in order to create conditions of chaos and loss of life. When you are planning for your event, consider the degree to which your event could be targeted in a deliberate act of sabotage or violence.

Depending on the assessed level of risk, consider embedding information about emergency planning around deliberate events, within your emergency action plan. This would, ideally, include a preliminary plan for the following types of incidents:

1. Sabotage
2. Bomb threat
3. Active shooter
4. Fire
5. Protest
6. Chemical weapon

In terms of preparation, your team members should be provided with information about muster stations (primary and secondary) and any venue-specific emergency procedures.

Finally, early activation of emergency services may save lives. The following message should be shared with all of the vendors, crew, staff, volunteers supporting your event:



**See something.
Say something.**

Source: [Lamoure County See Something Say Something](#).

Event/Venue Specific Considerations

Petting Zoos

The Ontario Ministry of Health and Long Term Care provides guidance around safety and petting zoos. We encourage you to read the report and executive summary on [How to Prevent Diseases and Injuries from Petting Zoos](#).

These documents identify high-risk groups (such as very young children) and include important recommendations related to visitor education and the safe operation of petting zoos. On the same website, you will find colourful posters that make it easy for you to communicate two simple precautions that help prevent zoonotic infections:

- Clean your hands after petting the animals
- Do not eat or drink near the animals

We strongly recommend that you display these posters at the entrances and exits to animal enclosures and in non-animal areas where people buy and eat food. Finally, because hand-hygiene was identified in the report as the single most effective way for people to protect themselves from infection, we have included signs that illustrate proper hand-washing and hand sanitizing.

Ensuring Public Accessibility & Comfort

Be sure to plan for physical accessibility for all patrons. Consider providing:

1. Appoint an accessibility officer who will act as a subject matter expert for your event.
2. Easily accessible, dedicated areas for those with physical challenges.
3. Create some areas with surfaces appropriate for wheel chairs.
4. Provide disabled access toilets.
5. Provide water bowls for assistance animals.

In addition, consider the following for the comfort of your attendees/participants:

1. Make your event scent-free.
2. Create neutral labelling for toilets.
3. When possible, use gender neutral language for signage.
4. Encourage clear labelling of foods to reduce the risk of allergic or anaphylactic reactions.

Resources are provided in Appendix D.

Weather Monitoring & Extreme Weather

Every event that takes place outdoors needs a clear process in place for monitoring weather conditions. Below we have provided an example of a rating system used by meteorologists, which may be useful. In addition to monitoring evolving weather conditions, you should provide information about your actions for yellow and red weather conditions.

Weather Trigger	Green	Yellow	Red	Thunderstorm Severity Definitions
Wind Gusts	< 48 km/hr	≥ 48 km/hr	≥ 64 km/hr	General Thunderstorms (Green) - If thunderstorms develop, they are unlikely to become severe.
T-storm/Lightning Probability	< 30 %	≥ 30 %	≥ 60 %	
T-storm Severity	General T-Storms	Strong to Severe T-Storms Possible	Severe T-Storms Likely	Strong to Severe Thunderstorms Possible (Yellow) - If thunderstorms develop, they pose an increased threat of producing wind gusts in excess of 40 mph (35 knots), hail, and potentially tornadoes.
Heavy Precipitation	< 3.0 mm	≥ 3.0 mm	≥ 7.0 mm	
Wind Chill	> -12 C	≤ -12 C	≤ -18 C	Severe Thunderstorms Likely (Red) - If thunderstorms develop, they pose a significant threat of producing wind gusts in excess of 58 mph (50 knots), large hail, and tornadoes.
Heat Index	< 32 C	≥ 32 C	≥ 35 C	
Snow Accumulation	< 15 mm	≥ 15 mm	≥ 25 mm	
Ice Accumulation	< 0.2 mm	≥ 0.2 mm	≥ 0.7 mm	

Figure 3 – Weather Monitoring

Insurance

Insurance is required for all special events and is a requirement for events taking place on public property. It provides coverage for event organizers, host venue, supporting public agencies and volunteers for third party liability claims resulting from an injury to the third party and/or damage to their property. Insurance limits should be established on the risk profile of the event. It is important that the host venue, event promoters and all contracted services understand their risks and carry appropriate insurance coverages. If you are insuring please consult your insurer. **For the Township’s insurance requirements please see [the Special Events By-law](#).**

6. Prevention

Depending on the type of event you are offering, there may be unique risk factors that need to be addressed in a proactive fashion.

Public Health Messaging

In keeping with our shared goal of hosting world class events and ensuring that event participants return home, safe and sound after attending your event, we ask that you consider providing public health messaging. Per your event type, health messaging about drinking to thirst, hand washing, not partying alone, sheltering from the sun etc., can contribute to positive outcomes for your events. For an example, see [Manitoba’s Marathon Race Day Medical Information](#).

Infection Control: Hand wash stations must be placed in accessible areas for patrons to adequately wash their hands, including but not limited to areas near washroom facilities and camping areas.

The event organizer should only accept inspected “personal service settings (PSS)” for mobile and on-site services. Proof of inspection is the burden of the vendor. Each PSS vendor, including sponsorship activations, shall, independently, notify SMDHU of their intent to offer a personal service, at least 14 days prior to the event through the submission of the Event Vendor Application. All PSS operations shall adhere to municipal licensing, guidelines and Fire Code where applicable.

Sexual Health: It is recommended that event coordinators make available information on where and how to obtain Emergency Contraceptive Pills. Condoms should also be made available for participants. Condoms should be in a location where the integrity of the product is secured and there is no risk of tampering. Condoms should be stored in cool, dry spaces at room or below room temperature.

Rabies: All bites and scratches from an animal must be reported to the health unit in accordance with Regulation 557 Communicable Diseases. Petting zoos can be a great popular attraction for families and kids, however they can also be a source of infection for

eventgoers. It is recommended that event coordinators inform the health unit of their intention to operate a petting zoo and/or have animals on site at their event. Furthermore, the health unit can work with event coordinators to discuss and provide information regarding vector-borne diseases that can be acquired through the bite of an infected tick or mosquito.

Sun Exposure, Heat, and Hydration

Being in the sun too long can cause sunburns and increase the risk of developing skin cancer. Providing sun safe environments is a great way to help event participants reduce the risk of sun burn and skin cancer. It is recommended that event organizers ensure there is natural shade (tree cover) or man-made shade (e.g., shade structures, tents, canopies, shade umbrellas) for protection from the harmful effects of the sun. In addition, event organizers are encouraged to promote sun safe behaviours by providing promotional information/materials to event participants. It is further recommended that event organizations provide cooling areas (e.g., misting stations) and potable water and promote personal hydration by providing promotional information/materials to event participants.

For more information regarding sun exposure contact the health unit or visit the [SDMHU website](#)

For more information on heat health effects contact the health unit or visit [SDMHU website](#)

Overdose Prevention

If you anticipate that recreational drug use and/or overuse of alcohol may occur during your event, we advise that you incorporate some prevention strategies including:

1. Consider clearly stating the event policy regarding recreational drug use on the event website.
2. Consider integrating Festival Health services with onsite medical services (e.g., health promotion, illness prevention, and harm reduction).
3. Ensure that multiple doses of naloxone/Narcan are onsite and available to both the public and attendees.
4. Discuss strategies that might reduce the amount of drugs onsite during your event.
5. Consider offering public health information about safer drug and alcohol use.

Please consider that there is a risk for participant or staff overdose at any time during the pre/during/post event phase. Those who are constructing the site, managing the site, attending the site (e.g., work related visitor), or simply on the site may be substance users who are at risk of an overdose during work hours. It is endorsed to have Naloxone and an AED accessible for the duration of the build and strike.

Starting June 1, 2023, employers must provide naloxone in the workplace (source: [Naloxone Workplace Requirements](#)) if [certain circumstances](#) described in the Occupational Health and Safety Act apply. For a limited time, those employers can get [free naloxone training and nasal spray naloxone kits](#) through Ontario's Workplace Naloxone Program.

Naloxone (pronounced na-LOX-own) is a drug that can temporarily reverse the effects of an opioid overdose. Opioids are drugs that are prescribed by a medical practitioner to treat pain. However, opioids are also used recreationally. Some commonly used opioids include:

Tobacco, Cannabis, & Vaping Management Plan

Planning for vaping, tobacco and cannabis retailing and use is part of organizing a successful event and is regulated provincially under the [Smoke-Free Ontario Act, 2017](#) and [Cannabis Control Act, 2017](#). We recommend the following resources from the Simcoe Muskoka District Health Unit:

[Simcoe Muskoka District Health Unit - Cannabis Use](#)

[Simcoe Muskoka District Health Unit - Tobacco and Vaping Use](#)

An event will be operated in accordance with the Smoke-Free Ontario Act, 2017 (SFOA). Violators may be charged with fines as set out under the SFOA and/or be removed from the event.

PATIOS/FOOD SERVICE AREAS – Smoking of tobacco and cannabis and vaping of any substance is prohibited on patios and prohibited within nine (9) metres of a patio where food and drink is served including outdoor areas where seating tables are provided for patrons to consume their meal or beverage.

SIGNS – Event organizers are required to post SFOA, 2017 dual no-smoking/no-vaping signs as required by law throughout the venue at: entrances and exits to all buildings and their washroom facilities including outdoor washrooms; smoke-free outdoor patios serving food and/or beverages; and work vehicles. Signs are available at no cost from the health unit.

BUILDINGS, WORK VEHICLES, AND TOILETS – Smoking of tobacco and cannabis and vaping of any substance is prohibited inside buildings, temporary structures that are covered, work vehicles, and washrooms (including portable toilets) at the event.

TOBACCO SALES – Cigarettes and other tobacco products cannot be sold at the event without regulatory compliance with the SFOA, 2017 and the Tobacco Tax Act as enforced by health unit tobacco enforcement and the Ministry of Finance. The sale of cigarettes and tobacco products is prohibited to persons under the age of 19. Two or more convictions for selling tobacco to a minor can result in an automatic prohibition preventing the future sale of tobacco at the event and venue.

VAPOUR PRODUCT SALES – Vapour products cannot be sold at the event without regulatory compliance with the SFOA, 2017 as enforced by health unit tobacco enforcement. The sale of vapour products is prohibited to persons under the age of 19.

TOBACCO PROMOTION – Tobacco brands and products cannot be promoted or displayed at the event as per section 5. of the SFOA, 2017.

VAPOUR PRODUCT PROMOTION – Vapour product brands and products cannot be promoted or displayed at the event as per section 5. of the SFOA, 2017.

WATERPIPE & HOOKAH USE – The SFOA, 2017 prohibits the use of tobacco in waterpipes and hookahs inside public places.

CANNABIS SALES, PROMOTION, POSSESSION, AND TRANSPORTATION – Cannabis sales and promotion, possession, and transportation are enforced by the regulatory compliance branch of the Alcohol and Gaming Commission of Ontario (AGCO toll-free number in Ontario: 1-800-522-2876) and local police services.

Sexual Violence Prevention

There are increasing reports in the literature, and by the media, that sexual harassment and assault are not uncommon at some types of special events. Depending on the type of event you are organizing, you may be asked to submit your plan for reducing the risk of sexual assault and sexual harassment.

When you are planning your event, consider lighting carefully. Eliminate poorly lit areas. Consider embedding messaging about zero tolerance of sexually aggressive behavior on the event website. If possible, provide a women's safe space on the grounds of the event.

Resources: [Project Sound Track](#), [Characteristics of Sexual Assaults at Mass Gatherings](#), [Good Night Out](#)

7. Event Resilience & Stewardship

Post Event Reporting

To support the evolution of event safety, short and long term, we support clear post-event reporting. Understanding “what happened” during an event can lead to improvements in operations during future events. Well before your event takes place, consider the types of data that you would find useful for future planning. For example, you probably want to know how many people attended the event, how many tickets were sold, and how many patients were seen by the onsite medical team.

Environmental Footprint

Special events can create an unintended environmental burden. We ask that you make efforts to reduce the environmental footprint of your event. A variety of strategies are being adopted by organizers of special events and a few are listed below. Additional resources are provided in Appendix D – Resources for Event Organizers/Venues.

1. Support a recycling program for plastic, paper and organic materials.
2. Take action to reduce the amount of paper used before, during and after your event.
3. Encourage vendors to use packaging that is environmentally friendly.
4. Ask food vendors to, when possible, use locally sourced ingredients.
5. Encourage event participants to bring reusable beverage containers to the event.
6. Consider banning sale of individual plastic beverage bottles onsite.
7. Consider creating a “green team” for your event.
8. Consider doing a “garbage audit” to see what could be changed the next time your event occurs.
9. Support a Ride Share program and encourage the use of public transit to attend your event.
10. Ask your contractors to use green cleaning products where possible.

Noise Reduction

The Township of Oro-Medonte has a [Noise Bylaw](#) in place, please review.

Community Impact

Special events present a unique opportunity that can benefit all residents and visitors to Oro Medonte. Event organizers have an obligation to residents and business that may be impacted by a special event. Depending on the size and scope of the event taking place event organizer may be required to create and deploy a Community Notification Strategy. The strategy may include:

- Direct letters to residences and business
- Temporary signage
- Advertisement in local media outlets
- Direct contact with businesses
- Township website
- Chamber of Commerce and Tourism boards newsletter

The Township of Oro-Medonte recognizes the positive economic impact special events brings to the community of Oro-Medonte; and from a regional perspective, the County of Simcoe as a whole. We encourage special event organizers, as much as they can, to utilize local businesses regarding logistical (i.e. portable toilets, security, fencing etc.) and vendor (i.e. food, artisans, musicians etc.) components of special events. Taking into consideration that local businesses located within Oro-Medonte are familiar with, and connected to the community, it is beneficial for the region to have a stronger economic impact directly in the municipality.

If you would like help to make connections with local businesses, please contact the Economic Development Office at the Township – 705-487-2171 x2159.

Public Parks, Open Space, Forests and Conservation Authorities

Parkland Regulations

The Township of Oro-Medonte boasts over 290 acres of public parkland which include various amenities for active and passive recreational activities and events. Events taking place in a public park must ensure that the rules and regulations established in the

[Parkland Bylaw](#) are observed. If you require an exemption to the Bylaw please discuss this with the Director of Operations & Community Services.

County Forests

In addition to Township parks the County of Simcoe manages an extensive network of public forests. Events taking place in County of Simcoe Forests require a use agreement obtained through the County of Simcoe. For more information please visit the [County of Simcoe Recreation Use Policy](#).

Copeland Forest

The Copeland Forest established in 1979 as a resource management area managed by the Ontario Ministry of Natural Resources. That designation allows for many activities. The range of uses spans from hunting and fishing to mountain biking and horseback riding. It's been estimated that there are over 65 kilometres of trails in the forest. The 4000 acres of mature forest located on the Oro Moraine is environmentally significant providing habitat for a number of rare species of flora and fauna. The Copeland Forest holds a special place in the hearts and minds of Oro-Medonte residents and those that use the forest. Events looking to use the Copeland Forest must obtain permission from the Ministry of Natural Resources and should be cognizant of n the various stakeholders who frequently use the forest and ensure measures are in place to minimize the impact to its ecological integrity.

Conservation Authorities

The Township of Oro-Medonte is regulated by two conservation authorities, the Lake Simcoe Region Conservation Authority (LSRCA) and Nottawasaga Valley Conservation Authority (NVCA). Both organizations have the authority under the Ontario Conservation Authorities Act to ensure the conservation, restoration and responsible management of water, land and natural habitat through programs that balance human, environmental and economic needs. Properties within regulated may be subject to specific regulations through the conservation authorities. See:

- [Lake Simcoe Regional Conservation Authority](#)
- [Nottawasaga Conservation Authority](#)

G. Document History

Date	Update
March 2020	Document creation
March 2023	Content updates: <ul style="list-style-type: none"> • Added municipally significant event definition • Added Event Organizer, Promoter, and Applicant definition • Changed date of operations due date from 90 to 120 days • Added language around outdoor events and permitting • Added section on COVID-19's impact on the community • Added updates to excess soil regulations • Added requirement for events to have event specific fire suppression plan • Added additional considerations for barriers and fencing • Added language ride share staging area • Expanded the onsite parking plan • Added section on unauthorized use of Drones • Added language around public health verified food vendors • Added section on off site water service • Added section on public health guidance • Added language around overdose prevention and new Naloxone regulations • Added resources for sexual violence prevention

	<ul style="list-style-type: none"> • Added history table • Contacts updates <p>Formatting updates:</p> <ul style="list-style-type: none"> • Embedded all hyperlinks • Interlinked document so references in the document only need to be updated in one location • General minor formatting revisions
May 2023	<p>Content updates:</p> <ul style="list-style-type: none"> • Clarified stages and support structures should be dismountable • Expanded language around sanitation plans and requirements • Expanded language around public health messaging • Expanded language around tobacco, cannabis, and vaping management plan

H. Appendices

Appendix A: Event Notification & Permit Application

Special Event Notification & Permit Application

Event Organizer Information	
Organization Name	Organization Website
Organization Address	
Primary Contact	Title of Primary Contact
Email of Primary Contact	Phone Number

Event Information -- Demographics	
Name of the Event	Date of the Event
Start Time	End Time
Start of Set Up	End of Take Down
Public Land or Private Land (circle one)	
Location of the Event (be specific)	Venue for the Event (if applicable)
Expected Attendance Total	Expected Attendance Daily
Expected Attendance (Participants)	Expected Attendance (Spectators)
Category of Event (circle) Sport Music Political Other	If "Other," please specify
Describe Your Event	

Event Information - Hazard & Risk Identification	
Identify Potential Stakeholder Concerns (Check all that apply) Amplified Sound Crowd Management Impact on Local Police & Fire Services Impact on Local Hospitals Noise from Crowd Parking Restrictions Road Closures Sanitation & Garbage Management Smoking	Identify Potential Hazards and Risks (Check all that apply) Access and Egress for Site Alcohol Service Onsite Amusement Rides Bodies of Water Overnight Camping Extreme Weather Fireworks Food Services Lack of Shade or Shelter Live Animals Motorized Off Road Vehicles Open Fires Protesters Present Recreational Drug Use Temporary Structures Tiered Seating/Bleachers
Other potential issues of concern:	

- Tell us about your plans to mitigate risk for participants and spectators.

Event Information - Hazard & Risk Mitigation	
Alcohol Permit in Place	Yes or no
Building Permit in Place	Yes or no
Crowd Management Plan - Access and Egress	Yes or no
Environmental Footprint Reduction	Yes or no
Festival Health/Harm Reduction Services Onsite	Yes or no
Fire Department Consultation	Yes or no
Gate Searches	Yes or no
Health Messaging on Event Website	Yes or no
Health Services Consultation (Local Hospital)	Yes or no
Medical Services Onsite	Yes or no
Onsite Medical	Yes or no
Police Services Onsite	Yes or no
Potable Water Accessible Onsite	Yes or no
Public Health Consultation	Yes or no
Sanitation - Number of Toilets per Attendees	Yes or no
Separation of Vehicles and Pedestrians	Yes or no
Traffic Management Plan	Yes or no
Respect for Noise Bylaw	Yes or no
Respect for Venue Capacity	Yes or no
Security Services Onsite	Yes or no
Stakeholder Consultation	Yes or no
Vendor Oversight	Yes or no
Other (Specify)	

Appendix B: Special Event Operations Plan Checklist

Special Event Operations Plan Checklist

Insurance	Yes	No	N/A
1. Is a Commercial General Liability Policy in place for a minimum of \$5M?			

Alcohol	Yes	No	N/A
1. Is alcohol being sold served at the event?			
2. Have you reviewed the municipal alcohol policy? (Events held on Public Property Only)			
3. Have you been granted for the necessary permit with the LCBO/AGCO?			

Structures	Yes	No	N/A
1. Does this event require any temporary structures (tents, amusement devices)?			
2. Do any of these structures require a building permit be issued?			
3. Do you plan on having amusements, rides, inflatables?			

Traffic Management	Yes	No	N/A
1. Will this event be using any public roads, public trails or roadways?			
2. Do you require any full or partial road closures?			
3. Do you anticipate any impact on the regular flow of traffic?			
4. Have you insured that adequate parking for the anticipated attendance?			

Community Impact	Yes	No	N/A
1. Could the event have the potential of any NEGATIVE impact on the residences and community?			
2. Will you be having live entertainment or using amplified sound?			
3. Do you require a Noise Bylaw Exemption?			
4. Will you be using any type of fireworks and/or associated pyrotechnics?			
5. Have you provided adequate directional signage for participants?			
6. Is any temporary signage compliant to local bylaws?			
7. Have you complied with all the partner agency sign requirement?			
8. Will your event be taking place on parkland and require an exemption to the Parkland Bylaw?			
9. Will the event have a Tourism benefit/positive economic impact/social benefit to the community?			
10. Will the event be taking place in County Forests or the Copeland Forest?			

Parklands	Yes	No	N/A
1. Will this event be using any public land including roads, trails, parks, water course?			
2. Have you applied and received a permit to use the public facilities?			
3. Do you require the use of any other public lands or roads that are not in Oro-Medonte?			

Risk Management			
	Yes	No	N/A
1. Do you have an Emergency Action Plan in place for the event?			
2. Have you completed a detailed Hazard Identification and Risk Assessment?			
3. Do you have a site plan that clearly outline access and egress routes for the emergency personnel?			

Security			
	Yes	No	N/A
1. Do you have security plan in place?			
2. Have you notified the Ontario Provincial Police of your event?			
3. Have you addressed any and all concerns from the OPP?			

Fire and Life Safety			
	Yes	No	N/A
1. Do you have a Fire Safety Plan in place?			
2. Have you notified the Ore Medonte Fire Department of your event?			
3. Have you addressed any and all concerns from the Fire Department?			
4. Do you have acceptable access/egress for emergency services?			

Medical Emergency			
	Yes	No	N/A
1. Do you have a Medical Emergency Plan established?			
2. Do you have sufficient first-aid/CPR qualified personnel onsite?			
3. Have you notified the Simcoe County Paramedic Services about your event?			
4. Have you addressed any and all concerns from the Simcoe County Paramedic Service?			

Appendix C: Example of Emergency Action Plan

Event Emergency Action Plan						
1. Event:		2. Location: Oro Rail Trail Parking Lot – Line 15 South, Oro-Medonte				
3. Activity: 5K/10K/21.1K Running Race		4. Event Date: Saturday, October 28, 2017 Onsite Time: 8:00am-1:00pm				
5. Total Participants: <350		6. Event Medical Team Leader: _____				
7. Medical Response Resources						
Treatment Location		First Responder	Trauma Kits	Defibrillators		
Finish Start Area		1	1	1		
Mobile Team		1	1	0		
Total		2	1	1		
8. Number of Mobile Teams		Location of Mobile Teams				
1		1 x bike onsite following final runner				
9. Event Medical Provider						
Company Name:		Address			Phone	
10. EMS Transportation						
Ambulance Provider Name	Address	Phone	# of BLS ambulances		# of ALS ambulances	
			Dedicated	Courtesy	Dedicated	Courtesy
County of Simcoe Paramedic Service	1110 Highway 26 Midhurst, Ontario L0L 1X0	705-737-3861	N/A	N/A	N/A	N/A
11. Hospitals						
Name	Address	Phone	Travel Time	Specialty Care		
Soldiers Memorial Hospital	170 Colborne St W, Orillia, ON L3V 2Z3	705-325-2201	10mins/8.1k	ER		
12. Medical Emergency Procedures						
<p>will provide BLS / CPR / AED / First Aid for patrons and staff. The finish line medical station will be equipped to handle Basic Life Support patients and will communicate with the Event Medical Team Leader via two-way radio and/or cell phone. As needed all patients will be escorted to the finish line medical station to be assessed by the event medical staff. The Event Medical Team Lead will be in communication with Event Staff during the event. In the event of an MCI / major medical emergency, 9-1-1 will be notified by telephone.</p> <p style="text-align: center;">In the event of a life threatening emergency call 9-1-1</p>						
13. Prepared by:		14. Event Contact				
Contact information:		Contact Information:				
Email :		Email: _____				
		Event Website: Race Website				
15. Attachments:						
1. Race Site Map 2. Course Map						

Appendix D: Resources for Event Organizers/Venues

Accessible Events

City of Vancouver. Accessible events. Available at: <https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx> Accessed on: Apr 19, 2019.

Contact List

Township of Oro-Medonte – General Customer Service 705-487-2171

Deliberate Events

Australia, New Zealand Counter Terrorism Committee. Active shooter guidelines for places of mass gathering. Available at: <http://completecrisissolutions.com.au/wp-content/uploads/2018/05/active-shooter-guidelines-places-mass-gathering.pdf> Accessed on: Apr 19, 2019.

Event Safety

Australian Disaster Resilience. Safe and healthy crowded places. Available at: <https://knowledge.aidr.org.au/resources/handbook-15-safe-and-healthy-crowded-places/> Accessed on: Apr 19, 2019.

Event Safety Alliance, Canada. Available at: <http://esacanada.ca/> Accessed on: Apr 19, 2019.

Event Safety Alliance, US. Available at: <https://www.eventsafetyalliance.org/ourmission> Accessed on: Apr 19, 2019.

Health Protection Branch, Ministry of Health. Public health guidelines: major planned events. Available at: https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/major-planned-events/bc-major-planned-events-guidelines_2017_final.pdf Accessed on: April 17, 2019.

World Health Organization. Public health for mass gatherings: key considerations. Available at: https://apps.who.int/iris/bitstream/handle/10665/162109/WHO_HSE_GCR_2015.5_eng.pdf;jsessionid=E4BA4C3339864726A332CCC8A86B97CE?sequence=1 Accessed on: Apr 19, 2019.

Green Events

University of British Columbia. Green your event. Available at: <https://sustain.ubc.ca/get-involved/take-actions-tips/green-your-events> Accessed on: Apr 19, 2019.

Music Festivals

Event Industry Forum. Purple guide for health, safety and welfare at music and other events. Available at: <https://www.thepurpleguide.co.uk/index.php> Accessed on: Apr 17, 2019.

New South Wales Government. Guidelines for music festival event organizers: festival harm reduction. Available at: <https://www.health.nsw.gov.au/aod/Publications/music-festival-guidelines.PDF> Accessed on: Apr 17, 2019.

Risk Management

Insurance Bureau of Canada. Special events: risk management. Available at: [http://www.ibc.ca/nu/business/risk-management/special-events-\(volunteers\)/risk-management](http://www.ibc.ca/nu/business/risk-management/special-events-(volunteers)/risk-management) Accessed on: Apr 18, 2019.

Special Event Guidelines

Major Planned Events Guideline Committee. British Columbia major planned events guidelines. Available at: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/majorplannedeventsguidelines.pdf> Accessed on: April 17, 2019.

Sport Events

Ellis MA, Gaudio FG, Otten EM, Grissom CK. Wilderness medicine society practice guidelines for the prevention and treatment of heat-related illness. Wilderness & Environmental Med. 2013;24:351-361.

Government of Victoria. Code of practice for running safer music festivals and events. Available at: <https://www.health.vic.gov.au/publications/code-of-practice-for-running-safer-music-festivals-and-events-2013> Accessed on: Nov 4, 2019.

Miscellaneous

Electrical Safety Authority. Available at: <http://www.esasafe.com/>

Technical Standards and Safety Authority (TSSA): Amusements. Available at: <https://www.tssa.org/en/amusement-devices/amusement-devices.aspx> Accessed on: Nov 4, 2019.

Appendix E: Contacts List for Event Organizers/Venues

Name	Title	Email	Phone
Binns, Shawn	Director of Operations and Community Services	sbinns@oro-medonte.ca	705-487-2171
Campbell, Jennifer	AGCO Regulatory Compliance Manager	jennifer.campbel@agco.ca	705-327-4408
Eaton, Veronica	Orillia OPP Detachment Commander	veronica.eaton@opp.ca	705-326-3536
Heatherington, Steve	AGCO Compliance Official		249-385-5610
Leonard, Sandie	Operations & Community Services Assistant	sleonard@oro-medonte.ca	705-487-2171
Llewellyn, Roz	Coordinator, Community Recreation	rllewellyn@oro-medonte.ca	705-481-2171
McCartney, Gary	Chief Building Official	gmcartney@oro-medonte.ca	705-487-2171
Murray, Hugh	Fire Chief	hmurray@oro-medonte.ca	705-487-2171
Saillou, Yvonne	Orillia OPP Administrative Coordinator	yvonne.salliou@opp.ca	705-726-6484
Shelswell, Curtis	Chief Municipal Law Enforcement Officer	cshelswell@oro-medonte.ca	705-487-2171
Simcoe Muskoka District Health Unit		HCPHI@smdhu.org	705-721-7520 ext 8811
Kim Johnstone	County of Simcoe Paramedic Services, Platoon Supervisor	kimberley.jonstson@simcoe.ca	705-726-9300

Appendix F: Bibliography

- Asplund CA, Miller TK, Creswell L, Getzin A, Hunt A, Martinez J et al. Triathlon medical coverage: a guide for medical directors. *Current Sports Med Rep.* 2017;16(4):280-288.
- Carvalho MC, De Sousa MP, Frango P, Dias P, Cargalhos J. Crisis intervention related to the use of psychoactive substances in recreational settings: evaluating the Kosmicare Project at Boom Festival. *Cur Drug Abuse Rev.* 2014;7:81-100.
- District of Columbia Department of Health, Emergency Preparedness and Response Administration. Special events health, medical and safety planning guide. Available at: https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/Guide_Special_Events_Health_Medical_And_Safety_Planning_Guide.pdf Accessed on: Apr 17, 2019.
- Event Industry Forum. Purple guide for health, safety and welfare at music and other events. Available at: <https://www.thepurpleguide.co.uk/index.php> Accessed on: Apr 17, 2019.
- Government of Victoria. Code of practice for running safer music festivals and events. Available at: <file:///Users/sheilaturrismba/Downloads/MFE%20guidelines%20-%20PDF.pdf> Accessed on: Apr 17, 2019.
- Health and Safety Executive. Guidance on running events safely. Available at: <http://www.hse.gov.uk/event-safety/> Accessed on: Apr 17, 2019.
- Health promotion agency. Guidelines for safe zones at large events. Available at: https://www.alcohol.org.nz/sites/default/files/field/file_attachment/AL913%20Safezones%20at%20Large%20Events%20Nov%202013.pdf Accessed on Apr 17, 2019.
- Health Protection Branch, Ministry of Health. Public health guidelines: major planned events. Available at: https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/major-planned-events/bc-major-planned-events-guidelines_2017_final.pdf Accessed on: April 17, 2019.
- Health & Safety Executive. Managing Crowds Safely. Available at <https://www.hse.gov.uk/event-safety/crowd-management.htm>
- Interior Health Authority. Temporary food services guideline. Available at: <https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/temp%20food%20service%20guidelines.pdf> Accessed on: April 17, 2019.
- Major Planned Events Guideline Committee. British Columbia major planned events guidelines. Available at: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/majorplannedeventsguidelines.pdf> Accessed on: April 17, 2019.
- Mayo Clinic Health Systems. 4 safety tips for summer music festivals. Available at: <https://mayoclinichealthsystem.org/hometown-health/speaking-of-health/4-safety-tips-for-summer-festivals> Accessed on: Apr 17, 2019.
- New South Wales Government. Guidelines for music festival event organizers: festival harm reduction. Available at: <https://www.health.nsw.gov.au/aod/Publications/music-festival-guidelines.PDF> Accessed on: Apr 17, 2019.
- Sports grounds safety authority. Guide to safety at sports grounds: green guide. Available at: <https://sgsa.org.uk/greenguide-availablenow/> Accessed on: Apr 17, 2019.
- Turris SA, Lund A. Mortality at music festivals: academic and grey literature for case finding. *Prehosp Disaster Med.* 2016;32(1):58-63.
- University of British Columbia. Green your events. Available at: <https://sustain.ubc.ca/get-involved/take-actions-tips/green-your-events> Accessed on: April 17, 2019.
- Worksafe Victoria. Advice for managing major planned events safely. Available at: <https://prod.wsvdigital.com.au/sites/default/files/2018-06/ISBN-Advice-for-managing-major-events-safely-2006-04.pdf> Accessed on: Apr 17, 2019.