

Town of Lakeshore

OUTDOOR PUBLIC EVENTS
SAFETY PLAN GUIDELINES

For

Name of Event

Date(s) of Event

**Person/Organization holding liability
Insurance for this event**

Park Name & Municipal Address

Recreation Services # 519-727-0470
Parks after hours number #519-326-3234
Call 911 for Emergencies

Signing Authority

Print (name)

Date

SAFETY PLAN GUIDELINES

Please prepare a safety plan applicable to your event on a separate document stating responses to each of the following sections:

Include in this section a brief description of your event.

Include in the description the history of event, crowd expectation, target population, number of volunteer participation, successes, and benefits to community. Date of set up is required, date tear down is expected; arrangements for clean up etc.

Note: The Town of Lakeshore is not responsible for theft or damage to any and all goods brought onto municipal properties. All equipment and items of any sort contracted by the Event Organizer(s) are brought onto the property at their own risk.

A completed site plan/scheme of an outdoor event is also required.

The Town of Lakeshore has interactive mapping to assist in completing a site plan map. Visit www.lakeshore.ca or follow the following link to access the mapping system:

http://gisweb.countyofessex.on.ca/html/lakeshore24/Index.html?Viewer=public_html5.

See attached sample of a site plan required for all events held on municipal properties. Include access to public parking, volunteer and vendor parking, 1st aid kiosk, information centre, washrooms, wash stations, accessible parking, rest areas, and shuttle drop off/pick up service.

Special Occasion Permit details(SOP):(Note: Alcohol related Events are subject to compliance with the Municipal Alcohol Risk Management Policy.

Include the type of SOP and the number of people expected to be served. The organizer must first apply to the Festival and Events Review Committee prior to applying for the SOP with the LCBO to ensure that the Municipal Alcohol Risk Management Policy is reviewed in its entirety. **Note:** Ticket sales if pre-selling tickets and/or door sales combined must not exceed the approved liquor permit capacity and/or established occupancy load. Organizers must also follow all Alcohol and Gaming Commission of Ontario regulations (1-519-258-6282) or www.agco.on.ca

Event contacts:

Include the name and contact information for organizers responsible for the event. The first name on the list should be the person on the liquor license. Include details for communication during the event hours (ie. email, cell phone, pager, home phone, current mail address etc.).

Name	Phone #	Alternate phone #	Email address

Hours of operation:

Include the hours of operation for your event:

Dates:	Hours of Operation:

***Refer to page 9 of the Alcohol Risk Management Policy for established time frames where/when alcohol is served.

Food Service:

Include in this section the details relating to food that will be available at your event. Things to consider when completing this section include:

- Is event being catered by a licensed caterer?
- Is the food being prepared on-site or being delivered?
- Are volunteers in charge of food preparation?
- Is set up of food preparation area in compliance with the Health Unit's regulations?
- Note: A health permit must be present on site when hosting a food concession. **Review all requirements put forth by the Windsor-Essex County Health Unit at www.wehealthunit.org or call (519-258-2146)** prior to submitting final letter of approval from the Health Unit to the Festival and Events Review Committee.
- Any fuel fired appliances? A TSSA inspection is required. Contact Technical Standards & Safety Authority at 1-877-682-8772 for more information.

Portable Structures:

Is your event at a location that includes the need for portable structures to be erected (ie. tents, stage, etc.)? If so, provide details as to the installation. Note: tent sizes greater than 60m² (25' x 30') are subject to a building permit. A building permit fee is subject to the Tariff of Fees Bylaw.

Tents cannot be attached to a building and must be erected at least 3m from other structures. Fire extinguishers are also required and mounted on any and all structures. Contact Building/Bylaw Services for information related to tent/stage installation at 519-728-2700.

Tent and stage structures are also subject to an inspection by Lakeshore Fire & Rescue Services. An inspection must be scheduled prior to the day of the event. Contact Fire Services at 519-728-0550 to arrange for temporary structure inspections two weeks prior to scheduled event date.

Seating:

Include your seating plan. Will you be using tiered seating? Any indoor event with seating must be pre-approved based on fire code requirements. A final inspection by Lakeshore Fire & Rescue must be conducted and is subject to an inspection fee as per the Tariff of Fees Bylaw. All requirements for seating, tables, and/or bleachers are the responsibility of the event organizer.

Fencing:

Refer to Appendix "B" Property Schedule of the Municipal Alcohol Risk Management Policy. Refer to Alcohol and Gaming Commission of Ontario regulations at www.agco.on.ca for alcohol related events.

Lighting:

Include a description of the lighting you will have in place for your event if required. Pay particular attention to the location that you require lighting for such as power sources, entrances and exits. Event personnel also require lighting to function such as ticket holders, gate attendees, bartenders, floor supervisors, entertainment area, play area, etc.

List of activities taking place on Municipal Property:

Include all activities that will be available throughout the event. Include whether supervision is provided, volunteer driven/contracted, entertainment schedule and number of vendors where applicable.

Policing/Security:

Policing requirements for festivals and events having a capacity of 300 or more people are reviewed by the Festivals and Events Review Committee and Lakeshore O.P.P. The Event Organizer(s) must meet with the Festival and Events Review Committee with a completed Safety Plan to determine requirements.

Fire Services:

Festivals and Events are subject to fire regulations which includes an inspection and/or permits for site set up including capacity (# of people expected) seating, portable structures, electrical cords, fire extinguishers, propane tanks, BBQ etc. Include all details on site plan and identify the source prior to inspection by Fire Services. Note: Inspections and permits are subject to a fee by Lakeshore Fire & Rescue Services. Refer to the Tariff of Fees Bylaw for associated costs.

EMS Services:

It may also be a requirement that all public events consider EMS Services (volunteer or paid services) on site for the duration of the event. State arrangements made for emergency first aid services in your safety plan.

Evacuation Plan:

Describe in your plan of evacuation:

- emergency contact information stating contact details
- the coordination of staff/volunteers or onsite security
- How the general public will be notified of an evacuation
- Specify who has been assigned to the specific areas of the event site (example) gate staff (assign # of staff required) to ensure their area is free of any barriers, ensure that patrons are guided through the process of evacuation including exits from the building structures or property safely (point of safety).

- This evacuation plan includes all areas of the event site. The completed evacuation plan must be reviewed with all event staff and volunteers, police, fire and park management prior to event occurring.

Volunteer/Event Staff Training:

It is the event organizer’s responsibility to ensure all key volunteers/staff are trained in emergency 1st aid, CPR and any training applicable to the duties assigned. Accessibility training for customer service is also required. Visit Accessibility Ontario for training resources.

Name	Phone #	1 st Aid/CPR certified	Other:

Notification to Railway Proprietor:

Event Organizers should be prudent in contacting the specific railway service and provide notification of the event dates and rail crossing times during their event. Contact VIA Rail, CN and/or CP Rail for train route schedules.

Notification to Transport Canada/use of Waterway:

For events incorporating the use of the north shore waterway (Lake St. Clair), Transport Canada requires notification of activities taking place. Contact 519-383-1969 for clearance.

TSSA approved Inflatable Units/Amusement Rides

Any and all amusement units/rides including inflatables involving public use must be installed by a qualified licensed individual and must be TSSA approved and inspected for compliance with the national standards and applicable safety legislation. Contact Technical Standards & Safety Authority at 1-877-682-8772.

Fire Code compliance is also part of the requirements for all inflatable units/rides.

A certificate of insurance in the amount of no less than \$2,000,000.00 liability insurance naming the Event Organization and the Corporation of the Town of Lakeshore as an additional insured must also be provided

Electrical/Locates

Events requiring electrical power from a municipal source are subject to a **special events permit** through the Electrical Safety Authority. Visit www.esasafe.com or call 1-877-372-7233. **Utility locates** must also be completed prior to any temporary structure being installed on municipal property. **Call Ontario One Call** at 1-800-400-2255 to arrange for locates.

Garbage & Recycle Receptacles

Garbage receptacles are the responsibility of the event organizer.

Recycle bins are obtainable through the Essex Solid Waste Authority by calling 519-944-3421.

All other park related requirements must be submitted by way of an email no later than three weeks prior to the event date. Please stipulate park location and your contact information. Email details to recinfo@lakeshore.ca

No smoking Policy – Municipal properties

By-Law #30-2015 expands on the protections offered under By-Law #6-2012 by prohibiting smoking and the use of tobacco on all park, playground, and recreation facility property. This will further protect the health of the Lakeshore community from the dangers of second-hand smoke and in addition, will limit the exposure of children to unhealthy behaviors.

The use of all forms of tobacco and smoking are prohibited under the by-law and as such “smoking” applies to the following products:

- any tobacco product (i.e., cigars, cigarettes, pipes, etc.),
- any non-tobacco product (i.e., e-cigarettes, hookah/water pipes, etc.), and
- the carrying of any lighted or functioning tobacco or non-tobacco products that produce second-hand smoke.

- Contact the Windsor-Essex County Health Unit @ 519-258-2146 to obtain signage required to assist in promoting a non-smoking environment

Fireworks/Technician's Responsibility

It is the responsibility of the Event Organizer to ensure that the Fireworks Technician hired to operate the fireworks display submits an application to purchase the fireworks along with a site diagram depicting the fall out zone from the firing area, the crowd control barricade, the spectator location, height level of fireworks being displayed, building structures, streets, parking area, hydro/telephone lines, towers, trees or any other obstructions within a 300+ metre area to Lakeshore Fire and Rescue for review and approval.

A copy of the Pyro Technician's certificate of insurance naming the Town of Lakeshore as an additional insured must also be submitted to the Events Coordinator 2 weeks prior to the event date.

The Crowd control barricade area must be established and set up by the Fireworks Technician as per the site diagram approved on the day prior to the fireworks taking place.

Fireworks located on the West Beach may be relocated to a barge if there is insufficient space. Fireworks located on a barge must have a technician licensed under the Ministry of Natural Resources.

Fireworks taking place on the north shore may be subject to establishment on a barge by a technician licensed under the Ministry of Natural Resources if spacing allotment is maximized on the beach front.

Parade/Road Closure Requests:

Any roads/streets closure requests are subject to review and final approval by the Festival and Events Review Committee.

A road/street map must be submitted electronically to the Events Coordinator. The map should identify the parade route, all roads/streets requested for closure, the date of the parade, the time frame from start to finish and the parade marshal's contact information.

This information is required no later than 90 days prior to event date.

EVENT CHECKLIST/MUNICIPAL PROPERTIES

Contact Recreation Services-519-727-0470 ext 513 to arrange the following:

Details	Timelines to comply	Completed
Reserve facility/park and sign rental agreement with Events Coordinator	Minimum of 90 days prior to event	
Review of Festival and Events Application and Municipal Alcohol Risk Management Policy (if applicable) and the process of the Safety Plan.	Meet with Recreation Coordinator minimum 90 days prior to event. Note: If policing is required, Event Organizer must meet with Lakeshore OPP 90 days prior to event.	
All public events are subject to providing liability insurance in a form of certificate naming the Town of Lakeshore as an additional insured as per grid established in Festival and Events Policy Agreement.	Provide copy to Recreation Coordinator no later than 2 weeks prior to event date.	
Obtain Special Occasion Permit through the Liquor License Bureau of Ontario (LCBO) Contact AGCO at 1-800-522-2876 for all inquiries pertaining to licensing an event.	Provide copy to Recreation Coordinator no later than 2 weeks prior to event	
Submit list of event staff/volunteers and copies of their smart serve certification in accordance with Municipal Alcohol Risk Management Policy	Provide listing along with copies of Smart Serve proof of certification no later than 2 weeks prior to event	
Submit final letter of approval from the Windsor Essex County Health Unit which details all food vendors on site. It is also the Event Organizer's responsibility to ascertain that food vendors on site have valid liability insurance and inspections completed. Additionally, the Health Unit is your source for no-smoking signs where required.	Provide proof of approval by the Health Unit no later than 2 weeks prior to event	
Submit the final copy of your completed Safety Plan including site plan.	Provide final copy to Recreation Coordinator minimum 60 days prior to event	
Attend Festival and Events Committee meeting 60 days prior to event date (if required)	Recreation Coordinator will notify organizer of meeting date no later than 60 days prior if required.	
Post emergency contact numbers and taxi services in a visible area of the structure(s)	To be prepared by Event Organizer and displayed during event.	

