

# Special Events Guide

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## Welcome

Thank you for choosing to host your event in the City of North Bay. Events are an important part of the fabric of our community and can include festivals, concerts, parades, races, walk/runs and carnivals.

The Special Events Guide will assist you in working with the City to plan your event. The guide incorporates all of the municipal contacts, by-laws, procedures and permit requirements used by various departments and external agencies. It also outlines and provides contacts for provincial and federal regulations, laws and legislation to help your event operate successfully.

If you have any questions about the Special Events Guide, please contact us at [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca).

We look forward to welcoming you to North Bay and seeing your event come to life.

Event Task Force Committee

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# 1. Forward

This Special Events Guide is designed to help you effectively use City resources to plan a successful event.

Most special events represent a major investment of time and money. When well-conceived and planned they can bring rewarding dividends to the organizers and the City of North Bay. Successful events do not just happen. They are a result of:

- Responsible leadership
- Careful advance planning
- Good organization
- Provision against the unexpected, and
- Methodical “follow through” on details

The City of North Bay is at your service to help ensure your event is a success. The following is meant to serve as a guide and can be used in assessing the kind of support you might receive.

# 2. Purpose

The purpose of the Special Events Guide is to incorporate into one manual all of the policies and procedures used by the various agencies and departments within the City of North Bay to process applications for special events. It will also outline an approved policy regarding the operation of events on City-owned parklands and municipal facilities and the associated fees and charges for related services provided by the City of North Bay.

# 3. Background

Each year, the City of North Bay receives many requests from individuals and groups to operate special events in public parks and municipal facilities. These events vary in scope, purpose, size, cost and complexity.

The management of special events in public parks, arenas and municipal buildings requires that municipal staff liaise with event planners to ensure safe and appropriate operation.

# 4. Goals

1. To be pro-active in bringing special events to the City.

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2. To provide logistical assistance to special events operated on City-owned parklands and in municipally-owned and operated facilities.

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3. To ensure that event applications are treated fairly and equitably.

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4. To recover appropriate costs incurred by the event.



## 5. Objectives

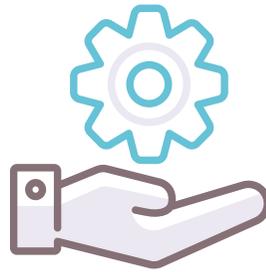
1. To work closely with our community partners promoting North Bay as a premier location to hold special events, i.e. Chamber of Commerce, Tourism North Bay, Sport Organizations, Arts, Culture and Heritage Groups, Service Clubs and Event Committees.



2. To establish contracts between event organizers and the City of North Bay for the use of City owned parklands and municipal facilities.



4. To annually review and update the Special Events Guide.



3. To provide assistance to event organizers.



5. To identify and recover applicable costs related to facilities and services provided by the City of North Bay.

## 6. Support Statement

The City of North Bay supports special events as an important part of North Bay's quality of life.

The City of North Bay recognizes that special events are a valuable part of living in North Bay and provide affordable entertainment to its citizens.

It is also recognized that special events enhance tourism, culture, recreation, and education in addition to providing an economic benefit to businesses operating in the City of North Bay.

The City of North Bay Event Hosting Program assists local community groups in their ongoing efforts to outreach into the community, by providing financial assistance to them in hosting special events.



## 7. Special Events Criteria

Special events are defined as:

“A pre-planned activity or series of activities meant to attract people for an intended purpose with a program or schedule of events.”

### The primary characteristics of special events:

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- open to the public;
- the main purpose is the celebration or display of a specific theme;
- have pre-determined opening and closing dates/times; and,
- the program may consist of several separate activities, i.e. celebrations, cultural activities, performances, sporting events, festivals and carnivals.



## 8. General Policies

1. All legislation, by-laws and regulations must be adhered to by the Event Organizer.
2. Costs incurred by special events operating in City parks or in municipal facilities will be applied by the City of North Bay to the event organizer. These costs include a fee for the use of the City of North Bay parklands and facilities. Current rate increases are estimated at 3% annually based on the municipal user fees by-law. Costs will be determined based on the individual requirements of the applicant.
3. The Event Organizer is required to provide evidence of all necessary licenses, insurance or permits required to operate the event. The Event Organizer must maintain public liability insurance valued at five million dollars (\$5,000,000.00) depending on the event, naming **The Corporation of The City of North Bay** as an additional insured. Evidence of insurance must be provided to the Arts, Culture & Recreation Department no later than ten (10) working days before the event.
4. The Event Organizer agrees to prevent the operation of and the parking of all motorized vehicles in a park during the operation of an event unless prior approval is given by the Manager of Sports & Events or a designate. Please contact [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca) if required.
5. The City of North Bay reserves the right to operate its concession services at venue specific events during any event, i.e. arenas, marina, athlete fields, parks, waterfront etc.
6. The Event Organizer is responsible for the clean-up of the park and facilities and removal of all garbage by noon the next day, except for hazardous substances or property, which must be removed promptly after completion of the event. If proper clean-up is not done in a timely manner as outlined, removal will be completed by the City and a cost-recovery fee will be levied.
7. The Event Organizer agrees to follow City recycling programs during special events.

Refer to: <https://www.northbay.ca/services-payments/garbage-recycling/recycling>, for detailed information.

## General Policies con't;

8. For facilities that comply with the Municipal Alcohol Policy and are deemed appropriate for serving alcohol, the Event Organizer must meet and comply with the Municipal Alcohol Management Policy. For a copy of the policy please contact [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca).
9. If an event operates in compliance with all terms, the organizers of the event will be given priority to reserve the use of the parkland and facilities on the same date the next year. Applications should be made at the beginning of the New Year through the regular application process following the event. Major events that have required a pre-approved bid process, i.e. Winter Games, national competition, etc., may be given priority on dates and venues.
10. All Event Organizers to be compliant with the Accessibility for Ontarians with Disabilities Act, 2005 – see [section 9](#).
11. All Event Organizers will ensure the public has access to washroom facilities and that they meet the health regulations as legislated (see Health Unit guide – see section 27). Costs associated with providing this service will be borne by the Operator. Parks washrooms have automated opening and closing times that are posted on the door and/or can call 705-472-3932 for Parks washroom hours. After 4:30 p.m. and on weekends please call Public Works at 705-474-4340. A request must be sent to the Event Manager or Designate to receive permission to have these hours changed.
12. All pyrotechnics (fireworks included) must comply with by-laws and legislated regulations that include: approval to purchase, approval to ignite, approval of location and licensed personnel (see local Fire Prevention Office for details) – [see section 18](#).
13. When/where tents are being erected, the building code must be adhered to, and proper permits requested and received. Note: Underground service locates, and proper site approval is required by the Parks Supervisor - [see section 19](#), [section 41 & 42](#).
14. Under By-law No. 35-96, the Manager of Sports & Events or a designate has the authority to revoke or change a permit without prior notice based on conditions that may be deemed hazardous or unsafe.
15. Under By-law No. 35-96, any Police Officer, Provincial Offences Officer or employee of the municipality whose duties include enforcement of municipal by-laws is authorized to request any person believed by such Officer or employee to be contravening or has contravened any provision of this by-law:
  - to desist from the activity causing or contributing to the contravention;
  - to remove or have that person removed from that area and the activity causing or contributing to the contravention;
  - to remove that person from the facility or park.
16. Any damage to the park and/or facility will be borne by the Event Organizer.



## 9. Accessibility

Accessibility means giving people of all abilities opportunities to participate fully in everyday life. Incorporating accessibility when planning an event helps make everyone feel welcome, which often leads to an increase in attendance and a more enjoyable experience for everyone. The City of North Bay expects that all events will strive to be accessible and compliant with the Accessibility for Ontarians with Disabilities Act, 2005.

An accessible event for visitors, participants, and volunteers might include:



Well placed and clearly signed accessible parking spaces



Entertainment viewing areas



Washrooms that are located on paved pathways for ease of access



Use of directional signage prominently displayed throughout the event venue (to indicate the barrier-free path of travel) for:

- the location of the accessible washroom,
- accessible seating areas and other amenities;
- goods and services at the event.



To learn more, we encourage Event Organizers to review a free, event planning resource “Planning Accessible Events: So Everyone Feels Welcome” which is available through Service Ontario: [www.publications.gov.on.ca/browse-catalogues/accessibility-resources/planning-accessible-events-so-everyone-feels-welcome-020525](http://www.publications.gov.on.ca/browse-catalogues/accessibility-resources/planning-accessible-events-so-everyone-feels-welcome-020525).

## 10. Noise & Sound Amplification

Events must comply with the Noise Control By-law No. 2014-53.

The amplification of sound and exemptions from the Noise By-Law for special events requires authorization by Resolution of City Council a minimum of eight (8) weeks prior to the event.

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Event organizers must be aware of the Noise Control By-law No. 2014-53. Council must approve any exemptions to the Noise By-law.

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Cost for the application for a noise exemption is \$255. To apply for a noise exemption visit: [www.northbay.ca/city-government/by-laws/noise-exemption-requests/](http://www.northbay.ca/city-government/by-laws/noise-exemption-requests/)

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For further information on this section, please call the Clerks Department at (705) 474-0626, ext. 2507 or email [clerksoffice@northbay.ca](mailto:clerksoffice@northbay.ca).

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# 11. How To Secure A Permit/Contract

## Parks & Athletic Fields

1. Apply in writing to The City of North Bay, Arts, Culture & Recreation Department, 200 McIntyre Street East, North Bay, Ontario, P1B 8H8 to request a Facility Request/Permit form. The form is also available, in person through City Hall, 2nd floor or by emailing: [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca).
2. Outline the type of event that your organization would like to hold. Include a contact name, phone number and email address.
3. Submit your preference of parkland or municipal facilities.
4. Give date(s) and time(s) that the event will take place and alternate dates, if applicable a meeting may be scheduled to review your request and to help you make your event a success.
5. Events taking place on City property will require a minimum of five million dollars (\$5,000,000) liability coverage with **The Corporation of the City of North Bay** named as an additional insured. The City has the right to request a higher liability coverage amount based on the type of event taking place and associated risk.
6. For renewals of annual events, an application should be submitted at the beginning of the New Year through the regular event application process. If an event operates in compliance, the organizers of the event will be given priority to reserve the use of the parkland or facilities for the same date the following year. Provincial/National events could supersede other event applications.



For further information on this section, please call the Arts, Culture & Recreation Department at (705) 474-0626, ext. 2329, or email [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca).



## 11. How To Secure A Permit/Contract

### Arenas

1. Apply, in writing, to Memorial Gardens Sports Arena, 100 Chippewa Street West, North Bay, ON, P1B 6G2 or complete a Facility Request/Permit form available by emailing: [nicole.beaulieu@northbay.ca](mailto:nicole.beaulieu@northbay.ca).
2. Outline the type of event that your organization would like to hold. Include a contact name, phone number and email address.
3. Submit your preference for the appropriate arena and related facilities.
4. Give date(s) and time(s) that the event will take place and alternate dates, if applicable a meeting may be scheduled to review your request and to help you make your event a success.
5. For renewals of annual events, an application should be submitted at the beginning of the New Year through the regular event application process. If an event operates in compliance, the organizers of the event will be given priority to reserve the use of the parkland or facilities for the same date the following year. Provincial/National events may take precedence.
6. Events taking place on City property will require a minimum of five million dollars (\$5,000,000) liability coverage with **The Corporation of the City of North Bay** named as an additional insured. The City has the right to request a higher liability coverage amount based on the type of event taking place and associated risk.



For further information on this section, please call the Memorial Gardens Sports Arena (705) 474-3770, or Pete Palangio Arena (705) 476-2000.

## 12. Municipal Pathways

The City of North Bay allows the use of the Kate Pace Way and other municipal pathways for organized events for non-profit groups under the following conditions (see attached map for Kate Pace Way);

- A permit must be issued for the event and related permit fees paid. This must be done at the Arts, Culture & Recreation Department, 2nd Floor, City Hall. Please contact [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca) for more information.
- Event participants must keep to the right of all pathways, to allow for opposite direction traffic.
- During events, public access must be permitted by the event organizers. For some events, additional parks staff may be required to do checks (administrative fee will be charged). This will be determined at the time of issuing the permit.

Organizers must follow all regulations of the City of North Bay Parks By-law.

- Signage must be posted at each end of pathway being used, stating the name of the organizing group, event start time and end time, nature of the event, and name of a contact person with phone number. Signage must be portable, sandwich board type with a maximum size of .84m<sup>2</sup> or 9 sq.ft. Generic signs may be available through the Arts, Culture & Recreation Department for a deposit fee.
- Organizers will place safety personnel at regular intervals along the section of pathway to be used for information and safety purposes of the participants and the general public.
- The use of pathways must be in accordance to the designated use, i.e. walking only, wheels only, shared pathway (see attached map for designated use).
- The organizing group may not place anything on the pathway as this could cause a tripping hazard to all users.
- Event organizers must provide proof of insurance naming the Corporation of the City of North Bay as an additional insured with a minimum of five million dollars (\$5,000,000.00) liability.



Please contact [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca) for more information.

## 13. Municipal Parks, Shelters & Bandshells

Permit fees apply for parks, picnic shelters and band shells. Charges are based on the full-day or half-day use. A minimum charge is required for all half-day rentals.

1. Depending on the type of event and the facilities being used, service charges may apply. These may include: utility charges - hydro, garbage cans, barricades, concession/beer tent, clean up, and snow fencing.
2. A Facility Request Form must be completed by each person/group making a booking request.  
Note that the following requests must be directed to the Manager of Sports & Events or a designate in charge of the facility bookings before a permit is issued:
  - tournament requests
  - special occasions with beer tents
  - requests with special needs. i.e. fireworks, power, bonfires
3. Facility bookings may be completed on the 2nd Floor, Arts, Culture & Recreation Department, City Hall.
4. Permit fees apply to:
  - parks
  - picnic Shelters
  - band Shells
  - athletic Fields
  - arenas
  - marinas
  - parking Lots



## 14. Waste Management & Clean Up

### Waste Management

The event organizer will make arrangements for litter control, including the use of grease and recycling containers. Regular pickup of waste containers is expected in order to ensure a sanitary environment. The event organizer will ensure containers are emptied often enough during the event operation to avoid overflowing. Event promoters are encouraged to have recycling options in place at events.

### Clean Up

Clean-up must be done immediately after the event and is the responsibility of the Event Organizer. City of North Bay parking lots, parks, roadways, rooms and/or facilities must be left in their original condition. Failure to do so will result in charge backs to the event host for the clean up and removal.

Large events may require a deposit to cover any costs incurred by the City for failure to clean up properly.

## 15. Alcohol & Gaming Commission Related Events

### Policies & Procedures

Alcohol at an event comes with significant responsibility. The Event Organizer is responsible for completing an application for a Special Occasion Permit (SOP) issued through the Alcohol and Gaming Commission of Ontario (AGCO) at least 30 days prior to the event.

As the contact person for a Special Occasion Permit, you and your group will be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission of Ontario. These infractions include but are not limited to serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.

## 16. Municipal Alcohol Policy

### Goal of the Alcohol Management Policy

The Arts, Culture & Recreation Department of the City of North Bay wishes to manage the use of alcohol in all facilities owned and operated by the City in a manner that insures the health and safety of all participants and the protection of the facilities.

All policies and regulations within the Municipal Alcohol Policy (MAP) must be strictly adhered to.

In order to meet the requirements of the City Municipal Alcohol Policy, a policy for the management of alcohol during events and functions is recommended. The following information outlines these regulations.



For further information on this section, please call the Arts, Culture & Recreation Department at (705) 474-0626, ext. 2329, or email [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca)

# 16. Municipal Alcohol Policy

## Facilities Eligible for Special Occasion Permits

- West Ferris Centennial Community Centre Hall
- West Ferris Centennial Community Centre Arena Floor
- West Ferris Arena Board Room
- Pete Palangio Arena Lounge and Board Room
- Lee Park
- Steve Omischl Sports Field Complex

## Facilities & Parks Not Eligible for Special Occasion Permits

The dressing rooms in the following facilities:

- West Ferris Centennial Community Centre
- Pete Palangio Arena
- Veteran's Park, Ball and Soccer Fields
- Memorial Gardens

## Other

- All other buildings, parks, ball fields, playgrounds, beaches and green spaces
- City Hall Council Chambers

## Rationale

While these areas have never been eligible for Special Occasion Permit events, there is a history of alcohol consumption in dressing rooms. This specific regulation is to serve notice to all that this illegal consumption is not acceptable.

## Events Not Eligible for Special Occasion Permits

All youth events and all minor sports events are not eligible for Special Occasion Permits.

## Weddings

At least one Smart Serve/S.I.P trained server and one ticket seller, as well as volunteer security available, if required.

## Youth Admittance to Adult Events

Persons under the legal drinking age are not to be admitted to licensed social events held after 8:30 p.m., except in the case of a family occasion such as a wedding or anniversary celebration. In the case of daytime licensed events such as adult tournaments and special community events, underage youth have permission to enter outdoor licensed areas as long as they are accompanied by a parent or guardian.

## Smart Serve/S.I.P. Training

All event supervisors, servers, floor and door monitors must have been trained in the Smart Serve Program.

## Low Alcohol Drinks

Low alcohol drinks must be available throughout the duration of the event. Non-alcohol drinks must be offered at a substantially lower cost than alcohol drinks.

## Signage

Signage may be required depending on location of event. Clarification will be provided by departmental staff at time of booking.



# 16. Municipal Alcohol Policy

## Controls

- A Special Occasion Permit event must have controls which will prevent underage, intoxicated or troublesome people from entering, prevent participants from becoming intoxicated, refuse service to intoxicated participants and remove them safely from the event.
- In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the sponsor must demonstrate to the satisfaction of the Department that the Alcohol Management Policy is understood, that the regulations will be strictly observed and that sufficient controls are in place which will assist in ensuring compliance to the policy.
- The event sponsor will provide the Department with the following information ten (10) days prior to the event:
  - A list of event workers with each worker's S.I.P. or Smart Serve registration number.
  - A Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario.
  - The name(s), if any, of the permit holder's designate(s).
  - The person who signs the Special Occasion Permit Application and rental agreement or designate must attend the event and be responsible for making decisions regarding the operation of the event.
- All event workers, including the sponsor, must refrain from consuming alcohol while on duty at the event. A worker who is impaired or intoxicated will not be allowed to be on duty at the event.
- The event sponsor must ensure that the physical setting and activities are safe for both drinkers and non-drinkers.
- The only acceptable form of identification will be an age of majority card or driver's license with photo.
- All exits must be supervised.
- A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
- The event sponsor must abide by the rules of the Municipal Alcohol Policy as outlined by the municipal representative. This representative will monitor all S.O.P. events and will have authority to demand correction and/or shut down an event on behalf of the City.
- Marketing practices which encourage increased consumption such as oversized drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted. Sale of tickets will be controlled as to number of tickets sold per purchase, price of the tickets as well as reimbursement for unused tickets.
- Food items must be available.
- Event workers must be clearly identifiable and this policy provides recommended ratios for the number of workers versus the number of participants.
- Tickets must be purchased no later than 12:30 a.m.
- The bar area will be closed at 12:45 a.m.
- All entertainment must be completed by 1:15 a.m. for indoor events or 11:00 p.m. for outdoor events.
- All tables must be cleared by 1:30 a.m.
- Facilities must be vacated by 2:00 a.m.

## Advertising

Advertising which promotes the use of alcohol is prohibited in all municipal facilities.



Full Municipal Alcohol Policy document is available through the Arts, Culture & Recreation Department at (705) 474-0626, ext. 2329, or email [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca)

## Failure to Comply

Individuals and groups failing to comply with the regulations shall be subject to the consequences described in the Policy document.

## Insurance

All events and bookings taking place on City property will require a minimum of five million dollars (\$5,000,000) liability coverage with The Corporation of the City of North Bay named as an additional insured. The City has the right to request a higher liability coverage amount based on the type of event taking place and associated risk.

# 17. North Bay Fire & Emergency Services (NBFES)

## Open Fires

An open air burning permit is required within the geographical boundaries of the City of North Bay. No burning is permitted in North Bay municipal parks and pathways unless approved through the permit process.

For more information, contact the Fire Prevention Division at 705-474-0626, ext. 4800 or email:

[fireInfo@northbay.ca](mailto:fireInfo@northbay.ca).

# 18. Fireworks Policies & Procedures

The use of display or consumer fireworks is only permitted when conducted by a person(s) holding a valid Natural Resources Canada Fireworks Operator Certificate pursuant to the Explosives Act(s.7), and must be approved by North Bay Fire and Emergency Services. Dates outside the approved days to use fireworks as indicated in North Bay's Fireworks By-law No. 2010-146 require approval from city council. Anyone wishing to have a display fireworks event must apply to North Bay Fire and Emergency Services 8 weeks prior to their event.

The application must include the following:

- NBFES Cover form
- letter of permission from landowner
- copy of Fireworks Operator certificate for all persons being involved
- certificate of insurance of five million dollars, (\$5,000,000) liability coverage with **The Corporation of the City of North Bay** named as an additional insured
- site plan
- fireworks pick list
- fireworks application to purchase

## Fire Safety Plan

When a facility that has an 'approved' Fire Safety Plan is being used for a special event:

- The Fire Safety Plan shall be reviewed with event organizers to determine if revisions are required for the event. The revised Fire Safety Plan must be approved by NBFES.
- All event staff will be trained on Fire Emergency Procedures outlined in the Fire Safety Plan.

When a facility (temporary or permanent) does **not** have a Fire Safety Plan:

- A Fire Safety Plan approved by NBFES may be required.
- An inspection of the facility by Fire Prevention staff may be required.
- All event staff will be trained on Fire Emergency Procedures outlined in the Fire Safety Plan.



For more information, contact the Fire Prevention Division at 705-474-0626, ext. 4800, or email: [fireInfo@northbay.ca](mailto:fireInfo@northbay.ca).

## 19. Tents & Air Supported Structures

The following requirements apply to all large tents and, in part, smaller commercial tents where cooking and/or heating is to take place therein.

Tents and Air Supported Structures	Requirements
Building Permits	Tents over 25' x 25' (625 square feet) must meet Building Code requirements and require a Building Permit. The Permit can be obtained from the Building Department 2nd Floor, City Hall.
Fire Safety Plan	A Fire Safety Plan is required for tents in excess of 400 sq. ft. This Plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention Office will provide a generic safety plan form, appropriate to the tent structure for your convenience.
Flammability Requirements	Proof that the material meets Canadian flammability requirements as indicated on the manufacturers label or documentation on flameproofing treatment.
Emergency Lighting	Emergency lighting must be provided for any function being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.
Smoking	Smoking Bylaw 2012-97, prohibits smoking in all Parks, not prohibited on streets or sidewalks along streets.
Open Flame	The use of open flame devices are not permitted unless provisions have been made for such activities under the Fire Safety Plan.
Heating and Cooking	The use of open flame devices is not permitted unless approved by North Bay Fire & Emergency Services and provisions have been made for such activities in the Fire Safety Plan.
Compressed Cylinders	All compressed gas cylinders must be stored in cylinders, i.e. racks, chained or tied securely as a safety measure. All propane cylinders must be secured and stored outside the tent or air supported structure in a safe, well ventilated location.



For further information on this section, please call the Building Department at (705) 474-0626, ext. 2415, or email [building@northbay.ca](mailto:building@northbay.ca).



## 20. Special Event & Film Permit Road Closures

1. A request for the temporary closure of any street or sidewalk within the CNB must be approved by The City of North Bay's Engineering Department through the Temporary Road Closure Application. Requests should be submitted a minimum of eight (8) weeks prior to the event.
2. All traffic control must be done in compliance with Ontario Traffic Manual Book 7 and the organizer or designate must be present and monitor traffic control on a regular basis. The CNB can complete the traffic control if operations and resources allow. The event organizer will be responsible to cover costs of CNB resources through a Service Contract.
3. The applicant, or designate, must be present on site during the entire duration of the street closure with proper approvals.
4. Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of an Alcohol and Gaming Commission Permit. Please refer to the Municipal Alcohol Management Policy for reference to the proper procedures.
5. In the event of an emergency, emergency services must be given access through the closure.
6. Fire hydrants must not be obstructed and must be in clear view from all directions.
7. No bonfires of any kind, barbeques or similar types of cooking devices shall be operated on the closed portion of the street without the consent of the North Bay Fire Department. There may be fees levied for support services relating to road closures by any of the following services:
  - North Bay Police Services – Paid Duty Officer(s) for traffic control
  - Public Works and the Traffic Department.
  - Parking

### Community Notifications

Once a closure is approved, community notification by the Event Organizer will be required to the affected neighbours by distributing a hardcopy notification. The document and message must be approved by the City Communications Officer [gord.young@northbay.ca](mailto:gord.young@northbay.ca). Once approved, the event organizer must distribute hard copies to the affected businesses/houses within a 60m (200ft) radius of the closure 48 hours prior to the closure. The City will also post planned closure on its website and social media.

### Industrial Parks

As the City's three (3) industrial parks are operational seven (7) days/week, it is preferred that these areas be avoided for special events. Any use in these areas require advanced planning with the City of North Bay's Economic Development Department.



For further information on this section, please call the Engineering Department at (705) 474-0626, ext. 2320, or email [engineering@northbay.ca](mailto:engineering@northbay.ca).

## 21. North Bay Police Services & Paid Duty Requests

A Paid Duty Officer is a member of the North Bay Police Service who is off-duty and who is paid by person(s) requesting a specific service, such as:

- traffic control
- security at dances, concerts, festivals, sporting events or other special events
- escorts
- patrol

The Event Organizer may be required to hire police officers for security, crowd control and/or traffic control at their expense. The North Bay Police Service will determine the required level of police supervision. The cost of Paid Duty Officers is the responsibility of the Event Organizer.

Please visit:

[www.northbaypolice.ca/services/hire-a-police-officer](http://www.northbaypolice.ca/services/hire-a-police-officer) for more information on the Paid Duty Officers.



## 22. Parade, March, Walk, Road Race

For any march, parade, walk, road race or similar event in conjunction with a special event you must:

- Contact the Engineering Department at (705) 474-0626, ext. 2320, or email [engineering@northbay.ca](mailto:engineering@northbay.ca) to confirm if a temporary road closure permit is required.



For a Paid Duty Request Form please visit:

<https://www.northbaypolice.ca/services/hire-a-police-officer>

Traffic Unit Contact Information please phone 705-497-5555 (option 5) or email: [nbpolice@northbaypolice.on.ca](mailto:nbpolice@northbaypolice.on.ca).

## 23. Parking & Municipal Parking Lots

### Parking

Event Organizers are encouraged to promote alternative modes of transportation to the event including walking, cycling, shuttles, public transit, and carpooling.

When parking is required, Event Organizers are responsible for ensuring there is sufficient parking for event attendees. An event parking plan may be requested by the City.

Event organizers must have a parking plan in place 14 days prior to the event date.

### Municipal Parking Lots

Approval of the use of any Municipal Parking Lot is required. Permission and rates can be obtained from the Parking Supervisor, 705-474-0400 ext. 2307 or email [bruce.robertson@northbay.ca](mailto:bruce.robertson@northbay.ca).

Event Organizers may be responsible for all costs associated with the use and/or loss of use of municipal parking lots, metered parking spaces and/or paid parking spaces.

Please note that when hosting an event in a park or open space, Event Organizers should use the following guidelines:

- potential access and entry for emergency vehicles shall be maintained at all times.
- all requests for vehicle access on park grounds must be for the purpose of event set-up and take down only and must be approved by the appropriate department prior to the event. Previously approved vehicle access may be rescinded or amended prior to the event, based on weather and ground condition, at the sole discretion of the City. A turf deposit may be requested by the City.
- designated service vehicles such as golf carts maybe approved by the City for use during event hours for the purpose including a shuttle service and the transportation of supplies and garbage. Please include vehicle details and access route in a site map.
- event Organizers shall ensure that any granted vehicle access to the park is controlled and supervised at all times and access occurs only at designated access points and along approved routes of travel.
- parking enforcement at events will be conducted by the City's parking enforcement officers.

[See Map 1 - Municipal Parking Lots](#)



For further information, please call the Transit Department at (705) 474-0626, ext. 2167, or email [luc.lirette@northbay.ca](mailto:luc.lirette@northbay.ca)

## 24. Transit

Event organizers should ensure their event does not block or delay transit routes. Charter Services are available for events within City of North Bay limits. The transit manager should be consulted if the event may impact a transit route. Please contact: [drew.poeta@northbay.ca](mailto:drew.poeta@northbay.ca)



## 25. Vendor Policies & Procedures

1. Event organizers must request permission to contract vendors as part of the event organization.
2. All vendors must abide by the municipal park vendor policies and by-laws for Hawkers and Peddlers, and Refreshment Vehicles. Information is available through the Arts, Culture & Recreation Department.
3. All event vendors (Circus and Midway; Special Events; and Refreshment Vehicles to name a few) must contact The City of North Bay's Licensing Department at 705-474-0626 ext. 2104, or email [customerservice.licensing@northbay.ca](mailto:customerservice.licensing@northbay.ca) to determine which business license application is required for the event.
4. All food vendors must meet the standards for vending and food preparation as defined by the Nipissing Parry Sound Health Unit.
5. All food vendors must meet the standards for vending and food preparation as defined by North Bay Fire Prevention.
6. In order for any vendor to be hooked up to hydro, C.S.A. approval on concession equipment is required.
7. The City of North Bay reserves the right to operate its concession services at venue specific events during any event, i.e. arenas, marina, athletic fields, parks, waterfront etc.



For further information on this section, please call the Customer Service Department at (705) 474-0626, ext. 2104, or email [customerservice.licensing@northbay.ca](mailto:customerservice.licensing@northbay.ca).

## 26. Health Unit Policies & Procedures

All organizers of special events must complete and submit a Special Event Permit Application to the North Bay and District Health Unit a minimum of ten (10) days prior to an event.

\* Health Unit Jurisdiction or support services are available in the following areas:

Food preparation, storage and serving.

For further information on this section, please call the Health Unit at (705) 474-1400, ext. 5400, or visit: [www.myhealthunit.ca/en/public-health-services/food-safety-review-for-events-and-farmers-markets.asp](http://www.myhealthunit.ca/en/public-health-services/food-safety-review-for-events-and-farmers-markets.asp).

### Washroom Requirements for Large Groups

Where seating is available:

Number of Persons	Toilets Per Sex	Wash Basins Per Sex
1 - 40 persons	1	1
41 - 140 persons	2	1
141 - 600 persons	3	2
601 - 1200 persons	3	4
For each additional 170 persons	2	1

Non-seating events:

Number of Persons	Toilets Per Sex	Wash Basins Per Sex
1 - 40 persons	1	1
41 - 140 persons	2	1
141 - 600 persons	3	2
601 - 1200 persons	2	1
For each additional 600 persons		

### Seating is based on 1.12 square metres (12 Square Feet) per person

Where portable toilets (privies) are utilized for washroom requirements, they shall:

- a. be constructed to ensure privacy, protection from the elements, supplied with a toilet seat and vented to the outside;
- b. be supplied with toilet paper, garbage receptacle and deodorizer;
- c. be cleaned and disinfected daily or as necessary;
- d. hand wash facilities should be provided for public use in conjunction with sanitary facilities. Packaged, moist hand towelettes or sanitizer should be provided in the privies without running water and at all food concession;
- e. have adequate lighting and directional signs provided.

Note: Events shall have at least 1 toilet facility for wheelchair patrons.

It is the responsibility of the Event Organizer to ensure that food services and public health risk management has been addressed. Be sure to provide direction on proper food preparation, food storage, food service, and hand washing.

## 27. Paramedics, First-Aid Policies & Procedures

If you are holding a special event or gathering, you are expected to provide adequate medical services or certified first-aid services on site. This level of service will be identified by the City depending on the type and size of your event.

### Paramedic Services:

Paramedic Services will be operated under Direct Delivery Model by the DNSSAB: <https://www.dnssab.ca/paramedic-service>

Please contact Dan Raymond, Deputy of Operation at [daniel.raymond@dnssab.ca](mailto:daniel.raymond@dnssab.ca) to discuss coverage options.

The City holds the right to require pay for service coverage if deemed necessary for the event. This will be at the Event Organizers cost.

### St. John Ambulance Services:

1. Contact St. John Ambulance Services at (705) 495-3626, Red Cross (or similar) and inform them of your event and what will be involved.
2. They will then contact you and tell you what will best suit your needs.

### Emergency Services

#### Recommend:

1. Establish a plan.
2. Be aware of municipal services available.
3. An evacuation plan should be in place for patrons of your event.
4. Be sure your committee and volunteers are aware of your plan.
5. Designate a spokesperson.
6. Provide the necessary leadership for the management of the situation.

## 28. Damage

The Event Organizer is responsible for any damage to City parks, facilities, streets, sidewalks and/or extra staff clean-up required. No pavement or directional markings are to be applied to any streets or sidewalks. Damage caused during events will be repaired by the City at the expense of the Event Organizer. Refundable damage deposit fees may apply.



Please contact Dan Raymond, Deputy of Operation at [daniel.raymond@dnssab.ca](mailto:daniel.raymond@dnssab.ca) to discuss coverage options.



## 29. Drive-In & Drive-Thru Events

The City will consider the permitting of Drive-In & Drive-Thru events subject to the location availability, potential audience size and type of event. Drive-In and Drive-Thru events will be considered for a variety of purposes, such as theatres, concerts, food events, as well as cultural appreciation, such as art installations or drive in theatre.

Additional traffic management and/or parking management may be required for Drive-In and Drive-Thru events and any associated costs will be the responsibility of the Event Organizer.

## 30. Electrical

Event Electrical Guidelines from the Electrical Safety Authority (ESA) and applications are available at:

<https://esasafe.com/business-and-property-owners/special-events>

Larger events that include electrical equipment require an ESA permit and inspection.

Any connection to the City's circuits will be under the supervision of the Parks Department. Half day and full day rates will be charged accordingly based on the user fee bylaw.

### Generators

Events requiring generators are asked to use whisper-quiet generators whenever possible. The location of generators shall be positioned so as not to create a hazard, disturb or cause nuisance as the result of noise, emissions or exhaust fumes. The use of generators at an event site may be subject to inspection by the Electrical Safety Authority.

## 31. Emergency Management

An Emergency Management Plan is required four (4) weeks prior for all events over 1,000 people and is highly recommended for walks, runs and parades.

1. A site plan must be submitted to the North Bay Building Department indicating access routes, temporary structures, and permanent structures being utilized. Temporary structures will have to be assessed for any possible building or fire code requirements.
2. A security plan must be submitted to the North Bay Police Service to be reviewed.
3. An Emergency Action Plan must be submitted to North Bay Fire & Emergency Services. The plan must include emergency response, evacuation procedures, contact information and staff training.

The Event Organizer is responsible for the communication of the plan to participants, vendors, partners, and volunteers. As well, the event organizer will be responsible for the safe evacuation of volunteers, attendees, staff, and participants and for ensuring compliance with these procedures immediately upon the detection of an emergency situation.

If the event is on a street, the Event Organizer is to keep a travel way clear on all streets for potential emergency access. All fire access routes, and fire hydrants are to remain free of obstructions and must be available for use at all times.



## 32. Entandem (Music Licensing by SOCAN/Re:Sound)

Entandem is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process, so you can play all the music you want at your event legally and ethically. Any event using recorded music is subject to SOCAN and RE:SOUND licensing fees. As an Event Organizer, you are responsible for submitting your Entandem fees if you hold your own license.

SOCAN (Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and International music creators and publishers. SOCAN collects license fees for the public performance of music in Canada. SOCAN tariffs are regulated by the Copyright Board of Canada.

RE:SOUND:SOUND is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. RE:SOUND collects license fees for the public performance of music in Canada and distributes to artists and labels around the world. RE:SOUND tariffs are regulated by the Copyright Board of Canada.

## 33. Pedestrian Crossing/Route Marshalls

The City may designate intersections that need police supervision to assist participants and motorists in the event area whether pedestrian crossing or route marshalls. Payment for police supervision must be arranged through North Bay Police Services and costs are the responsibility of the Event Organizer.

In some cases, auxiliary police may be used to assist in event operations.



For more information on both RE:SOUND and SOCAN visit [www.entandemlicensing.com](http://www.entandemlicensing.com).

## 34. Protocol

To invite the Mayor to your event, please email the details to [linda.cook@northbay.ca](mailto:linda.cook@northbay.ca).

Should you wish to extend the invitation to Councillors as well, please address your invitation to “Mayor and Council Members.”

Please ensure to provide the full details on your event as well as your contact email and phone number.

To invite the local Member of Parliament (MP) or Member of Provincial Parliament (MPP), please contact the constituency offices directly.

## 35. Raffles & Lotteries

For further information regarding a lottery license and eligibility guidelines, please contact the Lottery Licensing Clerk at 705-474-0626, ext. 2516, or email [customerservicelicensing@northbay.ca](mailto:customerservicelicensing@northbay.ca)

More information is available at [www.northbay.ca/city-government/departments/customer-service-centre](http://www.northbay.ca/city-government/departments/customer-service-centre)

## 36. Security

The City reserves the right to require the Event Organizer to provide appropriate and sufficient security personnel at any event, at the expense of the Event Organizer.

All security guards provided must be licensed in accordance with the Private Investigators and Security Guards Act, R.S.O., 1990, C. P.25, as amended.



## 37. Signage

Sign By-law #2006-143 regulates signage and other temporary signage and advertising devices in the City of North Bay.

If you are planning on erecting temporary event signage, please contact Zoning at 705-474-0626 ext. 2414 or by email at [zoning@northbay.ca](mailto:zoning@northbay.ca) more information.

## 38. Site Plans & Route Maps

A proposed site plan detailing the desired layout of the event is required. The site plan and or route map must be legible with street names, route and event details clearly marked. Please include the Event Name, date and location.

Please include the following, should they be relevant, on your site plan or route map with as much detail as possible:

- The north direction
- Location of all tents, temporary or permanent structure including stages, tents, fencing etc. (please note locations need to be done;
- Size and locations of tents must be clearly indicated on the site plan;
- All roads and parks labeled accordingly;
- Location of barricades and road closures on a map;
- Accessible parking, bicycle parking, parking lots;
- Event entrances, perimeter measurements and emergency exits;
- Access and Egress Points (pedestrian, vehicular, emergency access)
- An unobstructed fire/emergency response lane(s);
- Location of fire extinguishers;
- Identification of any hazardous/combustible materials i.e. fuel storage, propane, anhydrous ammonia etc.
- Location of medical and first aid station;
- Water stations and water sources
- Emergency vehicle access points and all exits and entrances (both emergency and for the public);
- Vehicle access point to site, golf cart access and routes;
- The location of event activities zones and programming (vendors, shows, inflatables, etc.); and,
- The location of event activities zones and programming (vendors, shows, inflatables, etc.); and,
- Location of medical and first aid station;
- Water stations and water sources
- Emergency vehicle access points and all exits and entrances (both emergency and for the public);
- Vehicle access point to site, golf cart access and routes;
- The location of event activities zones and programming (vendors, shows, inflatables, etc.); and,
- For route map – start and end points, rest stops, and roads clearly marked.
- Locations of permanent and temporary washroom facilities
- Washing stations
- Entrance and exit points
- Vendor Placement indicating physical distancing requirements
- Licensed areas
- Fencing and security controls
- Fire hydrant locations — clearance from fire hydrants must be a minimum of 2 metres; if hydrant is at the curb, clearances must be 3 metres;
- Traffic flow – directional arrows



If you are planning on erecting temporary event signage, please contact the for Zoning at 705-474-0626, ext. 2401, or by email at [zoning@northbay.ca](mailto:zoning@northbay.ca) for more information.

## 39. Smoking at Events

The City of North Bay Smoking Bylaw 2012-97 prohibits the use of all smoking devices including vaping in all City parks regardless of what is being smoked or inhaled with the device. Designated Smoking Areas (DSA's) are locations where smoking and vaping is allowed and are signed as such. There are permanent DSA's located within some of the City parks and people can be directed to use these areas for smoking and vaping. Temporary DSA's can be set up for special events providing the requirements for a DSA are followed.

The requirements for a DSA can be found at <https://www.northbay.ca/by-laws/2019-58>

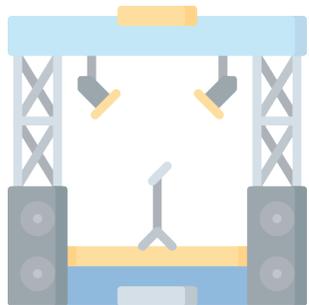
## 40. Staking, Digging & Locates

In many City parks there are underground utilities buried below the surface of the park. Structures that must be staked or pegged into the ground will require locates to be performed to insure protection of the underground infrastructure. The responsibility to arrange for, and the cost of locates falls solely on the Event Organizer. A copy of the utility locates must be provided to the Parks Supervisor at least 2 weeks prior to event.

Ontario One Call 1-800-400-2255

OPG Dig Card 905.839.1151 x4238

Any damage incurred to the utilities or irrigation systems due to the driving of stakes will be charged to the event organizer. No staking is allowed on hard surfaces or roadways.



## 41. Tents, Temporary Structures and Stages

Tents and canopies aid in the protection of the elements at events. There are size limitations and rules surrounding tents and temporary structures in the City of North Bay.

Please be informed that under the Ontario Building Code it is required that the erection and use of air supported structures and certain tents must be authorized by a Building Permit.

In order to obtain a Building Permit, an application including documentation showing compliance with the requirements of the Building Code must be submitted.

The requirements are listed in Section 3.14. of the Ontario Building Code 2012 and all applicable regulations listed in this section must be complied with. A copy of Section 3.14. may be provided for your reference upon request.

Documentation to be submitted with an application for a Building Permit must contain a general statement that the structure(s), use and occupancy are in conformance with Section 3.14. It is further required that the application will include a site plan showing the location of the structure(s) in relation to each other (if there are more than one) and setbacks from property lines. The size(s) of the structure(s) must also be indicated on the site plan.

The application must include proof of flame resistance.

Among other things, there may be a requirement for the involvement of an Engineer and/or Architect.

Please contact the Building Department at 705.474.0626 ext. 2415, or [building@northbay.ca](mailto:building@northbay.ca) for further information regarding building permit application process for tents and temporary structures and allow for a minimum of 14 days for processing of a permit. The permit fee for a tent is \$109.00.

For more information including the Building Permit Application for tents and temporary structures, [www.northbay.ca/services-payments/building-development/building-permits](http://www.northbay.ca/services-payments/building-development/building-permits)

Event Organizers must schedule utility locates to mark all utility lines prior to any work being done, as per the requirements outlined in the Staking, Digging and Locates Section of this Guide.

## 42. City By-laws

The Event Organizer must ensure adherence to all relevant City By-laws (i.e. Parks By-law, Noise By-law etc.), Regional By-laws and any Provincial and Federal Legislation as amended from time to time. Further details on the City's By-laws can be found at [www.northbay.ca/city-government/by-laws](http://www.northbay.ca/city-government/by-laws)

## 43. Washrooms & Hand Washing Stations

Portable toilet facilities must be utilized when adequate permanent facilities are not suitable to meet the demand of the event. These should be indicated on the site plan. Portable toilet facilities are to be placed on a hard surface accessible for servicing. If open, the existing permanent toilet facilities within a venue may be considered to meet some of the demand. The cost of any required cleaning or service of permanent facilities above and beyond normal service standards will be borne by the Event Organizer.

When portable toilets and/or washing units are brought onto an event site, the Event Organizer is responsible for all toilet paper and paper towel supplies and cleaning of the units. For events of a duration of more than one day, the units need to be serviced a minimum of once daily.

## 44. Accommodations

With over 2,000 branded rooms, North Bay is also your gateway to a great nights' sleep. From large group bookings to unique retreats, find the best accommodations for your event here:

<https://www.tourismnorthbay.com/accommodations>



## 45. Use of Drones

The use of drones for photography or other purposes may subject to federal aviation laws. For more information, please review: <http://www.tc.gc.ca/eng/civilaviation/standards/general-recavi-uav-2265.htm>.

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

## 46. Petting Zoos

The Ontario Ministry of Health and Long Term Care has provided the following information in regards to Petting Zoos:

We encourage you to download and read the report and executive summary at Recommendations to prevent disease and injury associated with petting zoos in Ontario.

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:

- handwashing
- clean your hands after petting the animals

These posters must be displayed at the entrances and exits to animal enclosures and in non-animal areas where people buy and eat food.



# Downtown Municipal Parking Lots Map





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**Tel.** (705) 474-0400  
**Web.** [northbay.ca](http://northbay.ca)