

Special Event Permits – Website Information

The Township of Woolwich hosts many special events; the biggest of which being the Elmira Syrup Festival. Whether you are looking for food, family fun or a sporting event, there's an event in Woolwich for you!

Supported by the Township, volunteers plan and organize special events in our community throughout the year.

If you are wishing to organize an event on Township property, we are here to help. Our team can answer your questions about food, vendors, fireworks, tents, and alcohol at an event.

Special Events are activities that take place at, in or on a Township owned/operated road, park or facility. Please see below for details and application form.

Special Events are:

Open to the public (for example: parades, sidewalk or street sales, festival, filming, etc.)

Have predetermined opening and closing dates and times

May consist of several separate activities within a Township defined area (for example: roads, parking lots, walkways, pathways, trails, parks, ball diamonds, community centres, etc.)

If you are planning to use walkways, pathways, trails, parks, ball diamonds and or community centres for your special event, please contact our Recreation and Community Services Department for more information.

If your event includes: food, alcohol, fireworks, music or tents you may require additional applications. Please contact our Corporate Services Department for more information.

Special Events do not include the following items:

Wedding

Funeral Procession

Picketing

Road Work Permits

The application must be submitted to the Infrastructure Services Department a minimum of 8 weeks prior to the commencement of the event. No person or persons shall stage a Special Event on Township property without first obtaining a Special Event Permit from the Township of Woolwich.

Before starting a Special Event Permit application, consider whether you plan to hire **paid duty** or auxiliary police services through Waterloo Regional Police.

The Event Organizer must produce the following:

- Completed and signed application form
- Certificate of Insurance, naming all applicable municipalities as additionally insured
- Site map, showing extent of event

- Appropriate fee

Full requirements and details are outlined in the Special Event Application Form which can be found on our **Applications, Forms, Licences and Permits page**. The form needs to be filled out and submitted prior to making any plans.

If you are organizing a festival or an event on a Township roadway, sidewalk, or parking lot that may interfere with the normal flow of traffic or require a road closure you will need to complete a Special Event Permit application. Please note that if you have applied for a Special Event Permit in the past, there are changes to the process as of January 2023. Before starting an application, please read the information regarding the Special Event Permits below, including the **FAQ**.

You can contact the Infrastructure Services Department at 519-669-6041 for more information.

Special Event Application Process

1. Please complete the Special Event Application form and familiarize yourself with the permitting process prior to making any plans. Ensure you submit your application at least **8 weeks** before your planned event to allow for sufficient time for reviewing the application and for any changes to be made.
2. If your event is taking place in a public park, community center, trail, or sports field, please contact Recreation and Community Services Department for assistance with booking your event, at 519-514-7000.
3. For events within the Township's Road Allowance, which includes roads, sidewalks and boulevards, and municipal parking lots, there may be different requirements to submit.

Area	Examples of Events	Submission Requirements
Sidewalk or Boulevard	Walk-a-thon, Running Event, Sidewalk Sale	- Special Event Permit application - Site Map (route, location of signs, etc.) - Certificate of Insurance
Road shoulder – rolling closure	Walking, Running, Cycling Event (not timed) Processions	- Special Event Permit application - Site Map (route, location of signs, etc.) - Certificate of Insurance - Traffic Control Plan (certified by authorized third-party) - Police traffic control required (Organizers must coordinate with the police separately) <i>*Note: event organizers will be responsible for sourcing, setting up and removal of all barricades/signs</i>
Road closure – rolling or full	Parade, Street Festivity, Walking, Running, Cycling Even – Timed Race	- Special Event Permit application - Site Map (route, location of signs, etc.) - Certificate of Insurance - Traffic Control Plan (certified by authorized third-party) and provide a description of how the event will conform with lighted signals and road signs - Police traffic control may be required <i>*Note: event organizers will be responsible for sourcing, setting up and removal of all barricades/signs</i>
*Additional permits/approvals may be required.		

4. If the event takes place on a road, you will have to submit a Book 7 Temporary Conditions- Traffic Protection Plan, drafted by a qualified person. The applicant is also responsible for providing their own traffic protection

devices. The Township of Woolwich may require the organizer to arrange for police services to assist with traffic control depending on the type of event and the roadways utilized.

- Please note that organizers must outline all roadways to be utilized and changes to the routing may be requested by the Township based on construction or safety hazards.
- Traffic control plans must outline how the event will protect participants and traffic.
- Please refer to the following resources:
 - **Traffic control plans must abide by OTM Book 7, more information can be found here:**
<https://www.library.mto.gov.on.ca/SydneyPLUS/Sydney/Portal/default.aspx?component=AAAAIY&record=34657287-fb36-43a2-84d7-7dc2c5e0d3a6>
- Police may be required for traffic control, incurred at the cost of the organizer. Please reach out to the Waterloo Region Police services for more information: <https://www.wrps.on.ca/en/services-reporting/hire-a-paid-duty-officer.aspx>
- Rentals for traffic control must be sourced by the organizer, including the set-up and removal of all traffic control devices.
- Road closures or partial road closures are determined at the discretion of Infrastructure Services Staff.

5. If your event is utilizing the sidewalk or the municipal boulevard, please submit a site plan that details your routes and describes how you will abide by lighted signals. Police services for traffic control may be required.
6. A certificate of insurance is required for all events. General third-party liability insurance may be required at a greater amount based on the scope and risk of the event; Township staff will be able to determine this during the special events process.
 - In general, Commercial General Liability of \$2,000,000 (sidewalks or boulevards) or \$5,000,000 (road closures, timed events, or processional type events) will be required.
 - The Township must be listed as “additional insured”. The Region of Waterloo must also be listed if regional roads are being used, as well as any other Affected Municipalities.
 - Comprehensive policy of public liability and property damage insurance, with all available coverage extensions/endorsements, with a cross-liability endorsement and severability of interests’ provision. The policy self-insured retention/deduction shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit (**therefore \$4,000,000**). A combination of primary coverage plus umbrella or excess liability insurance may be used.
 - Also Include: date(s) and location(s) of your event, the name of the Insurance Company and signature of authorized representative, a notice of cancellation clause indicating 30 days, and ensure it is valid for the time of the event.
 - Please note that special events without validated insurance will cause a cancellation of an event
7. There may be opportunities for funding options for your event by applying to be a delegation to council or there are also opportunities to apply for a one-time special event grant. Please note there may be certain conditions and deadlines to follow. Please reach out to the **Council and Committee Facilitator** for more information and for deadlines to submit delegation requests. More information can be found here:
<https://www.woolwich.ca/en/township-services/Grants-and-Special-Assistance.aspx>
8. Once copies of all event requirements are submitted and have been reviewed by Township Staff and associated authorities (i.e. Region of Waterloo, Waterloo Region Police Services, other affected municipalities), you will receive a permit for approval and can proceed with your event.

Event Planning Resources

Please see below for some related event resources:

- Township of Woolwich Festivals and Events Checklist (<https://www.woolwich.ca/en/discover-us/resources/EcDev--Tourism/Festivals--Events---info-graphic.pdf>)
- Township of Woolwich Grants & Special Assistance (<https://www.woolwich.ca/en/township-services/Grants-and-Special-Assistance.aspx>)
- Township of Woolwich Delegation to Council (<https://www.woolwich.ca/en/township-services/Council-Meetings.aspx>)
- Region of Waterloo Special Events Permit (<https://www.regionofwaterloo.ca/en/doing-business/applications-licences-and-permits.aspx#Special-Event-Permit>)
- Region of Waterloo Special Events By-Law (<https://www.regionofwaterloo.ca/en/doing-business/resources/Documents/Special-Event-by-law-05-076.pdf>)
- Waterloo Regional Police Services : Hire a Paid Duty Officer (<https://www.wrps.on.ca/en/services-reporting/hire-a-paid-duty-officer.aspx>)
- Township of Woolwich By-Laws:

Fees & Charges

As per "2022 Fees & Charges Schedule "B" By-Law 67-2021"	
Special Events – Road Closure Required	\$200.00
Special Events – No Road Closure	\$60.00
Special Events – Filming	\$1,000.00
*Event organizers may also be responsible for other permit fees required (i.e. building, noise exemption, licensing...etc.)	
*Event organizers should be prepared to pay for police, traffic control plans, traffic control signage, etc.	

FAQ

Why do you now require a traffic control plan when I've never had to have one before?

The health and safety of event organizers, participants, and the public is our top priority. In reviewing the special event permitting process, it was determined that traffic and pedestrian safety were not being properly considered and accounted for. These deficiencies will be addressed by following OTM Book 7 Temporary Conditions as it is standard for any contractor or persons that utilizes Township Road Allowances to outline temporary traffic control. This measure helps to reduce liability to the Township and event organizer.

A Traffic Control Plan that abides by the Ontario Traffic Manual Book 7 – Temporary conditions may now be required for a Special Event Permit to reduce the liability to the Township and event organizer, and to ensure that all Special Events sufficiently account for traffic and pedestrian safety. For example, if you are organizing a race on the roadway, the traffic control plan would outline how traffic will be accommodated while protecting participants by outlining traffic flow and signage, including potentially creating a protective lane for participants, or you can hire police services to assist.

The good news is, once the traffic control plan is approved for your event, you can reuse it year after year.

Why do I have to provide barricades and signage for my event when the Township has been able to do so in the past?

The Township has a limited supply of signs and barricades and due to the OTM Book 7 guidelines, the requirement for signs has increased which the Township does not have sufficient inventory to lend out.

I really want to organize a community event, but find I am not able to afford the special event permit fee or related expenses.

Depending on if your event will require a road closure or not, the fee for the Special Event Permit varies from \$60 to \$200. In addition, you may have to pay for Paid Duty Officers and rentals for signs and barricades.

You may apply to be a delegate to council to ask for the special event fee to be waived or there are also opportunities to apply for a one-time special event grant. Please note there are certain conditions that apply and please allow for more time for this process. Please reach out to the Council Facilitator for more information.

Why can't the Township do the traffic control plan for me?

Staff are not equipped or trained at the Township to certify traffic protection plans for members of the public. This is where the qualified third party comes in to assure us that everything is abiding by Book 7, which is important in ensuring our compliance with health and safety legislation and the Ministry of Transportation.

Unfortunately, we can not direct someone on how, or which traffic control set up they should be using, as this would make the Township liable if anything were to happen. Traffic control is required any time a contractor or persons is occupying a municipality's right of way. This can include impacts to the road, shoulder, or sidewalk.