

community festivals & events

# planning guide



# Welcome

Thank you for choosing to host your event in the Town of Stouffville.

This planning guide has been created by the Town of Stouffville Events Team in consultation with community partners. This planning guide is designed to support you in identifying and

navigating the municipal and regional guidelines in place to deliver a safe and successful event. As an organizer, you are encouraged to review this planning manual in its entirety.



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If you have any additional questions regarding the topics in this guide, please contact the Events Team.

@ **Events Team**  
[events@townofws.ca](mailto:events@townofws.ca)





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# application

## When is a Community Festivals & Events Application form required?

Any person requesting to host a third-party community event on Town of Stouffville property that is open to the public must complete a Community Festivals & Events application form.



## Application Criteria

A Community Festivals & Event application submitted to the Town for approval must meet specific criteria to be eligible for a permit. This includes compatibility with the provisions of municipal, provincial and federal laws as well in accordance with rules and regulations administered by the Town's by-laws, York Regional Police and York Region Public Health. Applications will be evaluated by the Town to ensure they meet criteria and to ensure the success of the event.

To be considered for a permit, a community festival or event must provide a meaningful benefit to the community and must have a direct impact on one or more of the following areas:

- arts and culture
- education
- health and wellness
- physical fitness
- enrichment of the character and identity of the Town
- creation of unique or innovative experiences
- extension of the overall range and mix of programming in Town
- promote tourism
- inclusion and acceptance of all community members


## Application Deadlines


All event organizers must submit their completed Community Festivals & Events application to the Town:

- 30 days prior if fewer than 100 people per day are expected
- 60 days prior if between 100 and 500 people per day are expected
- 90 days prior if between 500 and 5,000 people per day are expected
- 120 days prior (at minimum) if more than 5,000 people per day are expected

Applications received outside the timeline may be declined. Community Festivals and Events can only be booked one year in advance from the date of the event.

### You can find the application form here:

 Documents:  
[Community Festivals & Events Application Form](#)  
[Community Festival & Events Policy](#)

 Town of Stouffville website:  
[Hosting an Event](#)

 Events Team:  
[events@townofws.ca](mailto:events@townofws.ca)

## Application Process

The following information outlines the Community Festivals & Events application and approval process:

### Step 1:

Organizer completes a **Community Festivals and Events Application form**, which outlines all details and requirements for the event. Additional documentation will be required such as insurance, SOP, noise exemption, permits, and emergency plan.

### Step 2:

Submit your application to the Events Team, by email to [events@townofws.ca](mailto:events@townofws.ca), or in person at Customer Service at Town Hall (ATTN: Events Team, 111 Sandiford Drive, Stouffville, ON L4A 0Z8)

### Step 3:

Once the application has been received by the Events Team, it **will be circulated to appropriate Town staff and Emergency Services for review**, comments and/or approval. This may take several weeks.

- During this time, the organizer will receive an email including a preliminary quote based on the submitted application. Please note these fees are not final and will change based on any changes and updates made to the application before it is approved.

### Step 4:

All comments will be returned to the organizer, who will then be responsible to make all necessary changes to their application and re-submit it to the Events Team.

**NOTE:** Application deadlines will be enforced, and any applications received outside of the deadlines may be declined. In addition, an event is not confirmed until completion of the application review and approval process, 50% payment is received and the agreement between community event organizers and the Town is signed.

### Step 5:

Once the application has been re-submitted, the Events Team will schedule an in-person meeting at Town Hall for the organizer to present the details of their event to Town Staff and Emergency Services. The organizer will also receive an updated quote based on the known event details at this time.

- During this meeting, Town Staff and Emergency Services will actively provide any additional comments/feedback directly to the organizer.
- Meeting minutes will be taken by Town Staff and forwarded to the organizer post-meeting.

### Step 6:

Should any changes need to be made to the application following the meeting, **the organizer will be responsible to make all necessary changes and report back** to the Events Team.

- Depending on the volume of comments/feedback received during the meeting, the Events Team may be required to schedule a follow-up meeting with the organizer to review the changes

### Step 7:

Once all necessary changes have been made to the application, and no further changes are required, the application will be deemed approved. **The organizer will be issued a Permit for their event and a list of fees will be outlined to the organizer.**

### Step 8:

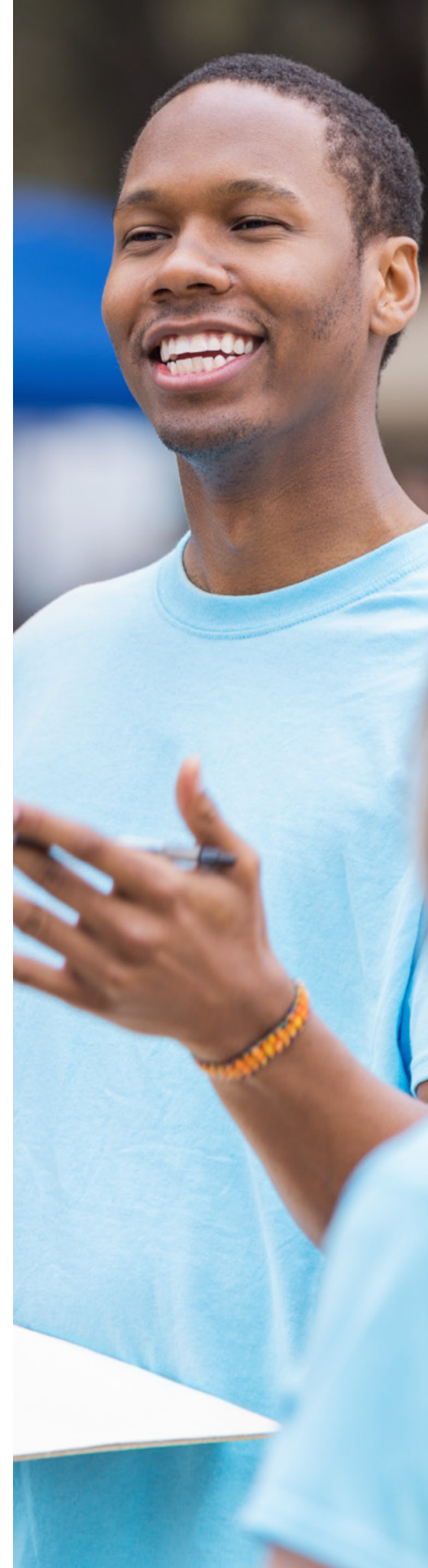
**Payment (of 50% including a security deposit) and signed agreement** between community event organizers and the Town will be required to secure the requested event date.

## Site Map

**A site map detailing the layout of all festival and event activities and equipment is to be submitted along with the Community Festivals & Events Application.**

Please see the below list of items that are required to be included on the map(s) where applicable:

- Food and beverage vendors
- Retail/merchant vendors
- Amusement Rides & Stationary Inflatable Games (bouncy castles not permitted)
- All temporary and permanent structures (tents/buildings/vehicles)
- Available parking
- Road closure requests (identify hard and soft closures)
- Permanent/portable toilets and hand washing stations
- Garbage and recycling receptacles
- Fencing/barricades (quantity included)
- Picnic tables (quantity included)
- Tables & Chairs (quantity included)
- Stage/performance areas
- Electrical needs (items requiring power, with the voltage included)
- Water hook-ups
- Sound booths and speaker equipment
- Areas in which digging, staking or ground penetration is anticipated
- Emergency vehicle and pedestrian access points
- Entrances and exits to the event including buildings located within the event space
- Fire hydrants and fire department connections
- Fire extinguishers
- First Aid
- Security
- Indicate North direction




## facility allocation

The Town of Stouffville owns, leases, operates and/or schedules a wide variety of facilities in our community. Facility rentals will be granted in a fair and equitable manner.

When competition for space exists, the criteria used to assess and assign specific spaces will be based on the following priority schedule and principles and in accordance with the Facility Allocation Policy.


- Nature and Type of Activity
- Nature of the User Requesting the Allocation (affiliated organizations, private groups or individuals)
- Facility Type
- Allocation Process

### Event Locations:

 There are a variety of event locations within the Town of Stouffville. For more information, please visit:  
[Parks and Open Spaces](#)

### Learn more about Facility Allocation here:

 **Document**  
[Facility Allocation Policy No. 98](#)

 **On our website:**  
[Rentals – Rent a Facility](#)

# permits & approvals

Permits and approvals are required to help protect the health, safety, and overall wellbeing of event organizers, Town staff, volunteers, vendors, stakeholders, and attendees.


## Town Issued Permits

The Town of Whitchurch-Stouffville issues the following permits and approvals:



### Community Festivals & Events Application

To be completed by any persons or committee requesting to host a third-party community event on Town of Stouffville property.

 **Application Form:**  
*Community Festivals & Event Application*

 **Approved By:**  
*Events Team*


### Event Facility/Parks Permit


Permit will be automatically issued once the Community Festivals & Events Application has been approved.

 **Permit Issued By:**  
*Events Team*

### Road Occupancy Permit


Form to be completed by event organizers requesting to have road closures during their event.

 **Application Form:**  
*Road Occupancy Permit Application*

 **Approved & Issued By:**  
*Public Works*

### Temporary Sign Permit Application


Application to be completed by event organizers requesting temporary signage. Available Permits within this application: Banner Signs, Feather Banner Signs, Inflatable Sign, Mobile Signs and Temporary Signs.


 **Application Form:**  
*Temporary Sign Application*

 **Approved & Issued By:**  
*By-Law*

### Tent & Temporary Structure Permit

Application to be completed by any persons requesting to construct a temporary outdoor structure like a tent (greater than 60m squared) or temporary sales office.


 **Application Form:**  
*Building Permit Application*

 **Approved & Issued By:**  
*Building Services*

### Fireworks Application

Application to be completed by event organizers requesting to discharge display fireworks at their event.


 **Application Form:**  
*Display Fireworks Application*

 **Approved & Issued By:**  
*Fire & Emergency Services*

### Small Fire for Events Application

Form to be completed by event organizers requesting to have a recreational fire on Town property.

 **Application Form:**  
*Small Fire for Events Application*

 **Approved & Issued By:**  
*Fire & Emergency Services*




# Additional Permits Approvals & Licenses



## Charitable Gaming License


Application to be completed by the event organizer.


 **Application Form:**  
*Charitable Gaming - Municipalities*

 **Approved & Issued By:**  
*Alcohol and Gaming Commission of Ontario*

## Special Occasion Permit


Application to be completed by event organizer.


 **Application Form:**  
*Special Occasion Permit*

 **Approved & Issued By:**  
*Alcohol and Gaming Commission of Ontario*

## York Region Public Health


Event Organizer Application Form to be completed by event organizer. Vendor Application Form to be completed by each food/beverage vendor participating in the event.


 **Application Form:**  
*York Region Food Safety*

 **Approved & Issued By:**  
*York Region Public Health*

## York Region Road Use Permit

Application to be completed by event organizer.

 **Application Form:**  
*York Region Road Use*

 **Approved & Issued By:**  
*York Region*



Organizers are required to pay all fees and expenses related to their event. Once all details of your event are finalized, a final event quote will be provided to you.

Below is a list of fees that are to be used as a base reference only. Fees are subject to change in accordance with the Town's fees and charges by-law. Fees have been updated as of January 2023 and are subject to HST.

### Town Fees

Display Fireworks Permit	\$135.00
Road Occupancy Permit	\$176.00
Temporary Sign Permit	\$98.00
Tent Permit	\$362.00
40 Yard Bin for Special Events	\$325.00

### Security Deposit

A \$500.00 refundable security deposit is required to be paid by the organizer. The fee will be added to the 50% fees deposit and will be returned in full upon the event's completion provided there were no additional services required.

Additional services include but are not limited to: additional equipment (picnic tables/fencing/barricades), additional labour including but not limited to: facility, parks and maintenance/electrical staff.



**You can find a full list of Facility Fees here:**

**Document**  
*Indoor & Outdoor Facility Fees*

**On our website:**  
*Rentals – Rent a Facility*

### Town Rental Fees

Facility	Account Category	Fee
<b>Picnic Shelter (no alcohol)</b> 4 hour minimum (available location: Memorial Park Pavilion)	Community Groups (CG)	\$17.50 per hour
	Resident	\$22.50 per hour
	Non-Resident	\$40.00 per hour
	Commercial	\$75.00 per hour
<b>Park Event Space/Bandshell</b> (available location: Memorial Park)	Community Groups (CG)	\$1,450.00 per day
	Resident	\$1,800.00 per day
	Non-Resident	\$2,250.00 per day
	Commercial	\$2,930.00 per day
	Labour Rate	varies*
<b>Civic Square</b> 4 hour minimum	Community Groups (CG)	\$20.00 per hour
	Resident	\$25.00 per hour
	Non-Resident	\$30.00 per hour
	Commercial	\$75.00 per hour
<b>Parking Lot allocations</b> Up to 10 hours	Community Groups (CG)	\$25.00 per hour
	Resident	\$35.00 per hour
	Non-Resident	\$50.00 per hour
	Commercial	\$75.00 per hour
<b>Picnic Tables</b> (minimum of 5 picnic tables; Maximum 10)	Community Groups (CG)	\$10.00 each
	Resident	\$12.50 each
	Non-Resident	\$20.00 each
	Commercial	\$25.00 each
<b>Barricades</b>	Community Groups (CG)	\$10.00 each
	Resident	\$12.50 each
	Non-Resident	\$20.00 each
	Commercial	\$25.00 each
<b>Event Fencing</b>	Community Groups (CG)	\$150.00 fee for 200 feet
	Resident	\$200.00 fee for 200 feet
	Non-Resident	\$250.00 fee for 200 feet
	Commercial	\$300.00 fee for 200 feet
<b>Utility Locates</b>	Community Groups (CG)	\$225.00 one-time fee (per event)
	Resident	\$250.00 one-time fee (per event)
	Non-Resident	\$275.00 one-time fee (per event)
	Commercial	\$300.00 one-time fee (per event)



Commercial General liability insurance coverage is mandatory for organizers and their vendors.

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## Organizers

All groups providing public events on Town property, must obtain Commercial General Liability insurance coverage subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence or Ten Million Dollars (\$10,000,000.00) in the event alcohol is being served at the event. A Certificate of Insurance must be provided at least 14 days in advance of the event to the Town of Whitchurch-Stouffville for review and approval by Town staff. If acceptable insurance is not submitted prior to the event, the event will not be permitted.

Certificates of Insurance must include the following information:

- Insurance policy number
- Naming The Corporation of the Town of Whitchurch-Stouffville as an additional insured for the operating period
- Policy effective date and expiry date (covering the date of the event)
- The location and activity of the Named Insured for which this certificate is issued
- The name, address, and telephone number of the Named Insured

All organizers will be required to execute a *Hold Harmless Agreement* to indemnify, defend and save harmless the Town of Whitchurch-Stouffville, all staff, members of council from all claims arising from the Permit or Event, any loss or damage resulting in bodily injury or death, or damage to any Town property.

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## Vendors

All vendors participating at the event will be required to provide the event organizer with Commercial General Liability insurance coverage subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence. This includes but is not limited to food trucks/food booths/artisanal vendors/marketplace vendors etc.

It is the responsibility of the event organizer to ensure all vendors submit the mandatory insurance information. Event organizers are required to purchase additional insurance for fireworks, see the Fireworks section of this guide for more information.






## accessibility

The Town of Stouffville is committed to creating an inclusive community.

We aim to remove barriers and provide equal opportunity for everyone in our community to access our programs, services, and facilities.

Incorporating accessibility when planning an event helps everyone feel welcome, which often leads to an increase in attendance and a more enjoyable experience for all. The Government of Ontario has developed an Accessible Events Checklist to help you plan an inclusive event (see right).

[Learn more about accessibility here:](#)

 [Government of Ontario website: Accessibility in Ontario](#)

## Accessible Events Checklist



Use the checklist to help you plan your event, so everyone can participate.

### Name of Event

### Date and Time

### Event Location

### Number of attendees

#### Venue

- Accessible parking/passenger drop-off area
- Located near public transportation
- Outdoor and indoor pathways free of barriers
- Doors easy to open
- Accessible washrooms
- Adjustable lighting
- Good acoustics (minimal echo)

#### Invitations and Promotion

- Due dates and contact information for accessibility requests included
- A variety of communication methods used
- A minimum of 12 point fonts for printed materials

#### Food and Refreshments

- Food, drinks and utensils easy to reach for people using wheelchairs
- Bendable straws and cups with handles available
- Food buffet assistance available

#### Room Set-up

- Clear, easy-to-read signs
- Clear floor space
- Cables and wiring secured
- Chairs provided and volunteer stand-ins near registration or ticket sales tables
- Reserved seating available

#### Speeches and Presentations

- Speakers provided tips on accessibility

#### Service Animals

- Relief area for service animals
- Water bowl provided

#### Volunteers

- Volunteer assigned to resolve accessibility barriers
- Volunteers reminded to ask guests, "How may I help you?"



## Special Occasion Permit

Alcohol is not permitted at any event without a valid Special Occasion Permit (SOP) issued from the Alcohol and Gaming Commission of Ontario (AGCO).

### An SOP Application must be submitted to the AGCO:


- **At least 30 days before** the event if there will be less than 5,000 attendees
- **At least 60 days before** the event if there will be more than 5,000 attendees

When applying for your SOP, the AGCO may require a Letter of Municipal Significance from the Town. To receive a Letter of Municipal Significance please email [events@townofws.ca](mailto:events@townofws.ca) with a letter of intent. Please direct the Letter to the attention of Rob Braid, Director of Leisure & Community Services.

### The Letter of Intention must include the below information:

- Name and contact information of the event organizer and association/organization
- Date and time of the event
- Location and times when alcohol will be served
- Brief description of the event including entrance fees, availability of non-alcoholic beverages, activities, and hours of security

#### SOP's are obtained through:

 **AGCO website:**  
[Special Occasion Permit](#)

If you have any questions regarding the SOP permit process, please visit [Special Occasion Permit Guide](#) on their website.

### The written notification letters must include:

- The event date(s)
- The event start and end times
- A site plan of the event location including all alcohol service locations

#### As part of the SOP application process, the organizer must give written notification of the event to the below Departments:

 **Town of Stouffville Clerks Department:**  
[clerks@townofws.ca](mailto:clerks@townofws.ca)

**Stouffville Fire & Emergency Services - Fire Prevention Departments:**  
[fire.prevention@townofws.ca](mailto:fire.prevention@townofws.ca)

\*Please include a copy of the WSFES Data Collection for SOP (Special Occasion Permit) Form with your written notification

**York Regional Police:**  
[wscs@yrp.ca](mailto:wscs@yrp.ca)

**York Region Public Health:**  
[health.inspectors@york.ca](mailto:health.inspectors@york.ca)

## Municipal Requirements

The Town of Whitchurch-Stouffville's Municipal Alcohol Policy promotes the health and safety of all participants at events where an SOP is in place. This is accomplished through a responsible, well managed approach to the serving and consumption of alcoholic beverages.

All event organizers who intend to serve alcohol at their event will need to read, comply and sign the [Municipal Alcohol Policy](#) at least 14 days before the start of the event. By signing the MAP (Municipal Alcohol Policy) the event organizer recognizes it is their responsibility to ensure that all staff associated with alcohol service at the event are Smart Serve Certified.

## Alcohol Timelines


### Timeline Requirements - Given to Town Representative

At least 14 days prior to the Event - Submit a copy of the SOP  
At least 14 days prior to the event - Submit signed Municipal Alcohol Policy

## Security & York Regional Police

At the discretion of Town Staff, based on the recommendation of York Regional Police, paid duty officers may be required at an event. This requirement is dependent upon the size and scope of the event. The event organizer is responsible for all security and paid duty officer expenses. To learn more about paid duty officers, please refer to the York Regional Police section of the guide.

#### Learn more about Alcohol here:

 **Documents:**  
[Special Occasion Permit Guide](#)  
[Municipal Alcohol Policy](#)  
[WSFES Data Collection for SOP Form](#)

 **Alcohol & Gaming Commission of Ontario website:**  
[Special Occasion Permit](#)





# amusement rides & inflatables

Outdoor public amusement areas that involve enclosed, confined or otherwise complex configurations shall be provided with emergency egress points that have the appropriate width, height, and capacity for the anticipated number of occupants. There shall not be more than 15m of travel from any point within the public amusement area except as approved to egress points and these areas are required to be clearly identified with signs.

## Amusement Rides

Amusement rides are permitted on Town property provided the location of the rides receives approval from Town staff. When submitting the site plan for review please ensure the proposed location of the amusement rides are clearly indicated.

Event organizers are responsible to confirm that all amusement ride providers are licensed appropriately, amusement devices and associated equipment is in good working order following the Technical Standards & Safety Authority (TSSA) and have Commercial General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence which names The Corporation of the Town of Whitchurch-Stouffville as an additional insured.

When booking an amusement ride for your event, ensure there is always a staff operator available to monitor activities and operate the ride; and ensure appropriate signage is posted for safe usage, such as height/weight requirements.

**If the installation of an approved amusement ride requires any object to be secured into the ground, locates may be required and must be booked through:**

@ Events:  
events@townofws.ca

## Inflatables

Inflatable items that can be entered i.e. bouncy castle/ slides/obstacle course etc. are not permitted on Town property. Stationary inflatable games i.e. ring-toss/ archery/basketball etc. which do not require entrance are permitted. All inflatable game install locations will require approval from Town staff. When submitting the site plan for review please ensure the proposed location of the inflatable games are clearly indicated.

Event organizers are responsible to confirm that all inflatable game providers are licensed appropriately following the Technical Standards & Safety Authority (TSSA) and have Commercial General Liability insurance coverage subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence which names The Corporation of the Town of Whitchurch-Stouffville as an additional insured.

**For more information on TSSA standards and guidelines, visit:**

 **TSSA website:**  
Technical Standards & Safety Authority



# diversity, equity, & inclusion

The Town of Stouffville is committed to creating safe and respectful environments where employees, residents, and community members feel represented and comfortable being their true selves.


The Town of Whitchurch-Stouffville acknowledges this land is the treaty territory of the Williams Treaty First Nations. It is also the traditional territory of other Anishinaabeg peoples, the Wendat, and the Haudenosaunee. We also recognize the contributions of all Indigenous peoples to this place and commit to a continued dialogue and greater respect for the land we have come to share. Recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.

Our strength comes from the diversity of our community and through ongoing learning and dialogue, the Town seeks to ensure inclusivity for all individuals. It is our commitment to remove barriers and provide equitable experiences to ensure full participation in our community and uphold the vision of a Town that is unified and welcoming of all.



## Learn more about Diversity, Equity & Inclusion here:

 **Documents:**  
[Diversity, Equity & Inclusion Strategy](#)  
[Reconciliation & Engagement Plan](#)

 **Town of Stouffville website:**  
[Diversity, Equity & Inclusion](#)



# ⚡ electrical


## Municipal Requirements

All event electrical needs will need to be outlined and identified in your sitemap. When planning the electrical layout at your event, please use the map below to confirm power can be supplied to your desired area:

### Memorial Park Electrical Availability Map



### For alternate event sites please visit:

 [Town of Stouffville website:](#)  
*Parks and Open Spaces*

All electrical devices will be inspected onsite by the Town of Stouffville Electrician. Please note that all power cords/extension cords must be provided by the event organizer and/or vendors. In addition, they must also meet the following requirements:

- Must be CSA or ULC approved
- Must be rated for outdoor use
- Must be approved for the voltage and amperage required by the electrical device
- Must use it in the approved manner in accordance with the device, and provincial safety standards

Additional fees for electrical services will apply.

### For more information on electrical requirements, please visit:

 [Electrical Safety Authority website:](#)  
*Special Events & Celebrations*

## Electrical Safety Authority

Under the Ontario Electrical Safety Code, regardless of site or location, any electrical equipment installed in Ontario, temporary or otherwise, must be inspected by the Electrical Safety Authority (ESA).

The Electrical Safety Authority (ESA) requires that an application for inspection be filed within 48 hours of any electrical activity being deployed on a festival or event site. This is to comply with the Ontario Electrical Safety Code Section 2-004(1a,1b).

# emergency preparedness requirements

At the discretion of Town Staff, based on the recommendation of York Regional Police, paid duty officers may be required at an event.

This requirement is dependent upon the size and scope of the event. The event organizer is responsible for all security and paid duty officer expenses. Please refer to the York Regional Police section for more information.

York Regional Police and Fire & Emergency Services will be notified of your event during the Community Festivals & Events application process.

## Emergency Plan

An emergency plan is a formal, written document developed by the event organizers that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize risk and prevent loss of life and property. The emergency plan must be tailored to site-specific conditions and event organizers should consider the scope of the event, the risks to spectators and participants, community impact, and the support (including personnel and logistics) required.

Event organizers will be required to submit an Emergency Plan to their Town Representative for review at least one month prior to their event date. Once approved by the Town and its Stakeholders, the emergency plan then must be circulated by the event organizer to all staff, volunteers, and vendors prior to the event.

### The emergency plan should include, and is not limited to the following information:

- Event overview
- Event Intention
- Hours of operation
- Expected attendance
- Event locations
- Onsite structures
- Emergency access points
- Evacuation Points
- Safe Areas
- Missing child protocol
- Crowd management/control
- Medical emergencies
- Extreme weather
- Traffic Management
- Road closures
- Security
- Paid Duty Officers
- First Aid
- Fire extinguisher locations
- Administration contact information and chain of command
- Site map





# fireworks

Event organizers planning to utilize fireworks as part of their event, must apply for a Display Fireworks Permit at least 30 days before the intended event date for staff to review the submitted application. Once a review has been completed and all conditions have been satisfied, event organizers will receive a Display Fireworks Permit granting authorization to discharge fireworks.

## As part of the application process, the following documents are required to be submitted:

- Copy (front/back) of Display Supervisor's Operator Certificate in charge of display
- Proof of commercial general liability insurance (\$5,000,000.00) naming the Town of Stouffville
- List of fireworks to be employed. All fireworks shall be approved for use in Canada
- Method of firing
- Description of security, fire safety for event and disposal methods of products
- Written authorization from registered property owner
- Site plan identifying the following:
  - Firing location(s)
  - Distance to audience, buildings, etc.
  - Location of spotters
  - Location of fire extinguishing equip.
  - Fallout zone
  - Indicate North direction
- Payment in accordance with the Town's fee schedule.

## Submission Process

**The Fireworks Permit Application can be found here:**

[Display Fireworks Application](#)

**Electronic applications can be submitted to:**

[fire.prevention@townofws.ca](mailto:fire.prevention@townofws.ca)

**Regular letter mail or in-person applications can be submitted to:**

Stouffville Fire & Emergency Services  
100 Weldon Rd. Stouffville, ON L4A 1N2

## Insurance

Every applicant for a Display Fireworks Permit shall provide and maintain Commercial General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. Such insurance shall be in the name of the applicant, shall name The Corporation of the Town of Whitchurch-Stouffville and The Regional Municipality of York, where applicable, as additional named insureds. Such insurance shall include coverage for displays of Fireworks. A Certificate of Insurance evidencing such insurance coverage shall be provided to the Town prior to the issuance of a Permit.

### Learn more about Display Fireworks here:



**Documents:**

[Fireworks By-law](#)

[Display Fireworks Application](#)



**Town of Stouffville website:**

[Fire & Emergency Services - Fireworks](#)



# food & beverage

## York Region Public Health Requirements

Events offering food and beverage service are required to notify and receive approval from the York Region Public Health Department and must comply with regulations and guidelines of the *Health Protection and Promotion Act (HPPA)*.

## Mandatory Food Handler Certification

The *Ontario Food Premises Regulation 493/17* requires all food service premises to have a certified food handler onsite at all times. A food service premises is any food premises where meals or meal portions are prepared for immediate consumption or sold or served in a form that will permit immediate consumption on the premises or elsewhere.


## Municipal Requirements–Fire Safety

All food vendors including fixed, mobile, or temporary concessions are required to satisfy the minimum requirements outlined within the *WSFES Food Vendor Fire Safety Bulletin*.

Food vendors may not be attached to any venue property or to any area that would result in damage to the property. Food vendors are responsible for the provision and the installation of fire safe cement board to cover all cooking areas in order to prevent damage to grass and other surfaces. Vendors shall be responsible for proper disposal of all waste in their respective areas.

There are also stringent TSSA requirements when it comes to mobile food service equipment that requires annual inspections by licensed gas technicians.

### Learn more about Food & Beverage here:

 **Documents:**  
[Organizer Application Event form](#)  
[WSFES Food Vendor Fire Safety Bulletin](#)

 **York Region website:**  
[York Region – Food Safety](#)

**TSSA website:**  
[Mobile Food Service Equipment](#)



### Event organizers are required to:

- Complete the [Organizer Application Event form](#)
- Inform event vendors that they need to fill out the Vendor Application Form and submit to YRPH
- Email/fax/drop off the Organizer Application Event form 30 days before the event to YRPH

### To learn more about your required responsibilities as an event organizer, please the visit:

 **York Region website:**  
[Food Safety](#)



# general fire prevention

## Fire Safety Plans – Town Facilities

Fire safety plans are in place to protect building occupants from fire and are unique to each building/structure/tent in the Town of Stouffville. Each rental facility is equipped with an approved fire safety plan located on-site. Event organizers should review this information to familiarize themselves on the key fire safety features including emergency procedures found within.

## Portable Fire Extinguishers

Each portable extinguisher shall be maintained in accordance with the Ontario Fire Code.

All vendors shall have not less than one 2A:10BC extinguisher, readily available and easily accessible. Persons responsible for operating portable extinguishers shall be trained.

All cooking vendors using grease or creating grease laden vapours shall have not less than one 40BC or alternatively one Type K extinguisher in combination with 2A:10BC.



## General Outdoor Event Fire Code Requirements

Posted fire access routes, fire department connections and on-site fire hydrants shall be kept unobstructed at all times. All evacuation routes from buildings and contained open spaces shall be free of obstruction.

## Fire Access Routes for Event Sites

The event organizer in consultation with the Town shall designate an emergency access route through the event site to be used in case an emergency vehicle requires access to the site. This route should have easy access from a main street and be set away from the main flow of event attendees (pedestrians or vehicles). Road events must ensure that one lane, a minimum width of six (6) meters, remains free and clear of all temporary or permanent event installments (i.e., tents, vendors, stage, rides, games, etc.) in case an emergency vehicle requires access through the site.

**Learn more about Fire Prevention here:**

 **Town of Stouffville website:**  
*Fire Prevention & Preparedness*



## Locates

Utility locates are ground markings identifying the position of utility lines based on records or electronic locating equipment. Ground markings consist of different colours that are used to reflect each type of infrastructure (gas, hydro, cable, etc.).

Utility infrastructure such as hydro, gas or irrigation lines, etc., may be buried below the surface of Town property. If your event requires the installation of any object that penetrates the ground including but not limited to fence posts, tent poles and pegs or sign installation stakes, locates must be completed.

It is the responsibility of the event organizer to notify Town staff of the intention to stake anything into the ground prior to event set up. After consultation with Town staff, and if it is determined locates are required, a Town staff will complete the locate process. Fees will apply.

Any areas in which digging, staking or ground penetration is anticipated should be clearly identified on the Community Festivals & Events application site plan. Locates must be obtained a minimum of two weeks prior to the event and are valid for 30 days once performed.

**To request locates for your event, please contact:**

 **Events:**  
[events@townofws.ca](mailto:events@townofws.ca)



## Lottery & gaming

Event organizers wishing to feature gambling, gaming or games of chance (including 50/50 draws, Bingo, raffles, and the sale of break open tickets etc.) must obtain a lottery license.

The Town's Clerk's Department, issues lottery licenses in accordance with the regulations set out by the AGCO. Requests for lotteries include bingos, raffles, break open tickets and bazaars. All supporting documents are examined to ensure compliance with various lottery terms and conditions.

**To learn more about obtaining a lottery license, please visit:**

 **AGCO website:**  
[Charitable Gaming](http://www.charitablegaming.com)

**Completed applications can be sent to:**

 **Clerk's Department:**  
[clerks@townofws.ca](mailto:clerks@townofws.ca)



## noise

The Town's Noise By-law regulates noise nuisances and prohibits any person from causing or permitting the emission of such noises.

According to the By-law, the operation of a radio, television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument is not permitted during the following times:

**Monday to Saturday** - 11:00 p.m. to 7:00 a.m.  
**Sundays and Holidays** - 11:00 p.m. to 9:00 a.m.

Any person may make application to the Manager of By-Law or designate for exemptions not in excess of 90 days in length. For exemptions, please download and submit the [Noise Exemption Application Form](#).

### Learn more about Noise here:

 **Document:**  
[Noise By-law](#)  
[Noise Exemption Application Form](#)

 **Contact By-law at:**  
[bylawstaff@townofws.ca](mailto:bylawstaff@townofws.ca)

## petting zoo & animals for entertainment



Animals for entertainment, including animal/reptile exhibits, animal rides, open farms, petting zoos and pony rides are highly discouraged in the Town of Stouffville.

 **Additional Resources:**  
[York Region Public Health](#)  
[Ministry of Health](#)

# promotion & marketing

Event organizers are solely responsible for all the marketing, promotion and costs associated with their event.

Sharing on Town's official social media pages, digital signs in facilities or any other of the Town's communications channels will not be permitted. The Town of Whitchurch-Stouffville crest, logo, wordmark and iconography is strictly prohibited from being used in any marketing/promotional materials unless the Town is a sponsor or partner of the event.

Available event marketing channels through the Town include: On The Road Magazine, mobile signage, and over the road banners. These promotion options must be requested by the event organizer and will require approval from Town staff. These requests will be approved based on availability and eligibility criteria determined by the appropriate department. Additional fees may apply and will be the responsibility of the applicant.

## On The Road

On the Road is a business and tourism-oriented monthly community magazine and includes official Town news. It is distributed by mail to all Whitchurch-Stouffville addresses and is available in limited quantities at: Stouffville Town Hall, Stouffville Leisure Centre, Whitchurch-Stouffville Museum & Community Centre, GO Train Station, Main Street Bakehouse, Country Stop Burgers, Hanson's Restaurant, and King Cole Ducks.

To learn more about On The Road or purchase advertising space, please contact: [ecdev@townofws.ca](mailto:ecdev@townofws.ca)

## Over the road banners

Event organizers wishing to display an over the road banner across Main Street (Main Street & Albert Street) must design and print their banner to provided specifications with a third-party company. To erect the banner, all bookings must go through the Town of Stouffville Public Works Department. Events must be community events and are subject to booking availability fees. A banner installation and removal fee of \$351.00 will apply.

To learn more about over the road banners, please contact: [nicole.roberts@townofws.ca](mailto:nicole.roberts@townofws.ca)

## Mobile signage

Event organizers that want to have a mobile sign to promote their event, must design, print and organize logistics with a third-party company. A Temporary Sign Permit issued by the town will be required, and a mobile sign cannot be erected before the permit has been issued.

To learn more about Mobile Signage, and Temporary Sign Permits please visit the Temporary Event Signage section of the guide.

## Community Calendar

Third party events may be listed on the Town's Event Calendar on [townofws.ca](http://townofws.ca) if permission is granted by Council through a formal delegation.



# recreational fires

Event organizers planning to have a small fire as part of their event, must complete a **WSFES Small Fire for Events Application form and submit it to Fire & Emergency Services staff at least 30 days before the intended event date for staff to review the submitted request.** Once a review has been completed and all conditions have been satisfied, event organizers will receive a written authorization for a confined, controlled, supervised fire.

**As part of the application process, the following document(s) are required to be submitted:**

**Description of event, including but not limited to:**

- Information as to why a fire is required
- When (time/duration) when fire will occur
- Means of ignition
- Means of extinguishment
- Description of device housing fire
- Means of preventing burns/ unsafe exposure to persons
- Means of constant supervision of fire

**Written authorization from registered property owner permitting a fire.**

**Site plan identifying the following:**

- Proposed fire location
- Distance(s) in meters between fire and combustibles (structures, fences, trees, etc.)
- Location of means of extinguishment


## Submission Process


The Recreational Fire on Town Property Application form can be found here:  
[WSFES Small Fire for Events Application](#)

Electronic applications can be submitted to:  
[fire.prevention@townofws.ca](mailto:fire.prevention@townofws.ca)

Regular letter mail or in-person applications can be submitted to:  
Stouffville Fire & Emergency Services  
100 Weldon Rd. Stouffville, ON L4A 1N2

### Learn more about Recreational Fires here:

 **Documents:**  
[Open-Air Burning By-law](#)  
[Small Fire for Events Application](#)

 **Town of Stouffville website:**  
[Fire & Emergency Services](#)





# road closures

Please note that the Town of Stouffville can only close municipally owned roads. Permission to close Regional roads must be submitted directly to York Region.

Regional Roads: Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

**Event organizers requesting a municipal road closure for their event, will be guided through the below approval process:**

### Step 1:

Event organizer submits their Community Festivals & Events Application form and identifies the need of a road closure (duration and type of closure included).

### Step 2:

Application is circulated for review and comments. Comments are returned to Event organizer and changes may be required.

### Step 3:

Event organizer completes and submits the Road Occupancy Permit Application. Fees will apply.

### Step 4:

Road Occupancy Permit is approved. A permit fee of \$176.00 will be due.

Depending on the size and scope of the event, the above approval process may vary. Additional fees such as barricades, signage, Paid Duty Officers etc. will be required.

## General Fire Safety Requirements for Road Closures

All road events must ensure that one lane, a minimum width of six (6) meters, remains free and clear of all temporary or permanent event installments (i.e., tents, vendors, stage, rides, games, etc.) in case an emergency vehicle requires access through the site.

All fire department connections and on-site fire hydrants are to be visible and unobstructed at all times. A three (3) metre clearance is required on both sides of all fire hydrants.

Fire truck access to all building main entrances, fire department connections, private and public hydrants and fire access routes must be kept unobstructed.

Organizers can expect to attend in-person meetings regarding their requested road closures to go through items such as: Hostile Vehicle Mitigation, and rules/expectations surrounding hard and soft road closures.

### Learn more about Road Closures here:

 **Document:**  
[Road Occupancy Permit Application](#)

 **Town of Stouffville website:**  
[Roads, Parking & Traffic](#)

**York Region website:**  
[Road Use & Road Sign Permits](#)





## smoking & cannabis


Event organizers are required to follow the Smoke-Free Ontario Act and ensure event patrons refrain from smoking while attending their festival or event.

The Province of Ontario prohibits smoking and vaping of tobacco, cannabis and e-cigarettes on and within 20 meters of all publicly owned playgrounds, splash pads, sports fields, tennis courts and basketball courts as well as within 9 meters of facility entrances.

### Promotion & Sale

No person is permitted to promote tobacco products, vapour products or a prescribed product/substance or their sale during an event.

**For more information, please refer to section 5 of Sale, Supply, Promotion under the Smoke-Free Ontario Act:**

 **Government of Ontario website:**  
[Ontario Smoke Free Act](#)



## temporary event signage

Event organizers that would like to have a temporary sign to promote their event, may do so by submitting a Temporary Sign Permit Application. Signs cannot be erected before the permit has been issued.

To apply for a permit, complete the Temporary Sign Permit Application and send it via email along with a Letter of Permission (if applicable) to [bylawstaff@townofws.ca](mailto:bylawstaff@townofws.ca) or in person at the customer service desk at Town Hall.

If you are not the owner of the property where the temporary sign is to be placed, obtain a Letter of Permission from the owner saying that you may place a sign on their property for the specified time.

### Signage Available for Permits:


- Banner Signs
- Feather Banner Signs
- Inflatable Signs
- Mobile Signs
- Temporary Signs


### Unpermitted Signage:

- Lawn Signs
- A Frame Signs



### Learn more about Promotional Signage here:

 **Document:**  
[Sign By-law](#)

 **Town of Stouffville website:**  
[By-laws - Temporary Sign Permits](#)

 **By-law Department:**  
[bylawstaff@townofws.ca](mailto:bylawstaff@townofws.ca)



If you are planning to have a tent at your event, it is important to know tents and temporary structures greater than 60m squared require a building permit.

The following information will assist you with proceeding appropriately when there is the intent to install a tent on Town property for your event.



## Tent Sizing

- Tents less than 60 m<sup>2</sup> in area, do not require a Building Permit
- Tents greater than 60 m<sup>2</sup> in area will require a Building Permit
- Tents greater than 225 m<sup>2</sup> in area will require a Building Permit and a Commitment for Professional Review

## Building Permit

If you require a building permit for your tent, please submit the following forms and plans to the Building Services counter located in our Municipal Offices at 111 Sandiford Dr.

### 1) Building Permit Application Form

The following items must be included in the application:

- Engineer drawings of the tent (these must be stamped with current year date and signed by the engineer)
- Shall be certified to CAN/ULC S109, "Flame tests of Flame Resistant Fabrics and Films"
- Site plan of where the tent is to be located
- The building permit fee \$362.00

### 2) Applicable Law Checklist

### 3) Commitment to General Review (for tents greater than 225 m<sup>2</sup> in area)

Commitment to General Review is required by provincial law. This form is to be completed by the tent rental company and signed by the engineer that will be on site to oversee the tent install and ensure that it has been safely and properly installed as per the engineer drawings. The engineer will then sign off stating that they have inspected the installed tent and approve of the proper installation.

Please note: the tent rental company may charge an additional fee for this. This fee is to be paid for by the renter of the tent. Upon rental of a tent this size, the renter should inquire about this fee and ensure it is accounted for in their costs.

## Municipal Requirements


- Tents requiring a permit will also be inspected by a Town employee in the Building Services division. With larger tents it will take place once the engineer has signed off on the install. If there are any infractions found upon inspection, they will need to be corrected before the event can take place.
- Locates must be done prior to the tent install. The tent cannot be installed without locates being done.
- The event organizer is responsible for ensuring their compliance with the [Ontario Building Code](#).

## Fire Safety

Event organizers requesting to have a tent and/or temporary structure at their event will require the creation of a fire safety plan if the following conditions are met:

- Tent / Temporary Structure is to be used by the public; AND
- Use of Tent / Temporary Structure is for Assembly Occupancy

**To learn more about fire safety plan requirements, reviews and approval process please contact:**

 **The Fire Department:**  
[fire.prevention@townofws.ca](mailto:fire.prevention@townofws.ca)

Dependent on the size and exits of your tent, it will determine the quantity of portable fire extinguishers required. Extinguishers will require a minimum rating of 2A:10BC.

Open air fires, smoking, the use of candles or other open flames are strictly prohibited in any tent used by the public unless approved.

An area of at least three meters (nine feet) surrounding the tent shall be kept clear of all materials and/or vegetation that will support and allow fire extension.

Tents shall not be erected closer than three meters to other tents, structures or property lines unless approval has been granted.

Hay, straw or similar combustible materials may only be used if necessary, for the daily feeding and care of animals.

### Learn more about Tents & Temporary Structures here:

 **Documents:**  
[Building Permit Application Form](#)  
[Applicable Law Checklist](#)  
[Commitment to General Review](#)

 **Town of Stouffville website:**  
[Tent & Temporary Structure](#)

**Ontario website:**  
[Ontario Building Code](#)

## washrooms

Dependent on your event location, there may be washrooms available for use during your event.

Based on the size of your event it may be best practice to supplement with temporary washrooms.

E.g., portable toilets, trailers etc.



For more information on washroom availability, please contact:

@ Events:  
[events@townofws.ca](mailto:events@townofws.ca)

## york regional police

### Paid Duty Officers (PDO)

A paid duty officer is an off-duty police officer performing policing duties for an individual or organization other than York Regional Police.

Paid duty officers are assigned by the police service, and may be arranged to serve a variety of functions such as traffic direction or security, at a variety of different functions including special events.

At the discretion of Town Staff, based on the recommendation of York Regional Police, paid duty officers may be required at your event. This requirement is dependent upon the size and scope of the event. The specific duties of paid duty officers should be made in conjunction with the Town.

Event organizers are responsible for contacting York Regional Police to make arrangements for paid duty officers at their event. The organizer is responsible for all associated expenses.



Learn more about York Regional Police Paid Duty Officers here:

 York Regional Police website:  
[Paid Duty Rates & Booking](#)



# definitions

## Alcohol and Gaming Commission of Ontario (AGCO)

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Previously known as the Liquor License Board of Ontario, the AGCO is responsible for regulating the alcohol, gaming, horse racing and cannabis retail sectors in accordance with the principles of honesty and integrity, and in the public interest.

## Commercial Group

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Groups, associations, corporations etc. who do not fall into the Community Group category and who represent a commercial interest.

## Community Group (CG)

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A Town approved, Stouffville based, not-for-profit community organization/group run by an elected and volunteer board of directors whose prime purpose is to provide recreation, heritage, leisure, or community services to the residents of Stouffville.

## Emergency Plan

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A formal written plan developed by the event organizer which identifies key personnel, emergencies that could impact the event, and which describes the measures to minimize those impacts and ensure public safety.

## Hard Road Closure

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A form of road closure that completely closes the road to vehicle traffic. This includes vendor/staff/performer access. Only emergency vehicles will be permitted in the event of an emergency. This type of road closure will require permanent barricades and a PDO/Security guard assigned per closure for the duration of the closure.

## Hostile Vehicle Mitigation

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Anti-terrorist protective measures designed to resist hostile vehicle penetration that can cause serious injury and or death.

## Letter of Municipal Significance

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Refers to a letter from the Town declaring that the event is an “Event of Municipal Significance”. Such a letter might be required from the AGCO before granting permission for an event.

## Municipal Alcohol Policy (MAP)

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A Town policy that specifies the requirements and conditions under which alcohol may be sold and served at a municipally owned property or facility during an event. In this document MAP refers to the Town of Whitchurch-Stouffville Municipal Alcohol Policy.

## Noise

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Any sound or vibration that is of such a volume or nature that it is likely to disturb any person in the Town.

## Non-Resident

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Individuals (18+ years) or groups who do not reside in the Town of Whitchurch-Stouffville.

## Smart Serve Ontario

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Dedicated to developing and delivering Responsible Alcohol Beverage Sales and Service Training to all individuals who sell, serve, sample, or handle alcoholic beverages or work where alcohol is sold or served in the province of Ontario.

## Soft Road Closure

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A form of road closure that temporarily closes the road to vehicle traffic. Vendor/staff/performer access will be limited.

## Special Occasions Permit (SOP)

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The AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. An SOP is required any time liquor is served anywhere other than in a liquor licensed establishment.

## Third-Party Events

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Any festival or event open to the public coordinated by a person or committee independent of the Town, conducting all planning, organizing and implementation.

## Town-run Event

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Festivals or events that are coordinated by Town staff who conduct all planning, organization and implementation.

## Volunteer

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Those individuals, who for no financial gain, play a key role in improving and building a strong community via events, festivals and tournaments.

