

Introduction

The Town of Milton recognizes the importance events play in creating a vibrant community and contributions made by groups to provide a diverse range of events. Events make an important contribution to Milton residents' quality of life, and provide social and economic benefit.

The Town has developed this workbook to be a resource for you and to help you deliver a safe and successful event for your attendees and the Milton public at large. It will help you to navigate the various requirements involved.

Event Requirements

The chart below is a list of potential requirements for most events. It can be used as a planning tool by reading all requirements below and determining which ones are applicable to your event. If applicable, check the box, and complete the matching action item(s).

Requirement (as applicable to your event)	Action Item	
<input checked="" type="checkbox"/> Accessibility	<p>Event organizers delivering public events are responsible for providing inclusive and barrier-free environments for all visitors in accordance with the <u>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</u>.</p> <p>For more information about how to make an event accessible, refer to the Government of Ontario's document <u>Planning Accessible Events: So Everyone Feels Welcome</u>.</p>	
<input type="checkbox"/> Alcohol Service and Sales	<p>Apply for a Special Occasion Permit (SOP) online for <u>Public Event</u>, <u>Private Event</u> or call 1-800-522-2876 (AGCO Customer Service for more information).</p> <p>If the AGCO requires that your event be designated as municipally significant. Email your letter of request to <u>Licensing@milton.ca</u> including the following information:</p> <p>Organization details (name, contact information, address)</p> <ul style="list-style-type: none"> <input type="checkbox"/> A request to designate the event as municipally significant <input type="checkbox"/> Event details (event title, date, time, location) <input type="checkbox"/> Detailed description of the event <input type="checkbox"/> Brief description on how the event is of social and/or cultural and/or economic benefit to Milton <input type="checkbox"/> Expected # of attendees 	<p>60 days prior to your event: SOP application</p> <p>45 days prior to your event: Letter of Municipal Significance Request</p>
<input type="checkbox"/> Amusement Rides, Inflatables or Bouncy Castles	<p>Rides and or inflatable used at a public event must be TSSA licensed, set-up by a TSSA trained mechanic, employed by a TSSA certified company with TSSA mechanics on staff. For information, visit the <u>Technical Standards & Safety Authority website</u>.</p> <p>*see insurance section for additional requirements</p>	<p>20 days prior to your event: Submit TSSA certificate & insurance certificate to host venue</p>

<input type="checkbox"/> Animals (Live), Animal Rides, Animal Exhibits or Petting Zoo	<p>Submit the <u>Special Events Coordinators online application form</u> and submit <u>Animal Exhibit Information online application form</u> via <u>Halton Region’s Requirements for Special Events Coordinators webpage</u>.</p> <p>*see insurance section for additional requirements</p>	<p>4 weeks prior to event: Event Coordinators application & Animal Exhibit application</p>
<input type="checkbox"/> Calendar	<p>Promote your event free on the <u>online Community Calendar</u> by filling-out the <u>application form</u> the same webpage.</p>	
<input type="checkbox"/> Electrical Guidelines	<p>Electrical Safety Authority (ESA) inspections and permits are required for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any setup that is considered more than simple plug-in and play, using standard configuration cords and receptacles; <input type="checkbox"/> Multiple generators; <input type="checkbox"/> Generators greater than 12kw or 120 / 240 volt is being used; <input type="checkbox"/> Any hard-wiring of a physical electrical connection to existing building wiring; <input type="checkbox"/> If Cam-lok connections, single conductor cables or pin and sleeve receptacles are used as part of installation; <input type="checkbox"/> Carnivals, trade shows, large scale events. 	<p>6 weeks prior to event: Electrical Safety application</p>
<input type="checkbox"/> Emergency Plan	<p>Organizers are obligated to adhere to Fire Code legislation. Designated emergency access / egress routes of 6m (18ft) must be maintained throughout the event. This should be clearly identified on the site plan and a traffic management plan (if a traffic management plan is required).</p> <p>All event organizers are encouraged to create an emergency plan prior to the event-taking place.</p> <p>The following is a list of things to consider and include when drafting your emergency plan:</p> <ul style="list-style-type: none"> a) Identify procedures for dealing with: <ul style="list-style-type: none"> • Medical emergencies • Fire emergencies • Lost child / persons • Weather related incidents • Crowd management / disorderly conduct • First aid management (It is recommended that organizers provide a certified first aid service onsite during the event e.g. St. John’s Ambulance) • Evacuations • Bomb threats • Event cancellation • Traffic management (may be required) 	

	<ul style="list-style-type: none"> b) Event emergency communication plan c) Roles and responsibilities of staff / volunteers / vendors etc. in an emergency capacity d) Whether paid duty officers and / or security are required e) Emergency training for staff / volunteers / vendors etc. and the content of the training f) Map identifying all areas (evacuation location, emergency access routes, road closures, first aid stations, lost child / person's areas, location of event staff, etc.) g) Contact information and schedule for all event staff on site h) Halton Regional Police Services (HRPS) will require plans at the pre-event planning phase if they are involved in the event, especially regarding: <ul style="list-style-type: none"> • Routes • Invacuation (for outdoor events) / Evacuation • Rally / gather point for organizers and emergency management stakeholders at the event i) HRPS / Town / Fire etc. can cancel the event at any time due to extreme weather conditions, risk to public safety etc. 	
<input type="checkbox"/> Filming Permit	<p>Commercial film companies and photographers may be permitted to use property under the jurisdiction of the Town of Milton for approved filming projects. Pre-approval of projects ensures that Town property and the rights, safety and privacy of the citizens of Milton are protected, while supporting this industry. Apply for a filming permit online.</p>	<p>14 days prior to filming date: Filming application</p>
<input type="checkbox"/> Fireworks and Fire Pits	<p>Organizers planning a public fireworks exhibition, must apply for a Permit as per the Fireworks By-law. For more information, review the Fireworks webpage.</p> <p>Burn Permits are required for fire pits / outdoor fire containers as per the Open Air Burning By-law. Open air burning is legal in Milton, if a Burn Permit is obtained and the rules outlined in the are followed. An approved Burn Permit is valid from January 1 to December 31 for the applicable year. For more information / to apply for a Burn Permit, review the Burn Permit webpage</p>	<p>20 days prior to event: Fire application</p>
<input type="checkbox"/> Food	<p>Food or beverages (either for sale or at no charge) to the public, Halton Region Health Department approval is required (This includes food trucks).</p> <ul style="list-style-type: none"> • Review the special event information at Halton Region's Health Department website. 	<p>6 weeks prior to event: Event Coordinators application</p>

	<ul style="list-style-type: none"> • Submit the online <u>Special Event Coordinators Application Form</u> • In addition to acquiring Halton Region Health Department approval, food sales require a Transient Trader's License. See page 8 "Sales - Food or Goods / Retail" for instructions. 	
<input type="checkbox"/> Fundraising (Lottery, Raffles, Games of Chance, Ticket Draws)	Raffles, games of chance, bingo or ticket draws require you to apply for a License as per the <u>Bingo / Lottery Licensing bylaw</u> .	30 days prior to event: Lottery License
<input checked="" type="checkbox"/> Infectious Disease Planning	Ensure your event complies with all requirements for infectious disease planning. For more information, visit <u>Halton Region's website</u> , or call 905-878-6000.	
<input type="checkbox"/> Insurance	<p>Events including Town of Milton licensing/permitting, you are required to provide a Certificate of Insurance to the Town of Milton Clerk's Department. Email the Certificate of Insurance to licensing@milton.ca</p> <p>The Certificate of Insurance must evidence General Liability Insurance coverage with a limit of not less than \$5 million; however, higher insurance limits may be required depending on the nature of the event and the exposures involved.</p> <p>The Certificate must identify the following (or it will be returned to you for editing):</p> <ul style="list-style-type: none"> • The limit of insurance; • An indication that cross liability is included under the General Liability Policy; • The Corporation of the Town of Milton, 150 Mary St., Milton, Ontario, L9T 6Z5 named as an Additional Insured; • Description of event and activities being insured; • Dates and times of the event; • Policy number, policy period, policy type; • 30 days written notice of cancellation or material change in coverage; • Name, address, telephone number and signature of the authorized insurance representative; • Proof of host liquor liability insurance must be provided if the event involves the sale, service or consumption of alcohol. <p>The Town's interest in events occurring on private property are limited to those where:</p> <ul style="list-style-type: none"> • Organizer requires a Letter of Municipal Significance from the Town. In cases where the AGCO requires a Letter of Municipal Significance, a Certificate of 	30 days prior to event: Submit Certificate of Insurance to Licensing

<p>*vendors</p>	<p>Insurance will need to be provided containing all of the requirements mentioned above.</p> <ul style="list-style-type: none"> • Organizer requires a permit or license issued by the Town. When applying for a license or permit (e.g. Transient Traders License), a Certificate of Insurance must be provided containing all of the requirements mentioned above. • * All vendors & contractors (such as but not limited to those providing inflatables, amusement rides, petting zoo's, portolets, etc. must provide an additional Certificate of Insurance for their operations naming the host venue as additionally insured with a limit no less than \$5 million general liability. 	<p>30 days prior to event: Submit Certificate of Insurance to Host Venue</p>
<p><input type="checkbox"/> Music License</p>	<ul style="list-style-type: none"> • Confirm if music licensing is required. If your music provider does not already have a license, you can apply for licensing directly to Entandem's website (a RE:SOUND and SOCAN company). 	
<p><input type="checkbox"/> Events on Niagara Escarpment Development Lands</p>	<p>Events happening on Niagara Escarpment Development lands that require Town of Milton licensing/permitting, you are responsible for providing a letter (supplied from the property landowner) with Niagara Escarpment Commission (NEC) approval;</p> <ul style="list-style-type: none"> <input type="checkbox"/> The NEC should receive the request for the letter from the property owner (Due 60 days prior to the event). <input type="checkbox"/> The organizer is responsible for submitting the NEC approval letter (as received from the property owner) to the Town of Milton <p>For more information, visit the Niagara Escarpment Commission's website.</p>	<p>15 days prior to event: Submit NEC approval letter to licensing</p>
<p><input type="checkbox"/> Noise Exemption</p>	<p>No person shall emit, cause, or permit the emission of sound likely to disturb another between 9:00 p.m. and 7:00 a.m. of the following day. Organizers can apply for a noise exemption, which will be issued depending on the hours and scope of the event. Sound created by a special event (amplification of sound, including set up, testing and performance) will be limited to the hours as outlined in the Town of Milton Noise Bylaw.</p>	<p>15 days prior to event: Noise exception application</p>
<p><input type="checkbox"/> Police and Security</p>	<p>Depending on the scope and complexity of the event, organizers may consult Halton Regional Police Services (HRPS) to determine if an event requires one of the following security solutions, and the specific roles and responsibilities required for the event:</p>	<p>30 days prior to event: Pay Duty Officer Application</p>

	<p>a) Paid Duty Officers - if organizers require paid duty officers, the following will need to be completed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application to book a Pay Duty Officer <input type="checkbox"/> Trespass to Property Act letter delegating authority to Halton Regional Police Services to remove unauthorized persons from being in attendance at your event. <p>b) Licensed Security Company - if organizers require a security company, HRPS can assist with recommendations on planning how to use security on its own or in conjunction with HRPS. Please note HRPS cannot recommend one security company over another.</p> <p>Costs associated with both options above are the responsibility of the event organizer. For more information, review the Halton Regional Police Services website.</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Roads: Closure and Traffic for Special Events <input type="checkbox"/> Roads: Road Occupancy for Special Events 	<p>Events that include road closures or road occupancy, are required submit a Special Event Application Form</p> <ul style="list-style-type: none"> <input type="checkbox"/> You must also submit a site/route map indicating (as applicable) the location of the road occupancy, boundaries of the road closure, type of barricades being used, and detail how these are being set up and supervised during the event. Organizers must also identify access points for emergency vehicles. <p>For any road closure, the following is required (as determined by Traffic staff):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Protection Plan prepared by a qualified contractor of Ontario Traffic Manual (OTM) Book 7; <input type="checkbox"/> Advanced notification signage. This is required for all road closure no matter how many attendees are expected to attend the event; <input type="checkbox"/> Delivery of road closure notices by the organizer to all residents / businesses directly effected by the closure - the Town must approve the notice prior to delivery. <input type="checkbox"/> The Town of Milton's Fire Department requires that a 6m (18ft) emergency lane be provided and maintained in order to facilitate vehicles, equipment and operations during an emergency response. <input type="checkbox"/> If the event is a new event with a road closure, a petition will be required to be signed by impacted residents/businesses. 	<p>60 days prior to event: Event Application</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Route Map 	<p>For all events held on public property including parks, roadways (municipal / regional) and sidewalks, or other municipal properties; that are classified as one of the following event types:</p>	<p>60 days prior to event: Event Application</p>

	<ul style="list-style-type: none"> • Running, cycling, walking events • Parades • Processions • Events involving road closures / occupancy <p><input type="checkbox"/> Submit a route map via the <u>Special Event Application Form</u> showing the specific route (e.g. roads, sidewalks, etc.) being taken during the event; the start and end points; and any areas that may require additional resources (e.g. volunteers, security/paid duty police officers, barricades, etc.).</p>	
<p><input type="checkbox"/> Sales - Food or Goods / Retail</p>	<p>As per the <u>Business Licensing Bylaw No. 024-2018</u>, all transient sales of food / goods requires a Transient Trader’s license. “Transient Trader” refers to any person who offers goods, wares or merchandise for sale in any manner in the Town, either directly or by way of sample or catalogue for delivery later, other than on a permanent basis.</p> <p>To obtain a license, you must submit <u>an application form</u> along with:</p> <p>A full list of all vendors (food and retail), with contact information (food also requires Halton Health Department approval, see page 5 - “Food”);</p> <p>A statement in writing containing a full description of the goods, wares or merchandise to be sold or offered for sale under this license;</p> <p>Submit written permission for the use of the property from the property owner, landlord or agent of the owner;</p> <p>Submit a Site Plan indicating the setup of the event;</p> <p>Ensure that each vendor has appropriate insurance coverage as per the insurance section of this manual.</p> <p><u>Applicable license fee</u> will apply. The fee will be waived for charities and non-profit organizations who provide appropriate documentation.</p>	<p>30 days prior to event: Transient Traders application</p>
<p><input checked="" type="checkbox"/> Smoking / Vaping Areas</p>	<p>Your event must comply with the Region of Halton <u>By-law No. 40-20</u> for designated Smoking and Vaping in Public Places related to the event location.</p>	
<p><input type="checkbox"/> Street Parties</p>	<p>Submit an application to close the road. The application will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a petition of support of local residents who will be affected by the road closure; <input type="checkbox"/> A Certificate of Insurance (as outlined in the insurance section of this workbook); <input type="checkbox"/> A \$500.00 refundable deposit cheque for the loan of two (2) sets of wooden barricades and "Road Closed" signs. 	<p>4 weeks prior to event: Street Party application</p>

	<p>For information / to apply, visit the Street Party Petition webpage.</p> <p>Street Parties may be eligible for funding via the Milton Small Grant Program webpage.</p>	
<p><input type="checkbox"/> Sustainability</p>	<p>The Town encourages organizers to provide opportunities to minimize the environmental impact of their events on the Milton community. In addition to the list of considerations below, organizers can review more ideas for sustainable event solutions on the Green Festivals website.</p> <p>Transportation: Organizers can encourage attendees to use sustainable transportation to and from the event by walking, cycling via Milton's trails and bike lanes or Milton Transit.</p> <p>Waste Diversion: Organizers coordinating events requiring waste management services extending beyond what is available at the host location can inquire about additional support via Halton Region Waste Management Services. Application forms are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Halton Region's Guidelines to Provide Waste Diversion Services at Community Events. <input type="checkbox"/> Submit a Community Event Waste Diversion Services request form to Halton Region. <p>Water: Encourage sustainable use of water by asking event attendees to bring their own refillable water bottles and by providing refillable water bottle stations.</p>	<p>6 weeks prior to event: Waste request form</p>
<p><input type="checkbox"/> Tents / Temporary Structures / Stages</p>	<p>Temporary structures that are greater than the dimensions listed below require an application on the Town's Building Department webpage</p> <p>Tents:</p> <p>As per the Ontario Building Code Act 1997, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code, if the tent or group of tents are:</p> <ul style="list-style-type: none"> • Not more than 60 m² in aggregate ground area (aggregate ground area is the sum of the total area of all tents on site); • Not attached to a building, and; • Constructed more than 3 m from other structures. <p>For event tent installation exceeding 60 m² in aggregate ground area, organizers will require a zoning certificate and a building permit. The Town of Milton Building Department will require details regarding the tent size, location of exits, and certificate of verification that the tent(s) used have been flame proofed in conformance with U.L.C. standard (CAN / ULC-S-109-M), Standards for Flame Tests of Flame Resistant Fabrics and Films.</p>	<p>30 days prior to event: Building permit application</p>

	<p>IMPORTANT:</p> <ul style="list-style-type: none"> • It is the event organizer’s responsibility to that ensure all tents and canopies are securely weighted down with weights or sand bags to prevent injury and damage due to wind/weather. • Organizers must also ensure that the tent material meets the Ontario Building Code with regard to flame spread ratings. • Smoking and open flame devices are prohibited in tents. <p>Stages: For event stage installation exceeding 10 m² (108 ft²), organizers will require a zoning certificate and a building permit. Stages that are incorporated into a truck trailer system and are license plated will not require permits (i.e. mobile stage).</p> <p>Locates: If the installation of any equipment requires any object to penetrate the ground, you must reserve the Locate Search appointment 30 days prior to your event with the results of this booking submitted to the Town of Milton. For information / apply review the Ontario One Call website, or call 1-800-400-2255.</p>	
<p>✓ Washrooms, Hand Wash Stations</p>	<p>Ensure your event has an adequate number of washrooms and hand washing stations available to serve attendees and reduce the risk of illness.</p> <p>There are many variables to consider when making this decision and consultation with a qualified company is recommended.</p> <p><input type="checkbox"/> Review Halton Region’s Requirements for Coordinators of Special Events webpage, specifically the washroom fixture chart.</p> <p>Have a back up plan for providing additional washroom facilities if the attendance exceeds the anticipated numbers and additional supports are needed on short notice. All units should be placed in strategic locations, easily accessible for all attendees and for servicing and maintenance during the event. Lighting of and around the facilities must also be considered for when an event takes place at night. <u>*see insurance section for additional requirements</u></p>	<p>20 days prior to your event: Submit insurance certificate to host venue</p>
<p>✓ Waste Management</p>	<p>Ensure proper clean-up of all debris at your event. There is only weekly pick-up in the parks and facilities. Additional pick-ups can be arranged via Halton Region by submitting a Community Event Waste Diversion Services request form</p>	<p>6 weeks prior to event: Waste request form</p>

Thank you for reading all of the above requirements and information for hosting your event in Milton.
Make sure to follow through on all items to ensure that your event is safe and enjoyable for involved.

Please see the following pages for contact information (should you have any questions) and promotional information for ideas and resources for promoting your event in Milton.

Event Contact Information

Special Events - Town of Milton:

- For general inquiries regarding Special Events, please email events@milton.ca or call 905-878-7252 x2616

Provider Information

Note: The Town of Milton does not have preferred providers for services at events. The below is a list of providers for event organizers to consider as a starting point only.

First Aid Provider:

- [First Response Ontario](#)
- [Halton Region Emergency Medical Services](#)
- [St. John's Ambulance](#)

Insurance:

- [Easy Insure](#)
- [EventInsure](#)
- [Event Policy](#)
- [Exhibitor Insurance](#)
- [GameDay Insurance](#)
- Marsh
- [PAL Insurance](#)

Shuttle Service:

- [Attridge Transportation](#)
- [First Student](#)
- [Milton Transit](#)

Waste Management:

- [Halton Region](#)

Review the full Special Event planning checklist by visiting the [Events Planning webpage](#).

Promotion

Promote your event! There are wide varieties of budget-friendly promotional opportunities available via the Town and local media organizations.

Advertising: The Town has a variety of paid advertising options available including print publications, rink board advertising, etc. For more information, visit the [Sponsorship and Advertising webpage](#).

Community Events Calendar: The Town of Milton has an [online Community Events Calendar](#), which is free to use for listing the event. Be sure to also list the event on other event calendars hosted by local media.

Cross Promotion: Organizers with events happening around the same time may find success in coordinating cross-promotional initiatives.

Media Release: Organizers can send a release and / or invitation to media about the event to local newspapers, magazines and radio.

Signage: The Town of Milton has a number of outdoor signs suitable for event advertising. Organizers can choose from a variety of locations in high-traffic areas to reach people in the community in a highly visible and cost-effective way. For more information, visit the Sign Rentals webpage. Sign rental requests can be submitted via the [Municipal Outdoor Sign Request Form](#).

Please note: Organizers planning to place promotional signage in the community prior to the event must submit a Sign Exemption to the Town's Road Fouling By-law for review. Note: The fee will be waved for Town Affiliated Organizations. Learn more about the [Affiliated Program at this webpage](#).

Social Media: Organizers can promote an event via social media profiles. Facebook events can be easily shared with other groups and organizations in the community. Furthermore, social media channels offer reasonable advertising rates to boost social media posts. Organizers can consult with social media providers to learn more.