



Town of Whitby Procedure

Procedure Title:	Special Events Procedure
Procedure Number:	MS 200-001
Reference:	Special Events Policy MS 200
Date Approved:	May 2, 2019
Date Revised:	N/A
Approval:	Chief Administrative Officer
Point of Contact:	Corporate Communications

Purpose

The purpose of this procedure is to provide uniform criteria and efficient and effective procedures that simplify the permitting approval process undertaken by Staff and Event Organizers for Special Events in the Town of Whitby, in conjunction with the Special Events Policy.

Scope

This procedure applies to all Special Events in the Town including Town Events, Town Supported Events and Third Party Events.

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1 Definitions

- 1.1 Event Organizer** means any person, organization or corporation who is responsible for the organization and operation of a Special Event but does not include Town of Whitby Staff.
- 1.2 Permit** means a document issued by the Town of Whitby granting permission and/or authorization to conduct a Special Event in accordance with the particulars outlined in the Permit.
- 1.3 SERT** means Special Events Review Team which is a team comprised of Town staff and outside agencies representing various municipal divisions and key stakeholders (DRPS, EMS etc.) who meet and review Special Event Applications to ensure all necessary requirements and provisions have been met prior to the approval or issuing of a Special Event Permit in the Town of Whitby.
- 1.4 Special Event** means a one time, annual or infrequently occurring event on Town Property or Private Property that is open to the public either free of charge or for a paid admission and either entirely or partially outdoors. The three categories of Special Events are Town Events, Town Supported Events and Third Party Events as detailed in the Scope section of this Policy. Types of events may include but is not limited to: festivals, walks/runs, marches, parades, carnivals, or cultural celebrations. A Special Event will generally include one or more of the following components:
- A celebration of a specific theme;
 - Live entertainment;
 - Food either sold or provided free of charge to the general public;
 - Service and/or sale of alcohol;
 - Fireworks;
 - Sound amplification;
 - Use of electricity;
 - Amusement rides; and,
 - Parking lot or road closures.
- 1.5 Special Event Application (the Application)** means the form prescribed by the Town which is required to be completed by any Event Organizer who is seeking a Special Event Permit in the Town of Whitby.
- 1.6 Special Event User Guide** means the document that contains various information and requirements of the Town, key stakeholders (DRPS, EMS, etc.) or other organizations outside of the Town in order to qualify for a Special Event Permit with the Town.

2 Responsibilities

- 2.1** Corporate Communications to:

- Intake and review all Special Event Applications and verify that all conditions and requirements associated with the Special Event have been included with the Application in accordance with the Special Event User Guide.
- Update and maintain the Special Event User Guide as needed.

2.2 SERT to:

- Meet in accordance with the SERT Terms of Reference.
- Review all Special Event Applications and provide any additional conditions or requirements that are to be included in the Special Event Permit.

2.3 Event Organizer to:

- Complete the Application (Appendix 2) and comply with the provisions of the Special Event User Guide (Appendix 1) and any provisions required by SEAT for any Special Event.

3 General

3.1 The Special Event User Guide (Appendix 1) shall be provided to all Event Organizers seeking a Special Event Permit with the Town.

3.2 A completed Application (Appendix 2) and any applicable fees are required from all Event Organizers prior to consideration or the issuance of a Special Event Permit.

Appendices

Appendix 1 Special Event User Guide

Appendix 2 Special Event Application

Appendix 3 SERT Terms of Reference

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

May 2, 2019

Date

SPECIAL EVENTS USER GUIDE

Corporate Communications Division
Special Events Section



WHITBY
ONTARIO • CANADA

whitby.ca/events

WELCOME!

Dear Event Organizer,

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

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

If you have any questions about the Special Events User Guide or the Application, please contact us at events@whitby.ca or 905.430.4300 x7453

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

Special Events Section,
Corporate Communications Division

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Application Process

1. Complete the Special Events Application, as provided by Town of Whitby staff and return the completed application and any required documents to:

**Office of the Town Clerk
Attention: Special Events
Whitby Town Hall
575 Rossland Road East
Whitby, Ontario L1N 2M8**

2. You will be contacted by a Town staff person who will be handling your file.
3. It is **mandatory** that the following documents required by the Town be submitted with the event application(s):
 - Certificate of Insurance (see Appendix 1)
 - Event Site Plan and/or Route Map

The following documents, should they be relevant may also be required and/or requested depending on the type of event:

- Emergency Action Plan
- Food Vendors Permits from Durham Region Health Department
- List of all Refreshment Vehicle Vendors and their Whitby RV Licence
- Permit or approval from GO Station (Metrolinx) or other private parking areas
- Neighbourhood Notice(s)
- Special Occasion Permit (SOP) and/or other Alcohol and Gaming Commission of Ontario (AGCO) documents
- Tent Permit(s) (Town of Whitby, Building Division)
- Traffic Plan/Event Parking Plan (the requirements for these documents are included within this guide)
- Waste Management Plan

The Town encourages Event Organizers to follow the below timelines:

- **30 days prior** to the date of the event, if **fewer than 100 people per day are expected;**
 - **60 days prior** to the date of the event, if **between 100 and 500 people per day are expected, or:**
 - **90 days prior** to the date of the event, if **between 500 and 5,000 people per day are expected, or:**
 - **At least 120 days prior** to the date of the event, if **more than 5,000 people per day are expected.**
4. If required, a meeting will be set up with the Event Organizer and Town staff handling your file.
 5. A pre- and post-inspection may also be required depending on the location of your event as determined by the Event Review Team.
 6. Once the application form and all documentation has been received and approved, the Event Organizer will pay any outstanding fees or charges and Town staff will contact them about any permits or required signatures on official documents.

Accessibility

Accessibility means giving people of all abilities opportunities to participate fully in everyday life. The Town of Whitby expects that all events in Whitby will strive to be accessible and compliant with the Accessibility of Ontarians with Disabilities Act, 2005.

To learn more, we encourage Event Organizers to review a free, event planning resource [“Planning Accessible Events: So Everyone Feels Welcome”](#) which is available through Service Ontario.

Alcohol

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

Event Organizers are responsible for:

1. Obtaining a Special Occasion Permit (SOP) and posting the permit at the event. The Town will request a copy of the SOP for its files.
2. The Event Organizer or SOP holder must notify the Town, police, fire and health departments in writing at least 30 days prior to the event of their intentions. Please see guidelines at agco.on.ca
3. Alcoholic beverages must be served by certified Smart Servers. The Event Organizers must provide names of the Smart Servers and their certificate numbers to the Town.

For information on obtaining a Liquor Licence or Special Occasion Permit (SOP) visit agco.on.ca or contact the Alcohol and Gaming Commission of Ontario at 416.326.8700 or licensing@agco.on.ca

Amusement Rides and Inflatables

All amusement rides and air supported structures (inflatables) must be in compliance with the provisions of the Technical Standard and Safety Act (TSSA).

All amusement devices and air-supported structures must:

- Be appropriately staffed at all times
- Not create trip hazards with any electrical cords
- Meet all safety requirements as outlined in TSSA Guidelines
- Must be anchored securely using weights/spikes

The following must be included with your application from the amusement rides/inflatable supplier or company:

- A detailed list of all rides and inflatables
- Confirmation in writing that the inflatable company has full responsibility for delivery, set-up, operation, supervision and take down of all inflatables/amusement devices and at no time shall a volunteer operate the inflatable/amusement device
- Copies of current Technical Standards and Safety Authority Certifications and Ontario Amusement Device Licence and /or permit for inflatables
- Proof of the company's WSIB certification

An Exhibition Licence is required for events with amusement rides. For more information, contact licensing@whitby.ca. The Exhibition Licence is issued to the Event Organizer.

Animals as Entertainment/Petting Zoos

Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. Hand washing stations must be available.

Clean-up

Clean-up must be done immediately after the event and is the responsibility of the Event Organizer. The Town of Whitby parking lots, parks, roadways, rooms and/or facilities must be left in their original condition.

If applicable, the Event Organizer using outdoor facilities and identified business parking lots will be responsible to reimburse the Town of Whitby for the sweeping and flushing of parking lots and roads after the event. Clean-up should be arranged in advance of the event.

Community Notifications

Once an event is approved, community notification by the Event Organizer may be required to the affected neighbours a minimum of 30 days prior to the event date. It is mandatory that all road closures, parking impacts and sound exemption information be included in all community notifications.

A sample can be provided upon request.

Durham Transit

Please contact Durham Transit at drt_detoursclosures@durham.ca to inform them of any transit detours that may affect the bus routes during your event. It is recommended this be done 30 days in advance.



Events need first aid practices to be prepared for emergencies

Learn more about First Aid on PAGE 9

Electrical

Whenever an electrical connection for an event is made using a direct connection (hardwired) to a distribution system, or using cam locks anywhere in the distribution system, a wiring notification is required and an inspection must be made prior to the system being energized.

All vendor booths, trailers, generators, electrical equipment, etc. are required to be approved by a recognized Certification Agency or by a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power.

Event Electrical Guidelines from Electrical Safety Authority (ESA) are available at esasafer.com

Any connection to Town of Whitby circuits will be under the supervision of the Town's Mechanical Services Department.

GENERATORS

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

Emergency Management

An Emergency Action Plan is **required** for all events over **500 people** and highly suggested for walks, runs and parades.

The Event Organizer is required to submit the Emergency Action Plan with their application however it will be accepted subject to approval a minimum of 14 days prior to their event.

The Emergency Action Plan should identify potential risks (i.e. severe weather) and provide information on how to respond to those risks (for example: lost child protocol, notification system and evacuation plan), training for staff, contact numbers and the approved site plan.

Please contact the Whitby Fire and Emergency Services Department at fire@whitby.ca to discuss the requirements of the plan or to assist with the writing and submission of the Emergency Action Plan for your event application.

The Event Organizer is responsible for the safe evacuation of volunteers, attendees, staff and participants and for ensuring compliance with these procedures immediately upon the detection of an emergency situation including smoke or fire. These procedures should be outlined in the Emergency Action Plan. Staff and volunteers must be trained on the Emergency Action Plan.

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

Facilities

To make an appointment to view a Town facility or to schedule a booking, please contact the Facilities Division at 905.668.7765 or facilities@whitby.ca

Fees and Charges

The cost for an Event Permit and other costs for equipment, staffing, road closures etc. are outlined in the **Town's Fees and Charges By-law**. The Town does not provide grants to community groups or organizations for new special events.

Any damage to the park/and or facilities as well as missing barricades/pylons will be charged to the Event Organizer. The pre- and post-site inspection will determine the damages to the site.

Fireworks

The Town of Whitby maintains **By-law #6339-10 to Regulate the Sale and Discharge of Fireworks**. The Event Organizer is expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality and obtain all necessary permits as may be required.

More information on obtaining a Fireworks Permit can be obtained by contacting the Whitby Fire and Emergency Services Department at fire@whitby.ca

First Aid

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



**Handwashing stations
are required for
petting zoos**

Learn more about Petting Zoos on PAGE 7

Food Vendors

Events offering any type of food must notify and receive approval from the Durham Region Health Department **30 days prior to the start of any special event**.

Under the Health Protection and Promotion Act (HPPA), the following forms are required for the Event Organizer and vendors. These applications can be found at [durham.ca/foodsafety](https://www.durham.ca/foodsafety)

VENDOR FORM - Submitted by each food vendor

https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV329specialEventsAppVendors_EXCEP.pdf

COORDINATORS FORM - Submitted by Event Organizer

https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV328specialEventsAppCoodinators_EXCEP.pdf

GUIDELINES

https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV350_EXCEP.pdf

A complete list of food vendor names, refreshment vehicles and a Whitby RV Licence, indicating their certification and insurance certificates must be provided to the Town of Whitby at **least 14 days prior to your event**.

Please review the Town of Whitby Refreshment Vehicles **By-law #7125-16** to ensure all the requirements of refreshment vehicles are met.

For further information on Refreshment Vehicles or an Exhibition Licence contact licensing@whitby.ca

Hold Harmless Agreement

The Event Organizer agrees to indemnify and save harmless the Town of Whitby with respect to any and all actions arising either directly or indirectly from the event which forms part of the Special Events Application.

Insurance

Insurance is **mandatory** for all special event permit holders as outlined in the Special Event User Guide, as updated from time to time.

The Event Organizer, at its sole cost and expense, will carry and maintain in full force and effect Commercial General Liability in an amount of not less than two million dollars (\$2,000,000) per occurrence including premises and all operations of the event. Insurance coverage shall include personal injury, contractual liability, owners and contractors protective coverage, contingent employer's liability, property damage, medical payments, products and completed operations, cross liability and severability of interests clause and non-owned automobile liability.

Such insurance policy shall be in the name of the Event Organizer and shall name the Town of Whitby as additional insured. The Event Organizer's insurance broker/agent or insurer will complete the Town's certificate of insurance included with the special event application with no amendments.

Automobile liability coverage is required for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000) per occurrence against claims for bodily injury and/or property damage.

The certificate of insurance is required to indicate the location and activity of the named insured for which the certificate is issued. The insurer must be licensed and approved to operate in the Province of Ontario.

All insurance policies shall specify that they shall not be cancelled or changed to reduce coverage unless the insurance provider has given thirty (30) days prior written notice to the Town of Whitby.

The Town of Whitby reserves the right solely at its discretion to require additional types of insurance coverage and set higher limits of insurance coverage depending on the nature of the event and type of activity or activities planned during the event (i.e. fireworks, inflatables, amusement rides, sale of alcoholic beverages). The Town may also require waivers and risk inspections at the discretion of Risk Management and the Town's insurer.

Insurance requirements for various activities are listed in the attached Appendix however this is not an exhaustive list. Please refer to Risk Management any new exposures not provided in the list.

All third party sponsors, suppliers and vendors invited by the Event Organizer to participate at the event are encouraged to provide a certificate of insurance confirming a minimum of two million dollars (\$2,000,000) Commercial General Liability depending on the nature of the activity naming the Town of Whitby as additional insured.

This includes but is not limited to clowns, food operators, photographers, vendors, stage providers etc.

Letter of Municipal Significance

The Town Clerk shall determine if the event is a public event of municipal significance based on the event conforming to one or more of the following event types:

- Town of Whitby hosted or endorsed;
- Community events (i.e. promotion of neighbours meeting neighbours, large festivals);
- Economic development (i.e. business grand openings); or,
- Arts and culture events (i.e. events that promote music, arts, drama).

The applicant must provide a request in writing to the Town Clerk and the associated fee in order to have an event approved as one of municipal significance. This letter may be required for your Special Occasion Permit.

Locates

Structures (tents, stages, fences, etc.) staked into the ground will require locates to be performed to ensure protection of the underground infrastructure and overall safety. Event Organizers will be required to contact the Town's Engineering staff at 905.430.4307 and Ontario One Call at on1call.com or 1.800.400.2255 at least 30 days prior to the event. The locate paperwork may be requested by the Town with your application.

Ministry of Transportation Closure of Highways

Any event that will occur within or affect traffic within Ministry of Transportation (MTO) Right of Way requires a MTO Encroachment Permit. (For example: Baldwin Street in Brooklin).

The following list of documents must be submitted to the MTO:

Completed encroachment permit application <http://www.mto.gov.on.ca/english/engineering/management/corridor/encroach.shtml>;

- Fee must be made payable to the "Minister of Finance" in a form of cheque or credit card. Please refer to the link above for the current fees;
- Letter of intent that details the locations, dates, times and highways associated with your proposal;
- Two (2) copies of traffic control plan that outlines traffic staging, traffic control and duration of closures if required. Drawings must be legible with street/highway names clearly marked;
- Letter from OPP and/or local police detachment confirming that their services were secured for road closures or assistance;
- Letter from the municipality confirming that MTO will not be held liable for damage caused by traffic following detours due to closures on provincial highways (if required);
- Certificate of Insurance with minimum five million (\$5,000,000) coverage per occurrence with "Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Transportation" named as additional insured;
- Applications must be submitted to the MTO at least two months before the event date to allow time for processing.

Please keep in mind that only crossings of provincial highways will be allowed, as events such as rides, walks, marathons, etc. are not allowed on/along the highways.

For more information contact MTO or to apply for a permit visit <https://www.hcms.mto.gov.on.ca>

Noise and Sound Amplification

Events must comply with the Town's Noise **By-law #6917-14**. The Town's Noise By-law requires a quiet period from 9:00 p.m. through to 7:00 a.m. each day.

A letter to Council requesting an exemption to the Noise By-law is required. Please contact By-law Services to discuss.

Parking and Vehicles

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

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

If the event is near the waterfront or Victoria Fields we encourage you to contact Metrolinx for use of the GO Station Parking lots at 416.869.3600.

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

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

- Potential access and entry for emergency vehicles shall be maintained at all times.
- All requests for vehicle access on park grounds must be for the purpose of event set-up and take down only and must be approved by the appropriate department prior to the event. Previously approved vehicle access may be rescinded or amended prior to the event, based on weather and ground condition, at the sole discretion of the Town.
- Designated service vehicles such as golf carts may be approved by the Town for use during event hours for purpose including a shuttle service, the transportation of supplies or garbage. Please include vehicle details and access route in the Special Event Permit Application and site map.
- Event Organizers shall ensure that any granted vehicle access to the park is controlled and supervised at all times and access occurs only at designated access points and along approved routes of travel.
- Where vehicle access (including service vehicles) has been approved for an event, a pre- and post-site inspection will take place. Event Organizers are responsible for the cost to repair any turf damage, path/trail or trees or any other damage to the facilities, resulting from the event.

Parking enforcement at events will be conducted by the Town of Whitby Parking Enforcement Officers.

Police

The Event Organizer may be required to hire police officers for security, crowd control and/or traffic control at their expense. The total number of police officer(s) is to be determined Durham Regional Police Service (DRPS) or Ontario Provincial Police (OPP) for provincial roads closed under an MTO permit.

Event Organizers, depending on the event, are required to submit the following to DRPS:

- Emergency Action Plan
- Security Plan

Please contact DRPS at payduty@drps.ca for more information on the paid duty police officers and working on these plans.

Pre- and Post-Site Inspections

Where vehicle access (including service vehicles) has been approved for an event, a pre- and post-site inspection will take place. Event Organizers are responsible for the cost to repair any turf damage or any other damage to the facilities, resulting from the event.

Protocol

To invite the Mayor to your event, please email the details to council@whitby.ca or send the invitation by mail to the Town of Whitby, Office of the Mayor, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

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

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

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

Raffles and Lotteries

For further information regarding lottery licence eligibility guidelines, please contact the Office of the Town Clerk at 905.430.4315 or email clerk@whitby.ca

Road Closures – Town of Whitby Local Roads

The Clerk is authorized to approve the temporary closing of a highway under the jurisdiction of the Town to vehicular traffic for social, recreational, community, athletic or cinematographic purposes as set out in the **By-law #2471-88**.

Applicants must complete the portion of the Special Event Permit Application with details for road closures and must provide a detailed road map. If an event requires a road closure the Event Organizer is required to complete a **Road Occupancy Permit** and pay the fee and charges in order to close the road for an event. This is subject to approval by Public Works. Event Organizers may also be required to have paid duty officers onsite for the provision of traffic control during the event and provide proof of their attendance to the Town. Security and/or paid-duty officers will be at the Event Organizer/permit holder's expense.

Emergency access must be provided at all times.

Regulatory signs required for a special event shall only be installed by Town staff, with the cost of installation to be borne by the Event Organizer.

The Event Organizer may be requested to provide a traffic plan including detours, emergency access, parking etc. These items should also be identified in the site plan or route map. Road barricades will be positioned at all access points along the permitted road in accordance with the request. Town staff and associated costs will be invoiced to the Event Organizer. Staff may be required to stay on site to monitor closures, if the closure includes collector or arterial roads.

Road closures are approved based on the Ontario Traffic Manual Book 7 Temporary Conditions (as amended).

The boulevard area is part of the road allowance. Therefore, it cannot be included for use without a road closure. In addition, sidewalks and boulevards blocked with crowds force pedestrian traffic onto the travelled portion of the road.

Please contact rop@whitby.ca for a Road Occupancy Application or call 905.430.4307.

Security

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

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

Signage

The Temporary Sign **By-law #5696-05** regulates temporary signs and other temporary advertising devices in the Town of Whitby.

For more information on temporary signs please contact By-law Services at 905.430.4345 or by email to bylaw@whitby.ca

Site Plans and Route Maps

Submitting a site map or route map is mandatory in order to receive a special event permit in the Town of Whitby. The site plan and or route map must be legible with street names, route and event details clearly marked.

The following, should they be relevant, must be included on your site plan or route map.

- Location of all tents, temporary or permanent structures including stages, tents, midways, etc. (please note locates need to be done)
- Size and locations of tents must be clearly indicated on the site plan
- All roads and parks labeled accordingly
- Location of barricades and road closures on a map
- Accessible parking, bicycle parking, parking lots
- Emergency exits
- Fire extinguishers, propane storage
- Location of command information post or office, medical and first aid station
- Emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Vehicle access point to site, golf cart access and routes
- Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- For route map – start and end points, rest stops, and roads clearly marked

Smoking at Events

Event Organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking in Public Spaces **By-law #6832-14** which states smoking is not permitted within a municipal event area during town organized events.

By-law #7423-18 Town Property Smoking Restrictions effective January 1, 2019 state no smoking at:

- Libraries
- Recreation Centres
- Arenas

Any event using recorded music is subject to SOCAN and Re:Sound licencing fees.

SOCAN

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

As an Event Organizer you are responsible to submit your own SOCAN fees.

Online: Visit the “SOCAN Tariffs” <http://www.socan.com/whosocanworkswith/business-and-music-users/event-producers/>

RE:SOUND

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

Please contact the Licensing Department at Re:Sound at 1.877.309.5770 or licensing@resound.ca to obtain the proper licence for your event. Visit resound.ca to obtain further information.



Some event structures need Ontario Building Code Approval

Learn more about tents, temporary structures and stages on PAGE 18

Technical Standards and Safety Authority (TSSA)

The Event Organizer and amusement device operator will obtain a TSSA Ontario Device Licence and Permit for inflatables, if necessary through the TSSA online at tssa.org

Please see additional requirements under amusement rides and inflatables.

When cooking food that requires the use of commercial grade propane, it requires proof of your Record of Training (ROT). The propane equipment (appliance) requires certification from a recognized authority such as: CSA, CGA, UL, Warnok Hersey or CE. The equipment must have a rating plate with the information and bearing the certification marking one of the above noted testing agencies. The appliance must have the manufactures name, BTU input, type of gas, serial and model number.

For more information, please contact TSSA Customer Service at 1.877.682.8772 or fuels_technical_services@tssa.org

Tents, Temporary Structures and Stages

A building permit is required if you plan to install temporary, portable or site built structures such as bleachers, elevated platforms more than 600mm above adjacent grade or tent(s) (larger than 645 sq. ft.) and/or other structures in accordance with the Ontario Building Code.

Please contact the Town of Whitby's Building Division at 905.430.4305 to determine what forms need to be completed to obtain approvals and permit.

For more information including the Building Permit Application for tents and temporary structures, visit whitby.ca/building

The Ontario Building Code requires building permit approval for a tent or group of tents that are exceeding 60m² (645 sq. ft.) in area. Tents shall not be erected closer than 3m to other structures on the same property O.B.C.3.14.1.4(2).

The following also applies:

- All tents (including pop-ups) shall to be certified to CAN UCL S109 fire rating. No exceptions.
- The size and location(s) of tent(s) should be clearly indicated on a site plan, along with the spacing between tents and other structures.

Tents, fences and other non-freestanding structures must be adequately supported and anchored for safety reasons. Staking may be allowed in some circumstances and in some parks pending approval. No staking is allowed on hard surfaces or roadways.

The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public. Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic. O.B.C, 3.14.1.10(1)(2)

Event Organizers must schedule utility locates to mark all utility lines prior to any work being done, as per the requirements outlined in the locates section of this user guide.

Town By-laws

The Event Organizer must ensure adherence to all relevant Town By-laws (i.e Parks By-law, Noise By-law etc.), Regional By-laws and any Provincial and Federal Legislation as amended from time to time. Further details on the Town's By-laws can be found at whitby.ca/bylaws

Waste Management

The Event Organizer, unless otherwise approved by the Town of Whitby, is responsible for the clean-up of the park/facility or municipal location and the removal of all garbage and recycling following the end of the event.

Event Organizers should make every effort to recycle at their events.

A waste management plan may be requested.

Washrooms and Hand Washing Stations

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

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



**All events playing
music are required to
pay licensing fees**

Learn more about SOCAN and
Re:Sound fees on PAGE 17

Appendix 1 – Special Events Application

The Special Events Application will be sent to the Event Organizer upon request.

		FOR OFFICE USE ONLY DATE RECEIVED:	
SPECIAL EVENTS APPLICATION		Please refer to the Special Events User Guide when completing this application. whitby.ca/events	
Contact Information Organization Name: Event Organizer: Email: Charitable Registration # (if applicable): Address: Postal Code: Primary Contact Number: Cell Phone: Event Website: Alternate Contact: Cell Phone:			
Event Information Event Name: Event Date: Annual Event: ☐ Yes ☐ No Expected Attendance: Event Type: ☐ Festival/Concert ☐ Parade ☐ Walk/Run/Ride ☐ Street Event Other: General Description of Event:			

Appendix 2 – Certificate of Insurance

Below is a sample of the of the Town of Whitby Certificate of Insurance.

 Certificate of Insurance				
Proof of liability insurance will be accepted on this form only (no amendments) This form must be completed and signed by your insurer or insurance broker Insurance company must be licensed to operate in Canada				
This is to certify that the Named Insured, hereon is insured as described below				
Named Insured		Address of the Named Insured		
Operations of the insured for which this certificate is issued:				
Automobile Liability Insurance (minimum limit to be evidenced - \$2,000,000 unless otherwise required)				
Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	Primary			
	Excess			
The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by contract to provide bodily injury and property damage insurance.				
Commercial General Liability Insurance (minimum limit to be evidenced - \$2,000,000 unless otherwise required)				
Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	CGL	Per Claim/Annual Aggregate		
		Deductible, if any		
	Excess Liability (if applicable)	Per Claim/Annual Aggregate		
Provisions of Amendments or Endorsements of Listed Policy(ies)				
Professional Liability – Claims Made Basis - Yes ☐ No ☐				
Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	Professional Liability	Per Claim/Annual Aggregate		
	Excess Professional Liability (if applicable)	Per Claim/Annual Aggregate		
- Is the limit inclusive of indemnity and claims expenses – Yes ☐ No ☐ - If the policy is on a claims made basis have there been any claims notices given for this policy term Yes ☐ No ☐				
Commercial General Liability Insurance is written on an occurrence basis and is extended to include Premises Liability, Products/Completed Operations, Cross Liability and Severability of Interests Clause, Personal Injury Liability, Contractual Liability, Property Damage, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, and Contingent Employers Liability.				
With respect to the Commercial General Liability Insurance excluding non owned auto coverage, The Corporation of the Town of Whitby, is added as Additional Insured but only with respect to liability arising out of the operations of the Named Insured.				
Other Additional Insureds as per contractual conditions are as follows: (Note if Applicable)				
The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Corporation of the Town of Whitby.				
These policies shall not be cancelled or changed so as to reduce the coverage as outlined on this certificate without thirty (30) days, prior written notice by registered mail by the Insurer(s) to the Corporation of the Town of Whitby, Corporate Services Department, Purchasing Section, 575 Rossland Road East, Whitby, Ontario L1N 2M8.				
I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).				
Date: DD/M/YR	Broker/Insurer's Name, Address, Telephone, Fax and E-Mail:		Signature and Stamp of Certifying Official:	
			Print Name	
Revision Date: June 14, 2016				

Appendix 3 – Insurance Matrix

Activity/Service	Commercial Liability	Automotive Liability	Waivers	Risk Inspection	Other
Vendors	Minimum \$2M	\$2M			Depending on the type of service being provided, additional types of insurance coverage or higher limits of insurance coverage may be required
Horse and Buggy/ Wagon or Pony Rides	Minimum \$5M	\$2M			The certificate of insurance must indicate the insurer is aware the horses are being taken off premises
Entertainers (Blacksmith, Spinners etc.)	Minimum \$2M				
Refreshment Vehicles	\$2M or \$5M	\$2M			Refer to refreshment vehicle By-law
Food Vendors/Catering	\$2M or \$5M (raw food)	\$2M			Raw food cooking requires more insurance coverage
Alcohol	\$5M with a liquor liability endorsement				
Stages	\$2M or \$5M if stage is large and requires assembly	\$2M			
DJ with a sound system	\$2M	\$2M			
Community Groups/ Cultural Groups/ Exhibitors	\$2M				
Display Booths	\$2M				
Photographer	\$2M	\$2M			
Clowns, Face Painting	\$2M	\$2M			Auto liability is required only if it is integral to the service being provided
Fireworks	\$5M	\$2M			
Skateboarding, Electric Bikes	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review

Appendix 3 – Insurance Matrix

Activity/Service	Commercial Liability	Automotive Liability	Waivers	Risk Inspection	Other
Dragon Boat Races, Water Ski Show	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review. Marina Supervisor approval is required.
Petting Zoo/Animals for Entertainment	\$5M	\$2M			
Jumping Castles, Zip Line, Dunk Tank and Rock Climbing, Amusement Rides	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review. Proof of TSSA Ontario Amuse Device License and permit for inflatables. Certificate of insurance must indicate no restrictions under the policy in relation to inflatables/amusement device. Written confirmation from the provider that the vendor is responsible for delivery, set up, operation, supervision and take down of the inflatable/amusement device and at no time shall a volunteer operate an inflatable/amusement device.
Axe Throwing	\$5M	\$2M	Y	Y	A waiver must be submitted for review naming the Town. The vendor must refuse to allow anyone intoxicated to participate. Additional fencing/barricades are required surrounding all sides of the activity. Ensure entire site is fenced off and monitored, similar to requirements of a beer tent to ensure only people who have signed waivers have access. Notify EMS and security that there is an Axe Throwing event taking place in the event of an injury or issue. Sign a hold harmless agreement.
Skating Rink (synthetic ice)	\$5M	\$2M		Y	Written confirmation from the provider that the vendor is responsible for delivery, set up, operation, supervision and take down. Sign a hold harmless agreement. Signage - refer to RM
Water Ball	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review. Sign a hold harmless agreement.
Walk/Runs	Minimum \$2M				Depending on the size and nature of event, additional types of insurance or higher limits of insurance may be required.

Corporate Communications Division
Special Events Section

events@whitby.ca
905.430.4300 x7453



WHITBY
ONTARIO • CANADA

whitby.ca/events

SPECIAL EVENTS APPLICATION

Please refer to the Special Events User Guide
when completing this application.

whitby.ca/events

Contact Information

Organization Name:

Event Organizer:

Email:

Charitable Registration #
(if applicable):

Address:

Postal Code:

Primary Contact Number:

Cell Phone:

Event Website:

Alternate Contact:

Cell Phone:

Event Information

Event Name:

Event Date:

Annual Event: ☐ Yes ☐ No

Expected Attendance:

Event Type: ☐ Festival/Concert

☐ Parade

☐ Walk/Run/Ride

☐ Street Event

Other:

General Description of Event: _____

Event Dates

Event Set-up	Start Time	End Time
Date(s):		
Event Day(s) and Times	Start Time	End Time
Date:		
Date:		
Date:		
Date:		
Event Tear Down	Start Time	End Time
Date(s):		
Do you have overnight security booked for your event site? ☐ Yes ☐ No		
Security Company Name:		
Security Company Contact Name:	Phone:	

Parks/Facilities/Open Spaces

Park/Open Space/Municipal outdoor location requested

(Please list specific park(s), sports fields or open space location)

Facility requested

(If required with an outdoor event. Please contact facilities@whitby.ca to check availability.)

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FACILITY/PARK PERMIT COMPLETE:

PERMIT #

Road Closures

Does your event require a road closure or road allowance? ☐ Yes ☐ No

Additional costs will apply. Please note a Road Occupancy Permit (ROP) may be required. If a permit is required, you will be notified. The ROP paperwork is the responsibility of the Event Organizer.
For more information, contact rop@whitby.ca

Street Name	From (Street Name)	To (Street Name)

Road Closure Times (including Set-up/Tear Down)	Start Time	End Time
Date:		
Date:		
Date:		
Date:		
Date:		

Does your event require street sweeping services? ☐ Yes ☐ No
(additional costs apply)

FOR OFFICE USE ONLY	ROAD OCCUPANCY PERMIT REQUIRED?	PERMIT #
---------------------	---------------------------------	----------

Parking/Parking Lots

Does your event require any Town parking lots? ☐ Yes ☐ No

Fees may apply for the closure of lots. Most parking lots are unavailable for rent or come with specific facilities.

Parking lot(s) requested:

Location(s):

Are additional accessible parking areas included in your site plan? ☐ Yes ☐ No

Location(s):

Will private parking lots be used? ☐ Yes ☐ No

Location(s):

Is bicycle parking identified in your site plan? ☐ Yes ☐ No

Location(s):

Is GO Train parking lot being requested? ☐ Yes ☐ No

Walks, Runs and Parades

Please ensure the Road Closure Section aligns with section. **A route map must be attached with this application.**

Walk/Run/Ride route description:

Assembly or Marshalling Area

Location(s):	Time:

Dismissal Area

Location:	Time:

Additional facilities/Open space /Parks used? ☐ Yes ☐ No

Location(s):

Parade Details (please mark all that apply):

☐ Bands How many?:	☐ Cars How many?:	☐ Floats How many?:
---	--	--

Installation of Structures (tents, stages, fences)

Please provide general installation information. Event Organizers can refer to the Special Event User Guide for more information and whether a building permit may be required.

*Please note inflatables/amusements require a higher limit of insurance and additional requirements.

*Please ensure tents, fencing and stages are clearly marked on the site plan.

Tent(s): ☐ Yes ☐ No How many?:

Sizes:

Stage(s): ☐ Yes ☐ No How many?:

Sizes:

Portable washrooms: ☐ Yes ☐ No How many?:

Fencing: ☐ Yes ☐ No

Fence Height:

Fencing location(s):

Inflatables/Amusements*: ☐ Yes ☐ No How many?:

Town Services

Does the event require any of the following supports services from the Town? A detailed list of Town resources and the associated costs will be provided to the Event Organizer following the Town's review of the Special Events Application. Please note additional fees may apply and that Town resources are subject to approvals and availability of equipment and resources.

☐ Hydro/Electrical Power

Time(s):

Which facility/park(s):

Amount of power required (amps, circuits, voltage, etc.):

☐ Street sweeper

☐ Other:

Alcohol at Event

Will there be alcohol at the event? ☐ Yes ☐ No

Please refer to the Special Events User Guide regarding Municipal Significance Letters.

A Special Occasion Permit can be obtained at any Liquor Control Board of Ontario (LCBO) Outlet and must be posted at the event and shall be provided with the Town's Special Events Permit Application. Any and all the guidelines provided by the Alcohol and Gaming Commission of Ontario must be adhered to.

Please contact AGCO at 416.326.8700 or licensing@agco.on

Event Details

To help us better understand all the components of your event, refer to the **Special Events User Guide** for more information. Please choose all that apply:

☐ Accessibility	☐ Music (live) or recorded (refer to SOCAN/RE:Sound)
☐ Alcohol (AGCO/SOP)	☐ Parking
☐ Advertising and promotions	☐ Raffles and lotteries
☐ Amusement rides/and/or inflatables	☐ Road closures
☐ Animals for entertainment/Petting zoo	☐ Security
☐ Buskers or street performers	☐ Sound amplification
☐ DRPS/OPP officer support	☐ Stage/Staking
☐ Electrical including generators	☐ Tents
☐ Fencing	☐ TSSA/ESA Approvals
☐ Fireworks	☐ Vendors - Other
☐ First aid	☐ Water refill station
☐ Food vendors/Refreshment vehicles	☐ Waste management/Recycling services
☐ GO Train parking (Metrolinx)	☐ Washrooms and hand washing stations
☐ Materials from rental companies/Contractors	

Or Additional activities/Services not listed:

☐

☐

Site Plan

A site map or route map **is mandatory** for all special events held in the Town of Whitby. The site plan and/or route map **must be legible** with street names, routes, site measurements and event details clearly marked.

The following, should they be relevant, must be included on your site map or route map.

- Location of all tents, temporary or permanent structures including stages, tents, midways, etc. (please note locates need to be done)
- Size and locations of tents must be clearly indicated on the site plan
- All roads and parks labeled accordingly
- Location of barricades and road closures on a map
- Accessible parking, bicycle parking, parking lots
- Emergency exits
- Fire extinguishers, propane storage
- Location of command information post or office, medical and first aid station
- Emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Vehicle access point to site, golf cart access and routes
- Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- For route map – clearly marked start and end points, rest stops, and roads

Required Documents

The following, should they be relevant, must be included with your site map or route map.

- ☐ Certificate of Insurance (see Appendix 1 of Special Events User Guide)
- ☐ Emergency Action Plan
- ☐ Traffic Plan/Event Parking Plan
- ☐ Neighbourhood Notices

Supplemental Documents

The following documents or proof of submission may be required with your special events application. The Town staff person handling your file will advise on the specific documents required.

Check all that apply:

- ☐ Waste Management Plan
- ☐ Noise Exemption letter from Council
- ☐ Durham Region Health Department (Food Vendor Permits) List of all food vendors and contact information with requirements met Contact Durham Region Health Department – Environmental Health durham.ca/foodsafety
- ☐ Permit or approval from GO Station (Metrolinx) or other private parking areas
- ☐ Special Occasion Permit (SOP)/Alcohol and Gaming of Ontario (AGCO) documents
- ☐ MTO Permit (if applicable)
- ☐ RV Licence

Insurance

Insurance is mandatory for all events as outlined in the Special Events User Guide and as updated from time to time.

The Event Organizer, at its sole cost and expense, will carry and maintain in full force and effect Commercial General Liability in an amount of not less than two million dollars (\$2,000,000) per occurrence including premises and all operations of the event. Insurance coverage shall include personal injury, contractual liability, owners and contractors protective coverage, contingent employer's liability, property damage, medical payments, products and completed operations, cross liability and severability of interests clause and non-owned automobile liability.

Such insurance policy shall be in the name of the Event Organizer and shall name the Town of Whitby as additional insured. The Event Organizer's insurance broker/agent or insurer will complete the Town's certificate of insurance form included with this application form with no amendments.

Automobile Liability coverage is required for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000) per occurrence against claims for bodily injury and/or property damage.

The Certificate of Insurance (COI) is required to indicate the location and activity of the named insured for which the certificate is issued.

The insurer must be licensed and approved to operate in the province of Ontario. All insurance policies shall specify that they shall not be cancelled or changed to reduce coverage unless the insurance provider has given thirty (30) days prior written notice to the Town of Whitby.

The Town of Whitby reserves the right solely as its discretion to require additional types of insurance coverage and set higher limits of insurance coverage depending on the nature of the event and activities planned during the event (i.e. fireworks, inflatables, amusement rides, sale of alcoholic beverages). The Town may also require waivers and risk inspections at the discretion of Risk Management and the Town's insurer.

Please refer to the Special Events User Guide and Insurance Matrix for required coverages and minimum limits.

FOR OFFICE USE ONLY

CERTIFICATE OF INSURANCE ATTACHED? ☐ YES ☐ NO

Hold Harmless and Indemnification

I, _____ the Event Organizer shall indemnify, defend and save harmless the Town of Whitby, its elected and appointed officials, employees, and agents, from and against any and all losses, claims, damages, actions, causes of action, costs of expenses (including but not limited to legal fees, disbursements and taxes on a solicitor client basis) that the Town of Whitby may sustain, incur, suffer or be put to at any time before, during, or after expiration or termination of the permit or event, arising out of or occurring directly or indirectly out of the issuance of the permit or the Event, or any act or omission of the Applicant or any agent, volunteer, participants, employee, officer, director or subcontractor of the Applicant.

I authorize that the information on this event application is complete and accurate to the best of my ability and will advise of any changes to the nature or details of my event at any time after this form is submitted.

Event Organizer:

Authorized Signature of Group/Organization:

Date (yyyy-mm-dd):



Special Events Review Team Terms of Reference

Number:	Text
Reference:	Special Events Procedure MS 200-001
Date Approved:	April 15, 2019
Date Revised:	N/A
Point of Contact:	Lara Scott, Lead Special Events

1.0 Mandate and Responsibilities

The Special Events Review Team shall review, evaluate and make recommendations regarding Special Events Permit applications prior to the approval of a Permit for a Special Event in the Town of Whitby.

SERT shall be responsible for:

- Attending monthly meetings to review events that apply through the Special Events Permit Application;
- Reviewing applications and site plans/route maps for all events prior to the bi-monthly meetings and come with prepared notes, recommendations and or approvals for discussion with SERT;
- Where necessary, review applications and site plans/route maps by email and respond with necessary comments and approvals;
- Where necessary, attend a meeting called in-between bi-monthly meetings to review events that apply through the Special Events Permit Application;
- Ensure that all health and safety guidelines of events are met;
- Ensure that all necessary requirements, permissions, insurance and approvals related to the SERT members division are secured and that Town services are not negatively impacted as a result of the event;
- SERT will utilize guidelines as set out in the Special Events Policy and Special Events User Guide;
- SERT will be responsible for updating and outlining sections of the Special Events User Guide as directed by Commissioners of Departments and /or legislation, best practices etc.

2.0 Lead Department

The Corporate Communication Division, Special Events Section will be the lead(s) for the Special Events Review Team (SERT).

Responsibilities include:

- CCM will book the monthly meetings and send out the meeting reminder
- CCM will prepare Agendas and send out applications for review prior to monthly meetings
- Create and send out Event Calendar listing on a monthly basis with division requirement highlights

3.0 Membership and Composition

4.1 The Special Event Review Team shall be comprised of members from Town of Whitby municipal departments that are impacted by special events. Staff will be chosen by the Commissioners and /or managers. A main staff person and alternate member shall sit on the committee. Staff from other departments and external agencies may be invited or may attend meetings as required to provide expertise or report on various matters.

4.0 Meeting Frequency and Schedule

- 4.1 SERT shall meet on a monthly basis to ensure the timely review and recommendations of special events
- 4.2 Schedule will be sent out at the beginning of each year
- 4.3 The duration of the meeting shall be 1.5 hours for each scheduled meeting.
- 4.4 SERT may also review applications by email from time to time or as required