



M
CITY OF
MARKHAM
**SPECIAL
EVENT
GUIDE**

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Special Event Service | specialevents@markham.ca | 905.477.7000 x 3797

This guide has been created by the City of Markham in consultation with community and Regional partners. This guide is comprehensive, but may not address every possible question or topic. Please contact the Special Event Service for assistance with your event.



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MARKHAM'S SPECIAL EVENT GUIDE

Introduction

Community events including food festivals, music festivals, fundraisers, and parades are enjoyed by thousands of residents and visitors in Markham each year.

The City values community events as experiences that enrich and celebrate the spirit and vibrancy of our community. The City also appreciates the time and work of community organizers who deliver events that connect us and make memories in Markham.

This Special Event Guide has been created to help organizers navigate the City's event planning process. The guide is designed in sections, and organized by topic, to help organizers determine and complete the requirements necessary for their individual event.

Once you have reviewed the guide, please contact the City's Special Event Service to start the event application process.

Markham's Special Event Service

Markham's Special Event Service is pleased to be the ***first point of contact for community event organizers*** looking to hold an outdoor event in Markham.

Our team of Event Staff works to ensure the safety and success of Markham's community events. Staff are happy to answer questions and provide information about spaces, bylaws, permit requirements and event planning best practices.

Event Staff help event organizers streamline processes, and coordinate with City departments and external agencies to complete the requirements for their event.

Before beginning to plan your event, visit the City's event planning website [Markham.ca/events](https://www.markham.ca/events) and contact the City's Special Event Service:

Email: specialevents@markham.ca

Phone: 905.477.7000 x 3797



Why does Markham have a Special Event Guide?

This Special Event Guide has been created **to help make event planning in Markham as easy as possible.**

This guide outlines City and Regional policies, procedures and by-laws that apply to events, and shares contact information for the departments and agencies which, depending on the event, may need to be contacted.

This guide is comprehensive, but may not address every possible question or topic. Please contact the Special Event Service for assistance with the requirements for your event.

All efforts have been made to ensure the information contained in the guide is correct at the date of publication, however, no representations or warranties, expressed or implied, are made as to the accuracy of the information presented.

Definitions

The following are provided as generally accepted definitions.

Event

An activity or group of activities that contains one or more 'event indicator', planned to mark a special occasion or to achieve specific social, cultural or economic objectives.

Event indicator(s)

Elements planned or contained within the delivery of an event that are subject to regulatory compliance in accordance with legislation, municipal requirements and event planning best practices.



Event indicators include, but are not limited to: amplified sound, food trucks, tents, temporary structures, vendors, etc.

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memories

Applications

When is an event application form required?

Every person requesting to hold an event on City property must complete a Special Event Application Form and receive the necessary approvals. Event application forms are available on the City's event planning website Markham.ca/events and by contacting the City's Special Event Service.

Email: specialevents@markham.ca

Phone: 905.477.7000 x 3797

Application process

This section contains the following helpful information about the event application process:

- Available community event locations
- Application timelines
- Links to event application forms

Event organizers are encouraged to review this information and the A-to-Z Guidelines section of this guide before completing and submitting a Special Event Application Form.

Event locations

Markham Civic Centre - 101 Town Centre Boulevard

The City permits flag raisings and small celebratory gatherings at the outdoor amphitheater beside the Markham Civic Centre. This facility is available Monday to Sunday, between 8:30 am and 4:30 pm. The amphitheater is not available on statutory holidays. This space is suitable for events up to one hour in length, with a maximum of 100 people. Permit/booking fees apply and additional logistical requirements may be required.

Markham Museum - 9350 Markham Road

Markham Museum and grounds are popular venues for indoor and outdoor private events, meetings, weddings, birthday parties, photography permits, and other special events. This space is suitable for one-day events. Permit/booking fees apply and additional logistical requirements may be required depending on the size and scope of the event. For more information about holding an event at Markham Museum, contact museumInfo@markham.ca.

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Millennium Bandstand - 146 Main Street Unionville

The City permits community events and entertainment performances at the Millennium Bandstand between May 1 and September 30 annually, weather permitting. This space is suitable for one-day events. Permit/booking fees apply and additional logistical requirements may be required depending on the size and scope of the event.

Milne Dam Conservation Park - 8251 McCowan Road

The City permits the rental of Milne Dam Conservation Park for small group picnics and family gatherings. The park features nine (9) different picnic sites of varying sizes to accommodate your group. Bookings are available to take place between the May long-weekend and Thanksgiving, weather permitting. Milne Dam Park is a conservation park. The City's Parks Bylaw restricts certain activities from taking place in the park including: alcohol, amplified noise (sound systems), event tents, food vendors, and inflatables (i.e. bouncy castles). Admission fees are due upon entering the park by vehicle and are in addition to site rental fees.

Indoor event locations

Visit the [Facility Rentals](#) page on the City's website for more information about booking indoor facilities, arenas, pools, gyms, sports fields and meeting rooms.

Events on City roads and sidewalks

The City receives applications for festivals and community events on City roads and sidewalks. All planned events, including parades, races, festivals and street parties involving or impacting sidewalks or streets require a Road Occupancy Permit (ROP).

Events requesting to use City roads and/or sidewalks are required to submit the following documents for review and approval:

1. Road Occupancy Permit (ROP) Application Form
2. Certificate of Insurance
3. Event Site/Route Map
4. Traffic Management Plan
5. Public Notification of Road Use Notice/Letter

Permit fees and additional logistical requirements apply depending on the scale and scope of the event. If your event needs a City Road Occupancy Permit, please refer to the Application Timelines Guide below to ensure timelines permit for the planning of your event.

Link > [Find out who owns the road before you apply](#)

Link > [Apply for a City Road Occupancy \(ROP\) Permit](#)

Events on Regional roads

Permission to close a Regional road for a community event must be submitted directly to York Region. Visit the [York Region website](#) for more information about requesting a Regional road. Permit fees and additional logistical requirements apply depending on the scale and scope of the event. Please refer to the Application Timelines Guide below to ensure timelines permit for the planning of your event.

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Link > [Find out who owns the road before you apply](#)

Link > [Apply for a Regional road closure](#)

Application timelines

A Community Event Application Form is required to request the use of City property for community events.

The timelines below are provided as a guide to help ensure there is enough time to properly plan for the details and requirements of community events. Longer planning timelines may be required depending on the scope, size and scale of the event.

Minimum Application Timeline	Events with...
6 months before event date	Over 2,000 attendees, and/or Regional and/or City arterial road closures Secondary permits: fireworks, building permit for event structures such as stages and tents
3 months before event date	Over 500 people, and/or Regional and/or City residential road closures Secondary permits: AGCO, noise exemption, food trucks or vendors
60 days prior to event date	Over 100 people, and/or road/sidewalk use without closures
30 days prior to event date	Fewer than 100 people, no road/sidewalk usage

Advertisement of an event

Events requesting use of City property may not publish or promote their event to the public or participants before receiving all necessary City permits and approvals.

Event organizers that advertise or promote any event prior to the issuance of the necessary permits and approvals do so at their own risk. Previously advertised events or events with registered participants will not receive any extra consideration and are not guaranteed to receive approval.



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Permits & Approvals

Why are permits and approvals necessary?

Permits and approvals ensure that all events protect the health, safety, and welfare of event organizers and volunteers, attendees and participants, visitors, residents and stakeholders.

When are permits and approvals required?

Event Permits

Every event on City of Markham or York Region property must receive a permit or written approval to take place.

The City of Markham issues the following event permits:

Event Type	Permit
Space rental at Markham Civic Centre	Special Event Permit
Millennium Bandstand event	Special Event Permit
Milne Park rental	Rental Permit
Street event/festival Road closure Sidewalk usage	City Road Occupancy Permit (ROP)

York Region issues the following event permits:

Event Type	Permit
Street event/festival Road closure Sidewalk usage	Regional Road Occupancy Permit (ROP)

Additional Permits and Licenses

Additional municipal, regional, provincial and/or federal permits, licenses and approvals may be required for various event elements.

More details about applicable permits, licenses and approvals are outlined in the A-to-Z Guidelines section of this guide.

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Fees

Organizers are required to pay all fees and expenses related to their event. All fees must be paid in full 14 days prior to the event. Unpaid fees may result in the cancellation of an event permit and the termination of the event. Fees are nonrefundable.

Refunds will not be issued including for reasons related to unfavorable weather, low attendance, and/or event cancellation.

The fee tables below are provided as a guideline only. Complete costs will be provided to you by the city once all details of your event are known.

Fees have been updated as of April 1, 2020. All fees are subject to change without notice. Additional security deposit fees may also apply. All fees are subject to applicable taxes.

Contact the City's Special Event Service for more information about event fees.

Email: specialevents@markham.ca

Phone: 905.477.7000 x 3797

Application fees

Fee	Cost (per application)
Special Event Application review fee	\$50.00

Permit fees

Permit	Cost (per application)
<u>Buildings/Structures</u>	
Building Permit	Varies by permit type.
<u>Fireworks</u>	
Fireworks Permit – Family	\$208.50
Fireworks Permit – Display & Theatrical	\$521.00
<u>Road permits - City</u>	
City Road Occupancy Permit – Special Events (Charity)	\$61.00
City Road Occupancy Permit – Special Events (Minor road classification)	\$152.50
City Road Occupancy Permit – Special Events (Major road classification)	\$305.00

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Permit	Cost (per application)
<u>Road permits - Regional roads</u>	
Regional Road Occupancy Permit – Special Events (Charity)	No charge
Regional City Road Occupancy Permit – Special Events (Minor road classification)	\$120.00
Regional Road Occupancy Permit – Special Events (Major road classification)	\$1,200.00
<u>Noise</u>	
Noise Exemption Permit	\$327.00

Service fees

Service	Fee
Event Fire Inspection fee	\$511.00
Fire Department - Liquor License Inspection	\$239.50
Fire Department - Tent/Marquee Inspection	\$207.50
Janitorial service fee, hourly (Markham Civic Centre only)	\$23.15
Road banner installation, designated locations only, banner production not included	\$278.00
Security guard fee, hourly (Markham Civic Centre only)	\$32.21, 4 hour minimum
Security guard fee, hourly, statutory holiday (Markham Civic Centre only)	\$64.42, 4 hour minimum

In 2020, Markham's Canada Day, and the Markham-Milliken Children's Festival, presented by Tim Hortons, were celebrated as Top 100 Festivals & Events in Ontario by Festivals and Events Ontario (FEO).



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Funding opportunities

The information below shares a selection of event funding opportunities. Eligibility requirements vary by program.

Celebrate Markham

The City's Celebrate Markham grant program provides annual grants to non-profit organizations for arts and culture events, festivals, sports events and seniors' clubs.

The Celebrate Markham grant:

- Supports community events and programs
- Encourages community inclusivity
- Enhances Markham's reputation as a destination City for visitors and tourists

Learn more about the Celebrate Markham grant program at www.Markham.ca.

Celebrate Ontario

The Celebrate Ontario grant program is run by the Province of Ontario and supports programming improvements at new and existing festivals and events that attract tourists for longer stays, create great experiences for visitors and support communities across Ontario.

Learn more about the Celebrate Ontario grant program at www.grants.gov.on.ca.

Celebrate Canada

The Celebrate Canada grant program is run by the Department of Canadian Heritage and provides funding for activities organized on:

- National Indigenous Peoples Day (June 21)
- Saint-Jean-Baptiste Day (June 24)
- Canadian Multiculturalism Day (June 27)
- Canada Day (July 1)

Learn more about the Celebrate Canada grant program at www.canada.ca.

Local Festivals

The Local Festivals grant program is run by the Department of Canadian Heritage and provides funding to local groups for recurring festivals that present the work of local artists, artisans or heritage performers. This includes the celebration of LGBTQ2+ communities and Indigenous cultural celebrations.

Learn more about the Local Festivals grant program at www.canada.ca.



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learn



A-to-Z Guidelines

This section has been created to help organizers determine and complete the necessary requirements for their individual event.

Not all topics may apply to each event. Event organizers are encouraged to review the A-to-Z guidelines before completing and submitting a special event application form.

Each topic in this section offers information about:

- An overview of the topic, approvals and permits and when required
- Applicable checklists or processes
- Timelines and deadlines
- Fees and costs
- Additional resources available
- Key contact information

Contact the City's Special Event Service for more information or clarification on any topic.

Email: specialevents@markham.ca

Phone: 905.477.7000 x 3797

Access to existing infrastructure

Unless otherwise permitted, access to all public areas within an event site (play structures, splash pads, permanent washroom facilities, etc.) shall remain available to the public at all times during an event.

Accessibility

Accessibility means giving people of all abilities opportunities to participate fully in everyday life. 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 City of Markham supports the goals of the Accessibility for Ontarians with Disabilities Act (AODA) and encourages all event organizers to make their events as accessible as possible to all members of the public.

Municipal requirements

The City requires that all events in Markham are compliant with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and its standards. Organizer(s) must ensure the absence of obstructions at all ramp ways, entrances, exits, sidewalks, stairways and restrooms.

Checklist

Consider the following accessibility elements when planning your event:

- ✓ Are people physically able to move about the space during an event without barriers or limits to their movements?
- ✓ Is there enough space to promote collaboration, discussion, and mindfulness of cultural preferences in the way the space is set up?
- ✓ Is information presented in a variety of formats including large print, Braille, on audiotape or in electronic format, in American Sign Language?
- ✓ Do music and video materials have captioning and have auditory description available?
- ✓ Are accommodation service providers available for all parts of the event, both formal and informal activities?
- ✓ Have allowances been made for accessible parking, drop-off areas and washroom facilities?
- ✓ Do food choices reflect cultural and life style diversity?

Adjacent facilities

Unless otherwise permitted, access to all adjacent facilities (i.e. community centres, parking lots, sports fields) is excluded from event use and shall remain available to facility patrons and the public at all times during an event.

Depending on the scope, size and scale of the outdoor community event, the event organizer may be required to undertake additional logistics to limit the impact of the community event on the operations of adjacent facilities.

Additional logistics that may be required and charged to the event organizer may include:

- Hiring City of Markham licensed security

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- Hiring additional event licensed security
- Hiring City of Markham janitorial services
- Reserving priority access in adjacent parking lots for facility users

Alcohol

Alcohol is not permitted at any event unless proof of a valid liquor license or Special Occasion Permit (SOP) is provided by the organizer to the City of Markham and posted at the event at all times.

Special Occasion Permit (SOP)

To serve alcohol at an event anywhere in the province, the event organizer is required to obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO).

SOP application forms are available at most LCBO stores, and by visiting the AGCO website. Complete and submit the Special Occasion Permit (SOP) application to an LCBO store at least 30 days prior to the date of the event.

As part of the SOP application process, events serving alcohol must issue letters notifying the following City services of alcohol service at least 30 days prior to the event date:

- City of Markham Clerk's department
- City of Markham Fire department
- York Regional Police Service
- York Region Public Health department

The alcohol notification letters shall include:

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

A copy of the completed and approved Special Occasion Permit (SOP) must be provided to the City of Markham a minimum of 14 days before the event.

Municipal requirements

The City requires that events in Markham are compliant with the City of Markham's Municipal Alcohol Policy. The City reserves the right to deny requests for the service of alcohol on City property.

Insurance

Events licensed to serve alcohol shall provide to the City proof of Commercial General Liability Insurance coverage in the value of \$5 million naming the "City of Markham" as an Additional Insured.

Security

Events licensed to serve alcohol may require licensed security guards and/or paid duty police at the event. Security and/or police requirements are determined on a case-by-case with respect to the scope, size and scale of the event, and in consultation with the event organizer. The event organizer is responsible for any expenses incurred for security requirements.

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Checklist

If alcohol is being served at your event, the organizer must:

- ✓ Request a letter of Municipal Significance from the City of Markham (see below).
- ✓ Complete and submit the Special Occasion Permit (SOP) application to an LCBO Service Store.
- ✓ Submit alcohol notification letters to the City, police, fire and health departments notifying them of the event.
- ✓ Provide proof of insurance to the City.
- ✓ Arrange for Smart Serve Certified servers, and licensed security.
- ✓ Provide copies of all Smart Serve Certificates must be provided to the City.

Timelines/Deadlines

Timeline	Requirement
See "Alcohol – Letter of Municipal Significance" below	Letter of Municipal Significance
30 days prior to event start date	Submit Special Occasion Permit (SOP)
30 days prior to event start date	Submit alcohol notification letters to police, fire & health departments
14 days prior to the event start date	Submit a copy of the event's Special Occasion Permit (SOP) to the City
10 days prior to event start date	Submit copies of Smart Serve Certificates to the City

Additional resources

- Link > [Alcohol and Gaming Commission of Ontario](#) website

Alcohol – Letter of Municipal Significance

The City of Markham considers events of Municipal Significance to include those that:

- Have local, regional, national or international historical or cultural significance;
- Build awareness of diverse cultures; and/or
- Benefit the community at large

If your event requires a Letter of Municipal Significance per the Alcohol and Gaming Commission's Special Occasion Permit (SOP) guidelines, a letter can be requested from the City of Markham's Licensing Services in the Clerk's department.

Municipal requirements

To apply for a Letter of Municipal Significance, the organizer must submit a request letter to clerkpublic@markham.ca a minimum of 30 days prior to the event.

The letter shall include the following:

- Name and contact information of the event organizer

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- Name of organization hosting the event (is it a charitable organization, not-for-profit, etc.)
- Name and description of the event (event objectives, is it a public event, number of expected attendees, etc.)
- Purpose of event and benefit(s) to the community
- Date, time and address of the event and times when alcohol will be served.

Timelines/Deadlines

The City of Markham requires the following timelines to receive and review requests for Letters of Municipal Significance:

Timeline	Requirement
60 days prior to event start date	Events with more than 500 people
30 days prior to event start date	Events with less than 500 people

Additional resources

- Link > [Alcohol and Gaming Commission of Ontario](#) website

Contact information

To apply for a Letter of Municipal Significance, the organizer must submit a request letter to clerkspublic@markham.ca.

Amusement rides

Mechanical amusement rides and inflatables are governed by the Technical Standards and Safety Association (TSSA) which administers and enforces public safety laws in the Province of Ontario. In order to have mechanical amusement rides and inflatables a community event appropriate TSSA certification and insurance is required.

Municipal requirements

The City of Markham does not allow enclosed inflatables (i.e. bouncy castles) at events on City property. Inflatable slides and games are permitted with the appropriate TSSA certification and insurance. Various City venues and facilities may also have restrictions and policies governing the use of amusement rides and/or inflatables.

Anchoring

All inflatables must be securely anchored using approved weights (i.e. water barrels, sand bags). All anchors are subject to the approval of the City of Markham prior to installation.

Staking or spiking into the ground, grass or concrete/pavement is not allowed.

Insurance

Events with inflatables and/or amusement rides shall provide to the City proof of Commercial General Liability Insurance coverage in the value of \$5 million naming the "City of Markham" as an Additional Insured.

TSSA certificates and licenses

Events with amusement rides and/or inflatables are required to receive and retain current and valid TSSA certificates and Operator License(s) from the supplier company. Producing a copy of these documents and conducting a site inspection of the equipment once installed may be required by the City.

Additional resources

- Link > [TSSA Regulated Amusement Devices](#) website

See also

- Inflatables, page 35

Animals for entertainment (animal shows, rides and 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.

Municipal requirements

York Region Public Health

York Region Public Health requires all Petting Zoo Vendors to complete and submit a Petting Zoo Vendor Application Form a minimum of 30 days prior to the event.

Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Complete and submit a York Region Public Health Petting Zoo Vendor Application Form

Additional resources

- Link > [York Region Public Health](#) website

Authority

The City of Markham reserves the right (in its sole discretion, and without any liability to the organizer, any vendor, operator or participant) to all final decision making authority with respect to application review, permit issuance, cancelling the event or denying entry/participation, if any requirement or condition of the event application or permit is not met.

The City of Markham reserves the right to cancel any scheduled or active event where public safety is a concern.

The City of Markham has the discretion to change event reservations pending space availability and City scheduling requirements.

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Bandstand (Millennium Bandstand)

The City of Markham owns and makes available for rent the Bandstand (Millennium Bandstand) located at 146 Main Street Unionville. The Bandstand is used as an outdoor performance area in the area on the south-west corner of Main Street Unionville and Fred Varley Drive.

The Bandstand is permitted on a first-come, first-booked basis as of January 1, each year. Permit application and rental fees apply. Reservations/bookings for the Millennium Bandstand will start the first week of May, weather permitting.

Municipal requirements

The Bandstand shall be used for entertainment purposes only, and must contribute to the cultural enrichment and/or promotion of the City of Markham.

Ticket sales, admission and/or attendance fee(s) cannot be charged before or during the event. Access to the Unionville Millennium Bandstand must remain free and open to the public at all times. The Bandstand property cannot be fenced or enclosed.

The following activities are not permitted on the Bandstand property:

- Alcohol sale, service or consumption
- Cash collection, fundraising
- Collecting signatures or conducting petitions
- Drones
- Fireworks
- Food/food vendor sale or service
- Inflatables (i.e. bouncy castles)
- Mobile/portable/lawn signs
- Religious or political events
- Selling/commercial vendors/retail sales
- Smoking and vaping are not permitted on all City property.

Timelines/Deadlines

The Bandstand is permitted on a first-come, first-booked basis as of January 1, each year.

Timeline	Requirement
30 days prior to event start date	Submission of a Millennium Bandstand Event Application Form

Reservations/bookings for the Millennium Bandstand will start the first week of May, weather permitting.

See also

- Tents, page 51

BBQs

The use of propane and gas BBQs and open flame is subject to city review and approval for use at events.

See also

- Milne Dam Conservation Park, page 38

Buskers

Unsolicited buskers or street performers are not allowed on City property. Organizers planning to include buskers, roaming performers, or street performers in their event, are required to indicate these details on their event application form.

Municipal requirements

Insurance

Buskers or street performers shall maintain proof of Commercial General Liability Insurance coverage in the value of \$2 million naming the "City of Markham" as an Additional Insured.

Camping

Camping or remaining in City parks or on City property overnight is not allowed.

Cannabis

The City of Markham By-law 2018-135 prohibits the smoking or vaporizing of cannabis in all public places in Markham.

No person shall consume, eat, smoke or vaporize cannabis, or hold or otherwise use lighted cannabis in any public place including but not limited to:

- Markham Civic Centre, grounds
- Parks, trails and natural areas in the City
- Public and private parking lots
- Facilities owned by the City of Markham, including arenas, community centres, libraries, parks, and pools
- Roads, sidewalks and municipal boulevards
- All schools, daycare facilities, and other child care facilities
- All retail, commercial and business establishments, including but not limited to shopping malls.

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Additional resources

- Link > [City of Markham Cannabis By-law 2018-135](#)

Conduct

The City of Markham's By-law 279-96 regulates the conduct of all persons on and/or using City-owned property. Event organizers are encouraged to review the terms of the by-law in order to ensure the appropriate conduct of all event activities and attendees on City property.

Additional resources

- Link > [City of Markham's By-law 279-96](#)

Content of programming

Events appearing on City property shall be consistent with the principle of respect for the dignity and worth of all persons.

The City of Markham reserves the right (in its sole discretion, and without any liability to the organizer, any vendor, operator or participant) to all final decision making authority with respect to application review, permit issuance, cancelling the event or denying entry/participation.

The City of Markham reserves the right to cancel any scheduled or active event where the content of programming causes concern for public safety.

Cooking

The use of propane and gas BBQs and open flame is subject to City review and approval for use at events.

All cooking equipment must be inspected and certified by a registered heating/cooling contractor and in compliance with all applicable Technical Standards & Safety Authority (TSSA) guidelines and regulations.

Additional resources

- Link > [Technical Standards & Safety Authority](#) website

See also

- Fire Prevention, page 29
- Food Vendors/Trucks, page 34
- Picnics, page 41

COVID-19

See also

- Public Health, page 43

Damage/security deposits

Depending on the nature, scope, size and scale of the event, a damage deposit may be required. The amount of the deposit shall be determined by the City and will be indicated on the event invoice. It is the responsibility of the event organizer to ensure that City property is protected from crowd damage, garbage, vandalism during their event. Any damage resulting in maintenance, repair or replacement costs will be the sole responsibility of the permit holder.

If damages occur as the result of an event, any repair costs will be assessed and communicated to the permit holder within 72 hours of the event vacating the site. Repair costs will be charged against a security deposit or invoiced directly for payment.

Demonstrations and rallies

Events appearing on City property shall be consistent with the principle of respect for the dignity and worth of all persons.

Demonstrations, rallies or actions that could incite violence of any kind are not allowed on City property including sidewalks and roadways. The desecration of flags or other national symbols is not allowed.

Diversity and Inclusion (D&I)

Markham is one of the fastest growing and culturally diverse municipalities in Canada. In 2010, Mayor and Council approved the City's internationally recognized Diversity Action Plan, known as *Everyone Welcome*. The plan guides the City's commitment to building an inclusive society and ensuring all individuals have access to services and programs in Markham.

The City of Markham encourages all event organizers to make their events as diverse and inclusive as possible.

Consider the following diversity and inclusion elements when planning your event:

- Is diversity reflected in the choice of presenters, speakers and performers?
- Are there a variety of activities to appeal to diversity in learning styles?
- Is diversity present in promotional materials, pictures and graphics?

See also

- Accessibility, page 17

Drones

The use of drone(s) at community events is not permitted, in accordance with Transport Canada drone regulations and protocols.

Election Year Events

During an election year (Municipal, Provincial, or Federal), under the City of Markham's *Use of Corporate Resources for Election Purposes Policy*, all events organized or sponsored by the City of Markham must be non-partisan.

MARKHAM'S SPECIAL EVENT GUIDE

During an election year, all events organized or sponsored by the City of Markham must be non-partisan.

No campaigning or display of election-related material can take place on City property.

This policy applies to candidates and campaign activity for all municipal, provincial and federal elections.

Electrical/Electrical Safety Authority (ESA)

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).

Municipal requirements

If your event will install electrical equipment (i.e. generators, power distribution panels, etc.) proof of ESA inspection is required to be provided to the City. Events using temporary generators must use 'whisper-quiet' generators only. The location of generators shall be positioned so as not to create a hazard, disturb or cause nuisance as the result of noise emissions and exhaust fumes.

The use of generators at an event site is subject to inspection by the City of Markham and the Electrical Safety Authority.

Checklist

- ✓ Contact the ESA to determine whether you require an inspection.
- ✓ If you require an ESA inspection, complete and submit an Application for Electrical Inspection to the ESA.
- ✓ Contact the ESA to schedule an electrical inspection a minimum of 48 hours prior to the event date.
- ✓ Have the ESA inspection conducted prior to utilizing the power source .

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Contact the ESA to apply for a permit
48 hours before event date	Contact the ESA to request an inspection of all event electrical
Event day	ESA inspection to take place onsite

Additional resources

- Link > [Electrical Safety Tips for Event Organizers](#)

Emergency Action Plan (Event Safety Plan)

It is the responsibility of the event organizer to:

- Adequately consider, plan for and mitigate against event emergencies (i.e. lost child/person, site evacuation, inclement weather, fire, etc.)

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- Ensure the event has a current Emergency Action Plan or Event Safety Plan in place
- Ensure that event staff and volunteers are aware of and trained in the actions set out under the Emergency Action Plan or Event Safety Plan

Municipal requirements

Events are required to maintain an Emergency Action Plan and/or Event Safety Plan. Events may be required to submit their Emergency Action Plan and/or Event Safety Plan to the City for review and approval.

Access points

Access to all fire department connections and on-site fire hydrants, driveways, parking lots, thoroughfares, sidewalks and walkways are to be maintained at all times during an event. The event organizer in consultation with the City shall designate primary, secondary and emergency access points at their event site. All access points are to be clearly marked on all event site maps and layout diagrams, and by large, visible event signage onsite.

Access routes

The event organizer in consultation with the City 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 avoid any temporary or permanent gated access points, 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) metres, 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.

Attendance

The event organizer shall at all times, know the number of persons using the permitted space, and understand the layout of the facility or space, including the location of emergency exits/points.

Components of the Plan

Regardless of the nature, scope, size and scale of the event an Emergency Action Plan and/or Event Safety Plan should include the following elements and information:

- Event details – date, time, location, duration
- Anticipated attendance
- Event site/route set-up and staging information and diagrams
- Road closure information, if applicable
- Staff and volunteer contact information and identification credentials
- Emergency access information
- Protocols for common situations including:
 - Lost person(s)
 - Lost/misplaced items (Lost & Found)
 - Power outage
 - Weather-related incidents

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- Site evacuation
- Emergency communications (911, inter-team, volunteers)
- Contact information for relevant support services and decision makers including:
 - Event coordination team
 - First aid/EMS
 - Police
 - Fire
 - Transit
 - City staff
 - Traffic management
 - Private security

Checklist

- ✓ Develop and submit to the City the Emergency Action Plan for your event, or
- ✓ Complete the City of Markham's Event Emergency Action Plan template

Timeline/Deadline

Timeline	Requirement
30 days prior to event start date	Submit the event Emergency Action Plan/Event Safety Plan to the City for review

See also

- First Aid Services, page 32
- Security, page 47

Extreme weather preparedness

Event organizers are responsible for tracking and communicating extreme weather conditions to event participants and attendees before and during the event. Hot temperatures, high winds, heavy rain, snow and sleet can all pose safety risks for special events.

Municipal requirements

Events are required to maintain an Extreme Weather Response Plan for tracking and responding to extreme weather and its effects on the safety of the event. Events may be required to submit their Extreme Weather Response Plan to the City for review and approval.

Checklist

Use the following checklist to ensure your event plans reflect the City of Markham's Extreme Weather Response guidelines:

- ✓ Ensure all tents and temporary structures are appropriately weighted down at all times, regardless of the forecast. Note: staking or spiking into the ground, grass or concrete/pavement is not allowed.
- ✓ Ensure your event has an Extreme Weather Response Plan and all event staff and volunteers are familiar with its protocols.
- ✓ Ensure your committee has a method of communicating between all event staff and volunteers. (i.e. 2-way radios, extra batteries; do not rely on cellular service in emergencies).

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- ✓ Ensure your event site features pre-assigned Safe Areas for attendees to access shade, cool air and water during events in summer months, and heat/warmth during events in winter months.

See also

- Tents, page 52

Fencing

Event organizers wishing to install temporary non-ground-penetrating fencing must indicate the positioning of all fence lines on their site plan/map. City approval of all event fencing must be obtained prior to installation. At no time is event fencing permitted to block access to residents' property, driveways, parking lots/spaces, sidewalks, walkways or thoroughfares, and must be kept clear of all temporary or permanent emergency access points and routes.

Fire prevention

Upon detection of fire, call 911 immediately.

The use of propane and gas BBQs and open flame is subject to city review and approval for use at events.

Organizer's responsibilities

The event organizer is responsible for the safe evacuation of its employees, volunteers, attendees, staff and participants, and for ensuring compliance with these procedures immediately upon detection of smoke or fire, or if the fire alarm is heard or seen.

As the person having control over a property during a community event, the organizer is responsible for ensuring the event site is compliant with the Ontario Fire Code (O.Reg. 213/07).

A Markham Fire & Emergency Services Fire Prevention Officer may attend the event site to conduct a Fire Safety Audit prior to or during your event. The requirements listed below must be adhered to, as well as any other noted violations. If immediate corrective action is not taken regarding a noted violation legal action will be taken. Meeting these requirements will ensure that your event is fire safe for attendees.

Municipal requirements

Fire Inspections

Community events are subject to inspection by Markham Fire & Emergency Services. Depending on the nature, scope, size and scale of the event, fire inspection by Markham Fire & Emergency Services may be required prior to commencement of the event.

Inspections may be performed during weekday office hours, after hours or on weekends as needed. The event organizer is responsible for complying with and ensuring all vendors and suppliers comply with the General Outdoor Event Fire Code Requirements outlined below.

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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.

Tents

Smoking and open flame devices shall not be used under tents. All tents shall be constructed of inherently flame resistant materials. Tents shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films".

Any vendors utilizing tents must be able to verify that the material will pass the match flame test in NFPA 705, "Recommend Practice for Field Flame Test for Textiles and Films" upon request.

Event booths/tents located next to each other cannot exceed a linear distance of 15 metres (50 feet, approximately five 10x10' tents). Between each line of five tents there must be a three (3) metre gap in space.

Event booths are not to be placed in front of fire hydrants.

Cooking and Other Hazardous Processes

Vendors conducting cooking operations producing smoke or grease-laden vapors must be able to verify that exhaust and fire protection systems are in place and maintained in accordance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations."

Fire suppression systems in food trucks are to be accompanied by up-to-date inspection documentation from within the past 6 months.

Vendors conducting cooking operations shall be equipped with a Class K or approved portable fire extinguisher that is accessible, operable and fully charged.

Vendors conducting other hazardous processes or operations located outside must provide an approved portable fire extinguisher that is accessible, operable and fully charged.

Fire extinguishers are to be accompanied by up-to-date inspection documentation detailing the monthly inspection records.

Fire Safety Requirements for Road Closures

All road events must ensure that one lane, a minimum width of six (6) metres, 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.

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

Event booths cannot be located within five (5) meters of any street corner.

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Submit a request for Fire Inspection to the City of Markham Fire Department

Fees

Service	Fee
Event Fire Inspection fee	\$511

Additional resources

- Link > [City of Markham Fire Services & Emergency Preparedness](#) website
- Link > [City of Markham Fireworks Permit Application Form](#)

Contact information

- City of Markham Fire Department, Fire Prevention Division, 905.415.7521

Fireworks

The City of Markham By-law 2009-056 and its amendments regulate the discharge of fireworks. The By-law prescribes the restrictions and regulations surrounding both low-hazard (family fireworks / recreational) and Display and Theatrical Fireworks (event fireworks).

Individuals and event organizers are expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality.

Municipal requirements

Events seeking the discharge of Display and Theatrical Fireworks must obtain a Permit for the Discharge of Display Fireworks and Theatrical Fireworks from the City of Markham Fire Department.

Flying lanterns, sky lanterns, or wish lanterns are not permitted to be discharged on City property. A Noise Exemption Permit is required for the release of fireworks.

Checklist

- ✓ Submit an online Noise Exemption application form on Markham.ca
- ✓ Contact the City of Markham Fire Department to apply for a fireworks permit

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- ✓ Provide a the City with proof of insurance and an event site map showing the fireworks discharge location and event gathering zone.

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Submit an online Noise Exemption application form on Markham.ca
90 days prior to event start date	Contact the City of Markham Fire Department to apply for a fireworks permit

Additional resources

- Link > [City of Markham Fire Services & Emergency Preparedness](#) website
- Link > [City of Markham Fireworks Permit Application Form](#)

See also

- Noise Exemption, page 38

Contact information

- City of Markham Fire Department, Fire Prevention Division, 905.415.7521

First aid services

Municipal requirements

All events are required to have a fully-stocked first aid kit easily accessible to both staff and event attendees at the event site at all times.

Events expecting more than 500 attendees are required to:

- Engage the services of a certified professional first aid service;
- Make available one automated external defibrillator (A.E.D.) device; and,
- Provide the minimum of one 10x10' first aid area (tent, room, etc.) at the event site.

All first aid stations should be clearly marked with appropriate signage.

Flag raising

The City of Markham's Community Flag Raisings & Flag Protocol Policy governs requests for flag raisings received from the community. Markham welcomes special flag raisings at the Markham Civic Centre to enhance public awareness of activities and occasions.

Municipal requirements

The community flagpoles at Markham Civic Centre may be used to fly flags that:

- Honour national or independence days
- Support fundraising drives

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- Celebrate multicultural and civic events

The community flagpoles at Markham Civic Centre will not be used to fly flags:

- Of political parties
- Of religious groups
- In support of fundraising drives that are political or religious in nature
- In support of groups, organizations or events that promote beliefs contrary to any other City policy or the Canadian Charter of Rights and Freedoms

All flag raisings must be approved by Council.

Use of the community flagpoles will be granted on a first-come first-served basis.

Flags will be flown for up to one (1) week at a time.

Requests for proclamations are to be submitted online a minimum of three (3) weeks in advance. The individual, group or association requesting a flag raising are required to provide the flag to be raised.

Timelines/Deadlines

Timeline	Requirement
3 weeks prior to flag raising date	Submit a requests to raise a flag on a community flagpole at the Markham Civic Centre by email a minimum of three (3) weeks in advance.
72 hours prior to flag raising date	Provide the flag to the security desk at Markham Civic Centre a minimum of 72 hours in advance.

Additional resources

- Link > [City of Markham's Community Flag Raisings & Flag Protocol Policy](#)
- Link > [Proclamation and Community Flag Raising Request Form](#)

Food safety guidelines

Event organizers must advise the City of all food to be available for public consumption at the event, including: food vendors, food sampling, giveaways, food for volunteers, etc.

Municipal requirements

Events offering food services are required to notify and receive approval from the York Region Public Health Department.

Food Handler Certificates

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As of July 2018, 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. Events offering food services are subject to this requirement.

Checklist

- ✓ Complete and submit the York Region Public Health Organizer Application Event form
- ✓ Inform your vendors that they need to fill out the York Region Public Health Vendor Application Event form

Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Email/fax/drop off the York Region Public Health Organizer Application Event.

Additional resources

- Link > [York Region Public Health](#) website

See also

- Food Vendors/Trucks, below.

Food vendors/trucks

Licensed food vendors and food trucks are welcome at events at designated locations in Markham.

Municipal requirements

The City of Markham's Mobile Business Licensing By-law 2012-92 governing the licensing of mobile refreshment vehicles (food trucks).

All food trucks vending at events in Markham must have a valid Mobile Business License.

The location of all food vendors and food trucks must be indicated on the event site map for City approval.

Event organizers, food vendors and food trucks are responsible for ensuring the proper provision of the following:

- Access to water (not provided by the City)
- Access to electrical, if required (not provided by the City), subject to ESA inspection
- Proper waste disposal practices for compost, recycling and garbage
- Proper disposal of grease
- Handwashing stations and related sanitation requirements

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Events that will be offering food services are required to contact must notify and receive approval from the York Region Public Health Department Every food vendor must also receive approval from the York Region Public Health Department.

Checklist

- ✓ Complete and submit the York Region Public Health Organizer Application Event form
- ✓ Inform your vendors that they need to fill out the York Region Public Health Vendor Application Event form

Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Email/fax/drop off the York Region Public Health Organizer Application Event.

Additional resources

- Link > [City of Markham Mobile Business License By-law 2012-92](#)
- Link > [York Region Public Health](#) website

See also

- Electrical/Electrical Safety Authority, page 25
- Fire Prevention, page 29
- Food Safety Guidelines, page 33

Inflatables

The City of Markham does not allow enclosed inflatables (i.e. bouncy castles) at special events on City property. Inflatable slides and games are permitted with the appropriate TSSA certification and insurance.

Individual City venues and facilities may have additional restrictions and policies governing the use of inflatables. Contact a City of Markham Special Events representative to receive more information.

Municipal requirements

Insurance

Events with inflatables are required to provide to the City a certificate of Commercial General Liability Insurance in the value of \$5 million naming the "City of Markham" as an Additional Insured.

The City also requires to receive a certificate of Commercial General Liability Insurance from the inflatables supplier company in the value of \$5 million naming the "City of Markham" as an Additional Insured.

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Event organizers are required to receive and retain current and valid Technical Standards and Safety Authority (TSSA) certificates and Operator License(s) from the inflatables supplier company. Producing a copy of the TSSA certificate(s) and having a site inspection of the equipment may be required by the City.

All inflatables must be anchored securely using weights and are subject to the approval of the City of Markham prior to installation. Staking or spiking into the ground, grass or concrete/pavement is not allowed.

Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Submit your certificate of event insurance to the City.
30 days prior to event start date	Submit the inflatable supplier company's certificate of insurance to the City.

Additional resources

- Link > [TSSA Regulated Amusement Devices](#) website

See also

- Insurance, below.

Insurance

Insurance covers event organizers and volunteers for liability claims made by another person related to injury and/or damage sustained as a result of an event.

Municipal requirements

All events using City of Markham facilities or held on City property must provide the City with a certificate of Commercial General Liability (CGL) insurance in the value of \$5 million.

The certificate is required to name "The Corporation of the City of Markham" as an Additional Insured. All certificates of insurance are required to be originals.

All certificates of insurance are also required to indicate:

- Description of coverage detailing Commercial General Liability
- Details of the insurance company writing the policy: name, address and telephone number
- Insurance Policy Number
- Policy effective date and expiry date
- Policy limits (if any)
- The location and activity of the Named Insured for which this certificate is issued
- The name, address and telephone number of the Named Insured
- Insurance for third-party sponsors, suppliers and vendors

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It is the responsibility of the permit holder to ensure all other vendors, suppliers, food merchants serving the event, and the overall event itself are also insured.

Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Submit your certificate of event insurance to the City.
30 days prior to event start date	Submit the certificates of insurance for all other relevant vendors, suppliers, food merchants serving the event to the City.

Additional resources

Insurance for Volunteers

Property owned by event volunteers or personal injury to a volunteer is not typically covered by insurance. Volunteers are encouraged to ensure that they have adequate personal property insurance as well as insurance for disabilities, either through employment or other means, prior to volunteering for an event.

Board and Directors Insurance

Event organizations that report to a Board of Directors are encouraged to ensure that their insurance policy covers all Board members and event decision makers.

Lottery, raffles, games-of-chance

All occurrences of gambling, gaming or games of chance (including 50/50 draws, Bingo games, lotteries, raffles, etc.) in the province of Ontario are subject to the licensing and regulations of the Alcohol and Gaming Commission of Ontario (AGCO).

Any event wishing to feature gambling, gaming or games of chance (including 50/50 draws, Bingo games, raffles, etc.) must obtain a lottery license from the AGCO.

The City of Markham's Lottery Licensing Policy requires a municipal license to be issued for any lotteries, bingo games, or raffles.

These requirements apply even if the purpose of the lottery/raffle/game-of-chance is for fundraising purposes.

Additional resources

- Link > [Alcohol and Gaming Commission of Ontario](#) website
- Link > [City of Markham Lottery License Policy](#)

Markham Contact Centre

The Contact Centre is the City of Markham's information line for residents, visitors and business. The Contact Centre maintains a comprehensive database of information. Contact Markham's Contact Centre with questions about City programs, services and activities.

Contact information

City of Markham Customer Service Contact Centre

Phone: 905.477.5530

Email: customerservice@markham.ca

Milne Dam Conservation Park

The City of Markham permits the rental of Milne Dam Conservation Park at 8251 McCowan Road for small group picnics and family gatherings. The park features nine (9) different picnic sites of varying sizes to accommodate your group. Bookings are available to take place between the May long-weekend and Thanksgiving, weather permitting.

Milne Dam Park is a conservation park. The City's Parks Bylaw restricts certain activities from taking place in the park including: alcohol, amplified noise (sound systems), event tents, food vendors, and inflatables (i.e. bouncy castles). Admission fees are due upon entering the park by vehicle and are in addition to site rental fees.

Admission fees are due upon entering the park by vehicle, and are in addition to site rental fees. Visit the [Facility Rentals](#) page on the City's website for more information about booking Milne Dam Conservation Park.

Contact information

- Contact rentalpermits@markham.ca or 905.415.7509 for more information.

Music

See also

- Noise Exemption, below.
- SOCAN and RE:SOUND, page 49

Noise exemption

The volume of amplified sound is restricted under the City of Markham's Noise By-law 2017-74. According to the By-law, the operation of any electronic device, one or more loudspeakers or other devices intended for the production, reproduction or amplification of sound is not permitted outside of the following times:

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5:00 PM one day to 7:00 AM the next day

7:00 a.m. - 5:00 p.m.	Monday-Thursday
7:00 a.m. - 11:00 p.m.	Friday & Saturday
9:00 a.m. - 5:00 p.m.	Sunday

Municipal requirements

Events requiring the presence of amplified sound require a Noise Exemption Permit. The event organizer is responsible for applying for and receiving a Noise Exemption Permit in accordance with the City's By-law.

Checklist

- ✓ Submit an online Noise Exemption Permit Application on Markham.ca
- ✓ Undertake the required Neighbourhood Notification process outlined in the By-law to notify residents surrounding your event site of the presence of amplified noise

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Submit an online Noise Exemption Permit Application on Markham.ca
30 days prior to event start date	Undertake the required Neighbourhood Notification process outlined in the By-law to notify residents surrounding your event site of the presence of amplified noise

Additional resources

- Link > [City of Markham Noise By-law 2017-74](#)

Contact information

- Contact the City of Markham Bylaws Enforcement & Licensing Department, 905.477.7000 ext. 2457.

Nonpartisanship

All events organized or sponsored by the City of Markham must be non-partisan.

No campaigning or display of election-related material can take place on City property, except for the following:

- Candidates are allowed to rent rooms within City facilities offering public rentals (except the Markham Civic Centre) for campaign purposes, as long as they:
 - Enter into a standard public rental agreement
 - Pay the applicable rental fee
 - Contain all campaigning and display of campaign material to the rented area

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- Campaign materials cannot be placed outside of the facility, on the front doors, on the lawn, in the hallway or atrium, in the parking lot, on the door of the rented space, or facing towards the hallway from a window within the room, etc.
- Setup/take down all campaign material within the rental period

This policy applies to candidates and campaign activity for all municipal, provincial and federal elections.

Paid-duty police officers (York Regional Police)

Police support to community events is often required to maintain public safety and traffic standards and regulations. The necessary level of police support required for an individual event is determined in consultation with the event organizer, York Regional Police and the City of Markham.

Municipal requirements

If police support is required for your event, it is the event organizer's responsibility to apply for and pay all fees associated with paid-duty police support.

Checklist

- ✓ Submit an online York Regional Police Paid Duty Officer Request Form
- ✓ Confirm and pay all necessary fees to York Regional Police
- ✓ Forward a copy of the Paid Duty Booking Invoice to the City

Timelines/Deadlines

Timeline	Requirement
60 days prior to event start date	Submit an online York Regional Police Paid Duty Officer Request Form
30 days prior to event start date	Confirm and pay all necessary fees to York Regional Police
30 days prior to event start date	Forward a copy of the Paid Duty Booking Invoice to the City

Additional resources

- Link > [York Regional Police Paid Duty Officer Request Form](#)

Parking

Parking is often at a premium during events in Markham. Ensuring appropriate parking logistics and sufficient parking availability are important aspects of the event planning process.

Municipal requirements

Event organizers are responsible for ensuring sufficient parking for event attendees. This may require organizers to secure access to private parking lots by connecting and collaborating with local cultural facilities, churches, schools and retail establishments.

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Depending on the location, scope, size and scale of the event, the City may require the event organizer to submit an Event Parking Plan for review and approval.

When planning the event's parking logistics, fire lane access must be preserved and will be enforced at all times.

Parking on the grass, pathways, in driving lanes, fire routes, outside of designated parking spaces (i.e. at the end of an aisle of marked parking), and in designated accessible parking spaces without a valid permit on display, is not allowed at any time.

Checklist

- ✓ Identify the availability of event parking at/near the event site
- ✓ Identify and prioritize providing access to a sufficient number of accessible parking spaces closest to the event site
- ✓ Determine the need for additional off-site event parking in consultation with the City of Markham
- ✓ Reach out to explore and secure the use of private parking lots
- ✓ Coordinate offering an event parking shuttle (bus, van, etc.) to and from off-site parking locations if necessary
- ✓ Communicate the event's parking and transportation options on the event's website, social media and other promotional channels

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Identify the availability of event parking at/near the event site
90 days prior to event start date	Determine the need for additional off-site event parking in consultation with the City of Markham
45 days prior to event start date	Submit an Event Parking Plan to the City for review and approval

Pets

Depending on the nature, scope, size and scale of the event, consider whether pets could be welcome to attend your event (where facilities permit) or if they should be left at home.

Consider the probability of factors including hot weather, large crowds, loud noises, sudden activity, and fireworks occurring at your event. If these factors are likely to occur, the event may not be the right environment for pets and animals.

Use your pre-event communication channels (website, social media, etc.) to advise event attendees of whether pets are welcome, and how they can best prepare to keep themselves and their pets safe and happy at the event.

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Municipal requirements

Certified guide dogs and service animals are welcome on all City premises that are open to the public unless otherwise prohibited by law.

With the exception of certified service animals, dogs, other pets and animals are not permitted in City buildings.

In order to provide a safe and clean environment for all to enjoy, dogs are not allowed to be off-leash on any City property, with the exception of designated off-leash areas. Stoop-and-scoop practices shall be followed at all times.

Picnics

The City of Markham permits the rental of Milne Dam Conservation Park at 8251 McCowan Road for small group picnics and family gatherings. The park features nine (9) different picnic sites of varying sizes to accommodate your group. Bookings are available to take place between the May long-weekend and Thanksgiving, weather permitting.

Milne Dam Park is a conservation park. The City of Markham's Parks Bylaw restricts certain activities from taking place in the park including: inflatables (bouncy castles), food vendors, sound amplification (PA Systems), alcohol and event tents. Admission fees are due upon entering the park by vehicle, and are in addition to site rental fees.

Visit the [Facility Rentals](#) page on the City's website for more information about booking Milne Dam Conservation Park.

Contact information

- Contact rentalpermits@markham.ca or 905.415.7509 for more information.

Proclamations

The City of Markham's Proclamations Policy governs requests for proclamations issued by the City of Markham in recognition of individuals, events, organizations or community groups of significance in the City.

Municipal requirements

Proclamations will demonstrate an interest in or relationship to the City of Markham, including but not limited to:

- Arts celebrations
- Cultural celebrations
- Charitable fundraising campaigns
- Civic promotions
- Public awareness campaigns
- Honouring individuals or organizations for special achievements

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Proclamations related to the following, including, but not limited to, will not be approved:

- Individuals, events, organizations or community groups with no demonstrated significant interest or relationship to the City of Markham
- Political parties or political organizations
- Religious organizations or the celebration of religious events
- Business or commercial enterprises
- Illegal matters, including matters contrary to corporate policies or by-laws
- Matters which defame the integrity of the City
- Discriminatory or inflammatory matters
- Matters designed to incite hatred or disorder
- Matters which are untruthful

Proclamations will not be issued if the first day to be recognized has passed. All proclamations must be approved by Council. Requests for proclamations are to be submitted online a minimum of three (3) weeks in advance.

Timelines/Deadlines

Timeline	Requirement
3 weeks prior to flag raising date	Submit a proclamation request by email a minimum of three (3) weeks in advance.

Additional resources

- Link > [City of Markham's Proclamation Policy](#)
- Link > [Proclamation and Community Flag Raising Request Form](#)

Public Health

Municipal requirements

All elements of the event must comply with all standards and requirements set out by York Region Public Health.

The event organizer is responsible for adequately considering and planning for all elements of public health at the event, and for ensuring the event has a current Public Health Response Plan in place. The City of Markham reserves the right to receive, review and/or approve the event's Public Health Response Plan when evaluating the event's application.

Checklist

- ✓ Event adheres to York Region Public Health guidelines
- ✓ Event adheres to York Region Mandatory Use of Face Masks and Coverings
- ✓ Event has a Public Health Response Plan in place that considers and plans for:
 - Access and screening protocols (attendees, staff, volunteers, workers)
 - Contact tracing and personal information management protocols
 - Cleaning and sanitation practices and schedule(s)
 - Health and safety communication plans (all stakeholders)
 - Health and safety protocols (all stakeholders)

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- Health and safety training program (staff, volunteers, vendors, workers)
- Hygiene protocols and equipment/materials
- Physical distancing and site layout spacing protocols
- Proactive and reactive health and safety enforcement plans
- Proactive and reactive infection response and communication plan

Additional resources

- Link > [York Region Public Health website](#)

Public notifications

It is the event organizer's responsibility to notify residents and the public of the details and anticipated impacts of their event.

Municipal requirements

The City requires event organizers to issue Neighbourhood Notices (public notification letters) in accordance with the City's:

- Noise Exemption Permit process
- Road Occupancy Permit process

A copy of each applicable Neighbourhood Notice(s) must be provided to the City for approval prior to issuance.

Checklist

Details to include in the notice:

- ✓ Event name
- ✓ Event date(s), start and end time(s)
- ✓ Event location including civic address
- ✓ Nature of event programming and anticipated impacts
- ✓ Date(s), time(s) and location(s) of amplified noise, if applicable
- ✓ Date(s), time(s) and location(s) of road closures, if applicable
- ✓ Contact information of event organizer and organization including:
 - Email address
 - Phone number
 - Website address

All notices must be 5.5" x 8.5" inches or larger.

Notices must be provided to affected residences, businesses and places of worship and may be hand delivered or distributed via Canada Post.

Proof of notice distribution must be provided to the City.

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Timelines/Deadlines

Timeline	Requirement
30 days prior to event start date	Submit a copy of the Neighbourhood Notice(s) to the City for approval prior to dissemination.
14 days prior to event start date	Distribute notices to residences, businesses and places of worship via hand delivery or Canada Post.
14 days prior to event start date	Provide proof of notice distribution to the City.

See also

- Noise Exemption, page 38
- Road Closures, below.

Road closures

Events on City roads and sidewalks

According to the City of Markham's Road Occupancy By-law 2018-109, the City receives applications for festivals and community events on City roads and sidewalks.

All planned events, including parades, races, festivals and street parties involving or impacting sidewalks or streets require a Road Occupancy Permit (ROP).

Municipal requirements

Events requesting to use City roads and/or sidewalks are required to submit the following documents for City review and approval:

1. Road Occupancy Permit (ROP) Application Form
2. Certificate of Insurance
3. Event Site/Route Map
4. Traffic Management Plan
5. Public Notification of Road Use Notice/Letter

Permit fees and additional logistical requirements may apply depending on the scale and scope of the event.

Checklist

- ✓ Determine event site and desired route/road impacts
- ✓ Design/draw the proposed event site and route/road closure map(s)
 - You may wish to engage a professional traffic management company to assist with the draft design of the proposed route/road closure map(s)
- ✓ Develop the proposed Traffic Management Plan (TMP) to support the proposed road closures
 - The TMP should include:
 - Maps that indicate which roads will be closed
 - Maps to indicate the live traffic detour routes
 - Type, quantity and placement of necessary road closure equipment and signage

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- Type, quantity and placement of necessary road closure staff (i.e. police, traffic staff)
- Type quantity and placement of heavy equipment that provides mitigation against hostile (intentional or unintentional) vehicles accessing the event site
- ✓ Obtain the necessary certificate(s) of insurance for the event
- ✓ Draft the necessary Neighbourhood Notices – public notification of road closure letters
- ✓ Complete an online Road Occupancy Permit (ROP) Application Form and include documents listed above with the application submission

Timelines/Deadlines

Timeline	Requirement
6 months before event date	Submit application for regional and/or City arterial road closures
3 months before event date	Submit application for regional and/or City residential road closures
60 days prior to event date	Submit application for road/sidewalk use without closures

Additional resources

- Link > [Find out who owns the road before you apply](#)
- Link > [Apply for a City Road Occupancy \(ROP\) Permit](#)
- Link > [City of Markham's Road Occupancy By-law 2018-109](#)

Events on Regional roads

Permission to close a Regional road for a community event must be submitted directly to York Region. Visit the York Region website for more information about requesting a Regional road. Permit fees and additional logistical requirements may apply depending on the scale and scope of the event.

Timelines/Deadlines

Timeline	Requirement
6 months before event date	Submit application for Regional and/or City arterial road closures
3 months before event date	Submit application for Regional and/or City residential road closures
60 days prior to event date	Submit application for road/sidewalk use without closures

Additional resources

- Link > [Find out who owns the road before you apply](#)
- Link > [City of Markham's Road Occupancy By-law 2018-109](#)

Security

Ensuring the safety and security of event attendees, volunteers, organizers, residents and visitors is a critical aspect of the event planning process.

Municipal requirements

All security officers providing services to events in Markham must possess a valid Ontario Security Guard license.

For events with more than 500 attendees, the City recommends a ratio of 1:100 licensed security officer(s) to attendees.

The City of Markham reserves the right to require the event organizer to provide appropriate and sufficient licensed security personnel (private security and/or paid-duty police officers) at any event at the expense of the event organizer.

Where alcohol is licensed to be served, the event organizer is responsible for observing the necessary security staffing levels dictated by the event's liquor license and the City's Municipal Alcohol Policy.

Additional resources

- Link > [Ontario Security Guard license](#) website

See also

- Emergency Action Plan, page 26
- Paid-duty Police Officers, page 39

Signage

Ensuring appropriate informational and way-finding signage at an event will help attendees, volunteers, staff and suppliers navigate and engage with the event effectively and efficiently.

Event organizers are encouraged to ensure the following signage be in place at their event:

- Public event site map(s)
- Way-finding signage indicating the location of significant event elements (i.e. first aid booth, washrooms, parking, food vendors, stage, registration, etc.)
- Access and Exit gates/points be clearly marked with signage
- 'No Enter' signs be posted or Restricted Area(s) be clearly marked with signage
- Emergency Access Route(s), fire route(s), fire hydrant(s) and fire department connections be clearly marked with signs and unobstructed
- 'You will be photographed/video recorded' signs notifying attendees that their picture may be taken or recorded while onsite, and used for event purposes

Site plan/map

Designing an easy-to-read and easy-to-understand site plan or site map of an event site is important to ensuring the success of any event.

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Municipal requirements

An accurate and complete event site map must be submitted in order to receive an event permit in Markham.

Site plans are best designed using a graphic design software. Suggested design software include: MS Publisher, Adobe Illustrator, and AutoCAD.

Checklist

Details to include on the event site plan:

- ✓ Event name
- ✓ Event date(s), start and end time(s)
- ✓ Event location including civic address
- ✓ Directional arrow – indicating orientation of the event site
- ✓ Scale – indicating the relative size of the map to the true size of the site
- ✓ Key event elements including but not limited to:
 - Child care/Family care space
 - Emergency access points and route
 - Fire route
 - First Aid booth
 - Parking location(s)
 - Route/road closure, if applicable
 - Security location/booth
 - Shuttle/public transit points
 - Washrooms
- ✓ Legend – indicating the use of any icons or images on the map

Smoking and vaping

The City of Markham observes York Region's Smoking in Public Places and Workplaces By-law (Amended 2002) that restricts smoking and vaping in all public places in Markham. Refer to the York Region By-law for more information and to ensure compliance at your event.

Additional resources

- Link > [York Region Smoking in Public Places and Workplaces By-law \(Amended 2002\)](#)

SOCAN and RE:SOUND

SOCAN is the Society of Composers, Authors and Music Publishers of Canada, a Canadian performance rights organization that represents the performing rights of more than 150,000 songwriters, composers, music publishers and visual artists. SOCAN issues licenses for the performance and reproduction of music as well as for the reproduction of visual art.

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.

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Together both agencies ensure the use of licensed music legally and ethically, ensuring music creators are compensated.

Municipal requirements

The City of Markham requires that all events using City property and featuring live or recorded licensed music pay the required SOCAN and RE:SOUND tariffs. Event organizers are responsible for contacting SOCAN and RE:SOUND directly to remit any necessary tariffs in order to avoid licensing penalties.

Additional resources

- Link > [SOCAN](#) website
- Link > [RE:SOUND](#) website

See also

- Noise Exemption, page 38

Stages and structures

The City must be notified of all stages and structures planned for within an event site.

When is a building permit required?

All stages and structures greater than two (2) feet (24 inches) in height (from the ground) and greater than 10'x10' in area require a building permit and must include an accessible ramp.

Markham's Building Division reviews permit applications, issues permits and conducts inspections in accordance with the Ontario Building Code, the City of Markham's zoning by-laws and other legislation.

The Building Division can, if needed, assist and consult with event organizers on what permit requirements for structures (such as scaffolding and stages), buildings and tents may be required.

As an event organizer you may need to retain your own engineers and professionals to advise you of proper policies, provide structural drawing and other documents.

Municipal requirements

A clear, precise site plan of the event is required to be submitted to the City for approval. The site plan must indicate the location and size of each stage.

All stages and structures over two (2) feet (24 inches) in height must be equipped with appropriate railings/fall prevention bars.

All stages are required to follow the Ontario Ministry of Labour Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry in Ontario.

The following are required to obtain a building permit:

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- A site plan indicating the location of the stage(s) in proximity to buildings, tents or other structures.
- Architectural/structural design plans and/or drawings and connection details stamped by a Professional Engineer demonstrating compliance with provisions of the Ontario Building Code.
- Once a permit is issued, the organizer is to schedule an inspection by City of Markham Building Services
- Field review/inspection by a Professional Engineer confirming that the stage is installed as per requirements.

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Submission of Building Permit Application Form and accompanying plans and drawings
Once a Building Permit is issued	Organizer to schedule an inspection by City of Markham Building Services
Once the stage is installed	Field review/inspection by a Professional Engineer confirming that the stage is installed as per requirements.

Additional resources

- Link > [Ontario Ministry of Labour Temporary Performance/Event Structures Safety Guideline](#)
- Link > [City of Markham Building Permit Application Form](#)

Contact information

- Contact the City of Markham Building Permit Administrator at 905.475.4870 for more information.

Staking or digging

Staking, spiking or digging into the ground, grass or concrete/pavement on City property is not allowed at any time. Underground utilities (including hydro, gas, or irrigation lines) may be buried below the surface of City property and are at risk when staking or digging. Any penalties or charges resulting from damage to any underground utilities as the outcome of unapproved staking, spiking or digging are the responsibility of the event organizer.

If an event requires items to be weighted down (i.e., tents, inflatables, etc.) it is the event organizer's responsibility to coordinate for the use of appropriate weighting devices that do not require staking, spiking or digging.

Weighting devices may include concrete blocks, industry-certified rubber tent weights, and water barrels. The use of these weighted materials to secure items at an event site must be done in consultation with installation experts to ensure the safety and security of the public, the event site, the items and the weights.

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Sustainability

The City has a Zero Waste policy. As such, the City expects sustainability initiatives and environmental consideration at all events in City facilities and on City property.

Municipal requirements

The City discourages the following single-use environmentally harmful items at community events on City property:

- Balloons
- Disposable water bottles
- Plastic cup lids
- Plastic straws
- Single-use packaging
- Styrofoam

Checklist

The City encourages the following sustainability efforts and initiatives at events:

- ✓ Bike valet or corral area
- ✓ Carpooling and public transit
- ✓ Compost receptacles
- ✓ Compostable/reusable dishware and service ware
- ✓ Dishwashing stations
- ✓ Energy conservation, green and solar power
- ✓ 'Green Team' volunteers
- ✓ Local food
- ✓ Paperless invitations
- ✓ Recycling receptacles
- ✓ Reusable signage
- ✓ Water bottle refill stations

Additional resources

- Link > [City of Markham Garbage By-law 32-95](#)

See also

- Transportation, page 52
- Waste Management, page 53

Tents

The City must be notified of all tents and temporary structures planned for within an event site.

Municipal requirements

A clear, precise site plan of the layout of your event is required to be submitted to the City for approval. The site plan should indicate the location and size of each tent and temporary structure.

Checklist

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- ✓ A building permit must be obtained from the City of Markham for tents that cover 626 square feet / 60 metres square or more in ground space.
- ✓ All tents, including 10x10' pop ups, must be weighed down with a minimum of 200 lbs. (50 lbs. per leg).

Timelines/Deadlines

Timeline	Requirement
90 days prior to event start date	Submission of Building Permit Application Form

Additional resources

- Link > [Ontario Ministry of Labour Temporary Performance/Event Structures Safety Guideline](#)
- Link > [City of Markham Building Permit Application Form](#)

See also

- Fire Prevention, page 29
- Food Vendors/Trucks, page 34
- Site Plan/Map, page 47
- Stages and structures, page 48

Contact information

- Contact the City of Markham Building Permit Administrator at 905.475.4870 for more information.

Traffic Management Plan

See also

- Road Closures, page 44

Transportation

The way attendees arrive to and leave from an event are often their first and last impression of their event experience. Ensuring appropriate transportation logistics is an important aspect of the event planning process.

Bike-sharing and bike valet

Look for opportunities to work with community cycling partners and organizations to promote bike sharing and bicycle access to your event. To accommodate cyclists arriving at your event, consider offering a bike valet station using existing and/or rented bike racks.

Public transit

Encourage attendees to make use of York Region Transit when arriving to and departing from your event. Include the relevant bus route and stop information in your event communication. Visit the York Region Transit website for more information about bus routes and schedules.

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Shuttle buses

Shuttle bus services from York Region Transit or private bus companies such as school bus or coach bus companies can offer effective and environmentally friendly transportation for your event. Consider coordinating shuttle bus services if there is not sufficient parking for attendees at your event site.

Shuttle bus services may be required by the City for large-scale events where sufficient parking is not available. Shuttle arrangements, including costs are the responsibility of the event organizer.

Walking and pedestrian traffic

Encourage attendees who live close to the event site to leave their cars at home and walk. Determine how 'walkable' your event is by entering the address of your event site on the [Walk Score](#) website.

See also

- Link > [Walk Score](#) website
- Link > [York Region Transit](#) website

Washrooms

Municipal requirements

Public health guidelines require access to sufficient washroom facilities, including handwashing services, at all community events.

The City of Markham recommends that one washroom (stall) and one hand-wash facility (sink) be available at a ratio of 1:100 washrooms to event guests.

If the event is booked in a location that has washroom facilities on-site, additional services may be required to clean and stock washrooms throughout the event, and additional charges may apply.

If the event is booked in a location that does not have washroom facilities on-site, additional temporary portable washrooms (porta-potties) and hand-wash stations are required. The coordination of washroom rentals, associated rental costs and service fees are the responsibility of the event organizer.

Confirmation of washroom rental services are required to be provided to the City in advance of the event.

Waste management

The event organizer is required to arrange the waste management logistics for their event.

Municipal requirements

The City's Garbage By-law 32-95 and Zero Waste policy encourage providing three-stream garbage, recycling and compost receptacles and services at events. Failing to provide adequate waste management receptacles at events is subject to municipal fines. Depending on the location, scope, size and scale of the event, the City may require the event organizer to submit a Waste Management Plan for review and approval.

Checklist

An event's Waste Management Plan should include plans for:

- ✓ Onsite compost facilities
- ✓ Onsite recycling facilities – plastic, paper and aluminum
- ✓ Onsite garbage facilities – including dumpsters if required
- ✓ Removal of all waste from the event site after the event
- ✓ Water and wastewater management – containers and disposal
- ✓ Waste collection staff/volunteers if any

Additional resources

- Link > [City of Markham's Garbage By-law 32-95](#)

See also

- Sustainability, page 50

Water and wastewater

Clean water access and wastewater disposal is important for hydration and sanitation at events.

Municipal requirements

Access to water sources and wastewater disposal may be limited by event location. The City encourages event organizers to contact a water supply or water station rental company to provide water access and wastewater disposal. The coordination of water access and wastewater disposal, associated rental costs and service fees are the responsibility of the event organizer. Confirmation of water access and wastewater disposal may be required to be provided to the City in the event's Waste Management Plan in advance of the event. Absolutely no waste water can be dumped into the sewer system.

Wildlife

Markham is home to a wide variety of wildlife. For the health and safety of the animals and event attendees do not interact with or feed the wildlife. The City of Markham makes every effort to keep all outdoor municipal spaces clean per established seasonal maintenance schedules. Canada Geese are found in many of Markham's public spaces. In these environments there is the inevitability of some goose droppings.



[markham.ca/events](https://www.markham.ca/events)

