

# Kawartha Lakes Municipal Event Application Reference Guide



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## Interested in hosting an event in Kawartha Lakes?

Thank you for your interest in hosting a special event in Kawartha Lakes! Each year the City of Kawartha Lakes receives many requests from individuals and groups who wish to host special events throughout the municipality. These events vary in scope, purpose, size, cost and complexity.

Most special events represent a major investment of time and money. When well-conceived and planned, they can bring rewarding outcomes to the organizers as well as the City of Kawartha Lakes.

Successful events involve:

- Responsible leadership
- Careful planning
- Good organization
- Provisions against the unexpected
- Precise follow through and evaluation

The following information has been compiled as a resource to assist special event organizers with planning and to ensure a safe and successful event. The Municipal Event Application Reference Guide outlines important procedural items, policies and contact information to ensure necessary requirements for events are met.

Please be aware that additional requirements, conditions or permits may be required depending on the nature, size and scope of the event.

## What is a Municipal Event Application?

The City of Kawartha Lakes recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation, education, and in providing economic benefits to the local economy. The purpose of the Municipal Event Application document is to:

- establish guidelines for the allocation and management of special events within Kawartha Lakes;
- inform all of the affected municipal departments about your proposed event;
- ensure health and safety guidelines are provided based on information outlined in the submitted application;
- provide organizers with information on necessary permits, permissions, insurance and approvals based upon information provided in the submitted application;

- make reasonable efforts to ensure that municipal services are not negatively impacted as a result of your event.
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## **Municipal Event Application Process**

The City of Kawartha Lakes Parks, Recreation and Culture Division will assist event organizers through the Municipal Event Application process. Once event organizers submit their completed Municipal Event Application it is distributed amongst a cross section of staff in various departments within the City of Kawartha Lakes, as well as to external contacts for their review.

It is our goal to assist event organizers in planning safe and successful events. The Municipal Event Application simplifies the event planning process for organizers as key contacts include but are not limited to:

- Kawartha Lakes Police Services (KLPS)
- Kawartha Lakes Ontario Provincial Police (OPP)
- Ministry of Transportation Ontario (MTO)
- Alcohol and Gaming Commission of Ontario (AGCO)
- Kawartha Lakes Fire Rescue Service
- Kawartha Lakes Paramedic Service
- Kawartha Lakes Public Works Department
- Kawartha Lakes Development Services - Building Division
- Kawartha Lakes Parks, Recreation and Culture Division
- Kawartha Lakes Economic Development Department
- Kawartha Lakes By-Law, Municipal Law Enforcement and Licensing
- Kawartha Lakes Environmental Waste Management Division
- Kawartha Lakes Insurance Risk Management
- Ross Memorial Hospital
- Kawartha, Haliburton, Pine Ridge District Health Unit

Upon receipt of a completed Municipal Event Application, staff will circulate the application to all applicable parties for their review and recommendations.

Event organizers will then be notified if additional permits, inspections or further information is required. Event organizers will then be responsible to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event.

It is the obligation of the event organizer to remit applications directly to any external organizations or agencies, as well as, to appropriate departments within the City of Kawartha Lakes as it applies to their jurisdiction relating to the event.

The City of Kawartha Lakes reserves the right to request the coordination of a round-table meeting(s), which may be required before and/or after the event takes place.

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## **Do I need to submit a Municipal Event Application?**

You **must** submit a Municipal Event Application if:

a.) You wish to hold your event on any outdoor property owned or operated by the City of Kawartha Lakes. This includes:

- Parks/Open Spaces
- Roads/Road Allowances
- Municipal Parking Lots
- Walkways, Pathways and Trails
- Waterfront Areas and/or Beaches

**AND**, if your event includes any of the following:

- Alcohol sale or service to the general public
- Pyrotechnics or fireworks
- Food that will be sold or given to the general public
- Sound amplification - including amplified live or recorded music
- Open fire/flame-producing devices or appliances
- Tents (>60 m<sup>2</sup>) that could require Building Permits/Fire Safety Plan
- Stages (>225 m<sup>2</sup>) that could require Building Permits/Fire Safety Plan
- Public event that features amusement rides or inflatables
- Projected attendance of over 350 people per day

**OR**

b.) You are hosting an event on private property that has a significant impact on City services. The municipality may request you complete an application if your event significantly affects municipal services. Affected services can include but are not limited to Fire Services, Police Services, Public Works and Emergency Services.

c.) You are hosting an event indoors at a municipal facility and it has been requested by City staff that organizers complete a Municipal Event Application.

**You do NOT need to complete a Municipal Event Application if:**

d.) You are holding an event on private property for invited guests only (i.e. wedding, birthday party, organization or family picnic), or you are holding an event on private property (i.e. your backyard) which will not significantly impact municipal services.

Still unsure if you are required to complete a Municipal Event Application?

For further information, contact:

**City of Kawartha Lakes - Parks, Recreation and Culture Division**

Telephone: 705-324-9411 extension 1306

E-mail: [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)

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## **Where to obtain a Municipal Event Application**

The Municipal Event Application is available in electronic format on the City of Kawartha Lakes website [www.kawarthalakes.ca](http://www.kawarthalakes.ca) or can be downloaded from the City website in PDF format. Additional formats are available by contacting the City of Kawartha Lakes Parks, Recreation and Culture Division.

City of Kawartha Lakes - Parks, Recreation and Culture Division

Office Address: 50 Wolfe Street, Lindsay, Ontario K9V 2J2

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 705-324-9411 extension 1306

E-mail: [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)

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## **Submitting a Municipal Event Application**

Event organizers are advised to submit a Municipal Event Application a minimum of 4 months prior to their event date. Larger scale events with attendance of more than 2,000 are advised to submit an application a minimum of 6 months prior to the event date.

Completed Municipal Event Applications must be submitted to the City of Kawartha Lakes Parks, Recreation and Culture Division. Application forms can

be completed electronically online at:

[www.kawarthalakes.ca/municipaleventapplication](http://www.kawarthalakes.ca/municipaleventapplication)

If not completed online, a hard copy of the Municipal Event Application must be submitted in person via, e-mail, fax or mail.

**Drop off completed Municipal Event Applications and required documents to:**

City of Kawartha Lakes Parks, Recreation and Culture Administration Office

Address: 50 Wolfe Street, Lindsay, Ontario

Office Hours: Monday through Friday 8:30am to 4:30pm

**Mail to:**

City of Kawartha Lakes Parks, Recreation and Culture Division

Municipal Event Application

50 Wolfe Street, Lindsay, Ontario K9V 2J2

**E-mail:** [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)

**Fax:** 705-878-9388

Please note: Submitted Municipal Event Applications must be completed in entirety and include a detailed Event Site Plan. Applications submitted with missing documentation will be returned to the applicant and not be considered. For questions or assistance in completing a Municipal Event Application contact:

**City of Kawartha Lakes Parks, Recreation and Culture Division**

Telephone: 705-324-9411 extension 1306

E-mail: [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)



# Event Guidelines:

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## Accessibility

The municipality recognizes the importance of creating an inclusive community, one where people are given an equal opportunity to live, visit, raise a family, work and retire. Kawartha Lakes is committed to improving opportunities for people with disabilities by identifying, removing and preventing barriers so that individuals of all abilities can participate to their full potential in everything that this community has to offer.

When using one of our municipal public areas you must make the area accessible for people with disabilities legislated by the Integrated Accessibility Standards Regulation (IASR), enacted under the Accessibility for Ontarians with Disabilities Act (AODA). It is necessary that event organizers observe the [City of Kawartha Lakes Accessibility Policy CP2018-006](#) when planning their event.

Making your event accessible will include but will not be limited to: providing accessible customer service to attendees; accessible parking close to the entrance(s); accessible pathways; appropriate signage; accessible washrooms, etc. *Access Ontario* has created a '[Guide to Accessible Festivals and Outdoor Events](#)' to assist event organizers. Visit the Accessibility Ontario website at: [www.AccessON.ca](http://www.AccessON.ca) for further details on the requirements of the AODA.

For further details regarding municipal accessibility policies and practices contact:

**City of Kawartha Lakes Accessibility Coordinator**

Telephone: 705-324-9411 extension 1185

E-mail: [bcondie@kawarthalakes.ca](mailto:bcondie@kawarthalakes.ca)

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## Animals for Entertainment

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.

Under municipal by-law, dogs are not allowed to run free or be walked off leash other than on private property.

Service animals and guide dogs are permitted in all municipal parks and facilities.

For events involving animals for entertainment taking place on municipal property permission must be granted from the City prior to the event.

Event organizers must have stringent risk management measures in place for entertainment pertaining to animals.

Details regarding animals for entertainment must be clearly outlined in the event description of the Municipal Event Application as well, as included on the Event Site Plan.

City owned public waste receptacles must not be used for disposal of animal waste from animal related event activities during or after the event. Event organizers are responsible for safe removal of animal waste.

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## **Booking Municipal Facilities**

The municipality has a number of facilities available that you may wish to rent for your event. For a complete list visit [www.kawarthalakes.ca/rentafacility](http://www.kawarthalakes.ca/rentafacility)

Reservations are based on availability.

Rental fees for City venues/property are in effect for the entire duration of the event, including set-up and tear down.

A non-refundable 50% deposit is due upon booking of the rental and the balance is due at least 90 days prior to the event. In the case the event date is taking place within 90 days from the date of the booking, full payment will be required at time of booking.

Event organizers may be asked to pay a damage deposit that would be eligible for reimbursement after the event takes place, in the case that there have been no damages to municipal property as an outcome from the event.

Payment in full for the rental must be received 90 days prior to the event date.

Event organizers are expected to leave the municipal facility in the same condition in which they found it. Additional cleaning/repair costs will be billed back to the event organizer if the City determines that the condition of the facility is in need of additional cleaning services and/or repair after the event. Any plans to make alterations to a municipal facility must be pre-approved by Parks, Recreation and Culture Division staff.

Licensed events taking place on municipal property must abide by the Alcohol Management on Municipal Premises Policy (refer to page 19 for additional details).

All event activities taking place in municipal parks are governed by the [City of Kawartha Lakes Regulate Public Parks and Facilities By-law 2006-147](#) which can be viewed on the City website.

For further information regarding facility booking and availability contact:

**City of Kawartha Lakes Parks, Recreation and Culture Division-**

**Facility Booking Office**

Office Address: 50 Wolfe Street, Lindsay, Ontario K9V 2J2

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 705-324-9411 extension 1226

E-mail: [facilitybooking@kawarthalakes.ca](mailto:facilitybooking@kawarthalakes.ca)

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## Certificate of Congratulations/Letters of Welcome

The Mayor's Office offers certificates of congratulations to Kawartha Lakes residents celebrating milestone birthdays or anniversaries in our community. You can [request a certificate of congratulations from the Mayor or your local Councillor online from the City website](#). Please allow a minimum of two weeks for certificate preparation.

Letters of Welcome are issued to institutions, organizations or businesses for the following events taking place in the City of Kawartha Lakes:

- Conventions, trade shows, festivals
- City wide sporting tournaments
- Tourism events
- Cultural celebrations
- Charity fundraising galas/events
- Significant awards programs
- Business, institution and organizations anniversaries (50 years or more)

Letters of Welcome cannot be issued for:

- Anything that violates City policies or by-laws

- Matters of political controversy, ideological/religious beliefs or individual conviction

Letters of Welcome requests from the Mayor must be submitted a minimum of 4 weeks before the print deadline. Requests with less than 4 weeks notice will not be accepted.

Letters are issued at the discretion of the City of Kawartha Lakes.

For further information or to request a letter, complete the request form online at: [www.kawarthalakes.ca](http://www.kawarthalakes.ca) or contact:

**City of Kawartha Lakes – Office of the Mayor**

Address: P.O. Box 9000 26 Francis St., Lindsay, Ontario K9V 5R8

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 705-324-9411 extension 1310

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## **Damages**

It is the responsibility of the event organizer to ensure that municipal property is protected from any vandalism or damages. The cost to repair damages to any Municipal Park, Sportsfield, Facility etc. is the responsibility of the event organizer. Depending on the nature of the event, a damage deposit may be required. The amount of the deposit will be determined by the City of Kawartha Lakes Parks, Recreation and Culture Division and will be indicated on the rental agreement permit. Repair costs will be evaluated and communicated to the event organizer by City staff, as soon as possible after the event is completed.

For further questions regarding facility damage deposits contact:

**City of Kawartha Lakes Parks, Recreation and Culture Division –**

**Facility Booking Office**

Telephone: 705-324-9411 extension 1226

E-mail: [facilitybooking@kawarthalakes.ca](mailto:facilitybooking@kawarthalakes.ca)

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## Emergency Services

The best way to deal with an accident is to prevent it. It is strongly recommended that all event organizers develop an Emergency Procedures Plan before the event. Based on the size and scope of your event, you may be required to submit an Emergency Plan to be pre-approved by City staff. Please ensure all staff, volunteers, vendors, security, and anyone else on site is familiar with it.

Your Emergency Plan will be based on the nature of your event, activities proposed, and any other specific details that may be relevant. However, the following list may serve as a starting point of things to consider:

- Description and assignment of roles and responsibilities in the event of an emergency situation
- Develop procedures for dealing with:
  - Medical emergencies
  - Fire emergencies
  - Safety zones and evacuations
  - Missing person/child
  - Extreme weather
  - Children, elderly, adults, persons with disabilities or medical illness
  - Crowd management/control

In the event of an emergency at any City facility please contact 9-1-1.

The City may require the event organizer to have emergency responders on site during the event. This requirement is dependent upon the size and scope of the event and could involve Police and EMS services.

It is suggested that events provide a Certified First Aid Service on-site during the operating hours of the event through a qualified agency.

First Aid Stations should be clearly identified to the public, as well as, included on the Event Site Plan.

One of the responsibilities of event organizers is to ensure a timely and effective response to a medical emergency at their event. Kawartha Lakes Paramedic Services can offer pre-planned solutions to assist organizers in making informed decisions when it comes to pre-planning First Aid, Cardio Pulmonary Resuscitation (CPR), Public Access Defibrillation (PAD), and if needed on site Paramedic(s).

## Public Access Defibrillator Loaner Program

The Public Access Defibrillator Loaner Program allows the general public to borrow an Automated External Defibrillator (AED) at no cost for short-term community events within the City of Kawartha Lakes.

For more information about the program, availability, and how to reserve a date contact Paramedic Services at: 705-324-9411 extension 3314.

For more information in Emergency Planning for your event contact:

### Kawartha Lakes Paramedic Services

Telephone: 705-324-9411 extension 3314

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## Event Site Plan

A detailed Event Site Plan **must** be included with your completed Municipal Event Application. The Event Site Plan is a key document so that staff can review the event organizer's plans and ensure that the layout of the licensed areas, tents/stages and other activities comply with approved uses for municipal property.

Event Site Plans should be to scale and should they be relevant, must include the following:

- North direction;
- Direction of travel – if event is a parade, race, walk etc.
- Names of adjacent avenues, streets and roads;
- Access and Egress Points (pedestrian, vehicular, emergency access)
- Licensed areas, if applicable;
- Location of all temporary or fixed event facilities, including stages, seating (bleachers), platforms, trailers, tents, amusement rides. (including dimensions when possible);
- Location of barricades and road closures (road, parking etc.)
- Location of permanent and temporary washroom facilities/hand washing stations;
- Emergency exits;
- Identification of any hazardous/combustible materials (i.e. fuel storage, propane etc.) and fire extinguishers;
- Location of command post or office, medical and First Aid station;
- Location of any fences, poles or ground stakes;

- Location of security controls;
- Location of waste diversion sites;
- Areas for food and water;
- Location(s) of vendor(s);
- Generators and other electrical sources;
- Parking Plan

Events taking place on the City's trail system should prepare their Event Site Plan utilizing Google Maps and should include the proposed route in writing as well.

If you are requesting to block off a section of a municipal parking lot or on-street parking spaces for your event, please indicate this in your Event Site Plan description.

If the Event Site Plan is not submitted with the completed Municipal Event Application, the application **will not** be distributed for consideration.

Any changes to the originally submitted Event Site Plan must be communicated with City staff immediately.

A site visit with City staff may be required based upon the submitted Event Site Plan.

For further information or assistance with the Event Site Plan contact:

**City of Kawartha Lakes Parks, Recreation and Culture Division**

Telephone: 705-324-9411 extension 1306

E-mail: [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)

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## **Fire Prevention**

### **Fireworks/Pyrotechnical Displays**

Public Fireworks displays require specific insurance coverage and must be included on the Certificate of Insurance for the event.

For any event that includes a public display of fireworks a detailed site plan and application by a Supervisor licensed by the Explosives Regulatory Division of Natural Resources of Canada must be submitted for approval.

An Application for [Permit to Hold a Public Display of Fireworks](#) must be made through the Kawartha Lakes Fire Prevention Division in accordance to the [City of Kawartha Lakes Fireworks By-Law 2007-236](#).

Permit Applications are available on the City website [www.kawarthalakes.ca/fire](http://www.kawarthalakes.ca/fire) or by contacting the Fire Rescue Division.

It is the responsibility of the event organizer to obtain and submit any required applications to the Kawartha Lakes Fire Rescue Division.

For further information regarding Public Fireworks Displays, or to obtain permits contact:

### **Kawartha Lakes Fire Rescue Division**

Telephone: 705-324-5731

E-mail: [fireprevention@kawarthalakes.ca](mailto:fireprevention@kawarthalakes.ca)

### **Open Air Burning and Burn Permits**

There are different types of permits for open air burning. You must get permits with "special" in the title through the Fire Prevention Division. You can get all other permits by visiting your nearest Municipal Service Centre, library branch or fire station.

The fire area for campfires, regular and annual permits must be a minimum of 15 metres from any building or other structure and five metres from any fences, trees, brush piles, shorelines, property lines or combustible materials.

No permit is required for open air fires (Campfires) not larger than 60cm (24") in diameter.

Fires cannot be set under any of the following conditions; during an imposed burn ban, under a smog alert, when wind may cause unsafe or adverse conditions and when weather conditions limit the dissipation of smoke. Burning is not permitted throughout the month of April.

The sale and use of Flying Lanterns in the City of Kawartha Lakes is prohibited.

Some types of permits may require Fire Services to conduct a site visit.

[Kawartha Lakes By-Law 2016-110](#) outlines all open air burning regulations in the City.



To learn more [visit the City website](#) or contact:

### **Kawartha Lakes Fire Rescue Division**

Telephone: 705-324-5731

E-mail: [fireprevention@kawarthalakes.ca](mailto:fireprevention@kawarthalakes.ca)

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## **Food and Beverage Preparations – Public Health**

The Haliburton, Kawartha, Pine Ridge District Health Unit (HKPR) requires detailed information on the type of food being served at your event along with preparation details. This is to ensure proper inspections occur and that food vendors follow public health standards and meet safe food handling requirements. All events where organizers/vendors sell or give food away must be approved by HKPR Health Unit.

As the event organizer, you are required to complete and submit the Haliburton, Kawartha, Pine Ridge District Health Unit [Special Event Application](#) available online at [www.hkpr.on.ca/ResourcesForms/Forms.aspx](http://www.hkpr.on.ca/ResourcesForms/Forms.aspx)

Based on the information provided in the Special Event Application, HKPR Health Unit will work with event organizers to ensure that the event is healthy, safe and conforms to public health standards.

During the event, Public Health Inspectors may inspect food vendors to ensure proper food handling is being implemented and to prevent any health hazard. You must comply with any direction issued by Haliburton, Kawartha, Pine Ridge District Health Unit.

The City of Kawartha Lakes Municipal Licensing Office requires that event organizers must provide the municipality with a list of vendors serving food and beverages at the event. A Transient Trader's License and/or Refreshment Vehicle License may be required.

To further information regarding food and beverage event requirements or to obtain a Special Event Application contact:

### **Haliburton, Kawartha, Pine Ridge District Health Unit**

Telephone: 705-324-3569

E-mail: [info@hkpr.on.ca](mailto:info@hkpr.on.ca)

Website: [www.hkpr.on.ca](http://www.hkpr.on.ca)

For further information regarding municipal requirements for food vendors contact:

**City of Kawartha Lakes Municipal Law Enforcement and Licensing**

Telephone: 705-324-9411 extension 1343

E-mail: [licensing@kawarthalakes.ca](mailto:licensing@kawarthalakes.ca)

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## **Gaming – Lottery /Raffles /50-50 Draws /Fundraising**

Depending on the nature of your activities, you may be required to obtain a lottery license in order to conduct your event.

The City of Kawartha Lakes Municipal Law Enforcement must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario (AGCO) when it comes to allowing these activities to take place.

The Alcohol and Gaming Commission of Ontario (AGCO) authorizes the City of Kawartha Lakes to issue charitable gaming licenses to charitable, not-for-profit organizations that demonstrate an eligible mandate.

Organizations must submit an eligibility package to the City and receive approval prior to applying for a charitable gaming license.

A non-refundable fee will apply.

To obtain further information regarding licensing eligibility and regulations visit the Alcohol Gaming Commission of Ontario (AGCO) website at <http://www.agco.ca> or contact:

**City of Kawartha Lakes Municipal Law Enforcement and Licensing**

Telephone: 705-324-9411 extension 1343

E-mail: [licensing@kawarthalakes.ca](mailto:licensing@kawarthalakes.ca)

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## **Inflatables /Bouncy Castles /Amusement Rides**

Inflatables, bouncy castles, amusement rides etc. require City approval and are not permitted at any Park, Picnic Shelter, Sports field or any other municipal facility without prior approval. If approved, City staff will work with event organizers to determine on-site location of the device.

If the installation of an approved amusement ride or inflatable requires any object to penetrate the ground locates may be required and must be booked through *Ontario One Call* by calling 1-800-400-2255. For more information regarding locates for events refer to page 21.

All inflatables, bouncy castles and amusement rides must be TSSA (Technical Safety Standards Authority) approved and event organizers must follow guidelines including:

- Securing device to the ground using TSSA approved methods (stakes if locates are obtained or counterweight)
- If generators are required for the operation of the device, user must adhere to Electricity Guidelines outlined by the TSSA

For more information on TSSA standards and guidelines visit [www.tssa.org](http://www.tssa.org)

All public amusement areas outside must comply with the applicable sections of the Ontario Fire Code.

Any device must be identified on the event organizer's or rental company's Certificate of Insurance that names the Corporation of the City of Kawartha Lakes as an additional insured.

Given the inherent risks with amusement rides and/or inflatables, organizers may require specific insurance requirements.

All inflatables, bouncy castles and/or amusement rides must be included on the Event Site Plan.

For insurance related requirements for inflatables and amusement rides contact:

**City of Kawartha Lakes Insurance Risk Management**

Telephone: 705-324-9411 extension 1380

E-mail: [riskmanagement@kawarthalakes.ca](mailto:riskmanagement@kawarthalakes.ca)

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## **Insurance Requirements**

Proof of insurance coverage is required for all events taking place on City of Kawartha Lakes property. Insurance coverage is necessary in order to protect yourself, and the City against any possible litigation (lawsuits) as a result of your event.

Every applicant shall obtain Commercial General Liability insurance and maintain the policy throughout the term of this agreement with the City and/or venue owner including, but not limited to, bodily injury including death, personal injury, property damage including a loss of use thereof, contractual liability, liquor liability (if applicable), and contain a cross liability/severability of interest clause against claims arising out of the event or any act or omission on the part of the applicant or any of his or her servants or agents.

Please ensure that:

- The insurance shall be with a company acceptable by the City and in the amount not less than \$2,000,000.00 per occurrence.
- The Corporation of the City of Kawartha Lakes shall be named as an additional insured on any such policy
- Unless otherwise specified, the terms of the insurance shall be from the day of the commencement of event set-up or assembly for the event until the completion of all related activities
- The policy shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days written notice to the City.
- A description of the event, including the name and date of the event must be present on the Certificate of Insurance.
- Applicants are required to submit a Certificate of Insurance from their insurer confirming that the insurance coverages held by the applicant are in accordance with the City's requirements at least 14 days prior to their event.

If applicable, the applicant shall provide confirmation of Automobile Liability Insurance in the amount not less than \$2,000,000.00 through the term of this agreement covering all owned, leased and non-owned automobiles used in connection with the activities of the special event.

The City reserves the right to require a higher limit of liability insurance depending on the event specific details.

Event organizers must provide a copy of their Certificate of Insurance to the City's Facility Booking Office (for events taking place on municipal property) a minimum of 14 days prior to the event.

Event insurance requirements taking place on Municipal Property are handled by the City of Kawartha Lakes Insurance Risk Management Coordinator in conjunction with the City of Kawartha Lakes Parks, Recreation and Culture Division Facility Booking Office.

In circumstances that the event, or a portion of the event is deemed high risk by the City, additional safety precautions will be mandated. The event will be

reviewed by City Risk Management Staff and other members of the municipal Event Application group to determine insurance requirements, and additional precautions necessary for public safety.

Examples of Events/Activities deemed high risk include but are not limited to:

- Pony Rides
- Bouncy Castles
- Dunk Tanks
- Mechanical Bulls
- Hot Air Balloon Rides
- Paint Ball

The City reserves the right to deny any application if deemed a risk to public safety.

For further information regarding event insurance requirements contact:

**City of Kawartha Lakes Insurance Risk Management**

Telephone: 705-324-9411 extension 1380

E-mail: [riskmanagement@kawarthalakes.ca](mailto:riskmanagement@kawarthalakes.ca)

**City of Kawartha Lakes Parks, Recreation and Culture Division –**

**Facility Booking Office**

Telephone: 705-324-9411 extension 1226

E-mail: [facilitybooking@kawarthalakes.ca](mailto:facilitybooking@kawarthalakes.ca)

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## **Letter of Municipal Significance**

In certain circumstances an event may require a Letter of Municipal Significance.

Changes to the Alcohol and Gaming Commission of Ontario (AGCO) Public Event permitting process have established a category for events of “Municipal Significance”. In order to be deemed an Event of Municipal significance, it requires a designation by the municipality in which the event will take place. Special Occasion Permit (SOP) applications for a Municipally Significant Public Event must be accompanied by either a municipal resolution,

or a letter from a delegated municipal official designating the event as Municipally Significant.

A Municipally Significant event is defined by the City of Kawartha Lakes as:

- A one time, annual or infrequent occurring event that is open to the public, has a predetermined opening and closing date and time which:
- Has a local, regional, national or international historical or cultural significance,
- Builds awareness of diverse cultures, or
- Benefits the community at large

Event organizers that wish to apply for an SOP under the ‘Municipally Significant’ category will need to obtain Council’s approval prior to submission.

For further information or to apply for an event of Municipal Significant designation contact:

**City of Kawartha Lakes – Office of the City Clerk**

Office location: Kawartha Lakes City Hall 26 Francis Street, 1<sup>st</sup> Floor, Lindsay

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 705-324-9411 extension 1341 or 1342

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## **Licensed Events**

Event organizers wishing to sell or serve alcohol at their event, must comply with the City’s Alcohol Management on Municipal Premises Policy, and the Alcohol and Gaming Commission of Ontario (AGCO) legislation.

### **Alcohol Management on Municipal Premises**

The City’s Alcohol Management on Municipal Premises Policy was developed in order to promote a safe, enjoyable environment for those who use City facilities and to prevent alcohol related problems that arise from alcohol consumption within City property. The policy outlines eligible facilities, enforcement, server training, ratios, and identification as determined by the City and the AGCO.

For details regarding the Alcohol Management on Municipal Premises Policy refer to [City of Kawartha Lakes Council Policy No: CP 2018-004 Alcohol Management on Municipal Premises](#) on the City website [www.kawarthalakes.ca](http://www.kawarthalakes.ca)

or contact the Facility Booking Office at 705-324-9411 extension 1226, or e-mail [facilitybooking@kawarthalakes.ca](mailto:facilitybooking@kawarthalakes.ca) to obtain a copy of the Policy.

## **Special Occasion Permits (SOP)**

Depending on your organizational structure (business, non-profit etc.), the nature of your event (public or private); you may be required to obtain a Special Occasion Permit (SOP) from the AGCO.

An SOP is required any time alcohol is offered anywhere other than in a licensed establishment (such as a bar or restaurant), or a private place (such as a private office or home), or when public consumption of a patron's own alcohol is permitted at a tailgate event.

It is the responsibility of the event organizers to submit a Special Occasion Permit if required.

Event organizers must ensure all legislated and City-directed requirements and conditions are met.

For licensed events, a copy of the event SOP must be provided, and all completed Alcohol Management on Municipal Premises forms must be submitted to the Facility Booking Office prior to your event.

For further information on AGCO licensed event requirements, or to complete a Special Occasions Permit (SOP) online contact:

### **Alcohol and Gaming Commission of Ontario (AGCO)**

Telephone: 1-800-522-2876

Website: [www.agco.on.ca](http://www.agco.on.ca)

For further information regarding Municipal requirements for licensed events, or to obtain a copy of the Alcohol Management on Municipal Premises Policy contact:

### **City of Kawartha Lakes Parks, Recreation and Culture Division –**

#### **Facility Booking Office**

Telephone: 705-324-9411 extension 1226

E-mail: [facilitybooking@kawarthalakes.ca](mailto:facilitybooking@kawarthalakes.ca)

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## Locates – Digging /Staking /Fencing

Utility Locates are ground markings identifying the position of utility lines based on records or electronic locating equipment, and the associated necessary documentation such as a locate sheet. Ground markings consist of different colours that are used to reflect each type of infrastructure (gas, hydro, cable, etc.).

Utility infrastructure such as hydro, gas or irrigation lines etc. may be buried below the surface of municipal property. If your event requires the installation of any object that penetrates the ground including fence posts, tent poles/pegs or sign installation on municipal property, locates must be completed.

It is the responsibility of the event organizer to notify the City of the intention to stake anything into the ground prior to event set up. After consultation with City staff, and if it is determined locates are required, event organizers are responsible for the coordination of locations through contacting *Ontario One Call*.

It should be clearly identified on the Municipal Event Application Event Site Plan any areas in which digging, staking or ground penetration is projected.

To learn more about locates contact Ontario One Call:

### **Ontario One Call**

Telephone: 1-800-400-2255

E-mail: [Compliance@ON1Call.com](mailto:Compliance@ON1Call.com)

Website: [www.on1call.com](http://www.on1call.com)

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## Marketing and Promotion

Event organizers are responsible for all aspects of marketing their event. There are a number advertising opportunities that are available in the City's publications and facilities. These include, but are not limited to, facility advertising and the Kawartha Lakes Community Guide Publication.

To learn more about advertising opportunities with the City of Kawartha Lakes Parks, Recreation and Culture Division contact:



## **City of Kawartha Lakes Parks, Recreation and Culture Division –**

### **Marketing Assistant**

Telephone: 705-324-9411 extension 1220

E-mail: [communitydevelopment@kawarthalakes.ca](mailto:communitydevelopment@kawarthalakes.ca)

Website: [www.kawarthalakes.ca/advertise](http://www.kawarthalakes.ca/advertise)

## **City Logo Guidelines**

The City of Kawartha Lakes logo cannot be used in any promotional and/or marketing materials unless Kawartha Lakes is a sponsor or partner of the event. If the Kawartha Lakes logo is used, the City of Kawartha Lakes Brand Guidelines must be followed, and any use must be approved by City staff.

For further information regarding City of Kawartha Lakes logo usage and Brand Guidelines contact:

### **City of Kawartha Lakes Communications Department**

Telephone: 705-324-9411 extension 1355

E-mail: [communications@kawarthalakes.ca](mailto:communications@kawarthalakes.ca)

## **Kawartha Lakes Economic Development**

If your event brings visitors to Kawartha Lakes, Kawartha Lakes Economic Development may be able to assist with the planning and promotion of your event. Services offered may include but are not limited to:

- Participant kits – maps, print materials (based on individual needs and subject to availability)
- Planning and participant support – itinerary development, dining and accommodations resources and specialized visitor services (based on individual needs and with appropriate notice)
- Listing on the Tourism event calendar on [www.explorekawarthalakes.com](http://www.explorekawarthalakes.com) (subject to event calendar submission criteria)
- Assistance with providing stats and research to event organizers on the region

- Kawartha Lakes Tourism booth and/or staff delegate on site at event (subject to availability and individual needs)

For further information regarding Tourism and Economic Development event resources contact:

### **Kawartha Lakes Economic Development**

Address: Lindsay Service Centre – 180 Kent Street West, Lindsay

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 1-866-397-6673

E-mail: [tourism@kawarthalakes.ca](mailto:tourism@kawarthalakes.ca)

Website: [www.explorekawarthalakes.com](http://www.explorekawarthalakes.com)

## **Signs**

Permission is required to erect any sign or advertisement on any highway or municipally owned lands within the City of Kawartha Lakes. A permit or Municipal Event Application will not authorize signs to be placed on hydro poles or other municipal infrastructure.

Signage is regulated within the Town of Lindsay, with additional site specific regulations within the Lindsay Business Improvement Area, Village of Fenelon Falls and Village of Bobcaygeon.

Signs are also regulated by the Ministry of Transportation and the Ontario Building Code. The Ministry of Transportation regulates all advertising signage located within 400 meters of any Provincial Highway Right-of-Way. The Ontario Building Code regulates all signage that falls outside the municipal By-law, and those signs would require a Building Permit, rather than a Municipal Sign permit.

Refer to the [City of Kawartha Lakes Sign By-Law 2009-076](#) available on the City website for additional information.

If required, contact the City's Development Services – Building Division to complete a Sign Permit Application.

For further information regarding Sign Permit requirements and applications contact:

## City of Kawartha Lakes, Development Services – Building Division

Telephone: 705-324-9411 extension 1288

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### Noise By-Law / Noise Exemption

If your event has amplified sound/live music, you must remain in compliance with the [City of Kawartha Lakes Regulation of Noise By-Law 2019-124](#). During these times all amplified sound shall remain at an acceptable level, giving consideration to the type and location of the event.

If your event times fall outside both the City's Noise By-Law and park operation hours as outlined in [2019-025 Regulation of Noise By-Law](#), or extends over 3 consecutive days, you may be required to complete a Noise Exemption application to request a Noise Exemption.

Noise Exemption applications are to be submitted to the Manager of Municipal Law Enforcement and Licensing by attending the Municipal Law Enforcement and Licensing Division office, submitting an application online through the City website or sending the application through regular mail.

Noise Exemption applications are to be submitted 45 days prior to the event occurring. Applications received after 45 days may not be approved.

All requestors shall provide a Notice of Exemption Request application to residents who reside within 500 metres of the location of the property at least 40 days prior to the event occurring. The requestor shall direct all respondents to reply directly to the Manager of Municipal Law Enforcement and Licensing, or designate.

Any granted Noise Exemption does not exempt a person from complying with any other regulation or Municipal By-Law.

For further information or to obtain a Noise Exemption application contact:

#### **City of Kawartha Lakes Municipal Law Enforcement and Licensing Division**

Office Address: 37 Lindsay Street, South, Lindsay, Ontario

Office Hours: Monday through Friday 8:30am to 4:30pm

Telephone: 705-324-9411 extension 1212

E-mail: [bylawcomplaints@kawarthalakes.ca](mailto:bylawcomplaints@kawarthalakes.ca)

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## **Policing and Security**

Depending on the size and scope of your event, you may need to hire Paid Duty Police Officers. In the event large crowds are anticipated and/or security is needed, and/or where a beer garden is offered, organizers may be required to provide Police Officers and/or security guards for security, crowd control and/or traffic control at their own expense.

Organizers may be required to provide licensed security. The costs associated with hiring security are the responsibility of the event organizer. The purpose of having a security plan is to ensure that all people and property at the event have the best possible protection.

Security to support your event can serve as a deterrent for potential disturbances, identify and resolve potential incidents, prevent theft and damage and provide crowd control.

Event organizers requiring Police for any of the duties listed below will need to contact the Ontario Provincial Police (O.P.P) or Kawartha Lakes Police Services to make arrangements. Additional costs will apply.

- Road Crossing
- Road Blocks
- Crowd Control
- Security
- Traffic Control
- Barricades

For further information regarding Policing and Security for your event contact:

### **Kawartha Lakes Ontario Provincial Police (O.P.P)**

Telephone: 705-324-6741

### **Kawartha Lakes Police Services (Lindsay/Ops area only)**

Telephone: 705-324-5252

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## **Portable Washrooms /Hand Washing Stations**

Event organizers are responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms, and hand wash sinks if the location

for the event does not have facilities to accommodate anticipated crowds in order to reduce the risk of disease or illness.

Consideration should be given to the following, in order to help determine the number and type of facilities required:

- Duration and layout of the festival or event
- Type of festival or event
- Type of crowds and any special requirements
- Possible weather conditions
- Anticipated attendance

Organizers should have a contingency plan in place in the event that attendance exceeds the anticipated numbers and additional toilet and hand washing stations are needed on short notice. Washroom and hand washing stations should be placed in strategic locations that are easily accessible to people in all areas and/or venues, as well as, easily accessible for needed servicing and maintenance during the event.

Organizers must ensure that the appropriate number of washrooms are available for use by people of all abilities. Signage should be in place to direct people to the facilities.

Lighting should be provided if the event takes place at night.

It is suggested to contact a portable washroom contractor to discuss your event requirements and determine adequate numbers.

All portable washrooms and hand washing stations (quantities and locations) should be indicated on the Event Site Plan.

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## **Protocol**

To invite the Mayor or members of Council to your event please contact the Mayor's Office directly with event details. Event organizers should provide as much notice as possible.

To invite the Mayor and/or Council to your event contact:

### **City of Kawartha Lakes – Office of the Mayor**

Address: P.O. Box 9000 26 Francis St., Lindsay, Ontario K9V 5R8

Telephone: 705-324-9411 extension 1310

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

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## Road Closures

Temporary Road Closure Applications are required when an event is scheduled to close down a lane of traffic or an entire roadway which will impede vehicular traffic for any length of time.

Event organizers are responsible for contacting the City of Kawartha Lakes Public Works Department to complete a Temporary Road Closure Application Form. This is required a minimum of 15 business days prior to the proposed start date.

In addition to a completed Temporary Road Closure Application, the following is required:

1. A map of the route for the road closure
2. A detailed traffic management plan
3. Proof of Liability Insurance in the amount of a minimum of 2 million dollars with “The Corporation of the City of Kawartha Lakes” listed as the additional insured.

It is the responsibility of the event organizer to complete the Temporary Road Closure Application and submit it to the Public Works Department. All road closures must be approved prior to your event.

The time frame from receipt of the application to notification of approval is approximately two weeks, if all documentation and requirements are in good order.

The [Temporary Road Closure Application Form](#) is available on the City website [www.kawarthalakes.ca](http://www.kawarthalakes.ca), at any Municipal Service Centre or by request through the City of Kawartha Lakes Public Works Department by calling 705-324-9411 extension 1171.

If additional barricades are requested, it is at the discretion of the Public Works Department to coordinate this request based on availability.

For further information or to obtain a Temporary Road Closure Application contact:

## City of Kawartha Lakes Public Works Department

Telephone: 705-324-9411 extension 1171

E-mail: [pwroadspermits@kawarthalakes.ca](mailto:pwroadspermits@kawarthalakes.ca)

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## Sales and Vendors

Vendors must be pre-approved by the City's Licensing Division as some vendors may require additional licensing to operate in the City of Kawartha Lakes.

A license is required for all businesses that travel from place to place, door-to-door sales, and vendors at community events. A Transient Trader's License may be required for vendors at your event. Refer to [By-Law to License, Regulate and Govern Transient Trader Businesses in Kawartha Lakes 2016-210](#) on the City website for further details.

As an event organizer, you are required to comply with the following:

- Provide a complete listing of vendors to the City's Licensing Officer, including contact information and details of product/services offered, prior to the event.
- Ensure all vendors are familiar and comply with the City of Kawartha Lakes by-laws, requirements and legislations.
- The City of Kawartha Lakes strongly encourages event organizers working with vendors to protect themselves by ensuring vendors have appropriate insurance coverage.
- Arrange adequate disposal of garbage. This should be in consultation with the City's Waste Management Division. (refer to page 32 for further details regarding Waste Management).
- Food trucks licensed by the City of Kawartha Lakes are permitted to operate at special events but must be included on the list of vendors submitted to the Licensing Division.

For further information regarding sales and vendor requirements contact:

### City of Kawartha Lakes Municipal Law Enforcement and Licensing

Telephone: 705-324-9411 extension 1343

E-mail: [licensing@kawarthalakes.ca](mailto:licensing@kawarthalakes.ca)

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## Smoke Free Ontario Act

The [Smoke-Free Ontario Act](#) prohibits smoking and vaping of tobacco, cannabis and e-cigarettes within a 20-meter radius of any municipally owned:

- Playground
- Splash Pad
- Sporting field, surface or associated spectator area

As well as within 9 meters of facility entrances.

To report a tobacco related concern or to obtain additional information pertaining to the Smoke-Free Ontario Act, please contact the [Haliburton, Kawartha, Pine Ridge District Health Unit](#) and speak with a tobacco control officer by calling 1-866-888-4577.

For more information on the Smoke-Free Ontario Act, please visit the Ontario Ministry of Health and Long-Term Care website [www.ontario.ca/smokefree](http://www.ontario.ca/smokefree)

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## Special Events License

A licence is required for events on private property that have an anticipated attendance of more than 350 attendees. Refer to [Special Events By-Law 2013-197](#) on the City website for details regarding Special Events License requirements.

The [Special Event License Application](#) is available on the City website [www.kawarthalakes.ca](http://www.kawarthalakes.ca) or by contacting the Municipal Licensing Officer.

For further information regarding how to obtain a Special Events License contact:

### **City of Kawartha Lakes Municipal Law Enforcement and Licensing**

Telephone: 705-324-9411 extension 1343

E-mail: [licensing@kawarthalakes.ca](mailto:licensing@kawarthalakes.ca)



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## Temporary Structures - Stages

Event organizers may be required to obtain a Building Permit for a stage platform in any of the following situations:

- The platform is more than 225 m<sup>2</sup> in area;
- Includes any element of the structure (i.e. wall, roof or floor) more than 5 m above ground level; and/or
- It is more than 3 m above ground level and more than 60 m<sup>2</sup> in area.

It is recommended that you contact the Building Division to determine whether or not building permit(s) are required for your stage platform or for any temporary structure(s).

For further information regarding Stage and Platform requirements contact:

### **City of Kawartha Lakes Development Services - Building Division**

Telephone: 705-324-9411 extension 1228

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## Temporary Structures - Tents

There are permits and approvals that event organizers may need to obtain in order to erect a tent or temporary structure (i.e. stages, structures supporting lighting and audio) at an event. Permits exist to ensure that the tents and temporary structures at your event are fireproof, have emergency exits and are spaced in such a way to facilitate a calm and orderly evacuation should an emergency arise.

Event organizers are responsible for ensuring their compliance with City regulations and the Ontario Building Code.

For any tent over 60 m<sup>2</sup> (645 sq. ft.) an inspection by the City of Kawartha Lakes Building Division is required prior to the tent being utilized.

### **Tents less than 60 m<sup>2</sup> in area**

- No Building Permit is required

### **Tents between 61 m<sup>2</sup> and 225 m<sup>2</sup> in area**

- Building Permit is required

- Application must include a completed Provincial Application Form, Site Plan indicating the location of the tent, with setbacks to other buildings and property lines shown
- Must maintain 3 m to property lines and other structures
- Ground enclosed by the tent must be clear of flammable material (grass cut short is acceptable)
- Copy of Flame Resistance Certificate required – must state compliance with either NFPA 701 or CAN/ULC-S109
- Access must be provided for firefighting (must be easily approachable by emergency personnel)

### **Tents greater than 225 m<sup>2</sup> in area**

- All requirements for tents 61 m<sup>2</sup> - 225 m<sup>2</sup> apply as well as the following:
- Professional Engineer must design the supporting framing structure and anchorage system, sign a commitment to review form and inspect the tent after it is erected, but before being put in use
- A copy of the Engineer's report must be submitted to the Building Division
- Sanitary facilities must be provided in compliance with the Building Code

### **General Requirements**

- If more than one tent is used and they are placed within 3 m of each other, the total area of all such tents are considered as if they were only one tent
- Building Permit application must be submitted at least 10 days prior to erection
- The addition of bleachers or side walls automatically puts the tent into the greater than 225 m<sup>2</sup> category regardless of size

The Ontario Fire Code dictates that any tent used for special events having an area of 30 square meters be flame-proofed, and that such tents are not to have straw, hay, shavings or similar combustible materials unless used for the daily feeding and care of animals.

Smoking and open flame devices are prohibited in tents.

For further information regarding tent requirements contact:

**City of Kawartha Lakes Development Services - Building Division**

Telephone: 705-324-9411 extension 1228

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## **Waste Management**

As an event organizer, you are responsible for properly disposing of garbage throughout the term of your event, as well as cleaning up after the event.

Public receptacles are not to be used for event clean-ups. Ensure you have made arrangements with a private contractor for clean-up including supply and pick up of carts or garbage bins. There are many companies in the area that offer this service.

Please be aware that the City uses a mandatory clear bag waste collection program. Waste with minimal recyclables mixed in and brought to a City landfill in clear garbage bags will be charged the mixed load fee. Check the current Waste Management Calendar or the City's website for applicable tipping fee charges.

The City has 8 large blue recycling carts that can be used to collect cans and water bottles during an event. These bins must be reserved in advance by calling 705-324-9411 extension 1135. The carts must be picked up and returned to the Lindsay/Ops Landfill site. There is no cost to rent the containers. Any containers that are not returned to the City by the specified date, or that are returned in a condition in which they are no longer able to be used will be charged the current replacement cost of \$95/cart\*.

\* fees subject to change, contact the Waste Management Division to confirm current pricing.

For further information regarding Waste Management or assistance with developing your event Waste Management Plan contact:

### **City of Kawartha Lakes Environmental Services – Waste Management Division**

Telephone: 705-324-9411 extension 1135

Website: [www.kawarthalakes.ca/waste](http://www.kawarthalakes.ca/waste)

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