

## **Appendix B**

### **Street Event Implementation Guidelines**

#### Applicant Responsibilities:

In addition to the explicit by-law conditions, the applicant/permit holder must obtain all applicable permits and written approvals required by the City and its agencies and must submit those approvals to the General Manager prior to the issuance of a Street Event permit and present those documents at a street event when requested by the General Manager. The applicant or designate must remain on-site at all times.

The applicant must address the following alphabetized guideline issues and comply with any additional conditions deemed necessary and may be amended from time to time by the General Manager:

- (1) Alcohol and Gaming Commission of Ontario (AGCO), City Clerks and Toronto Police Service (Police):
  - (a) apply to AGCO for the service of alcohol where the date and times of the request are the same as the street event application;
  - (b) submit a letter to City Clerks requesting City Council approval for the service of alcohol where the date and times of the request are the same as the street event application;
  - (c) contact Police to determine if Police required.
- (2) Building Division:
  - (a) consult with Building Division and receive appropriate permits for installations such as tents, stages, bleachers, scaffold and electrical hook-ups.
- (3) Emergency Medical Services (EMS):
  - (a) consult with EMS to determine appropriate emergency, first aid services and emergency vehicular/pedestrian accessibility within the event area;
  - (b) consult with EMS to determine placement of installations for crowd safety in large events.
- (4) Fire Services (Fire):
  - (a) maintain six (6) metre wide emergency access within the street event at all times or dimension(s) determined by Fire;

- (b) consult with Fire to determine placement of installations for crowd safety in large events;
  - (c) receive written approval from Fire Division for the use of pyrotechnics;
  - (d) ensure no installation is placed within two (2) metres of all fire service connections;
  - (e) maintain fire retardant barricading to separate cooking apparatus from the public;
  - (f) maintain appropriate fire extinguishing equipment at each cooking site at all times to ensure public safety.
- (5) Solid Waste Services:
- (a) submit a Solid Waste Management Plan satisfactory to the General Manager of Solid Waste Management.
- (6) Installation Placement within a Street Event:
- (a) receive approval from the occupant(s) of the property adjacent to the proposed placement of a portable toilet, cooking equipment, stage, amplification, tent, silent generator, amusement ride/installation and garbage storage;
  - (b) ensure no service or personal vehicles remain within a road closure during event times;
  - (c) appropriate ballasts, i.e. water barrels or concrete forms must be used where required to secure tents and installations. No attachment to any street furniture, road or sidewalk is permitted;
  - (d) no decorations are permitted to be attached to street furniture without approval from the owner;
  - (e) include a bicycle parking area in the event site plan when required by the General Manager;
  - (f) BBQs and cooking equipment must meet the standards and conditions of Health, Fire, MLS, Buildings;
  - (g) “red carpets” for a private street event only must be sufficiently weighted and taped at all edges to eliminate any blowing, lifting and trip hazard;

- (h) generators must be 'silent'.
- (7) Municipal Licensing and Standards (MLS):
- (a) consult with MLS for the inclusion of vendors, boulevard café extensions, buskers, amplified sound/entertainment, boulevard marketing and associated by-law enforcement.
- (8) Parking Authority:
- (a) make arrangements to cover parking meters/pay and display machines within the road closure and pay for, in advance, any lost revenue;
  - (b) make arrangements for the use of any Parking Authority lots and pay for, in advance, any lost revenue.
- (9) Parking Enforcement:
- (a) make arrangements for a private traffic consultant to post "Emergency No Parking" signs in advance of the road closure, to coordinate with Toronto Police Service the relocation of vehicles parked within the road closure on event day and remove signs prior to the reopening of the road.
- (10) Permit Parking:
- (a) inform holders of on-street parking permits, provide and pay for alternate parking for on-street permit holders displaced by the road closure, if required.
- (11) Public Health (Health):
- (a) consult with Health and receive permission/conditions for the inclusion of food.
- (12) Public Health - Animal Services:
- (a) consult with Animal Services for the inclusion of animals in a street event and if approved, submit written approval to the General Manager.
- (13) Road Closure equipment - barricades, cones and signs:
- (a) must arrange and pay for a private contractor to deliver, install and remove traffic control equipment according to the Traffic Control and Public Safety Plan.
- (14) Technical Standards Amusements Association (TSAA):

- (a) consult with TSAA for permission and conditions to install amusement rides and apparatus.
- (15) Toronto Hydro:
- (a) consult with Toronto Hydro for permission/permits for any electrical connection or attachment to their plants.
- (16) Toronto Police Service (Police):
- (a) consult with and arrange for Police services, where required;
  - (b) arrange for traffic control, if required;
  - (c) consult with Police to determine placement of installations for crowd safety in large events;
  - (d) consult with Police regarding their presence to keep the peace;
  - (e) consult with Police to determine the use of event private security/marshals;
  - (f) consult with Police regarding the service of alcohol/beer gardens;
  - (g) consult with Police to determine the use of Police, security or marshals stationed at all road closure points to ensure no unauthorized vehicular entry, except emergency vehicles;
- (17) Toronto Transit Commission (TTC):
- (a) consult with TTC for rerouting transit vehicles, supervision and administration costs and conditions;
  - (b) consult with TTC for any installation in close proximity to transit wires. Installations must be a minimum of 4.3 m below transit wires and all distancing clearances approved by TTC.
- (18) Transportation Services (Transportation):
- (a) consult with Transportation staff to review application/permit conditions;
  - (b) meet on-site with Transportation staff to review application/permit conditions;

- (c) ensure the metric measurements (width, length and height) of a stage, tent, amusement ride, carnival game, inflatable, structure or any installation as required by the General Manager, are included in the site plan.
- (d) manufacture and install “Dismount Bicycle” signs to be visibly installed at each access to the street closure and inform Police, security and marshals to ensure bicyclers dismount.
- (e) all cables crossing over the public right of way must be covered with a levelled plank for pedestrian safety.