

EVENT GUIDELINES

A. General

1. All events must be compatible with the applicable planning document, which has been approved by the board of directors, as well as with the vocation of the site, the character of the surrounding area and its capacity to host a number of people.
2. The fully completed permit application form must be submitted no later than 90 days prior to the date of the planned event, for high-impact events; no later than 60 days prior, for medium-impact events; and no later than 30 days prior, for low-impact events
3. The permit issued is valid for only one edition of the event.
4. If a site is requested for two or more events taking place on the same date(s), the priority will be determined according to the following order:
 - a) events organized by the NCC, in collaboration with the NCC, or by a federal department or agency;
 - b) national or international events;
 - c) provincial or interprovincial events;
 - d) regional events;
 - e) local or community events.

Note: If a conflict exists between the date (or schedule) of an annual event and that of a new event at the same priority level (category b, c, d or e), priority will be given to the annual event.

5. Both of Canada's official languages must be used on all displays produced for the event. Signage, posters and display panels may be installed at the requested site, or on any other NCC land, only if they appear in both French and English. Both languages must have equal prominence. On signs, posters and display panels installed in the province of Quebec, the French text must appear before the English and, on those installed in the province of Ontario, the English text must appear before the French.
6. Any damage caused by the permit holder will be repaired at his or her own expense, and the NCC will undertake the repairs.
7. Solicitation to raise funds or collect donations is not permitted on NCC sites, unless special permission has been granted to this effect.
8. In instances of non-compliance with the clauses of the permit agreement, the NCC will take the following actions.
 - a) First infraction: A written notice will be sent.
 - b) Subsequent infractions: Maximum penalty of \$300 per infraction, whether the infraction applies to the same event or not.

- c) After two infraction notices: At the NCC's sole discretion, denial of permit holder access to NCC properties, resulting in the cancellation of the event.
9. To ensure protection of tree root systems, it is not permitted to install equipment within a radius of two metres around trees or to install posts, stakes or pegs in paved areas, on decorative surfaces or wall coverings.
 10. It is prohibited to attach banners, poster panels, wires or cables to trees, park furniture, lampposts, buildings, monuments or any other permanent structure, unless prior special authorization is received from the NCC. It is also prohibited to attach promotional posters on lampposts and other elements that constitute the furnishings of a parkway or of Confederation Boulevard, unless prior special authorization is received from the NCC.
 11. Commemorative monuments and public art, as well as identification panels for parks or any other asset identified by the NCC must remain accessible and visible at all times.
 12. Temporary fencing used on NCC lands must be self-supporting. Support posts may be used in certain areas with the approval of the designated NCC representative.
 13. Tents, shelters, panels and other installations must be installed using counterweights. The NCC will authorize, if need be, the use of stakes. If used, stakes must be installed at least one metre from irrigation systems.
 14. Containers installed for the collection of recyclable materials must be accessible at all times during the period in which the site is occupied. The NCC also encourages the collection of organic waste, but this is not mandatory. Waste receptacles must clearly indicate a list of accepted materials. A copy of the weight ticket for the waste materials, recyclable materials and organic waste (if applicable) must be submitted to the NCC.
 15. Use of motor vehicles
 - a) Motor vehicles must drive only on paved routes and hard surfaces.
 - b) To reduce the damage caused by oil spills, a basin or covering must be placed under vehicles parked in designated spaces in the park.
 - c) Parking a motor vehicle on a grass surface is permitted only during the loading or unloading of equipment, and must not be beneath the tree canopy.
 - d) Motor vehicles must be parked outside the park for the duration of the event, unless prior authorization has been received from the NCC.
 16. The permit holder must install a sufficient number of portable toilets and sinks, as well as universal access toilets, and must ensure that they are all well maintained, and installed preferably on a hard surface.
 17. It is the permit holder's responsibility to remove from the site and immediate surroundings all waste material and debris generated by the event, and this must take place before, during and immediately after the event.

B. Parks and green spaces

1. The period of use must not exceed 31 days.
2. After the dismantling of all equipment necessary for the event, a maximum rest period of 21 days may be implemented (this does not include the annual maintenance plan).

3. For the use of urban parks, the summer period usually begins in mid-May and ends at the end of September. Events may take place during the fall in Gatineau Park.
4. The use of urban parks in the Capital core for high-impact or medium-impact events in the winter season is not permitted, with the exception of Winterlude.
5. If the event runs for more than four days, platforms with a height of 100 to 150 mm must be installed under all tents and other structures erected on grass surfaces in urban parks, to permit air circulation.
6. In urban parks, an appropriate fabric for protecting the lawn must be installed in areas where visitor traffic will be high. This includes during construction and dismantling.

C. Parkways

1. Events may be held on the parkways at any time of year, with the following exceptions:
 - a. on Colonel By Drive and Queen Elizabeth Driveway during the time that the Rideau Canal Skateway is open and for the duration of Winterlude;
 - b. on parkways in the city during Sunday Bikedays.
2. When a parkway is closed to traffic, volunteers or paid staff must be posted at all intersections, where a barricade must also be installed to ensure public safety.
3. For events (all types of races, walkathons and so on) taking place on a parkway, if determined by the NCC, the organizers must take motorized traffic into consideration, as well as impacts on the community.
4. The NCC will not authorize the holding of an event on the Queen Elizabeth Driveway and Colonel By Drive at the same time, except in cases where required due to the scope of the event.
5. The NCC will not authorize the closing of the Sir John A. Macdonald Parkway in both east-bound and west-bound directions, except in cases where required due to the scope of the event.

D. Recreational pathways

1. At all times, the free flow of traffic must be maintained on multi-use pathways. If the exclusive use of one of these pathways is requested, an alternative route must be offered to pathway users.
2. The NCC will not authorize the holding of competitions or timed events on the multi-use pathways in the urban core. However, this type of event may possibly be permitted, under certain conditions, on pathways located outside the limits of the urban area.
3. If an event is taking place on a multi-use pathway, the start for participants must be done in groups of 15 to 20 people at intervals of 30 seconds. All participants must remain on the right-hand side of the pathway.

DEFINITION OF LEVELS OF IMPACT

Preamble: Although it is difficult to define categories that take into consideration all the uses of NCC lands, three factors are considered to determine the event's impact. These factors are as follows: the number of people in attendance, the extent of the installations and the duration of the event.

1. High-impact event

Large-scale public event hosting several thousand people, which requires the installation of many pieces of large equipment, the use of heavy vehicles, the installation of a large stage and scaffolding, as well as site exclusivity. The required rest period would be at least one week.

2. Medium-impact event

Public event attended by a few thousand people, which requires the installation of few pieces of equipment and little maintenance, as well as site exclusivity. The required rest period would be less than one week.

3. Low-impact event

Public event requiring no infrastructure, no installation of equipment and not requiring site exclusivity. The site is usually used for a short period of time. This type of event does not require a rest period for the site. For example, low-impact events could make use of a barbecue, chairs, tables, a small sound system and a portable toilet.