



Policy on Support for Special Events

Culture, Sports, Recreation and Social Development Department
Borough of Pierrefonds-Roxboro

Adopted by Borough Council on January 11, 2021





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FOREWORD

The Borough of Pierrefonds-Roxboro organizes public events (e.g., Canada Day), but also hosts and supports other types of events across its territory. These many and varied activities are ways for us to energize and revitalize our living environment and, through this policy, the Borough seeks to facilitate their organization. This document is designed to help event organizers understand the nature of the municipal assistance available to them and to define the Borough's role.

This Policy covers three streams of support:



STREAM 1 | Support for events held on public property



STREAM 2 | Support for events held inside municipal buildings



STREAM 3 | Equipment loans and transportation of materials for events held on Borough territory in a location that is not owned by the Borough



NOTE: Organizations that are **recognized** under the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for Non-Profit Organizations (NPOs)* should refer to that policy to learn how to submit an application for their event.



01

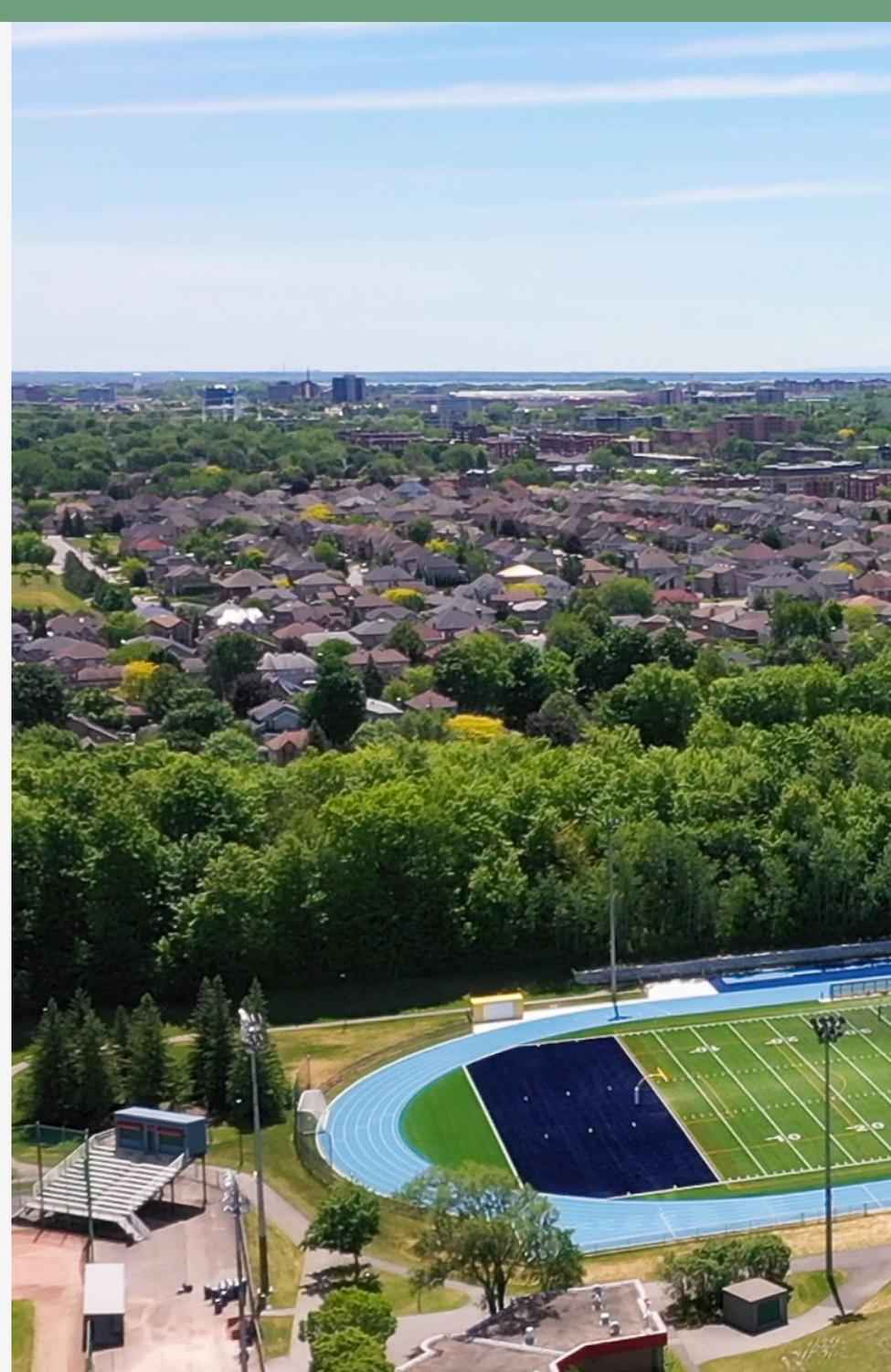
FOUNDATIONS OF THE POLICY

1.1 Mission of the Borough of Pierrefonds-Roxboro

Provide citizens with quality local services and appropriate infrastructures that meet their needs and ensure a healthy, safe, inclusive and dynamic living environment in the areas in which the Borough has jurisdiction and obligations. The Borough intends to fulfil its mission from a perspective of sustainability, showing efficiency and effectiveness in its management methods and in implementing its projects and activities.

1.2 Vision of the DCSLDS

Ever attentive to trends and in constant dialogue with residents, the Culture, Sports, Recreation and Social Development Department (known by its French abbreviation, DCSLDS, for Direction Culture, Sports, Loisirs et Développement social) makes a difference in citizens' quality of life by providing them with memorable experiences that foster their development and fulfilment.



02

PURPOSE OF THE POLICY

The *Policy on Support for Special Events* defines the procedures for submitting applications and acceptance of events, the support that the Borough is able to provide to such events, and the rules and responsibilities relative to such support. The objectives of the policy are as follows:

- Plan effectively and make responsible use of Borough resources;
- Clearly define the types of support available to organizations that want to organize an event;
- Encourage diversification of events available in the Borough;
- Perform evaluations of events to ensure that the objectives are met;
- Respect the Borough's capacity to host and support events.

03

ELIGIBILITY OF ORGANIZATIONS

La *Policy on Support for Special Events* provides a framework for organizations that want to hold a large-scale social, sports, cultural, recreational or community event with a festive element, organized on a one-time basis and aimed primarily at residents of Pierrefonds-Roxboro.

Eligible organizations¹ are:

A

Non-profit organizations (NPOs)

not recognized under the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for Non-Profit Organizations (NPOs)* and duly constituted under one of the following legal structures:

- Provincial *Companies Act* (Part III);
- Federal *Canada Corporations Act* (Part II);
- Co-operative established under the provincial *Co-operatives Act*.

B

Foundations and philanthropic organizations.

C

Institutional, public or parapublic organizations.

1. It is essential that the organization be in proper legal standing, with the City of Montréal as well as with the various other levels of government.



04 TYPES OF EVENT EXCLUDED

The following types of event and activity **are not eligible** for the *Policy on Support for Special Events*, even if the promoter organization is eligible:

- ✗ Private events;
- ✗ Events organized by a private company;
- ✗ Events reserved for a closed or exclusive group;
- ✗ Projects involving, in whole or in part, partisan, political, sexual, war-related, discriminatory or degrading activities;
- ✗ Protests, marches and demonstrations;
- ✗ Public consultations, news conferences and flag raisings;
- ✗ Film, video or photography shoots;
- ✗ Projects involving activities that are, in whole or in part, controversial and to which it would be unreasonable to attach the Borough's name;
- ✗ Events taking place outside Borough territory.

05

SUPPORT FOR EVENTS HELD ON PUBLIC PROPERTY

5.1 Presentation of Stream 1

STREAM 1 is intended to provide support to eligible organizations for the organization of a one-time event such as a festival, party, fundraiser, charity gala, sports recognition gala, etc., to be held:



AT AN OUTDOOR SPORTS FACILITY



ON PUBLIC PROPERTY

Public property includes:

- Streets;
- Alleyways;
- Sidewalks;
- Parks;
- Public places;
- Squares;
- Waterfront spaces;
- Community and public gardens;
- Trails, medians;
- Municipal parking lots;
- Other City of Montréal-owned outdoor properties.

Use of public property for purposes other than those normally intended is a privilege accompanied by responsibilities, not a right.

STREAM 1



Any event to be held in a nature park, i.e., l'Anse-à-l'Orme, Cap-Saint-Jacques, Bois-de-Liesse or Rapides-du-Cheval-Blanc, must be submitted to the Direction des grands parcs, du verdissement et du Mont-Royal, not the Borough.²

For metropolitan, national and international events, refer to the Ville de Montréal's Division des événements publics.³

². See last page of Policy for contact information.

³. See last page of Policy for contact information.



5.2 Orientations

- Encourage development of innovative activities, projects and events that reinforce local identity and tourism attraction, espouse values of social cohesion, and serve as tools for local development.
- Promote celebrations that are open to the general public, inclusive and accessible to residents as well as visitors.
- Contribute to the Borough's reputation through large-scale events.
- Develop and support diverse events that appeal to a broad spectrum of the Borough population.
- Collaborate with a variety of partners to produce and present high-quality events.
- Enliven public spaces (public property, parks, sports facilities), while respecting their primary purpose and residents' peace of mind.
- Encourage social interaction and promote harmonious cohabitation.
- Ensure that the use of public property remains a privilege and not a right.

5.3 Nature of Assistance

Support provided by the Borough of Pierrefonds-Roxboro varies according to the resources at its disposal and depending on availability. Conditions apply.

TYPE OF SUPPORT*	AVAILABILITY
Professional	
Logistical support (Access to water and power)	Yes
Administrative support (Provision of confirmation that the event is being held to facilitate permit requests, issuing of occupancy permit)	Yes
Liaison with STM, SPVM and SIM (transit authority, police and fire departments)	Yes
Technical and material	
Equipment loans	Yes
Transportation of equipment belonging to the Borough, setup and teardown	Yes
Use of the public way	Based on review by DCSLDS and other departments involved
Signage, street closings and security	Based on review by DCSLDS and other departments involved
Communications	
Promotion of event in some of the Borough's communications tools	Based on review by DCSLDS and other departments involved
Financial	
Financial assistance	Not available
Sponsorships	Not available

*See [section 10](#) for details of support available by category.



STREAM 1

5.4 General Conditions

Application of this stream is under the responsibility of DCSLDS personnel. Requests are reviewed by an internal committee based on the information provided by organizations on the form provided for that purpose.

The following rules apply:

- Each organization is eligible for a maximum of one request per year for fundraising events whose sole purpose is to support one or more local or regional organizations;
- For all other types of event, each organization is eligible for one request every three years;
- The support to be provided will be confirmed after review and recommendation;
- All communications by the organization must mention the support provided by the Borough.

◀ Marco Calliari

STREAM 2



06

SUPPORT FOR EVENTS HELD INSIDE MUNICIPAL BUILDINGS

6.1 Presentation of Stream 2

STREAM 2 is intended to provide support to eligible organizations for the organization of a one-time social, sports, cultural, recreational or community event to be held in a municipal building:

- Pierrefonds Cultural Centre;
- Marcel Morin Community Centre;
- Gerry Robertson Community Centre;
- West Community Centre;
- Ovide T. Baciou Chalet.

Kim Richardson ▶



NOTE: The Pierrefonds Library and William G. Boll Roxboro Library are excluded.



6.2 Orientations

- Encourage development of innovative activities, projects and events that reinforce local identity, espouse values of social cohesion, and serve as tools for local development.
- Support organizations that provide services to residents of Pierrefonds-Roxboro.
- Promote celebrations that are open to the general public, inclusive and accessible to residents as well as visitors.
- Respect the accommodation capacity of the municipal buildings and the Borough's resources.



6.3 Nature of Assistance

Support provided by the Borough of Pierrefonds-Roxboro varies according to the resources at its disposal and depending on availability. Conditions apply.

TYPE OF SUPPORT*	AVAILABILITY
Professional	
Administrative support (Provision of confirmation that the event is being held to facilitate permit requests)	Yes
Technical and material	
Equipment loans	Yes
Setup and teardown (room/hall and Borough-owned equipment)	Yes
Communications	
Promotion of event in some of the Borough's communications tools	Based on review by DCSLDS and other departments involved
Financial	
Financial assistance	Not available
Sponsorships	Not available

*See [section 10](#) for details of support available by category.



STREAM 2



6.4 General Conditions

Application of this stream is under the responsibility of DCSLDS personnel. Requests are reviewed by an internal committee based on the information provided by organizations on the form provided for that purpose.

The following rules apply:

- Each organization is eligible for a maximum of one request per year for fundraising events whose sole purpose is to support one or more local or regional organizations;
- For all other types of event, each organization is eligible for one request every three years;
- The event must be a one-time event and cannot be part of a program of weekly activities or other regular activities of the organization.⁴
- The support to be provided will be confirmed after review and recommendation;
- All communications by the organization must mention the support provided by the Borough.

4. Please see the rates in effect for the room/hall rental, as applicable.



07

EQUIPMENT LOANS AND TRANSPORTATION OF MATERIALS FOR EVENTS HELD ON BOROUGH TERRITORY IN A LOCATION THAT IS NOT OWNED BY THE BOROUGH

7.1 Presentation of Stream 3

STREAM 3 covers requests for loans and transportation of equipment required to ensure the smooth running of a one-time event organized by an eligible organization, such as a party, presentation, fundraiser or sports event held **on a site or in a building that does not belong to the Borough (e.g., school, NPO).**

7.2 Orientations

- Encourage development of innovative activities, projects and events that reinforce local identity, espouse values of social cohesion, and serve as tools for local development.
- Support organizations that provide services to residents of Pierrefonds-Roxboro.



7.3 Nature of Assistance

Support provided by the Borough of Pierrefonds-Roxboro varies according to the resources at its disposal and depending on availability. Conditions apply.

TYPE OF SUPPORT*	AVAILABILITY
Technical and material	
Equipment loans	Yes
Transportation of equipment belonging to the Borough, setup and teardown	Yes
Financial	
Financial assistance	Not available
Sponsorships	Not available

*See [section 10](#) for details of support available by category.



7.4 General Conditions

Application of this stream is under the responsibility of DCSLDS personnel. Requests are reviewed based on the information provided by organizations on the form provided for that purpose.

The following rules apply:

- The event must be held on the territory of Pierrefonds-Roxboro;
- The support to be provided will be confirmed after review and recommendation as well as confirmation of availability of the materials.



For a loan of equipment to a school on Borough territory, please refer to the agreements with the school boards.



08

PROCEDURES FOR SUBMITTING AN APPLICATION (ALL STREAMS)

8.1 Submission of Application

8.1.1 The request must be submitted no later than:



8.1.2 8.1.2 Complete in full and sign the application form for support for special events, available on the Borough website and in the appendix to this document.

BOROUGH WEBSITE
<https://montreal.ca/pierrefonds-roxboro>

8.1.3 Append the following documents to the application form:

- a) Proof of incorporation: Letters patent and memorandum of association (excludes institutional, public and parapublic organizations);
- b) Proof of registration on the Québec Enterprise Register (NEQ) (excludes institutional, public and parapublic organizations);
- c) Request for equipment, as applicable (see [Appendix 3](#) for list of available equipment);
- d) Proof of civil liability insurance (\$2 million generally / \$5 million for aquatic activities) that meets the requirements of the City of Montréal⁵ and the City of Montréal-specific endorsement duly completed by the insurer (excludes institutional, public and parapublic organizations);
- e) List of the members of the organizing committee (for Stream 1 and 2 requests);
- f) Preliminary budget for the event (for Stream 1 and 2 requests);
- g) Promise to provide the documents and permits required after approval of the request, depending on the event activities planned (MAPAQ, Montréal fire department, Régie des alcools, des courses et des jeux du Québec, etc.);
- h) Resolution of the board of directors or other decision-making body designating a person as representative of the organization and in charge of the event, who undertakes to provide the documents required after approval of the request and to sign all documents required for the agreement with the City of Montréal (see model in the application form).

5. The City of Montréal must be listed as co-insured and the policy must include a clause stipulating that prior notice must be given to the City in the event of termination of or amendment to the policy. The text of the endorsement is provided on the application form.

8.2 Review of application

Evaluation of requests is a competitive process and the Borough's resources are limited. The process consists of two phases:



ELIGIBILITY

To be eligible, the request must meet **all of the following criteria:**

- The event is managed by an organization that is eligible under this Policy (ref.: 3. [Eligibility of Organizations, p.6](#))
- The event is not among the types of event excluded (ref.: 3.1 [Types of Event Excluded, p.7](#)).
- The organization, as part of its regular provision of activities, serves the population of the Borough of Pierrefonds-Roxboro.
- The event is aimed primarily at residents of Pierrefonds-Roxboro.
- The event is compliant with the conditions of the stream for which the request is submitted (ref.: General Conditions at [5.4](#), [6.4](#), [7.4](#)).
- The event is accessible and inclusive, and is available and open to everyone.
- The event is to be held on public property, at a sports facility or in a municipal building for a Stream 1 or 2 request or on the territory of the Borough for a Stream 3 request.
- The event is not in competition with a public event of the Borough.
- The application has been made by one of the deadlines stipulated in this Policy.



REVIEW

For eligible requests only, DCSLDS forms an internal review committee to study the requests.

The review committee is also tasked with ensuring a balanced calendar of events taking place in the Borough in consideration of Borough resources, availability and function of sites, and peace of mind of residents.

The committee reviews the requests based on the following weighted criteria:

- The extent to which the event is in line with the mission of the Borough and the vision of the DCSLDS;
- The degree to which residents of Pierrefonds-Roxboro are likely to participate and the intended number of participants;
- The scope of the event;
- If the event is not a fundraiser, there must be free admission to at least part of the programming;
- The event will contribute to the reputation of the Borough;
- The event has a specific goal or objective;
- The degree to which the event complements the Borough's public events programming;
- The degree to which the event is environmentally responsible;
- The organizer's capacity to properly organize the event;
- The budget and financial capacity of the organizer to properly organize the event;
- The Borough's capacity to host the event, in line with its costs and its impact on the Borough.

Note, therefore, that requests may be refused even if deemed eligible.

8.3 Time Required to Process Application

A response will be sent to the organization within 30 days following the application submission date, i.e., no later than **April 15** or **September 15**.

HOW TO SUBMIT AN APPLICATION

The organization must complete, sign and submit the Application form for streams 1 and 2 along with all required documents to the DCSLDS by e-mail at the following address:

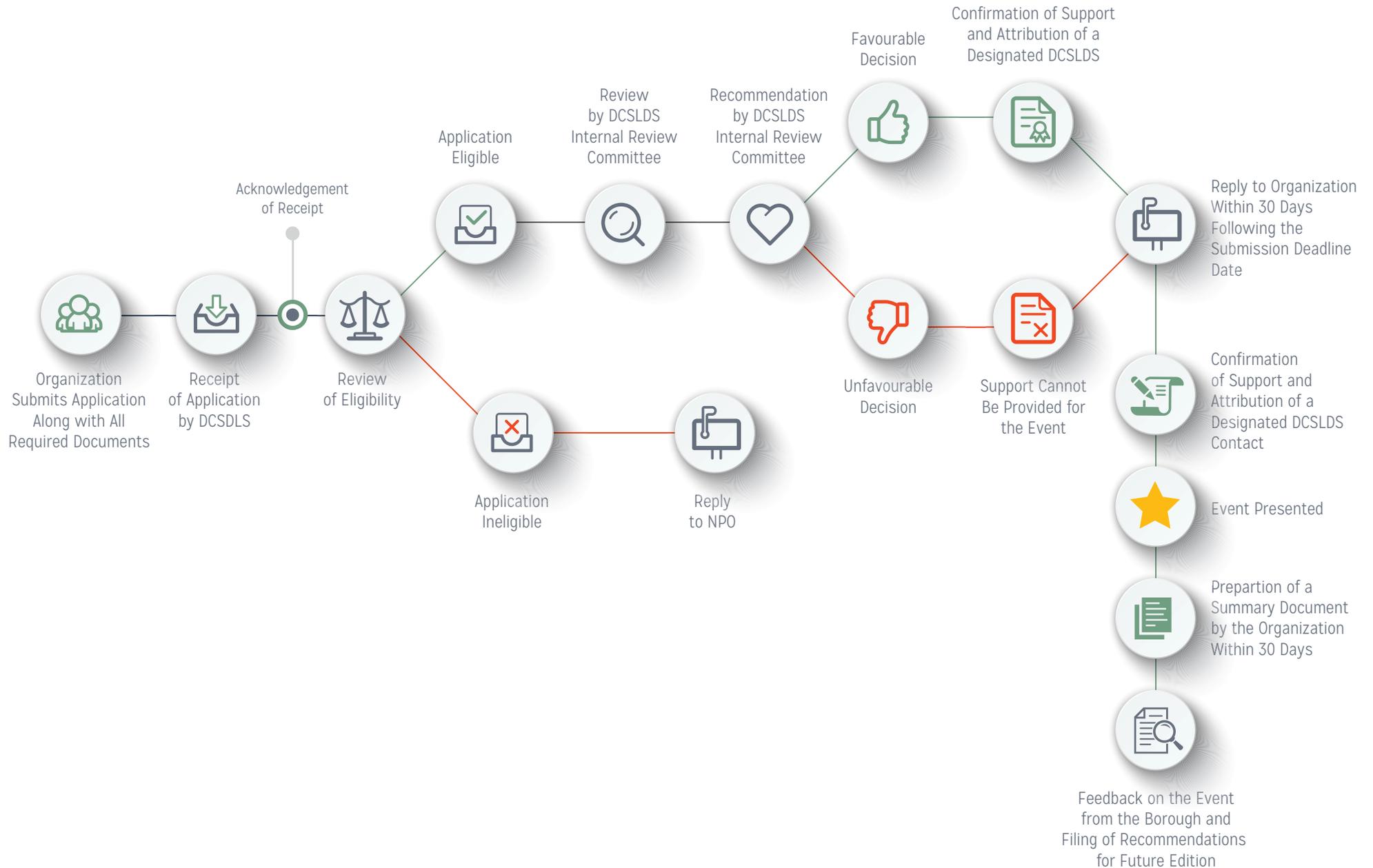
dcslds-pr@montreal.ca



REMINDER: The deadline dates for submitting applications are March 15 and August 15. Applications received after the deadline date will be processed subject to availability of resources.



8.4 Steps in the Application Procedure



09

RESPONSIBILITIES OF THE ORGANIZATION

In return for support received from the Borough, the applicant organization undertakes the following:

1. Promptly notify their contact of any change to the organization's name, its legal status, its address, or the nature of its mission.
2. Promptly notify and obtain approval from the contact of any changes to the objectives, schedule, or any other aspect of the planned event. Any requested changes may be rejected for technical, administrative or availability reasons.
3. Comply with applicable legislation, regulations and standards, specifically those pertaining to occupancy of public and private property as well as public health and safety, and with any other conditions stipulated by the City to that effect.
4. Pay to the appropriate authorities and organizations the amounts for all required taxes, permits and fees.
5. Have liability insurance that meets the requirements of the City of Montréal.
6. Provide all required documents and ensure that the premises and equipment are restored to their original condition.
7. For a large-scale event, the organization is required to have one or more logistics evaluation meetings with a person in charge at the DCSLDS.
8. All events shall be subject to a written agreement to be signed by the organization and the Borough.
9. There must be an emphasis on the living environment and on environmental preservation, in accordance with sustainability principles.
10. The site must respect accessibility / universal design principles. The organization must implement measures to enable all residents, including people with functional limitations, to take part in the event.
11. The City of Montréal's visibility clauses must be complied with.
12. Ensure the safety and security of persons and property for the duration of the event, both on- and offsite.
13. Comply with all provincial and federal public health directives, guidelines and requirements for protection of the general public.
14. Comply with the instructions of the Service de Police de la Ville de Montréal (SPVM, police department), the Service de sécurité incendie de Montréal (SIM, fire department) and the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ, provincial Ministry of Agriculture, Fisheries and Food), as applicable.
15. Draft a report / summary of activities to be submitted to the DCSLDS within 30 days following the event.
16. If the activity take place across more than one territory, the NPO must be subject to a corporate agreement (e.g., Tour de l'Île) and there must be just and fair sharing of resources between the boroughs or linked municipalities.

10

TYPES OF SUPPORT AVAILABLE

Support provided by the Borough of Pierrefonds-Roxboro varies according to the resources at its disposal and depending on availability. Conditions apply.



10.1 Professional

Logistical support for the event

A kick-off meeting will be scheduled with a representative of the DCSLDS and the organization sponsoring the event to ensure logistical needs are met. Follow-up meetings will also be required throughout the process. The DCSLDS provides logistical support for partner events that are held on public property.

Liaison

For creation of a public event, the organization must transmit the details of its event to the Société de transport de Montréal (STM, the transit authority), the Service de Police de la Ville de Montréal and the Service de sécurité incendie de Montréal, depending on the nature of the event. The organizer must plan for a logistics meeting, which may be held in a room or hall in the Borough.

The communications link is established by the organization sponsoring the event, which must transmit all documents, permits and proofs of its dealings with the above-mentioned organizations to its DCSLDS contact.

10.2 Technical and Material

Equipment loans

The DCSLDS owns an inventory of equipment. It can offer loans of equipment as well as co-ordinate transportation, setup and teardown.

The organization must clearly indicate its equipment needs to its DCSLDS contact. The equipment loan request must include the number of materials required, the name and phone number of an onsite contact who will greet the team with the equipment, along with an emergency contact number. Once the equipment is delivered, the organization must sign the acknowledgement of receipt. The organization will be held liable for any theft, loss or vandalism of the equipment provided by the DCSLDS. The organizer must arrange for onsite supervision outside of the scheduled hours of the event, including setup and teardown.

If the requested equipment is not available, the DCSLDS will inform the organization in its response. In that case, it is under no obligation to provide said equipment. The DCSLDS has the right to refuse any equipment loan request subject to availability. The organizer will be responsible, at its own expense, for rent, delivery and setup all equipment needed.

See [Appendix 3](#) for the list of available equipment.

Use of the public way

For an event to be held on a public roadway, the organizer must obtain an authorization number from the Service de sécurité incendie de la Ville de Montréal (SIM) as well as authorization from the Service de police de la Ville de Montréal (SPVM). With the assistance of the municipal contact, the request will be evaluated and conditions set. A site visit will be scheduled prior to the event with the SIM team, the SPVM and the organization to ensure the site is safe and secure and the facilities are compliant. The SPVM has the authority to accept, reject or alter a route for public safety reasons.

Signage, street closings and security

The DCSLDS, in collaboration with the Borough Public Works department, is responsible for evaluating signage requirements, checking for road closures, and co-ordination. They ensure that alternate routes are in place if necessary and that the roadway is secured by installing safety signs and barriers. These two departments are also responsible for assessing costs related to the event. Fees may apply.





10.3 Communications

The event organizer is responsible for planning its own promotional campaign. For events organized in collaboration with the Borough, all documents must be submitted to and approved by the Borough before publication, via the designated municipal contact. The Borough's support for the event must be acknowledged via inclusion of its logo in all advertising and promotional materials. Subject to certain conditions, the organizer's promotional documents may be used to promote the event in the Borough's various communications tools.





11 FEES

A non-profit organization may be required to pay fees, which would be stipulated in the agreement and based on the Borough's by-law on rate-setting.

The Borough reserves the right to bill the organizer for any breakage, loss or theft of equipment loaned for an event.

12 CONDITIONS

Event organizers must comply with all municipal decrees, policies and provincial and federal laws. The Borough of Pierrefonds-Roxboro reserves the right to cancel an event at any time if regulations are not being complied with.

CONTACT INFORMATION

Pierrefonds-Roxboro Borough Special Events Team

📍 Culture, Sports, Recreation and Social Development Department (DCSLDS)
13 555 Pierrefonds Boulevard
Pierrefonds, Québec H9A 1A6

☎ Culture and Social Development: 514 626-0681

☎ Sports and Recreation: 514 626-1833

✉ dcslds-pr@montreal.ca

🌐 <https://montreal.ca/pierrefonds-roxboro>

f <https://www.facebook.com/pfds.rox/>



GLOSSARY OF TERMS

In this document, the terms below consistently have the following meanings.

Accessibility / universal design	Founded on an inclusive approach, accessibility / universal design ensures that everyone, regardless of ability, can make independent and simultaneous use, in an identical or similar manner, of services made available to the entire population.
Borough	The Borough of Pierrefonds-Roxboro.
City	The City of Montréal.
Inclusive	Inclusion is based on recognizing and valuing the differences between people with a view to enriching planning, decision-making and quality of life for everyone.
Municipal building	Any building that is the property of the Borough of Pierrefonds-Roxboro.
Organization	An organization eligible under this Policy, i.e.: <ul style="list-style-type: none"> • A non-profit organization (NPO) not recognized under the <i>Pierrefonds-Roxboro Borough Policy on Recognition of and Support for Non-Profit Organizations (NPOs)</i> (duly constituted under one of the following legal structures: Provincial <i>Companies Act</i> [Part III]; Federal <i>Canada Corporations Act</i> [Part II] or Co-operative established under the provincial <i>Co-operatives Act</i>); • A foundation or philanthropic organization; • An institutional, public or parapublic organization.
Policy	<ul style="list-style-type: none"> • The <i>Policy on Support for Special Events</i>.
Public event	Refers to celebrations open to the general public that are inclusive and accessible by everyone, and held on public property.
Public property/space	Public space includes streets, alleyways, sidewalks, parks, public places and squares, waterfront spaces, community and public gardens, trails, medians, municipal parking lots and other exterior properties belonging to the City of Montréal. Use of public property for purposes other than those normally intended is a privilege accompanied by responsibilities, not a right.

APPENDIX 1

Persons to Contact Depending on the Type of Event

For local events held on Borough territory

Culture, Sports, Recreation and Social Development Department (DCSLDS)

📍 13 555 Pierrefonds Boulevard
Pierrefonds, Québec H9A 1A6

☎ Culture and Social Development: 514 626-0681

☎ Sports and Recreation: 514 626-1833

✉ dcslds-pr@montreal.ca

🌐 <https://montreal.ca/pierrefonds-roxboro>

For events held in large parks

Direction des grands parcs, Ville de Montréal

🌐 <https://montreal.ca/parcs-et-nature>

For metropolitan, national and international events

Division des événements publics, Ville de Montréal

☎ 514 872-3911

✉ festivals.evenements@ville.montreal.qc.ca

🌐 ville.montreal.qc.ca/culture/organiser-un-evenement-sur-le-domaine-public

For film and television shoots on Borough territory

Refer to the Borough website for the procedure:

🌐 <https://montreal.ca/en/how-to/get-permit-to-temporarily-occupy-public-property-filming-purposes>

For protests, marches and demonstrations

SPVM – Neighbourhood Station 3

📍 14 680 Pierrefonds Boulevard
Pierrefonds, Québec H9H 4V6

☎ 514 280-0103

🌐 <https://spvm.qc.ca/pdq3>

APPENDIX 2

Guides and Resources to Ensure a Successful Event

Accessibilité universelle des événements

Clés de la réussite: des outils pour l'organisateur | 2018 edition

Developed by AlterGo in collaboration with the City of Montréal (in French)

 https://www.altergo.ca/wp-content/uploads/2020/09/accessibilite_universelle_evenements_altergo_0-1.pdf

UNIVERSALLY ACCESSIBLE COMMUNICATIONS TOOLS | 2016 edition

Developed by AlterGo and ROPMM in collaboration with the City of Montréal (in French)

 https://www.altergo.ca/wp-content/uploads/2020/09/guide_agent_de_communication_-_ete_2016.pdf

LIST OF GUIDES AND RESOURCES FOR HELP IN MAKING YOUR EVENT GREENER

Conseil québécois des événements écoresponsables (CQEER)

 <https://evenementecoresponsable.com/en/guides-and-resources/>

APPENDIX 3

List of Available Equipment for Events Held on Public Property (Stream 1) and for Equipment Loans (Stream 3)

For an event to be held in a municipal building, see the lists of available equipment according to the room/hall selected.

Description of materials
10-Ft. X 10-ft. Tent
Crowd Barriers
Propane BBQ
Charcoal BBQ
Folding Chair
Orange Construction Cone
Extension Cord
Lectern
Cable Protector 10
Plastic Garbage Bin (+ Bags)
Podium
Stanchion
Recycling Bin
6-Ft. Folding Table
60-In. Round Table
Clothing Rack and Hangers
Safety Vest



REMINDER: The organization will be held liable for any theft, loss or vandalism of the equipment provided by the DCSLDS. The organizer must arrange for onsite supervision outside of the scheduled hours of the event, including setup and teardown.

APPENDIX 4

Main Municipal By-Laws and Activities Subject to Various Requirements

CA29 0010 – BY-LAW ON NUISANCES AND GOOD ORDER

<http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=20444&typeDoc=1>

CA29 0018 – BY-LAW CONCERNING OCCUPANCY OF PUBLIC PROPERTY

<http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=18740&typeDoc=1>

CA29 0023 – BY-LAW ON CLEANLINESS

<http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=20435&typeDoc=1>

CA29 0061 – BY-LAW CONCERNING THE USE OF PARKS

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