



# Guide for organizing an activity at Parks Canada's historic canals in Quebec

*This guide is intended to inform organizers and promoters of the procedures in place to hold activities on the territory administered by Parks Canada at the following sites:*

Carillon Canal National Historic Site  
Chambly Canal National Historic Site  
Lachine Canal National Historic Site  
Sainte-Anne-de-Bellevue Canal National Historic Site  
Saint-Ours Canal National Historic Site

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*This guide provides information on the main elements involved in planning an activity; it does not present all the rules and clauses pertaining to the activity.*

## 1. Parks Canada Permitting Principles

Organizing activities in a way that respects the natural and cultural resources and the spirit of a particular site helps to ensure that the protected heritage places administered by the Parks Canada Agency remain relevant to Canadians. Activities play a vital role in helping the Agency fulfil its mandate to foster public understanding, appreciation and enjoyment of Canada's protected heritage places. They also provide key opportunities for participants to experience and develop a sense of connection to Canada's natural and cultural heritage.

Under the [\*Historic Canals Regulations \(SOR/93-220\)\*](#), all activities held on Parks Canada property require prior approval. This approval is given in the form of a Special Event Permit, Filming Permit or Licence of Occupation. By definition, the activity is temporary and planned for recreational, entertainment, educational, commemorative or promotional purposes.

## 2. Application Analysis Framework

Before issuing an activity permit, and in order to determine the terms and conditions specified in the permit, the Director of Waterways must consider the impact of the activity on: cultural resources, natural resources, public safety, structures (locks, dykes and bridges), riverside residents, navigation, wildlife and its habitat and the historic character of the canal.

Depending on the nature of activity, three types of permits may be issued:

- Special Event Permit
- Filming Permit
- Licence of Occupation

### 2.1. Special Events

Both public and private cultural, sports or community events are accepted.

Quebec Waterways allow events that:

- Respect the identity, history and unique features of the site;
- Support the presentation of the natural and cultural heritage of the national historic site;
- Foster a sense of pride and connection with the national historic site;
- Involve the local communities;
- Enhance the visitor experience;
- Present an opportunity to have fun or relax;
- Provide a recreational offering that can take place in any season;
- Reach a variety of clientele;
- Respect riverside residents;
- Are innovative and original;



- Promote equity, accessibility, inclusion and diversity;
- Integrate elements of sustainable development;
- Are 100% autonomous from an organizational, logistical and operational standpoint;
- Have a maximum duration of three weeks.

Quebec Waterways deny events that:

- Do not meet the criteria described in this guide;
- Involve soliciting users;
- Promote unhealthy lifestyle choices;
- Contain elements that are inappropriate or prohibited by law.

Please refer to the section Permit Application Process for the application form.

## 2.2.Small Private Gatherings

Small-scale events, such as a family party or gathering of friends, are allowed without a Special Event Permit when they meet the following conditions:

- Free of charge
- Organized by an individual
- Fewer than 30 guests
- No equipment or decorations
- No catering or barbecue
- No sound system or DJ service
- No suppliers of goods and services

Participants must follow the municipal, provincial, and federal rules applicable on the site (example: alcohol consumption, hours of operation, etc.)

## 2.3.Commercial Activities

Companies and organizations wishing to conduct commercial activities on a recurring basis without site exclusivity and without a physical facility must obtain a Licence of Occupation. Commercial activities include all non-event activities that provide opportunities for the sale of services, recreation and leisure. Note: Exclusive and permanent occupation of a site is subject to a different process that is not covered in this guide. Please contact us at [infocanalqc@pc.gc.ca](mailto:infocanalqc@pc.gc.ca) for more information on conducting commercial activities.

Exceptions may apply for group classes and canal cruise services.

### 2.3.1. Group classes

Group classes, such as exercise, dance or yoga classes, are allowed without a Licence of Occupation when they meet the following conditions:

- Groups consist of fewer than 20 people;
- The instructor holds the appropriate insurance for the type of activity;
- The class is held at a location authorized for that purpose (refer to the [available areas sheets](#));



- The instructor must select a safe location for the activity and must inspect the site prior to each class to identify hazards (ice patches, holes, etc.) with cones or other appropriate material;
- No equipment such as tents, banners, posters, tables, sound amplification or any other heavy equipment may be set up during the activity;
- The use of street furniture, railings and other structures for exercise purposes is prohibited;
- Any waste generated by the activity must be removed from the site;
- All vehicles are prohibited on the activity site;
- The instructor must provide participants with important information and special instructions regarding safety during the activity;
- In the case of classes involving use of the path or the canal, the instructor must ensure that a corridor is left free for other users at all times, and that only one exercise group is present at a time and that participants do not leave the site during the class or deviate from the planned course;
- The coexistence of class participants and other site users must be harmonious, safe and uncompromised. Participants do not have exclusive or priority use of the site;
- Direct and indirect solicitation and the sale of goods and services, including enrolment in the class, are prohibited on-site.

If any of the above conditions is not met or if the organizer wishes to have priority use of the site, a Licence of Occupation is required.

### 2.3.2. Cruises

The cruise service shall be permitted to transit on the canal without a licence of occupancy when:

- Complies at all times with the Historic Canals Regulations and the Canadian Navigable Waters Act;
- Uses a vessel that meets the current criteria of the Small Vessel Regulations and the Canada Shipping Act, and that is registered as a small vessel;
- Is able to submit to Parks Canada the proof of compliance required to operate the business, including, but not limited to, a Transport Canada Certificate of Compliance and a Canadian Coast Guard Certificate of Compliance;
- Holds the appropriate insurance for its type of activity;
- Transits the canal only, and the home port is located outside Parks Canada boundaries;
- Pays the commercial lockage, commercial mooring and passenger boarding and landing fees to Parks Canada lock staff;
- Not impede traffic on the docks or gangways and not interfere with the normal operations of the national historic site;
- Ensure participant safety during boarding and landing procedures;
- Agrees to comply at all times with the instructions of the person in charge of navigation operations;
- Agrees to submit detailed information on crossing schedules at the start of the season and all schedule changes as soon as possible (minimum of 24 hours before the schedule change takes effect);



- Has no priority. Cruise service is subject to the same conditions as other users: the operations team will make every effort to maximize the passage of the vessel. It is important to take into account when planning cruises that lockage delays are sometimes unavoidable;
- Holds and complies with the conditions of its alcohol permit for the sale and consumption of alcoholic beverages, issued by the Régie des alcools, des courses et des jeux du Québec (RACJQ).

If the cruise company wishes to negotiate a special agreement, a Licence of Occupation is required according to Parks Canada conditions.

#### 2.4. Filming, Photo Shoots and Drone Use

A Filming Permit is required to carry out a film, television, advertising, photographic or digital project on the lands or waters of all Parks Canada historic canals in Quebec.

Final approval is given in the form of a Filming or Shooting Permit containing various clauses to protect the site's resources and users. Clauses specific to filming are added, namely regarding the use of the images produced, drone use and mentions in the credits.

Please refer to the section Permit Application Process for the application form.

#### 2.5. Public Art Project

Public art initiatives may be accepted in the form of visual art or interactive installations. These initiatives may be subject to other criteria. Public art pieces that are displayed will not be acquired or maintained by Parks Canada and will not be incorporated into its collections. They will be displayed on a temporary basis.

Cultural mediation activities are encouraged to maximize visitor contact and the impact of the works.

The projects must be carried out in collaboration with local stakeholders who have experience and expertise in delivering public art projects and who will act as intermediaries. Public art pieces that are displayed must be created by professional artists who are members of recognized professional associations.

The installation process and choice of location must respect the site's cultural and natural resources and the rules in effect on the waterway and its banks. An environmental impact assessment may be required. Requirements for installation of the works, safety and maintenance must be taken into consideration. Promoters are responsible for providing a scaled layout and site restoration plan. The plan must include the project description, schedule, plans for the work and the work method used. Depending on the type of installation, professional plans may be required.

Please contact us at [infocanalqc@pc.gc.ca](mailto:infocanalqc@pc.gc.ca) for steps to install a public art project.



### 3. Permit Application Process

After reviewing the information contained in this guide, the promoter must complete and sign the Special Event Permit application form or the Filming Permit application form. Incomplete applications may be rejected.

The application will be reviewed, and the promoter will be informed whether the site is available, whether or not it is suitable for the activity and what documentation and approvals will be required before final approval can be given. Parks Canada assumes no liability for any commitments the promoter has made to third parties in the event that the application is rejected.

After reviewing all aspects of the application, Parks Canada will assign a contact person who will notify the promoter of preliminary approval of the application, if applicable. At that time, the promoter will be informed of the other documents required, and discussions on the conduct of the activity will be undertaken.

Final approval of the application will not be confirmed until all necessary documentation has been received and approved in writing by Parks Canada. Final approval is given in the form of a permit signed by the Director of Quebec Waterways.

Pre- and post-activity visits may be conducted at Parks Canada's discretion regarding the site condition or activity planning.

#### 3.1. Permit Application Deadlines

Parks Canada aims to analyze proposals within the following timeframes. Parks Canada cannot guarantee that applications received after the deadline will be considered.

##### 3.1.1. Events

- Expected date between May 1st, 2023 and October 31st, 2023: April 15th, 2023
- Expected date between November 1st, 2023 and April 30th, 2024: September 30th, 2023
- Expected date between May 1st, 2024 and October 31st, 2024: March 1st, 2024

##### 3.1.2. Filming and Photo Shoots

- With little or no infrastructure and/or with a crew of 30 people or less: 30 days before the start date of shooting
- With a great need for infrastructure and/or with a crew of more than 30 people: 90 days before the start date of shooting

##### 3.1.3. Commercial Activities from April 1st to March 31st

- January 31st

##### 3.1.4. Public Art Projects

- 120 days before the start of installation





## 4. Required Documents

The following documents must be submitted with the application or prior to the permit being issued.

### 4.1. Site Plan

For application review purposes, attach a draft version of the site plan for the activity to the application form. Clearly indicate the location and the number and size of temporary structures and facilities you plan to install. An official site plan will be required if your activity is approved. Parks Canada retains authority over the official site plan. The promoter must account for traffic management in developing the site plan.

At minimum, the official plan must include the following details:

- Name of the author of the plan
- Name of the activity
- Date of the activity
- Legal or municipal address
- Clearly delineated area of the activity site, including entry and exit points and fencing locations
- Clearly identified structures and equipment installation areas
- Vehicle access routes for set-up/dismantling
- Approximate scale
- North arrow
- Evacuation routes
- Location of waste and recycling receptacles, tents, booths, kiosks, stages, screens, speaker orientation, portable toilets, sinks, handwashing stations, signs, banners, signage, generators and lighting towers

Required for certain types of activities:

- Emergency parking for firefighters and paramedics
- First-aid facilities
- Traffic control staff
- Emergency stations
- The schedule for the preparation and closing of the activity and expected arrivals and departures

### 4.2. Sustainable Development Plan

The promoter must provide a sustainability plan for the activity. The plan must contain monitoring and follow-up measures. The plan must also include actions in each of the following areas:

- A general commitment by the promoter to sustainable development, in terms of governance, the environment and society;
- Incentives to encourage the use of alternatives to single-occupancy vehicles and offsets for GHG emissions;
- Measures in place to reduce food waste and offer vegetarian or vegan options;
- Waste management measures, such as consumption reduction, zero waste and waste recovery, and the elimination of single-use plastics;
- Filling station for reusable water bottles;



- Use of renewable energy and energy-saving measures;
- Sourcing from local suppliers, in the region or within 100 km;
- Measures to raise awareness for the protection of natural environments and respect for habitats;
- Universal accessibility features;
- Measures to limit impacts on surrounding communities and support their engagement;
- Recognition for volunteers;
- Measures to promote the hiring of people of diverse backgrounds.

An activity report demonstrating the achievement of the objectives must be provided to Parks Canada for a subsequent application. The report contains the outcome of each of the plan's measures, performance indicators, recommendations and overall findings.

For more information or to obtain assistance, visit the [Conseil québécois des événements écoresponsables](#).

### 4.3. MAPAQ Permit

The applicant is responsible for seeking and obtaining the appropriate permits from the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) in the case of the service or sale of food. The permits must be received before the activity and a copy must be provided to Parks Canada.

### 4.4. Alcohol Permit

The consumption of alcohol is forbidden on Parks Canada property unless specifically authorized for an activity. The applicant is responsible for seeking and obtaining the appropriate permits from the Régie des alcools, des courses et des jeux (RACJQ) in the case of the service or sale of alcohol. The permits must be received before the activity and a copy must be provided to Parks Canada.

### 4.5. Insurance and Responsibility

The promoter will be required to obtain public liability insurance in such amounts and on such terms as a prudent operator should maintain with "His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency" as an additional named insured. Minimum coverage of \$2 million per incident is required but this amount may change depending on the size and scope of your event.

### 4.6. Emergency Response Plan

An emergency response plan may be required for any sporting, boating or medium and large-scale activities. At minimum, the plan must include the following information:

- Possible emergency scenarios, actions to be taken, procedures to follow and resources available;
- A flow chart illustrating the chain of communications;
- A detailed list of volunteers, partners and companies hired for health and safety services;
- The flow of participants;
- Maps showing emergency evacuation routes.



The plan must also be written in accordance with the standards of the appropriate sports association or federation or the promoter's sectoral tourism association.  
An incident/accident report must be completed where applicable.

#### 4.7. Path Detour and Signage Plan

Any permit application for an activity requiring the closure of a section of the Chambly Canal path must be accompanied by a detour and signage plan. Closures are not permitted on the Lachine Canal path.

Permit holders are responsible for setting up the detour and signage, managing traffic and coordinating the detour with the municipalities. Parks Canada may require flaggers for safety reasons.

#### 4.8. Other Documents

Other permits, authorizations and licences may be required by all levels of government (e.g., SOCAN for music, City for building permits, registrations, etc.). The promoter is responsible for finding out what is required and for obtaining permits from the appropriate authorities where applicable.

### 5. Requirements

Parks Canada sites are protected heritage places and should be treated as such. Promoters should be aware that all activities carried out in protected heritage places are subject to various regulations and guidelines.

#### 5.1. General Planning and Safety Measures

- The promoter's activity must not prevent visitors from enjoying the site and its facilities.
- The activity must not interfere with regular operations of the site, including maintenance and access to property and facilities.
- The activity must not impede traffic flow.
- All activities and/or events must comply with the [\*Historic Canal Regulations\*](#).
- The promoter is responsible for ensuring the integrity of its facilities and for correcting all deficiencies, falls and damages as soon as possible.
- The promoter must take the necessary measures to ensure the safety of activity participants and other site users.
- Any modifications to the plans or changes to facilities that have a technical impact must be approved by Parks Canada.



## 5.2. Tents

In the event that the promoter installs a shelter on the site for the purposes of the activity, the structures must be held in place by counterweights or stakes not exceeding 30 cm (12 inches) in length depending on the site. Tents must be installed by a contractor licensed by the Régie du bâtiment du Québec. They must also be installed in accordance with the requirements of the municipal fire department for fireproof materials.

## 5.3. Barbecue and Food Cooking Appliances

Barbecues are considered open fires and are not accepted on the site unless they are authorized in a special event permit. Parks Canada may require the promoter to provide a municipal fire department authorization for the use of combustion devices. The promoter must ensure that briquettes / propane tanks are removed and located outside the site, according to the standards in force.

## 5.4. Waste Materials

The promoter must ensure that all debris and waste is removed from the site. The promoter must collect all waste generated during the activity and dispose of it off-site at its own expense. The proponent must bring its own equipment to the site to dispose of waste. It must organize, install and maintain sufficient trash cans, recycling bins, compost bins and ashtrays before and during the special event.

## 5.5. Noise Pollution

Parks Canada harmonizes with the municipal regulations in force, including the instructions on noise during outdoor events. The sound level currently allowed, including PA tests, is 80 dBA within 35 metres of the sound source. The allowable limit may be reduced depending on the weather conditions and location. Additional measures may be imposed as appropriate.

## 5.6. Continuous Music

Speakers must face away from residential areas. Continuous music time slots must be a maximum of six (6) hours and be spaced a minimum of one (1) hour apart. The promoter must also take a series of measurements with a sound level meter and submit the compliance report to Parks Canada at the end of the event.

## 5.7. Power Supply

The promoter must provide its own power supply. Generators must be provided by the promoter; renewable energy sources are preferred. In order to reduce the risks associated with the use of generators, certain conditions apply and will be communicated to the promoter.

A power supply is only available in a few locations and user fees and conditions apply.

## 5.8. Sanitary Facilities

The number of toilets and handwashing stations must be established according to municipal requirements related to the ratio, including an adequate number of wheelchair-accessible toilets, based on the location of the event, its duration and the expected number



of participants (including employees, volunteers and spectators). The facilities must be maintained at regular intervals, and accumulated waste must be removed and transported appropriately. The facilities must be delivered and removed the same day as the activity or must be secured in such a way that they cannot be moved if left unattended. The promoter will be responsible for any act of vandalism and must remove the toilets from the water body if they are located there at its own expense and bear any cleaning costs. The discharge of grey and black water on the site and in the canal is prohibited.

### 5.9. Vehicle Traffic

Vehicles are allowed only for the delivery of goods for setting up and dismantling for events. Once vehicles are fully loaded or unloaded, they must leave the premises. No personal vehicles are allowed on the premises. Rules for traffic on Parks Canada property apply, including those relating to visitor safety, vehicle identification and load limits.

### 5.10. Fireworks

It is forbidden to discharge fireworks in a historic canal without special authorization.

### 5.11. Drone Flight

The historic canals are located primarily in controlled airspace. Flying drones for commercial purposes requires authorization from the Director of Quebec Waterways. For this purpose, a [Filming Permit application](#) must be made. Filming Permit holders must demonstrate compliance with [Transport Canada requirements](#), including the Special Flight Operations Certificate and respect for the privacy of others.

### 5.12. Site Restoration

The promoter is responsible for repairing damage to the activity site, restoring it to its original condition and replacing damaged or removed items to the satisfaction of Parks Canada, including vegetation, street furniture and all surfaces.

### 5.13. Official Languages

The promoter must provide its services to the public in both official languages of Canada. In addition, it must ensure that notices and printed materials, such as public information signs, are available in both official languages at the site.

### 5.14. Inclusion and Accessibility

The participants should have equitable opportunities and choice to independently experience and enjoy events and activities. The promoter must offer an alternative when it is not possible for the visitor living with a disability to access a facility, activity or event to the same extent as other visitors.

Everyone benefits from well designed, maintained, inclusive and easy to use facilities including these people:

- People with limited mobility;
- People with loss of upper body extremity skills;
- People with visual and hearing impairments;
- Families with strollers and small children;
- People with developmental, cognitive and mental disabilities;



- People for whom French/English are not their first language;
- Seniors with related conditions;
- People of all sizes and weight;
- People with temporary injuries or disabilities;
- Gender diverse people.

### 5.15.      Nautical Activities

The conduct of activities on the water is subject to specific rules to ensure effective sharing of the canal among different types of users. In addition, constant communication with the lockmaster is mandatory. Launching of boats is permitted at designated locations.

All boats must comply with Transport Canada legislation and be equipped with the mandatory safety equipment.

Boats/equipment/machinery from outside the Parks Canada protected heritage place that does not stay within approved pathways/routes/parking areas must be properly cleaned before going on-site to minimize the risk of introducing alien invasive species.

To ensure the security, a safety motorboat may be required. The boats must comply with Transport Canada guidelines and be equipped with the safety equipment specified in the [Canada Shipping Act](#) and the [Small Vessel Regulations](#). All watercraft must respect the 10 km/h speed limit at all times, except when rescuing a person in distress. If the boats are making waves at this limit, the speed must be reduced to prevent producing waves (this takes precedence over the speed limit).

The promoter must take the necessary measures to ensure the safety of activity participants and other site users. In particular, the promoter must:

- Ensure that participants do not leave the site during the event or accidentally deviate from the planned course;
- Ensure adequate medical coverage;
- Ensure that participants and other waterway users coexist harmoniously and safely;
- Notify local authorities (police, emergency services, etc.) of the event.

Non-motorized watercraft must travel outside the navigation channel whenever possible. The [Canada Shipping Act](#) remains applicable at all times. The specifics of the [Collision Regulations](#) apply within the boundaries of the historic canals.

At Lachine Canal, in the event of notification by the City of Montréal that an overflow of the Rockfield overflow (discharge of sewage into canal) has occurred within 72 hours prior to the activity, the activity shall be cancelled or postponed to a later date.

### 5.16.      Notice to Riverside Residents

Parks Canada requires the promoter to give riverside residents notice of at least two (2) weeks of any activity that may affect them in any way. The promoter is responsible for ensuring the peace of residents and for complying at all times with the municipal by-laws in force, particularly with regard to noise. The promoter must respond to any complaints and make the necessary corrections.



### 5.17. Required Visibility for Parks Canada

The event organizer's communication activities must mention that the event is being held at a Parks Canada national historic site.

Terms to be used:

English: "Parks Canada", "[Name] Canal National Historic Site", "[Name] Canal", "[Name of the Place]"

French: "Parcs Canada", "lieu historique national du Canal-de-[Nom]", "canal de [Nom]", "[Nom de l'emplacement]"

The use of the Parks Canada logo will be considered on a case-by-case basis.

The promoter is responsible for providing the information it wants Parks Canada to share on its social media. For that purpose, it is important to complete the "Inclusion on Parks Canada platforms" section of the permit application form.

### 5.18. Sponsors

The posters of sponsors on the Location shall be accompanied by a statement that the sponsor in question supports the Activity. The posters of sponsors must allow for a clear understanding by the public that they are being posted solely because of their support of the event in question. Parks Canada Agency management reserves the right to refuse the participation of a partner or sponsor whose mission or reputation is deemed to be irreconcilable with the interests or mandate of the Parks Canada Agency.

### 5.19. Environmental Best Management Practices

In addition to the mitigation measures specific to each stage leading up to a special event, promoters must comply with federal, provincial and municipal regulations and any other restrictions or directives imposed by Parks Canada.

In addition to the rules contained in this guide, below are some examples of mitigation measures that the promoter must put in place to hold its event/activity (a complete list of all potential impacts will be included in the permit):

#### **Special Event Planning**

- a. Special Event organizers must brief visitors on the value of the protected heritage place and the most relevant mitigation measures (e.g., do not disturb turtle nests protected by snow fencing).

#### **Cultural Resources**

- b. Excavation of any sort is prohibited.
- c. Ground surface impacts and below ground surface anchoring for the installation of fencing, tent pegs, signage, or any other purpose is prohibited, except in areas that have been reviewed and pre-screened by an archaeologist and/or qualified specialist/advisor. Non-intrusive temporary fencing, signage, or structure stabilizing mechanisms (that does not puncture the ground) is recommended.



- d. If archaeological resources are uncovered during project activities, Special Event organizers will isolate the specific area and restrict access until the specialist/advisor is notified to provide further direction.
- e. The use of any Parks Canada installation as supports for equipment, infrastructure, and signage are strictly prohibited.

#### **Visitor Experience and Safety**

- f. Use of special effects/pyrotechnics/black powder must comply with the Explosives Act and Regulations under Parks Canada's direction.

#### **Soil/Land Resources, Water Quality**

- g. Minimize vehicle traffic on exposed soils and stabilized high traffic areas.
- h. Anchors must not be deployed in the 'no anchoring' zones.

#### **Flora**

- i. No vegetation is to be removed from the site or cut, unless approved by Parks Canada.
- j. Vehicle and foot traffic should be limited to existing or Parks Canada approved pathways/routes to prevent damage to vegetation.

#### **Fauna**

- k. Never approach or harass wildlife (e.g., feeding, baiting, luring).
- l. Minimize the brightness and the areal extent of illumination. Reduce glare by using properly mounted shielded fixtures and avoid direct illumination of shoreline areas.

#### **Equipment Operation**

- m. The Special Event organizer is responsible for having appropriate containment, spill kit, and clean up equipment on-site in accordance with the approved Spill Response Plan to ensure a rapid response to any spill (e.g., chemical, human waste).
- n. The operating, refueling, and maintenance of vehicles/equipment, and the handling and storage of toxic materials (e.g., fuels, oils, and chemicals) will be carried out in such a way as to avoid contamination of the soil and water.
- o. All refueling must take place on an impermeable fuel mat with a berm or within a container. Leaks and spills during refueling must be cleaned up and contaminated materials must be disposed of appropriately. Fuel must never be dispersed or deposited into the environment or any water body.
- p. Gas generators must be secured to prevent movement during operation and set up on an impermeable fuel mat with a berm or within a container that can contain 110% of the volume of fuel in the generator.

## **6. Fees for Activities**

### **6.1. Special Events**

The pricing for special events consists of a base rate aimed at recovering the costs of services, to which are added land-use fees that vary depending on a variety of factors, such as duration, revenue generation or space occupied.  
The total fees must be paid prior to the event.





### 6.1.1. Possible Discounts for Events

A percentage discount may apply for:

- a) The applicant is an organization belonging to one of the following categories:
  - o Organization whose primary mission is the conservation of cultural heritage;
  - o Organization whose primary mission is the conservation of natural heritage;
  - o Charitable organization registered with the Canada Revenue Agency whose head office is located in the territory of the city of Chambly, the city of Carignan, the city of Saint-Jean-sur-Richelieu, the municipality of Saint-Ours, the municipality of Saint-Roch-de-Richelieu, the municipality of Saint-André-d'Argenteuil, the city of Sainte-Anne-de-Bellevue or the Lachine, LaSalle, Sud-Ouest and Ville-Marie boroughs of the city of Montréal.
- b) Charitable events where 100% of revenues are donated to a cause
- c) Winter events
- d) Projects in public art

## 6.2. Photo and Film Shootings

<b>Fee categories</b>	<b># Participant</b>	<b>Fees (taxes included)</b>
Permit application fees		\$104.25 to \$204.50
Land use fees	1-15	\$511.25
	16-30	\$1533.75
	31-99	\$2045.25
	100 +	\$2556.25
Use of land for base camp		\$574.88 + \$5.00 per vehicle

### 6.2.1. Possible Discounts for Photo and Film Shootings

A percentage discount may apply for:

- a) Projects that use a location as an easily recognizable and identifiable national historic site;
- b) Projects that contribute to Parks Canada high priority messages on ecological and commemorative integrity;
- c) Projects that the primary outcome is either educational, or linked to tourism development.

## 6.3. Conditions of Cancellation

The application processing fee is non-refundable. Weather conditions are not a valid reason for cancellation. If the event is cancelled, the organizer must notify Parks Canada a minimum of ten (10) days before set-up for the event was scheduled to begin. The event may be rescheduled within the same operating season depending on site availability.



## Appendix A - Available Areas

### Notes:

1. Applications for any other location may be considered. However, the following sites are the most suitable for holding events.
2. All tent and tent locations must be confirmed. Their anchoring to the ground may be excluded and a load limitation may be required.

### Carillon Canal National Historic Site

Name of site		Carillon Canal Garden
Location		Next to parking lot on Du Barrage Street
Description		Grassed area for activities, Parking and toilets nearby
Area (m <sup>2</sup> )		8592
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes, without anchoring
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

### Chambly Canal National Historic Site

Name of site		Des Ateliers Park
Location		De Bourgogne Avenue
Description		Grassed area for activities, Parking and toilets nearby, Shelter on site Beginning of the path of the canal
Area (m <sup>2</sup> )		13966
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes



Name of site		Place Des Barges
Location		Between De Bourgogne Street and Migneault Street
Description		Grassed area for activities, Parking and toilets nearby Electricity available, Picnic Tables
Area (m <sup>2</sup> )		1675
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	No
	Tents and heavy equipment	No
	Sports activities on the banks	No
	Group classes	Yes
	Filming	Yes

Name of site		Chambly Jetty
Location		Locks no. 1-2-3
Description		Parking and toilets, paved surface, benches, panoramic view Marina in the neighborhood
Area (m <sup>2</sup> )		931
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	No
	Tents and heavy equipment	No
	Sports activities on the banks	No
	Group classes	Yes
	Filming	Yes

Name of site		Bridge 7 Station
Location		Corner of O'Reilly Street and Chemin Sainte-Thérèse
Description		Grassed area, Parking, Picnic tables
Area (m <sup>2</sup> )		2215
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes



Name of site		Saint-Jean Jetty / Lock 9
Location		Corner of Champlain and Saint-Paul Streets
Description		Grassed area, toilets, Electricity available
Area (m <sup>2</sup> )		1782
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes, without anchoring
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

### Lachine Canal National Historic Site

Name of site		Flour Docks
Location		Peel Basin, De la Commune Street, between railway and Bonaventure Highway
Description		Gravel and paved surface Electricity available
Area (m <sup>2</sup> )		8 500 (South Flour Dock : 2 933, North Flour Dock : 3 498)
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes, without anchoring
	Sports activities on the banks	No
	Group classes	Yes
	Filming	Yes

Name of site		Raceway Bank
Location		Mill Street
Description		Large grassed area Fenced area
Area (m <sup>2</sup> )		6895
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	No
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes



Name of site		Place Des Bassins
Location		Near Richmond Street
Description		Grassed area
Area (m <sup>2</sup> )		2096
Possible use	Music, stage and/or sound system	No
	Sales kiosks	Yes
	Food services	No
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Place Des Ouvriers
Location		Des Seigneurs Street
Description		Reinforced grass surface, toilets, service path, paved surface, Electricity available, picnic tables
Area (m <sup>2</sup> )		3870
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Hangar 1825
Location		Place Des Ouvriers
Description		Interior structure allowing access on two sides, Concrete surface, Direct access to the path, Toilets, Electricity available, The space is strictly for the use of visitors; use for storage and/or staff space is not permitted.
Area (m <sup>2</sup> )		187
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	No
	Sports activities on the banks	No
	Group classes	No
	Filming	Yes



Name of site		Place De L'Ancien-Chantier-Naval
Location		Corner of Dominion and Des Éclusiers Streets
Description		Large grassed area, Toilets, Service path Electricity available
Area (m <sup>2</sup> )		4915
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Charlevoix Station
Location		Corner of Charlevoix and Saint-Patrick Streets
Description		Large grassed area, Gravel surface, Electricity available, Shelter on site
Area (m <sup>2</sup> )		2023
Possible use	Music, stage and/or sound system	No
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Atwater Pole
Location		Between Atwater and Bédard Streets
Description		Gravel surface, Toilets nearby, Electricity available
Area (m <sup>2</sup> )		377
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	No
	Tents and heavy equipment	Yes, without anchoring
	Sports activities on the banks	No
	Group classes	Yes
	Filming	Yes



Name of site		Côte-Saint-Paul Lock
Location		North side of the lock
Description		Grassed area for activities and toilets nearby
Area (m <sup>2</sup> )		1446
Possible use	Music, stage and/or sound system	No
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	No
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Côte-Saint-Paul Footbridge Area
Location		Corner of Saint-Patrick Street and Monk Boulevard
Description		Grassed and paved area, Boat launch
Area (m <sup>2</sup> )		7000
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		LaSalle-Coke Crane Station
Location		Notre-Dame Street
Description		Grassed area, Parking and toilets
Area (m <sup>2</sup> )		13573
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes, without anchoring
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes



Name of site		Monk Island
Location		Saint-Joseph Boulevard and 7 <sup>th</sup> Avenue
Description		Grassed area for activities, Parking and toilets nearby
Area (m <sup>2</sup> )		6500
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes, without anchoring, and load limitation
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

### Sainte-Anne-de-Bellevue Canal National Historic Site

Name of site		Old Lock Garden
Location		On canal bank
Description		Grassed area for activities, toilets nearby Boat launch
Area (m <sup>2</sup> )		2459
Possible use	Music, stage and/or sound system	Yes
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	No
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes





## Saint-Ours Canal National Historic Site

Name of site		Darvard Island
Location		Saint-Ours
Description		Grassed area for activities, Parking and toilets nearby Electricity available, Boat launch
Area (m <sup>2</sup> )		1282
Possible use	Music, stage and/or sound system	Yes, with limitation
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Bank, Saint-Ours Side
Location		Chemin des Patriotes
Description		Grassed area for activities, Parking and toilets nearby Boat launch
Area (m <sup>2</sup> )		2519
Possible use	Music, stage and/or sound system	No
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes

Name of site		Saint-Roch Garden
Location		Saint-Jean-Baptiste Street
Description		Grassed area for activities, Parking and toilets nearby
Area (m <sup>2</sup> )		4655
Possible use	Music, stage and/or sound system	No
	Sales kiosks	Yes
	Food services	Yes
	Tents and heavy equipment	Yes
	Sports activities on the banks	Yes
	Group classes	Yes
	Filming	Yes