

Township of Leeds and the Thousand Islands

Special Event Permit Application Reference Guide



Township of
Leeds and the
Thousand Islands

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Introduction

Thank you for your interest in hosting a special event in the Township of Leeds and the Thousand Islands, also referred to as TLTi. Each year, TLTi receives several requests from individuals and groups who wish to host special events throughout the Township. These events vary in scope, purpose, size, cost, and complexity.

When reviewing Special Event Applications, TLTi takes the following into consideration:

- There is a demonstrated benefit to the community, residents and businesses by holding the event;
- The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to the acceptable increases in noise, traffic, crowd control, and impacts to municipal services and infrastructure.

Most special events represent a major investment of time and money by event organizers and volunteers. When well-conceived and planned, they can bring rewarding outcomes to the organizers as well as the community.

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 Special Event Permit 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 event's nature, size, and scope.

The Special Events Framework

The Township 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 Special Events Framework consists of the Special Events Policy, this Guide, and the Special Events Permit Application. The purpose of the Framework is to:

- establish guidelines for the allocation and management of special events within TLTi;
- inform all 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 requirements, and approvals based upon information provided in the submitted application;
- Make reasonable efforts to ensure

municipal services are not negatively impacted by your event.

- Mitigate risk to the event organizer, guests and TLTI.

Special Event Permit Application Process

TLTI staff will assist event organizers through the Special Event Permit Application process. Once event organizers submit their completed Special Event Permit Application, it is distributed to a cross section of staff in various Township departments for review, as needed.

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

- Ontario Provincial Police (OPP) Thousand Islands
- Ministry of Transportation Ontario (MTO)
- Alcohol and Gaming Commission of Ontario (AGCO)
- Leeds and 1000 Islands Fire Service
- First Response Ontario
- TLTI Operations and Infrastructure Department
- TLTI Building Division
- TLTI Corporate Services Department
- TLTI By-Law Enforcement
- TLTI Disposal Site Administration
- Leeds & Grenville District Health Unit

Step #1 - Upon receipt of a completed Special Event Permit Application, staff will circulate the application to all applicable TLTI or internal staff parties for their review and recommendations.

Step #2 - Event organizers will then be responsible to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event, including other permits.

It is the obligation of the event organizer to submit applications directly to any external organizations or agencies, as well as to appropriate departments within TLTI relating to the event.

Upon being satisfied as to compliance with the provisions of the Special Events Policy and receipt of all requested documents, permits.

- A Special Event Permit will be issued, or
- A Special Event Permit with conditions will be issued.

Do I need to submit a Special Event Permit Application?

You **must** submit a Special Event Permit Application if:

a.) You wish to hold your event on any outdoor property owned or operated by TLTI and where any of the following comprises part of the event:

- Traffic control requirements or road closures;
- Fireworks other than family fireworks;
- Sound amplification before 8:00 a.m. or after 11:00 p.m.
- Tents or group of tents larger than 645 sqft. (60m²) in aggregate area;
- Temporary Stage larger than 10x10ft;

- Sale of food to the general public;
- Sale or consumption of alcohol;
- Amusement rides or inflatables;
- Petting zoo or animal rides;
- Aerial sightseeing; or
- Reasonably expected attendance of more than 50 people or more than 10 vehicles and trailers.

OR

b.) An event on private property if the event can reasonably be expected to significantly affect municipal services:

- By having the potential to strain the community's emergency, police and fire services;
- By having a foreseeable impact on the regular flow of traffic;
- By adversely affecting the local community;
- By presenting an elevated risk to utilities infrastructure in the Village of Lansdowne; or
- By using resources owned by the Township.

You do **NOT** need to complete a Special Event Permit Application:

a.) For a private social gathering which will not use Township property other than for lawful parking;

b.) Event is organized by local schools or churches on properties owned by the school board or by the church or by the Township;

c.) Event is not organized by schools or churches but being held on local school or church property;

d.) Events held at host venues and businesses otherwise licensed;

e.) Events that are regular recurring normal business activities or promotions or held as part of the normal operations of a business and provided the use is permitted in the Township zoning by-laws; or

f.) The event is held indoors, at a facility operated by the Township; indoor events are subject to the Township Facility Rental Agreement and Facility Use Policy.

If you are still unsure if you need a Special Event Permit, please contact the Township at commsupervisor@townshipleeds.on.ca

Where to obtain a Special Event Permit Application

The Special Event Permit Application is available in electronic format on TLTI website by visiting: [Special-Event-Permits](#)

Additional formats may be available by contacting TLTI.

Corporate Communications and Community Engagement Supervisor
613-659-2415 ext. 207
commsupervisor@townshipleeds.on.ca

Submitting a Special Event Permit Application

Event organizers must be at least 21 years of age. Organizers are advised to submit a Special Event Permit Application no less than thirty (30) days prior to their proposed event date.

Event Guidelines:

Accessibility

TLTI strives to be an inclusive and accessible community. Making your event accessible will include providing accessible customer service to attendees; accessible parking close to the entrance(s); accessible pathways; appropriate signage; accessible washrooms, etc.

We encourage you to review '[Guide to Accessible Festivals and Outdoor Events](#)' to assist event organizers. Visit the Accessibility Ontario website at: www.AccessON.ca for further details on the requirements of the AODA (Accessibility for Ontarians with Disabilities Act).

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 Township 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 and included on the Site Plan.

Municipal 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 the safe removal of animal waste. [Petting Zoo Poster](#)

Facility Rentals

TLTI has several indoor facilities available should you wish to rent one as part of your event. For a complete list visit, [Reserve-or-Rent-a-Facility](#) and refer to the Facility Use Policy. As noted above, a Special Event permit is not required for events held inside a Township facility if there is no expected impact to municipal services (i.e. traffic flow).

Damages

It is the responsibility of the event organizer to ensure that municipal property is protected from any vandalism or damage. The cost to repair damage to any municipal park, sports field, facility etc., is the responsibility of the event organizer.

Emergency Response Plan/Security Plan

Event organizers must develop a written plan to follow in the event of extreme weather, criminal acts, personal injuries, medical or other emergencies. Based on the size and scope of your event, you may be required to submit an Emergency Response/Security Plan to be pre-approved by municipal staff. The plan is intended to ensure the health and safety of event organizers, attendees, Township staff, and the community in the event of an emergency.

Your Emergency Plan will be based on the nature of your event, activities proposed, and any other specific details that may be relevant. Your plan should include the following:

- **Contact list:** Contact details for your main and emergency contacts.
- **First Aid:** All events must have a fully stocked first aid kit at the event site. First Aid Stations should be clearly identified to the public, as well as included in the Site Plan. For larger events, you should consider having trained first aiders present.
- **Capacity:** You should know how many people will be using the permitted space.
- **Extreme Weather:** You are responsible for tracking extreme weather conditions and communicating those conditions to event participants and attendees before and during the event.

- **Emergency access:** You must have designated primary and secondary emergency access points on your Site Plan.
- **Security:** Procedures to follow in the event of criminal acts and a description of any security services dedicated to the event and the roles and responsibilities of all security personnel. A list of any restricted areas, if applicable.
- **Evacuation procedures:** All plans for large scale events should include an evacuation plan with identified evacuation routes and areas.

Please ensure all staff, volunteers, vendors, security, and anyone else on site is familiar with your plan.

Site Plan

A Site Plan is a drawing or sketch of the subject area indicating the location of features of the event including, but not limited to, booths, stages, entrances/exits, first aid points, washrooms, and any other structure that will be part of the event.

The Site Plan can be hand drawn, but should be realistic, legible and to scale. Depending on the scope of your event some or all of these may be required:

- North direction;
- Direction of travel – if event is a parade, race, walk etc.;
- Location of all roads/trails/routes used for the procession;
- Location of all activity zones (i.e., food

- vendors, event exhibitors);
- Location of all temporary infrastructure (i.e., tents, stages, fencing, portable washrooms, first aid stations, platforms, trailers, tents, amusement rides, inflatables, bouncy castles. (including dimensions when possible);
- Location of primary and secondary (emergency) access points;
- Location of any hazardous material - fuel storage, propane etc. and fire extinguishers;
- Location of command post or office, medical and First Aid station;
- Location of any generators and other electrical sources; and
- Parking Plan.

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 Site Plan description.

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

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

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

Traffic Management Plan

A Traffic Management Plan must be submitted if requesting a Temporary Road

Closing and shall include the following details:

- A plan/map providing for the detailed and management of traffic and parking, including all vehicular, pedestrian, and cyclist movements to from and within the event site, and where applicable; and
- Details on how the traffic impact will be managed during the closure (i.e., Police and Fire Department assistance required and/or use of traffic control devices, etc.).

The Traffic Management Plan must be approved by the Director of Operations and Infrastructure.

Fire Prevention

Fireworks or Pyrotechnic (Explosives) Displays

If fireworks display and/or pyrotechnics will be part of the event, a written request for a Fireworks Display Permit must be submitted to the Fire Chief or designate at least forty-five (45) days prior.

<p>Fire Services 613-659-2415 ext. 222 firechief@townshipleeds.on.ca</p>
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Food and Food Vendors – Public Health

If you are having food vendors at your event, you must submit a Special Event Coordinator Notification Form to the Leeds, Grenville and Lanark District Health Unit at

least thirty (30) days before. If there is more than one vendor attending the event, the organizer must ensure that each vendor completes the [Vendor Notification](#) form and provide them to the Health Unit.

If there is a refreshment vehicle (food truck), it is required to be licensed by the Township. More information is available in the [Refreshment-Vehicles By-Law](#).

For further information regarding food and beverage event requirements contact:

Leeds, Grenville & Lanark District
Health Unit
1-800-660-5853
www.healthunit.org

Gaming

Lottery, Raffles, 50-50 Draws and Fundraising

If you are a registered, non-profit group you may qualify to hold a fundraising lottery in the Township.

The Alcohol and Gaming Commission of Ontario (AGCO) authorizes the Township of TLTI to issue charitable gaming licenses, such as for: bazaars, blanket raffle, media bingo, raffles, break open tickets.

Organizations applying for a lottery license for the first time must submit a [Lottery License Application - Eligibility Questionnaire](#) to the Clerk's Department, at least forty-five (45) days prior to event to determine if your organization meets the requirements for a charitable gaming license.

If approved, you will be requested to complete a Lottery License Application form, along with the applicable lottery license fee.

After the event, you will be required to complete and submit a lottery report.

To obtain further information regarding licensing eligibility and regulations, visit:

The Alcohol Gaming Commission of Ontario <https://www.agco.ca/>

Inflatables, Bouncy Castles and Amusement Rides

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:

<https://www.tssa.org>

The event organizer must identify the TSSA Amusement Device License number for the current year from the supplier providing the device(s). The event organizer must

provide a copy of the supplier's insurance certificate with proof of \$2,000,000 liability insurance specific to the operation of the device/amusement rides. Any device must be identified on the event organizers or rental company's Certificate of Insurance and must name TLTI 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 Site Plan.

Insurance Requirements

Insurance coverage is required for all events taking place on municipal property. Insurance coverage is necessary to protect yourself and the Township against any possible litigation (lawsuits) from your event.

Every applicant must obtain Commercial General Liability insurance and maintain the policy for the duration of the event. The insurance policy must include 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 event organizer or any of their contractors, servants or agents.

The policy coverage must provide for the following:

- A minimum sum insured of \$2,000,000 (two million), or a higher sum insured of \$5,000,000 (five million) for events with high-risk activities or if serving alcohol;
- The Corporation of the Township of Leeds and the Thousand Islands shall be named as an additional insured on the policy;
- Coverage for cross liability and severability of interest; and
- Carry an endorsement to provide the Corporation of the Township of Leeds and the Thousand Islands with thirty (30) days written notice of cancellation or material change that would diminish coverage.

The Township reserves the right to require any vendor providing service at an event on municipal property to provide appropriate liability insurance cover naming the event organizer as additional insured.

The Certificate of Insurance shall be submitted to the Township with the application clearly stating the address of the insured location and the dates of the event.

A permit may be withheld if the nature of the proposed event creates a risk of injury or death to the participants or spectators or a risk to the public which cannot be adequately addressed to the Township's satisfaction.

Licensed Events

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

For licensed events, a copy of the Special Occasion Permit (SOP) issued by the AGCO must be provided to the Township prior to approval of a Special Event Permit.

Alcohol Management on Municipal Premises

TLTI's Municipal Alcohol Policy is intended to promote responsible drinking and smart alcohol service practices, along with supporting the requirements of the Liquor License and Control Act of Ontario and other associated legislation and regulations.

It is the responsibility of the event organizers to submit a Special Occasion Permit or have a Catering Endorsement for the event from the AGCO or other approval issued by the AGCO and must, at all times during the event, comply with the applicable regulations, processes, and best practices of the AGCO, including those relating to Smart Serve guidelines.

The event organizer must ensure the SOP permit, or liquor license with a Catering Endorsement is displayed in a prominent location throughout the duration of the event. The event organizer shall display signage in accordance with the Municipal Alcohol Policy.

For further information on AGCO licensed event requirements, visit:

The Alcohol Gaming Commission of Ontario
<https://www.agco.ca/>
1-800-522-2876
www.agco.on.ca

Locates – Digging, Staking and 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 colors 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 TLTI of the intention to stake anything into the ground prior to event set up and at least sixty (60) days prior to the event. After consultation with TLTI staff, and if it is determined locates are required, event organizers are responsible for the coordination of locates by contacting [Ontario One Call](#).

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

Ontario One Call
1-800-400-2255
compliance@ON1Call.com
<https://ontarioonecall.ca/>

Marketing and Promotion

Event organizers are responsible for all aspects of marketing their event. There are several advertising opportunities through TLTI. These include, but are not limited to, the TLTI website, community events calendar, LED sign located in Lansdowne, and TLTI social media platforms.

Signs

A Special Event Permit does not authorize signs to be placed on hydro poles or other municipal infrastructure. If you are planning signage for your event, designate the sign locations on your Site Plan as well as who will be responsible for the placement and removal of signs, post event.

Noise By-Law Exemption

Events shall always observe the Noise By-Law unless prior exemption has been granted by the Municipal Clerk. [Exemption to the Noise By-Law Prohibitions](#). You must apply to the Municipal Clerk requesting an exemption as part of your Special Event Permit Application.

Please be mindful of the level of noise at

your event and any music and recognize that there are people who live in the area and neighboring businesses that may be negatively impacted by loud noise.

Municipal By-law Enforcement Officers and the OPP will respond to noise complaints and event organizers must comply with any Police or Municipal By-law Enforcement direction.

Policing and Security

Depending on the size and scope of your event, you may want to engage in a private security company or hire Paid Duty Police Officers. 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.

Portable Washrooms and 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. This is required to reduce the risk of disease or illness.

Number of Persons each sex	Minimum number of washrooms each sex
51 to 150	2
151 to 250	3
251 to 375	4
376 to 500	5
Over 500	6 plus 1 for each additional increment of 150 persons of each sex in excess of 500

Signage should be in place to direct people to the facilities.

All portable washrooms and hand washing stations (quantities and locations) should be indicated on the Site Plan and should be placed in strategic locations that are easily accessible.

For more information, visit: [LLG Health Unit Special Event Guidelines](#).

Road Closures

If your event includes a parade, race, walk and/or the temporary use of a road, road allowance or sidewalk, the event organizer is responsible for completing a Temporary Road Closure Application. The Temporary Road Closing Permit can be found on the

TLTI website

at: <https://www.leeds1000islands.ca/en/governing/Special-Event-Permits.aspx>.

Sales and Vendors

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

- Provide a complete listing of vendors;
- Ensure all vendors are familiar and comply with TLTI by-laws, requirements, and legislations;
- The Township strongly encourages event organizers working with vendors to protect themselves by ensuring vendors have appropriate insurance coverage; and
- Refreshment vehicles with a current active license by TLTI are permitted to operate at special events, but must be included on the list of vendors.

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; and
- As well as within 9 meters of facility entrances.

For more information on the Smoke-Free Ontario Act, visit the Ontario Ministry of

Health and Long-Term Care website at:
www.ontario.ca/smokefree

Temporary Structures – Tents/Stages

Event organizers may be required to obtain a Building Permit for a tent over 60 square metres. This requirement may not be bypassed by joining smaller tents or placing them in close proximity. For example, if 6 tents that are 10 square metres are joined together or less than 3m apart, a Building Permit is required.

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.

An [Application for Building Permit](#) is required for stages, bleachers, or any structure over 10 square metres, even if they are temporary.

The Electrical Safety Authority (ESA) is only required to be notified if there are electrical service requirements for an event. If there is

any electrical work that is required, event organizers need to contact [ESA](#) directly to determine if any approvals or requirements are necessary.

Waste Management

As an event organizer, you are responsible for having a plan outlining the management of waste, recycling, septage and hazards, pre-event, during the event and post event.

Public receptacles are not to be used for event clean-ups. The Township has three [Waste Disposal](#) sites. All waste must be removed from your event site. Ensure you have arranged for event waste clean-up with a private company or by your event volunteers.

If you're taking your waste to one of the Township Waste Disposal sites, your waste and recycling **need** to be in clear bags, with appropriate bag tags and during disposal site times.

Bag tags are available for purchase at the Township office, or various businesses in the area. Please contact the Township if you have questions about the proper disposal of waste.

Contact List

Task	Contact
Special Event Permit application process	Corporate Communications and Community Engagement Supervisor commsupervisor@townshipleeds.on.ca 613-659-2415 ext. 207
Accessibility	Accessibility for Ontarians with Disabilities Act www.AccessON.ca
Emergency Response Plan	Fire Chief firechief@townshipleeds.on.ca 613-659-2415-257
Building Permit	Building Assistant buildingassistant@townshipleeds.on.ca 613-659-2415 ext. 206
Facility Rentals	Communications & Community Services Assistant businessadmin@townshipleeds.on.ca 613-659-2415 ext. 246
Fire Prevention	Fire Prevention Officer fireprevention@townshipleeds.on.ca 613-803-5884
Food & Food Vendors	Leeds, Grenville & Lanark District Health Unit 1-800-660-5853 www.healthunit.org
Licensed Events	Alcohol and Gaming Commission of Ontario (AGCO) 1-800-522-2876 www.agco.on.ca
Gaming Noise By-law Exemption	Municipal Clerk clerk@townshipleeds.on.ca 613-659-2415 ext. 231
Ontario One Call	1-800-400-2255 compliance@ON1Call.com https://ontarioonecall.ca/
Site Plan	Corporate Communications and Community Engagement Supervisor commsupervisor@townshipleeds.on.ca 613-659-2415 ext. 207
Traffic Management Plan	Director of Operations and Infrastructure directoroperations@townshipleeds.on.ca 613-659-2415 ext. 211