

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE  
THOUSAND ISLANDS**

**BY-LAW 22-021**

**BEING A BY-LAW TO REGULATE AND GOVERN THE HOLDING OF  
SPECIAL EVENTS AND TO ESTABLISH A PERMIT SYSTEM FOR SUCH  
SPECIAL EVENTS.**

**WHEREAS** Sections 8,9 and 11 of the *Municipal Act, 2001*, S.O. 2001 c.25 confer broad powers on municipal councils to govern their affairs as they deem appropriate and to enact by-laws for broad purposes, including notifications, licensing and the issuance of licenses, permits, approvals and other systems of permissions;

**AND WHEREAS** pursuant to Section 126 of the *Municipal Act, 2001*, a municipality may pass by-laws to (a) regulate cultural, recreational and educational events including public fairs; (b) issue permits for such events; (c) impose conditions to hold and renew such permits; and pursuant to Section 129, may pass by-laws to regulate and prohibit traffic, noise, vibration, odour, dust and outdoor illumination;

**AND WHEREAS** pursuant to Part IV of the *Municipal Act, 2001*, including Sections 150 and 151, a municipality may provide for a system of licenses, and have power to suspend or revoke such license, and to limit or impose conditions on such licenses as it deems necessary to ensure the health, safety and enjoyment of property;

**AND WHEREAS** the Council of the Township of Leeds and the Thousand Islands desires to support Special Events in the municipality and will assist, where possible, in facilitating Special Events at Township and private locations within the jurisdiction of the Township;

**AND WHEREAS** Council seeks to regulate the holding of Special Events in the Township and deems it necessary and expedient to enact a by-law to govern the holding of such Special Events on both municipal and private locations within the jurisdiction of the Township;

**NOW THEREFORE** the Council of the Corporation of the Township of Leeds and the Thousand Islands enacts as follows:

1. That Schedule 'A' attached hereto is incorporated herein and forms part of this By-law.
2. That this By-law shall be known and may be cited as the "Special Events Policy".
3. That this By-law shall come into force and effect on the date of passing hereof.

**READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF APRIL 2022.**

**READ A THIRD TIME AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF APRIL 2022.**

Corinna Smith-Gatcke, Mayor

Megan Shannon, Clerk



## **SCHEDULE 'A'**

### **Township of Leeds and the Thousand Islands**

#### **Special Events Policy**

##### **1. DEFINITIONS**

For the purposes of this By-law:

**"AGCO"** means the Alcohol and Gaming Commission of Ontario.

**"Application"** means an Application for a Special Event Permit.

**"Certificate of Insurance"** means a document issued by an insurance company that certifies that an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

**"Charitable Organization"** means an organization that provides for the relief of poverty, the advancement of education, the advancement of religion, or other charitable purposes beneficial to the community.

**"CBS"** means the Community and Business Services Department of the Township.

**"Council"** means the Council of the Corporation of the Township of Leeds and the Thousand Islands.

**"Emergency Response Plan"** shall mean a written plan to follow in the event of extreme weather, criminal acts, personal injuries, medical or other emergencies, a description of all first aid services to be provided, and all other emergency preparedness information that the Fire Chief, the OPP or their designates may require.

**"Event Organizer"** means the person or organization responsible for the organization and operations of the Special Event.

**"Fees"** means an application fee or processing fee paid by the applicant of a Special Event Permit, as outlined in this by-law.

**"Fire Plan"** means any plan required by the Fire Chief to mitigate the risks associated with fire and life safety and ensure controls are implemented to mitigate or control these risks.

**"General Public"** means all the people, or everyone, not members of a specific group.

**"Health Unit"** means the Leeds, Grenville and Lanark District Health Unit.

**"Liquor License"** means a license issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purposes of serving alcohol.

**"Noise"** means any unwanted sound that is of such volume or nature that it is likely to disturb the inhabitants of the Township.

**"Non-Profit Organization"** means an association, club, or society that is not a charity and is organized and operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit.

**"Officer"** means a Police Officer, Municipal By-law Enforcement Officer, Fire Prevention Officer or other officer appointed by the Township.

**"OPP"** means the Ontario Provincial Police.

**"Permit"** means any license or permission issued in accordance with the provisions of this By-law and the licensing provisions of Part IV of the *Municipal Act, 2001*.

**"Permit Holder"** means the event organizer or entity ultimately responsible for the organization and operations of the Special Event.

**"Person"** shall include an individual, corporation, business entity, group or association.

**"Private Property"** means any lands or facilities that are not owned or operated by the Township.

**"Security Plan"** means a plan describing controls to be implemented to mitigate any risk to the public.

**"Site Plan"** means a drawing or sketch of the subject area indicating the details of the event that shall include but not be limited to booths, entrances/exits, first aid points, and any other structure that is to be accompanied by a map displaying the size and location of the event.

**"Special Event"** means an organized, one-time, annual or infrequently occurring event or function being held outdoors on or about any Public Facility and open to the general public or to the general public by admission.

**"Township"** means the Corporation of the Township of Leeds and the Thousand Islands.

**"Public Facility"** means any lands, premises, road or road allowances, parks or parkettes, parking lots, trails or paths, open spaces, property, buildings, public boat ramps or marine facilities owned or controlled by the Township.

**"Traffic Management Plan"** means a plan/map providing for the detailed control and management of traffic and parking including all vehicular, pedestrian and cyclist movements to, from and within the Special Event site.

**"Waste Management Plan"** means a plan outlining the management of waste, recycling, septage and hazards, pre-event, during the event and post event.

**"Zoning"** means the zoning applied to land in accordance with Zoning By-law 07-079, as amended.

## **2. SCOPE**

- 2.1 This by-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Township is able to prepare and respond where necessary.

## **3. EXEMPTIONS**

- 3.1 This By-law shall not apply to Special Events organized by the Township including the Leeds and the Thousand Islands Public Library, the United Counties of Leeds and Grenville, the Province of Ontario or the Government of Canada.
- 3.2 This By-law shall not apply to events held indoors at a facility operated by the Township. Indoor events are subject to the separate terms and conditions.
- 3.3 This By-law shall not apply to the following:
- (a) Private social gatherings which will not use Township property other than for lawful parking;
  - (b) Events organized by local schools or churches on properties owned by the school board or by the church or Township;
  - (c) Events not organized by schools or churches but being held on local school or church or 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.

## **4. REGULATIONS**

- 4.1 No person shall hold, or permit to be held, any Special Event, as defined in this by-law, on, or partially on Township property, unless the Township has granted a permit for such event or activity, where any of the following comprises part of the Special Event:
- (a) Traffic control requirements or road closures;
  - (b) Fireworks other than family fireworks;
  - (c) Sound amplification before 8am or after 11pm;
  - (d) Tent or group of tents larger than 645sqft (60m<sup>2</sup>) in aggregate area;
  - (e) Temporary stage larger than 10ft x 10ft;
  - (f) Sale of food to the general public;
  - (g) Sale or consumption of alcohol;
  - (h) Amusement rides or inflatables;
  - (i) Petting zoo or animal rides;
  - (j) Aerial sightseeing; or
  - (k) Reasonably expected attendance of more than 50 people or more than 10 vehicles and trailers.
- 4.2 Notwithstanding the Special Events set out in Section 3.3, a Permit will be required for events held on private property if the event can be reasonably expected to significantly affect municipal services:

- (a) By having the potential to strain the community's emergency, police and fire services;
- (b) By having a foreseeable impact on the regular flow of traffic;
- (c) By adversely affecting the local community;
- (d) By presenting an elevated risk to the health and safety of participants or general public;
- (e) By presenting an elevated risk to utilities infrastructure in the Village of Lansdowne; or
- (f) By using resources owned by the Township.

4.3 No Permit will be required for private events taking place on, or partially on, Township property unless the event can be reasonably expected to significantly affect municipal services or infrastructure as set out in Subsections 4.2(a) to 4.2(f).

## **5. APPLICATION FEES**

- 5.1 The application fee of \$50 applies to all events except those events held by Non-Profit or Charitable Organizations, for which the fee is waived.
- 5.2 A security deposit in an amount determined by the Township in its sole discretion may be required, if applicable, and shall be submitted with the application.
- 5.3 Other fees may apply for the application of other permits or approvals comprising part of the special event application or for the use of Township assets (eg. boat ramp launch fees).

## **6. REVIEW AND APPROVAL**

- 6.1 The Special Event Permit Application, (attached as Schedule A) may be obtained from the Community and Business Services Department or from the Township website.
- 6.2 An application for a Special Event Permit shall be submitted to the Community and Business Services Department with all required documents, permits, and approvals no less than thirty (30) days before the proposed event.
- 6.3 Written approvals/permits may be required from outside agencies such as AGCO, OPP, St Johns Ambulance, the Health Unit or other approval agencies or from various municipal departments. It is the responsibility of the applicant to obtain these documents and attach them to the Permit Application, where applicable.
- 6.4 Where the applicant is not the owner of the property on which the Special Event is to be held, written proof that the property owner consents to the Special Event shall be submitted with the application.
- 6.5 The applicant may be required to meet with staff from the Township office.
- 6.6 A Special Event Permit may be issued upon receipt and review of a complete application for a Permit if, through consultation with outside agencies or other municipal departments as deemed appropriate, the following conditions have been met:

- (a) For events on Township property, there is a demonstrated benefit to the community, residents and businesses by holding the event;
- (b) The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
- (c) Any proposed use of public property, rights of way or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Township or the general public;
- (d) The applicant shall provide written proof of general liability insurance in relation to the event consistent with the recommendation of the Township's insurance broker of record. The policy coverage must provide for the following:
  - i. A minimum sum insured of \$2,000,000 or a higher sum insured of \$5,000,000 for events with high risk activities or service of alcohol;
  - ii. Name the Corporation of the Township of Leeds and the Thousand Islands as an additional named insured;
  - iii. Coverage for cross liability and severability of interest; and
  - iv. 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.
- (e) The Township reserves the right to require any vendor providing a service at an event on municipal property to provide appropriate liability insurance cover naming the event organizer as additional insured;
- (f) 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;
- (g) A Site Plan shall be included with the application;
- (h) List of stakeholders/partners for events on Township property;
- (i) All additional approvals, permissions and permits have been obtained and are attached to the application;
- (j) Any specific appropriate requirements issued by affected Township departments have been or will be met;
- (k) Any concerns or recommendations from Township departments and related agencies have been received and are favourable;
- (l) Any concerns noted shall require reconciliation before approval is granted.

6.7 Upon being satisfied as to compliance with the provisions of this By-law, the Township will:

- (a) Issue a Special Event Permit for the holding of a Special Event; or
- (b) Issue a Special Event Permit for the holding of a Special Event with conditions, as appropriate in the circumstances.

The Township may also stipulate that the issued Permit is contingent upon receipt of any outstanding documents, securities or approvals required by this by-law.

- 6.8 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:
- (a) The payment of a fee, on a cost recovery basis, for the use or allocation of Township property, equipment and Township staff;
  - (b) The provision of adequate crowd control, a Traffic Management Plan, a Security Plan, Fire Plan, Emergency Response Plan, food handling certification, a waste management plan and noise restrictions;
  - (c) Inspections conducted by the By-law Enforcement Officer, Building Services, Fire Services, or the Health Unit may be required based on the size, location and nature of the event;
- 6.9 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial.

## **7. PERMIT CONDITIONS**

- 7.1 In addition to any other conditions the Township may deem appropriate, every Permit shall be subject to the following conditions:
- (a) The Permit Holder shall comply with all applicable municipal by-laws, policies, rules and regulations, zoning, and those of other governmental agencies.
  - (b) The Permit Holder shall comply with the approved Traffic Management Plan, a Security Plan, Fire Plan and Emergency Response Plan.
  - (c) The Permit Holder agrees to save, defend, keep harmless and fully indemnify the Township from all claims, demands, costs, charges, actions, expenses, in respect of death, injury, loss or damage; and that the Permit Holder shall at all times indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township as a result of the Special Event.
  - (d) The Permit Holder releases, waives and forever discharges the Township and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Township may be responsible in respect of the conduct of the said event.
  - (e) No deviations will be made to the approved site plan without approval by Township staff prior to the Special Event taking place.
- 7.2 Notwithstanding the issuance of a Permit or any other condition imposed upon a permit, should an emergency occur, real or perceived, during the course of a Special Event, the Fire Chief of the Township or the OPP Incident Commander, or their respective

designates, shall have the absolute and unfettered authority to postpone, cancel or shut down an event at their sole and absolute discretion, following discussions with other agency officials.

## **8. ADMINISTRATION**

- 8.1 The Community and Business Services Department shall be the main contact for Special Events in the Township.
- 8.2 The Director of Community and Business Services or designate is responsible for the administration of this By-law.
- 8.3 Every Permit shall specify the name of the Permit Holder and the nature, location, date(s) and time(s) of the Special Event.
- 8.4 An annual or recurring Special Event will require a new permit application for each occurrence of the Special Event.
- 8.5 Permits are non-transferable.
- 8.6 No amendment shall be made to a Permit without prior authorization of the Township.

## **9. REFUSAL**

9.1 A Permit may be withheld if:

- (a) The applicant has not provided information or documentation under Sections 6.3, 6.6 to 6.8 or within a timeframe to realistically plan and coordinate the Special Event;
- (b) The applicant has not satisfied the requirements of Section 7.1;
- (c) The applicant has knowingly submitted false, mistaken, incorrect, or misleading information in support of the application;
- (d) There is reason to believe that the Special Event may result in a breach of any applicable law;
- (e) The nature of the proposed special 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; or
- (f) There is risk to the Township's infrastructure which the Township deems unacceptable in its sole and unfettered discretion.

9.2 A Special Event Permit may be withheld if the applicant has obtained a Special Event Permit previously for a Special Event which was not in compliance with the provisions of this By-law; and the applicant did not adequately address the deficiencies to the Township's satisfaction.

## **10. REVOCATION AND SUSPENSION**

- 10.1 The Township may revoke a Permit at any time without prior notice to the Permit Holder if:
  - (a) It was issued in error;

- (b) It was issued as a result of false, mistaken, incorrect or misleading information that was knowingly submitted by the applicant;
  - (c) The Permit Holder is not in compliance with any license, permit, approval or authorization required under Sections 6.6, 6.7, 6.8 and Section 7.1;
- 10.2 Should an application for a Special Event Permit under this By-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing to the satisfaction of the Township, the reasons given for the initial denial of the application.
- 10.3 The Township shall immediately inform the Permit Holder of a revocation and the reasons for it by means of contacting the Permit Holder at the contact information provided in the application as well as informing all affected agencies.
- 10.4 A Permit may be suspended or revoked if, in the sole opinion of the Operations Department, the Lansdowne municipal water or waste water system is put at risk by breach of conditions imposed by the Operations Department at the time of permit issuance.
- 10.5 The Township shall not be held liable for any financial losses, real or perceived, sustained by the event or its organizers due to suspension or termination of the permit.

## **11. OFFENCES**

- 11.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event Permit issued under this By-law.
- 11.2 No person shall hold or permit to be held a Special Event except in accordance with the terms and conditions set out in the Permit.

## **12. PENALTIES**

- 12.1 Any person who contravenes any provision of this By-law will be denied a Permit for subsequent planned special events.
- 12.2 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for under the Municipal Act, 2001, S.O. 2001, c.25.
- 12.3 All fees and charges payable under this By-law constitute a debt of the person liable for payment of them to the Township and, in the case of owners of a property being responsible for payment of the fees and charges, the Township may add the amount owing to the tax roll for the owner's real property and collect them in like manner as municipal taxes.

## **13. GENERAL**

- 13.1 This By-law shall be called the "Special Events By-law".

- 13.2 This By-law shall be enforced by the Director of Community and Business Services, Township By-law Enforcement Officer, the Fire Chief, the Director of Infrastructure Services, or by the OPP.
- 13.3 The Township may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law, a condition of the By-law, or to ensure compliance with a direction or order made under this By-law or under the Municipal Act, 2001.
- 13.4 Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the schedule declared invalid.
- 13.5 Appendix "A" attached hereto shall be called the Special Event Permit Application and may be amended without the need to amend the By-law.

## Appendix “B”

### **SPECIAL EVENT**

### **PERMIT APPLICATION**

Complete this application form with the assistance of the Community and Business Services Department (**CBS**). This information will assist in determining the approvals or special requirements necessary for the success of your permit application.

### **Applications & Forms**

To download applications and forms please visit the [Township's website](#).

### **Submission of Application Package**

Your application must be submitted to the Community and Business Services Department, Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, ON K0E 1L0 **at least thirty (30) days prior to the event** and will be circulated to relevant departments, ie Fire, Building, Operations, and Clerk’s Department for comment and approval before your permit is issued

### **Food Providers**

If you will be having food vendors at your event, you should also submit a **Special Event Food Vendor Application Form** to the Leeds, Grenville and Lanark District Health Unit **at least thirty (30) days prior to the event**. (Applies to all food being sold)

### **LCBO Special Occasion Permits**

#### **LCBO Request for Designation as Event of Municipal Significance**

If you are applying for a Special Occasion Permit (SOP) through the LCBO, completion of the Municipally Significant Event Application Form is required **sixty days (60) prior to the event or ninety (90) days prior to a large event** to request a resolution/letter of Council deeming the event to be of significance for the community.

### **Safety/Fire and Rescue Services Requirements**

If display fireworks 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 to the event.**

### **Insurance Requirements**

Event organizers must provide a Certificate of Insurance **at least thirty (30) days prior to the event.** The Certificate must provide General Liability with a minimum amount of \$2,000,000, including the "**The Corporation of the Township of Leeds and the Thousand Islands**" as an Additional Insured and, specifically, provision for cross-liability and severability of interest. The policy must contain an endorsement to provide the Township with thirty (30) days written notice of cancellation or material change that would diminish coverage. The sum insured will be increased to \$5,000,000, if you plan to serve alcohol at your event.

### **Contact Information**

Community and Business Services (CBS)

Tel. 613-659-2415 ext. 228

Email: [recreation@townshipleeds.on.ca](mailto:recreation@townshipleeds.on.ca)

## SPECIAL EVENT PERMIT APPLICATION

Please print clearly or complete electronically and keep a copy for your records.

Return a signed copy and enclose all accompanying documents Community and Business Services Department, Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, ON K0E 1L0 **at least thirty (30) days prior to the event.**

<small>For Office Use Only</small>	
<b>Special Event Application #:</b>	<b>Special Event Permit #:</b>
<b>Date Application Received:</b>	<b>Date Application Approved:</b>

Contact Information		
Date of Application		
Name of Organization (on Certificate of Insurance)		
What type of organization is submitting the Special Event Permit Application?	Not-For-Profit or Charitable Organization	<input type="checkbox"/>
	Other individual or group (i.e. individual, promoter, business)	<input type="checkbox"/>
If the event organizer is an individual, promoter, business or other entity provide details:		
Contact Person		
Mailing Address	Street	
	City	Postal Code
Tel (H)	Telephone (B)	
Tel (Cell)	Email	
Position within Organization		
Person responsible for emergency planning		
Is this Person New to this Role?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Tel (H)	Tel (B)
Tel (Cell)	Email	

Event Information		
<b>On Municipal Property</b> <input type="checkbox"/>		<b>On Private Property</b> <input type="checkbox"/>
Name of Event		
Expected daily attendance		Expected Max Total
Number of		First Time Event      Yes <input type="checkbox"/> No <input type="checkbox"/>
Date(s) of Event		
Frequency	Annual <input type="checkbox"/> Recurring <input type="checkbox"/> One Off <input type="checkbox"/>	
Location(s) of Event		
Purpose of Event		
Set up begins	Date	Time
Event begins	Date	Time
Event ends	Date	Time
Clean up ends	Date	Time
Person in Charge (if different from contact person)		
Mailing Address		Street
		City      Postal Code
Tel (H)		Tel (B)
Tel (Cell)		Email
<p>In case of emergency where your event may need to be cancelled or altered at the last minute, or if essential information must be clarified, we would appreciate permission for Township staff to use the Organizer's telephone/cell number. This number will not be released to the public.</p>		
<p>Personal information on this form is collected for the purposes of administration, management and enforcement of the Township's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized Township staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be directed to the Clerk, Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, ON K0E 1L0 Telephone: 613-659-2415 ext. 231.</p>		
Applicant Signature		X
Date of Signature		

## Chart – Deadline for Submission of Documents

The following table provides an overview of the deadlines for various activities you will need to meet if the activities will be part of your event.

This information will be identified as you complete the Special Event Permit Application.

For further information, please contact the Community and Business Services Department at 613-659-2415 x 228 for clarification.

Summary of Documents and Deadlines	Number of Days Prior to Event
<b>Notification of proposed Special Event to Township / Obtain Concept Approval</b>	<b>120</b>
Road Closure Requests	<b>60</b>
Request for Designation as Municipally Significant Event (AGCO)	<b>60/90</b>
AGCO SOP Permit (Alcohol)	<b>60</b>
Locates for Utilities	<b>60</b>
Documentation Confirming Status of Organization (if non-profit)	<b>60</b>
Noise By-Law Exemption Application	<b>60</b>
Raffle License Eligibility Request	<b>45</b>
Fireworks or Pyrotechnics Display Permit	<b>45</b>
Building Permit Application	<b>45</b>
<b>Organizer's Event Certificate of Insurance (Municipal Special Event Permit Application and Waiver</b>	<b>45</b>
<b>Emergency Management Plan</b>	<b>30</b>
<b>List of All Event Participants</b>	<b>30</b>
All Documentation and Fees for Event Participants Requiring Licenses (TSSA etc)	<b>14</b>
Leeds, Grenville and Lanark District Health Unit Special Event Food Vendor Application Form (30 days) Applies if any food is to be sold	<b>30</b>
Electrical Safety Authority Inspection	<b>2</b>

## Special Events Checklist

### Documents that must be submitted at least thirty (30) days prior to event:

- ☐ For Special Events on Municipal Property - Certificate of Insurance in the minimum amount of \$2M/(\$5M for service of alcohol), including the ["The Corporation of the Township of Leeds and the Thousand Islands"](#) as additional Insured and specifying provision for cross liability and severability of interest; including an endorsement to provide the Township with thirty (30) days written notice of cancellation or material change that would diminish coverage.
- ☐ Completed Special Event Indemnification Waiver (Included in your Permit Application)
- ☐ Site Plan
- ☐ Completed Special Event Permit Application Form
- ☐ Special Event Emergency Management Form or Plan (as applicable)
- ☐ Special Event Traffic Management Plan (as applicable)

### Additional forms that may be required for submission:

The forms below can be found at the [Township's website](#) or by contacting the CBS.

<input type="checkbox"/> AGCO Request for SOP - Municipally Significant Event <b>Must be submitted to the Township Clerk at least sixty (60) days prior to event or ninety (90) days prior to a large event.</b>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> AGCO Special Occasion Permit <b>Copy of awarded permit must be submitted as part of any building permit application (at least forty-five (45) days prior to event).</b>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> LGL District Health Unit Special Event Food Vendor Application. <b>Must be submitted at least thirty (30) days prior to event.</b>	<input type="checkbox"/> Required by LGLDHU	<input type="checkbox"/> Not Required
<input type="checkbox"/> List of all participants/stakeholders/agencies in event <b>Must be submitted as part of application package at least thirty (30) days prior to event for Special Events on municipal property.</b>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable

## Additional forms that may be required for submission:

The forms below can be found at the [Township's website](#) or by contacting the CBS.

<ul style="list-style-type: none"> <li>Raffle/Lottery License Eligibility Application <b>Must be submitted at least forty-five (45) days prior to event.</b></li> </ul>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Building Permit Application Form* (Canopy/Tent/Marquee/Stage/Bleachers/Structures). <b>Must be submitted at least forty-five (45) days prior to event.</b> <i>Permit Application)</i></li> </ul>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Noise By-law Exemption Application. <b>Must be submitted at least sixty (60) days prior to event.</b></li> </ul>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Locates for Utilities/Infrastructure on Township Property. <b>Must be submitted at least sixty (60) days prior to event. Fees apply.</b></li> </ul>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Locates for Utilities on Private Property/Open Road Allowance. <b>Should be submitted to Ontario One Call at least sixty (60) days prior to event. Strongly recommended. Damage to hydro/utilities infrastructure is property owner's responsibility.</b></li> </ul>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Fireworks or Pyrotechnic (Explosives) Display Permit. <b>Must be submitted to Fire Chief at least forty-five (45) days prior to event.</b></li> </ul>	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<ul style="list-style-type: none"> <li>Electrical Safety Authority (ESA) Electrical Inspection for Temporary Electrical Power Supply. <b>Should be submitted to ESA at least 2 days prior to set up.</b></li> </ul> <p>Notes:</p>	<input type="checkbox"/> Required by ESA	<input type="checkbox"/> Not Applicable

## SPECIAL EVENT PERMIT APPLICATION

### Description of Event and Activities

Please provide a detailed outline of the activities that will be provided. Attach brochures or use an additional sheet if more space is required. Include types of performers, speakers and all activities.

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Site Plan Information	
Please provide a Detailed Site Plan in the form of a map/sketch showing items as applicable from the guidelines provided.	
If your event is a race/walk/cycle, have you attached a detailed route map in addition to the Detailed Site Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Will any part of this event take place on property owned by the Township? Specifically -	Yes <input type="checkbox"/> No <input type="checkbox"/>
Streets	Yes <input type="checkbox"/>
Parking	Parks Yes <input type="checkbox"/> Facilities Yes <input type="checkbox"/>
Other Township property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identify location	
Will this event take place on private property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide address:	

Site Plan Information		
Will any tents be erected for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, attach and show the location of the tents on the site plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what will the tent be used for?		
If yes, how many people will it hold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will the tent or group of tents exceed 60sq m (645sqft)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will the tent or group of tents exceed 225sq m (2420sqft)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you installing any stages, grandstands, bleachers or folding/telescoping seating?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:		
Will you be installing fencing, poles/pegs or anything below ground?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:		
If yes, and on Township property, have you submitted the Locates Form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, and on private property or public road allowance, have you requested locates from Ontario One Call?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to have sound amplification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Music <input type="checkbox"/> Other, <input type="checkbox"/> please describe:		
If yes, note dates and times:		
If yes, have you attached a copy of your exemption/application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is electrical power required (for sound amplification, lighting etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:		
Do you plan to have a fireworks display, pyrotechnics or any type of fire during the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details on Pg 14		
Have you addressed any & all concerns or issues identified by the Fire Dept?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ensured that emergency access/exits are marked on the site plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Medical/First Aid Plan</b>		
Do you have Certified First Aiders in attendance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many Certified First Aiders will be in attendance?		
If this is a major event, you will be required to retain Emergency Medical Services (eg St John Ambulance) – have you arranged attendance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, have you provided confirmation details with your permit application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you included the First Aid Station on your Detailed Site Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Emergency Planning</b>		
Has an Emergency Management Form/Plan been completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the completed form/plan been attached to your application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ensured that there will be a minimum emergency access width of 3m for single lane traffic and 6m for two lane traffic?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Security Planning</b>		
Does your event require security or policing to ensure safety/mitigate risk? (entry/exit head counts, traffic, bag checks, alcohol sales etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted OPP about your event?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If you have engaged private security or Paid Duty Police Officers, how many will be attending your event?		
<b>Food Vendors</b>		
Will food or beverages be prepared, served or sold at this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Note:</b> If food is to be sold, the <b>LGL District Health Unit Special Event Application Form</b> must be submitted to the Health Unit at least <b>30 days</b> prior to the event.		
Have you submitted the LGL District Health Unit Special Event Application Form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Alcohol at Events</b>		
Will alcohol be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, are you applying for a Special Occasion Permit from the LCBO for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you completed the SOP Municipally Significant Event Application Form to obtain a LCBO Special Occasion Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will alcohol be provided in a tent structure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Whose name will the permit be in?		

Raffles/Lotteries		
Do you plan to have a lottery/raffle/bazaar or other form of gambling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, have you contacted the Clerk's Department to determine eligibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Garbage Services		
<p>Please provide the plan for the clean-up and removal of garbage and recyclables during and after your event if your event will take place on municipal property.</p>		
Road Closures		
Do you wish to close any streets or sidewalks for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, list all streets and sidewalks you would like closed.</p>		
If yes, have you indicated said streets/sidewalks on your Detailed Site Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Please attach an additional sketch including the following:</p> <ul style="list-style-type: none"> <li>• All streets and sidewalks (including cross streets) which will be closed or otherwise impacted</li> <li>• Location of traffic routing and barricades, traffic cones, etc.</li> <li>• Directional arrows showing the detour route around the event</li> <li>• Location and types of signs directing detoured traffic</li> </ul>		
<p>If a parade is involved, also include:</p> <ul style="list-style-type: none"> <li>• Staging area, judging area and ending area</li> <li>• Location of any bleachers, grandstands or related structures</li> <li>• Directional arrows showing the parade route</li> </ul>		

Road Closures			
Approvals will be subject to any construction that may be scheduled to take place at the time of the event. The organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.			
For what period of time would these streets be closed?			
From:	(date) (time) am/pm	Until	(date) (time) am/pm
Do you require assistance from the OPP?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, for what purpose?			
Washrooms			
Does your event require portable?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, have you designated their location on your Detailed Site Plan?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are having alcohol, have you increased the number of washrooms accordingly?		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
How many portable washrooms have you booked for your event?			
Amusement Rides			
Are you having amusement rides at your event?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please complete this section. (rollercoaster, revolving ride, air bounces, etc)			
Please see the TSSA <a href="#">website</a> for more information			
Please provide the TSSA Amusement Device License No for the current year from the company providing the device(s).		#: Expiry:	
Has the company providing the device(s) provided you with a proof of their \$2M liability insurance specific to the operation of amusement rides?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you attached a copy of their Certificate of Insurance to your permit application?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company Contact Person:			

Amusement Rides		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
<b>Are you having pony rides at your event? If so, please complete the following:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company Contact Person:		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
Has the company providing the device(s) provided you with a proof of \$2M liability insurance specific to pony/horse riding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached a copy of their Certificate of Insurance (Equine) to your permit application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are you having aerial flights/rides (i.e. helicopter, hot air balloon, glider rides) at your event? If so, please complete the following:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide details:		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
Has the company providing the device(s) provided you with a proof of \$2M liability insurance specific to the operation of aerial sightseeing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached a copy of their Certificate of Insurance (Aviation) to your permit application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other:		
<b>It is the responsibility of the Event Organizer to ensure that any operator of any aerial sightseeing is fully licensed and complies with all Canadian Aviation Regulations.</b>		
Have you attached a copy of their Certificate of Insurance to your permit application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Fireworks	
Are you planning fireworks for your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you planning “display fireworks” or “family fireworks”	
If you are having display fireworks, have you applied for a permit from the Fire Chief of the Township?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Have you attached a copy of your Fireworks Permit to your permit application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signage	
Are you planning signage for your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, have you designated sign locations on your Detailed Site Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who will be responsible for placing and removing the signs post event?	
Cell No:	Tel (B):
Promotion	
Would you like your event to be promoted on the Township’s website and social media?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Note: Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, **at least 48 hours prior to the production set up** with the ESA Customer Service Centre, 877-372-7233 / Fax 800-667-4278 or visit <https://esasafe.com/fees-and-forms/forms/>

## Special Event Indemnification and Waiver

### Responsibilities and Acknowledgements

**I agree to the following**, as an applicant authorized by \_\_\_\_\_ (organization)

- to apply for a Special Event Permit on its behalf: To ensure the physical setting is kept safe for participants and the general public attending the event.
- If we become aware of a situation that could lead to injury or property damage, we will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to Township owned property or third-party property, I, or my designate, will: call emergency services (911) when assistance is required; advise the Township of the incident the next business day (CBS, 613-659-2415 ext. 228); and cooperate with Township staff, police and investigating authorities, and any insurance companies involved.
- To use Township facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of The Corporation of the Township of Leeds and the Thousand Islands.
- We understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct ourselves/organization in a manner that does not contravene any federal, provincial or county law.
- We agree that this indemnity shall continue to be in full force and effect notwithstanding that the Special Event has been completed.
- The Township shall not be held responsible for any financial losses sustained by the event or its organizers due to suspension or termination of the permit.

### Release of Waiver of Liability

**I, the applicant, have the authority to sign on behalf of the organization for whom this application is made.**

The undersigned applicant, hereby releases, waives and forever discharges the Township and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Township may be responsible in respect of the conduct of the said event.

### Agreement to Indemnify and Hold Harmless

**I, the applicant, have the authority to sign on behalf of the organization for whom this application is made.**

The undersigned applicant agrees to save harmless and indemnify The Corporation of the Township of Leeds and the Thousand Islands from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township as a result of the Event Organizer's event.

Signature of Applicant

Date of Signature

**Consent to Collect, Use and Disclose Personal & Other Information**

Personal information on this form is collected for the purposes of administration, management and enforcement of the Township's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized Township staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be directed to the Clerk, Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. box 280, Lansdowne, ON K0E 1L0 Telephone: 613-659-2415 ext 231. I certify that I have read the entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from The Corporation of the Township of Leeds and the Thousand Islands for the event can be revoked or suspended and that The Corporation of the Township of Leeds and the Thousand Islands shall not be held responsible for any financial losses sustained by the event or its organizers due to suspension or termination of the permit.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event\*, and authorized to act on behalf of the organization applying for the permit.

\*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

X

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Contact Telephone