

# Township of Leeds and the Thousand Islands

## Special Event Permit Application Reference Guide



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

## Contents

<b>Introduction.....</b>	<b>4</b>
<b>One Point of Contact .....</b>	<b>4</b>
<b>Do I need to submit a Special Event Permit Application?.....</b>	<b>4</b>
<b>Special Event Permit Application Process and Timelines.....</b>	<b>5</b>
<b>Where to obtain a Special Event Permit Application .....</b>	<b>6</b>
<b>Submitting a Special Event Permit Application .....</b>	<b>7</b>
<b>Event Elements:.....</b>	<b>7</b>
<b>Accessibility .....</b>	<b>7</b>
<b>Alcohol.....</b>	<b>7</b>
<b>Animals for Entertainment.....</b>	<b>8</b>
<b>Bouncy Castles, Amusement Rides and Inflatables .....</b>	<b>8</b>
<b>Damages.....</b>	<b>9</b>
<b>Emergency Response Plan/Security Plan .....</b>	<b>9</b>
<b>Facility/Park Rentals.....</b>	<b>10</b>
<b>Fireworks and Fire Pits .....</b>	<b>10</b>
<b>Food and Food Vendors – Public Health.....</b>	<b>10</b>
<b>Insurance Requirements .....</b>	<b>11</b>
<b>Lottery, Raffles and 50/50 Draws.....</b>	<b>12</b>
<b>Locates – Digging, Staking and Fencing .....</b>	<b>12</b>

<b>Marketing and Promotion .....</b>	<b>12</b>
<b>Mayor and Councillor Invites .....</b>	<b>13</b>
<b>Noise By-Law .....</b>	<b>13</b>
<b>Parades .....</b>	<b>13</b>
<b>Parking .....</b>	<b>13</b>
<b>Pets .....</b>	<b>13</b>
<b>Photos .....</b>	<b>14</b>
<b>Policing and Security .....</b>	<b>14</b>
<b>Portable Washrooms and Hand Washing Stations .....</b>	<b>14</b>
<b>Refreshment Vehicles (Food Trucks) .....</b>	<b>14</b>
<b>Road Closures .....</b>	<b>15</b>
<b>Sales and Vendors .....</b>	<b>15</b>
<b>Signage .....</b>	<b>15</b>
<b>Site Plan .....</b>	<b>15</b>
<b>Smoke Free Ontario Act .....</b>	<b>16</b>
<b>Temporary Structures – Stages and Platforms/Tents .....</b>	<b>16</b>
<b>Traffic Management Plan .....</b>	<b>17</b>
<b>Waste Management .....</b>	<b>17</b>
<b>Contact List .....</b>	<b>18</b>

## 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.

The Township recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation, and education and in providing economic benefits to the local economy.

This guide was developed to assist organizers in planning community events. Getting your event approved is easy: Read this guide and fill out the Special Event Application. It's free to apply if you are a charity, not-for-profit, or community group, and we are here to help you along the way.

The Special Event Permitting process' purpose 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 being followed
- Provide organizers with information
- Make reasonable efforts to ensure municipal services are not negatively impacted by your event
- Mitigate risk to the event organizer, guests and TLTI.

## One Point of Contact

The Corporate Communications and Community Engagement Coordinator is your point of contact for navigating the Special Event Policy and guiding you through the permit approvals process for all events. Please email [commsupervisor@townshipleeds.on.ca](mailto:commsupervisor@townshipleeds.on.ca) or call 613 659-2415 ext. 207 if this is your first time hosting an event or if you need help at any time throughout the permit process.

## 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. (60m<sup>2</sup>) in aggregate area;
  - Temporary Stage larger than 10x10ft;
  - Sale or serving of food to the general public;
  - Sale or serving 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](mailto:commsupervisor@townshipleeds.on.ca)

## Special Event Permit Application Process and Timelines

Special Event Applications are accepted year-round. They provide TLTI with all the basic details of your proposed event.

The Communications and Community Engagement Staff will help you through the application process.

- Answer any questions with the event organizer prior to the submission of a Special Event Permit Application.
- Coordinate a meeting with the event organizer, to discuss all the components of the planned Special Event based on the information provided in the Special Event Application form.
- Remain the contact coordinator and communicator between the event organizer and department staff.
- Initiate the required rental dates and times for all indoor and outdoor venue spaces in the booking platform and collaborate between the

event organizer and facilities/park staff

- Process applications, coordinate applicable inspections and approvals.

The Special Event Permit Application simplifies the event planning process for organizers with TLTl departments, such as:

- TLTl Building Department
- TLTl Clerks Department
- TLTl Corporate Services Department
- TLTl By-Law Enforcement
- TLTl Facilities staff
- TLTl Operations and Infrastructure Department
- TLTl Roads Department
- Leeds and 1000 Islands Fire Service

But it does not coordinate with the following; this is the responsibility of the event organizer:

- Alcohol and Gaming Commission of Ontario (AGCO)
- First Response Ontario
- Ministry of Transportation Ontario (MTO)
- Ontario One Call
- Ontario Provincial Police (OPP) Thousand Islands
- South East Health Unit - Leeds Grenville and Lane District Health Unit

Step #1 - Organizer reviews the SEP planning guide to assist with understanding how the components of their event relate to various policies and procedures.

Step # 2 – Event organizer completes the SEP application form, identifying all applicable components of their event.

Step # 3 – The Communications and

Community Engagement staff will schedule a meeting with the event organizer and their volunteer team to review all components of the event.

Step #4 – The event organizer and the Communication and Community Engagement staff (TLTI Staff) will work together to ensure the required documents and approvals are completed to obtain a Special Event Permit for the organizers.

The event organizer is obliged to submit applications directly to external organizations or agencies and to provide confirmation of such to TLTl Staff.

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.

## **Where to obtain a Special Event Permit Application**

The Special Event Permit Application is available in electronic format on TLTl website by visiting: [Special Events Application and Planning Guide](#)

A print version can be made available by contacting TLTl.

Corporate Communications and Community Engagement Supervisor  
613-659-2415 ext. 207  
[commsupervisor@townshipleeds.on.ca](mailto: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 Elements:

### 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](http://www.AccessON.ca) for further details on the requirements of the AODA (Accessibility for Ontarians with Disabilities Act).

### Alcohol

In order to host a licensed event (event with alcohol) that is open to the public, the [Alcohol Gaming Commission of Ontario](#) (AGCO) requires that the event be held at a place that has a catering endorsement or be designated "of significance and/or to raise funds for charitable purposes and objects that benefit the public-at-large.

An event of municipal significance requires

a designation by the municipality in which the event will take place. Applications to the AGCO must be accompanied by either a municipal resolution or a letter from a delegated municipal official (Clerk) designating the event as municipally significant.

To request an event to be designated as municipally significant, please review the [Designation of Municipally Significant Events Policy](#) and contact the [Clerk's](#) Department.

The 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.

### 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.

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](http://www.agco.on.ca)

## 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](#)

## Bouncy Castles, Amusement Rides and Inflatables

Mechanical amusement rides and inflatables are governed by the [Technical Safety Standards Authority \(TSSA\)](#), which administers and enforces public safety laws in the Province of Ontario.

In order to have mechanical amusement rides and inflatables at a community event, TSSA certification and insurance are required.

### Anchoring

All inflatables must be securely anchored using approved weights (i.e. water barrels, sand bags). All anchors are subject to the approval of the Township of Leeds and the Thousand Islands prior to installation. Staking or spiking into the ground or grass using TSSA approved methods and with obtaining locates.

### Power

If generators are required for the operation of the device, user must adhere to Electricity Guidelines outlined by the [TSSA](#).

### Insurance

Events with bouncy castles, inflatables and/or amusement rides shall provide to the Township proof of Liability Insurance coverage in the amount of \$5 million naming the "Township of Leeds and the Thousand Islands" as an additional insured.

The Township also requires a certificate of Commercial Liability Insurance from the mechanical rides/inflatables supplier company in the value of \$5 million naming



"The Township of Leeds and the Thousand Islands" as an additional insured.

### **TSSA certificates and licenses**

Events with amusement rides and/or inflatables are required to receive and retain current and valid TSSA certificates and Operator License(s) from the supplier company. A current valid TSSA certificate and insurance coverage is required by the Township. The Township may also request to conduct a site inspection of the equipment once installed may be required by the Township

All bouncy castles, amusement rides and inflatables must be included on the Site Plan.

### **Damages**

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

Damage deposits are required when renting/using township spaces. The damage deposit will be included in your facility booking agreement.

If damages occur during or as a result of an event, any repair costs will be assessed and communicated to the permit holder within 72 hours of vacating the site, and will be charged to the damage deposit.

### **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. The Emergency Response/Security Plan is to be provided to the Township staff as part of the Special Event Permit application process. 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, the proposed activities, and any other relevant details. 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 and 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 are familiar with your plan.

## Facility/Park Rentals

TLTI has several indoor facilities and park spaces, which may be included as part of your event. A Special Event permit is not required for an event that is **only** using an indoor facility and has no expected impact to municipal services (traffic flow). For a complete list of available rental spaces, visit [Rent a Facility](#).

TLTI staff will book any applicable township indoor and outdoor spaces, based on the information you provide in your Special Event Permit application. The space will be booked and held for you once your SEP is received and you have met with township staff to discuss your SEP. Please do not book your space on the facility booking platform, as this will create a conflict in the booking system.

## Fireworks and Fire Pits

If fireworks display, or pyrotechnics are part of your event and on Township property, as part of your Special Event Permit, you will be required to give the contact name of the company who will providing your fireworks display or pyrotechnics. We will work with the company to secure the required paperwork necessary to fulfil this element of

your SEP application.

- Site Plan Fireworks  
Identification: showing where fireworks will be discharged relative to people, structures, vehicles, and facilities.
- Fireworks Operator Info: The name/contact info of the company/person providing and supervising the display.

Inventory List of Pyrotechnics to be used.

- Insurance liability insurance certificate naming the "Township of Leeds and the Thousand Islands" as an additional insured
- Safety & Emergency Plans, which are specific to the setting off of fireworks, including the emergency response and safety plans, especially for displays involving crowds (what will happen if someone is injured or on fire)
- If a fire pit or "propane fire pit (appliance)" will be part of an event on Township property, permission from the Fire Service Department will be an element of your Special Event Permit. The staff responsible for the SEP application process will work with you and the TLTI Fire Department to ensure the proper paperwork and/or permits are completed, if required.

As an event organizer, you are responsible for the health and safety of your event and for ensuring compliance with all applicable local bylaws and policies.

## Food and Food Vendors – Public Health

If you are serving food or 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 you are using a refreshment vehicle (food truck), you are required to identify it in your Special Event Permit Application and discuss it with the TLTI staff during the pre-event meeting. For further information regarding food and beverage event requirements contact:

Leeds, Grenville & Lanark District  
Health Unit  
1-800-660-5853  
[www.healthunit.org](http://www.healthunit.org)

## 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.

## Lottery, Raffles and 50/50 Draws

All lotteries, raffles, bingo, and 50/50 draws in the province of Ontario are subject to the licensing and regulations of the [Alcohol and Gaming Commission of Ontario](https://www.agco.ca/). Any event planning to include any form of gambling or game of chance (even if for fundraising purposes) must obtain a lottery license from the Municipal Clerk.

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 the 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.

Lottery Application and Reporting requirements can be found on the [AGCO Website](#) along with the specific Application Forms and Report Forms.

Report forms must be filed within 30 days of the holding of the lottery and must be accompanied by deposit slips for the lottery trust account, list of all prizes and prize winners and an itemized list of all donated prizes (if any).

To obtain further information regarding

licensing eligibility and regulations, visit:

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

## Locates – Digging, Staking and Fencing

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.

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.).

[Ontario One Call](#)  
1-800-400-2255  
[compliance@ON1Call.com](mailto:compliance@ON1Call.com)

## Marketing and Promotion

Add your event information to the

TLTI [website event calendar](#).

If you would like your event listed on the LED sign located in front of the Township office, feel free to discuss this during the SEP meeting.

We will endeavour to cross-promote your events on our Facebook page.

## Mayor and Councillor Invites

The Mayor and Councillors often attend community and business special events, ceremonies, photo opportunities and celebrations. Individuals and organizations wishing to invite the Mayor and/or Councillors to an event. Please indicate this in your Special Event Application and discuss during the SEP meeting.

## Noise By-Law

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.

## Parades

If you would like to have a parade on Municipal/County roads, you must submit a Request for a [Temporary Road Closure/Road Usage Application](#), including a detailed route map and Certificate of Insurance. Details of your parade will also be discussed during your SEP meeting with staff.

## Parking

You are responsible for considering the impact of your event to area parking and are encouraged to develop a parking plan, including sufficient parking for event attendees, signage, arranging off-site parking, and providing shuttle service, if required. These plans will be discussed during the SEP meeting with staff

## Pets

In order to provide a safe and clean environment for all to enjoy, dogs are not allowed to be off-leash on any municipal property.

Stoop-and-scoop practices shall be followed at all times.

Guide dogs and service animals are welcome in all township premises that are open to the public unless otherwise prohibited by law.

Depending on the nature of the event, consider using your pre-event communication channels to advise whether pets are welcome to attend your event (where facilities permit) or if they should be left at home.

## Photos

Event Organizers are encouraged to obtain written permission to photograph or video of any adult or child at the event. Alternatively, a public notice can be posted indicating that photographs and video will be taken.

## 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.

<b>Number of Persons each sex</b>	<b>Minimum number of washrooms each sex</b>
1 – 50	1
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](#).

## Refreshment Vehicles (Food Trucks)

Note that while Refreshment vehicles at special events are exempt from By-law 24-033 and require no additional permit or licensing fees, they **do** require inspection



and approval by the Leeds and Thousand Islands Fire Department.

During your SEP meeting with staff, you will need to provide the name of the refreshment vehicle/food truck and the contact information for its operator.

They will be asked to provide:

- a list of equipment being used for cooking
- a current propane inspection report
- a Health Unit inspection report
- a Fire Inspection report
- a Certificate of Insurance listing “The Corporation of Leeds and the Thousand Islands” as an additional insured on the date and the location of the event they are participating in.

## 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](#).

## 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 legislation.

The Township strongly encourages event organizers working with vendors to protect themselves by ensuring vendors have

appropriate insurance coverage. The Township reserves the right to require any vendor to provide appropriate liability insurance coverage naming the event organizer as additional insured

## Signage

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.

## Site Plan

A site Plan is required for all events on outdoor property. 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.

An area map may be available from the Township for your use. Reach out to [commsupersior@townshipleeds.on.ca](mailto:commsupersior@townshipleeds.on.ca), or all 613 659-2415 ext. 207 to inquire. Site plans 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, open air fire, heating sources, etc. and fire extinguishers;
- Location of fireworks, including emergency access, exit plans;
- 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 to municipal staff immediately.

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

## Smoke Free Ontario Act

The [Smoke-Free Ontario Act](http://www.smokefreeontario.ca) 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](http://www.ontario.ca/smokefree)

## Temporary Structures – Stages and Platforms/Tents

### Stages and Platforms

Event organizers may be required to obtain a Building Permit for a stage/platform in any of the following situations:

- The platform is more than 225 m<sup>2</sup> in area;
- It is more than 3 m above ground level and more than 60 m<sup>2</sup> in area.

### Tents

Event organizers may need permits and approvals to erect a tent at an event.

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.

Event organizers are responsible for ensuring their compliance with municipal regulations and the Ontario Building Code.

For any tent over 60 m<sup>2</sup> (645 sq. ft.), or group of tents over 60 m<sup>2</sup> (645 sq. ft.) an inspection by the Building Department of the Township of Leeds and the 1000 Islands may be required.

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.

## Traffic Management Plan

A Traffic Management Plan must be submitted if requesting a Temporary Road Closing or Road Use 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 submitted with the [Temporary Road Closing or Road Use Application](#) and approved by the Director of Operations and Infrastructure.

## 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.

A discussion with staff will provide clarification and detailed plans regarding the process and timelines for ensuring event waste is collected properly during and after your event.

# Contact List

SEP Element	Contact
Special Event Permit Application Process Staff Contact Emergency Response Plan/ Security Plan Marketing and Promotion Mayor and Councillor Invites Refreshment Vehicles (Food Trucks) Sales and Vendor List Signage Site Map	Corporate Communications and Community Engagement Supervisor <a href="mailto:commsupervisor@townshipleeds.on.ca">commsupervisor@townshipleeds.on.ca</a> 613-659-2415 ext. 207
Accessibility	Accessibility for Ontarians with Disabilities Act <a href="http://www.AccessON.ca">www.AccessON.ca</a>
Alcohol (Licensed Events) Lottery, Raffles and 50/50	Alcohol and Gaming Commission of Ontario (AGCO) 1-800-522-2876 <a href="http://www.agco.on.ca">www.agco.on.ca</a>
Bouncy Castles, Amusement Rides and Inflatables	<a href="#">Technical Safety Standards Authority</a> 1-877-682-8772
Damages/Facility and Park Rentals	Recreation Coordinator <a href="mailto:recreation@townshipleeds.on.ca">recreation@townshipleeds.on.ca</a> 613 659-2415 ext. 246
Building Permit	Building Assistant <a href="mailto:buildingassistant@townshipleeds.on.ca">buildingassistant@townshipleeds.on.ca</a> 613-659-2415 ext. 206
Damages, Facility Rentals	Communications & Community Services Assistant <a href="mailto:businessadmin@townshipleeds.on.ca">businessadmin@townshipleeds.on.ca</a> 613-659-2415 ext. 246
Fireworks and Fire Pits Emergency Response Plan	Fire Prevention Officer <a href="mailto:fireprevention@townshipleeds.on.ca">fireprevention@townshipleeds.on.ca</a> 613-659-2415 ext. 219
Food & Food Vendors	<a href="#">Leeds, Grenville &amp; Lanark District Health Unit</a> 1-800-660-5853 <a href="http://www.healthunit.org">www.healthunit.org</a>
Lottery, Raffles and 50/50	Municipal Clerk

Draws Municipal Significant Event Lottery Noise By-law Exemption	<a href="mailto:clerk@townshipleeds.on.ca">clerk@townshipleeds.on.ca</a> 613-659-2415 ext. 231
Locates, Digging, Staking and Fencing	Ontario One Call 1-800-400-2255 <a href="mailto:compliance@ON1Call.com">compliance@ON1Call.com</a> <a href="https://ontarioonecall.ca/">https://ontarioonecall.ca/</a>
Parking Refreshment Vehicles (Food Trucks)	By-Law Officer <a href="mailto:bylawenforcement@townshipleeds.on.ca">bylawenforcement@townshipleeds.on.ca</a> 613-659-2415 ext. 218
Parades Road Closure,/Road Use Traffic Management Plan	Director of Operations and Infrastructure <a href="mailto:directoroperations@townshipleeds.on.ca">directoroperations@townshipleeds.on.ca</a> 613-659-2415 ext. 211
Policing	Ontario Provincial Police (Thousand Islands Dept) 613-659-5200
Site Plan	Corporate Communications and Community Engagement Supervisor <a href="mailto:commsupervisor@townshipleeds.on.ca">commsupervisor@townshipleeds.on.ca</a> 613-659-2415 ext. 207
Temporary Stages and Platforms	Building Assistant <a href="mailto:buildingassistant@townshipleeds.on.ca">buildingassistant@townshipleeds.on.ca</a> 613 659-2415 ext. 206
Waste Management Animals for Entertainment Bouncy Castles, Amusement Rides and Inflatables	Manager Infrastructure & Environnemental Services <a href="mailto:manageries@townshipleeds.on.ca">manageries@townshipleeds.on.ca</a> 613-659-2415 ext. 217