

**Municipality Of The  
Township Of Frontenac Islands  
By-Law 2017- 05**

**Being A By-Law To Regulate Public Events.**

WHEREAS Section 126 of the Municipal Act, R.S.O. 2001 as amended provides that, "Without limiting sections 9, 10 and 11, a local municipality may, regulate cultural, recreational and educational events including public fairs; and prohibit the activities described in clause (a) unless an event form is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the event form, including requiring the submission of plans; and

WHEREAS Section 128 of the Municipal Act, R.S.O. 2001 as amended provides that without limiting sections 9, 10 and 11, a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances; and the opinion of council under this section, if arrived at in good faith, is not subject to review by any court.

WHEREAS Section 429 of the Municipal Act, R.S.O. 2001 as amended provides in part that a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act; and

WHEREAS the Council of the Township of Frontenac Islands deems it appropriate at this time to regulate events in the Municipality.

**NOW THEREFORE** the Council of the Municipality of the Township of Frontenac Islands hereby enacts as follows:

**1.0 Definitions:**

- 1.1 "Applicant" includes any person who on his own or on behalf of an association, a club, a corporation, or any other group of persons who applies to conduct an event regulated by this By-law and who shall be responsible for the event.
- 1.2 "Clerk" shall mean the Clerk as appointed by Council of the Corporation of the Township of Frontenac Islands.
- 1.3 "Council" shall mean the Council of the Corporation of the Township of Frontenac Islands.
- 1.4 "Emergency Plan" means a written plan intended to mitigate damages that may occur to persons and/or property arising from an emergency or risk before, during or after an event and which outlines the procedures or safeguards to react to those situations together with a plan to advise and train anyone who is assisting with the event in those procedures.
- 1.5 "Event" shall include but not limited to a festival, concert, parade, sporting event, entertainment or production held out-of-doors and to which the general public is admitted and/or where persons are invited to attend and where the expected attendance is greater than 250 persons inclusive of those persons that are holding the event.

- 1.6 "Municipality" means The Corporation of the Township of Frontenac Islands.
- 1.7 "Sanitary Facilities" shall mean on site facilities intended for the washing of hands and toilets, of sufficient number to accommodate the number of persons intended to attend or participate at an event.
- 1.8 "Structure" as defined by Ontario Building Code Act.
- 2.0 Event Form: ( Schedule 1)**
- 2.1 No person shall hold an event within the limits of the Municipality without an event form being issued by the Municipality pursuant to this By-Law.
- 2.2 The authority respecting the issuance of an event form pursuant to this By-law rests with the Council, however this authority may be delegated to the Municipal Clerk where this delegation is deemed expedient.
- 2.3 A complete application for the purposes of obtaining an event form shall be submitted to the office of the Clerk of the Municipality not less than thirty (30) days prior to the proposed date of the event.
- 2.4 For the purposes of this By-law a complete application is deemed to include the approved application form with all required information together with the following mandatory information:
- a a written letter of approval from the Ontario Provincial Police;
  - b an emergency plan;
  - c a certificate of insurance identifying general liability insurance in the name of the applicant in an amount of not less than Two Million Dollars (\$2,000,000.) per occurrence that will be in effect for the entire duration of the event;
  - d The rental fee allocated based on the nature of the function
- 2.5 In addition to the mandatory information to be supplied, the following information may be required when certain situations exist with respect to the event:
- a a written letter of approval from the Ministry of Health when there is food or water to be provided or available at the event;
  - b a letter from the Electrical Safety Authority (ESA) when electrical fixtures or outlets will be installed;
  - c an accepted written proposal for the supply of security services to ensure the safe and orderly conduct of the event;
  - d a copy of a license issued in the name of the applicant for any license issued for the event by the Liquor License Board of Ontario;
- 2.6 The date affixed to all letters of approval or certificates submitted with the application for the purposes of the event shall not be more than 60 days prior to the date of the event.
- 2.7 The Municipality shall be held harmless of all matters including the erection of all structures and the certificate of insurance to be submitted with the application shall recognize the Municipality as insured in the amount as stated.

**3.0 Event form Refusal:**

- 3.1 The Municipality may refuse to issue a license when in the opinion of the Municipality:
- a Adjacent land uses would conflict or otherwise create an unsafe or undesirable condition for persons attending the event
  - b The nature of the event is undesirable due to a history of previous similar events
  - c The applicant or organization holding the event has a history of non-compliance with a previous event
  - d The event would cause a conflict with a Municipal By-law

**4.0 Site Restoration:**

- 4.1 Following the conclusion of the event, the event site including all lands, buildings and/or structures associated therewith shall be restored to a state similar to that prior to the holding of the event unless otherwise authorized by the Municipality.

**5.0 Event Form Authority:**

- 5.1 The issuance of an event form pursuant to this by-law authorizes the applicant to hold the event in accordance with the location, dates, times and other information contained in the event form unless otherwise specified, and in compliance with all restrictions and conditions imposed with respect to the event form and in compliance with any provincial or federal statutes, regulations and guidelines.

**6.0 Event Form Fee:**

- 6.1 The Council may at any meeting open to the public, establish or amend a fee relating to the issuance of a fee pursuant to this by-law.

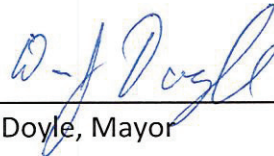
**7.0 Exemptions:**

- 7.1 The authority provided by this By-law shall not apply to an event that is held by one or more of the following:
- a A sports association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents of the Municipality;
  - b A church or religious association where the primary place of worship is located in the Municipality;
  - c An association whose mandate is to provide for educational opportunities or benefits or to assist an educational facility in the provision of educational opportunities or benefits for the youth of the Municipality;
  - d An association whose mandate is to promote and foster public awareness or the conservation of cultural and/or heritage resources specific to the Municipality;

**8.0 Enforcement:**

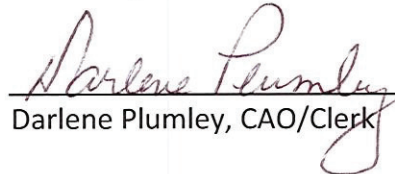
- 8.1 Every person found to be holding an event when no event form has been issued to authorize the event, shall cause the event to be discontinued immediately.
- 8.2 The Municipality may at any time prior to the completion of the event, revoke any event form issued for the holding of the event if the applicant fails to hold the event in strict compliance with the restrictions and/or conditions imposed with the issuance of the event form or fails to provide any service of thing as provided for in the application.
- 9.0 **Effective Date:**
- 9.1 This By-law shall be deemed to have come into effect following third reading and adoption by the Council of the Corporation of the Township of Frontenac Islands.

This By-law having been read a first, second and third time is hereby adopted this 13th day of March 2017.



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Denis Doyle, Mayor



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Darlene Plumley, CAO/Clerk



# Township of Frontenac Islands

## Wolfe Island Ward Event Application Form By-law 2017 – 05 Schedule (1)

Date/s of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

### Applicant

This is the person who is responsible for the organization and management of the event and to who all inquiries, correspondence, notices and any other matter respecting this application will be directed.

Name	
Civic Address	Mailing Address
City/Town	Province
Postal Code	Email
Home Phone	Business Phone
Cell Phone	Fax

### Event Site

Community Centre Rink	
Ball Diamond # 1	
Ball Diamond # 2	
Ball Diamond # 3	
Horse Ring/Fair Grounds	

### Nature of Function

	Yes	No
Not For Profit Group/Organization		
A Sports Association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents from Wolfe Island		
A church or religious association where the primary place of worship is located on Wolfe Island		
An association whose mandate is to provide for educational opportunities or benefits for the youth or seniors from Wolfe Island		
An association whose mandate is to promote and foster public awareness or the conservation of cultural and or/heritage resources specific to Wolfe Island		

### Attendance

Please provide the best estimate of the number of persons attending the event including participants and spectators.

Participants		Spectators		Total Attendance	
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### Type of Event

Identify in this section the type of the event. Check all that apply.



## Township of Frontenac Islands

Theatrical/Musical		Cycling Race/Tour	
Music and Dance		Pedestrian/Walk/Run	
Automobile/Motorcycle/Tour		Sports Game/Tournament	
Sailing		Fair/Exhibition/Festival	
Liquor Licensed Event		Banquet	

If the type of event is different from that listed above, please provide a brief description of the event.

### Water Supply

Identify how potable water is now or proposed to be provided on the event site during the event.

Bottled Water supply or sales		Public access fountains		None	
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### Sewage Disposal

On site use of facilities (Pump out fee required)		Portable Toilets (to be supplied by applicant)	
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### Waste/Recycling Disposal

Collection/disposal of waste and recycling by applicant	All waste must be bagged and recyclables gathered in a container	Collection/disposal of waste and recycling by municipality (additional fee required)
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Electrical Services. Check all that apply.

On site permanent electrical supply		Portable electrical generators		No electrical proposed	
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### Known Risk

Please provide a brief description of any known condition, building or structure that may exist on or adjacent to the event site that could impose a risk to persons attending the event or could potentially be the subject of some harm arising from the event.

Description	On site	On adjacent lands

### Mediation Proposed



# Township of Frontenac Islands

### Mandatory Information

The following is a list of information that must be included with each event application.

- A letter of approval from the Ontario Provincial Police
- An emergency plan
  
- A certificate of insurance identifying general liability insurance in the name of the applicant in an amount of not less than Two Million (\$2,000,000) per occurrence that will be in effect for the entire duration of the event
- The rental fee allocated based on the nature of the function.

### Declaration of Applicant

The applicant upon signing this application is declaring that;

- All statements contained in the application are accurate and true; and
- Authorizes representatives from the Township of Frontenac Islands as well as representatives from other agencies who have deemed to have interest in matters arising from the application to enter upon the lands and conduct any inspection necessary.

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Signature of Applicant

Date

Summer Rental Rates	Hourly base rate	Hourly With lights	Per day	Total
Sole Use of Grounds			\$900	
Community Centre Rink Surface			\$250	
Diamond #1	\$20	\$25	\$200	
Diamond #2	\$10	\$12	\$200	
Diamond # 3	\$5	n/a	\$50	
Horse Ring			\$100	
Septic Pump out				\$125
Waste Recycling Disposal				\$100

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C.A.O./Clerk Signature of Authorization

Date