

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE
THOUSAND ISLANDS**
BY-LAW NO. 23-052

**BEING A BY-LAW TO DESIGNATION OF MUNICIPALLY SIGNIFICANT EVENTS
POLICY IN THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS.**

WHEREAS The Council of the Corporation of the Township of Leeds and the Thousand Islands deems it expedient to establish policies;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9, shall be exercised by By-law;

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

1. **THAT** the Designation of Municipally Significant Events Policy identified as Schedule "A" attached hereto and forming part of this By-Law be hereby approved and adopted;
2. **AND THAT** this By-law shall be known and may be cited as the "Designation of Municipally Significant Events Policy";
3. **AND THAT** this By-law shall come into force and take effect on the day of passing;
4. **AND THAT** any By-law or Resolution passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

READ A FIRST AND SECOND TIME THIS 11TH DAY OF SEPTEMBER, 2023.

**READ A THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF SEPTEMBER,
2023.**

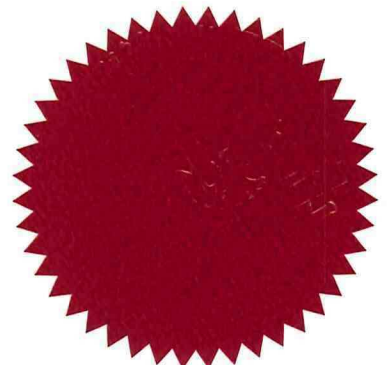
The Corporation of the Township of Leeds and the Thousand Islands



Corinna Smith-Gatcke, Mayor



Megan Shannon, Clerk





Policy Type: Administration

Policy Number:

**Policy Title: Designation of Municipally
Significant Events Policy**

Approval Date: September 11, 2023

Review Date:

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POLICY STATEMENT

This policy is intended to clarify and streamline the process for public event organizers who wish to have the Township of Leeds and the Thousand Islands ("Township") designate their event as a "municipally significant event", so that they may apply for a Special Occasion Permit ("SOP") under the *Liquor License Act*, R.S.O., 1990, c. L.19, as amended, for the sale and service of alcohol at their public event.

PURPOSE

The purpose of this policy is to establish guidelines and conditions for public events to be designated as events of municipal significance.

SCOPE

This policy applies to public event organizers seeking designation of a public event as a "municipally significant event" for the purpose of applying to acquire a SOP under the Liquor License Act, as amended.

DEFINITIONS

AGCO means Alcohol and Gaming Commission of Ontario.

Municipally Significant Event means an exhibition, event or function open to the general public that is being held within the Township, that is defined as:

- a) Having local, regional, national or international historical or cultural significance;
- b) Builds awareness of diverse cultures; or
- c) Benefits the community at large.

Public Event means an event that is open to the general public.

Special Occasion Permit (SOP) means a permit issued by the AGCO for the sale and/or service of beverage alcohol at special occasions/events. The Alcohol and Gaming Commission of Ontario ("AGCO") is the authority that issues SOPs. An SOP is required anytime alcohol is offered for sale or serve.



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Township means the Township of Leeds and the Thousand Islands.

PROCEDURE

1.0 Guidelines

Public event organizers who wish to have the Township designate their event as a “municipally significant event” must submit the request in writing to the Municipal Clerk including the following information:

- a) Organization Name;
- b) Contact Person;
- c) Contact Information;
- d) Objects of the Organization;
- e) Date of the Event;
- f) Location of the Event;
- g) Reason(s) the organization believes their event should be deemed “municipally significant”; and
- h) Details of how, when, and where the event will be advertised to the public.

Each request will then be circulated amongst Township departments for comment. Once any departmental comments have been addressed, the request will be brought forward for Council’s consideration and approved by resolution. Council’s decision will be final.

The Municipal Clerk will then issue a letter to the public event organizer with a copy of the resolution. It is the public event organizer’s responsibility to forward any necessary documentation to the AGCO.

2.0 Conditions

Public event organizers whose events have been designated as municipally significant must agree to the following conditions:

- a) Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Township of Leeds and the Thousand Islands as an additional insured, at least 10 business days prior to the event, and must provide a certificate of Insurance to the Municipal Clerk. The permit holder shall be required to indemnify and save the



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Township harmless from all claims arising from the permit or event;

- b) Serve the public interest by upholding the by-laws and policies of the Township of Leeds and the Thousand Islands, and any other applicable legislation;
- c) Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.; and
- d) Provide any additional details as may be requested by the circulated stakeholders of the Township.