

The Corporation of the Township of Springwater

By-law 2026-055

A By-law to Regulate and Govern the Holding of Special Events in the Township of Springwater, and to establish a license system for Special Events, and to repeal and replace By-law 2009-087.

(Special Event By-law)

Whereas Sections 8 through 11 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction; and,

Whereas the Municipal Act, 2001, provides that municipalities may provide for a system of license, and has the 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 Corporation of the Township of Springwater desires to support special events in the Township of Springwater and will assist, where possible, in facilitating Special Events at public and private locations within the jurisdiction of the Township.

Now Therefore the Council of the Corporation of the Township of Springwater enacts as follows:

1. Title and Scope

This By-law may be referred to as the “Special Events By-law”.

- 1.1 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.

2. Definitions

- 2.1 In this By-law, the following words shall have the following meanings:

“AGCO” means the Alcohol and Gaming Commission of Ontario.

“Applicant” means a person applying for a Permit under this By-law.

“Application” means an Application for Special Event License.

“Building Department” means the Building Department for the Township of Springwater.

“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 provided 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 which do not fall under the previous three classifications.

“Clerk” means the Clerk for the Corporation of The Township of Springwater.

“Community Event” means an event which is held for, or which benefits the residents or local area within Springwater Township.

“Council” means the Council of the Corporation of The Township of Springwater.

“Fees” as set forth in the Fees and Charges By-law.

“Fire Department” means Fire and Emergency Services of The Corporation of the Township of Springwater.

“Fireworks” means a combustible or explosive device for producing a striking display of light or a loud noise, used for signaling or as part of a celebration.

“Health Unit” means the Simcoe Muskoka District Health Unit.

“License” means a license issued by the Township for the regulated operation of a vehicle, business or trade, or to hold an event or charitable gaming event in accordance with a By-law of the Township or under Provincial statute.

“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 purpose of serving alcohol.

“Major Event” means an exhibition, concert, festival, or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

“MNR” means the Ontario Ministry of Natural Resources.

“Not-for-Profit” means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

“Officer” means Police Officer, the Municipal Law Enforcement Officer, or other Officers appointed by the Township.

“OPP” means the Ontario Provincial Police.

“Paramedic Services” means the County of Simcoe Paramedic Services.

“Permit” means a Burn Permit, a Sign Permit, a Road Occupancy Permit, a Fireworks Permit, or other permits issued by the Township.

“Permit Holder” means a person who has been issued and holds a valid permit and includes an applicant.

“Person” shall include an individual, corporation, business entity, group or Association.

“Residential Settlement Area” for the purpose of this by-law, settlement areas shall mean the defined boundaries of;

- Midhurst
- Centre Vespra
- Phelpston
- Minesing
- Elmvale
- Hillsdale
- Snow Valley
- Anten Mills

“Road Occupancy Permit” means a permit issued by the Township of Springwater for the temporary use, carriage, blockage or conveyance of a road allowance within the jurisdiction of the Township.

“Rural Areas” for the purpose of this by-law, shall mean all areas outside of settlement areas within the Township of Springwater.

“Special Event” means an exhibition, concert, festival, or other organized event held for profit or at the discretion of the Licensing Officer.

“Township” means the Corporation of the Township of Springwater.

“Township Facility” means any land owned or leased by the Township of Springwater, which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement with Recreational Clubs.

“Zoning” means the zoning applied to land in accordance with current Comprehensive Zoning By-law.

4. Regulations

- 4.1 No person shall hold, carry on, or permit to be held or carried on, a Special Event on private property unless a Special Event Permit has been issued by the Township.
- 4.2 Every Permit Holder shall be responsible for the act or acts and omissions of any of his or her employees, assistants, agents, vendors, contractors and volunteers in relation to a Special Event under a permit in the same manner and to the same extent as though such actions of omissions were done by the Permit Holder.
- 4.3 The Permit holder shall maintain the special event site in a clean and sanitary condition for the duration of the special event.
- 4.4 The Permit holder shall remove all debris from the special event site and, where required, adjacent properties within 72 hours of the conclusion of the special event.

5. Special Event Application and Fees

- 5.1 The application fee may be waived at the discretion of the Clerk or Designate if the event is for charitable or not-for-profit purposes, or for the benefit of the Springwater Community.
- 5.2 Every person making an Application for a Special Event Permit shall submit the following information and/or documentation to the Township as part of a complete Application package:
 - a) A completed Special Event Application form with the required fee as contained in the Fees and Charges By-law.
 - b) Proof of valid insurance, in the form of a Certificate of Insurance.
 - i. The applicant shall provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00), for a non alcoholic event;
 - ii. The Certificate of Insurance shall be submitted to the Township with the application clearly stating the address of the insured location or event;
 - c) Plans, including but not limited to site plan, emergency plan, fire safety plan, parking plan, traffic plan, security plan, waste management plan if applicable.
 - d) Details of the special event including but not limited to
 - i. Fireworks;
 - ii. Amusement devices;

- iii. Temporary structures;
 - iv. Food sales or services;
 - v. Alcohol sales or service;
 - vi. Sound equipment;
 - vii. Generators, propane appliances and any other specialized equipment to be used during the special event;
 - viii. Vendors of any type;
 - ix. Use of exotic pets;
 - x. Signage;
- e) Written approval may be required from the AGCO, the MNR, the OPP, Simcoe County Paramedic Services, and the Simcoe Muskoka District Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for license, where applicable.
- f) If the Special Event is to be held on land owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 5.3 An application for a Special Event shall be submitted with all required documentation no less than thirty (30) days before the proposed event.
- 5.4 An application for a Major Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 5.5 The applicant may be required to meet with the Licensing Officer and other Township departments. The Licensing Officer shall forward the completed application to other departments as needed for comment.
- 5.6 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial such decision shall be final.
- 5.7 No person shall give false information when applying for a license under this by-law and any person knowingly giving false information when applying for a license shall be in breach of this bylaw

6. License Approval Process

- 6.1 A special Event License may be issued upon receipt and review of an application if, in the opinion of the Licensing Officer and/or designate, the following conditions have been met:

- a) 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 Township 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 or way or facilities by the municipality or the general public;
- d) Township resources to support the proposed activity are available;
- e) The proposed use conforms to the Township Zoning By-law;
- f) All comments or recommendations from Township departments and related agencies have been received and are favourable;
- g) Any concerns noted shall require reconciliation before approval is granted.

7. License Requirements

- 7.1 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 reasonable fee for the use or allocation of Township property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety payment of such fee;
 - b) The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
 - c) Providing the Township with a criminal record check(s) of the owner or applicant; and
 - d) Inspections conducted by the Municipal Law Enforcement Officer, the Building, Planning or Fire Departments and the local Health Unit may be required based on the size, location and nature of the event.

8. Exemptions

- 8.1 The Township of Springwater recognizes certain community events which are exempt from the Special Event process. These events may include, but are not limited to:
- a) The Elmvale Maple Syrup Festival
 - b) The Elmvale Fall Fair

- c) Parades approved in accordance with the Temporary Road Occupancy or Closure By-law
 - d) Township of Springwater community events
 - e) Community Recreation Associations
- 8.2 At the discretion of the Director of Recreation Services, the requirement for a Special Event License for the Elmvale Community Arena, any Community Hall, or those properties as described in the Park and Facilities Regulation By-law may be waived.
- 8.3 Events held at locations which are properly zoned and designated for the event shall not require a License.
- 8.4 Special Events being held on properties within a residential settlement area that have an attendance of up to 200 persons at any time during the event.
- 8.5 Special Events being held on rural areas that have an attendance of up to 500 persons at any time during the event.
- 8.5 Notwithstanding any other provision of this by-law, any property that is owned, managed, or operated by the Federal Government, or Provincial Government shall be exempt from the requirements and provisions of this by-law.

9. Administration

- 9.1 The Municipal Law Enforcement Department shall be the main contact for Special Events in the Township. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Planning and Zoning, Building or Parks and Recreation.

10. Other Requirements

- 10.1 Any Special Event license issued to a person, group or business under this By-law shall adhere and comply with other Township by-laws, policies, rules and regulations, and those of other governmental agencies.
- 10.2 A Major Event, whether for profit, not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.
- a) The certificate of insurance for a major event shall have a minimum liability/amount coverage subject to the discretion of the Licensing Officer and/or designate.
- 10.3 Township by-laws, policies, rules and regulations noted in Sec. 9.1 may include, but are not limited to the most recent version of the following:

- a) Business Licensing By-law
 - b) Zoning By-law
 - c) Springwater Alcohol Risk Management Policy
 - d) User Fees for Elmvale Arena Rentals
 - e) Temporary Road Occupancy or Closure By-law
 - f) Parks and Facilities Regulation By-law
 - g) Signage Regulation By-law
 - h) Noise By-law
 - i) Sale, Storage and Discharge of Fireworks / Pyrotechnics
 - j) Lottery Licensing requirements of the Province of Ontario
 - k) Statutes under the Alcohol and Gaming Commission of Ontario
- 10.4 Other proposed events or uses that have not otherwise been identified in existing municipal by-laws or policy documents may be regulated by the Special Events By-law in order to minimize any conflict that may result from the use.
- 10.5 Should an applicant fail to comply with any of the provisions of this by-law, and any provisions of the Special Event license or any other by-laws of the Township, the Licensing Officer and/or designate may, at any time, revoke or suspend the Special Event License without notice.
- 10.6 Should an application for a Special Event license 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 Licensing Officer and/or designate, the reasons given for the initial denial of the application.
- 10.7 An Officer of the Township may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a) This and any other Township by-law;
 - b) A direction or Order of the municipality made under the Municipal Act, the Ontario Building Code Act, Planning Act, or under a Township by-law;
 - c) A condition of a license issued under this or any other Township by-law.

11. Enforcement, Powers of Entry, Inspections, Prohibitions

- 11.1 This By-law may be enforced by a Police Officer, a Municipal Law Enforcement Officer, or designate.

- 11.2 An Officer, or any other individual authorized to enforce this by-law on behalf of the Township, may at any reasonable time enter upon any land for the purpose of carrying out an inspection.
- 11.3 Where an inspection is conducted pursuant to this section, the Officer may:
- a) Require the production for inspection of documents or things relevant to the inspection;
 - b) Inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
 - c) Require information from any person concerning a matter related to the inspections.
- 11.4 No person shall hinder or obstruct or attempt to hinder or obstruct any Officer exercising a power or performing a duty under this by-law, or any person lawfully acting in aid of such an Officer.

13. Penalties

- 13.1 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 in the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.
- 13.2 Pursuant to the authority established in section 429(2) of the Municipal Act, S.O. 2001, c.25, every person who contravenes any provision of this By-law is guilty of an offence and upon conviction pursuant to Part III of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended, shall be subject to the following penalties:
- a. Upon a first conviction, to a fine of not more than \$10,000.00; and
 - b. Upon any subsequent conviction, to a fine of not more than \$100,000.00.

Such fines shall be recoverable under the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.

14. General

- 14.1 This By-law shall be administered by the Municipal Law Enforcement Department.
- 14.2 This By-law shall be enforced by the Municipal Law Enforcement Officer of the Township of Springwater or the Ontario Provincial Police.
- 14.3 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.

14.4 By-law 2009-087 shall be repealed and replaced.

14.5 This by-law shall come into force and take effect upon final passage hereof.

Read a First, Second and Third time and Finally Passed this 8th day of July, 2026.

Original signed by;

Jennifer Coughlin, Mayor

Cayla Nelson, Deputy Clerk