

DEC 3, 2008

Third Reading

Council of the Township of Wollaston
Moved by Grant Goodwin

Session NOV 5 No. 6308
2008
Seconded by [Signature]

That a by-law to regulate & license exhibitions held
for hire or gain within the Municipality
of Wollaston.

As reported by the committee of the Whole be read a third time, passed and numbered _____ and that the said by law be signed by the Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.
Carried _____

Second Reading

Council of the Township of Wollaston

No. _____
Session _____ 200 _____

Moved by [Signature]

Seconded by Graham Blair

That a by-law to _____

Be read a second time and be referred to a committee of the whole council.
Carried _____

First Reading

Council of the Township of Wollaston

Session _____ 200 _____

Moved by Graham Blair
That a by-law to _____

Seconded by Grant Goodwin

be received and read a first time.

Carried [Signature]

CORPORATION OF THE MUNICIPALITY OF WOLLASTON

BY-LAW NO. 63-08

Being a By-Law to regulate and license exhibitions held for hire or gain within the Municipality of Wollaston.

WHEREAS Section 11(2) of the Municipal Act, 2001 authorizes a municipality to pass by-laws with respect to the health, safety and well-being of persons and the protection of persons and property including consumer protection;

AND WHEREAS Section 11(3) of the Municipal Act, 2001 provides for a municipality to pass by-laws respecting business licensing;

AND WHEREAS Section 151 of the Municipal Act, 2001 authorizes a municipality to provide for a system of licences with respect to a business including the prohibition of businesses, the imposition of conditions as a requirement of obtaining and continuing to hold or renew a licence;

AND WHEREAS Section 128(1) of the Municipal Act, 2001 permits a municipality to 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 WHEREAS the Council of the Corporation of the Municipality of Wollaston considers it to be in the public interest for the purposes of Health and Safety, Nuisance Control and Consumer Protection to provide for the regulation and licensing of exhibitions, festivals and other organized public amusements held for profit in the municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Wollaston considers it to be in the public interest to provide for the regulation and licensing of exhibitions held for hire or gain in the municipality;

NOW THEREFORE the Council of the Corporation of the Municipality of Wollaston enacts as follows:

1. INTRODUCTION

This is a by-law to license exhibitions or events held for hire or gain and shall be known as the "Special Events" By-Law.

2. DEFINITIONS

In this By-Law:

- (a) "Agricultural Fair" means an agricultural or horticultural exhibition hosted by a local agricultural society or similar organization;
- (b) "Applicant" shall mean a person who has signed an application for license submitted pursuant to this By-Law;
- (c) "Council" shall mean the Council of the Corporation of the Municipality of Wollaston;
- (d) "Exhibition" shall mean an exhibition, a special event, concert, festival or other organized public amusement held for profit and without limiting the meaning of the term, an exhibition includes a gathering at which:

- i. entertainment is provided to persons who attend;
 - ii. persons who attend are required to pay a fee for admission; and
 - iii. the entertainment or the persons to whom the entertainment is being provided, or both, are located outdoors or in a location which is not entirely within a hall, arena, theatre or other enclosed building.
- (e) “Fair Ground” means land used in the operation of an agricultural society incorporated and in good standing under the provisions of the Agricultural and Horticultural Organizations Act, R.S.O. 1990, c.A.9;
- (f) “Fee for admission” shall mean any charge, whether direct or indirect, which entitles a person to the entertainment provided and includes a fee for admission to the location at which the exhibition is being held, a membership fee, and any other charge which entitles a person to the entertainment as an incidental right or privilege;
- (g) “Municipality” shall mean the Municipality of Wollaston;
- (h) “Owner or Occupant” means the registered owner of the property on which a proposed exhibition is to be held or the person who is in possession of the property through a leasehold interest.
- (i) “Person” shall include a corporation.

3. REQUIREMENT FOR LICENSE

No person shall hold or cause or permit the holding of an exhibition with an attendance of more than two hundred and fifty (250) people per day unless an exhibition licence has been issued by the Clerk of the Municipality pursuant to this By-law at least sixty (60) calendar days prior to the proposed date for commencement of the exhibition.

4. APPLICATION FOR LICENSE

- (a) Every person who proposes to hold an exhibition requiring a licence shall make written application to the Clerk of the municipality at least one hundred and twenty (120) calendar days prior to the proposed date for the commencement of the exhibition.
- (b) The application for license shall name and be signed by each person who proposes to hold or put on or conduct the exhibition and by each person who is an owner of the property where the exhibition is proposed to be held. A current address and telephone number for each applicant shall be included.
- (c) The application for license shall include:
- i. the location at which it is proposed to hold the exhibition, including both the municipal civic address and the description of the property as contained in the last registered deed or lease of the lands;
 - ii. confirmation from the owner or occupant of the property, if the applicant is not the owner or occupant, that the applicant has been granted permission to hold the proposed exhibition on the property;

- iii. the dates and times proposed for the exhibition:
 - iv. a brief description of the particulars of the facilities and arrangements to be implemented for:
 - the handling of food;
 - medical, toilet and sanitary requirements;
 - garbage disposal;
 - policing and security, including crowd and traffic control; and
 - fire services.
 - v. a sketch of the lands and premises to be used for the exhibition, showing the location of the proposed entertainment, areas and facilities for spectators, motor vehicle parking, areas and facilities for preparation, sale and consumption of food or refreshments and for the exhibition or sale of other goods or services, areas for camping, tenting, toilets and other sanitary services, and any other uses and facilities incidental to, or required for, the exhibition.
 - vi. a description of the entertainment intended to be provided, including the type of entertainment, the location where it is to be staged or provided, the names of any band, group, troupe or other entity providing the entertainment and the dates and times at which each entertainment is to occur;
 - vii. a statement as to the maximum number of persons who will be permitted to be in attendance at the exhibition at any time, together with a description of the means by which attendance will be limited to such number of persons; and
 - viii. the sworn statement of each applicant attesting to the truth of the information contained in the application.
- (d) The applicant(s) shall submit to the Clerk of the municipality within twenty-one (21) calendar days following submission of the initial application the following:
- i. An Emergency and Operations Plan for the proposed exhibition which addresses the following:
 - Zoning By-Laws The means by which the applicant proposes to ensure compliance with applicable zoning by-laws in effect in the municipality.
 - Noise By-Law The means by which the applicant proposes to ensure compliance with applicable noise by-laws in effect in the municipality.
 - Health/Sanitary Provisions Details by which food will be handled and distributed.
Details of washroom facilities, including number of portable toilets; ratio to number of attendees; frequency of pumping.

- Waste Removal/Disposal Means by which waste will be removed and disposed of, including provisions for recycling; method of disposal of non recyclables; timeframe for site cleanup.
- Emergency/Medical Provisions Means by which medical situations will be addressed, including location and number of first aid stations; on-site ambulances; emergency vehicle route.
- Fire Services Details of fire protection plan, including provisions for providing fire services; proximity of available Fire Dept.
- Protection of Properties Means by which properties in vicinity of exhibition location will be protected and / or secured from exhibition activities, including trespass by participants; vehicle parking.
- Crowd/Traffic Control Methods of ensuring crowd and traffic control including safety of participants; parking provisions; emergency access; ratio of numbers of participants to applicable exhibition location.
- Security Provisions for on ground security, including particulars of private security hires; numbers / schedules / availability of security personnel.
- Police Protection Provisions for police protection, including on grounds police arrangements; off duty / paid police presence.
- ii. an agreement executed by the applicant(s) / owner(s) covenanting to indemnify and save harmless the Corporation of the Municipality of Wollaston and its officials, agents and employees from all costs, expenses, damages, claims and actions caused by or resulting from the exhibition or as a result of issuing a license to the applicant(s) / owner(s) for the exhibition.
- iii. a certified copy of a policy of comprehensive general liability insurance issued by an insurance company licensed to issue such policy in the Province of Ontario providing for coverage in the amount of at least Two Million Dollars (\$2,000,000.00) for injuries, damages, torts, claims and actions caused by or resulting from the exhibition, and naming the applicant(s) and the Corporation of the Municipality of Wollaston as the insured parties; such coverage to be in effect for the period of the exhibition including set up and take down periods.
- iv. an application fee payable to the Corporation of the Municipality of Wollaston in the amount of one hundred dollars (\$100.00).

5. PROCESSING OF APPLICATION.

- (a) Upon receipt of the Emergency and Operations Plan from the applicant, the Clerk shall distribute a copy to the following: the Council of the Municipality; the O.P.P. Detachment Commander; the Fire Chief of the Municipality; the Public Works Supervisor of the Municipality; and, any other persons or agencies relevant to the provisions outlined in the plan.
- (b) The parties named in 5 (a) shall, within seven (7) days of receipt of the plan, provide to the Clerk the following:
 - i. comments on the applicable sections of the Emergency and Operations Plan, including comments on the suitability and thoroughness of the provisions put forth for addressing the plan requirements.
 - ii. an estimate of proposed costs for relevant services based on proposals put forth in the plan, including proposed policing costs, fire services costs, by-law enforcement costs, or site cleanup; or alternately, proposed costs based on the requirements for services as determined by the parties.

6. FINANCIAL REQUIREMENTS.

- (a) In addition and prior to approving a licence, Council may require the following:
 - i. a performance bond or letter of credit from the applicant and / or owner in an amount sufficient to cover the municipality's costs of providing the services outlined in the Emergency and Operations plan for the exhibition and sufficient to cover the Municipality's anticipated costs of providing other services, at the exhibition including the costs of enforcing the Municipality's by-laws.
 - ii. a performance bond or letter of credit payable on demand from the applicant or the owner in the amount of \$10,000.00 to compensate the Municipality in the event there are additional or unanticipated emergency services costs or other costs that may be assessed against the Municipality.
- (b) The applicant shall be entitled to a refund of any unused portions of any funds deposited with the Municipality if, following the exhibition and upon recovery of all associated costs, such unused funds exist. Or alternately, the letter of credit provided by the applicant to cover costs associated with the exhibition shall be cancelled upon receipt of funds from the applicant sufficient to cover the costs associated with the exhibition.

7. ISSUANCE OF LICENSE / REFUSAL OF LICENSE

- (a) Upon verification that all conditions of this by-law have been met and all pertinent documentation is on file, the Clerk of the Municipality may approve the issuance of a licence.

- (b) The Council of the Municipality may refuse to issue a licence where, based on the zoning of the property, the history of prior exhibitions, the history of the applicant or the history of the proposed exhibition location is not in the best interest of the community for such an exhibition to take place.
- (c) The Council of the Municipality may impose a two (2) year suspension for the issuance of licensing for an exhibition to a particular applicant and/or owner, or at a particular location where the conditions of this by-law have not been met or have been breached at a previous similar exhibition.

8. REVOCATION OF LICENSE

At any time prior to the completion of an exhibition for which a license has been issued pursuant to this By-Law, the license may be revoked by the Council of the Municipality or by the Clerk of the Municipality under the direction of the Council, by written notice delivered to any applicant or any owner named on the permit and to the address of any applicant / owner as set out in the application for license:

- (a) If the Clerk or Council is satisfied that incorrect or false information of a material nature was submitted in support of the application for license; or
- (b) If the licence holder does not comply with the conditions included in the licence; or
- (b) If the Clerk or Council determines that a provision of this by-law, of another applicable by-law, or of a provincial or federal statute is being contravened; or
- (d) If the Medical Officer of Health advises the Clerk in writing that he or she is no longer of the opinion that the health and sanitation arrangements for the exhibition are satisfactory, or that the health and sanitation requirements are not being maintained; or
- (e) If the Detachment Commander or Chief of Police or his/her delegate of the detachment responsible for policing of the area where the exhibition is being held advises the Clerk in writing that, notwithstanding any letter provided pursuant to Section 5 (b)(i) of this By-Law, he or she is of the opinion that the arrangements for security and police protection for the exhibition will not be adequate or that the arrangements have not been carried out; or
- (f) If the Chief Fire Official of the municipality advises the Clerk in writing that he or she is no longer of the opinion that the approved Fire Safety Plan for the exhibition is satisfactory; or
- (g) If the Council is satisfied that any other arrangements or facilities proposed by the applicant(s) for the exhibition have not been put into place or carried out and the Council considers it to be a cause for serious concern.

9. APPEAL PROCEDURE

- (a) Any person who has been refused a licence or whose licence has been revoked pursuant to the exercise of any discretion by the Clerk or Council, may appeal to the Council.
- (b) All appeals shall be in writing in the form of a notice and filed with the Municipal Clerk within fifteen (15) days of the refusal or revocation and shall clearly state the grounds for the appeal.
- (c) Council shall choose to
 - i. hear the appeal at a time and place as it determines, at which time it may confirm the refusal or revocation or grant the licence; or
 - ii. direct the immediate issuance or re-issuance of the licence by the Clerk.

10. TERMS OF LICENSE

- (a) Any license issued pursuant to this By-Law shall be deemed to authorize only the exhibition for which application was made, in accordance with the information provided by the applicant(s).
- (b) Any license issued pursuant to this By-Law may specify or limit the hours during which the exhibition may be held and may contain such other provisions for regulation of the exhibition as the Council of the municipality may consider to be necessary or advisable.
- (c) Every person to whom an exhibition licence has been issued shall be responsible for ensuring that the exhibition is held in a manner that complies with all terms and conditions of the licence and all applicable municipal By-Laws and provincial and federal statutes and regulations.

11. EXEMPTIONS

- a) A license under this By-Law shall not be required for an exhibition at which the total number of persons in attendance on each day of the exhibition is two hundred and fifty (250) or fewer.
- b) A licence under this by-law shall not be required for
 - i. an exhibition held on municipally owned property in accordance with a written agreement with the Municipality.
 - iii. an Agricultural Fair or exhibition held on a Fair Grounds.
- c) If an application has been made for a licence prior to the passing of this by-law, Council has the sole discretion to waive some or all of the requirements of this by-law.

12. OFFENCES

A person who contravenes any provision of this By-Law is guilty of an offence and shall, upon conviction therefore, be liable to such fines and penalties as provided under the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended. Such penalties shall be recoverable pursuant to the provisions of the Provincial Offences Act.

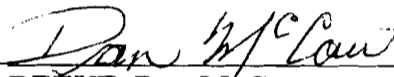
13. SEVERABILITY

If any section, clause or provision of this By-Law is for any reason declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid; and it is hereby declared to be the intention of Council for the corporation that all remaining sections, clauses or provisions of this by-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.


14. This By-Law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Wollaston.

Read a first and second time this 3rd day of December, 2008.

Read a third and final time, passed, signed and sealed in open Council this 3rd day of December 2008.



REEVE, Dan McCaw



CAO/CLERK TREASURER, Marilyn Brickles