

The Corporation of the Township of South-West Oxford

By-law No. 65-2025

**A By-law to establish a system of permits for special events
held within the Township of South-West Oxford
(Special Event Permit By-law)**

WHEREAS section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS section 11 of the Municipal Act, 2001 authorizes a lower-tier municipality to pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS section 151 of the Municipal Act, 2001 authorizes a municipality to provide for a system of licences with respect to a business or any activity, matter or thing for which a by-law may be passed under sections 9 and 11 of the statute;

AND WHEREAS section 391 of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons for services or activities provided or done by or on behalf of the municipality;

AND WHEREAS sections 425 and 429 of the Municipal Act, 2001 authorize a municipality to create offences for the contravention of its by-laws and to establish a system of fines for offences under its by-laws;

AND WHEREAS section 436 of the Municipal Act, 2001 provides that a municipality may pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law, direction or order of the municipality;

AND WHEREAS section 444 of the Municipal Act, 2001 provides that where a municipality is satisfied that a by-law contravention has occurred, it may make an order requiring the person who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

AND WHEREAS the Council of the Corporation of the Township of South-West Oxford deems it necessary and desirable to regulate special events in the Township of South-

West Oxford and to enact this By-law for that purpose;

NOW THEREFORE the Council of the Corporation of the Township of South-West Oxford enacts as follows:

Purpose

The purpose of this By-law is to provide for a system of permits for Special Events held in the Township of South-West Oxford to support and facilitate safe and enjoyable events for residents and the community at large.

Definitions

In this By-law:

"Agricultural Operation" means an agricultural operation as defined in the Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1 ("Farming and Food Production Protection Act, 1998").

"AGCO" means the Alcohol and Gaming Commission of Ontario.

"Applicable Law" means all applicable by-laws of the Township and the County of Oxford and all applicable provincial and federal statutes and regulations.

"Building Code Act" means the *Building Code Act of Ontario, 1992, S.O. 1992, c. 23*.

"Building Code" means the *Ontario Building Code, O. Reg. 203/24*.

"By-law Enforcement Officer" means a by-law enforcement officer for the Township of South-West Oxford.

"Clerk" means the Clerk of the Township or designate.

"Community Planning" means the Community Planning Department for the County of Oxford.

"Council" means the Council of the Township of South-West Oxford.

"Demountable stage" means any demountable stage as defined under the Building Code

"Demountable support structure" means any demountable support structure as defined under the Building Code.

"Emergency Response Plan" means a document setting out all first aid services to be provided at a Special Event and providing a written plan to be followed in the event of any emergency including fire, extreme weather, criminal acts, personal injuries and medical incidents, and any other emergency preparedness information the Township

may require.

"Enforcement Authority" means the By-law Enforcement Officer, and any Person appointed or otherwise delegated the authority to administer and enforce this By-law.

"Fees and Charges By-law" means Township of South-West Oxford's most recently adopted Fees and Charges By-law, and as updated or amended from time to time.

"Fire Code" means *Ontario Regulation (O.Reg) 213/07, Fire Code*.

"Fire Protection and Prevention Act" means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*

"Fire Services" means the Fire Department of the Township of South-West Oxford.

"Fireworks" means the Township of South-West Oxford Fireworks By-law No. 11-2023, as amended or updated from time to time.

"Food Vendor" means a Vendor that offers or provides any food or beverage intended for immediate consumption, whether or not a Refreshment Vending Cart or Refreshment Vending Vehicle is used, and includes Vendors of food or beverages that operate from a tent or other temporary structure.

"Highway" means a highway as defined in the *Highway Traffic Act, R.S.O. 1990, c. H.8*.

"Hold" "Holding" and/or "Held" means to organize, host, present or operate a Special Event.

"Liquor" means spirits, wine and beer or any combination of them and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter.

"Liquor Licence" means a licence or permit issued by the AGCO in accordance with the *Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22* for the purpose of serving Liquor at a Special Event.

"Lottery Licence" means a licence issued by the Township, on behalf of the AGCO, to a charitable or non-profit organization as defined by the AGCO for the purpose of holding a lottery event.

"Motor Vehicle" means a Motor Vehicle as defined in the *Highway Traffic Act*.

"Oxford County" means the Corporation of the County of Oxford.

"Normal Farm Practice" means a normal farm practice as defined in the

Farming and Food Production Protection Act, 1998.

"Official Plan" means the Township of South-West Oxford Official Plan, as amended or updated from time to time.

"Order" means an Order issued to a Person under this By-law.

"Owner" means the registered owner of Property.

"Parking Plan" means a document and/or diagram detailing all parking to be provided for a Special Event including but not limited to location, number of parking spaces, designated accessible parking, entrances/exits, emergency access routes, signage and, if a property other than where the Special Event is Held will be used to provide parking, a letter from the Owner of the Property authorizing such use.

"Person" means an individual, corporation, partnership or association and includes Private Clubs and Service Clubs.

"Private Club" means a member-based, non-commercial organization, whether incorporated or not, that carries on social, cultural, athletic or recreational activities generally available to members and their guests.

"Private Property" means property owned by a person other than the Township, Oxford County, the Province of Ontario or Canada.

"Property" means any land or premises within the Township.

"Public Property" means property under the ownership or jurisdiction of the Township of South-West Oxford, Oxford County, the Province of Ontario or Government of Canada.

"Service Club" means a volunteer-based, non-commercial organization, whether incorporated or not, that is dedicated to the growth and general welfare of its members and the community.

"Special Event" means an organized and time-limited event or function:

- (a) with a maximum duration of five (5) continuous calendar days or, in the case of a Special Event that is directly related to the planting or harvest season for an Agricultural Operation, the duration approved by the Clerk when issuing a Special Event Permit;
- (b) that augments the ordinary business or operations at the Property where it is Held;
- (c) that is open to the public and/or to invitees; and
- (d) that is reasonably expected to have more than one hundred (100) attendees and/or participants over its duration.

Functions that may constitute a Special Event include but are not limited to a fair,

exhibition, carnival, bazaar, craft show, auction, concert, film screening, festival, sporting event, barn wedding, temporary agritourism offering, parade, neighbourhood block party, assembly for political, religious or cultural purposes, or another similar event.

"Special Event Host" means the person, organization or entity that holds a Special Event.

"Special Event Organizer" means the person appointed or authorized by the Special Event Host to obtain the Special Event Permit, to obtain a Liquor Licence and/or Lottery Licence if required, and to be the primary contact for the Township in relation to the Special Event.

"Special Event Permit" means a permit issued by the Township pursuant to this By-law to authorize the Holding of a Special Event.

"Township" means the Corporation of the Township of South-West Oxford.

"Traffic Management Plan" means a document and/or map providing a detailed plan for the control and management of traffic associated with the Special Event including the movement of motor vehicle, pedestrian and cyclist traffic to, from and within the Special Event.

"Vendor" means a person that attends or participates in a Special Event for the purposes of practicing, carrying on, conducting or soliciting for any trade, calling, business or occupation.

"Venue Plan" means a diagram or sketch detailing the proposed layout of a Special Event including but not limited to the location of the Special Event, adjacent street names, parking areas, entrances/exits, emergency access routes, Food Vendor and Vendor location(s), location of all permanent and temporary structures, location of sanitary facilities (temporary or permanent), and location of fire suppression and first aid services.

"Zoning By-law" means Township of South-West Oxford Comprehensive Zoning By-law No. 25-98, as amended or updated from time to time.

1. General Prohibitions

- 1.1 No Person shall Hold a Special Event or cause or permit a Special Event to be Held on any public or private property except in accordance with this By-law and all other applicable laws.

2. By-law Application and Exemptions

- 2.1 This By-law applies to all Special Events Held on public and private property in the Township unless otherwise provided for herein.

- 2.2 This By-law does not apply to Special Events that are held in the Township by the Township or any Township Committee or Board, Oxford County, the Province of Ontario or the Government of Canada.
- 2.3 This By-law does not apply to any activity that constitutes a Normal Farm Practice carried on as part of an Agricultural Operation. For the purposes of this By-law, a "Pick Your Own" activity at an agricultural Property is deemed to be a Normal Farm Practice carried on as part of an Agricultural Operation.

3. Special Events Requiring Permit

- 3.1 No Person shall Hold a Special Event that includes or involves any of the following matters or cause or permit such a Special Event to be Held without first obtaining a Special Event Permit:
- (a) increased Motor Vehicle traffic on any travelled road or highway in the Township;
 - (b) traffic control requirements on any road or highway or property;
 - (c) any highway closure, lane restriction or obstruction;
 - (d) construction or installation of a temporary stage or similar structure that is ten square metres (10m²) or larger or more than one (1) metre high;
 - (e) Food Vendors;
 - (f) Vendors of any goods, merchandise or services;
 - (g) auctions for any goods, merchandise or services;
 - (h) amusement devices and inflatables regulated under the *Technical Standards and Safety Act, 2000, S.O. 2000, c. 16*;
 - (i) rides on a Motor Vehicle of any kind;
 - (j) barn wedding;
 - (k) petting zoo or animal rides; and
 - (l) any other matter or activity for which any form of permit or authorization is required under Applicable Law.
- 3.2 Despite section 3.1 and subject to section 3.5, a Special Event Permit is not required for a Special Event that is Held by a private club exclusively on private property of which the private club or any of its members are the owner(s), provided that the Special Event complies with all Applicable Law.
- 3.3 Despite section 3.1 and subject to section 3.5, a Special Event Permit is not required for a Special Event that is Held by a Service Club exclusively on a private property of which the Service Club or any of its members are the owner(s), provided that the Special Event complies with all Applicable Law.
- 3.4 Despite section 3.1 and subject to section 3.5, a Special Event Permit is not required for a Special Event that is Held solely and exclusively on Private Property and the Township is satisfied that the Special Event is permitted under the Zoning By-law and is part of the normal operations of a business or institution that ordinarily carries on business in the Township.

- 3.5 In addition to section 3.1 and notwithstanding sections 3.2, 3.3 and 3.4, a Special Event Permit is required for any Special Event that:
- (a) has the potential to strain emergency services in the Township;
 - (b) has a foreseeable impact on the regular flow of traffic;
 - (c) may adversely affect the community;
 - (d) presents an elevated risk to the health and safety of participants or the general public; or
 - (e) presents an elevated risk to the infrastructure of the Township.

- 3.6 No Person shall Hold a Special Event for which a Special Event Permit is issued or cause or permit such a Special Event to be Held except in accordance with all terms and conditions of the Special Event Permit and in compliance with all Applicable Law.

4. Administration

- 4.1 This By-law shall be administered by the Clerk, who shall perform all administrative functions conferred under this By-law and without limitation may:
- (a) determine if a proposed event is a Special Event that requires a Special Event Permit and advise the proponent accordingly;
 - (b) receive all applications for Special Event Permits;
 - (c) process all applications for Special Event Permits within thirty (30) days of receipt;
 - (d) require investigations to assess compliance with this By-law;
 - (e) confer and consult with other Township departments as required to assess compliance with this By-law;
 - (f) issue Special Event Permits in accordance with this By-law;
 - (g) impose terms and/or conditions on any Special Event Permit; and
 - (h) refuse, suspend or revoke a Special Event Permit where any requirement of this By-law or any term or condition imposed on a Special Event Permit is contravened.

5. Special Event Permit Application

- 5.1 An application for a Special Event Permit shall be made in writing by the Special Event Organizer in the form determined by the Clerk from time to time and shall be submitted not less than forty-five (45) calendar days prior to the commencement of the Special Event.
- 5.2 No application fee is payable to apply for a Special Event Permit. However, where the Special Event requires any other form of permit or authorization from the Township, application fees are payable in accordance with the Fees and Charges By-law.
- 5.3 An application under section 5.1 shall contain the following:
- (a) the name and contact particulars of the Special Event Host including address, telephone number and email address;
 - (b) the name, telephone number and email address of the Special Event

Organizer;

- (c) the location of the Special Event, including the address of the property where the Special Event will be Held;
- (d) if the Special Event Host does not own the property where the Special Event will be Held:
 - (1) the name, address, telephone number and email address of the registered Owner(s) of the property; and
 - (2) written approval of the Special Event Permit application by the registered Owner(s) of the property;
- (e) the date(s) and time(s) of the Special Event;
- (f) a description of the Special Event including but not limited to its nature and purpose, the activities and services to be offered, and the anticipated number of participants or attendees;
- (g) a Venue Plan;
- (h) if applicable, a list of Vendors participating in the Special Event;
- (i) proof of general liability insurance with limits of not less than three million dollars (\$3,000,000) per occurrence for a Special Event that includes or involves:
 - (1) Food Vendors;
 - (2) the sale or service of Liquor;
 - (3) Fireworks;
 - (4) Temporary event tents and/or canopies;
 - (5) games or sports that present an elevated safety risk such as axe throwing, archery, rock climbing and other similar activities;and;
- (j) proof of general liability insurance with limits of not less than two million dollars (\$2,000,000) per occurrence for a Special Event that does not include or involve any of the matters set out in paragraph (i).

5.4 In addition to the requirements of section 5.3, where a Special Event requires approval from any agency or authority other than the Township, including but not limited to the AGCO, Oxford County and/or Southwestern Public Health, the Special Event Organizer shall secure all such approvals and append them to the application.

5.5 Upon receipt of an application for a Special Event Permit, the Clerk shall review it for completeness and may require the Special Event Organizer to provide such additional information and/or documents as the Clerk determines are reasonably necessary to complete the application.

5.6 Without limiting the generality of section 5.5, the Clerk may require the Special Event Organizer to provide the following:

- (a) Emergency Response Plan;
- (b) Parking Plan;
- (c) Traffic Management Plan;
- (d) for a Special Event that may impact or damage public property,

including but not limited to any Highway, a site remediation plan to restore the Public Property to its prior condition;

- (e) Liquor Licence;
- (f) Lottery Licence;
- (g) licence(s) held by any Vendor(s);
- (h) permit(s) issued under Township of South-West Oxford Fireworks By-law No. 11-2023, as amended or updated from time to time;
- (i) permit(s) issued under Township of South-West Oxford Open Air Burning By-law No. 58-2024, as amended or updated from time to time;
- (j) permit(s) issued under Township of South-West Oxford Sign By-law No. 13-2022, as amended or updated from time to time;
- (k) permit(s) issued under the Building Code Act and the Building Code for the installation of temporary event tents, demountable stages and demountable support structures; and/or
- (l) temporary exemption(s) from Township of South-West Oxford Noise By-law No. 49-2021 and issued thereunder.

5.7 Upon receipt of a complete Special Event Permit application, the Clerk shall circulate it to Oxford County Community Planning, Fire Services, Public Works, Building Services, if necessary, Southwestern Public Health, and any other required Township department for comment. The Clerk shall also provide the application to any other agency or authority impacted by the Special Event for review and comment.

5.8 Where necessary to complete or process a Special Event Permit application, the Clerk may require the Special Event Organizer to meet with Township staff. The Clerk may also require inspections by Community Planning, Fire Services, Public Works and Building Services and/or Southwestern Public Health.

6. Special Event Permit Issuance

- 6.1 Upon completion of the application process set out in section 5, the Clerk shall issue a Special Event Permit where the Clerk is satisfied that:
- (a) the Special Event conforms to the requirements of the Official Plan and Zoning By-law;
 - (b) the Special Event is compatible with surrounding land uses;
 - (c) any additional approvals, permits or authorizations required under Applicable Law have been obtained;
 - (d) subject to paragraph (e), the Township departments and any other agency or authority to which the application was circulated have no objection to the Special Event, and the application and proposed event site may be subject to a site inspection by the Township or any other agency or authority or its representatives;
 - (e) where the objection of a Township department or other agency or authority is resolved by imposing additional requirements for the Special Event, that all such requirements have been or will be met; and

(f) the Special Event is beneficial to the community, residents and/or businesses in the Township.

- 6.2 Notwithstanding section 6.1, the Clerk may impose such terms and conditions on a Special Event Permit as the Clerk considers to be appropriate in the circumstances.
- 6.3 Any breach of the terms or conditions of a Special Event Permit by any Person shall render the Special Event Permit null and void.
- 6.4 Where the Clerk issues a Special Event Permit, it shall set out the date and time at which it expires, which shall be not more than twenty-four (24) hours after the end of the Special Event unless the Special Event Host satisfies the Clerk that more than twenty-four (24) hours is necessary to restore the property on which the Special Event is being Held, in which case the Special Event Permit may expire up to forty-eight (48) hours after the end of the Special Event.
- 6.5 Where the Clerk refuses to issue a Special Event Permit, the Clerk shall provide written reasons for the refusal. The decision of the Clerk to refuse a Special Event Permit can be appealed to the Council of the Township of South-West Oxford.

7. Enforcement

- 7.1 This By-law shall be administered and enforced by the Township and Enforcement Authorities.
- 7.2 An Enforcement Authority may, for the purpose of enforcing this By-law, exercise any power, authority or remedy granted to the Township pursuant to the *Municipal Act, 2001*.
- 7.3 An Enforcement Authority may, at all reasonable times, enter and inspect any property to determine if this By-law is being complied with and may, for the purposes of such an inspection, require the production of documents and/or require information from a Person concerning a matter related to the inspection.
- 7.4 An Enforcement Authority who is satisfied that a contravention of this By-law has occurred may make an Order requiring the person who contravened the By-law, the person who caused or permitted the contravention and/or the Owner of the property where the contravention occurred to discontinue the contravening activity.
- 7.5 No Person shall obstruct or hinder, or attempt to obstruct or hinder, any Enforcement Authority in the exercise of a power or the performance of a duty under this By-law.

8. Penalty

- 8.1 Every Person who contravenes any provision of this By-law or an Order made under section 7.4 is guilty of an offence and upon conviction is liable to such penalties as are provided for in the *Municipal Act, 2001* and the *Provincial Offences Act, R.S.O. 1990, c. P.33*.

9. General

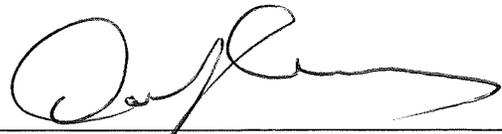
- 9.1 The short title of this By-law is the "Special Event Permit By-law".
- 9.2 If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 9.3 If there is a conflict between a provision of this By-law and a provision of any other By-law of the Township, the provision that establishes the higher standard shall prevail.
- 9.4 This By-law shall be read with all changes in number or gender as are required by context.
- 9.5 Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 9.6 The Township Clerk is hereby authorized to affect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

10. Enactment

- 10.1 This By-law shall come into force on the date it is finally passed.

Read a first and second time this 4th day of November, 2025.

Read a third time, and finally passed this 4th day of November, 2025.



Mayor: David Mayberry



Clerk: Denny Giles