

**THE CORPORATION OF THE
TOWNSHIP OF ZORRA**



BY-LAW NO. 46-26

**BEING A BY-LAW TO REGULATE THE PERMITTING
OF EVENTS ON PUBLIC PROPERTY WITHIN
THE TOWNSHIP OF ZORRA AND
TO REPEAL BY-LAW NO. 22-08.**

WHEREAS Section 126 of the *Municipal Act, S.O. 2001 c. 25* provides that a municipality may regulate cultural, recreational, and educational events and may prohibit such events unless a permit is obtained from the municipality. Such a permit may address issues dealing with health, safety and nuisance to the public;

AND WHEREAS Section 129 of the *Municipal Act, S.O. 2001 c. 25* provides that a municipality may prohibit and regulate noise, vibration, odour, dust and outdoor illumination, unless a permit is obtained from the municipality for those matters and may impose conditions for obtaining the permit, including requiring the submission of plans;

AND WHEREAS Section 150(1) of the *Municipal Act, S.O. 2001 c. 25* empowers the council of a municipality to regulate any business as described in the Act to be carried on within the municipality;

AND WHEREAS Section 391 of the *Municipal Act, S.O. 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 for the use of its property including property under its control;

AND WHEREAS Section 425 and 429 of the *Municipal Act, S.O. 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;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ZORRA ENACTS AS FOLLOWS:

1. PURPOSE

The purpose of this By-law is to provide for a system of permits for Special Events held on public property in the Township of Zorra to support and facilitate safe and enjoyable events for residents and the community.

2. DEFINITIONS

In this By-law:

"ANIMAL EXHIBITS" means any event where public contact or proximity with animals is encouraged.

"APPLICANT" means the person applying for a permit under this By-law.

"COUNCIL" means the Council of the Township of Zorra.

"MOBILE FOOD OPERATOR" means a person or business that prepares, sells, or distributes food or beverages from a location that is not permanent or fixed, including but not limited to vehicles, carts, trailers, bicycles, temporary stands, or

carried equipment such as backpacks or containers, and that may operate on a temporary, intermittent, or roaming basis.

“MOBILE FOOD OPERATOR PERMIT” is a permit required by the Township of Zorra allowing mobile food operators to operate on public or private property short-term during or in addition to special event circumstances.

“NOISE” shall mean sound that is of such a volume or nature that it is likely to disturb one or more persons.

“PRIVATE PROPERTY” includes assets owned by individuals, entities, or non-governmental organizations.

“PUBLIC PROPERTY” means any property or publicly owned outdoor space such as but not limited to parks, streets, roadways, sidewalks, or parking lots under the ownership or jurisdiction of the Township, Oxford County, the Province of Ontario or the Government of Canada.

“SPECIAL EVENT” means any annual, regularly occurring or one-time event that is open to the public and is held exclusively or partially on public property. Functions that may constitute a Special Event include, but are not limited to, an outdoor exhibition, concert, festival, carnival, auction, sporting event, parade or motor vehicle race, relay, rally or demonstration that includes any of the criteria from Section 3.1 and 3.2 of this By-law.

“SPECIAL EVENT PERMIT” means a permit issued by the Township to regulate issues which may arise from such an event.

“SITE PLAN” means a plan that may be required by the Township to address issues including but not limited to the following:

- Traffic control and parking
- Crowd control and policing
- Emergency services response
- Noise and dust control
- Hours of operation
- Exterior lighting
- Waste management
- Public health approval confirmation

“STREET” means a public highway or public road allowance which affords the principal means of access to abutting lots but does not include a lane or a private right-of-way. **“PROVINCIAL HIGHWAY”**, **“COUNTY ROAD”** and **“TOWNSHIP ROAD”** mean a Provincial Highway, County Road and Township Road as defined in the Township Zoning By-law.

“THE TOWNSHIP” means the Corporation of the Township of Zorra.

“ZONING BY-LAW” means By-law 35-99, a By-law to regulate the use of lands, buildings and structures in the Township of Zorra.

3. PERMITTING THRESHOLD

3.1 Events may require a Special Event Permit if the event takes place on public property and involves any of the following:

- Food vendors
- Vendors selling goods, merchandise or services
- Sale and/or consumption of alcohol
- Fireworks
- Street/sidewalk use or closures
- Disruption of traffic or parking

- Staging, fencing, tents, temporary structures, patio extensions, and inflatables
- Noise
- Animal exhibits
- Require Township resources/services

3.2 In addition to section 3.1, a Special Event Permit is required for any event that:

- a) Has the potential to strain Township emergency services
- 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 public; or
- e) Presents an elevated strain on the infrastructure of the Township

3.3 The provisions of this By-law may also be applied, at the discretion of the CAO, to any event held on public property or open to the public within the Township.

4. EXCEPTIONS

4.1 Despite section 3.1 and subject to sections 3.2 to 3.3, a Special Event Permit may not be required for an event that;

- a) is held solely and exclusively on private property and is not open to the public;
- b) where the Township is satisfied that the event is permitted under the Zoning By-law and/or;
- c) is part of the normal operations of a business or institution that ordinarily carries on business within the Township.

4.2 Additionally, despite section 3.1 and subject to section 3.2, a Special Event Permit may not be required for;

- a) Stag & Doe events and weddings held within Township facilities or exclusively on private property and;
- b) where the Township is satisfied that the event is permitted under the Zoning By-Law and all relevant permits and permissions are procured by the organizers.

See Section 5 of this By-law – Township Facility Rentals for further details.

4.3 For Block Parties, refer to Township policy 200-24.

4.4 Though certain events may not require a Special Event Permit, notice to the Township is required for any event impacting the neighbourhood or community as outlined in section 3.2.

4.5 Local, provincial & federal laws and By-laws are in effect for all events on public or private property, and organizers are responsible to adhere to any such regulations at all times.

5. EVENTS ON PRIVATE PROPERTY

Events on private property which are open to the public may require a Special Event Permit. For events on private property which may not require a Special Event Permit but involve any of the criteria from section 3.1 and 3.2 of this By-law, event organizers/property owners are required to provide notice and obtain permits from the Township and all other governing bodies. It is the responsibility of the organizer to know what permissions and fees their event on private property requires.

6. PERMITS AND ADMINISTRATION

- 6.1 No person shall hold a special event or cause or permit a special event to be held on any public property except in accordance with this By-law and all applicable laws.
- 6.2 This By-law does not apply to Township-organized special events or to special events held in the Township by Oxford County, the Province of Ontario or the Government of Canada.
- 6.3 Every person or organization holding a special event shall make an application in writing to the Township for a Special Event Permit at least 30-60 days prior to the proposed event.
- 6.4 Applications submitted late or missing required documents may be denied or considered incomplete.
- 6.5 The Township may require a Site Plan be submitted as part of the application. Issues outlined in the plan will address public safety and nuisance issues that may reasonably arise because of the event.
- 6.6 The Township shall charge a fee to issue a Special Event Permit in accordance with the Township Fees By-law, as amended from time to time. This fee shall cover the cost of administration and processing the permit application and in addition shall include a deposit to cover associated costs to the Township which may result from the event. Such additional costs may include policing and clean-up of the event area.
- 6.7 At the discretion of the Township, some types of Special Event Permits may only be issued to residents of the Township.
- 6.8 The Township reserves the right to impose terms and conditions on approvals in accordance with this By-law.
- 6.9 The Township shall consider the application in a timely manner and notify the applicant whether a permit will be issued as well as any conditions of the permit.

7. TOWNSHIP FACILITY RENTALS

- 7.1 Sports Tournaments, lessons, practices and related bookings for regular league play and exhibition games are not considered special events and are facilitated directly by Township Recreation Staff.
- 7.2 Special Events taking place within a Township facility may require a pre-approved layout and occupant load laid out in the application.
- 7.3 The Recreation Department may require a Special Event Permit be filled out for any event at a Township facility at their sole discretion. Additionally;
 - a) Private events consisting of only invited guests at a Township facility do not require a Special Event Permit unless requested by the Recreation Department regarding any or all items referenced in Section 3.1 and 3.2 of this By-law.
 - b) The Recreation Department has the authority to request an inspection and approval from Zorra Fire and the By-law Enforcement Officer for events in Township facilities if they see fit.
- 7.4 Facility bookings are subject to availability and on a first-come-first-served basis. The Township is not responsible for holding a venue or cancelling/rescheduling an existing booking conflict for any event that has not registered in a timely manner.

8. MOBILE FOOD OPERATORS

- 8.1 Mobile Food Operators are only permitted to operate in the Township of Zorra through the following approved means:
 - a) Special Event Permit

b) Mobile Food Operator Permit

- 8.2 Mobile Food Operators shall not operate on any street or other property of the jurisdiction of the Township of Zorra without the prior written agreement from the Township.
- 8.3 Mobile Food Operators at special events must be named in the application process by the vendor operator or the event organizer.
- 8.4 Mobile Food Operators active short-term for events on private property must complete a Mobile Food Operator Permit Application and receive approval from the Township at least 14 days prior to the event.
- 8.5 Mobile Food Operators may require inspection and approval by Zorra Fire & Emergency Services and Southwestern Public Health for any food being prepared and served. Proof of inspection and certification of the vendor must be included in the permit application.
- 8.6 Mobile Food Operator is responsible for the payment of all inspection fees and approval fees as may be required by the Township Fees By-law or other agencies. It is the responsibility of the operator to ensure compliance with all Federal and Provincial Statutory requirements, Southwestern Public Health requirements, Ontario Fire Code and all applicable Township By-laws.

9. INSURANCE REQUIREMENTS

- 9.1 Event operators must maintain Public Liability and Commercial General Liability insurance of no less than \$5,000,000.
- 9.2 A certificate of insurance shall be provided to the Township including the following:
- i) The Corporation of the Township of Zorra as additional insured under the Commercial General Liability coverage with respect to liability arising out of the insured operations of the named insured;
 - ii) The limit of insurance;
 - iii) Cross liability;
 - iv) Description of event and activities being insured;
 - v) Dates and times of event;
 - vi) Policy number, policy period, policy type;
 - vii) 30 days written notice of cancellation or material change in coverage;
 - viii) Contact information and signature of authorized insurance representative.
- 9.3 Event operators shall indemnify and hold harmless the Corporation of the Township of Zorra from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on Township property in connection with the Special Event.
- 9.4 The Corporation of the Township of Zorra reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event.

10. ENFORCEMENT & PENALTIES

- 10.1 No person shall hold or permit a special event without a permit issued by the Township.
- 10.2 Special Event Permit must be displayed during the duration of the event.
- 10.3 Every Special Event Permit holder shall ensure that the event is operated within the guidelines of the approved Site Plan.

- 10.4 This By-law may be enforced under the provisions of the *Provincial Offences Act*.
- 10.5 Every person shall comply with all Federal and Provincial Statutory requirements, Southwestern Public Health requirements, Ontario Fire Code and all applicable Township By-laws.
- 10.6 No event shall exceed the maximum occupancy as stated and approved in the application.
- 10.7 No person shall provide false information or give a false statement to an officer, employee and/or agent of the Township in the lawful exercise of a power or duty under this By-law.
- 10.8 No person shall hinder or obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an officer, employee and/or agent of the Township in the lawful exercise of a power or duty under this By-law.
- 10.9 Every person shall comply with any Order or Notice issued under the authority of this By-law.
- 10.10 Any 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 by the *Provincial Offences Act, R.S.O. 1990, Chapter P.33. as amended*.
- 10.11 Each day on which a person contravenes any provision of this By-law shall be deemed to constitute a separate offence under this bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*.

11. APPEAL PROCESS

In the event that a permit application is denied by Township Staff, the applicant may appeal to the Township Council under the following provisions:

- a) Applicants for Special Event Permits may appeal Township decisions to the Council during a regularly scheduled meeting of Council. The scheduling of this delegation shall comply with the Council Procedural By-Law. It is the responsibility of the applicant to submit their application early enough to allow for all steps of the application and appeal process prior to the proposed event date.
- b) Applicants will not be permitted to appeal to Council to bypass an "incomplete" status on their application. They may only appeal "declined" applications.
- c) When a permit application has been declined, the Township shall inform the applicant of the appeal submission deadline at the time of the decision. The applicant may then appeal to the Township Council by notifying the Clerk of their intent and submitting a Delegation Request Form. The delegation shall allow the application to set out their objections to the decision and the reasons in support of the objection.
- d) The Township shall provide any other information or material that the Council requires in connection with the appeal.
- e) The Council shall hear the appeal and may, despite any provision of this By-law, affirm, amend or repeal the decision of the Township.

12. MISCELLANEOUS

- 12.1 Neither the Township of Zorra, nor its employees, will be held responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
- 12.2 Permits cannot be transferred or sold.

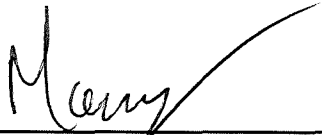
- 12.3 A Special Event Permit can only be used on the designated and approved dates, times, locations and sites specified in the application and Site Plan.
- 12.4 Zorra Township reserves the right to modify the requirements as deemed suitable to the special event at hand.
- 12.5 Zorra Township reserves the right to suspend, reschedule or cancel an event, in its sole discretion.
- 12.6 Event organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, By-laws, codes and requirements.
- 12.7 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.

13. ENACTMENT

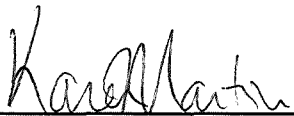
- 13.1 That By-law 22-08, as amended, is hereby repealed.
- 13.2 This By-law shall come into force on the day it is signed.

READ A FIRST AND SECOND TIME THIS 13th DAY OF AUGUST, 2026.

READ A THIRD TIME AND FINALLY PASSED 13th DAY OF AUGUST, 2026.



MAYOR
MARCUS RYAN



CLERK
KAREN MARTIN

Township of Zorra
Part I Provincial Offences Act By-law
No. 46-26: Permitting of Events

Item	Short Form Wording	Provision creating or defining offence	Set fine
Event Holder			
1	Holding special event without permit	s. 10.1	\$500.00
2	Event exceeds max. capacity	s. 10.6	\$250.00
Food Trucks			
3	Operating without Township written approval	s. 8.2	\$500.00
4	Operating without proof of inspections	s. 6.1	\$250.00

NOTE: the general penalty provision for the offences listed above is section 10.10 of the By-law 46-26, a certified copy of which has been filed.