

Designation of Public Events as Municipally Significant Policy

Policy Statement

To define the criteria and process for designating public events as municipally significant for liquor licencing purposes.

Scope

This policy applies to requests for designation of public events as municipally significant by individual or for-profit organizations, for the purpose of applying to acquire a Special Occasion Permit under the *Liquor Licence Act*, R.S.O 1990, c.L. 19, as amended. The Alcohol and Gaming Commission of Ontario requires a municipal resolution or a letter from the delegated municipal authority designating the event as municipally significant.

For clarity, this policy does not address charitable organizations registered under the *Income Tax Act* (Canada) applying for Special Occasion Permits.

Definitions

Special Occasion Permit (SOP): are permits issued by the Alcohol and Gaming Commission of Ontario for the sale and/or service of beverage alcohol at special occasion/events. An SOP is needed anytime alcohol is offered for sale or served anywhere other than in a licensed establishment

AGCO: Alcohol and Gaming Commission of Ontario

Eligibility Criteria

The Corporation of the Town of St. Marys requires that an event meets the following criteria in order to be designated as municipally significant.

For the purpose of a Special Occasion Permit, which allows for the sale and service of alcohol, an event may be designated as municipally significant if:

- It is a public event that is being advertised to the general public; and
- The event promotes the social, cultural, or economic development of the Town and/or aligns with the visions, goals, objectives or ideals of the Town as identified in municipal policies and plans such as but not limited to, the Town of St. Marys Strategic Plan, Cultural Plan, Commemorative Policy, Recreation and Leisure Master Plan, etc..

The Town of St. Marys will not designate events as municipally significant that:

- Promote the consumption of alcohol, marijuana, and addictive substances, at events or venues geared primarily to children.
- Promote the sale of tobacco.
- Promote pornography.

- Promote the support of or involvement in the production, distribution, and sale of weapons and other life-threatening products.
- Present demeaning or derogatory portrayals, statements, opinions, or representations of individuals or groups, or contain any messages that are likely to cause a deep or a widespread offence.

Any event receiving a designation of municipal significance must ensure compliance with the required criteria. If the event is in violation of the specified criteria, future requests will not be considered.

Delegated Authority

The Clerk of the Corporation of the Town of St. Marys is delegated by By-law the authority to process applications in accordance with this policy. The Clerk will provide a summary to Council of all applications on a routine basis.

Request Process

Requests for a public event to be designated as an event of municipal significance must be submitted in writing to the Clerk at least 45 days before the event. The request must include:

- Name and contact information of the event organizer, association, organization;
- Description of the event including target audience, number of people invited or expected, entrance fees, music provided and source, and activities.
- Location description and set up.
- Date and time of the event and times alcohol will be served.
- Purpose of the event and how it promotes social, cultural or economic development in the Town.
- An explanation of the use of proceeds from a charitable event.
- Applicable fee, as set out in the Fee By-law.

Requests for municipally significant events occurring on Town property must comply with the Municipal Alcohol Policy and may be required to provide further documentation for compliance from applicable departments within the Town of St. Marys.

Exemption

The requirement for application fee shall be exempt for events organized by local service clubs and registered charities whose charitable objects benefit the residents of the Town of St. Marys.

Circulations

Before an event is declared municipally significant, the Clerk will circulate the event information for comments to applicable departments and/or external agencies where appropriate such as:

- St. Marys Fire Department

- Stratford Police Services
- Chief Building Official
- Director of Public Works
- Director of Community Services
- Huron Perth Public Health

The Clerk will take into consideration any comments received by the departments or agencies prior to declaring the event municipally significant.

Appeal Process

The Clerk reserves the right to accept or reject any request for an event of municipal significance in accordance with this policy. Any appeal from the public regarding applications that do not meet the requirements of this policy and as such are denied, may address Council in accordance with the Town’s Procedure By-law pertaining to the process for delegations. Council’s decision shall act as the final decision.

Letter of Designation

For a public event that is designated municipally significant, a letter will be prepared by the Clerk. It is the requestors responsibility to forward any necessary documentation to the AGCO. The Town of St. Marys will not submit the letter on their behalf.

References

Municipal Alcohol Policy

End of Document

Rev #	Date	Reason	Approved
0	April 11, 2023	Creation	Council