

KING TOWNSHIP CORPORATE POLICY



MUNICIPALLY SIGNIFICANT EVENTS – AGCO/SOP

POLICY NO.:
COR-POL-127

Clerks & By-law Enforcement Department

Issue Date: 5/13/2019

Issue No.: 1

Next Revision: 5/13/2024

1 PURPOSE STATEMENT

- 1.1 The purpose of this policy is to establish guidelines and criteria to designate a public event as a Municipally Significant Event for the purpose of applying for a Special Occasion Permit under the *Liquor Licence Act*, R.S.O. 1990, c.L.19, as amended, for the sale and service of alcohol at a public event.

2 POLICY OBJECTIVE

- 2.1 The objective of this policy is to streamline the approval process through delegated authority and to declare municipally significant events based on clear and consistent criteria.

3 APPLICATION/SCOPE

- 3.1 This policy shall apply to any event organizer seeking designation of a public event as municipally significant 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.

4 DEFINITIONS

- 4.1 **Municipally Significant Event:** are events open to the public, have predetermined opening and closing dates and times and:
- advertises to the general public;
 - enhances or promotes a local community asset (e.g. heritage feature, local park, local community group); and
 - has direct local community significance and promotes the Township's social, cultural and economic development while adhering to municipal by-laws and ensuring public safety at all times.
- 4.2 **Special Occasion Permits (SOP):** are permits issued by the Alcohol and Gaming Commission of Ontario for the sale and/or service of beverage alcohol at special occasions/events. An SOP is needed anytime alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).
- 4.3 **AGCO:** Alcohol and Gaming Commission Ontario.

5 DELEGATED AUTHORITY

- 5.1 The Township Clerk, or their designate, has delegated authority by By-law #2019-056 to declare events as municipally significant.

6 DECLARING AN EVENT MUNICIPALLY SIGNIFICANT

- 6.1 Requests must be submitted in writing to the Township Clerk a minimum of 30 or 60 days prior to the event, depending on the event size, as outlined below:

KING TOWNSHIP CORPORATE POLICY



MUNICIPALLY SIGNIFICANT EVENTS – AGCO/SOP

POLICY NO.:
COR-POL-127

Clerks & By-law Enforcement Department	Issue Date:	5/13/2019
	Issue No.:	1
	Next Revision:	5/13/2024

- 6.1.1 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or
- 6.1.2 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

- 6.2 Written requests to the Township Clerk must include information about the public event including:
 - 6.2.1 Organization Name;
 - 6.2.2 Contact Information;
 - 6.2.3 How the event fits the definition of Municipally Significant as defined by this policy;
 - 6.2.4 Any other information requested by the Township Clerk.
- 6.3 The Clerks Department maintains a list of municipally significant events as resolved by Council, and as amended from time to time.
- 6.4 The Township Clerk is responsible for issuing a letter to the requestor declaring the event as municipally significant only if it meets the above criteria.

7 CIRCULATIONS

- 7.1 Before an event is declared municipally significant, the Township Clerk will circulate the event information for comments to applicable departments and/or external agencies where appropriate.
 - 7.1.1 Exception: Events listed and maintained by the Clerks Department (historic events of record) do not need to be circulated for comment or review.
- 7.2 The Township Clerk will take into consideration any comments received by departments or agencies prior to declaring an event municipally significant.

8 EVENT NOT DEEMED MUNICIPALLY SIGNIFICANT

- 8.1 The Township Clerk is not obligated to designate any event as municipally significant and may refer the declaration request to Council in the form of a Clerks Department Report or, may refer the requestor to partner with a charitable/non-profit organization or seek a caterer's endorsement under their qualifying umbrella.
- 8.2 Should the Township Clerk not deem an event as municipally significant, the requestor may request that the declaration request be brought forward for Council's consideration. Council's decision will act as the final decision.

9 CONDITIONS

- 9.1 The Township Clerk may review requests to determine if there are any risks

KING TOWNSHIP CORPORATE POLICY

MUNICIPALLY SIGNIFICANT EVENTS – AGCO/SOP



POLICY NO.:
COR-POL-127

Clerks & By-law Enforcement Department

Issue Date: 5/13/2019

Issue No.: 1

Next Revision: 5/13/2024

associated with an event. The Township Clerk has the authority to attach conditions to a declaration to mitigate any risks that may be related to an event.

10 RELATED DOCUMENTATION

- 10.1 [O. Reg. 389/91: Special Occasion Permits under Liquor Licence Act, R.S.O. 1990, c.L. 19](#)
- 10.2 AGCO Website - <https://www.agco.ca/alcohol/special-occasion-permits-public-event>
- 10.3 Municipally Significant Events Procedure – CLK-PRO-116

11 APPROVAL AUTHORITY

<u>Council</u> Authority	<u>2019-057</u> By-law	<u>Original Signed</u> Township Clerk	<u>May 13, 2019</u> Date
------------------------------------	----------------------------------	--	---