



**STANDARD POLICY**

**S.P. NO: CS80**

**PAGE NO. 1 OF 3**

**DATE: May 6, 2013**

**SUBJECT:  
DESIGNATION OF AN EVENT AS "MUNICIPALLY  
SIGNIFICANT" WITH RESPECT TO AN APPLICATION  
FOR A SPECIAL OCCASION PERMIT**

**DEPARTMENT:  
Community Services  
DIVISION:  
Recreation & Culture**

**COUNCIL AUTHORITY OR STAFF APPROVED:**  
Recreation & Parks Advisory Committee Meeting: May 9/13  
Council Resolution #R-130527-018 - By-law 2013-108 – May  
27/13

**NEW: X**

**REVISED:  
DATE:**

**BACKGROUND**

The purpose of the Policy is to establish guidelines, criteria and conditions for events to be designated as events of Municipal Significance.

A special occasion permit ("SOP") is required any time alcohol is offered for sale, served or consumed anywhere other than in a licensed establishment or a private place. SOPs are issued for occasional special events and not for an ongoing business. The Alcohol and Gaming Commission of Ontario ("AGCO") is the authority that issues SOPs.

*Changes to Regulation 389/91 under the Liquor Licence Act (the "Act")*

In June of 2011, the regulations under the Act were amended to streamline three (3) former categories of SOPs and created a single new category – Public Event SOP.

There are now three (3) types of SOPs:

- Private event
- Public event
- Industry promotional event

In the "Public Event" category SOPs may be issued in three (3) situations:

1. The event is conducted by a registered charity; a non-profit organization or an organization for the advancement of charitable, educational, religious or community objects;
2. An event of provincial, national or international significance; or
3. An event designated by a municipality as an event of municipal significance.

For an event to be designated as "municipally significant", a resolution of Council is required.

Municipalities are now being approached by individuals and groups who's event does not qualify under items 1 and 2 above, requesting that the municipality declare the event municipally significant.

**Scope:** The City of Owen Sound (the "City") will apply the following criteria in determine if an event should e designated municipally significant for the purpose of applying to the Registrar of the AGCO for a SOP:



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DESIGNATION OF AN EVENT AS "MUNICIPALLY SIGNIFICANT" WITH RESPECT TO AN APPLICATION FOR A SPECIAL OCCASION PERMIT**

**DEPARTMENT:  
Community Services  
DIVISION:  
Recreation & Culture**

**COUNCIL AUTHORITY OR STAFF APPROVED:**  
Recreation & Parks Advisory Committee Meeting: May 9/13  
Council Resolution #R-130527-018 - By-law 2013-108 – May 27/13

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**1.0 GUIDELINES & INFORMATION**

Applicants who wish to request the City designate their event to be of municipal significance must submit the request in writing to the City Clerk including the following information:

- 1.1 Organization Name;
- 1.2 Contact person;
- 1.3 Contact information;
- 1.4 Objects of the organization;
- 1.5 Reason(s) the organization believe their event should be deemed "municipally significant" (please refer to Criteria in Section 2.0);
- 1.6 Date of the event;
- 1.7 The request must be submitted with the required \$100 non-refundable fee.
- 1.8 A pre event anticipated budget and actual post event budget (within fourteen (14) days following the event)

**Note:** The request must be received a minimum of forty-five (45) days prior to the event.

**2.0 CRITERIA**

In terms of reviewing the event to determine if the event is of "municipal significance", the City will consider the following:

- 2.1 Does the event benefit the community;
- 2.2 Does the event have significant community profile;
- 2.3 Is it a community celebration of special importance that will benefit the community;
- 2.4 is the event a public gathering to participate in athletic, social, religious, cultural, recreation, educational programs or one with other "community" objectives.

The City is not obligated to designate any event as municipally significant and the decision by the City is final.



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**DATE: May 6, 2013**

**SUBJECT:  
DESIGNATION OF MUNICIPAL SIGNIFICANCE WITH  
RESPECT TO PUBLIC EVENT SPECIAL OCCASION  
PERMIT (SOP)**

**DEPARTMENT:  
Community Services  
DIVISION:  
Recreation & Culture**

**COUNCIL AUTHORITY OR STAFF APPROVED:**  
Recreation & Parks Advisory Committee Meeting: May 9/13  
Council Resolution #R-130527-018 - By-law 2013-108 – May  
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**3.0 CONDITIONS**

- 3.1 If an event is designated to be of municipal significance the operator/organizer of the event shall enter an agreement with the City which will include, among other matters, indemnification for the municipality should any claims arise as a result of the event.
- 3.2 The operator organizer of the event is required to have liability insurance in the amount of \$5 million (minimum) with the City named in the policy as an additional insured.
- 3.3 While the City may designate an event, the Registrar for AGCO ultimately has the final decision of whether or not to issue a SOP for a public event. In other words, even with a designation by a municipal resolution, the Registrar may decide not to issue a Public Event SOP.
- 3.4 Tradeshow and other for-profit commercial events will not be designated a municipally significant event and these proponents would be encouraged to partner with a non-profit charitable organization or third party to obtain a Public Event SOP.
- 3.5 Fee as per the City's Fees and Charges Bylaw
- 3.6 The municipal alcohol policy will also apply. This includes, among other matters, that all persons involved in serving alcohol are SIP certified and that there is a safety and security plan approved by City's Fire and Police Services Departments.
- 3.7 Events designated as municipally significant must continue to assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-laws, Street Closures, etc.