



Policy: Designation of Municipally Significant Events Policy

Policy Number: CP-A-3.5

Effective Date: April 24, 2023

Revised Date:

PURPOSE:

The purpose of this policy is to clarify and streamline the process for organizers of public events who wish to have the Municipality of Thames Centre designate their event as a “Municipally Significant Event” so that they may apply for a Special Occasion Permit under the *Liquor License Act, R.S.O., 1990, c.L. 19*, as amended, for the sale and service of alcohol at their public event.

POLICY:

Scope

This policy shall apply to public event organizers seeking designation of a public event as a “municipally significant event” for the purpose of applying to acquire a Special Occasion Permit under the *Liquor License Act, R.S.O., 1990, c.L. 19*, as amended.

Definitions

For the purpose of this policy, the following definitions will apply:

“**AGCO**” – Alcohol and Gaming Commission of Ontario

“**Business Day**” – shall mean any of Monday, Tuesday, Wednesday, Thursday or Friday, excluding any of those days that fall on a statutory holiday.

“**Municipality of Thames Centre**” – shall mean The Municipality of Thames Centre

“**Municipally Significant Event**” – an exhibition, event or function open to the general public that is being held within the Municipality, that is defined as:

- a) Having local, regional, national or international historical or cultural significance;
- b) Builds awareness of diverse cultures; or
- c) Benefits the community at large.

“Public Event” – shall mean an event that is open to the general public.

“Special Occasion Permits” (SOP) – are permits issued by the AGCO for the sale and/or service of beverage alcohol at special occasions/events. An SOP is required anytime alcohol is offered for sale or served anywhere other than in a licensed establishment or a private residence.

Procedure

The Municipal Clerk, or written designate, is delegated authority to issue a letter designating a public event as a municipally significant event, on behalf of The Municipality of Thames Centre. The Municipal Clerk, or written designate, shall circulate all applications for designation as a municipally significant event to the following stakeholders for comment:

- a) Thames Centre Community Services and Facilities Department
- b) Thames Centre Fire Services
- c) Municipal Chief Building Official and By-Law Enforcement
- d) Ontario Provincial Police
- e) Middlesex-London Health Unit

The decision of the Municipal Clerk (or written designate) to designate or not designate a public event as a municipally significant event shall be final. The stakeholders noted above, shall be given 5 business days to provide any concerns regarding the application for designation as a municipally significant event, after which the Municipal Clerk, or written designate, will proceed to evaluate the request for designation as a municipally significant event based upon any concerns received within the given time frame.

Public events must meet the following criteria, to be considered by the Municipality of Thames Centre for designation as a municipally significant event:

- a) Fall within the definition of a municipally significant event, as defined in this policy;
- b) Serve the public interest by upholding the by-laws and policies of The Municipality of Thames Centre, and any other applicable legislation; and
- c) Will host no less than 100 members of the general public.

Applicants must submit a letter to the Municipality's Clerks Department, their request for designation as a municipally significant event, no less than 10 business days before requiring a response from the Municipal Clerk, or their written designate.

Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of Thames Centre as an additional insured, at least 10 business days prior to the event. The permit holder shall be required to indemnify and save the Municipality of Thames Centre harmless from all claims arising from the permit or event. Each event would be considered on its own merit, noting that the actual

insurance limits required may be increased at the discretion of the Municipality of Thames Centre.

Applicants must pay a fee in the amount of \$100.00 and the fee must be submitted with the letter of request by way of cash, cheque or debit.

Incomplete submissions shall be returned to the organizer for completion. Once completed and returned to the Municipal Clerk, or their written designate, the 10 business day review period shall re-commence upon receipt of the fully completed application and applicable fee.