



Policy

Section: 5.0 General

Policy: Municipally Significant Event

By-Law: 2019-98

Date: 15 July 2019

Revision: [Click here to enter text.](#)

Coverage:

This policy shall apply to public event organizers seeking designation of a public event as “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.

Policy Statement:

The Township of Huron-Kinloss is supportive of “Municipally Significant Events” provided they occur in a safe environment and have regard for Provincial Regulations pertaining to the inclusion of alcohol related activities.

The Policy is intended to clarify the process for organizers of public events who wish to have their event declared as “Municipally Significant Event” in a clear concise manner.

Legislative Authority:

Liquor License Act, R.S.O. 1990, c.L.19

Contents:

1. Definitions

1.1 “Municipally Significant Event” are events open to the public, have predetermined opening and closing dates and times and:

- Are advertised to the general public;
- Enhance or promote a local community asset; or
- Provide a venue for local businesses, organizations or residents to form part of the activities; or
- Promotes the Township’s social, cultural or economic development.

1.2 “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 occasion/events. An SOP is required anytime alcohol is offered for sale or served anywhere other than in a licensed establishment or a private residence.

1.3 “AGCO”: Alcohol and Gaming Commission Ontario

2. Declaring an Event Municipally Significant

2.1 In accordance with Regulation 389/91 of the Liquor License Act (Special Occasions Permits), all public events to be deemed “Municipally Significant”, the applicant must give written notification before the event is to take place to the Clerk:

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

2.2 Written request must be submitted to the Clerk and must include information about the public event including:

- Name
- Contact Information
- Event Date
- Event Location
- Event Description
- How the event fits the definition of “Municipally Significant” as defined in the policy

2.3 Each request will be brought forward for Council’s consideration and approved by resolution. Council’s decision will be final.

2.4 The Clerk will issue a letter to the requestor with a copy of the resolution. It is the requestor’s responsibility to forward any necessary documentation to the AGCO.

3. Township owned Facilities

3.1 If the event is to be held on Township owned property the Permanent Liquor Sales Licence Policy applies.



Schedule A

Township of Huron-Kinloss Request for Event to be a
Municipally Significant Event

Name: _____

Address: _____

Phone: _____

Email: _____

Event Date _____

Event Location: _____

Event Description: _____

How does the Event fit the definition of "Municipally Significant" as per the policy

Internal Use Only

Date Received _____

Roll Number: _____

Circulation:

Clerk Building and Planning CAO Fire Chief Treasurer Community Services
 By-Law Enforcement Officer Comments _____

Date for Council Consideration _____

Resolution Number _____

Letter to Applicant _____

Personal information contained on this form is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of reviewing your request to declare an event as "Municipally Significant" Questions about this collection should be directed to the Clerk, Township of Huron-Kinloss, 21 Queen Street, Ripley, ON N0G 2R0