



**Policy No.:** LS-2024-02 – Municipally Significant Events  
**Date Enacted:** April 30, 2024  
**Amended By:**

## Subject

This Policy sets out criteria for Municipally Significant Event Designation requests for Special Occasion Liquor Licence Permits.

## Purpose:

To establish a policy setting clear and consistent criteria when responding to requests for designation of a Municipally Significant Event in the Municipality of Leamington.

## Scope:

This policy applies to all requests received by the Clerk for designation of an event as a Municipally Significant Event for the purpose of obtaining a Special Occasion Permit issued by the AGCO in order for alcohol to be sold and served in public settings in the Municipality of Leamington.

This policy does not apply to any other application or interpretation of the term “municipal significance/municipally significant,” or any other permit issued by the AGCO pertaining to alcohol.

## Definitions:

“**AGCO**” means the Alcohol and Gaming Commission Ontario.

“**Business Day**” means any day of the week, other than any Saturday, Sunday, a statutory holiday, or any other holiday or observance on which the Municipality’s Municipal Offices at 111 Erie Street North, Leamington are closed.

“**Clerk**” means the person appointed by Council as Clerk pursuant to Section 228 of the Municipal Act, 2001, or his or her designate.

“**Municipally Significant Event**” means an organized public occasion that significantly contributes to the cultural, historical, social, economic, or environmental well-being of the municipality. It stands out due to its scale, impact, or the unique value it offers to the

community. Such events are recognized officially by the Municipality based on a predefined set of criteria as set out in the Policy.

“**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).

“**Municipality**” means the Corporation of the Municipality of Leamington.

### **Policy:**

1. The event must meet one or more of the following criteria to be deemed a Municipally Significant Event:
  - **Cultural and Historical Significance:** It celebrates, preserves, or educates about the local culture, history, or traditions, contributing to the community's identity.
  - **Community Impact:** The event demonstrates a positive effect on the community, enhancing community spirit, engagement, and pride.
  - **Economic Contribution:** The event significantly benefits the local economy, attracting visitors, generating revenue, and supporting local businesses.
  - **Public Participation and Accessibility:** It attracts significant public participation, including people of all ages and abilities, and promotes inclusivity.
  - **Environmental Sustainability:** Organizers demonstrate a commitment to sustainability, minimizing the environmental impact and promoting green practices.
  - **Innovation and Uniqueness:** The event offers unique, innovative experiences that distinguish it from regular community programming.
2. The Municipality is not obligated to designate any event as a Municipally Significant Event. Designation as a Municipally Significant Event is strictly limited to events that meet the criteria in the definition in this policy in connection with applications for a Special Occasion Permit.
3. Designation as a Municipally Significant Event does not constitute any other form of endorsement, approval, or authorization of the event by the Municipality and its Officers or staff.
4. Conducting the event in a manner that is safe, legal, and in compliance with all

relevant legislation, laws, by-laws, policies, and any other obligations remains the sole responsibility of the Applicant and any other parties undertaking to conduct the event. Only the AGCO has the authority to grant the right to sell and serve alcohol, and designation as a Municipally Significant Event does not, in and of itself, confer any authorization to sell and serve alcohol

5. The Clerk has been delegated the authority to designate an event as a Municipally Significant Event.

#### Application Requirements

6. All requests for designation as a Municipally Significant Event must be completed on a form provided by the Clerk and must include:
  - The name and contact information of the Applicant.
  - The date(s), start time(s), finish time(s), and location of the event.
  - Start time(s) and finish time(s) of alcohol service.
  - A detailed map of the event, including:
    - area of the entire event
    - location of the area to be licensed for the sale and service of alcohol
    - all entry and exits to the event and licensed area
    - location of all fire connections in the event and licensed area
    - washroom locations.
  - The estimated number of attendees.
  - A description of the event and how it satisfies the definition of a Municipally Significant Event.
  - Any other information requested by the Clerk.
7. Applicants must submit their application for designation as a Municipally Significant Event on a form provided by the Clerk and at least twenty-five (25) Business Days before the event.
8. Upon receipt of the application, the Clerk will circulate the event information for comments to applicable departments and/or external agencies where appropriate.
9. The Clerk shall take into consideration any comments received by departments or agencies prior to declaring the event a Municipally Significant event.
10. The Clerk will designate an event as a Municipally Significant Event if the Clerk is satisfied, at his or her sole discretion, that the event as described meets the definition of a Municipally Significant Event as defined in this policy.

11. The Clerk has the authority to attach conditions to a declaration to mitigate any risks that may be related to an event.
12. The Clerk may refer the request to Council in the form of a Report to Council or, may refer the applicant to partner with a charitable/non-profit organization.
13. The Clerk's decision is final.

## **References and Related Policies**

Liquor Licence Act, R.S.O. 1990, c.L.19, as amended.

(Report LS-13-24)