



MUNICIPALITY OF LAMBTON SHORES
ADMINISTRATIVE POLICY
DESIGNATING EVENTS OF MUNICIPAL SIGNIFICANCE

POLICY NO.:
AD-CS-POL-019

Responsible Dept.: Community Services	Effective Date: September 9, 2011
Author:	Next Review:
Approved by: Director of Community Services	Relevant Corporate Policy/By-law:

1 PURPOSE

- 1.1 Due to amendments made to the Liquor License Act of Ontario, municipalities can now designate Events of Municipal Significance in order for organizations and groups to apply for a Public Event Special Occasion Permit.

2 DEFINITIONS

- 2.1 A Public Event is defined by the Alcohol and Gaming Commission of Ontario (ACGO) as an event, such as charity fundraisers, outdoor street festivals, community festivals, etc. that is open to the general public. This type of SOP may be issued to a registered charity or a non-profit organization/association organized to promote charitable, educational, religious or community objectives. An individual or business may also obtain a Public Event SOP if organizing an event that is of “provincial, national or international significance” or has been designated “an event of municipal significance”. Municipal Council or its designate may grant this designation to an event if it meets certain criteria.

3 DESIGNATING EVENTS OF MUNICIPAL SIGNIFICANCE

- 3.1 In order to streamline Council meetings, the Municipal Clerk is authorized to designate an event to be deemed an event of municipal significance if certain criteria are met.
- 3.2 Eligibility Criteria
- 3.2.1 The event must be hosted by a local organization that promotes charitable, educational or religious objectives. The event may also be considered if it promotes the community recommendations found in the Recreation and Leisure Master Plan, the Grand Bend Beach Study or the Community Design Plan; or
- 3.2.2 The event must fall into one of the following categories or demonstrate support for a group or event that does fall into one of these categories:
- 3.2.2.1 Agriculture / Rural Affairs
 - 3.2.2.2 Arts / Culture / Community Heritage
 - 3.2.2.3 Community / Special Events
 - 3.2.2.4 Community Beautification / Environmental Awareness
 - 3.2.2.5 Supporting Youth / Seniors
 - 3.2.2.6 Tourism / Economic Development; or

- 3.3 Events that exist for the sole purpose of raising funds for an individual, team or organization, or specific group of individuals that has no perceived benefit to the greater community, are not eligible to receive this designation.
- 3.4 How to Submit a Request
 - 3.4.1 The Event Organizer must be a person or corporation who has the capacity to apply for a Special Occasions Permit and enter into a legal agreement. The completed request form (Appendix A) must be forwarded to the Municipal Clerk at:
Lambton Shores Clerks Department 7883 Amtelecom Parkway
Forest, ON N0N 1J0
 - 3.4.2 Requests should be submitted at least 6 to 8 weeks prior to the event to allow sufficient time for the request to be reviewed and the Clerks decision to be rendered. This will also allow for sufficient time for the Special Occasions Permit application to be submitted to the AGCO. Failure to meet this deadline may result in the request being denied or insufficient time to apply for the Special Occasions Permit.
 - 3.4.3 The event organizer must submit a request for this designation each year the event is held.
- 3.5 Consideration of Requests
 - 3.5.1 The Clerk reserves the right to accept or reject any request for this designation at their discretion. The Clerk may request Council to review the request, if deemed necessary.
 - 3.5.2 A Public Special Occasions Permit should not be granted without the event being designated an event of municipal significance, unless the group applying for the permit has a registered charitable or non-profit number.
 - 3.5.3 It is the responsibility of the event organizers to prove that they meet the criteria and are eligible for the designation, to the satisfaction of the Clerk.
 - 3.5.4 The event organizer may seek the approval of Council if the designation is denied by the Municipal Clerk. They would be required to appear in front of Council as a delegate to plead their case.
 - 3.5.5 This Policy will be reviewed by the Clerks Department on an annual basis.

4 RELATED LEGISLATION

4.1 Liquor License Act

5 APPROVAL

CAO	Date: September 9, 2011
Amended/Modified/Replaced	Date: April 8, 2013, and June 6, 2013

Appendix A



The Municipality of Lambton Shores

**REQUEST FORM FOR AN EVENT TO BE DEEMED
OF MUNICIPAL SIGNIFICANCE**

Event Information

Event Name: _____

Event Category: _____

Event Location: _____

Date(s) of the Event: _____

Time(s) of the Event: _____

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Contact Number: _____

Email: _____

Website: _____

Purpose of the Event:

State the purpose for holding the event and indicate how it will benefit the greater community:

Signature of Organizer: _____

Date: _____

Office Use Only

Date Received: _____

Community Services Department Recommendation: Approved Denied

Rationale:

Clerk's Department Decision: Approved Denied

Rationale:

Letter sent

Signature of the Clerk: _____

Date: _____