



**MUNICIPALITY OF LAMBTON SHORES**  
**ADMINISTRATIVE POLICY**  
**DESIGNATING EVENTS OF MUNICIPAL SIGNIFICANCE**

**POLICY NO.:**  
**AD-CS-POL-019**

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

**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 9577 Port Franks Rd,  
Thedford, ON N0M 2N0
  - 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



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Appendix A

**APPLICATION FOR AN EVENT TO BE  
DESIGNATED OF MUNICIPAL SIGNIFICANCE**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Objectives of the Organization:

Reason(s) the organization believes their event should be deemed 'municipally significant:

Date of the event: \_\_\_\_\_

Is the event an exhibition, event or function open to the general public that is being held within the Lambton Shores?

☐ Yes ☐ No

Location of the Event: \_\_\_\_\_

Details of how, when and where the event will be promoted to the public:

Can the event be defined as:

*(Check all that apply to your event and explain in detail your reasoning)*

☐ Has local, regional, national, or international historical or cultural significance; or

☐ Builds awareness of diverse cultures; or

☐ Benefits the community at large

Does your organization believe that the event will host 100 plus members of the general public?

☐ Yes ☐ No

The applicant agrees to:

- 1) Obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the Municipality of Lambton Shores, 9577 Port Franks Rd, Thedford, ON as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Municipality of Lambton Shores harmless from all claims arising from the permit or event;
- 2) Serve the public interest by upholding the by-laws and policies of The Municipality of Lambton Shores, and any other applicable legislation;
- 3) 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.; and
- 4) Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the Lambton Shores Designation of Municipally Significant Events Policy.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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**OFFICE USE ONLY:**

☐ Approved

Date Approved: \_\_\_\_\_

☐ Not Approved

Reasons why:

\_\_\_\_\_  
Signature of the Director of Corporate Services (or designate)