

# Municipally Significant Event Policy

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<b>Origin Department:</b>	Clerks Department	<b>Policy Code:</b>	A09-CLK
<b>Approval Date:</b>	May 11, 2026	<b>Approved by:</b>	Council
<b>Next Review:</b>	As Needed	<b>Revision Date:</b>	Not applicable

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## Purpose

The purpose of the policy is to establish guidelines, criteria, and conditions for events to be designated as events of municipal significance. A Special Occasion Permit (SOP) is required any time alcohol is offered for sale, served, or consumed anywhere other than in a licensed establishment or a private place. SOPs are issued for occasional special events and not for an ongoing business. The Alcohol and Gaming Commission of Ontario (AGCO) is the authority that issues SOPs.

This policy is intended to clarify and streamline the process for organizers of public events who wish to have the Township of Clearview designate their event as a “municipally significant event” so that they may apply to acquire a Special Occasion Permit (SOP) under the *Liquor Licence and Control Act, 2019*, in order to sell and serve alcohol at their public event.

## Scope

This policy applies to all requests received by the Township of Clearview for designation of an event as a Municipally Significant Event for the purpose of obtaining a Special Occasion Permit issued by the AGCO. The SOP allows the sale and service of alcohol in a public setting within the Township. Only the AGCO issues a SOP.

## Definitions

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

“**Applicant**” means the party applying to the Township for designation of an event as a Municipally Significant Event who is planning to conduct an event at which alcohol will be sold and served.

“**Clerk**” means the Clerk for the Township of Clearview or their designate.

“**Licensed Security**” means security personnel monitoring entrances and patrolling licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed.

**“Municipal Alcohol Risk Management Policy”** means the local policy approved by the Township of Clearview Council that applies to events held in municipally owned facilities or on municipally owned premises when alcohol is sold or served.

**“Municipally Significant Event”** means a one-time, annual, or infrequently occurring event with a pre-determined opening and closing time which is open to the public at large for a little or no charge. The event promotes or enhances the local community, including businesses, organizations or residents.

**“Public Event”** means an event that is open to the general public to attend.

**“Special Occasion Permit (SOP)”** means a permit 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 required anytime alcohol is offered for sale or service anywhere other than in a licensed establishment or a private residence.

**“Youth Focused Events”** mean events that are held to support a youth organization or initiative. These events are ineligible for municipally significant designation due to the Township of Clearview’s Municipal Alcohol Risk Management Policy.

## **Policy/Procedure**

### **General**

The Township 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 this policy in connection with an application for a Special Occasion Permit. Only the AGCO has the authority to grant the right to sell and serve alcohol. 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 remain the sole responsibility of the Applicant and any other parties conducting the event.

All requests for the designation of a Municipally Significant Event will comply with this policy. All requests for the designation of a Municipally Significant Event must be filed with a completed application form and will be accepted by the Clerks Department for consideration. Incomplete applications will be returned to the organizer for further information or clarification.

### **Criteria for Designation**

In reviewing the event to determine if the event is of “municipal significance”, the Township will consider the following:

- a) Is the event available to the public at large, at little or no cost?
- b) Does the event benefit the community?
- c) Does the event have a significant community profile?

- d) Is it a community celebration of special importance that will benefit the community?
- e) Is the event partnered with/or provides a venue for a local business, organization or residents to form a part of the activities?

The Township is not obligated to designate any event as municipally significant. Specifically, Youth Focussed Events will not be designated. The decision of the Clerk shall be final.

### **Conditions**

- Applicants must obtain a minimum of Five Million Dollars (\$5,000,000) liability insurance, naming the Township of Clearview as an additional insured, to be submitted with the application. The permit holder shall be required to indemnify and save the Township of Clearview 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 Township.
- While the Township may designate an event Municipally Significant, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a SOP for a public event. In other words, even with a designation by the Township, the Registrar may decide not to issue a Public Event SOP.
- Events designated as Municipally Significant must continue to assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the Fire and Building Codes, Noise By-laws, Street Closures and the Municipal Alcohol Risk Management Policy including the requirement for licensed security if being held at a Township owned space or facility.

### **Application and Approval Process**

Applicants who wish to request a Municipally Significant designation for their event must submit the application to the Clerk's Department including the following information:

- Organization name;
- Contact person;
- Contact information;
- General event information, including dates, times, and event name;
- Objectives of the event;
- Alcohol service timeframe;
- Anticipated attendance; and,
- Criteria for designation.

With the application, the Applicant shall also submit proof of liability insurance, at minimum in the amount of Five Million Dollars (\$5,000,000), naming the Township of Clearview as an additional insured for the event.

Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 30 days before requiring the designation. Applicants are encouraged to submit their request for designation prior to applying for a Special Occasion Permit with the AGCO, where possible.

The Clerk shall evaluate the request for designation as a municipally significant event based upon the information provided. If the application is incomplete, the Clerk, will contact the applicant and provide them the opportunity to provide missing information. The Clerk will provide a decision letter to the Applicant, advising if the event has been designated municipally significant. The decision of the Clerk is final.

**Responsibility**

The Clerk’s Department is responsible for reviewing and approving applications for a Municipally Significant Event designation.

This policy will be reviewed upon changes to legislation or municipal policy, or as required.

**Authority**

By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority (Council, Senior Management, Department Director).

<b>Approval Authority Official Representative:</b>	Mayor	<b>Resolution / By-law # / Meeting Date:</b>
<b>Signature:</b>		
<b>Date signed:</b>		