

SOP No.:	
SOP Name:	<b>Municipally Significant Event Designation Procedure</b>
Effective Date:	Spring 2022
Revision Date:	
Related SOP, Management Directive, Council Policy, Forms	

## **Alcohol and Gaming Commission of Ontario (AGCO) Special Occasion Permit (SOP) – Municipally Significant Event Designation Procedure**

### **General Introduction**

These procedures will be developed in conjunction with Council Policies, Management Directives and collective agreements and considered the guideline to be followed by Licensing Enforcement Officer and by every employee of the City of Kawartha Lakes.

### **Statement and Rationale**

The purpose of this document is to provide process (guideline) and procedure to assist the public requestor and to guide the delegated municipal authority. This process and procedure will ensure thorough customer service, prompt and courteous receipt, review, processing, and response to Municipally Significant designation requests.

### **Authority**

This procedure and its resulting processes have been developed as a result of a decision of Council and commitment by City employees in order to function more effectively as a team. In the event a specific procedure references applicable legislation or existing Council policy or Management Directive, those authorities shall supersede divisional influence.

### **Procedure Amendments**

This procedure will be periodically reviewed and updated. Any operational situations that cannot be adequately addressed using the prescribed Standard Operating Procedures shall be immediately brought to the attention of Licensing Enforcement Officer.

### **Operational Compliance**

All City employees shall be responsible to identify, record (where applicable) and

comply with Standard Operating Procedures for all regular work processes. All City employees shall be responsible to comply with the Council Policy or Management Directive and related Pandemic Standard Operating Procedures and Guidelines.

## Administration and Background

The AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. An SOP is required any time liquor is offered for sale anywhere other than in a liquor licensed establishment. Within the SOP process a person or organization may apply to municipal Council to have the SOP event designated as being municipally significant. To receive this designation, the requestor must receive a resolution of Council or an authorization letter from Council or a municipal designate.

There are several types of eligible public events:

- Public events include events of provincial, national or international significance;
- **An event designated by a municipal council as an event of municipal significance;**
- A charity event conducted by a charitable organization, a non-profit association or organization for the advancement of charitable, educational, religious or community objects;
- A tailgate event held in connection with, and in proximity to, a live professional, semi-professional or post-secondary sporting event.

### Municipally Significant Application Requirements:

For public events, as per AGCO guidelines, the applicant must provide written notice to the municipal Clerk's, police, fire and health unit informing them of the event, and include a sketch identifying the physical boundaries. If a tent, marquee, pavilion or tiered seating is used, the Building Services should be notified in writing.

The timelines for applicants notifying local authorities are:

- 30 days before the event takes place, if fewer than 5,000 people per day are expected to attend the event; or
- 60 days before the event takes place if 5,000 or more people per day are expected to attend the event.

Copies of **municipal notification letters will be required as part of the Municipally Significant application package.**

## Municipally Significant Event Defined:

A municipally significant event is defined by the City of Kawartha Lakes as:

- A one time, annual or infrequent occurring event that is open to the public, has a predetermined open and closing date and time which:
  - Has local, regional, national or international historical or cultural significance,
  - Builds awareness of diverse cultures, or
  - Benefits the community at large.

## Operating Procedure Steps – Municipally Significant Application

1. Before the application is made to the municipally, the applicant must send written notification letters to the following, detailing the event and the intention to request that the municipality designate the event as Municipally Significant:
  - a. Clerk of the municipality,
  - b. Police service,
  - c. Fire service
  - d. Haliburton Kawartha Pine Ridge District Health Unit (HKPRDHU)
2. The notification letters must include a sketch identifying the physical boundaries of the event.
3. At the conclusion of step 1 and 2, the applicant may submit copies of the notification letters as part of the application package to the Licensing Enforcement Officer.
4. The application package must include the following event details:
  - a. Date of the event
  - b. Location of the event
  - c. Primary contact name
  - d. Primary contact address
  - e. Primary contact phone number
  - f. Primary contact email address
  - g. Secondary contact details (as above)
  - h. Copies of the notification letters
  - i. Event layout boundary sketch
  - j. Additional details specific to the event

## Next Steps

1. The Licensing Enforcement Officer will review the application package verifying the information and documents.

2. If the package is complete, the Licensing Enforcement Officer will file the notification letters, application and notify the applicant that the application has been submitted to the review group.
3. The Licensing Enforcement Officer will circulate the applicant's request, to have the event designated as a municipally significant, to the review group which includes the Fire Services, Municipal Law Enforcement, Building, Planning, Community Services, HKPRDHU, OPP or KLPS, and request comment and/or approval.
4. The Licensing Enforcement Officer will file copy of the e-mail responses with application. Follow-up with the applicant with any questions
5. The Licensing Enforcement Officer will provide copy of the responses or approval letter to applicant. If no concerns from the circulation group and the request meets the definition the application will be approved and letter created;
6. The Licensing Enforcement Officer will scan the municipal Approval Letter to the AGCO via e-mail to [agency.letter@agco.ca](mailto:agency.letter@agco.ca) and provide copy to the applicant
7. The Licensing Enforcement Officer will file all documents, and will copy the Mayor and Council and other departments as applicable, when a "municipally significant" letter is issued and close the application.

## Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial Release	