



The Corporation of the Municipality of Red Lake

COUNCIL POLICY

Subject: Municipal Significant Event	Approval Date: June 20, 2016	By-Law No. 44-2016
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1.19 PURPOSE

The purpose of this policy is to provide information to the general public with respect to designating events as a municipal significant event in order to meet the requirements of a Public Event Special Occasions Permit for the purposes of selling liquor; and to provide guidelines to the public and staff.

1. BACKGROUND

A Public Event is defined by the Alcohol and Gaming Commission of Ontario (AGCO) as an event such as a charity fundraiser, outdoor street festival, community festival, etc. that is open to the general public.

Requests to declare an event as a municipal significant event are made in order to obtain eligibility for a Public Event Special Occasions Permit from the AGCO that would allow for the sale of alcohol at an event and allow the organizer to:

- Profit from the sale of alcohol
- Advertise the event publically

The AGCO requires that a Public Event Special Occasion Permit can be issued:

- To a registered charity under the Income Tax Act of Canada;
- To a non-profit organization or non-profit association organized to promote charitable, educational, religious or community objects;
- For an event of provincial, national or international significance; or
- For an event designated by a municipal Council as an event of municipal significance.

2. ELIGIBILITY CRITERIA

Registered Charity/Non-Profit Organization/Non-Profit Association Status

In order to apply for a municipal significant event designation, the event organizer must demonstrate to the Municipality of Red Lake that they have exhausted all options and do not qualify as a registered charity; non-profit organization or association, proof of which may be requested.



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An organization that qualifies and/or has received approval for registered charity or non-profit organization/association status will not be considered for municipal significant event designation.

Private Events (Invited Guests)

Weddings, wedding receptions, stag and does, anniversaries, birthday parties, baptisms and other events that are typically not eligible for consideration of being designated as a municipal significant event may be eligible for a Private Event Special Occasions Permit.

Municipal Significant Event Designation

The Municipality of Red Lake may designate the events as a “Municipal Significant Event” in order for applicants to apply for an AGCO Special Occasions Permit if the event delivers:

**“A Public Benefit to the Community as a Whole
or to a Significant Portion of the Community”**

Ineligible Events for Municipal Significant Event Designation

Events that exist for the sole purpose of raising funds for an individual, team or organization, or specific group of individuals that have no perceived benefit to the greater community, are not eligible to receive this designation. Event organizers will be encouraged to partner with a registered charity or non-profit organization or association or third party in order to obtain a Special Occasions Permit.

Tradeshows and other commercial events will not be designated as a municipal significant event. Event organizers will be encouraged to partner with a registered charity or non-profit organization or association or third party in order to obtain a Special Occasions Permit.

3. GENERAL

1. Where events are held on Municipal Property, the Municipal Alcohol Policy will apply.
2. The Municipality of Red Lake is under no obligation to provide a designation to an event organizer for a Public Event Special Occasions Permit.



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3. While a particular event may receive a designation from the Municipality of Red Lake, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a permit to be issued.
4. It is the responsibility of the event organizers to prove they meet the criteria and are eligible for designation, to the satisfaction of Council.
5. Approval does not constitute automatic approval for subsequent years.

4. REQUESTS

Traditional Requests

Traditional requests that have been recognized by the Municipality of Red Lake as a municipal significant event will continue to receive such designation provided no significant changes to the event have occurred from the previous year's designation. Upon receipt of an application, the Clerk, under delegated authority, shall provide a letter to the event organizer designating the event as a municipal significant event for that year.

Significant Changes - Traditional Requests

Traditional requests where significant changes to the event have occurred from previous year's designation shall be forwarded to Council for approval. A Staff Report will be provided to Council which will summarize the event, include Staff comments and advise of all other required documentation for Council's consideration.

New Requests

New requests shall be forwarded to Council for approval. A Staff Report will be provided to Council which will summarize the event, include Staff comments and advise of all other required documentation for Council's consideration.

5. APPLICATION PROCESS

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 application (Appendix A) is to be forwarded to the Clerk at:



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The Corporation of the Municipality of Red Lake
P.O. Box 1000
2 Fifth Street, Balmertown, Ontario
P0V 1C0
Email: municipality@redlake.ca
Fax: 1-866-681-2954

Requests must be submitted a minimum of **8 weeks** prior to the event to allow sufficient time for the request to be reviewed. 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.

The event organizer must submit a request for designation each year the event is held and if organizing more than one event, the event organizer must submit an application per event.

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REQUEST FORM FOR AN EVENT
TO BE DESIGNATED A MUNICIPAL SIGNIFICANT EVENT

Event Information

Event Name: _____

Event Organizer: _____

Event Location: _____

Event Date: _____

Expected Attendance: _____

Event Details: (Describe why and how the event qualifies as a municipal significant event – if space is insufficient, attach additional sheets)

Contact Name: _____

Mailing Address: _____

Contact Number (Day): _____

Email Address: _____

Does the organization qualify for registered charity or non-profit organization or association status?

Has this event received prior approval as a municipal significant event?

If yes, have any circumstances changed since the last approved event? (ie. event purpose, location, date, expected attendance etc.)

Please provide a description of changed circumstances: _____

Please specify where the proceeds of the event are disbursed: _____

Personal information on the form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990 Chapter M.56, and will be used in the administration of the Municipal Significant Event Policy. If applicable, personal information on this form may be disclosed to various departments within the Municipality of Red Lake.

Please note:

Written proof of denied eligibility for registered charity or non-profit organization/association status may be requested.

Approved events held on municipal property must adhere to the Municipal Alcohol Policy (liability insurance, rental agreement etc.)

Approved events held on non-municipal property must acquire liability insurance and name the Municipality of Red Lake as an additional insured on the event organizers host liquor liability policy, as well as their Commercial General Liability Policy (CGL); as well as execute a Third Party Agreement to indemnify the Municipality of Red Lake.

The foregoing must be completed in advance of the event.

I have read and understand the Municipality of Red Lake Municipal Significant Event Policy.

Signature: _____

Date: _____

FOR MUNICIPAL OFFICE USE ONLY

Council Resolution No. _____ or Clerk Approval No. _____

If event is taking place on municipal property, copy of application and approval has been provided to the Recreation/Facilities Supervisor: _____

If event is taking place on non-municipal property, the following have been received/completed:

Proof of Liability Insurance _____ Third Party Agreement _____

Application circulated to: Fire Chief/Chief Building Official/By-Law Enforcement/Planner