

DESIGNATION OF "MUNICIPAL SIGNIFICANCE" WITH RESPECT TO PUBLIC EVENT SPECIAL OCCASION PERMITS

1.0 GUIDELINES & INFORMATION

Applicants who wish to request the Township designate their event to be of municipal significance must submit the request in writing to the Clerk including the following information:

- 1.1 Event Name/Title;
- 1.2 Location of Event;
- 1.3 Date and Times of the Event;
- 1.4 Organization Name;
- 1.5 Contact person;
- 1.6 Contact information;
- 1.7 Objects of the organization;
- 1.8 Reason(s) that the organization believes that their event should be deemed "municipally significant" (please refer to Criteria in Section 2.0); and
- 1.9 Expected Attendance

Note: The written request must be received a minimum of forty-five (45) days prior to the event.

2.0 CRITERIA

In terms of reviewing the event to determine if the event is of "municipal significance", the Council will consider the following:

- 2.1 Is the event hosted by a local organization that promotes charitable, educational, or cultural objectives?
- 2.2 Does the event benefit the greater community?
- 2.3 Does the event have significant community profile?
- 2.4 Is it a community celebration of special importance that will benefit the greater community?

- 2.5 Is the event a public gathering to participate in, or demonstrate support for, a group or event that falls into one of the following categories?
- a) Agriculture / Rural Affairs
 - b) Arts / Culture / Community Heritage
 - c) Athletics / Recreation
 - d) Community / Special Events
 - e) Community Beautification / Environmental Awareness
 - f) Educational Programs
 - g) Supporting Youth / Seniors; or
 - h) Tourism / Economic Development.

The Council is not obligated to designate any public event as municipally significant and the decision by the Council is final.

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.

Tradeshows and other for-profit commercial events will not be designated a municipally significant event and these proponents will be encouraged to partner with a non-profit charitable organization or third party to obtain a Public Event SOP.

3.0 CONDITIONS

If an event is designated to be of municipal significance, the following conditions will apply:

- 3.1 The organization hosting the event shall be required to provide the Township with proof of liability insurance in the amount of \$2 million (minimum).
- 3.2 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 rules with respect to the Fire and Building Codes, Noise By-laws, Street Closures, etc.
- 3.3 The Municipal Alcohol Policy will also apply for all events being held on municipally-owned properties. This includes, among other matters, that all persons involved in serving alcohol are Smart Serve certified.
- 3.4 While the Township may designate an event, 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 a municipal resolution, the Registrar may decide not to issue a Public Event SOP.