




<b>Procedure Title:</b> Special Occasion Permits – Public Events of Municipal Significance		<b>Procedure Number:</b> ADM 180-001
<b>Reference:</b> <i>Liquor Licence Act</i>	<b>Date Originated:</b> August 23, 2012	<b>Date Revised:</b>
<b>Approval:</b> Chief Administrative Officer 	<b>Point of Contact:</b> City Clerk	

**Procedure Objective**

To set guidelines for deeming events to be of municipal significance for the purpose of applying for an Alcohol and Gaming Commission of Ontario (AGCO) Special Occasion Permit (SOP).

As of June 1, 2011 there have been changes to Regulation 389/91 under *the Liquor Licence Act* pertaining to the Special Occasion Permit program. A new type of special occasion – “Public Event” – replaces three types of special occasions (Fundraisers, Significant Event, Community Event) for which a Special Occasion Permit may be issued. A Public Event is one which is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance. In order to be eligible for a Special Occasion Permit, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality in which the event is to take place.

**01 Procedures**

01.01 Applicants, who wish to request that the City of Pickering deem their event to be of municipal significance, must submit a written letter to the City Clerk with the following information:

- Organization’s name
- Address
- Contact person
- Date of the event
- Reason in which the Organization believes their event should be deemed “significant”.

01.02 Applications must be submitted 45 days prior to the date of the event if estimated attendance at the event is fewer than 5,000 people per day and 75 days prior to the event if estimated attendance at the event is 5,000 or more people per day. These timelines allow the City sufficient time to circulate the request to the appropriate departments and for the applicants to meet AGCO timelines.

01.03 All submissions for requesting the Municipality to approve an event as “municipally significant” must follow all of the Alcohol and Gaming Commission guidelines and any additional guidelines required by the Municipality.

01.04 Changes to permit areas or the event after the permit is issued (such as a change in location, a change in date, event type, etc.), the permit holder must notify the Municipality and the AGCO immediately and apply for a new permit.

## **02 Event Designation**

### **02.01 What is a Public Event**

A Public Event Special Occasion Permit as defined in the Alcohol and Gaming Commission guidelines can be issued to:

- A registered charity under the Income Tax Act (Canada);
- To a non-profit organization or 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.

02.02 An event of municipal significance requires a municipal resolution or a letter from a delegated municipal official designating the event as “municipal significant.”

02.03 The City of Pickering Council or delegate may designate the following events as a “significant” event in order for applicants to apply for an AGCO Special Occasion Permit:

- Events that benefit the entire community and are of significant community profile; or

- A community celebration of special importance that will benefit the entire community; or
- Events where the public gather to participate in athletic, social, religious, cultural, recreational, educational programs or one with other community objectives.

02.04 Tradeshows and other commercial events will not be designated a municipally “significant” event and these proponents are encouraged to partner with a non-profit charitable organization or third party in order to obtain a Special Occasion Permit.

### **03 General**

03.01 Where events are held on Municipal Property, organizations must follow all AGCO regulations and any additional requirements under the municipally approved permit.

03.02 A municipality is not under any obligation to provide a designation to an applicant for a Public Event Special Occasion Permit.

03.03 While a particular event may receive a designation from a municipality, the AGCO Registrar ultimately decides if the necessary criteria has been met in order for a permit to be issued.

03.04 Council has delegated the City Clerk as the authority to designate an event as “significant”.

03.05 In the event that the City Clerk declines an applicants’ request for designation under this Procedure then, at the request of the applicant, the City Clerk shall refer the application to City Council for further consideration.