

Bill No. 304  
2018

By-law No. CPOL.-\_\_\_\_\_

A by-law to adopt a new Council Policy entitled  
“Designation of Municipally Significant Events  
Policy”.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS O. Reg. 389/91 under the *Liquor License Act*, R.S.O. 1990, c.L.19 governs the issuance of Special Occasion Permits;

AND WHEREAS subsection 3.3.iii of O. Reg. 389/91 provides that a special occasion may be a public event designated by a municipal council as an event of municipal significance;

AND WHEREAS the Municipal Council wishes to enact a new Council Policy to delegate its authority to designate events of municipal significance to the City Clerk and to set the guidelines for approval of such events;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The policy attached hereto as Schedule “A,” entitled “Designation of Municipally Significant Events Policy” is hereby adopted.

2. This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on June 26, 2018.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – June 26, 2018  
Second Reading – June 26, 2018  
Third Reading – June 26, 2018

## SCHEDULE "A"

**Policy Name:** Designation of Municipally Significant Events Policy

**Legislative History:** DRAFT - NEW

**Last Review Date:** June 7, 2019

**Service Area Lead:** City Clerk

### 1. Policy Statement

- 1.1 This policy is intended to clarify and streamline the process for organizers of public events who wish to have the City of London designate their event as a "municipally significant event" so that they may apply to acquire a Special Occasion Permit under the *Liquor License Act*, R.S.O. 1990, c.L.19, as amended, for the sale and service of alcohol at their public event.

### 2. Definitions

- For the purpose of this policy,
- 2.1 **"Business day"** – shall mean any of Monday, Tuesday, Wednesday, Thursday or Friday, excluding any of those days that fall on a statutory holiday.
- 2.2 **"City of London"** – shall mean The Corporation of the City of London.
- 2.3 **"Municipally significant event"** – shall mean a one-time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time, and which:
- a) has local, regional, national or international historical or cultural significance;
  - b) builds awareness of diverse cultures; or
  - c) benefits the community at large.
- 2.4 **"Public event"** – shall mean an event that is open to the general public.

### 3. Applicability

- 3.1 This policy shall apply to public event organizers seeking designation of a public event as a "municipally significant event" for the purpose of applying to acquire a Special Occasion Permit under the *Liquor License Act*, R.S.O. 1990, c.L.19, as amended.

### 4. The Policy

#### 4.1 Delegated Authority

The City Clerk, or their written designate, is delegated authority to issue a letter designating a public event as a municipally significant event, on behalf of The Corporation of the City of London.

- 4.2 The City Clerk, or their written designate, shall circulate all applications for designation as a municipally significant event to the following stakeholders for comment:
- a) London Fire Services
  - b) Licensing and Municipal Law Enforcement
  - c) Insurance/Risk
  - d) London Police Service
  - e) Middlesex-London Health Unit
  - f) City of London's Chief Building Official.
- 4.3 The decision of the City Clerk, or their written designate, to designate, or not, a public event as a municipally significant event shall be final.
- 4.4 The stakeholders noted in 4.2, above, shall be given 5 business days to provide any concerns regarding the application for designation as a municipally significant event, after which the City Clerk, or their written designate, will proceed to evaluate the request for designation as a municipally significant event based upon any concerns received within the given time frame.

- 4.5 Public events must meet the following criteria, to be considered by the City of London for designation as a municipally significant event:
- a) fall within the definition of municipally significant event, as defined in this policy;
  - b) serve the public interest by upholding the by-laws and policies of The Corporation of the City of London, and any other applicable legislation; and
  - c) will host no less than 100 members of the general public.
- 4.6 Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 10 business days before requiring a response from the City Clerk, or their written designate.
- 4.7 Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the City of London as an additional insured, at least 10 business days prior to the event. The permit holder shall be required to indemnify and save the City of London 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 City of London.
- 4.8 Incomplete applications shall be returned to the organizer for completion. Once completed and returned to the City Clerk, or their written designate, the 10 business day review period shall re-commence upon receipt of the fully completed application.