

Municipally Significant Event – Application Process

The Town of Smiths Falls is supportive of “Municipally Significant Events” (within the context of the AGCO Special Occasion Permit application process) provided they occur in a safe environment and have regard for Provincial Regulations pertaining to the inclusion of alcohol related activities. This guideline is intended to clarify the process for organizers of public events who wish to have their event declared as “Municipally Significant Event” in a clear concise manner.

In order to be deemed an event of municipal significance, your event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the AGCO for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. The Clerk, or designate has been given the delegated authority to consider applications for Municipal Significance through Council Resolution #2018-06-173.

A “Municipally Significant Event” must be open to the public (hosting 200 or more members of the public), have predetermined opening and closing dates and times and:

- Is advertised to the general public and be a benefit to the community at large; and
- Enhance or promote a local community asset; or
- Enhance local, regional, national or international historical or cultural significance, or
- Provide a venue for local businesses, organizations or residents to form part of the activities;

Applicants who wish to request that the Town of Smiths Falls designate their event to be of municipal significance must submit a complete application to the Clerk.

In terms of reviewing the event to determine if the event is of ‘municipal significance’, the Clerk will consider the following:

- 1) Is the event an exhibition, event or function open to the general public that is being held within the Town of Smiths Falls?
- 2) Can the event be defined as:
 - a) Having local, regional, national or international historical or cultural significance; or
 - b) Does it build awareness of diverse cultures; or
 - c) Does it benefit the community at large; or.
 - d) Does the event enhance or promote a local community asset.
Is the event a public gathering to participate in athletic, social, religious, cultural, recreation, educational programs or one with other “Council Strategic Priorities/Objectives”?
- 3) Will the event host 200 plus members of the general public?

Prior to the designation of an event of Municipal Significance, all applications will be circulated to the following agencies for comment:

- Town of Smiths Falls Fire Services;
- Town of Smiths Falls Police Services;
- Municipal Chief Building Official;
- By-Law Enforcement;
- the Municipal Insurer (if applicable);
- Lanark Leeds and Grenville Health Unit for comment (if applicable)
- Any other agencies that are deemed appropriate.

The Clerk will take into consideration any comments received by departments or agencies prior to declaring an event municipally significant. The Clerk has the authority to attach conditions to a declaration to mitigate any risks that may be related to an event.

Applicants whose events have been designated as municipally significant must agree to the following conditions:

- 1) Applicants 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, Liquor License Act, Noise By-Laws, Street Closures, etc.;
- 2) Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Corporation of the Town of Smiths Falls as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Town of Smiths Falls harmless from all claims arising from the permit or event.
- 3) Any event(s) that are deemed municipally significant that take place in/on Town owned property must ensure proper controls are in place that are deemed appropriate by the Town of Smiths Falls, depending on the event, location, size and scope.
- 4) Any event to be deemed municipally significant that takes place in/on Town owned property must obtain an approved rental agreement (indoor event) or a Special Events Permit (outdoor event) through the applicable application process.

If approved, you will receive a letter addressed to the AGCO stating that your event has been deemed municipally significant.

The Town is not obligated to designate any event as municipally significant and the decision by the Town is final. The Town reserves the right to withdraw our approval of events deemed municipally significant at any time. Notice of this will be sent to the applicant with an explanation of the withdrawal. AGCO will be notified of the withdrawal of approval.

Please note: While the Municipality may designate an event, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from the Town of Smiths Falls, the Registrar may decide not to issue a Public Event SOP.

FREQUENTLY ASKED QUESTIONS

1. What do I need to do to have my event deemed Municipally Significant?

A completed application form must be submitted no less than 10 business days prior to your event with the required information.

2. How long does the process take?

The policy suggests the review process may take 10 business days upon receipt of a complete application. Please keep in mind that the AGCO may have different time frames based on the size of the event.

3. What departments or agencies review the information for the proposed event?

The distribution may include Smiths Falls Fire and Police Services, Municipal Chief Building Official and By-Law Enforcement, the Municipal Insurer, the Lanark, Leeds and Grenville Health Unit for comment.

4. Once I receive approvals, is it permissible for me to serve alcohol at an event?

*The letter **must** accompany your application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit.*

5. What type of events are not permitted to be declared as municipally significant?

a) *Private Events are limited to invited guests only and may not be publicly advertised.*

b) *Tradeshows and other for-profit commercial events will not be designated a municipally significant event and these proponents would be encouraged to partner with a non-profit charitable organization or seek a caterer's endorsement under their qualifying umbrella.*



SMITHS FALLS

RISE AT THE FALLS

Municipally Significant Event Application Form

Please provide the following information:

Organization Name: _____

Contact Person: _____

Contact Information: _____

Objectives of the Organization:

Reason(s) the organization believes their event should be deemed municipally significant:

Date of the event: _____

Location of the Event: _____

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the Town of Smiths Falls?

Yes

No

Can the event be defined as: (Check all that apply to your even and explain in detail your reasoning?)

Has local, regional, national or international historical or cultural significance; or

Builds awareness of diverse cultures; or

Benefits the community at large.

Does your organization believe that the event will host 200 plus members of the general public?

Yes

No

The applicant agrees to:

- 1) Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Town of Smiths Falls as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Town of Smiths Falls harmless from all claims arising from the permit or event;
- 2) Serve the public interest by upholding the by-laws and policies of the Town of Smiths Falls, and any other applicable legislation;
- 3) 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.; and
- 4) Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the Corporation of the Town of Smiths Falls Designation of Municipally Significant Events Policy.

Applicant

Date

Office Use Only:

- Approved
- Not Approved

Reasons why: