



THE CORPORATION OF THE TOWN OF WASAGA BEACH

POLICY MANUAL

SECTION NAME: Community, Tourism & Special Events	POLICY NUMBER: 9-4
POLICY: Municipally Significant Public Special Events Policy and Guidelines	REVIEW DATE: February 2021
EFFECTIVE DATE: February 16, 2016	REVISIONS:
IMPLEMENTATION: February 16, 2016	ADMINISTERED BY: Special Events Coordinator

PURPOSE

Council is interested in supporting municipally significant public special events in the Town of Wasaga Beach that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of alcohol related activities.

SCOPE

This policy and guideline has been developed to provide staff with the ability to deem an event as municipally significant, as per the guidelines of the Alcohol and Gaming Commission of Ontario.

POLICY

1. Definitions

- a. **“Council”** means the Council of the Corporation of the Town of Wasaga Beach;
- b. **“Municipally Significant Public Special Event”** means an exhibition, event, or function held within the Municipality of the Town of Wasaga Beach that is defined as;
 - i. Enhance or promote a community asset (i.e. waterfront, parks, organization);
 - ii. Encourage, attract and promote community involvement, participation at little or no cost;
 - iii. Partner with and/or provides a venue for local businesses, organizations and residents to form part of the activities (i.e. vendors, facilitate an event activity).
- c. **“Municipal”, “Municipality”, or “Municipal Corporation”** means the Corporation of the Town of Wasaga Beach;
- d. **“Permit”** shall mean any permit issued in accordance with the provision of this By-Law;

- e. **“Person”** shall include a corporation, business entity or group;
- f. **“OPP”** shall mean Ontario Provincial Police;
- g. **“Town or Public Facility”** means road allowances, parks, property or buildings controlled by the Town or other government agencies.

2. Processing of Applications

In accordance with Regulation 389/91 of the Liquor License Act (Special Occasions Permits), all public events to be deemed “Municipally Significant”, the applicant must give written notification before the event is to take place to the Clerk:

- 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or
- 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

3. Application Requirements:

Applications must include the following items in order to be processed in a timely manner. Incomplete applications will not be processed and will be returned to the applicant.

- Name and contact information of the event organizer, association, organization;
- Description of the event including target audience, entrance fees and activities;
- Logistics: Location, set up including area where alcohol is to be served, security, number of servers;
- Date and time of the event and times when alcohol will be served;
- Purpose of the event and how it benefits the community of Wasaga Beach
- Proof of insurance naming the Town of Wasaga Beach as an additionally insured in the amount of no less than \$5 Million, as per the Special Events Bylaw #2016-03

4. Delegation & Dispute:

The Town Clerk of The Corporation of the Town of Wasaga Beach is delegated the responsibility to process applications in accordance with this policy and shall notify Council of all applications. Any dispute from the public regarding application which do not meet the requirements of this policy and as such are denied, shall address Council in accordance with the Town’s Procedural By-law pertaining to Delegations. Council will then make a determination regarding the issue.

POLICY REVIEW AND PROCEDURE

This Policy will be review as required, but in any case no later than five (5) years from the date of the most recent review.

The Special Events Coordinator will be responsible for initiating the review of this Policy.