

**The Corporation of The Township of  
Stone Mills**

**By-law Number 2025-1296**

**Being a by-law to adopt a Municipally  
Significant Event Designation Policy**

---

**Whereas** The Council of the Corporation of the Township of Stone Mills deems it expedient to establish policies; and

**Whereas** Section 5(3) of the *Municipal Act, 2001*, Chapter 25, as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9, shall be exercised by by-law;

**Now Therefore the Council of the Corporation of the Township of Stone Mills hereby enacts as follows:**

1. THAT the Municipally Significant Event Designation Policy identified as Schedule "A" attached hereto and forming part of this By-Law be hereby approved and adopted; and
2. THAT the Clerk of the Township of Stone Mills is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-Law and schedule as may be deemed necessary after the passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law; and
3. THAT this By-law shall come into full force and effect upon final passage.

ENACTED AND PASSED this 7th day of April, 2025

.....  
John Wise, Reeve

.....  
Brandi Teeple, Clerk

Schedule "A" - By-law 2025-1296



**Municipally Significant Event Designation Policy**

<b>Policy Number</b>	AD-01
<b>Current Version</b>	1.0
<b>Initial Date of Adoption:</b>	April 7, 2025
<b>Initial Resolution Number:</b>	6-687-2025
<b>Department of Origin/author:</b>	Clerk's Office
<b>Review date:</b>	As Required

## **Policy Statement**

This policy is intended to clarify and streamline the process for public event organizers who wish to have the Township of Stone Mills ("Township") designate their event as a "Municipally Significant Event", so that they may apply for a Special Occasion Permit ("SOP") 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.

## **Purpose**

The purpose of this policy is to establish guidelines and conditions for public events to be designated as events of municipal significance.

## **Scope**

This policy applies to public event organizers seeking designation of a public event as a "Municipally Significant Event" for the purpose of applying to acquire a SOP under the Liquor License Act, as amended.

## **Definitions**

**"AGCO"** means Alcohol and Gaming Commission of Ontario.

**"Applicant"** means the party applying to the Township for designation of an event as a Municipally Significant Event who is planning to conduct an event within the Township of Stone Mills at which alcohol will be sold and served. Unless otherwise directed by AGCO or the Township, the Applicant must be the same party who applies for a Special Occasion Permit from the AGCO.

**"Business Day"** means any day of the week, other than any Saturday, Sunday, a statutory holiday, or any other holiday or observance on which the Townships Municipal Offices at 4504 County Rd. 4 are closed.

**"Council"** means the Council of the Township of Stone Mills.

**"Municipally Significant Event"** means an organized public occasion that significantly contributes to the cultural, historical, social, economic, or environmental well-being of the municipality. It stands out due to its scale, impact, or the unique value it offers to the community. Such events are recognized officially by the Municipality based on a predefined set of criteria as set out in the Policy.

**"Public Event"** means an event that is open to the general public.

**"Special Occasion Permit (SOP)"** means a permit issued by the AGCO for the sale and/ or service of beverage alcohol at special occasions/ events. The Alcohol and Gaming Commission of Ontario (AGCO) is the authority that issues SOPs. An SOP is required anytime alcohol is offered for sale or serve.

**“Township Clerk”** means the person appointed by Council as Clerk pursuant to Section 228 of the Municipal Act, 2001, or his or her designate.

**“Township or Municipality”** means the Township of Stone Mills.

### **General Policy:**

1. The event must meet one or more of the following criteria to be deemed a Municipally Significant Event:
  - a) **Cultural and Historical Significance:** It celebrates, preserves, or educates about the local culture, history, or traditions, contributing to the community's identity.
  - b) **Community Impact:** The event demonstrates a positive effect on the community, enhancing community spirit, engagement, and pride.
  - c) **Economic Contribution:** The event significantly benefits the local economy, attracting visitors, generating revenue, and supporting local businesses.
  - d) **Public Participation and Accessibility:** It attracts significant public participation, including people of all ages and abilities, and promotes inclusivity.
  - e) **Environmental Sustainability:** Organizers demonstrate a commitment to sustainability, minimizing the environmental impact and promoting green practices.
  - f) **Innovation and Uniqueness:** The event offers unique, innovative experiences that distinguish it from regular community programming.
  - g) Will host no less than 100 members of the general public
2. The Municipality is not obligated to designate any event as a Municipally Significant Event. Designation as a Municipally Significant Event is strictly limited to events that meet the criteria in the definition of this policy in connection with applications for a Special Occasion Permit.
3. Designation as a Municipally Significant Event does not constitute any other form of endorsement, approval, or authorization of the event by the Municipality and its Officers or staff.
4. The Council for the Corporation of the Township of Stone Mills has the final say as to whether an event is deemed as Municipally Significant.

### **Application Requirements**

5. All requests for designation as a Municipally Significant Event must be completed on a form provided by the Clerk and must include:
  - a) The name and contact information of the Applicant.
  - b) The date(s), start time(s), finish time(s), and location of the event.
  - c) Start time(s) and finish time(s) of alcohol service.
  - d) A detailed map of the event, including:
    - i. area of the entire event
    - ii. location of the area to be licensed for the sale and service of alcohol

- iii. all entry and exits to the event and licensed area
  - iv. location of any fire connections in the event and licensed area
  - v. washroom locations.
- e) The estimated number of attendees.
  - f) A description of the event and how it satisfies the definition of a Municipally Significant Event.
  - g) Any other information requested by the Clerk.
6. Applicants must submit their application for designation as a Municipally Significant Event on a form provided by the Clerk and at least sixty (60) Business Days before the event.
  7. Upon receipt of the application, the Clerk will circulate the proposed event information for comments to applicable departments and/or external agencies where appropriate.
  8. The Clerk shall take into consideration any comments received by departments or agencies and prepare a report to Council highlighting any comments/concerns received.
  9. Council may designate an event as a Municipally Significant Event if Council is satisfied, that the event as described meets the definition of a Municipally Significant Event as defined in this policy.
  10. Council has the authority to attach conditions to a declaration to mitigate any risks that may be related to an event.
  11. Council decision is final.
  12. Upon Council declaring an event as Municipally Significant the Clerk will issue a letter to the public event organizer with a copy of the resolution. It is the public event organizer's responsibility to forward any necessary documentation to the AGCO.

### **Conditions**

13. Public event organizers whose events have been designated as municipally significant must agree to the following conditions:
  - a) Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Township of Stone Mills 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 Township harmless from all claims arising from the permit or event;
  - b) Serve the public interest by upholding the by-laws and policies of the Township of Stone Mills, and any other applicable laws or legislation;
  - c) 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, Special Event Permit By-law and any other applicable by-

laws, policies, laws, legislation.

d) Provide any additional details as may be requested by the circulated stakeholders of the Township.

**References and Related Policies**

Liquor Licence Act, R.S.O. 1990, c.L.19, as amended

Township of Stone Mills Noise By-law 2023-1199

Township of Stone Mills Public Events By-law 2019-965

<b>Version</b>	<b>Date</b>	<b>Resolution/By-law</b>	<b>Reason for Change</b>
V1.0	April 7, 2025	6-687-2025	Originating Document