



**Subject:** Municipally Significant Events (AGCO Special Occasion Permits)  
**Service Area:** Corporate Services (City Clerk)  
**Source:** By-law 2023-75  
**Date:** May 1, 2023

---

**Purpose:**

The purpose of this policy is to establish criteria to designate a public event as a municipally significant event.

**Application:**

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 Licence and Control Act*, as amended, for the sale and service of alcohol at a public event.

**Definitions:**

“Business day” shall mean any Monday, Tuesday, Wednesday, Thursday or Friday excluding any of those days that fall on a statutory holiday

“City” shall mean The Corporation of the City of Sault Ste. Marie

“Municipally significant event” shall mean a one-time annual or infrequently occurring event that is open to the public, has a pre-determined opening and closing date and time and which:

- a. Has a local, regional, national or international historical or cultural significance;
- b. Builds awareness of diverse cultures;
- c. Promotes the social, cultural or economic development of the City; or
- d. Benefits the community at large.

“Public event” shall mean an event that is open to the general public.

**Scope:**

The City Clerk is delegated authority to issue a letter designating a public event as a municipally significant event on behalf of the City.

The City Clerk shall circulate all applications for designation as a municipally significant event to the following stakeholders for comment:

- a. Sault Ste. Marie Fire Service
- b. City By-law Enforcement Division
- c. City Chief Building Official
- d. City Risk Manager
- e. Sault Ste. Marie Police Service



f. Algoma Public Health

The stakeholders listed above shall be given five (5) business days to provide any concerns regarding the application for designation as a municipally significant event, after which the City Clerk will proceed to evaluate the request based upon any concerns received within the given time frame.

Public events must meet the following criteria to be considered by the City of Sault Ste. Marie for designation as a municipally significant event:

- a. Fall within the definition of a municipally significant event as defined in this policy;
- b. Serve the public interest by upholding the by-laws and policies of the City of Sault Ste. Marie and any other applicable legislation; and
- c. Will host no less than 100 members of the general public.

Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than forty-five (45) days before the proposed event for events under 5,000 attendees and no less than seventy-five (75) days before the proposed event for events over 5,000 attendees.

Applicants must maintain a minimum of five million (\$5,000,000) dollars liability insurance naming "The Corporation of the City of Sault Ste. Marie" as an additional insured providing a Certificate of Insurance showing same, at least ten (10) business days prior to the event. The permit holder shall be required to indemnify and save the City of Sault Ste. Marie harmless from all claims arising from the permit or event. Each event will be considered on its own merit, noting that the actual insurance limits required may be increased at the discretion of the City of Sault Ste. Marie.

The City Clerk will issue a letter to the applicant declaring the event as municipally significant only if it meets the above criteria.

The City Clerk is not obligated to designate any event as municipally significant and may refer the request to City Council for a decision.

Note: While the City of Sault Ste. Marie may designate an event, the Registrar for the Alcohol and Gaming Commission of Ontario has the final decision as to whether or not to issue a special occasion permit for a public event.