

Memorandum

Date: February 7, 2023

To: Members of Council

From: Laura Hall, Director, Corporate Services / Town Clerk

Subject: Update on Delegated Authority for Designations of Municipal Significance

Background

At the July 19, 2022 meeting of Council staff brought forward a By-law to amend authority previously delegated to the Town Clerk for granting municipal significance. When an event includes the sale or service of alcohol, the Alcohol and Gaming Commission of Ontario (AGCO) requires the organizer to obtain a Special Occasion Permit (SOP). If the event is open to the public and being held by a for profit organization, the AGCO further requires that the event be deemed as municipally significant before issuing an SOP.

Through the Delegated Authority By-law, enacted in 2016, the Town Clerk was granted the power to designate events as municipally significant for the purposes of an SOP but only where Council had previously supported the designation, such as in a past year. This resulted in a process gap when new requests would come forward at a time when Council was not meeting for an extended period, for example due to a municipal election or during the summer months. To avoid any impacts on community events during the election, in July 2022 the existing delegated authority was expanded. This permitted the Town Clerk to grant municipal significance for the purposes of an SOP to any new event during a break in Council meetings.

Upon Council resuming after a break, staff is required to provide an update on any events for which municipal significance was granted. Therefore, the purpose of this memo is to provide the update for the Council break between July and December of the previous year resulting from the 2022 Municipal Election.

Applications Received

During the break in Council, three applications came forward for which municipal significance was granted. Each of the events are described in the chart below:

Event Name	Date Granted	Description
Our Helping Hand Cancer Fundraiser	August 5, 2022	The "Our Helping Hand" event was established in 2022 to raise awareness and funds for the Princess Margaret Cancer Foundation in order to support cancer research. Towards this goal, an event was held on August 14 at the Caledon Valley Estate Barn located at 16847 Heart Lake Road. The event was open to the public through the sale

Event Name	Date Granted	Description
		of tickets and included food trucks, a live DJ, guest speaker and silent auction.
Road to Santiago	September 22, 2022	The Equest Dressage Steering Committee held an event to support a professional Canadian dressage rider. The purpose of the event was to raise money to support the athlete's journey to the 2023 PanAm Games in Santiago Chile with the goal of reaching the 2024 Olympics. The event was held at the Caledon Riding Club located at 15747 Creditview Road on September 24 and included a dinner, games, live band and auction. The athlete volunteers directly in the Caledon horse industry serving as the Vice President for Caledon Dressage, a not-for-profit organization that arranges dressage shows in Ontario including at the Caledon Equestrian Park.
Downey's Farm Pumpkifest	October 7, 2022	Downey's Farm, located at 13682 Heart Lake Road, is a local agritourism business in Caledon which provides education and fun events in the community. Through late September and into October Pumpkifest was held at the farm which included service of alcoholic drinks from several local wineries and breweries within Caledon. This showcased local Caledon businesses to guests from across the GTA.

In exercising the delegated authority to determine if an event will be granted municipal significance the Town Clerk is required to consider the following criteria:

- based on the existing SOP circulation process to Fire & Emergency Services, Building & Municipal Law Enforcement, Operations and Community Services, are there no objections to the event and is it expected to be safe and not disrupt other residents or businesses;
- will the event benefit the community such as by contributing all or a portion of the proceeds to a local or other important charity or cause; and
- the event must not be inconsistent with the values of the Town or community.

For each of the events the SOP circulation process was completed and no major concerns regarding safety or nuisances were raised by commenting Divisions. As common for the circulation process, feedback was provided to applicants as necessary to ensure tent permits were obtained, fire safety issues addressed, roads were not obstructed by parking, traffic was managed and the Nuisance By-law was followed. Further, it was considered that each event would benefit the community for example by raising money for important charities, supporting local professional athletes and promoting local businesses. Finally, none of the events were considered to be inconsistent with the values of the Town as they promoted agricultural and equestrian community heritage.

Based on the above review process, all events were granted the designation of municipal significance by the Town Clerk or designate. Staff have not become aware of any issues or problems arising from the sale or service of alcohol at the events.