



Legal and Clerks Services

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MUNICIPAL SIGNIFICANCE – APPLICATION PROCESS

In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. SOP applications 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.

Applicants who wish to request the City designate their event to be of municipal significance must submit a request in writing to the Office of the City Clerk including the following information:

- Organization Name
- Contact Person
- Contact Information
- Objects of the organization
- Reason(s) the organization believes their event should be deemed ‘municipally significant’
- Date of the event
- Details of how, when and where the event will be advertised to the public.

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

1. Does this public event have a significant public profile and will it attract participation from a broad cross-section of the community?
2. Will fundraising for a local registered charity or not-for-profit organization be a significant part of this event? Organizers will need to provide proof and details of their partnership with the charity or organization and details concerning the percentage of the profits (or other proceeds) from the event that will be contributed to the charity or organization. A letter from the charity or organization confirming the arrangement is required.
3. Is it a community celebration of special importance that will benefit the community?
4. Is the event a public gathering to participate in athletic, social, religious, cultural, recreational or educational programs or one with other “community” objectives?

Prior to the designation of an event of Municipal Significance, all applications will be circulated to the City of St. Catharines Fire and Emergency Services, Parks, Recreation and Cultural Services, Planning and Building Services and if applicable, Niagara Regional Public Health and Niagara Regional Police Services for comment.

Please note:

While the City 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 City of St. Catharines, the Registrar may decide not to issue a Public Event SOP.

Events designated as municipally significant must continue to 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.

FREQUENTLY ASKED QUESTIONS

1. What do I need in order to receive a letter from the Clerk for an event of municipal significance?

Please review the Application Process section above that outlines the necessary information you will need to include with your letter to the Clerk.

2. How long does the process take?

The City of St. Catharines policy suggests these requests should be received 45 days prior to the event. 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 will include the City of St. Catharines Fire and Emergency Services, Parks, Recreation and Cultural Services, Planning and Building Services and if applicable, Niagara Regional Public Health and Niagara Regional Police Services 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.