

## **Municipally Significant Event – Application Process**

In order to be deemed an event of municipal significance, your event requires a designation by the municipality in which the event will take place. Special Occasion Permit (SOP) applications to the AGCO 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. The clerk, or designate, has been given the delegated authority to consider applications for municipal significance.

Applicants who wish to request that West Grey designate their event to be of municipal significance must submit a complete application with the non-refundable application fee as noted in the fees and charges bylaw, to the clerk. Payment can be made by cash, cheque, or debit.

In terms of reviewing the event to determine if the event is of 'municipal significance', the clerk will consider the following:

- 1) Is the event an exhibition, event or function open to the general public that is being held within the West Grey?
- 2) Can the event be defined as:
  - a) Having local, regional, national or international historical or cultural significance; or
  - b) Does it build awareness of diverse cultures; or
  - c) Benefit the community at large.
- 3) Will the event host more than 100 members of the general public?

Prior to the designation of an event of municipal significance, all applications will be circulated to: West Grey Fire Services, West Grey Police Services, the Community Services division, and the Chief Building Official for review and comment.

Applicants whose events have been designated as municipally significant must agree to the following conditions:

- 1) Applicants 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 bylaws, street closures, etc.;
- 2) Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of West Grey 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 Municipality of West Grey harmless from all claims arising from the permit or event.

If approved, you will receive a letter addressed to the AGCO stating that your event has been deemed municipally significant.

**Please note:**

While the Municipality 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 West Grey, the Registrar may decide not to issue a public event SOP.

Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 30 days before requiring a response from the clerk, or their written designate. Applicants are encouraged to submit their request to the municipality prior to applying for a Special Occasion Permit with the AGCO where possible.

Incomplete applications shall be returned to the organizer for completion. Once completed and returned to the clerk, or their written designate, the 30-day review period shall re-commence upon receipt of the fully completed application.

### **FREQUENTLY ASKED QUESTIONS**

**1. What do I need to do to have my event deemed municipally significant?**

A completed application form and payment must be submitted no less than 30 days prior to your event with the required information.

**2. How long does the process take?**

The policy suggests the review process may take 30 days upon receipt of a complete application. 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 West Grey Fire Services, West Grey Police, the community services division, and the Chief Building Official for review and comment.

**Municipally Significant Event Application Form**

Please provide 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: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the West Grey?

Yes

No

Can the event be defined as: (Check all that apply to your event and explain in detail your reasoning)

Has local, regional, national or international historical or cultural significance; or

Builds awareness of diverse cultures; or

Benefits the community at large.

The applicant agrees to:

1. Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of West Grey 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 Municipality of West Grey harmless from all claims arising from the permit or event;
2. Serve the public interest by upholding the bylaws and policies of the Municipality of West Grey, and any other applicable legislation;
3. 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 bylaws, street closures, etc.; and
4. Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the West Grey Municipally Significant Events Policy.

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Applicant

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Date

**Privacy Statement:**

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, as amended. This information is collected and maintained for the purpose of determining if an event is a municipally significant event and to provide a letter to the AGCO. Questions about this collection should be directed to the Director of Legislative Services/Clerk at 519-369-2200 or [clerk@westgrey.com](mailto:clerk@westgrey.com).

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Office Use Only:

Approved  Date Approved:  
Not Approved

Reasons why: