



Special Events Policy

Department:	Legislative Services	Reviewed:	
Date:	April 2026	Revised:	
Approved by:	Council		

The Municipality of Central Elgin recognizes the many benefits that Special Events provide by promoting and improving upon the social, cultural, and economic wellbeing of the community. The Municipality is committed to applying a consistent, fair, and equitable approach to all Special Event Permit applications.

Central Elgin Council recognizes that residents have the right to expect that municipal property and resources will be managed in a reasonable manner and maintains boundaries to ensure that external groups have a defined process with set parameters under which they may be able to access public property and resources. Council is committed to working with groups and organizations that may host local events that are inclusive to all residents and each of our communities, while balancing its responsibility to the community as a whole.

1. PURPOSE:

The purpose of this policy is:

- a) To uphold the safety of Municipality of Central Elgin residents, event participants, and public assets;
- b) To ensure that all Federal and Provincial laws and regulations and Municipal By-laws are observed;
- c) To manage Special Event Permit applications in a fair and equitable manner;
- d) To provide Staff with clear criteria for considering and approving Special Event Permit applications.

2. DEFINITIONS:

2.1 **Event Organizer** is an individual, business or organization that applies for a Special Event Permit for the purpose of executing a Special Event, as defined in this policy.

2.2 **Municipally Significant Event** is an exhibition, event, or function open to the general public that is being held within the Municipality; has local, regional, national, or international historical or cultural significance; and benefits the community at large. Designation as a Municipally Significant Event enables an Event Organizer to apply for a Special Occasion Permit under the Liquor License Act, R.S.O., 1990, c.L. 19, as amended, for the sale and service of alcohol at a public event.

2.3 Special Event is a one-time, annual, or infrequently occurring event on or involving use of Municipality of Central Elgin property that is reserved for exclusive use, or involving activities regulated through Municipal Licensing that are otherwise not permitted; is open to the public; raises the Municipality's profile; and provides economic and cultural benefit to the Municipality. A Special Event can include use and rental of arenas, parks, streets, parking lots, and roadways.

3. APPLICABILITY:

- a) The Special Events Policy applies to Special Event Permit applicants and any other related individual, business, or organization operating as part of a Special Event.
- b) All Special Events on Municipality of Central Elgin property must be authorized by the Municipality in accordance with the Special Events Policy. The issuance of a Special Event Permit in addition to any applicable facility rental contracts and agreements shall constitute authorization by the Municipality of Central Elgin.

4. POLICY:

4.1 Administration

- a) The administration of this Policy is assigned to the Clerk or designate, who has delegated authority to perform all of the administrative functions under this policy, and without limitation may:
 - i) receive and issue all Special Event Permit applications;
 - ii) impose terms and conditions on Permit approvals in accordance with the provision of this Policy and applicable By-laws;
 - iii) refuse to issue a Permit, or revoke and suspend a Permit, including but not limited to the following grounds:
 1. Event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.
 2. Event conflicts with the Municipality of Central Elgin Strategic Plan or adversely impacts the Municipality's identity.
 3. Event may be adverse to public safety or the protection of persons and property.
 4. There are reasonable grounds to believe that a Permit application or other documents provided to the Clerk by or on behalf of the Event Organizer contains a false statement or has ceased to be accurate.
 5. Activities contrary to or not in compliance with Municipal policies or By-laws, or any provincial and federal laws will be conducted, promoted, or endorsed.
 6. The Event Organizer or any partner does not meet one or more of the requirements of the Special Event Policy or Administrative Procedures Manual.

- b) The Clerk or designate shall circulate all Special Event Permit applications and accompanying materials to the Technical Review Group for comment. The Technical Review Group should include the following:
- i) The Fire Chief or designate
 - ii) The Manager of By-law Enforcement
 - iii) The Parks and Recreation Superintendent
 - iv) The Manager of Parks and Facilities
 - v) The Procurement and Risk Analyst
 - vi) Representation from Roads and/or Engineering
 - vii) The Chief Building Official or designate
- c) The Technical Review Group shall have seven business days for review and submission of comments, after which the Clerk will proceed to evaluate the Permit application based upon any concerns received within the given time frame
- d) Where the Clerk has made a decision under 4.1a) and b) of this Policy, the Clerk's written notice of that decision shall be given to the Event Organizer by regular or electronic mail sent to the last address provided and written notice shall be deemed to have been given on the third day after it is mailed.
- e) The written notice to be given under 4.1c) shall:
- i) set out the grounds for the decision;
 - ii) give reasonable particulars of the grounds;
 - iii) indicate that approved Special Event Permits be collected in hard copy upon payment of the applicable license fee at the Municipal Office and displayed onsite during the Special Event;
 - iv) be signed by the Clerk; and
 - v) if the Permit application is denied, state that the Event Organizer is entitled to respond in writing within ten business days by providing reasons that the decision should be revised.
- f) Where reasons are provided pursuant to 4.1d), the Clerk shall take into consideration the reasons provided in determining whether they revise their decision. The Clerk will make a determination and advise of their decision in writing. Where no reasons are provided within the required time period, the decision of the Clerk is final.
- g) Non-compliance with the Special Event Policy, the Special Events Administrative Procedures Manual, or any other Municipality of Central Elgin policies may result in future Special Event Permit applications being denied.

- h) In addition to any other function prescribed in this Policy, the Clerk or designate may make regulations under this Policy, including:
 - i) prescribing the format and content of any forms or documents required under this Policy;
 - ii) authorizing special exemptions to the policy for the length or duration of a Special Event;
 - iii) prescribing criteria for any requirements or approval not otherwise specified; and,
 - iv) prescribing operational protocols to affect the spirit and intent of the event in compliance with federal, provincial, and municipal regulations.

4.2 Requirements of Event Organizers

- a) The Event Organizer shall comply with the requirements of the Special Events Policy, Administrative Procedures Manual and all provincial, federal, and Municipal legislation, By-laws, and regulations.
- b) In addition to the required materials as part of the Special Event Permit application, the Event Organizer is required to provide evidence of all licenses and permits necessary to operate all aspects of the event.
- c) It is the responsibility of the Event Organizer to ensure that all third-party contractors, service providers, and vendors participating in the event comply with 4.2a) and b).

4.3 Fees

- a) All permit and rental fees must be paid before the event occurs, unless otherwise indicated.
- b) Notwithstanding that fees will be paid prior to the event, some fees may be applied retroactively.