

Attachment 1 – Delegation of Authority to the City Clerk related to Bring-your-own Event permits

Events to be designated as a cultural or community event for a Bring-your-own Event permit:

The City Clerk may endorse a request for an event to be designated as a cultural or community event for the purpose of obtaining a Bring-your-own Event permit, if:

1. The City Clerk has notified the Ward Councillor(s) and no objection is received from the Ward Councillor(s), after being notified by the City Clerk; and
2. The Applicant confirms the event is:
 - A public event;
 - Being held outdoors; and
 - At ground level.
3. The Applicant provides proof of either a(n):
 - a. Application submission for a Street Event Permit, issued by Transportation Services;
 - b. Special Event Permit, issued by Parks and Recreation;
 - c. Civic Centre or Public Square Event Permit, issued by Corporate Real Estate Management; or
 - d. Application submission for a Nathan Phillips Square Event Permit, issued by Economic Development and Culture.
4. The event meets the criteria of municipal significance, as adopted by Council.

*Note: Bring-your-own events related to a sporting event do not require endorsement by the City. These events are held in connection with, and in proximity to, a professional, semi-professional or post-secondary sporting event and the application process is managed entirely by the Alcohol and Gaming Commission of Ontario.

Attachment 2 – Proposed Amendments to Administrative Procedures Regarding the Existing Delegation of Authority to the City Clerk for Temporary Liquor Licences

*Note: All procedures exclude temporary patio extensions approved under the CaféTO Program.

1. A complete application is to be submitted online no less than 10 business days prior to the event start date. The City Clerk will consider special circumstances where this deadline cannot be met on a case-by-case basis; however, the City Clerk cannot guarantee processing if the event is within three working days' notice.

- To be considered complete, all applications must include a completed Temporary Liquor Licence Endorsement application form.
- For the following types of applications additional documentation is also required for an application to be considered complete:

Special Occasion Permit (outdoor):

- a site or floor plan indicating the area to be temporarily licenced for service.

Extension of Premises (outdoor patio):

- a site or floor plan indicating the area to be temporarily licenced for an outdoor patio extension.

Extension of Hours (4 a.m. Extension):

- a letter of support from the event partner or sponsor.

Bring-your-own Event Permit (cultural community event):

- a site or floor plan indicating the area to be temporarily licenced for service; and
- proof of either a(n):
 1. Application submission for a Street Event Permit, issued by Transportation Services;
 2. Special Event Permit, issued by Parks and Recreation;
 3. Civic Centre or Public Square Event Permit, issued by Corporate Real Estate Management; or
 4. Application submission for a Nathan Phillips Square Event Permit, issued by Economic Development and Culture.

2. The City Clerk will review the application to determine if the application meets the criteria within 2 business days of submission.

3. The City Clerk will send a notification to the Ward Councillor(s) asking if the Councillor(s) objects to the application.

4. If a request is received less than 3 business days before an event, the City Clerk will send a specific communication regarding the shortened timelines to the Ward Councillor(s) Office(s) to ensure consultation on the request.
5. The City Clerk will issue a non-objection or approval letter to the Alcohol and Gaming Commission of Ontario, with a copy to the applicant and the Ward Councillor(s), as applicable.
6. City Clerk's Office staff will periodically update the Liquor Licence website with a listing of approved and denied endorsements.