



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Licensing and By-law Services Division

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	February 6, 2018
SUBJECT/REPORT NO:	Delegated Authority for Special Occasions Permits (SOPs) (PED17220(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Adam Palmieri (905) 546-2424 Ext. 5438
SUBMITTED BY:	Ken Leendertse Director, Licensing and By-law Services Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

That the Director of Licensing and By-law Services or designate be delegated the authority to designate events under Special Occasion Permits as “municipally significant”, if all required plans and documents are received, and to address any other related matters that apply to Special Occasion Permits, which have been previously designated by Council.

EXECUTIVE SUMMARY

As a business improvement process, Staff is seeking delegated authority from Council to the Director of Licensing and By-law Services to designate if a Special Occasion Permit (SOP) is of municipal significance. The recommendation will streamline the process and provide better customer service.

The new process will ensure Ward Councillor support but will negate the need to have a Council resolution for every Special Occasion Permit request.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial – Staffing - Legal: N/A

HISTORICAL BACKGROUND

Alcohol and Gaming Commission of Ontario (AGCO), Special Occasion Permit Application Guide confirms applications are to be received at least 10 days prior to any indoor event, and at least 30 days prior to any outdoor event (with less than 5,000 attendees). The requirement of the municipal resolution is that it be in the form of a delegated municipal official to designate the event as municipally significant.

The current practice is to seek a Council resolution through a motion to designate an event as municipally significant.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

AGCO, Special Occasion Permit Regulations
Liquor License Act

RELEVANT CONSULTATION

The Open for Business Sub-Committee was consulted in the preparation of this Report.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

As a business improvement process, staff is seeking delegated authority from Council to the Director of Licensing and By-law Services to designate if a SOP is of municipal significance.

A SOP is required anytime alcohol is served anywhere other than in a licensed establishment or a private place. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business.

The AGCO may only issue a SOP for public events liquor sales to a registered charity, a registered non-profit organization, an event of provincial, national or international significance, or an event designated by Municipal Council as an event of municipal significance. The AGCO requests a municipal resolution or letter from a delegated municipal authority designating the event as municipally significant.

The current process is that Licensing and By-law Services seeks approval from all the stakeholders including Fire, Health, Building, Planning and the Ward Councillor prior to submitting a motion to Council designating an event as municipally significant. Council then considers this motion during their monthly meeting and a report back to the AGCO follows the approval.

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In 2016, the City of Hamilton authorized a total of 186 SOPs. Of these, 23 required Council resolutions. In 2017, the City of Hamilton authorized 147 SOPs and 38 required Council resolution. The requirement of a Council resolution is often inconvenient for the customer, as Council resolution occurs bi-monthly, however requests for SOPs do not follow those same timelines.

By allowing for a delegated authority, the current process would continue to be followed including comments and consideration by the Ward Councillor. However, no longer would Council be required to approve a motion for municipal significance for SOPs.

Although the City will provide a letter designating an event municipally significant, the AGCO will make the final decision based on criteria being met in order for a SOP to be issued for liquor sales at a public event.

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Healthy and Safe Communities

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

APPENDICES AND SCHEDULES

N/A

KL/AP/st