



# CITY OF MEADOW LAKE POLICY

<b>SECTION:</b>	Recreation	<b>NUMBER:</b> 500-16-001	<b>RESOLUTION:</b> 238/16, 166/24
<b>TITLE:</b>	Special Event Permits	<b>EFFECTIVE DATE:</b> July 25, 2016	
<b>ORIGIN/AUTHORITY:</b>	Council	<b>REVISED:</b> June 10, 2024	
<b>DEPARTMENT:</b>	Administration, Recreation	<b>PAGES:</b> 2	

## 1. PURPOSE:

The Saskatchewan Liquor and Gaming Authority (SLGA) requires that certain types of event permits be granted municipal approval. The purpose of this policy is to provide guidance for event organizers outlining their responsibilities, and for municipal staff in determining whether or not to approve an application.

## 2. DEFINITIONS:

“Alcohol Use Events” - means community events in which a Special Occasion Sale Permit has been obtained for alcohol sales or alcohol consumption in designated areas.

“City Council” - means the elected legislative body representing the residents of the City of Meadow Lake

“City Parks” - developed and undeveloped natural areas on City land that include open spaces, trails, greenways, plazas, sports fields and ball diamonds that are used primarily for public recreation and leisure purposes.

“City Facilities” - are City owned buildings used to conduct City business and where the general public gathers for social, recreation, cultural and other related purposes. It shall include individual rooms, spaces and features within buildings such as ice pads, pools, gymnasiums; and physical structures within City Parks such as picnic shelters, washrooms, amphitheatres, playgrounds, etc.

“Event Organizer” - the organization, group or individual(s) who are responsible for hosting the community event.

“Farmers’ Market” – as defined in Part 1, Section 2 of *The Alcohol Control Regulations*, 2016:

“**farmers’ market** means a market:

- (a) that is approved by the municipality in which it is situated;
- (b) that occurs on regularly scheduled days during at least 3 consecutive months;
- (c) at which the items offered for sale are predominately agricultural produce and food products;
- (d) that is operated by a board of directors or an advisory oversight committee; and
- (e) that is approved by the Saskatchewan Health Authority”

“SLGA” - means the Saskatchewan Liquor and Gaming Authority

“Special Occasion Sale Permit” - a permit provided by SLGA for functions where there is a direct or indirect charge for beverage alcohol, or where the event is open to the public.

“Vendor Only Event” - means a Permit that has been issued for the sale of alcohol in a sealed container, in an approved market setting, and not for consumption at the event site.

### **3. AUTHORIZATION:**

The City Council of Meadow Lake authorizes City Administration to approve applications for Alcohol Use Events and Vendor Sales Events requiring municipal approval for SLGA, provided the applicants meet the requirements set out in this policy. City Administration may, at their discretion, forward any application to Council for additional review and approval.

### **4. POLICY:**

#### **4.1 General Principles**

- a. Alcohol Use Events are permitted as a component of a larger event and approval will depend on factors such as:
  - i. The site and type of event;
  - ii. Efforts the Event Organizer makes to ensure the safety and security of their event;
  - iii. Efforts the Event Organizer makes to ensure the alcohol sales and service area does not become the focal point of the event; and
  - iv. The history of the event
- b. Written approval from the City is required to obtain a Special Occasion Sale Permit from the SLGA for Alcohol Use Events in City Parks and Facilities. Written approval is also required for vendor sales of alcohol without consumption on site.
- c. Farmers’ Markets operating within the City of Meadow Lake are eligible to apply for Vendor Sales Events. Other applications for Vendor Sales Events require approval from City Council.

#### 4.2 Procedure for Eligible Events

- a. For all event permits requiring municipal approval, the Event Organizer shall submit a completed Special Occasion Permit Application Form to the City Clerk a minimum of four (4) weeks prior to the event date.
- b. The event organizers are responsible to ensure compliance with all provincial alcohol regulations. The application must include a site plan containing all information required by SLGA regarding the event layout.
- c. Event Organizers are responsible to provide adequate, reasonable security and crowd control for their event. This includes control of entry, removal of non-invitees, control of rowdy behavior, and prevention of minors from accessing the alcohol serving areas. The event organizers' plan to address their security needs must be clearly outlined in their application.
- d. For outdoor events, the event organizers will be required to take reasonable steps to minimize noise impact to any surrounding residential areas and to communicate with neighboring properties about the event. This plan must be outlined in the application form.
- e. Where an extension to the Noise Bylaw is requested, application must be made to Council.
- f. All applicants requesting a Special Event Permit must provide proof of adequate liability insurance before an application will be approved.
- g. In the event that SLGA regulations and/or the terms of the Special Event Permit are not adhered to, Administration will refuse to issue any future approvals to the Event Organizer. Requests for future events after refusal must be directed to Council.
- h. Periodic reports shall be submitted to Council summarizing the applications received and their results.