

**Date:** 2023-03-27

**Subject:** **Delegated Authority Exercised by the City Clerk – Special Occasion Permit Requests Requiring Municipal Significance Designation by the City Clerk**

**Contact:** Laurie Robinson, Supervisor, Business Operations, City Clerk’s Office

**Report Number:** Legislative Services-2023-232

**Recommendations:**

1. That the report from Laurie Robinson, Business Coordinator, City Clerk’s Office to the City Council Meeting of April 5, 2023, re: **Delegated Authority Exercised by the City Clerk – Special Occasion Permit Requests Requiring Municipal Significance Designation by the City Clerk**, be received.

**Overview:**

- **In May 2012, Council delegated authority to the City Clerk to designate a Special Occasion Permit (SOP) for a public liquor sales event as being municipally significant, in the absence of a scheduled City Council meeting more than two (2) weeks from the date a request is received, and where the application submission deadline by the applicant to the Alcohol & Gaming Commission of Ontario (AGCO) is before a scheduled City Council meeting subject to the following conditions:**
  - a) **Where the application is circulated to the Mayor and Ward Councillors for the ward(s) in which the event is located and appropriate City staff, and where no objection is identified, the Clerk shall issue a municipally significant designation letter; or,**
  - b) **Where the application is circulated to the Mayor and Ward Councillors for the ward(s) in which the event is located and appropriate City staff, and where an objection is identified, the Clerk shall present the application to the next Council meeting for consideration, time permitting, and Council shall decide if the event is to receive a municipally significant designation; and,**

**c) The City Clerk be requested to report to Council any exercise of the delegated authority described above, on a quarterly basis.**

**Background:**

In May 2012, Council delegated authority to the City Clerk to designate a Special Occasion Permit (SOP) for a public liquor sales event as being municipally significant, in the absence of a scheduled City Council meeting more than two (2) weeks from the date a request is received, and to report to Council any exercise of the delegated authority as described above, on a quarterly basis.

**Current Situation:**

Appendix 1 sets out a table summarizing such requests and actions taken by the City Clerk. The timing of the requests from Spectrum Entertainment, City of Brampton-Corporate Events and Protocol and Queen Manor Event Centre, in consideration of scheduled Council meetings and application submission deadline by the applicants to the AGCO, did not permit a report to be provided to Council.

**Corporate Implications:**

Financial Implications:

There are no financial implications resulting from this report.

**Term of Council Priorities:**

This report aligns with the strategic directions that Brampton is a Mosaic and a Well-run City by enabling and supporting community events in the City.

**Conclusion:**

This report provides information regarding the exercise of delegated authority by the City Clerk for Special Occasion permit public liquor sales events, in accordance with the Administrative Authority By-law 216-2017.

Authored by:

Reviewed by:

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Laurie Robinson, Supervisor,  
Business Operations, City Clerk's  
Office

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Peter Fay  
City Clerk

Approved by:

Approved by:

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Paul Morrison  
Commissioner, Legislative Services

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Marlon Kallideen  
Chief Administrative Officer

**Attachments:**

- Attachment 1 – Appendix 1-Summary Report