



Municipality of Souris-Glenwood Policy

Title:	Municipally Significant Events
Number:	34-2025
Approved By:	Council (Res. 2025-439)
Administered By:	Administration
Effective Date:	October 15, 2025
Revision Date:	n/a

This policy is intended to clarify and streamline the process for organizers of public events who wish to have the Municipality of Souris-Glenwood designate their event as a “municipally significant event” so that they may apply to acquire a Special Occasion Permit (SOP) under The Liquor, Gaming and Cannabis Control Act (C.C.S.M. c. L153) and Regulation 66/2014 (Registered March 13, 2014).

1. PURPOSE

The purpose of the policy is to establish guidelines, criteria, and conditions for events to be designated as events of municipal significance. A SOP is required any time alcohol is offered for sale, served, or consumed anywhere other than in a licensed establishment or a private place. SOPs are issued for occasional special events and not for an ongoing business. The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) is the authority that issues SOPs.

2. APPLICABILITY

This policy shall apply to public event organizers seeking designation of the public event as a “municipally significant event” for the purpose of applying to acquire a Special Occasion Permit under The Liquor, Gaming and Cannabis Control Act (C.C.S.M. c. L153) and Regulation 66/2014 (Registered March 13, 2014).

3. DEFINITIONS

Business day – shall mean any of Monday, Tuesday, Wednesday, Thursday or Friday, excluding any of those days that fall on a statutory holiday.

Municipality – shall mean the Municipality of Souris-Glenwood.

Municipally significant event – shall mean a one-time, annual, or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time, and which:

- Advertises to the general public;
- Enhances or promotes a local community asset (e.g. heritage feature, local park, local community group); and

- Has direct local community significance and promotes Souris-Glenwood's social, cultural, and economic development while adhering to municipal bylaws and ensuring public safety at all times.

4. DELEGATED AUTHORITY

The Chief Administrative Officer, or their written designate, is delegated authority to issue a letter designating a public event as a municipally significant event, on behalf of the municipality.

5. GUIDELINES AND INFORMATION

Applicants who wish to request the municipality designate their event to be of municipal significance must submit the request in writing to the Chief Administrative Officer including the following information:

- Organization name;
- Contact person;
- Contact information;
- Objectives of the organization;
- Reason(s) the organization believe their event should be deemed "municipally significant";
- Date of the event;
- Anticipated attendance; and
- The request must be submitted with the required application fee as per the municipality's fees and charges bylaw (if applicable).

Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 10 business days before requiring a response from the Chief Administrative Officer, or their written designate. Applicants are encouraged to submit their request to the municipality prior to applying for a Special Occasion Permit with the LGCA where possible.

Incomplete applications shall be returned to the organizer for completion. Once completed and returned to the Chief Administrative Officer, or their written designate, the 10 day review period shall re-commence upon receipt of the fully completed application.

6. CIRCULATION

The Chief Administrative Officer, or their written designate, may circulate all applications for designation as a municipally significant event to the following interested parties for comment if deemed appropriate:

- Souris-Glenwood Fire Services;
- Souris-Glenwood RCMP Detachment;
- Souris-Glenwood Building Inspector

The interested parties noted above shall be given five business days to provide any concerns regarding the application for designation as a municipally significant event, after which the Chief Administrative Officer, or their written designate, will proceed to evaluate the request for designation as a municipally significant event based upon any concerns received within the given time frame.

7. CRITERIA

In terms of reviewing the event to determine if the event is of “municipal significance”, the municipality will consider the following:

- Does the event benefit the community?
- Does the event have a significant community profile?
- Is it a community celebration of special importance that will benefit the community?
- Is the event a public gathering to participate in athletic, social, religious, cultural, recreation, educational programs, or one with other community objectives?

The municipality is not obligated to designate any event as municipally significant. The decision of the Chief Administrative Officer, or their written designate, to designate, or not, a public event as a municipally significant event shall be final.

8. CONDITIONS

Applicants must obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the municipality as an additional insured, at least 10 business days prior to the event. The permit holder shall be required to indemnify and save the Municipality of Souris-Glenwood harmless from all claims arising from the permit or event. Each event would be considered on its own merit, noting that the actual insurance limits required may be increased at the discretion of the municipality.

While the municipality may designate an event, the Registrar for the LGCA ultimately has the final decision of whether or not to issue a SOP for a public event. In other words, even with a designation by the municipality, the Registrar may decide not to issue a Public Event SOP.

Trade shows and other for-profit commercial events will not be designated as a municipally significant event, and these proponents would be encouraged to partner with a non-profit or charitable organization or third party to obtain a Public Event SOP.

The municipal alcohol policy will also apply.

Events designated as municipally significant must continue to assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise Bylaws, Street Closures, etc.

Municipally Significant Event – Application Process

In order to be deemed an event of municipal significance, your event requires designation by the municipality in which the event will take place. Special Occasion Permit (SOP) applications to the LGCA for a municipally significant public event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. The Chief Administrative Officer, or designate, has been given the delegated authority to consider applications for municipal significance.

Applicants who wish to request that the Municipality of Souris-Glenwood designate their event to be of municipal significance must submit a complete application with any applicable fees (subject to “Fee By-law” non-refundable application fee to the Chief Administrative Officer. Payment can be made by cash, cheque, or debit.

In terms of reviewing the event to determine if the event is of ‘municipal significance’, the Chief Administrative Officer will consider the following:

- 1) Is the event an exhibition, event or function open to the general public that is being held within the Municipality of Souris-Glenwood?
- 2) Can the event be defined as:
 - a) Having local, regional, national or international historical or cultural significance; or
 - b) Does it build awareness of diverse cultures; or
 - c) Benefit the community at large.
- 3) Will the event host more than 100 members of the general public?

Prior to the designation of an event of municipal significance, all applications will be circulated to: Souris-Glenwood Fire Services, Souris-Glenwood RCMP detachment Services, and the Building Inspector, if appropriate for review and comment.

Applicants whose events have been designated as municipally significant must agree to the following conditions:

- 1) Applicants assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, noise bylaws, street closures, etc.;
- 2) Applicants must obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the Municipality of Souris-Glenwood as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Chief Administrative Officer. The permit holder shall be required to indemnify and save the Municipality of Souris-Glenwood harmless from all claims arising from the permit or event.

Policy 34-2025 Municipally Significant Events – Appendix “A” Information Sheet

If approved, you will receive a letter addressed to the LGCA stating that your event has been deemed municipally significant.

Please note:

While the Municipality may designate an event, the Registrar for the LGCA ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from the Municipality of Souris-Glenwood, the Registrar may decide not to issue a public event SOP.

Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 10 days before requiring a response from the Chief Administrative Officer, or their written designate. Applicants are encouraged to submit their request to the municipality prior to applying for a Special Occasion Permit with the LGCA where possible.

Incomplete applications shall be returned to the organizer for completion. Once completed and returned to the Chief Administrative Officer, or their written designate, the 10-day review period shall re-commence upon receipt of the fully completed application.

FREQUENTLY ASKED QUESTIONS

1. What do I need to do to have my event deemed municipally significant?
A completed application form and payment must be submitted no less than 10 working days prior to your event with the required information.
2. How long does the process take?
The policy suggests the review process may take 10 days upon receipt of a complete application. Please keep in mind that the LGCA may have different time frames based on the size of the event.
3. What departments or agencies review the information for the proposed event?
4. The distribution may include Souris-Glenwood Fire Services, Souris-Glenwood RCMP detachment, and the Building Inspector for review and comment.

Municipally Significant Event Application Form

Please provide the following information:

Organization Name: _____

Contact Person: _____

Contact Information: _____

Objects of the Organization:

Reason(s) the organization believes their event should be deemed ‘municipally significant’:

Date of the event: _____

Location of the Event: _____

Anticipated attendance: _____

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the Souris-Glenwood?

Yes: ☐

No: ☐

Can the event be defined as: (Check all that apply to your event and explain in detail your reasoning)

- ☐ Has local, regional, national or international historical or cultural significance; or
- ☐ Builds awareness of diverse cultures; or
- ☐ Benefits the community at large.

Policy 34-2025 Municipally Significant Events – Appendix “B” Application Form

The applicant agrees to:

1. Obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the Municipality of Souris-Glenwood as an additional insured, at least 10 business days prior to the event and must provide a certificate of insurance to the Chief Administrative Officer. The permit holder shall be required to indemnify and save the Municipality of Souris-Glenwood harmless from all claims arising from the permit or event;
2. Serve the public interest by upholding the bylaws and policies of the Municipality of Souris-Glenwood, and any other applicable legislation;
3. Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, noise bylaws, street closures, etc.;
4. Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the Souris-Glenwood Municipally Significant Events Policy.

Applicant Signature:

Date

Privacy Statement:

Personal information on this form is collected under the authority of The Municipal Act, C.C.S.M. c. M225. This information is collected and maintained for the purpose of determining if an event is a municipally significant event and to provide a letter to the LGCA. Questions about this collection should be directed to the Chief Administrative Officer at 204 483 5200 or sg.info@sourismanitoba.com

Office Use Only:

Approved: ☐

Denied: ☐

Reasons why if denied: _____