

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Municipal Clerk
Date: February 19, 2026
Subject: Request for Designation of Municipally Significant Event – Lighthouse Cove & District Lions Club Fundraising Event – June 13, 2026

Recommendation

Designate the Lighthouse Cove & District Lions Club fundraising event, scheduled for Saturday, June 13, 2026 at the property municipally known as 17845 Melody Drive (also known as 999 Quenneville Drive), as “municipally significant”, as presented at the April 14, 2026 Council meeting.

Strategic Objectives

This report does not relate to one of Council’s Strategic Objectives but is a citizen-centered municipal function.

Background

Attached (Appendix A) is a copy of the correspondence received from the Lighthouse Cove & District Lions Club relating to the fundraising event scheduled for June 13, 2026. While the letter speaks primarily to fundraising, the event organizers have advised that alcohol will be served at the event, therefore a Special Occasion Permit (SOP) will be required.

Comments

The Alcohol and Gaming Commission of Ontario (AGCO) administers the SOP program, which includes the sale and service of alcohol on special occasions such as charity fundraisers.

There are three types of special occasions for which a permit may be issued:

1. Private Event: for events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

2. Public Events: for events that are open to the public. These events can be advertised and allow for fundraising including profit from the sale of alcohol.
3. Industry Promotional Events: for events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

The Lighthouse Cove & District Lions Club intends to host the public fundraising event at Lighthouse Cove Lions Park, located at municipal address 17845 Melody Drive (also known as 999 Quenneville Drive).

Public Event permits can only be issued by the AGCO for events by registered charities or non-profits, or for events of "municipal significance". In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. SOP applications 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.

Building, By-law, Fire and Recreation Services divisions were consulted and advised that there are no concerns relating to the request for "municipally significant event" designation, provided that the event organizers ensure access is maintained up to the facility as best they can for emergency services in case a medical or other unforeseen emergency occurs, must help ensure that smoking occurs in accordance with the *Smoke-Free Ontario Act* and that the event complies with the provisions of the Municipality's Noise By-law. Should tents be installed, building permits will be required.

In addition, the event organizers must provide:

- a site plan to denote the location of stages, portables, parking, additional bathroom facilities, tents or fencing, as well as the designated area being used to serve alcohol (with dimensions);
- a description of materials used to identify the designated area (i.e. snow or chain link fencing);
- the location, number and size of exits from the designated area;
- emergency plan;
- certificate of insurance (including alcohol);
- SmartServe plan.

The event organizers must also submit an application to the Special Event Committee to receive approval and enter into an indemnification agreement with the Municipality that will include sufficient insurance limits and name the Municipality of Lakeshore as an additional insured.

Financial Impacts

The event organizers have paid the \$54.00 application fee for consideration of the designation of the event.

It is noted that the event organizers must go through the Special Event Committee process for approval, which currently has no associated fee. A municipally-approved event does not require a Noise By-law Exemption permit.

Attachments

Appendix A – Lighthouse Cove & District Lions Club letter of request

Report Approval Details

Document Title:	Request for Municipally Significant Event - Lighthouse Cove Lions (June 2026).docx
Attachments:	- Appendix A - Lighthouse Cove and District Lions Club request for June 13, 2026 event.pdf
Final Approval Date:	Apr 1, 2026

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by Justin Rousseau