

POLICY TITLE: Special Events Liquor Permit Policy

Policy Objective	To establish policy with regards to special events liquor permits on public property
Authority	Resolution 32/25
Supporting bylaw	
Related Policy(s)	

OBJECTIVE

The purpose of this policy is to provide guidelines for approval of applications for special events liquor permits that will occur on municipal property within the municipal boundaries of the Town of Outlook.

SCOPE

This policy applies to all public property within the municipal boundaries of the Town of Outlook. This policy, in no way, supercedes the authority of Saskatchewan Liquor and Gaming but is only to support applications to that authority.

ELIGIBILITY/EXCEPTIONS

User groups renting the Outlook Civic Centre do not ordinarily require a letter of permission from the Town of Outlook for special occasion liquor permits, if Sask Liquor and Gaming does require a letter of permission for such occasion, the general regulations of this policy would apply.

User groups renting any part of the Jim Kook Recplex would not require a special occasion permit as the Town of Outlook has an ongoing liquor license for the full facility, this policy does not apply to the Jim Kook Recplex.

POLICY GENERAL REGULATIONS

1. No fee is required for the issuance of a special occasion liquor permit support letter.
2. In the case where any charitable organization or not for profit group is making application for a special occasions liquor permit, the Chief Administrative Officer or their designate will have authority to provide a letter of support from the Town

of Outlook which will detail the times permitted for the liquor permit and any and all municipal conditions required by the Town of Outlook.

3. In the case where a for profit business or individual is making application for a special occasions liquor permit, the following procedure will be followed:
 - a. The individual or for profit business will identify what the profits will be used for
 - b. The Chief Administrative Officer will ensure that the use of the profits aligns with the key values of the Town of Outlook
 - c. Should the use of profits not align with the key values, in the Chief Administrative Officer's opinion, they shall confer with the Mayor.
 - d. Should the use of profits not align with the key values, in the Mayor's opinion, this shall be brought to the next Council meeting for decision of Council
 - e. No letter of support shall be drafted by the Town unless either subsections b, c, or d above are found to met
 - f. Should a letter of permit be issued it will detail the times permitted for the liquor permit and any and all municipal conditions required by the Town of Outlook
4. The Chief Administrative Officer or their designate will sign a letter permitting the sale of liquor on public property subject to section 2 or 3 of this policy without notification to Council.
5. Once approved for a special occasion permit, the applicant will need to follow all regulations required by Saskatchewan Liquor and Gaming Authority and any additional rules set forth by the Town of Outlook.
6. This policy is effective March 12, 2025.