



City of  
**Peterborough**

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**To: Members of the Arenas Parks and Recreation Advisory Committee**

**From: Rob Anderson, Recreation Division Coordinator**

**Meeting Date: March 20, 2018**

**Subject: Report APRAC18-006  
City Sponsored Events - Canada Day Parade Committee**

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## **Purpose**

A report to request that the 2018 Canada Day Parade Committee and its activities be designated as City Sponsored, and be covered under the City's insurance.

## **Recommendations**

That the Arenas Parks and Recreation Advisory Committee approve the recommendations outlined in Report APRAC18-006 dated March 20, 2018, of the Recreation Division Coordinator, as follows:

- a) That the Canada Day Parade Committee and its activities be approved as City sponsored, and be covered under the City's insurance policy; and
- b) That staff be authorized to enter into a City Sponsored Event/Activity Agreement with the Canada Day Parade Committee to allow its inclusion under the City's insurance policy.

## **Budget and Financial Implications**

There is no budget or financial implication resulting from the approval of the recommendation of this report.

## Background

It is a long standing practice that City staff work with a volunteer committee in the preparation and staging of the Canada Day Parade. The City of Peterborough benefits from the hard work and dedication of such volunteers.

In response to direction provided by the City's insurance broker beginning in 2006, City Staff developed a Terms of Reference that defines volunteer activities and clarifies their role as being under the Municipality's direction. This allows the events and activities to be covered under the municipality's insurance policy as volunteers of the Municipality.

As per section 2.1 (d) of By-Law 07-041, the Arenas Parks and Recreation Advisory Committee has authority to approve volunteer groups to be covered by the City's insurance program. Staff recommends that the 2018 Canada Day Parade Committee and its activities, be approved as City sponsored and be covered under the City's insurance.

While the Committee and its activities are covered under the City's insurance, the Committee is responsible for obtaining a certificate of insurance from every organization participating in the event, and that such certificate shall name the Committee and the Corporation of the City of Peterborough as an additional insured.

The Committee is also responsible for obtaining a "release and waiver" from every person participating in the event and that such waiver and release shall protect the Committee and the City from any liability for personal injury or death arising out of the person's participation in the event. It shall also contain a provision acknowledging that any risk or possibility of injury or death arising out of participating in the event is voluntarily assumed by each participant.

Submitted by,

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Recreation Division Coordinator

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