



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:** April 17, 2018

**Subject:** Report APRAC18-012  
Snofest Administrative Changes

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## **Purpose**

A report to inform of changes to the administration of Snofest.

## **Recommendation**

That the Arenas Parks and Recreation Advisory Committee approve the recommendation outlined in Report APRAC18-012 dated April 17, 2018, of the Recreation Division Coordinator, as follows:

That report APRAC18-012 be received for information.

## **Budget and Financial Implications**

There is no budget or financial implication resulting from the approval of the recommendation of report APRAC18-012.

## Background

Historically, the annual Peterborough Snofest events have been administered through a volunteer committee, with City Staff oversight and control. The volunteer committee and its activities have been covered annually under the City's insurance, through its designation as a City Sponsored Event. Approval for such designation falls under the authority of the Arenas Parks and Recreation Advisory Committee (APRAC), through section 2.1 (d) of City By-Law 07-041.

The combination of a decline in the number of volunteers participating on the Snofest Committee, and an increasing role for Staff to ensure necessary risk management measures are in place has significantly impacted the workload on the two Staff assigned to support Snofest. Their ability to meet their day-to-day operational responsibilities has been negatively impacted, particularly during December and January. This has resulted in a review of the manner in which Snofest is administered.

An internal Staff Committee has been established to lead Snofest. The workload will be spread out across a number of Staff, with expertise in such areas as event organization, promotion, financial monitoring, insurance and risk management. While there will still be a role for volunteers to participate in the staging of events, City Staff will assume the responsibility for the over-all management of Snofest. The specific scope of the volunteer role will be defined over the next few months.

Staff would like to recognize the value and long standing dedication of the volunteers who have participated on the Snofest Committee over the years.

Submitted by,

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Recreation Division Coordinator

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