



City of  
**Peterborough**

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**To:** **Members of the General Committee**

**From:** **Sheldon Laidman, Commissioner, Community Services**

**Meeting Date:** **March 11, 2024**

**Report:** **Request for Delegated Authority to deem approved events as Municipally Significant, Report CSRS24-001**

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## **Subject**

A report to provide the Commissioner of Community Services the delegated authority to deem events located at the Peterborough Memorial Centre and surrounding grounds as municipally significant as it relates to the provision of alcohol and to be permitted to approved municipally significant events to acquire a Special Occasion Permit under the Liquor License Act, S.O. 2019

## **Recommendation**

That Council approve the recommendation outlined in Report CSRS24-001, dated March 11, 2024, of the Commissioner of Community Services, as follows:

That the Commissioner of Community Services be provided delegated authority to deem events located at the Peterborough Memorial Centre and surrounding grounds as municipally significant and that delegated authority pertains only to the Peterborough Memorial Centre and surrounding grounds, as shown in Appendix A.

## **Executive Summary**

- The Peterborough Memorial Centre operates with a liquor license and service agreements that prevent certain events, such as beer and craft shows which focus on selling specialized alcohol, from using the existing license.
- Events wishing to sell alcohol out of the Peterborough Memorial Centre must obtain a Public Special Occasion Permit from the Alcohol and Gaming

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Commission of Ontario, which requires a letter deeming the event municipally significant.

- This report outlines the criteria that events must obtain prior to be deemed municipally significant.
- Staff recommend that municipally significant events be approved to take place at the PMC and surrounding grounds, as seen in Appendix A.
- To ensure the ability for the Peterborough Memorial Centre to host these types of events, staff recommend that the Commissioner of Community Services be provided with the delegated authority to deem events as municipally significant.

## Background

The Peterborough Memorial Centre (PMC) is the region's premier multi-use sport and entertainment venue. The venue is host to a range of events which cater to an increasingly diverse audience base within the community. An average of 50 special events occur per year, many of which do not require to be designated as municipally significant, as they are not focused on the sale of specialized alcohol products. However, there is an event requested in April 2024 which must be deemed municipally significant to proceed.

The PMC operates with a liquor license and service agreements to provide event attendees with alcoholic drinks and services. The existing service agreements include limitations on the types of alcohol that can be sold at specific rates as stipulated in the agreements. The existing liquor license held by the City cannot be extended to event organizers that fall outside of these agreements, due to both the language of the agreements and liability limitations. Events that wish to sell specialized alcoholic products, such as beer and craft shows, are required to obtain a Public Special Occasion Permit through the Alcohol and Gaming Commission of Ontario (AGCO) for their event to proceed.

Public Special Occasion Permits (SOP) are intended for charities and not-for-profit events. Events organized by private organizations are eligible to obtain a public SOP if the municipality hosting the event has deemed the event as municipally significant and provides written notice which must be attached to the application from the event organizer. In review of other municipalities staff has found it is common practice to deem certain events as municipally significant. Examples include the cities of Barrie, London, Guelph, and Kitchener. These municipalities include guidelines on the number of expected attendees, specific locations, and adherence to special event requirements such as obtaining a minimum level of general liability insurance.

Staff will continue to review requests for these types of events and are recommending that if other municipal facilities receive requests that require a municipally significant designation, the event be re-directed to the PMC building or grounds as this facility has the staffing expertise and other infrastructure necessary to oversee such an event. If

additional locations are required staff recommend that a formal policy be developed to extend this practice to additional indoor and outdoor municipal facilities.

The staff recommendation would provide the Commissioner of Community Services the delegated authority to deem events taking place at the PMC and surrounding grounds (Appendix A), as municipally significant, and provide the ability for event organizers to acquire the appropriate authorization for the sale and service of alcohol.

For an event to be deemed municipally significant the following criteria would be required to be met to the satisfaction of the Commissioner of Community Services:

- a) The request for designation as a municipally significant event on the prescribed application form has been received no less than ten (10) business days before requiring a response from the Commissioner of Community Services;
- b) The event follows current approval processes, including the circulation for review by internal divisions including but not limited to; Fire Services, Municipal Law Enforcement, Insurance and Risk Management, Chief Building Official, Peterborough Public Health, and Peterborough Police Services;
- c) Designate the event occurrence as one-time, annual, or infrequently occurring event, open to the public, and has a predetermined opening and closing date and time; and the event serves the public interest by upholding the by-laws and policies of The Corporation of the City of Peterborough, and any other applicable legislation; and
- d) falls within the definition of a municipally significant event and has met at least one of the following community significances meaning;
  - i. has local, regional, national, or international historical or cultural significance; or
  - ii. builds awareness of diverse cultures; or
  - iii. benefits the community at large.
- e) The event organizer satisfies the city's outlined insurance coverage, indemnification language, and other requirements as outlined through the internal review process and language as outlined in the PMC special event facility agreement.

Upon approval of the Commissioner of Community Services a letter will be provided to the applicant to confirm the event has been deemed of municipal significance.

## **Strategic Plan**

### **Community & Well-being**

Enhance the natural, recreational, sports, the arts, and cultural aspects of our community

### **Governance & Fiscal Sustainability**

Support a culture of continuous improvement, safety, and innovation to enhance cost-effective delivery of City programs and services.

Continue to leverage user fees that are competitive and market-balanced to reduce service subsidies through the tax base.

### **Engagement and Consultation**

Staff from the Alcohol and Gaming Commission of Ontario, internal city divisions including Insurance and Risk Management, Recreation and Parks Services, and Arts and Culture were consulted in the development of this report.

### **Budget and Financial Implications**

There are no anticipated budget and financial implications for this report. The delegation of this authority will allow for events of this type to book at the PMC in an efficient way which is ultimately beneficial for the PMC to meet its budget revenue targets.

### **Conclusion**

Staff are recommending that events at the PMC and surrounding groups that meet certain criteria be deemed municipally significant by the Commissioner of Community Services.

### **Attachments**

Appendix A : Aerial Map – Recommended location for Municipally Significant Events

Submitted by,

Sheldon Laidman  
Commissioner, Community Services

#### **Contact Name:**

Rob McAulay  
Director, Recreation and Parks Services  
Phone: 705-742-7777 Ext. 2204

Toll Free: 1-855-738-3755

Email: [rmcaulay@peterborough.ca](mailto:rmcaulay@peterborough.ca)

CSRS24-001 Appendix A - Request for Delegated Authority to deem approved events as Municipally Significant

