



City of
Peterborough

To: Members of the General Committee

From: Sheldon Laidman, Commissioner, Community Services

Meeting Date: April 2, 2024

Report: Request for Delegated Authority to obtain liquor sales licences in City Facilities, Report CSRS24-004

Subject

A report recommending the Commissioner of Community Services be granted delegated authority to authorize the submission of applications to obtain liquor sales licences for City facilities.

Recommendation

That Council approve the recommendation outlined in Report CSRS24-004, dated April 2, 2024, of the Commissioner, Community Services as follows:

That the CAO and Commissioner of Community Services be provided delegated authority to authorize the submission of applications and execution of documents related thereto to obtain liquor sales licences for City facilities in forms acceptable to the City Solicitor.

Executive Summary

- The City currently holds an active liquor licence at the Peterborough Memorial Centre and an expired license at Healthy Planet Arena.
- Staff are currently seeking a liquor sales licence for McDonnel Street Community Centre to support facility rentals and programming.
- When applying for a new licence, or renewal of an expired licence, part of the application includes a “Signature of Applicant – Corporation” form that confirms

individuals with signing authority on behalf of the Corporation have reviewed and authorize the submission of the liquor sales application.

- Staff are recommending that both the CAO and Commissioner, Community Services be provided the delegated authority to sign this document to allow for an efficient application process for the current open application at McDonnel Street Community Centre, and any renewals of existing licences or new licence applications that will be required in the future.

Background

McDonnel Street Community Centre was assumed by the City of Peterborough in 2023. Recreation and Parks Services is offering several programs and accepting facility rentals at the Centre. The City has also entered into a Licence Agreement with the Lawn Bowling Club in order to continue their programs and services at the Centre.

To continue to offer services out of the Centre that were previously available, staff from Recreation and Parks Services have applied through the Alcohol and Gaming Commission of Ontario for a liquor sales licence, in order to sell alcohol to participants of the Lawn Bowling Club during their programs, as well as for special events offered through Recreation and Parks, and to support facility rentals such as weddings and banquets.

The application is an in-depth process, where letters of approval are required from Public Health, Fire, the Building Division, and the Clerks Office. Letters of approval have been received from all required parties. The final outstanding document is a “Signature of Applicant – Corporation” form which must be signed by a representative of the Corporation with signing authority.

The liquor licence at Healthy Planet Arena expired in 2023. Staff are completing a needs assessment to determine if this licence is required. Additional facilities, such as the Naval Memorial Park or future facilities may benefit from a liquor sales licence depending on programming and rental activities.

Staff are recommending that both the CAO and Commissioner of Community Services be provided delegated authority to authorize the submission of liquor sales applications on behalf of the City in support of City facilities.

Strategic Plan

Governance & Fiscal Sustainability

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

Engagement and Consultation

Peterborough Public Health, and staff from Recreation and Parks Services, Fire, Clerks, Building, and Risk Management divisions were consulted in the application process.

Budget and Financial Implications

There are no anticipated financial implications for this report. The delegation of this authority will allow for events and programs access to purchase liquor efficiently, which is ultimately beneficial for Recreation and Parks Services to meet its facility rental and program budget revenue targets.

Conclusion

Staff are applying for a liquor sales licence at McDonnel Street Community Centre and completing a needs assessment of other facilities for a license. Staff recommend that the CAO and Commissioner, Community Services be provided the delegated authority to authorize the application submissions through the AGCO as required.

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