



City of
Peterborough

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

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

Meeting Date: **February 28, 2017**

Subject: **Report APRAC17-006
2017 Special Occasion Permits**

Purpose

A report to request that the Arenas Parks and Recreation Advisory Committee endorse the issuance of Public Event Special Occasion Permits for 2017 outdoor public events, that do not require a Municipal Designation, and are occurring on City property.

Recommendations

That the Arenas Parks and Recreation Advisory Committee approve the recommendations outlined in Report APRAC17-006 dated February 28, 2017, of the Recreation Division Coordinator, as follows:

That the issuance of Public Event Special Occasion permits be endorsed for the following 2017 Sport Tournaments and Special Events occurring on City property, in accordance with the *Liquor Licence Act*, and the City of Peterborough Alcohol Management Policy:

- i) Slopitch “May Two-Four Tournament” at Bowers Park;
- ii) Slopitch Association – Slofest Slo-pitch Tournament at Bowers Park;
- iii) Rotary Ribfest at Millennium Park;

- iv) Peterborough Folk Festival at Nicholls Oval Park;
- v) Pride in the Park at Millennium Park;
- vi) Kawartha Craft Beer Festival at Millennium Park;
- vii) Purple Onion Festival at Millennium Park; and
- viii) Various weddings/birthday celebrations at Nicholls Oval Park, Heritage Pavilion, Beavermead Pavilion, and Millennium Park.

Budget and Financial Implications

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

Background

In June of 2011, the Alcohol and Gaming Commission of Ontario (AGCO) combined the three former categories of the Special Occasion Permits (SOP) program (Fundraisers, Significant Events, and Community Events) into a single “Public Event” Category. The Public Event category allows the permit holder to conduct an event where members of the public are invited and where alcohol may be sold for a profit.

A registered charity, non-profit association or organization for the advancement of charitable education, religious or community objects may take out a Public Event SOP for an event occurring on municipally owned land, without the requirement to obtain a municipal designation. However, any other person or group (i.e. a promoter, for profit business, etc.) may be issued a Public Event SOP only if the event is designated by the municipality as one of municipal significance. Municipal designation can take the form of a resolution of Council or a letter from Council’s authorized designate, such as a municipal Clerk. Municipalities have the authority to decide whether or not to issue such a designation. While the particular event may receive a designation from a municipality, it is the AGCO who ultimately decides if the necessary criteria have been met in order for a permit to be issued.

This report identifies several outdoor sport tournaments and special events for which the organizers wish to obtain a SOP for their events, which are taking place on City owned property. None of these events require a municipal designation in order to receive a SOP, as per the *Liquor Licence Act*. However, endorsement of the SOP by the Arenas Parks and Recreation Advisory Committee provides assurance to the AGCO that the municipality does not object to the serving of alcohol at these outdoor events, occurring on municipal property.

Public events taking place outdoors are not required to restrict alcohol sale, service and consumption to designated beer tents, and may be expanded to include other areas that are part of the event. However, if the event is taking place on municipal property (e.g. park, arena), the municipality has the ability to either establish or approve the areas to which the SOP applies, or not approve the event at all. Regardless of the size of the proposed licensed area, a 0.9 metre high partition must be in place in order to distinguish the areas in which alcohol is allowed from the areas in which it is not allowed. Sufficient security must be provided by the event organizer to ensure that alcohol is sold, served, and consumed in compliance with the *Liquor Licence Act* and regulations.

Only a small number of Conveners/Organizers of tournaments and Special Events occurring at City owned outdoor facilities request a SOP.

The City's Alcohol Management Policy is in compliance with the *Liquor Licence Act*, and dictates to the event Conveners/Organizers the requirements that must be adhered to during the event operations.

Event Conveners/Organizers must:

- Sign a Hold Harmless agreement;
- Obtain third party liability insurance in the amount of \$5,000,000, with the City named as an additional insured, with the policy containing a cross liability clause;
- Remove all litter immediately after the event; and
- Abide by all terms and conditions of the City of Peterborough Alcohol Management Policy. (All event convenors receive a copy of the Alcohol Management Policy and must initial each page, indicating they have read and understand their responsibilities under the Policy.)

City staff will conduct a site visit with the organizers of each tournament and special event prior to and during the event, to ensure all requirements of the Municipal Alcohol Policy are understood and adhered to. The AGCO inspectors and the local Police are responsible for enforcing the *Liquor Licence Act* and its regulations.

Staff recommends the issuance of SOP's be endorsed by APRAC for the tournaments and special events identified in the Recommendations section of this report.

Future Special Occasion Permit Requests

If additional Special Occasion Permit requests are received for 2017, they will be presented to the Arenas Parks and Recreation Advisory Committee, for endorsement, as they become known. As of August 2, 2011, all SOP Public Event applicants are required to provide 30 days notice to municipal officials (e.g. Clerk's Office, Police, Fire and Health Departments) prior to the start of the event if fewer than 5,000 people are expected to attend, and 60 days notice prior to the start of the event if the event is expected to attract 5,000 or more people.

Submitted by,

Rob Anderson
Recreation Division Coordinator

Contact Name:
Rob Anderson
Phone: 705-742-7777 Ext. 1833
Toll Free: 1-855-738-3755
Fax: 705-748-8824
E-Mail: randerson@peterborough.ca