



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:** February 26, 2013

**SUBJECT:** Report APRAC13-005  
2013 Special Occasion Permits

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## **PURPOSE**

A report to request that the Arenas, Parks and Recreation Advisory Committee endorse the issuance of Special Occasion Permits for 2013 Public Events, that do not require a Municipal Designation, and are occurring on City property.

## **RECOMMENDATIONS**

That the Arenas, Parks and Recreation Advisory Committee endorse the recommendations outlined in Report APRAC13-005 dated February 26, 2013, of the Recreation Division Coordinator, as follows:

That the issuance of Special Occasions permits be supported for the following 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 Association - May Two-Four Tournament at Bowers Park on May 18 and 19, 2013;
- ii ) Slopitch Association – Slofest Slo-pitch Tournament at Morrow Park on June 29, 2013 and at Bowers Park on June 29 and June 30, 2013;

- iii ) Peterborough Rugby Club – Various Events at Nicholls Oval Park – Dates to be announced;
- iv ) A Taste of the Town at Millennium Park on July 1, 2013;
- v ) Chamber Social at Millennium Park on July 4, 2013;
- vi ) Creative Cocktail at Millennium Park on August 4, 2013;
- vii ) Peterborough Folk Festival at Nicholls Oval Park on August 24, 2013;
- viii ) Wakeboarding Championships at Beavermead Park from August 23 to 25, 2013;
- ix ) Community Information Carnival (formerly Peterborough Pride Parade) at Millennium Park on September 14, 2013; and
- x ) Various weddings/birthday celebrations at Nicholls Oval Park, Heritage Pavilion, and Millennium Park.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There is no budget or financial implication resulting from the endorsement of the recommendation in Report APRAC13-005.

## **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 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 events.

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 licenced 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 following tournaments and special events:

### **Tournament Descriptions**

#### May Two-Four Slo-pitch Tournament

The Slo-pitch Association – The May Two-Four Slo-pitch Tournament is in its fifth year of operation. The Tournament will be held at Bowers Park on Saturday, May 18<sup>th</sup> and Sunday, May 19<sup>th</sup>. The licensed area will be located at the Bowers Field House and will be open from 12:00 pm to 8:00 pm on both days.

#### Slofest Slo-pitch Tournament

The Peterborough Slo-pitch Association is hosting their 34<sup>th</sup> annual Slofest Tournament on Saturday, June 29<sup>th</sup> and Sunday, June 30<sup>th</sup>. This event is a qualifier for the Slo-pitch Provincials. Sixty teams are expected to participate. The tournament will be held at two parks, Morrow Park on June 29<sup>th</sup> and Bowers Park on June 29<sup>th</sup> and June 30<sup>th</sup>. The licensed area will be at the Bowers Park Field House on June 29<sup>th</sup> from 12 noon to 9:00 pm and June 30<sup>th</sup> from 12:00 pm to 6:00 pm.

#### Peterborough Rugby Club

In 2012, the Peterborough Rugby Club held two licensed events, Rugby Day in Peterborough on June 15<sup>th</sup> and the Platinum Oldies Rugby tournament on August 17<sup>th</sup>. Both events took place at Nicholls Oval Park, where the Clubs home field is. The Club plans on holding similar licensed events in 2013 at the new clubhouse. The dates of the events are yet to be determined.

### **Special Event Descriptions**

#### A Taste of the Town

This event, sponsored by Kawartha F.E.S.T., will be held on Monday, July 1<sup>st</sup> at Millennium Park as part of the Canada Day celebrations. This event will feature food vendors from the downtown area from 10:00 am to 4:00 pm. The licensed area will be located on the grassed area, beside the boathouse and will be open during the entire event.

#### Chamber Social

This was a new event in 2012 at Millennium Park. In 2013 the event will be held on Wednesday, July 3<sup>rd</sup> from 4 pm to 7 pm. This function is organized by the Greater Peterborough Chamber of Commerce, for all Chamber Members to network and enjoy some food and beverages. The Chamber partners with St. Verona's Restaurant to secure the SOP for the event.

Creative Cocktail

This was a new event in 2012 at Millennium Park. In 2013, the event will be held on Wednesday, July 31<sup>st</sup> from 5:30 pm to 10:30 pm. This event is hosted by the GPAEDC, to promote Economic Development in the Peterborough area. Trent University sponsored the liquor license and provided the food and refreshments.

Peterborough Folk Festival

The Peterborough Folk Festival holds its annual music festival at Nicholls Oval Park, on the Rotary Trail stage. Several music venues are also set up along the trail. The event will be held on Saturday, August 24<sup>th</sup>. The licensed area will be located at the Nicholls Oval pavilion, and will be open between 4:00 pm and 10:00 pm.

Wakeboard Competition

In 2011, the Kawartha Lakes Wakeboarding (KLW) Company and the Kawartha F.E.S.T. coordinated a National qualifier event, and in 2012, the organizers will once again host a National qualifier event on Friday, August 23<sup>th</sup> to Sunday, August 25<sup>th</sup>. In addition to the Wakeboard competition, the event will feature; live music stage, FMX Moto Cross Shows, KLW Boarder Village, a food court and beer garden.

The organizers have secured the Kinsmen Club of Peterborough to coordinate the licensed alcohol area for 2013, in the same manner as past years. The licensed area will be located just east of the south end of the beach area, and will be open between 11:00 am and 9:00 pm each day of the event.

Community Information Carnival (formerly Peterborough Pride Parade)

The Peterborough Pride Parade is an annual event, with the parade beginning at Millennium Park and continuing to City Hall. 2010 was the first year the event included a licensed alcohol area. In 2013, the parade will take place on September 14<sup>th</sup>. The licensed alcohol area will be located within Millennium Park, on the lawn north/east of the boathouse within an area of approximately 12 metres by 21 metres. It will be operated from 2:00 pm to 5:00 pm.

Various Wedding and Birthday Celebrations

In 2012 there were 3 wedding celebrations and one birthday celebration for which SOP's were obtained. One birthday and one wedding celebration occurred at Millennium Park and two wedding celebrations occurred at Ashburnham Park at the Heritage Pavilion. It is anticipated that SOP requests for such celebrations at Millennium Park and Ashburnham Park will be received in 2013. Staff is seeking APRAC's endorsement for the issuance of SOP's for these types of events.

### **Future Special Occasion Permit Requests**

If additional Special Occasion Permit requests are received for 2013, 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,

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