



City of
Peterborough

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

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

Meeting Date: **February 25, 2014**

Subject: **Report APRAC14-008
2014 - 2015 City Sponsored Events**

Purpose

A report to request specific community events and activities be designated as City Sponsored, and be covered under the City's insurance.

Recommendations

That the Arenas Parks and Recreation Advisory Committee approve the recommendations outlined in Report APRAC14-008 dated February 25, 2014, of the Recreation Division Coordinator, as follows:

- a) That the following special events and activities occurring between April 1, 2014 and March 31, 2015 be approved as City sponsored, and be covered under the City's insurance:
 - i) Victoria Day Festivities in Del Crary Park
 - ii) Canada Day Parade
 - iii) Canada Day Multicultural Stage Show and Park Festivities in Del Crary Park, including required road closures
 - iv) Artsweek
 - v) Snofest Winter Carnival
 - vi) Neighbourhood Associations
 - vii) Pathway of Fame
 - viii) Annual Terry Fox Run at Nicholls Oval

- ix) Peterborough Youth Commission
 - x) Peterborough Youth Council
- b) That staff be authorized to enter into a City Sponsored Event/Activity Agreement with each identified event/project organizer to allow their inclusion under the City's insurance policy.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendations in Report APRAC14-008.

Background

It is a long standing practice that City staff work with volunteer committees in the preparation and staging of a number of special events and activities operating in the community. While City staff has initiated many events and activities, over time, volunteer based committees have taken on the primary responsibility of staging various special events and facilitating activities. The City of Peterborough benefits from the hard work and dedication of such volunteers, who have identified that it is easier to recruit support if the event or activity is recognized as a City of Peterborough event.

In response to direction provided by the City's insurance broker beginning in 2006, City Staff developed a Terms of Reference that defines volunteer activities and clarifies their role as being under the Municipality's direction. This allows the events and activities to be covered under the municipality's insurance policy as volunteers of the Municipality. The Terms of Reference are entered into with organizations working with the City, to protect the Corporation and Volunteers under the municipal insurance program.

As per section 2.1 (d) of By-law 07-041, the Arenas Parks and Recreation Advisory Committee has authority to approve volunteer groups to be covered by the City's insurance program. Staff recommends that the specific events and activities occurring between April 1, 2014 and March 31, 2015, as identified in the Recommendations section of this report, be approved as City sponsored and be covered under the City's insurance. If additional events or activities become known throughout the year, the necessary approval would be requested at that time.

Submitted by,

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Recreation Division Coordinator

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