
TO: GENERAL COMMITTEE

SUBJECT: DELEGATION OF AUTHORITY FOR SIGNING SPECIAL EVENT AGREEMENTS

WARD: ALL

PREPARED BY AND KEY CONTACT: S. LEE-YOUNG, MANAGER OF RECREATION AND CULTURE PROGRAMS, EXT. 5166

SUBMITTED BY: B. ROTH, DIRECTOR OF RECREATION AND CULTURE SERVICES

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the Director of Recreation and Culture Services, Manager of Recreation and Culture Programs, Manager of Recreation and Culture Facilities and Manager of Business Services be granted delegated authority to execute Special Event Agreements on behalf of the City of Barrie.
2. That the City Clerk, Director of Recreation and Culture Services, Manager of Recreation and Culture Programs, Manager of Recreation and Culture Facilities and Manager of Business Services be delegated the authority to issue the required correspondence on behalf of The Corporation of the City of Barrie designating an event as “municipally significant” in response to receipt of notification of an application for Special Occasion Permit(s) where such permits(s) require the use of City owned land and/or facilities.

PURPOSE & BACKGROUND

Report Overview

3. The purpose of this Staff Report is to update the existing delegated authority related to special events to reflect the current organizational structure. This delegated authority relates to signing Special Event Agreements and to issuing the required correspondence on behalf of the Corporation of the City of Barrie designating an event as ‘municipally significant’.
4. In August 2014, motion 14-G-196 provided the City Clerk and Director of Culture/Creative Economy with delegated authority to execute Special Event Agreements. It also provided the City Clerk, Director of Culture/Creative Economy and Culture Officer of Programming with the authority to issue the required correspondence on behalf of The Corporation of the City of Barrie designating an event as “municipally significant” in response to receipt of notification of an application for Special Occasion Permit(s), where such Permit(s) require the use of City-owned land and/or facilities. A Special Occasion Permit is required in order to sell or serve alcohol at events held anywhere other than a licensed establishment or private place. They are regulated by the Alcohol and Gaming Commission of Ontario and issued through the Liquor Control Board of Ontario.

ANALYSIS

5. The Director of Recreation and Culture Services, Manager of Recreation and Culture Programs, Manager of Recreation and Culture Facilities and Manager of Business Services are all in a position to ensure that the executed contracts are in line with City processes, standards and by-laws.
6. It is important to have multiple delegated authorities within the Recreation and Culture Services department to expedite event agreements in a timely fashion in situations where both of the main signing authorities, being the Director of Recreation and Culture Services and the Manager of Recreation and Culture Programs, are unavailable due to vacation, illness, or for other reasons.
7. A similar situation exists for the designating an event as "municipally significant" in response to receipt of notification of an application for Special Occasion Permit(s) where such permits(s) require the use of City owned land and/or facilities.

ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS

8. There are no environmental or climate change impact matters directly related to the recommendation.

ALTERNATIVES

9. The following alternatives are available for consideration by General Committee:

Alternative #1 General Committee could elect to maintain delegated authority with the City Clerk for executing Special Event Agreements.

This alternative is not recommended as it limits the number of individuals available to execute agreements. If the City Clerk was absent, it would impact the timing of execution of these agreements

Alternative #2 General Committee could elect to maintain delegated authority with the City Clerk and Culture Officer of Programming for designating an event as "municipally significant".

This alternative is not recommended as it limits the number of individuals available to designate these events. If the City Clerk and Culture Officer of Programming were absent, it would impact the ability of community groups to obtain a Special Occasion Permit for the sale/serving of alcohol, from the Alcohol and Gaming Commission of Ontario.

FINANCIAL

10. There are no direct financial implications for The Corporation resulting from the proposed recommendation.

LINKAGE TO 2018-2022 STRATEGIC PLAN

11. The recommendation(s) included in this Staff Report support the following goals identified in the 2018-2022 Strategic Plan:

- ☒ Growing Our Economy
- ☒ Offering Innovation and Citizen Driven Services