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**TO: GENERAL COMMITTEE**

**SUBJECT: BUSINESS IN THE PARKS PILOT PROGRAM – ECONOMIC RECOVERY PLAN**

**WARD: ALL**

**PREPARED BY AND KEY CONTACT: N. GAVARRE  
BUSINESS DEVELOPMENT OFFICER, EXT. 4431**

**SUBMITTED BY: S. SCHLICHTER  
DIRECTOR OF ECONOMIC AND CREATIVE DEVELOPMENT**

**GENERAL MANAGER APPROVAL: A. MILLER, RPP  
GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT**

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

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**RECOMMENDED MOTION**

1. That a Business in the Parks Pilot Program be implemented by the Economic and Creative Development Department with the assistance of other City Departments to support local economic recovery for the period of September 8, 2020 to October 31, 2020, with the following general parameters:
  - a) The Business in the Parks Pilot Program be authorized to operate in Meridian Square and the Kiwanis Pavilion at Southshore Park;
  - b) The Program to permit Meridian Square and the Kiwanis Pavilion at Southshore Park to be reserved for commercial activity with events/programs such as private dance classes, art workshops, fitness classes, music classes, and other similar activities as confirmed by the Director of Economic and Creative Development;
  - c) The commercial operators be permitted to charge a fee to the participants in the activity and exclude the general public from accessing the area while the Business in the Parks booking is taking place;
  - d) The Business in the Parks Pilot Program commercial activities shall be managed through a private event permitting process;
  - e) The hours of operation shall be between 7:00 a.m. and 9:00 p.m. with one hour prior and following each booking for set-up and takedown;
  - f) A call for applications shall be issued by the Economic and Creative Department for both half and full day bookings;
  - g) Applications received a minimum of two weeks in advance of a desired date will be given priority;

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- h) That Schedule M of the Fees By-law 2020-009 be further amended to add the private event permit fees of a half day (6 hours) at \$75.00 and a full day (12 hours) at \$100.00 for the Southshore Park;
  - i) That during the period of the Pilot Program, the existing approved Meridian fees be discounted to equal the same fees identified in g) for Southshore Park; and
  - j) The commercial operator shall be responsible for ensuring adherence to and enforcing all physical distancing and public health regulations with the size of groups no larger than what is recommended by the Simcoe Muskoka District Health Unit.
2. That the Director of Economic and Creative Development be authorized to amend the parameters in paragraph 1 b) – i) of Staff Report ECD014-20 when it is deemed reasonable or required in the sole discretion of the Director, and in consultation with applicable departments and the General Manager of Infrastructure and Growth Management.

### **PURPOSE & BACKGROUND**

- 3. The purpose of this Staff Report is to present to Council the framework for how the City of Barrie could permit business activity in public parks.
- 4. Business activity is currently prohibited under the Parks Use By-Law in all parks unless authorized by tender agreement or a permit.

### **Background**

- 5. On April 27, 2020, Invest Barrie presented the Barrie Business Response Action Plan, part of this Action Plan was the collaboration with key business support stakeholders along with proactive business outreach in order to understand business needs and respond to the massive, and sudden impacts of the COVID-19 pandemic.
- 6. There were extensive consultations with the business community which included more than 150 businesses, thought leaders, the broader public and organizations. The resulting Economic Recovery Plan was created in response to the immediate opportunities and ideas from the community that the City of Barrie could undertake to provide support to the local Barrie economy.
- 7. The Economic Recovery Plan lays out actions for six identified priority areas/sectors of the economy: Tourism, Service, Construction, Manufacturing, Arts and Culture, and Downtown Barrie.
- 8. Businesses have been hit hard by COVID-19 and ongoing effects of the pandemic continue to impact the city. These impacts have been felt unequally. Some sectors have experienced relatively modest disruption to date, with others being devastated.
- 9. During the consultation process with both the Downtown and Arts & Culture sectors, the idea emerged to allow for businesses to operate in public parks and provide outdoor space for those that are constrained to meet physical distancing requirements.
- 10. Allowing for commercial activity via private event permits in public space is a direction the City of Barrie would like to explore post COVID-19. By allowing for a pilot program in designated parks, the City can monitor interest, issues and general feedback, beyond the immediate feedback received. The pilot program allows the City of Barrie to test the viability of implementing a more permanent program in the future.

11. Economic and Creative Development Staff have reached out to local businesses to further gauge the interest in a private event permit, to date the following feedback has been received. It should be noted that there is not 100% support, however there are helpful and positive comments:

Points Raised	Comments
Locations available for rent	<ul style="list-style-type: none"> <li>Meridian Place is not desirable due to the nature of downtown social issues and lack of security</li> <li>Concerns around overlap of pedestrians and classes and COVID safety requirements</li> <li>Crowd control: who's responsible for this? If the business owner is running a class, how can they control pedestrians joining the class without paying or maintaining physical distancing for pedestrians?</li> <li>Meridian has capacity for maybe 10 mats, and the stairs/bleachers going upwards are not considered safe or usable for a number of physical fitness activities.</li> <li>Mixed feedback, both positive and negative</li> <li>Some businesses have classes that start at sunrise or at sundown, works with timing outlined</li> </ul>
Noise	<ul style="list-style-type: none"> <li>With physical distancing, most classes need a PA system or mic/speakers to be heard. This will be a necessity for waterfront/downtown locations</li> <li>Noise bylaws (most fitness classes start prior to 8am or are run at sundown)</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>Concerns: access to electricity for PA systems, access to washrooms or water fountains, parking etc.</li> </ul>
Weather	<ul style="list-style-type: none"> <li>What is the contingency plan for rain/storms? Will the business owner be reimbursed or allowed to hold another date? Will the City help to notify general public of cancellation due to weather?</li> </ul>
Other Concerns	<ul style="list-style-type: none"> <li>The existing method of using park space with no financial transactions works well for businesses who utilize it</li> <li>Some businesses noted that they would not use this pilot, due to finding other creative ways to run their classes (i.e. In studio combination with some classes out in parking lots or green space on the business property with approval from landlords)</li> <li>Interest in using parks as a rehearsal space for theatre/concert band</li> <li>Concerns over rain protection and fees associated with rentals</li> <li>Hours of availability may have conflicts</li> </ul>

12. The Economic Recovery Plan identified "Rental of City Park Space for Commercial Use" as an action item and suggested that staff look into how this may be possible.
13. Allowing for businesses to apply for a permit to operate in designated park areas supports the Economic Recovery Plan by providing new opportunities for businesses to maximize their capacity and introduce new avenues for revenue generation.

Program Framework Outline

14. The Business in the Parks Pilot Program would allow businesses to operate in a closed event/gathering (not open to the general public) capacity in public parks.
15. Businesses would apply for a private event permit to be able to reserve space in designated parks to conduct their business activity.

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16. Based on input obtained during the consultation process, examples of closed events/gatherings would include: private dance classes, art workshops, fitness classes, music classes etc. Other closed gatherings may be presented for consideration as well.
  17. The Business in the Parks Pilot Program will be led by the Economic and Creative Development Department and supported by Recreation & Culture Services, Parks & Forestry Operations, Enforcement Services and Communications.
  18. The proposed pilot program dates are September 8, 2020 to October 31, 2020.
  19. The pilot program would include two designated parks: Meridian Place and the Kiwanis Pavilion/ Southshore Park.
  20. Bookings will be based on half days, totaling 6 hours or full days, totaling 12 hours. Morning set up times would be allowed anywhere from 6:00am to 8:00am. Afternoon set up times would be from 12:00pm-2:00pm.
  21. As this is a pilot program for a set period of time, an initial call out for applications will occur. All applications must be submitted at a minimum of two weeks (10 business days) in advance of the date requested. Late applications will be considered depending on availability.
  22. Businesses applying for a permit to operate in public parks must operate as an identifiable closed group (i.e.: not open to the public, i.e.: fitness class, music class)
  23. Business activity that will take place on public property will be contained within the designated area in which the permit is applicable. All physical distancing and health regulations must be in effect and groups can be no larger than what is recommended by the Simcoe Muskoka District Health Unit.
  24. Businesses will keep with the general intent of the City's by-laws, policies and pilot program framework.
  25. Businesses will operate in a safe manner, meet all City of Barrie requirements, and will be suitable for the venue and infrastructure available.
  26. Applications will be received and evaluated by the Economic and Creative Development Department, and then will proceed to be entered into the Eproval system by the appropriate staff.
  27. All proposals will be evaluated to ensure applicants comply with pilot program criteria.
  28. Applications will be first looked at on a first come first serve basis, however priority may be given for businesses directly affected by Covid-19 closures and can demonstrate economic hardship.
  29. The Eproval online system will take the applicant through several questionnaires to determine the documentation that is needed for the application to be completed. Applicant will have to submit all required documentation including insurance before a permit is issued.
  30. Once all documentation is received the private event permit can be processed through the Eproval systems.
  31. Detailed logistics for the Business in the Parks Pilot Program will be prepared by staff once Council direction is received.

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## **ANALYSIS**

32. Permitting businesses to operate in public parks arose as a result of the Covid-19 consultations asking businesses how the City of Barrie could assist in economic recovery.
33. Currently the Parks Use By-Law (section 2.1.0.0.0 ) mandates that every person carrying on, conducting, operating, maintaining, keeping or engaging in any business, event or activity within a park, where a permit or authorization is required by way of a by-law, Special Event Policy or other City Policy, as amended from time to time, shall be required to obtain a permit or authorization prior to the commencement of any such activity.
34. The Parks Use By-Law stipulates that no person shall carry on, conduct, operate, maintain, keep or engage in any business, event or activity within a park without a permit or authorization to do so and such authorization shall be obtained prior to any activity.
35. Under the current Parks Use By-Law there are two exceptions for permitting business activity in public parks. One exception is through the Special Events Permitting process that is used for large public events that occur on public property. The other exception is for license agreement holders that permit businesses along the waterfront. These agreements are provided through an open procurement procedure and follow specific criteria. Currently there is no approved permitting process for the use of public space by businesses or individuals wishing to reserve a space in a public park for commercial activity.
36. By implementing a Private Event Permit for designated park space, business activity would be permitted under the existing by-law. In the Parks By-law the authority to issue permits is through the special events Eproval system overseen by the Recreation Department. Conditions and criteria would be applicable including: liability insurance, designated locations for the operators to set up, restrictions on signage etc.
37. The Eproval system could be deployed to issue "Private Event Permits", to fulfil the requirements of the Business in the Parks Pilot Program.
38. The Eproval system can be set up so that the application process meets the criteria of the pilot program and permits issued automatically. The appropriate City Staff would still need to be involved to ensure the delivery of the program runs smoothly and that business needs are being met.
39. The dates of the pilot program have been selected to align with the re-opening of special event permitting (September 8, 2020) and for the duration of September and October.
40. The two parks designated for the pilot program would be Meridian Place and the Kiwanis Pavilion /Southshore Park. These parks were chosen based on several factors including, parking availability, vicinity to business, level of foot traffic and least disruption to surrounding neighbourhoods. They are also located in the downtown area helping the downtown thrive which was mentioned in many sector consultations as being important.
41. The purpose of half day bookings of 6 hours or full day bookings of 12 hours is to allow businesses more flexibility with their operations. The time allotments will give them sufficient time without the pressure of a booking occurring back to back. Also, booking the space in this manner facilitates internal operations and the turnaround time needed between bookings.
42. The City of Barrie is committed to providing businesses the ability to reserve space for a set time in designated public parks during the pilot program. Bookings will be done in a fair and equitable manner to help businesses build capacity during economic recovery. In the absence of an

allocation policy, a first come first serve approach will be taken for reservations and issuing permits. Additional criteria will be verified to ensure compatibility with the nature of the pilot program.

43. Many municipalities in Ontario will allow for commercial activity in public spaces via private event permits. All municipalities approach this activity and how they issue permits in different ways. For the purposes of this report and for comparative purposes, the chart below displays Innisfil, Newmarket and Orillia, the event space, fees, duration and other specifications.

Private event rates				
Event Space	Fee	Fee	Duration	Specifications
<b>Innisfil</b>				
	<u>Resident</u>	<u>Non-resident</u>		
Pavilion Rental	\$119.50	\$143.38	Per day	Innisfil and Centennial Park
Pavilion Rental	\$72.10	\$86.52	Half day	Innisfil and Centennial Park
<b>Newmarket</b>				
	<u>One Area</u>	<u>Multiple areas</u>		
Special Event, Commercial (One Area)	\$204.29	\$364.43	Per day	One area
<b>Orillia</b>				
Commercial & Non-Resident (One Area)	\$62.90			Weekend-Per day

44. Based on current City of Barrie fees, other municipal private event permit fees, along with consideration to the overall intent of the Economic Recovery Plan which is to facilitate business capacity building in a healthy and safe manner, an affordable fee would be set at \$75.00 for half day rentals and \$100.00 for full day rentals.

#### **ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS**

45. There are no environmental and/or climate change impact matters related to the recommendation.

#### **ALTERNATIVES**

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

##### **Alternative #1**

General Committee could decide to not move forward with the Business in the Parks Pilot Program and maintain the current permits allowed under the Parks Use By-Law and not add in the Private Events Permit.

Although this alternative is available, with the current Park Use By-Law no businesses outside of special events and license agreement holders would be able to conduct business in City parks.

**Alternative #2**

General Committee could decide to modify activities and/or public space locations. The eligible criteria for a private event permit could be expanded to include a larger scope of commercial activities, private events and not-for-profit activities.

This alternative is not recommended as this is a pilot program and the current scope will provide staff the opportunity to better understand logistics and demand as it is a new permitted activity. The locations presented were carefully considered by staff as viable locations for the pilot program. These locations provide parking, are in the downtown vicinity, close to businesses and offer the least disruption to surrounding neighbourhoods.

**FINANCIAL**

- 47. There are no costs associated with the Business in Park Pilot Program, beyond staff time.
- 48. Permit fees that will be put in place would be Half Day: \$75.00 & Full Day: \$100.00.

**LINKAGE TO 2018–2022 STRATEGIC PLAN**

- 49. The recommendation(s) included in this Staff Report support the following goals identified in the 2018-2022 Strategic Plan:
  - Growing Our Economy
  - Fostering a Safe and Healthy City
  - Offering Innovation and Citizen Driven Services
- 50. This staff report links to the strategic plan as it focuses on growing our economy, especially during the post Covid-19 shut downs. The Business in the Parks Pilot Program fosters a healthy city as it gives businesses other opportunities to conduct business during a time that health concerns are a top priority. This pilot program is new and an innovative way for the City of Barrie to approach business and facilitate capacity building.

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## APPENDIX "A"

### Private Event Permits –Business in the Parks Pilot Program

On June 22nd, Barrie City Council was presented with the Covid-19 Economic Recovery Plan developed to support and accelerate business recovery for local businesses. The plan incorporates three main themes including Capital, Confidence and Capacity. Capacity means several things including: businesses needing extra assistance right now to be able to work given Covid-19 related challenges, safe work environments and new channels for sales and conducting business. The Economic Recovery Plan was developed through a series of consultations, intelligence gathering and ideas for our local community. In both the downtown consultations and the Arts and Culture consultations the idea surfaced to allow for the utilization of public park space to allow businesses that required physical distancing measures to operate.

#### **Pilot Program Recommended Dates:**

Start Date: September 8, 2020

End Date: October 31, 2020

- All special events have been cancelled until after Labour Day. The pilot program dates have been chosen to align with current operations and special event permitting.

#### **Current Restrictions in Parks:**

Business activity is prohibited in all parks unless by authorization (tender agreement or permit). By implementing a Private Event Permit for designated park space, business activity would be permitted under the existing by-law. In the Parks By-law the authority to issue permits is through the special events Eproval system overseen by the Recreation Department. Conditions and criteria would be applicable including: liability insurance, designated locations for the operators to set up, restrictions on some signage etc.

#### **Rolls and Responsibilities of City of Barrie Departments:**

For the purposes of this pilot program five City Departments would be involved including:

- **Economic & Creative Development** – This department will assist in implementing the pilot program and tracking feedback for a long-term solution. Once launched, ECD will initiate a marketing strategy, with the assistance of the Small Business Centre, to make this space use known to small business owners within the community. Specific responsibilities will include:
  - Promoting the program within the target business community
  - Co-ordinating with the Communications Department regarding promotion materials for the pilot project
  - Receiving requests/interest in applying for a permit and applications
  - Vetting the applications
  - Co-ordinating with the businesses and providing customer service
  - Working with the Events Team to learn about the permitting system
  - Preparing notification of permits to the Parks Department
  - Tracking pilot program- i.e.: customer experience, value, satisfaction
- **Recreation & Culture Services** – Currently events are booked through this department and adding on Park Space bookings would best align with their business functions. The Eproval system used for Events could be adapted to meet the needs of the Park Space Bookings and event staff would be able to facilitate the permitting process for this new permit stream. Responsibilities would include:

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- Process applications once vetted by Economic and Creative Development
  - Implementing an online application form
  - Assisting applicants with the Eproval system
  - Ensuring that all requirements have been fulfilled by the applicant
  - Working with Economic and Cultural Development to vet applications and any conflict resolution that may arise.
  - Preparing agreements for signature
  - Providing the permit to the applicant once approved
- **Enforcement Services** – Enforcement services will be essential in this pilot program to ensure that bookings are respected and run smoothly for the operators, and that operators follow rules and regulations of using public space.
    - Ensure bookings of space are respected
    - Check permits if needed
  - **Parks & Forestry Operations** – There will be implications on this department in order to facilitate this pilot program. These locations will need; garbage and recycling receptacles, clean-up services and signage installation indicating location bookings.
    - Provide black-out times for Park maintenance to ensure no bookings occur
    - Provide markings of designated area
    - Once booking requirements received ensure Parks Staff provide applicants with requested materials
    - Provide clean-up after a booking if needed and/or between bookings
  - **Communications** – Communications would be engaged for the initial call out to businesses regarding the availability of public space for business during the pilot program and the date applications must be received by.
    - Work with Economic and Creative Development to help promote the pilot program and dates
    - Review process management and pilot program framework

**Purpose:**

A Private Event Permit will be for the booking of public space for the Business in the Parks Pilot Program. It is a way to leverage park space to help businesses build capacity. This pilot program is in direct response to the Covid-19 recovery efforts and could serve as a pilot for future consideration to monetize and provide private bookings for popular park assets. This pilot program has the potential to be extended into a long-term solution that can be used on a consistent basis including if another pandemic situation was ever to arise. The program will focus on opening up designated park space for private reservations and will focus on businesses that can operate as a closed event/gathering. This permit will provide outdoor space for businesses that have been unable to open or constrained to meet physical distancing measures due to health regulations in response to the Covid-19 pandemic. Private Event Permits are new to the City of Barrie and will follow the process and procedures outlined in this framework.

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## Designated Public Park Reservations

### Locations:

The two-pilot program designated parks would be Meridian Place and the Kiwanis Pavilion / Southshore Park. These parks were chosen based on several factors including, parking availability, vicinity to business, level of foot traffic, ability to identify a designated area and compatibility with surroundings.

### Booking Eligibility:

As this is a pilot program and no allocation policy currently exists for this purpose, bookings would be open to businesses that are operating in a closed group. For example, fitness classes, dance classes, painting class, artist workshops etc. Businesses must be Barrie based and can prove a Barrie location as a primary business address. Bookings would be done on a first come first serve basis. Depending on demand, bookings may be limited to twice a week per business. If there is a conflict of two businesses booking at the same time, the same location and no alternative solution is found, the business that has not had the opportunity to use the space or has used it less will be selected. The intention of this program is not to conflict with any existing licensing agreements that are presently in place along the waterfront, or special event permits that are used for public events. The City of Barrie can deny any applications that do not meet the outlined criteria.

### Booking Times:

Bookings would be based on half days, totalling 6 hours or full days, totalling 12 hours. Morning set up times would be allowed anywhere from 6:00am to 8:00am. Afternoon set up times would be from 12:00pm-2:00pm. Businesses would be required to confirm their start times with Recreation and Culture staff prior to receiving a permit, to allow time for staff to communicate details to other impacted departments. The purpose of half day or full day bookings is to allow businesses more flexibility in operating their business. In addition, booking the space in this manner facilitates internal operations.

### Criteria:

The City of Barrie is committed to providing businesses the ability to reserve space for a set time at designated municipal parks during the pilot program. Bookings will be done in a fair and equitable manner to help businesses build capacity during the economic recovery of the City of Barrie. Priority will be given to City of Barrie businesses that fit the listed criteria below and that are operating as an identifiable closed group (i.e.: not open to the public):

- ❖ At this time no food/alcohol will be permitted during the pilot program.
- ❖ No business operations that would be open to the general public will be permitted.
  - I. Businesses that can operate in a closed group format and are not open to the public.
  - II. Registered businesses with their primary businesses address in the City of Barrie and contribute to the local economy.
  - III. Applicants would have to be consistent with City of Barrie values and strategic priorities.
  - IV. Business activity to take place on public property can be contained within the designated area in which the permit is applicable.
  - V. Contribute and foster increased vibrancy to our community, especially in the heart of the city and the downtown and waterfront.
  - VI. Are respectful of City resources and remain in good standing with the City of Barrie.
  - VII. Are keeping with the general intent of the City's by-laws, policies and pilot program.
  - VIII. Are sustainable, ethical and accountable.

- IX. Operate in a safe manner, meet all City of Barrie requirements, and are suitable for the venue and infrastructure available.
- X. Can present Covid-19 protocol with their applications including; physical distancing protocol, sanitization, masks, contact tracing etc.

**Process management:**

The following defines the priority scale by which the City of Barrie shall review applications and consider permits for bookings of designated park space.

1. Business type fits the criteria for the pilot program.
2. Business can demonstrate that their business operates out of the City of Barrie.
3. The date in which the application was received – first come first serve basis (However businesses that have experienced economic hardship during COVID-19 may receive priority)
4. Requested dates and times don not interfere with other scheduled public events or park maintenance.
5. Space use compatibility- review of the space and requirements requested. City of Barrie will ensure the effective and efficient use and maximization of the designated spaces both in terms of time and space.
6. Business is able to demonstrate that it is not a public event but a closed event.
7. Covid-19 protocols are in place and Health Unit recommendations are being followed.
8. Should a scheduling conflict occur, applicants may need to use their alternative dates provided on their application.
9. As this is a pilot program the range of activity in permit requests may vary significantly. Therefore, all applications shall be considered on a case-by-case basis where the schedule permits and the particular event meets the City's criteria and conditions as defined.
10. All applications for the duration of the pilot program will be reviewed by events staff and Invest Barrie staff.
11. Private events operating in the designated pilot program areas without the appropriate permits shall be required to cease operations immediately.

**Permitting process:**

Intake/Application Process:

1. As this is a pilot program for a set period of time an initial call out for applications will occur. All applications must be submitted at a minimum of two weeks (10 business days) in advance of the date requested including Covid-19 Health Protocol Plan.
2. The Applicant is responsible for ensuring the Application is accurate, complete, and submitted with enough time to allow for the appropriate approvals.
3. Applications submitted after the minimum deadline shall be considered for remaining available dates.
4. Submitting an Application for a Private Event Permit does not constitute approval or mean that a Private Event Permit shall be issued.
5. Applicants will get in touch initially with the Economic and Creative Development Department by email or phone.
6. Proposals will be sent to the Economic and Creative Development Department to be vetted.
7. Once the applicant is advised they have been tentatively approved they can move onto the next step in Eproval to submit all required documentation.
8. The next step will be to enter their request into the Eproval system, providing a proposal that includes the date, time, business idea and business address.
9. Applicants will provide their top 4 selections for booking dates and/or provide a recurring event date/time.

10. All evaluations will be completed by the Economic and Creative Development Department and together with the Events team the decision for application approvals can be determined. Although all applications will be first looked at on a first come first serve basis, priority will be for businesses directly affected by Covid-19 closures and can demonstrate economic hardship.
11. The Eproval system will take the applicant through several questionnaires to determine the documentation that is needed for the application to be completed.
12. Once all documentation is received the permit can be processed.
13. The Private Event Permit shall include the event name, the name of the Event Organizer or organization, the date of issue, the effective date and location, and the conditions of the permit.
14. The Events Office shall notify the Event Organizer when the Private Event Permit is issued. The Permit then must be kept available by the event organizer to display if required.

**General Conditions for Approval:**

- All Private Events on Municipal Property shall adhere to applicable by-laws, laws, regulations, policies, and legislation as amended from time to time or acquire the necessary permissions or exemptions in writing.
- The applicant is responsible for fulfilling requirements of the City by the deadlines provided including any and all permits, inspections, approvals, and documentation.
- Private Events on Municipal Property shall operate in a manner that is suitable to the venue, infrastructure, and services available.
- Private Events on Municipal Property shall not endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status, or level of literacy.
- The applicant shall provide accurate and complete information to the City and shall communicate all changes immediately.
- All required insurance and waivers will be provided to the City of Barrie prior to the permit being issued.

**General Operating Conditions:**

- The applicant shall be present on-site during set-up, operation, and tear-down, and shall be easily contacted.
- The applicant is responsible to ensure a proper Covid-19 Health Protocol Plan is in place and maintained. The applicant is responsible for all contact tracing for their business.
- The applicant is responsible for the conduct of their attendees.
- The applicant is responsible for ensuring the safe operation of their business activity on public property.
- Amplified sound shall not exceed 85 dbs at 100 feet (30 meters) from the source during operation and shall cease at 10:00pm.
- Private Event permits shall cease operation by 9:00pm. Clean-up needs to be completed by 10:00pm.
- The applicant shall ensure that signage and promotion is erected within the designated area and is removed at the end of use.
- Private Events may be inspected by City staff during set-up, operation, and tear-down to ensure compliance with conditions if needed.
- A Private Event shall not cause any damage to Municipal Property or infrastructure during set-up, operation, or tear-down.
- Vehicles are prohibited from operating within City parks without prior approval. Permission may be revoked at any time due to weather, turf conditions or at the City's discretion.

- Staking, digging, painting, or attaching/affixing to Municipal Property, including but not limited to buildings, trees, signs, light standards, asphalt, and ground, is prohibited. Staking for the purpose of securing tents may be permitted with prior approval.
- The Event Organizer shall maintain a clean and hazard free site and/or route, including the general maintenance of garbage and recycling.
- Simcoe Muskoka Health Unit - Applicants must follow all recommendations from the Simcoe Muskoka Health Unit to ensure the safety of their event participants during the Covid-19 pandemic.

#### **Refusal or Cancellation:**

- A Private Event Permit may be refused or cancelled if the event does not meet the criteria outlined in the pilot program framework.
- A Private Event Permit may be cancelled if the applicant does not meet all of City of Barrie requirements.
- A Private Event Permit may be cancelled if the applicant does not have an approved Health Protocol Plan in place.
- The Event Organizer is not in good standing with the City of Barrie or any of its stakeholders.
- The applicant cannot verify they are a Barrie based business.
- The City is not able to facilitate the event operationally due to logistics or resources required.
- The City reserves the right to refuse a Private Event Permit or cancel an event up to and including the day of the event or at any time during the event.

#### **Fees and Deposits:**

Every Private Event on Municipal Property is required to pay an application fee. For the purposes of the in Parks Pilot Program we have looked at other municipalities and their permitting costs along with considerations for the purpose of this program which is to help facilitate business activity and offer more options for business to build capacity in a safe and healthy manner along with other permit costs within the City of Barrie. Based on this we have determined a fair permit rate that would not be unaffordable would be for \$75.00 for half day rentals and \$100.00 for full day rentals.

#### **Applications/Agreements/Permits/Insurance:**

- The application for a Private Event Permit can be modified from existing permits on the Eproval system.
- Legal agreements can be modified from existing agreements in place.
- Insurance requirements would remain the same as currently put in place for existing permits.
- An additional waiver would be produced that puts the applicant as fully responsible for anything related to Covid-19.
- The permit would be generated by the Eproval system.

#### **Turnaround Time for a Permit:**

Turnaround times would be approximately 7-15 business days, depending on the complexity of requirements as determined by the type of business activity being conducted. All timelines for issuing permits will depend on the accuracy of all necessary paperwork necessary from the applicant and staff resources to support the service delivery.

#### **Notification to internal staff:**

- The Eproval system will issue internal notifications to all affected departments regarding issued permits and for which designated space.

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- The Economic & Creative Development Department will have to plan a schedule of service requests for the permitted bookings. This schedule of services would include: name of business, date of booking, location, service needed i.e.: sprinklers off, garbage bins, recycling bins, access to electrical etc.

**Restrictions:**

For the duration of the pilot program, bookings would be restricted to business operating in the Barrie area that fall under the criteria of a closed event/gathering. No businesses wishing to serve food, alcohol or cannabis related products will be permitted, due to the additional regulations they would encounter.

**Health and Safety Requirements:**

In addition to any health and safety requirements requested in the permitting procedures, all users of public space during this pilot program are responsible for following the recommendations set out by the Simcoe Muskoka Health Unit for proper Covid-19 safety protocols.

**Permits:**

Permits will be issued to the successful applicant and must be on site during the use of the public park space.

**Park:**

Applicants will be made aware that park maintenance will follow its regular schedule. Times in which scheduled maintenance is to take place will be omitted from the booking availability.