



Staff Report for Committee of the Whole Meeting

Date of Meeting: May 22, 2018

Report Number: SRCS.18.14

Department: Community Services
Division: Recreation and Culture Services

Subject: **SRCS.18.14 – 2018 Outdoor Special Occasion
Permit Request – Richmond Hill Food Truck
Festival**

Purpose:

To have this 2018 outdoor special occasion permit request approved by Council.

Recommendation(s):

That the 2018 outdoor special occasion permit request for the Richmond Hill Food Truck Festival, per staff report SRCS.18.14, be approved.

Contact Person:

Darlene Joslin, Director of Recreation and Culture, extension 2423.

Report Approval:

Submitted by: Shane Baker, Commissioner of Community Services

Approved by: Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

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Background:

Each year organizations request permission to hold special occasion permits at various outdoor park locations. The Liquor License Board of Ontario requires a motion from Council approving the request in order for the groups to obtain a liquor license. All groups are required to follow the terms of the Town of Richmond Hill Municipal Alcohol Policy and abide by all regulations stipulated by the Liquor License Board of Ontario.

The Richmond Hill Food Truck Festival has operated at the Richmond Green Park for the past two years and has booked a permit for 2018 for the weekend of August 18, 19th. As has been the case in the past two years, the group is requesting approval to host a Beer Garden as part of the Festival.

Financial/Staffing/Other Implications:

In accordance with the approved Tariff of Fees By-Law a \$300 administration fee is charged for the Beer Garden and deposited into account 831-109469. All other applicable permit fees are deposited into the Richmond Green building rental account 824-119551.

Relationship to the Strategic Plan:

Enforcement of the Municipal Alcohol Policy and ensuring special occasion permits are in compliance with the rules and regulations of the Liquor License Board of Ontario aligns with Goal One of the Strategic Plan specifically by promoting the use of parks and public spaces as places for people to assemble and connect

Conclusion:

The permit request complies with all regulations set out by the Liquor License Board of Ontario and as outlined in the Municipal Alcohol Policy. This event has successfully operated in two previous years and staff have an excellent working relationship with the group. Staff therefore, recommends the Richmond Hill Food Truck Festival request be approved.

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Report Approval Details

Document Title:	SRCS.18.14 2018 Outdoor Special Occasion Permit Request.docx
Attachments:	
Final Approval Date:	May 7, 2018

This report and all of its attachments were approved and signed as outlined below:

Darlene Joslin - May 1, 2018 - 4:13 PM

No Signature - Task assigned to Shane Baker was completed by delegate Grant Taylor

Grant Taylor on behalf of Shane Baker - May 2, 2018 - 10:56 AM

Neil Garbe - May 7, 2018 - 10:54 AM