

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY &amp; PROTECTIVE SERVICES COMMITTEE MEETING ON MARCH, 3 2014</b>
<b>FROM:</b>	<b>WILLIAM C. COXHEAD MANAGING DIRECTOR OF PARKS &amp; RECREATION</b>
<b>SUBJECT:</b>	<b>ANNUAL REVIEW 2014 SPECIAL EVENTS POLICIES AND PROCEDURES MANUAL</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director of Parks and Recreation the following actions **BE TAKEN** with respect to the 2014 Special Events Policies and Procedures Manual:

- a) The attached By-law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting of March 11, 2014 **TO APPROVE** the 2014 Special Events Policies and Procedures Manual (attached as Schedule "A1" to the by-law)

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Community and Protective Services Committee:

- Annual Review 2013 Special Events Policies and Procedures Manual – February 25, 2013
- Policy regarding the use of Inflatable Amusement Devices during rentals of City Parks or other facilities – March 18, 2013
- Rockin' New year's Eve – November 11, 2013

<b>BACKGROUND</b>
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London is a creative, vibrant and engaged community that encourages Londoners to come together to attend festivals and events where cultural diversity can be celebrated in a safe, respectful and engaging manner. As we continue to grow and build the vibrancy of the downtown area through special events it is important that as a municipality we work at providing an amazing customer experience while balancing the needs of the citizens of London.

In 2013 London played host to more than 180 special events attracting hundreds of thousands of Londoners and visitors and contributing positively to the local economy. This included an increase of 30% in road closures for special events (from 21 in 2012 to 34 in 2013) and the 2013 World Figure Skating Championships.

The City of London's primary role is to facilitate and assist special event organizers in the delivery of their community or special events in our parks and public spaces. Over many years, the City has developed the Special Events Policies and Procedures Manual (the Policy) as the customer guide on how to conduct a special event in the City of London in a safe and appropriate way that allows for great events and protects the City's interests and those of the communities where they operate.

The Policy provides organizations with essential information related to the requirements of the City for different types of events as well as defines the roles that various Civic Departments play in facilitating events. It addresses issues such as the use of City-owned lands, noise, admission to parks, fees, parking, and insurance for events. The Policy is reviewed and revised each year with input from staff, the community and event organizers. The 2013 Special Events Policies and Procedures Manual was approved by Council on March 5, 2013

**POLICY REVIEW PROCESS & OUTCOMES**

Each year, a full review of the Policy is undertaken by the Special Events Coordinating Committee which consists of staff from Parks and Recreation (Chair), Environmental Services, Fire Prevention, London Police, Tourism London, City Clerk's, Planning and Development, Risk Management, Middlesex-London Health Unit, Legal Services, Technical Safety and Standards Authority, and SOCAN. Revisions or items for consideration are forwarded to the Committee for



discussion. Coordinating committee recommendations regarding changes are then forwarded to both an event operators meeting and a public consultation meeting for review and comment.

On October 15, 2013, all Special Event Operators were invited to attend a meeting to review the proposed changes to the Policy and to get their input on how changes will affect their events. Six event operators representing four of the larger events attended this meeting.

A public consultation meeting was advertised then held on October 22, 2013.

During this process several sections of the manual were reviewed and updated:

- Applications for Special Events
- Greening of the festivals
- Inflatables
- Occupational Health and Safety Legislation

### **Applications for Special Events**

The application process for special events was reviewed and updated for the purpose of setting guidelines for the Managing Director or delegate to determine approval or refusal to an event. (Appendix C)

### **Greening of the Festivals**

Six years ago, the Greening of the Festivals Program was introduced at the festivals in Victoria Park. A review was undertaken by City staff at the end of the 6<sup>th</sup> season. Overall, City staff are very pleased with the progress made to green the festivals and with the involvement of the festival operators, volunteers and Thames Region Ecological Association (TREA). However, some issues began emerging in the last couple of years and City staff have proposed an action plan to address them and to offer improvements to push the greening program even further.

With respect to EcoStations, City staff is proposing changes for event holders relative to EcoStations (e.g., locations in the park for the collection of recyclables, compostables and garbage). The proposed change will eliminate the mandatory requirement for the collection of compostables at the stations and make it voluntary for the festival operator. Recycling and garbage handling remain mandatory. There have been high contamination rates in the compostable bins resulting in separated materials being rejected and sent to landfill instead of composting which is why we are making this change. The challenge for the event operator has been maintaining the appropriate volunteer levels to ensure a successful program. City staff believe this is an appropriate step for 2014 and can be revisited for 2015. (Appendix B)

### **Inflatables**

In March of 2013 Neighbourhood, Children and Fire Services and Parks and Recreation reported on and Council adopted a Policy regarding the use of inflatable amusement devices during rentals of City parks or other facilities outside the scope of a Special Event.

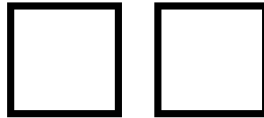
The existing Policy takes the “conditions on use” approach and it is designed to:

- allow the use of inflatable amusement devices at rental events on City property (e.g. community celebrations, private rentals) under specific conditions;
- reduce the risk to users of these devices;
- manage the liability risk to the Corporation;
- treat this high risk activity in a manner consistent with other specialized risks related to facility rentals (e.g. amusement rides; horseback riding etc.)

This approach was recommended as a way to treat this matter in similar ways to the treatment of other higher risk activities, recognizing there are potential risks inherent in many recreation activities (for example swimming, diving, amusement rides, horseback riding, playing on play equipment, skate board parks etc.) Typically, in recreation services the goal is to *manage these risks* by applying controls and restrictions (e.g. provide supervision; impose conditions and restrictions; comply with safety regulations etc.). These controls and restrictions are applied to the best of our ability, knowing that nothing short of banning such activities would ever completely *eliminate the risks*.

It should be noted however, that only a ban of inflatable amusement devices on City property is likely to achieve the elimination of risks to both users and the Corporation.

In order to provide consistency in the recreation service areas Special Events held on City properties will be required to follow the same policy when having inflatables at an event. This policy outlines the conditions under which an inflatable amusement device may be used during



special events in order to reduce the safety risks of users of these devices; manage the liability and financial risks to the Corporation. (Appendix C)

**Ontario Occupational Health & Safety Legislation**

Adherence to the Ontario Occupational Health & Safety Legislation and the process for locate requests have been the current practices at events. The manual has been revised to document/include these sections to educate event organizers to ensure they are aware of their obligations under the Ontario Occupational Health & Safety Act/Legislation. (Appendix C)

**Rockin’ New Year’s Eve**

Last year a one time exemption permitted the event holder to exceed the 90db level. Staff monitored sound levels and found that decibels levels ranged from 78.4 – 110ldb throughout the course of the evening. Staff did not receive any complaints regarding noise for the 2013 event. Staff are recommending that we allow for an exemption for the Victoria Park New Year’s Eve event for 2014 and beyond. It being noted that if sound levels become a problem in future years we can revisit the policy. Staff will continue to work closely with the event organizer to ensure respect for noise levels and the neighbourhood through continued monitoring of decibel levels and citizen concerns. (Appendix C)

**Staff is recommending** the changes associated with the sections of the policy outlined in **Appendix “C and D”** be implemented.

Attached as Appendix “C” is the detailed description of revisions to conditions for approval, inflatables and occupational health and safety.

Attached as Appendix “D” is the detailed description of the **minor administrative provisions** proposed at the Event Organizers and Public Consultation meeting which assist us in protecting our assets and encourage the sustainability of events.

**CONCLUSION**

The Special Events Policies and Procedures Manual contribute to our continued efforts to grow and maintain current events while developing opportunities for new event organizers. Many events on City properties are fundraising events providing substantial funds for charities (i.e. Terry Fox Run, CIBC Run for the Cure, Bethany’s Hope) increasing opportunities for research and support within our Community. A number of changes are proposed to the manual which have been reviewed with the community and event organizers and are recommended as per the attached by-law.

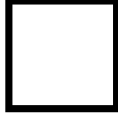
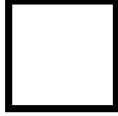
**ACKNOWLEDGEMENTS**

The Greening of the Festivals portion of this report was prepared with the assistance of Jay Stanford, Director, Environment, Fleet & Solid Waste and Anne Boyd, Waste Diversion Coordinator.

<b>PREPARED BY:</b>	
<b>KRISTA KEARNS                  MANAGER, SPECIAL EVENTS AND                  COMMUNITY RENTALS</b>	
<b>RECOMMENDED BY:</b>	<b>CONCURRED BY:</b>
<b>SCOTT STAFFORD                  DIVISION MANAGER PARKS AND                  COMMUNITY SPORTS</b>	<b>WILLIAM C. COXHEAD                  MANAGING DIRECTOR OF PARKS &amp;                  RECREATION</b>

- c. Special Events Coordinating Committee  
 Jay Stanford, Director Environment Fleet and Solid Waste  
 Lynn Marshall, Solicitor

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**APPENDIX "A"**

Bill No.  
2014

By-law No.

A By-law to approve the City of London's 2014  
Special Events Policies and Procedures Manual.

WHEREAS section 5(3) of the *Municipal Act, 2001* provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Municipal Council of the Corporation of the City of London enacts as follows:

1. The 2014 Special Events Policies and Procedures Manual attached as Schedule "A1" to this bylaw, is APPROVED.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on \_\_\_\_\_, 2014.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First Reading -  
Second Reading –  
Third Reading –



## APPENDIX “B”

### GREENING OF THE FESTIVALS

The partnership program referred to as the Greening of the Festivals has been in place for 6 years. The lead community organization has been the Thames Region Ecological Association (TREA), the festival operators using Victoria Park, volunteers that assist both the festival operators and TREA and several operating areas at the City of London. The Greening of the Festivals has 7 main functions:

- Separating recyclables
- Separating food scraps
- Handling garbage
- Picking up litter
- Providing access to City tap water
- Handling wastewater from vendors
- Providing education and awareness information (e.g., information sharing at EcoStations, City displays, use of reusable dishes at selected events)

The City spends about \$25,000 per year specific to Greening of the Festivals and devotes some staff time. This is on top of what Festival organizers provide including volunteers. Results have generally been positive:

- waste diversion (the percentage of materials diverted from landfill) has ranged between 31% and 53% (by weight). Prior to the program starting it ranged between 2% and 5%,
- a growth in the number of EcoStations to match the overall growth of the festivals has occurred,
- generally a good volunteer base for most of the festivals, and
- overall a positive impression left with festival goers.

City staff have been very pleased with the progress made to green the festivals and with the involvement of the festival operators, volunteers and TREA. Over the 6 years, challenges have generally been met with the desire to resolve them. Improvements were added almost every year. It is also important to note that for many, the Greening of the Festivals has not gone far enough and more initiatives need to be pursued (e.g., more use of reusable dishes, banning the sale of bottled water, etc).

Some of the issues emerging in the last couple of years have become a concern and include:

- Garbage bags being piled up for an extended period of time at the larger festivals.
- Open garbage being found on the ground, either beside garbage cans or in places without garbage cans. This is both an aesthetic and potential health concern.
- An increased amount of litter, at times, particularly in areas leading to and from Victoria Park
- Separated organics (food scraps) being rejected by the composting facility due to high levels of non-compostable materials being present which results in the separated materials being sent to landfill. In 2013, 65% (by weight) of the separated organics were rejected and sent to landfill.
- Recyclables from some festival areas not being sorted (e.g., cardboard, boxboard, etc.).
- A decline in the amount of material diverted in the last 2 years; 42% (2012) and 31% (2013). The highest year was 53% in 2009.

#### Proposed Operational Adjustments – Greening Activities

After reviewing all the achievements to date and examining the challenges in the last two years; it was decided to propose some adjustments, with the goal being improved overall waste management practices by ensuring the fundamentals are achieved, emphasis is placed on the right areas, leaders are recognized and Londoners and visitors leave with a positive impression.



Proposed Improvement Action

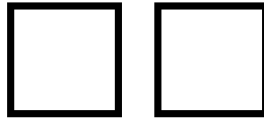
Proposed Improvement Action	Lead Responsibility
1. Better garbage handling systems	Festival operators
2. Increased litter pickup in the park	Festival operators; City
3. More recycling and garbage bins to be provided and placed	City
4. More recycling activities especially for vendors	Festival operators; City
5. Increased access to London tap water at festivals (e.g., a special event mobile drinking water station will be available this summer for larger events)	City
6. Two materials separation options for EcoStations <ul style="list-style-type: none"> <li>• 2 Stream Recycling + Organics + Garbage (By request)</li> <li>• 2 Stream Recycling + Garbage (Mandatory)</li> </ul>	Festival operators; City
7. The cost of managing contaminated loads of recyclables or organics will be charged back to event organizers	City
8. Elevate the importance of volunteers and adjust how volunteers are used (e.g., need to be used where services are needed most; no longer mandatory at EcoStations)	Festival operators

*Note: Actions to be undertaken by Festival Operators may be reduced, in part, by actions by TREA and its volunteer base.*

Proposed Operational Adjustments – Length of Event

When hosting an event at Victoria Park the following will be provided/applies based on the duration of your event.

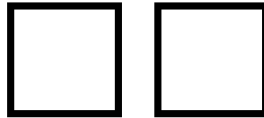
- Three (3) Day Event:
  - Temporary Bike Rack
  - Water Truck/Bar
  - City of London Display (the location of this display will be near the corner of Dufferin and Wellington). The display includes a trailer. Topics covered may include:
    - Conserving water
    - Transportation choices
    - Minimizing waste
    - Energy saving in the home
    - Yard naturalization
    - Environmental events
    - Neighbourhood initiatives
    - Local community resources
  
- Two (2) Day Event:
  - Temporary Bike Rack
  - Water Truck/Bar
  
- One (1) Day Event:
  - Temporary Bike Rack



**APPENDIX “C” - SUBSTANTIAL REVISIONS**

Issue	Recommendation	Rationale
<p><b>Conditions of Approval Page 6</b></p>	<p><b>6.1 New</b> - Every application for a Special Event approval shall be made to the Managing Director on the forms provided by the Managing Director. Without limitation, every application shall include the following information:</p> <ul style="list-style-type: none"> <li>(a) the name, municipal address and telephone number of each applicant;</li> <li>(b) if the applicant is a partnership, the name, address and telephone number of each partner; and</li> <li>(c) if the applicant is a corporation, the address of its head office, and the name, address and telephone number of each director and officer.</li> </ul> <p><b>6.2 New</b> - The application must be submitted in a timely manner, as determined by the Managing Director, with the minimum submission deadline being at least two weeks prior to the event.</p> <p><b>6.3 New</b> - Every person applying for a Special Event approval shall provide in full at the time the application is submitted all of the information requested on the application form as well as:</p> <ul style="list-style-type: none"> <li>(a) payment of the non-refundable prescribed application fee, if any, as set out in the City’s Fees and Charges By-law;</li> <li>(b) if the applicant is a corporation, a copy of the incorporating documentation, a copy of the last initial notice or notice of change which has been filed with the provincial or federal government and a Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than fifteen (15) days prior to the date of the application;</li> <li>(c) if the applicant is a partnership, details of each partner’s interest in the partnership; and</li> <li>(d) any other documentation or information as may be required in any other part of this Manual, or by the Manager of Special Events (including but not limited to event financial statements, certificates of insurance, liquor licence, etc.).</li> </ul> <p><b>6.4 New</b> - Every application may be subject to investigations by and comments or recommendations from the municipal or provincial departments or agencies as the Managing Director deems necessary including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) the London Police Services;</li> <li>(b) the Manager of By-law Enforcement.</li> </ul> <p><b>6.5 New: Issuance of Approvals</b> - Every approval of a Special Event is subject to the following conditions of obtaining, and continuing to hold an approval, all of which shall be performed and observed by the applicant:</p> <ul style="list-style-type: none"> <li>(a) the applicant must pay the Facility Rental Contract fee;</li> <li>(b) the applicant must pay all fees and fines owned by the applicant to the City;</li> <li>(c) the applicant must enter into a Facility Rental Contract for the Special Event;</li> <li>(d) the applicant must meet all the requirements of this Manual and any applicable By-laws.</li> </ul> <p><b>6.6 New</b> - An approval under this Manual shall be valid only for the period of time for which it was issued.</p> <p><b>6.7 New: Powers of the Managing Director</b> - The power and authority to refuse to issue an approval, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Manual are delegated to the Managing Director (or his or her written designate).</p> <p><b>6.8 New</b> - The Managing Director (or designate) may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on the following grounds:</p> <ul style="list-style-type: none"> <li>(a) the event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.</li> <li>(b) there is another event booked at the venue;</li> </ul>	<p><b>Imposing the conditions of approval to provide grounds for refusal to Managing Director or delegate.</b></p>

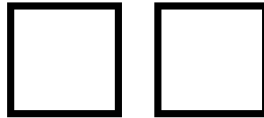




Issue	Recommendation	Rationale
	<p>(c) the event conflicts with the City's core values, vision or strategic goals or adversely impacts on the City's identity;</p> <p>(d) in the Managing Director's opinion, event participants and patrons have not been or will not be adequately safeguarded;</p> <p>(e) in the Managing Director's opinion, the security and protection of all venues have not been or will not be adequately safeguarded</p> <p>(f) in the Managing Director's opinion, activities which are contrary to City policies or by-laws, or provincial or federal laws will be conducted or promoted;</p> <p>(g) all regulatory approvals have not been obtained (i.e. alcohol, lottery licence, etc.);</p> <p>(h) the application was not submitted in a timely manner, as determined by the Managing Director (with the minimum submission deadline being at least two weeks prior to the event);</p> <p>(i) the applicant or Special Event Operator does not have or will not provide evidence of required insurance;</p> <p>(j) the applicant or Special Event Operator does not have or will not provide evidence of any required liquor licence;</p> <p>(k) the applicant or Special Event Operator will not provide documentation or information as may be required in any other part of this Manual, or by the Manager of Special Events (including but not limited to event financial statements);</p> <p>(l) the conduct of the applicant, or any partner, officer, director, employee or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity</p> <p>(m) the applicant is carrying on activities that are contrary to the Manual, or are in contravention of the Parks &amp; Recreation Area By-law or Streets By-law, or any other applicable law;</p> <p>(n) there are reasonable grounds to believe that an application or other documents provided to the Managing Director by or on behalf of the applicant contains a false statement;</p> <p>(o) any information contained in the original application form, or any other information provided to the Managing Director, has ceased to be accurate and the Special Event Operator has not provided up-to-date accurate information to the Managing Director to allow the Managing Director to conclude that the approval should continue;</p> <p>(p) an applicant or Special Event Operator does not meet, at any time, one or more of the requirements of this Manual, applicable By-law, or any conditions imposed on the approval;</p> <p>(q) the applicant or Special Event Operator is not in compliance with any federal or provincial law, or City By-law;</p> <p>(r) the applicant, Special Event Operator, or any partner, officer or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons) or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;</p> <p>(s) the applicant or Special Event Operator has been convicted of any other criminal offence for which, in the opinion of the Managing Director, it would not be in the interest of public safety to issue an approval.</p> <p><b>6.9 New</b> - Notwithstanding any other provision of this Manual, the Managing Director may impose terms and conditions on any approval any time during the term of the approval, including special conditions, as are necessary in the opinion of the Managing Director to give effect to this Manual.</p> <p><b>6.10 New</b> - The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for an event on City of London Property.</p>	



Issue	Recommendation	Rationale
<p><b>City of London Property Rental Statement Page 10</b></p>	<p><b>8.10 New: Inflatables</b>                      When having inflatables at a special event: The organizer must show copies/proof of the insurance and licenses (item a, b, c, d) from the inflatable provider to the City 7 days prior to their event.</p> <ul style="list-style-type: none"> <li>(a) Evidence of \$5 million dollars in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the devices(s) at the rental event and is valid throughout the date of the event.</li> <li>(b) Copy of Ontario Amusement Device License which is valid throughout the date of the event.</li> <li>(c) Copy of Ontario Amusement Device Permit (one permit per device) which is valid throughout the date of the event.</li> <li>(d) Copy of Ontario Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.</li> <li>(e) Inflatable amusement devices will be installed by the Provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.</li> <li>(f) Supervision of inflatable amusement devices will be provided on site for each device operated, from set up until tear down by trained attendants provided by the Provider of the device.</li> <li>(g) All employees of the Provider are insured under Workplace Safety and Insurance board coverage.</li> <li>(h) It is understood and agreed the Facility or Park Supervisor has the right to shut down the inflatable device or the rental if compliance of any of the above conditions is not evident during the rental period.</li> </ul>	<p><b><i>This addition will provide consistency across the Corporation for inflatable amusement devices during events.</i></b></p>
<p><b>Ontario Occupational Health &amp; Safety Legislation Page 36</b></p>	<p><b>20.0 New: Ontario Occupational Health &amp; Safety</b>                      The City of London ('the City') – The Owner of the Facility / Premise:</p> <ul style="list-style-type: none"> <li>i. The City shall ensure that the facilities set out in the Facility Rental Contract are maintained in good condition and complies with the applicable occupational health and safety regulations, codes, and standards.</li> </ul> <p>The Event Organizer:</p> <ul style="list-style-type: none"> <li>(a) The Event Organizer shall ensure that their employees, hired services, vendors or contractors comply with the Occupational Health and Safety Act, regulations, codes, guidelines, and standards associated with their work.</li> <li>(b) The Event Organizer shall document and correct any incidents of non-compliance with Occupational Health and Safety Act, regulations, codes, guidelines and standards associated with their work.</li> <li>(c) The Event Organizer shall ensure that their employees, hired services, vendors or contractors are trained in the hazards and control measures associated with their work and the site.</li> <li>(d) For activities identified to meet the definition of a Construction Project, prior to work commencing on that project, the Event Organizer and each contractor involved shall complete a Ministry of Labour approved registration form (section 5 of O. Reg. 213/91). The Event Organizer or contractor must also provide a Notice of Project (NOP) to the Ministry of Labour (MOL) prior to starting projects that meet the standards set out in section 6(1) of the Regulation for Construction Projects, O. Reg. 213/91 (the Regulation).</li> <li>(e) The Event Organizer shall review, distribute to all contractors, hired services, and employee, and ensure compliance the applicable Ministry of Labour Guidelines for the Performance Industry. These are outlined below at the following links on the Ministry of Labours web site.                         <ul style="list-style-type: none"> <li>i. <u>Temporary Performance and Event Structures</u>  <a href="https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php">https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php</a></li> <li>ii. <u>Working at Heights</u>  <a href="https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php">https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php</a></li> <li>iii. <u>Pyrotechnic Special Events</u>  <a href="https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_pyro.php">https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_pyro.php</a></li> <li>iv. <u>Rigging and Fall Arrest</u>  <a href="https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_rigging.php">https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_rigging.php</a></li> </ul> </li> <li>(f) The Event Organizer shall appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the City of London.</li> <li>(g) The Event Organizer shall inform the City of London of any injury, incident, or any event that result in damage to property or the environment.</li> </ul>	<p><b><i>To educate event organizers to ensure they are aware of their obligations under the Act.</i></b></p>

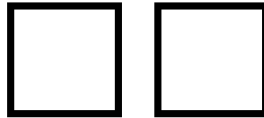


Issue	Recommendation	Rationale
	<p><b>20.0 New: Locates</b></p> <ul style="list-style-type: none"> <li>(a) Locates are required during all excavation or when using 'earth piercing' tools such as stakes, posts, picks, t-bars, and augers. Locates include the physical markings on the ground of where utilities are and the locate map. Both items together constitute the locate.</li> <li>(b) It is the duty of the Event Organizer to inform the City of London, at least 10 days in advance, if there will be any excavation, digging, or use of 'earth piercing' tools during the event.</li> <li>(c) The City of London will arrange to have locates completed and provide the Event Organizer with the documentation.</li> <li>(d) It is the duty of the Event Organizer to provide the locates to all contractors, hired services, and vendors who are conducting excavation or using 'earth piercing' tools.</li> <li>(e) The Event Organizer will monitor the activities of their contractors, hired services, and vendors to ensure they are done in a manner according to <u>Ontario Regulation 213/91</u> and the <u>ESA &amp; TSSA Guideline for Excavation in the Vicinity of Utility Lines</u>.</li> <li>(f) It is the responsibility of the Event Organizer to ensure that under no circumstance will excavation or the use of 'earth piercing' tools (ex. tent stakes) be permitted within the 3-foot boundary limit on either side of the utility marking. Excavation or the use of 'earth piercing' tools are not permitted on concrete or asphalt surfaces unless permission is given by the Manager of Special Events or designate.</li> <li>(g) If the Event Organizer does not provide to the City of London and the locates cannot be arranged for the special event, then no excavation or use of 'earth piercing' tools shall be used at any time on the property. Under these circumstances, the Event Organizer will communicate with their employees, hired services, vendors, and contractors that these activities are not permitted and will monitor for compliance. The Event Organizer can allow the use of water barrels or other weights for tent installation.</li> <li>(h) If at any time during the event the Event Organizer discovers or is notified that a utility has been damaged, they will immediately take all required actions to protect people and property, and inform the utility owner (ex. Bell, Rogers, Union Gas, London Hydro, the City of London) and the Manager of Special Events or designate immediately of the occurrence.</li> </ul>	



**APPENDIX “D”**

Issue	Recommendation	Rationale
<p><b>City of London Property Rental Statement Page 8</b></p>	<p><b>7.2 New</b> - McKillop Park: is not available for rental, with the exception that the London Home Builders Association may rent McKillop Park for events associated with the Cancer Survivors’ Garden. Such events must be open to the public, must allow entry and access without cost, and must be approved by the Managing Director. London Home Builders Association must enter into the Facility Rental Contract for such events, and may be required to provide the required insurance coverage for those events.</p> <p><b>7.3 New</b> – Queens Park: Only the Western Fair Association can rent Queen’s Park. Any additional amenities, garbage bins, picnic tables required for the site will be requested by the Western Fair on behalf of the event. Any additional permitting, SOP’s, exemptions, tent permits, etc., would still be the responsibility of the organizer. The Western Fair will provide the City of London a courtesy communication to keep them informed on what is occurring.</p> <p><b>7.4 New</b> – Peace Garden: Rental of the Peace Garden will be limited to events associated with Tolpuddle, the First Nations Community.</p>	<p><i><b>This will assist in managing the scope of events on these properties.</b></i></p>
<p><b>Procedures for the Use of Victoria Park Page 13</b></p>	<p><b>9.15 New</b> - No mechanical or electrical rides will be permitted on the grass; only inflatables or games may be permitted. Vehicle and trailers associated with amusements devices/inflatables will not be permitted inside the park (must be parked on the road or in parking lot)</p>	<p><i><b>This will reduce the impact of ground compaction on the park.</b></i></p>
<p><b>Garbage &amp; Recycling/ Site Clean Up Page 19</b></p>	<p><b>12.4 Update</b> - (e.g., ensure beer cup collection is separate from bottle and can collection).</p> <p><b>12.6 Add</b> - In Victoria Park only, the City will provide bulk bins, where warranted, for the collection of recyclables, and <u>where warranted, and at the request of the special event operator</u> for compost materials.</p> <p><b>12.6 New</b> - When organics bulk bin service is requested by special event organizers, the EcoStations will include bins for the collection of organics. If organics is not requested, the EcoStations will not include bins for organics collection.</p> <p><b>12.6 New</b> - In Victoria Park only, the Special Event Operator will: in the event that a load of recyclables or compostable is rejected due to unacceptable levels of contamination, the special event organizer will pay for the cost of the rejected load including bin rental, transportation and associated disposal fees.</p>	<p><i><b>Improved overall waste management and education.</b></i></p>
<p><b>Noise Policy Page 22</b></p>	<p><b>13.0 New</b> - Exemption: <i>New Year’s Eve Event in Victoria Park is exempt from subsections 13.1(a), and 13.2 of the Special Events Policies &amp; Procedures Manual with respect to posting security for noise violations and with respect to exceeding decibel levels</i></p>	
<p><b>Procedures for Street Closure and Bagging Meters Page 26</b></p>	<p><b>15.13 New</b> - Beginning in 2014 event organizers requesting the closure of any section of Dufferin Ave. (Waterloo to Richmond) will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Special Events Manager or designate).</p>	<p><i><b>To assist with traffic in the downtown core during morning rush hour</b></i></p>
<p><b>Securing a contract for a Special Event Page 34</b></p>	<p><b>18.7 Update</b> – A meeting may be scheduled at the sole discretion of the City to review your request and help to make your event a success</p>	<p><i><b>To ensure a successful event</b></i></p>
<p><b>Development &amp; Compliance Services Page 55</b></p>	<p><b>24.10 New</b> – Event organizers are required to utilize the site numbers outlined on the map of Victoria Park provided by the City of London.</p>	<p><i><b>This will provide improvements and consistency with the process when applying for a building permit.</b></i></p>



Issue	Recommendation	Rationale
<p><b>Re:Sound</b> <b>Page 59</b></p>	<p><b>26.0 New</b> - Any type of event that utilizes recorded music is subject to a Re:Sound licensing fee. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects licence fees for the public performance of music in Canada and distributes to artists and labels around the world. Re:Sound tariffs are regulated by the Copyright Board of Canada.</p> <p>Please contact the Licensing Department at Re:Sound at 1-877-309-5770 or <a href="mailto:licensing@resound.ca">licensing@resound.ca</a> to obtain the proper licence for your event.</p> <p>Online: Visit Re:Sound at <a href="http://www.resound.ca">www.resound.ca</a> to obtain further information.</p>	