

	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MEETING ON MARCH 24, 2015
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR OF PARKS & RECREATION
SUBJECT:	ANNUAL REVIEW 2015 SPECIAL EVENTS POLICIES AND PROCEDURES MANUAL

RECOMMENDATION

That, on the recommendation of the Managing Director of Parks and Recreation the following actions **BE TAKEN** with respect to the 2015 Special Events Policies and Procedures Manual:

- a) The attached By-law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting of March 31, 2015 **TO APPROVE** the 2015 Special Events Policies and Procedures Manual (attached as Schedule "A1" to the by-law)

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Community and Protective Services Committee:

- March 3, 2014 - Annual Review 2014 Special Events Policies and Procedures Manual

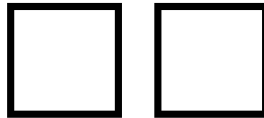
BACKGROUND

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. It is important that as a municipality we work at providing an amazing customer experience while balancing the needs of the citizens of London.

London played host to more than 200 special events in 2014 that attracted hundreds of thousands of Londoners and visitors. This included the MasterCard Memorial Cup, Rogers Hometown Hockey, and the 2014 Canadian Pacific Women's Open Golf Championship.

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 suitable 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 2014 Special Events Policies and Procedures Manual was approved by Council on March 18, 2014.



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, 2014, 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, 2014.

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

- Neighbourhood Block Parties
- Tree Protection
- Electrical Safety Authority

Neighbourhood Block Parties

Challenges were expressed by members of the general public with respect to hosting a community based neighborhood Block Party / Celebration and the current Special Event process. A sub group of City staff from various departments have met to discuss and develop a draft set of guidelines and procedures specifically focused on Neighborhood Block Parties. This is a work in progress and will be presented in the 2016 Annual report.

Tree Protection

Proactive efforts were made to work towards ensuring the protection and sustainability of the trees and other plants that provide the environmental, social and recreational values in Victoria Park not only during the events but throughout the year. Working with the Urban Forester, the Manager of Special Events and some of the major events (Kids Expo, International Food Festival, Sunfest, Home County, and Ribfest) in Victoria Park site plans were reviewed and revised in efforts to reduce some of the impacts of food trailers and tent placement on the existing tree canopy in the park. This will be an ongoing process as we continue to balance the needs of the events with the conservation of the trees and turf in Victoria Park.

Electrical Safety Authority

In keeping with ongoing improvements and education associated with Health & Safety and to reduce liability to the City: the Electrical Safety Authority provided updates and guidelines to be inserted into the manual along with criteria for requesting a permit. The manual has been revised to document/include these sections to educate event organizers to ensure they are aware of their obligations under the Electrical Safety Authority. (Appendix C)

Attached as Appendix "B" is the detailed description of the **minor administrative provisions** proposed at the Event Organizers and Public Consultation meetings.

CONCLUSION

Generally the Special Events policy continues to meet the needs of Event holders while protecting the City's interest. Only minor changes are proposed this year for clarity and specificity.



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.

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

- c. Special Events Coordinating Committee
 Lynn Marshall, Solicitor



APPENDIX “A”

Bill No.
2015

By-law No.

A By-law to approve the City of London’s 2015
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 2015 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 _____, 2015.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First Reading -
Second Reading –
Third Reading –



APPENDIX “B”

Issue	Recommendation	Rationale
Goals and Objectives <i>Page 3</i>	3.2 (i) New - To ensure the protection and sustainability of the trees and other plants that provide the environmental, social and recreational values not only during the events but throughout the year.	Tree conservation
Applications for Special Events <i>Page 6</i>	6.8 (m) Update – the applicant is carrying on activities that are contrary to the Manual, or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, Streets By-law, Boulevard Tree Protection By-law, or any other applicable law;	Tree conservation
City of London Property Rental Statement <i>Page 8</i>	<p>7.2 Delete - 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.</p> <p>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>7.2 (Replace) - Events in McKillop Park associated with the Cancer Survivor Garden must be open to the public, must allow for entry and access without cost, must be approved in writing by the London Home Builders Association (to be obtained by the event organizer), and must be approved by the Managing Director or designate. The individual, group or association must enter into the Facility Rental Contract for such events and will be required to provide the required insurance coverage and fees for those events.</p>	Managing partnership agreements
General Policies and Procedures <i>Page 9</i>	8.18 Updating – The City of London does not permit the attachment of any object included but not limited to art, garden displays or hammocks to trees located on City of London Properties (parkland, parking lots, streets) during a permitted Special Event.	Tree conservation
Procedures for the Use of Victoria Park <i>Page 12</i>	<p>9.14 Update – When hosting an event at Victoria Park the following will be provided/applies based on the duration of your event.</p> <p>The location of the City of London Display will be located in the green space south of the men's washroom doors beside the Thirst Mobile.</p>	Consistent corporate messaging
Vendors Policies & Procedures for the Sale of Ingestible Items and Amusement Device <i>Page 30</i>	<p>16.6 Replace – All vendor's booths, trailers, generators, electrical equipment, etc., is required to be approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power. Refer to section 24 for the acceptable certification and field evaluation marks.</p> <p>16.9 Update – Where the City of London is unable to provide electrical hookups, an approved generator approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power.</p>	Risk Management and Safety Improvements
2014 Administration Fees - Page 35	<p>Update – ESA and TSSA Inspection is the responsibility of event the organizer</p> <p>Update – Commercial Rental Fee \$650.00</p> <p>Update – Not-for-profit (less than eight hours) \$74.00</p> <p>New – Bale of Hay \$5/per bale</p>	User fee adjustments



APPENDIX “C”

Section

24

Electrical Safety Authority (ESA)

2015 Special Events Policies & Procedures Manual

24.0 Electrical Safety Authority (ESA)

*Electrical Safety Authority,
300 Dufferin Avenue, 7th Floor, London, Ontario, N6A 4L9
Gary Miller, Electrical Inspector Training Division 519 495-7888*

WHEN TO CALL FOR AN INSPECTION?

1. If you are renting out vendor space to a third party.
2. Whenever a connection for a Special Event is made using a direct connection (hardwired) to a distribution system, or using cam locks anywhere in the distribution system, a wiring notification is required and an inspection must be made prior to the system being energized.

All vendor's booths, trailers, generators, electrical equipment, etc. is required to be approved by a recognized Certification Agency or by a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power



For Your Safety

A Guideline for Use of Electricity at Outdoor Special Events

The following has been created as a guideline only and may not address all issues, as each situation is different.

All electrical equipment must be approved.

All electrical equipment must be certified by a recognized approval agency or accepted by an approved Field Evaluation agency. This includes, but is not limited to, hot plates, warming trays, all cooking equipment, slushie machines, pop dispensers, ice cream machines, water heaters, lighting fixtures, etc. This also includes electrical products being sold as well as any vendor's trailers or displays, if they are electrically wired, and any portable distribution centres. Portable distribution centres generally consist of an electrical panel and several outlets of various ampacities mounted to a board or in a cabinet. This assembly is then connected to a source of supply using a heavy duty cord and plug. All portable distribution centres shall be in the upright position and, unless of weatherproof construction, must be placed under the tent.

See below or visit the Electrical Safety Authority website at www.esasafe.com for the most recent certification marks and Field Evaluation labels accepted in Ontario. Unapproved equipment must be immediately disconnected and, except for trailers, removed from the site.

Use of extension cords.

1. All cords **MUST** be approved for outdoor use. The use of indoor type power bars is acceptable as long as the power bars are installed under the tent or overhang away from water and off of the ground.
2. All cords must be in good condition. Damaged cords must not be used. Inspect all cords before use for nicks, cuts, broken ground pins, heat damage, etc. Taping of the damaged portion of a cord is not acceptable.
3. Any electrical equipment that has a ground pin, must be used with an extension cord with a ground.
4. Cords may have new plugs/cord ends installed to replace damaged ends.
5. When cord ends are replaced, the jacketing of the cable must be completely contained in the new cord end. Exposed wires will not be allowed.
6. Cords must be adequately sized for the loads. Loads such as refrigerators, freezers, hot plates, fryers, water heaters, requiring high amounts of power should be using #14 AWG or larger extension cords.
7. Cords should be kept as short as possible. Excessively long cords result in large amounts of voltage drop that can lead to premature failure of motors and refrigerator/freezer compressors.
8. If cords are on a cord reel, they should be completely pulled out of the reel. Leaving the cord on the reels can result in overheating and melting or damage of the cord.
9. Depending on the installation circumstances, the Ontario Electrical Safety Code (OESC) or the Occupational Health and Safety Act (OHSA) may require the use of a Ground Fault Circuit Interrupter.
10. Even if not required by the OESC or OHSA, it is strongly recommended that ALL 15 and 20 amp 125V cords be used with a Ground Fault Circuit Interrupter (GFCI).



For Your Safety

Frequently Asked Questions for Outdoor Special Events:

Question 1: When is an electrical inspection required for an outdoor Event?

Answer 1: An electrical inspection is required when any of the following conditions apply:

- a) Electrical Equipment is hard wired (not of the portable plug-in type);*
- b) Use of generators rated over 12 KW or 240 Volts; or
- c) The event is a Carnival or Traveling show (for more information visit

<http://www.esasafe.com/business/carnivals-/travelling-shows>)

* All lighting and electrical equipment must have been manufactured with a cord set attached and maintained in good working order. "Homemade" or the addition of a cord to an approved piece of electrical equipment will not be allowed unless the assembly has been approved by a recognized Field Evaluation agency. Visit the Electrical Safety Authority website at www.esasafe.com for more information.

Question 2: Is it permitted to remove a damaged cord cap from a certified piece of electrical equipment and replace it with a new cord cap?

Answer 2: Yes, provided the device is not intended for resale and an approved cord cap is used.

Question 3: Is Lighting Equipment that is used outdoors required to be specifically approved for wet location?

Answer 3: Yes, luminaires installed outdoors are required to be specifically approved and marked as "SUITABLE FOR WET LOCATIONS". When a luminaire is installed under a tent or overhang in such a manner that it will NOT get wet, the luminaire marked as "SUITABLE FOR DAMP LOCATION" or "DRY LOCATIONS ONLY" is permitted depending on the location. For example, a luminaire marked as "DRY LOCATIONS ONLY" may be installed in a tent with adequate ventilation, and luminaire marked as "SUITABLE FOR DAMP LOCATION" may be installed under canopy or any other partially protected locations..

About the Electrical Safety Authority (ESA)

ESA's role is to enhance public electrical safety in Ontario. As an administrative authority acting on behalf of the Government of Ontario, ESA is responsible for administering specific regulations related to the Ontario Electrical Safety Code, the licensing of Electrical Contractors and Master Electricians, electricity distribution system safety, and electrical product safety. ESA works extensively with stakeholders on education, training and promotion to foster electrical safety across the province. More information on the Electrical Safety Authority can be found on its website, www.esasafe.com, through Twitter @HomeandSafety and on Facebook at www.facebook.com/ElectricalSafetyAuthority



For Your Safety

Recognized Certification Marks

Products approved for use in Ontario will bear one of the following markings -



Recognized Field Evaluation Agency Markings



Recognized Panel-Only* Field Evaluation Agency Markings



* NOTE: "PANEL ONLY" label identifies that the panel has been evaluated to the SPE-1000. It does not cover equipment that is added or connected to the panel. Visit the Electrical Safety Authority website at www.esasafe.com for more information.

Agenda Item # Page #

