

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY SERVICES COMMITTEE MEETING ON FEBRUARY 13, 2012</b>
<b>FROM:</b>	<b>WILLIAM C. COXHEAD DIRECTOR OF PARKS &amp; RECREATION COMMUNITY SERVICES DEPARTMENT</b>
<b>SUBJECT:</b>	<b>ANNUAL REVIEW 2012 SPECIAL EVENTS POLICIES AND PROCEDURES MANUAL</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Director of Parks and Recreation with the concurrence of the Executive Director of Community Services, the following actions **BE TAKEN** with respect to the 2012 Special Events Policies and Procedures Manual:

- a) The administrative changes that have been incorporated into the 2012 Manual, identified in Appendix A **BE NOTED**;
- b) The introduction of a one year pilot project to allow Special Event Operators to include LLBO-approved refreshment areas for events in Victoria Park **BE APPROVED**, it being further noted this project and associated procedures have been included in the 2012 Manual;
- c) The attached By-law (Appendix B) **BE INTRODUCED** at the Municipal Council meeting of February 21, 2012, **TO APPROVE** the 2012 Special Events Policies and Procedures Manual (attached as Schedule "B1" to the by-law)

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Community and Protective Services Committee:  
Annual Review 2011 Special Events Policies and Procedures Manual – April 12, 2011

<b>BACKGROUND</b>
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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 been developed, the Special Events Policies and Procedures Manual (the Policy) as the go to 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, insurance for events, and use of alcohol. The Policy is reviewed and revised each year with input from staff, the community and event organizers. The 2011 Special Events Policies and Procedures Manual was approved by Council on April 12, 2011.

In 2011 London played host to more than 145 special events attracting hundreds of thousands of Londoners and visitors and contributing positively to the local economy. This included the addition of five new events during the 2011 season.



## **POLICY REVIEW PROCESS**

Each year, a full review of the Policies and Procedures Manual is undertaken by the Special Events Co-ordinating Committee which consists of staff from Community Services (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. Recommendations regarding changes are then forwarded to both an event operators meeting and a public consultation meeting for further review. In an effort to assist us in protecting our assets and encourage the sustainability of events some of the administrative recommendations included restrictions for eco stations, and procedures for tentative bookings and picnic site bookings.

On October 11, 2011, all Special Event operators were invited to attend a meeting to review the proposed changes to the Manual and to get their input on how changes will affect their events. Six event operators representing six of the larger events attended this meeting.

A public consultation meeting was advertised then held on October 19, 2011, attended by thirteen individuals consisting of **four** event organizers and **seven** members of the public and - representation from Waste Free World.

## **ALCOHOL IN VICTORIA PARK**

**Event holders have expressed an interest in having the opportunity to establish beer gardens in Victoria Park.** In June, 2011 Ontario updated alcohol laws to better serve Ontarians. Included in some of the changes is the ability for Festivals and events to define an area larger than beer tents where people can walk around freely with alcoholic beverages. The province noted that Municipalities are free to customize based on their events and properties.

Some event holder's believe beer tents established in the park would allow festival patrons to remain in the park and have an alcoholic beverage while enjoying various performances without having to leave the park to partake and then return to the festival. There has been no request from event organizers to gate the entire park which would be necessary for a free roaming option.

Staff consulted with representatives from the Veteran's Group, Ivest Properties and Woodfield Community Association. There were no concerns expressed. Communication with the Veteran's Zone A6 Commander indicated although the Veteran's have no interest in having a beer garden at any of their events they have no objection to other events pursuing that opportunity.

There has been a history of exemptions and introductions of alcohol events in Victoria Park. (see Appendix C)

**Staff is recommending that we allow a one year trial period for beer gardens/alcohol in Victoria Park under the conditions outlined in Appendix "A".**

## **AMPLIFIED SOUND/NOISE**

**Citizens and event holders continue to have issues with the regulations and penalties for non-compliance around the levels of sound created during amplified concerts and performances.**

The 2010 Special Events Policies and Procedure Manual required a \$500 noise violation deposit along with progressive security noise deposits of \$1,000 and \$5,000 for subsequent violations of the policy, and at the discretion of the Special Events Manager or designate an event organizer may be required to hire an off duty police officer to monitor the sound levels to ensure compliance.

Event holders found this to be onerous and in 2011 Policy was revised to maintain the \$500 security deposit but the progressive security noise deposits of \$1,000 and \$5,000 for subsequent violations was removed. A requirement for a By-law officer on site during all main stage performances and/or beer gardens was implemented for those who violated the noise policy in the prior year.



The event holders have again expressed a concern for the increased cost they may incur if the 2011 noise provisions remain in effect. With the approximate cost of bylaw division representation at a \$100/hr and the number of hours coverage that could be required over the course of a festival; the potential costs associated with this provision become a financial burden to an event organizer.

Given the small number of complaints received in 2011 it **Staff is recommended we return to a complaint based approach for enforcement of the noise by-law. Should the provisions of the policy be broken the \$500 noise deposit will be lost.**

Sound levels and time restrictions will remain unchanged.

**Increase Sound Levels and Extensions to time.** The City received one request to increase the Decibel level sound allowances in the policy and seek exemption from the Noise By-law relative to extending the time past 11:00 PM. This request has been withdrawn and no other requests have been received.

### **TENTS BUILDING PERMITS AND FIRE EXTINGUISHERS**

For safety purposes The City of London's Building Division will be taking a more active role in the policing of tents and tent permitting. Staff will be scheduling information meeting/sessions with the event organizers and representative from the building division and Fire Prevention to provide education on these topics.

### **ACCESSIBLE PARKING AT EVENTS IN VICTORIA PARK**

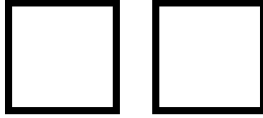
A suggestion was brought forward with respect to creating accessible parking for events at Victoria Park. Staff will work with the Parking Division to create accessible parking at the Angel Street meters.

### **ROAD CLOSURES AND METER BAGGING ON TALBOT**

In 2011, Talbot Street (between Dundas Street and King Street) was closed for 5 events totalling 7 days of closure (5 weekdays and 2 days on the weekend). Concerns we expressed from a business owner in the area regarding difficulties getting around the area, limited availability for parking, and barricades not being removed in a timely manner. Staff believe there is a reasonable balance between respecting the needs of the business community in the area with the promotion of events in the market square area. Staff will investigate improving directional signage in the area and work with event organizers to ensure removal of barricades in a timely manner.

### **OTHER MINOR REVISIONS**

Attached, as Appendix "A", is the detailed description of the administrative provisions proposed at the Event Organizers and Public Consultation meeting which assist us in protecting our assets and encourage the sustainability of events.



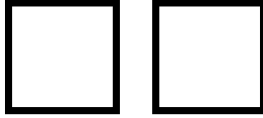
**CONCLUSION**

The Special Events Policies and Procedures Manual is reviewed annually to ensure the City is able to continue to support and facilitate special events for the enjoyment of Londoners and to promote tourism.

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 bylaw.

<b>PREPARED BY:</b>	
<b>KRISTA KEARNS                  MANAGER, SPECIAL EVENTS AND                  COMMUNITY RENTALS                  DEPARTMENT OF COMMUNITY SERVICES</b>	
<b>RECOMMENDED BY:</b>	<b>CONCURRED BY:</b>
<b>WILLIAM C. COXHEAD                  DIRECTOR OF PARKS &amp; RECREATION                  DEPARTMENT OF COMMUNITY SERVICES</b>	<b>ROSS L. FAIR                  EXECUTIVE DIRECTOR                  DEPARTMENT OF COMMUNITY SERVICES</b>

- c. Special Events Co-ordinating Committee  
 Scott Stafford, Division Manager, Parks and Community Sports  
 Kash Husain, Accessibility Advisory Committee



**APPENDIX "B"**

Bill No.  
2012

By-law No.

A By-law to approve the City of London's 2012  
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 2012 Special Events Policies and Procedures Manual attached as Schedule "B1" 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 \_\_\_\_\_, 2012.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First Reading -  
Second Reading –  
Third Reading –



**APPENDIX “A”  
Summary of Changes**

The following is a summary of the proposed changes that are recommended for 2012 based on the Special Events Policy Review Process.

Issue	Recommendation	Rationale
<b>General Policies &amp; Procedures Page 8</b>	<b>Delete:</b> 8.5 For events outside Victoria Park selling food and beverages, the EcoStation service is available upon request. However, the special event operator is required to first demonstrate they are able to provide sufficient volunteers or paid staff to operate the EcoStations and that they will ensure that all of their food vendors are using compostable, recyclable or reusable food packaging.	<i>With the current staffing and the limited number of tents available we are unable to support the demand/requests outside of Victoria Park.</i>
<b>General Policies &amp; Procedures Page 8</b>	<b>New:</b> 8.7(c) The City of London does not accept tentative bookings or hold facilities and any request must include a specific date and time frame to a maximum of three.	<i>To maintain the integrity of the current booking process for events.</i>
<b>General Policies &amp; Procedures Page 9</b>	<b>Revised:</b> 8.12 In order to mitigate the potential for aggressive behavioral issues that might arise at <b>special</b> events booked through the City of London, the London Police Service in conjunction with the Special Event organizer and the Special Events Manager or designate may be required to develop security strategies appropriate for the event. The special event operator may be required to hire paid duty uniformed police officers <b>and/or licensed security personnel</b> in numbers reflecting the risk level established in the event evaluation.	<i>To include events outside the scope of sporting events.</i>
<b>Conditions for Alcohol in Victoria Park Page 10</b>	<b>Delete:</b> 9.7 Alcoholic beverages will not be allowed in Victoria Park for any event. <b>Replace:</b> 9.7 Alcoholic beverages will be allowed in Victoria Park on a one year trial basis under the following conditions: <ul style="list-style-type: none"> <li>• The event organizer will work with staff to identify preapproved locations for the beer garden(s) in the park.</li> <li>• Any beer gardens located on the main concrete pad must maintain an open area in front of the beer garden no smaller than 20m x 36m for all ages and accessible viewing.</li> <li>• Any beer garden inside the park must be all ages unless a restriction has been placed on the permit by the Registrar of Alcohol and Gaming.</li> <li>• There is a limit of two beer gardens inside the park, no beer garden in the park shall exceed 720m<sup>2</sup> (ie 20m x36m).</li> <li>• The organizer must apply for a liquor license and comply with all the alcohol and gaming commission regulations.</li> <li>• Compliance with the City of London’s Alcohol Policy.</li> <li>• Having a beer tent in the park does not preclude them from having one on the road.</li> <li>• All orders for liquor must be served before 10:45 pm (11:45pm for New Year’s Eve). All liquor must be cleared by 11:30 pm (12:30 am for New Year’s Eve). This includes the clearing of all glasses and bottles off the tables.</li> </ul>	<i>Potential costs associated with this become a financial burden to an event organizer.</i>
<b>Procedures for Use of Springbank and Harris Park Page 12</b>	<b>New:</b> 10.1(f) The booking of the roadways in Springbank and Gibbons Park does not include the picnic sites a separate request must be made at 519.661.5575.	<i>To assist organizers in securing picnic sites for their events if required.</i>
<b>Noise Policy Page 20</b>	<b>Delete:</b> 13.1(b) If there was a noise violation from the previous year (as determined solely by the City), in addition to the requirement in (a) above, the operator will be required to have a City of London Municipal By-Law Enforcement Officer(s) on site during all main stage performances and/or beer garden performances to monitor sound levels to ensure compliance. The operator will be required to pay (in advance) the hourly fee for the attendance of the Municipal By-law Enforcement Officer(s) (minimum 2 officers required after 4:30 p.m.) as set out in the City’s applicable fees and charges by-law (note that the posted security of \$500 will be applied to such fees and charges, however the operator is required to pay the City in advance for all fees above \$500). In the event that a Municipal By-Law Enforcement Officer is unavailable to attend, the operator will be required to hire an off-duty police officer to monitor sound levels, at the operator’s sole expense.	



**APPENDIX “A”  
Summary of Changes**

Issue	Recommendation	Rationale
<b>Vendors Policies and Procedures Page 28</b>	<b>New:</b> 16.10 When the food vendor is the event organizer they are required to complete and submit the Middlesex Health Unit Forms and comply with all ESA and TSSA regulations.	<b><i>To ensure consistent compliance with all event organizers.</i></b>
<b>Tents/Building permits and Fire Extinguishers Information Page 52</b>	<b>Information:</b> If the following size tent is standing alone they do not require a building permit: 10'x10', 15'x15', 10'x20', 10'x 30', 20'x20', and 20'x30'. If you are grouping any of these tents together, the total square footage will require a building permit if it exceeds 600' sq ft.or a space of 10 ft. must be left prior to the starting the next cluster. A permit is required when an individual tent exceeds 60m2 (645 sq.ft.). Fire Prevention Officers indicated that fire extinguishers are not readily available at vendor booths during event.	<b><i>To ensure safety of the vendors and participants at the events.</i></b>
<b>Alcohol Policy Page 68</b>	<b>Revised: 2.8.1</b> Special Events organizers intending to sell alcohol as part of their event shall be required to hire special pay duty police officers <b>and/or licensed security personnel</b> to ensure the safety and security of their patrons.	<b><i>There is the potential to reduce some expenses associated with security, and to provide an approved alternative when police officers are not available.</i></b>
<b>Addition of Carillon Manual into Special Events Manual Page 95</b>	<b>New Policy:</b> Insert carillon procedures into the existing Special Event Policies & Procedures manual.	<b><i>To ensure consistent operation with all event organizers.</i></b>



**APPENDIX "C"**  
**HISTORY OF ALCOHOL IN VICTORIA PARK**

- P.U.C. Recreation (By-law No.-435-247) did not allow the serving of alcohol in Victoria Park. In February 1995 a report from recreation staff requested that alcohol be allowed to be served in Victoria Park.
- A resolution from Council was passed that allowed a one year trial period that allowed alcohol in Victoria Park.
- Alcohol was served at Winterfest and Big Band Festival without incident and no complaints.
- 1996 the policy not allowing alcohol in Victoria Park was reinstated as per a Council resolution. This decision was based on letters of objections for alcohol in Victoria Park submitted from The Veterans Group, Ivest Properties, (Richmond and Central), and Woodfield Community Association.
- Based on a request by the Host Society, Canada Games applied for and received a general exemption from the Special Events Policies and Procedures Manual. The Host Society was permitted to determine the activities (including the serving of alcohol) that were to be allowed in Victoria Park during the 2001 Canada Games. This exception was created by resolution of Council.
- The Council approved Special Events Manual for 2002 indicates "Alcohol beverages will not be allowed in the park."



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