



	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MEETING ON JANUARY 19, 2016
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR OF PARKS & RECREATION
SUBJECT:	ANNUAL REVIEW 2016 SPECIAL EVENTS POLICIES AND PROCEDURES MANUAL

RECOMMENDATION

That, on the recommendation of the Managing Director of Parks and Recreation, the attached By-law (Appendix B) **BE INTRODUCED** at the Municipal Council meeting of January 26, 2016 **TO APPROVE** the 2016 Special Events Policies and Procedures Manual.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Community and Protective Services Committee:

- March 24, 2015 - Annual Review 2015 Special Events Policies and Procedures Manual

BACKGROUND

London played host to more than 200 special events in 2015 that attracted hundreds of thousands of Londoners and visitors. This included the PAN AM Torch Relay, World Clydesdale Show Promotion, My Dundas Launch, and the filming of a portion of an episode of Hockey Wives during the 2015 Ribfest. Special Events build on the following of Council's Strategic Areas of Focus:

1. Strengthening Our Community - London is a creative and engaged community that encourages London to attend festivals and events where cultural diversity can be celebrated in a safe, respectful and engaging manner.
2. Leading in Public Service - 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. It is important that as a municipality we work at providing an amazing customer experience while balancing the needs of the citizens of London.

Purpose

The purpose of this report is to summarize the 2015 special event season, the review process and changes to the 2016 Special Events Policies and Procedures Manual. The manual provides organizations a 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. It addresses issues like 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.

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 September 16, 2015, 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 events attended this meeting.

A public consultation meeting was advertised, then held on September 24, 2015.

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

- Neighbourhood Street Closure Event
- Smoke Free Ontario
- Technical Standards Safety Authority

Neighbourhood Street Closure Event

Challenges were expressed by members of the general public with respect to hosting a community based neighborhood celebration and the current special event process. To support these neighbourhood street closure events in effectively planning and executing a successful event, a sub group of City staff from various service areas have met to develop a set of procedures to be included in the manual specifically focused on neighbourhood street closure events. *Definition: A Neighbourhood Street Closure Event, where members of a single street(s) congregate, either to observe an event of some importance or simply for mutual enjoyment. Members of the general public are not invited to attend.*(Section 16, page 29)

Smoke Free Ontario

In keeping with the regulatory amendments effective January 1, 2016, to the Smoke – Free Ontario Act, smoking is prohibited:

- Within 20 metres of playground equipment and the perimeter of sports fields, sport surfaces and spectator areas adjacent to sport fields.
- On all bar and restaurant patios and in places where food or drink is served, sold or offered for consumption to protect the health of workers and patrons by reducing exposure to second--hand smoke and exposure to tobacco use.

The manual has been revised to document/include these sections to educate event organizers to ensure they are aware of their obligations under the Smoke Free Ontario Act. (Section 29, page 78)

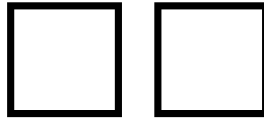
Technical Standards Safety Authority

In keeping with ongoing improvements and education associated with Health & Safety and to reduce liability to the City: Technical Standards and Safety Authority provided updates and guidelines to be inserted into the manual along with criteria for requesting a permit for mobile food service and an guideline of the process to follow when seeking an approval for special effects, regarding temporary flame effects utilizing hydrocarbon based fuels which include, but not limited to: propane, butane or natural gas as the fuel for entertainment, exhibition, demonstration, or simulation. The manual has been revised to document/include these sections to educate event organizers to ensure they are aware of their obligations under the Technical Standards and Safety Authority. (Section 24, page 57, 58 & 60, 61)

Rock the Park 2015

A by-law was introduced at the Municipal Council, meeting held on April 15, 2015, to amend the City of London 2015 Special Events Policies and Procedures Manual to provide for the Rock the Park 12 – July 2015 event the use of Harris Park for 5 consecutive days.

As requested by Council, administration worked with Ipsos Reid - Public Affairs to conduct a survey that will evaluate the impact on the community resulting from permitting the use of Harris Park for 5 consecutive days. As outlined in the minutes of the Community and Protective Services meeting on April 21, 2015, the findings are to be included in the report back on the feasibility of establishing Culture Districts in the City.



The event organizer has not requested an extension to 5 days from the current 4 for 2016, and no other requests have been received for an extension. The manual remains unchanged at 4 consecutive days of amplified sound for Harris Park.

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

CONCLUSION

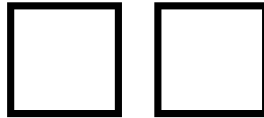
Generally the Special Events policy continues to meet the needs of event holders while protecting the City’s interest. Only minor changes are proposed this year for clarity and specificity.

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) increasing opportunities for research and support within our Community.

Should the current review of the potential for culture districts suggest that changes are required to this manual, they will be dealt with separately at the appropriate time.

PREPARED BY:	
KRISTA KEARNS MANAGER, SPECIAL EVENTS AND COMMUNITY RENTALS	
SUBMITTED BY:	RECOMMENDED 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
Jason Wills, Risk Management



APPENDIX “A”

Summary of minor administrative provisions proposed at the Event Organizers and Public Consultation meetings.

Issue	Recommendation	Rationale
<p>Definition of Special Events <i>Page 5</i></p>	<p>5.0 Delete – Local Event – A one off sporting, cultural or other type of event that impacts the municipality or a specific community. Replace – Definition: A Neighbourhood Street Closure Event, where members of a single street(s) congregate, either to observe an event of some importance or simply for mutual enjoyment. Members of the general public are not invited to attend.</p>	<p><i>To meet the growing request for neighbourhood street closure event requests..</i></p>
<p>2016 Administration Fess <i>Page 38</i></p>	<p>New - Filming – (administration fee plus below fee) Filming (Commercial/For Profit) per day - \$600.00 Filming (Not for Profit) flat rate - \$70.00 Filming B Roll flat rate- \$32.00 Filming Student Project - \$0.00</p> <p>Update - Water \$20.00/day (increase \$4.00) - Hydro Service - \$8.00/pedestal/day (increase \$0.50)</p> <p>All other user fees increase 2%</p>	<p><i>User fee adjustments agreements</i></p>



APPENDIX "B"

Bill No.
2015

By-law No.

A By-law to approve the City of London's
2016 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 2016 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 _____, 2016.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First Reading -
Second Reading –
Third Reading -