

TO:	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MEETING ON FEBRUARY 25, 2013
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR OF PARKS & RECREATION
SUBJECT:	ANNUAL REVIEW 2013 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 2013 Special Events Policies and Procedures Manual:

- a) The attached By-law (Appendix B) **BE INTRODUCED** at the Municipal Council meeting of March 5, 2013 **TO APPROVE** the 2013 Special Events Policies and Procedures Manual (attached as Schedule "B1" to the by-law)

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

Community Services Committee:
Annual Review 2012 Special Events Policies and Procedures Manual – February 13, 2012

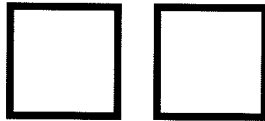
BACKGROUND

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. As we continue to grow and build the vibrancy of the downtown through special events it is important that as a municipality we work at providing an "at your service" and quality product that meets the needs of our clients/customers 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 the addition of three new events along with a variety of filming opportunities including a Major International Nike Commercial for the 2012 Olympics in England.

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 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 2012 Special Events Policies and Procedures Manual was approved by Council on February 21, 2012.



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 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 10, 2012, all Special Event operators were invited to attend a meeting to review the proposed changes to the Policy Manual 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 17, 2012, attended by three individuals consisting two members of the public and a representative from Waste Free World.

ALCOHOL IN VICTORIA PARK

The report in 2012 report recommended that a Beer gardens/alcohol be implemented on a one year trial basis during the 2012 event season in Victoria Park under the conditions outlined in Appendix "A".

For the 2012 Event Season five events took the opportunity to host a beer garden(s) inside Victoria Park and provided the following feedback:

- Beer gardens/tents in the park provided the opportunity for festival patrons to remain in the park and have an alcoholic beverage while enjoying various performances without having to leave the park to consume a beverage and then return to the festival.
- Reduction in the number or road closure requests associated with beer gardens
- Reduced costs to event organizers with respect to road closures, additional staging, entertainers, and security
- Increased visibility of the beer gardens for staff and monitoring

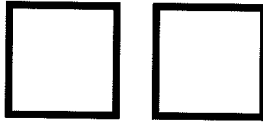
Staff is recommending that we continue to permit beer gardens/alcohol in Victoria Park subject to the conditions outlined in Appendix "A and reflected in the bylaw appendix B, Schedule B1".

AMPLIFIED SOUND/NOISE

A Public Participation Meeting regarding Amplified Sound and Hours of Operation of Special Events was held on June 19, 2012. The following updates/revisions with respect to amplified sound and hours of operation of Special Events was approved by Council on July 24, 2012, and implemented for the balance of the season.

The amplification of sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m. allowing for a fifteen minute grace period to end at 11:15 pm

- 13.2 All amplified concerts shall not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the front edge of the stage, with the allowance for a maximum of 5 crescendos, per performance. The decibel level within the 30m zone, shall be at the discretion of the event operator, however sound equipment and speaker placement should be designed such that the 90 decibel is not exceeded at the 30m limit, with the allowance for a maximum of 5 crescendos, per performance.
- 13.3 The Corporation of the City of London staff may monitor and document the decibel levels with a decibel sound meter once every ½ hour during the amplified concert. Non compliance could result in cancellation of future



events held by that special event operator and forfeiture of the security (cash or letter of credit).

- 13.9 The Manager of Special Events, or written delegate, is authorized to extend the hours of amplified sound for Special Events beyond 11:00 PM, to a maximum extension of 45 minutes, any extension granted shall not go beyond 45 minutes, on any single night, or cumulative throughout a single festival, if one or more of the following has caused a delay to the start of the performances:
- a rain delay occurs on the day of the Special Event;
 - a power failure delay occurs on the day of the Special Event;
 - other uncontrollable circumstances (evaluated on a case by case bases)
 - occur on the day of the Special Event

Definitions:

Amplified Sound: is any sound created by any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers intended for the production, reproduction or amplification of sound, including but not limited to a radio, television, amplifier, loud speaker, public address system, sound equipment.

Non-amplified Sound: when a special event or bandshell booking does not use sound equipment (other than a public address system) to increase the volume of natural sound levels.

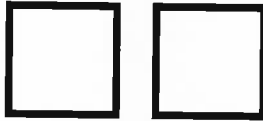
Crescendo: means a passage gradually increasing in loudness or intensity

Performance: means an act or successive acts having a break of less than one hour between the acts, per stage. For greater clarity, this means there could be several performances per day (examples: multiple stages happening at one time in the park, and/or a break longer than an hour in duration at a specific stage).

Staff is not recommending any changes to the current Noise Policy

TENTS AND BUILDING PERMITS

The growth of events in Victoria Park posed some challenges with respect to the parks current footprint and event site plans. Staff have made some advances in 2012 with respect to site plans, safety and compliance with the building code. Following the 2012 season The Manager of Special Events worked with Geomatics, Parks Operations and the Building Division to develop a user friendly site map of Victoria Park for event organizers that identifies the current infrastructure, amenities, and permanent placement of the eco stations. As we move forward we want to ensure we continue to provide a clean, safe and friendly environment for the citizens of London to celebrate/participate in events while protecting our asset.






OTHER MINOR REVISIONS

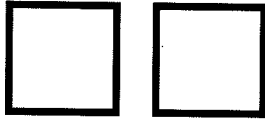
Attached as Appendix "A" is the detailed description of the administrative provisions proposed at the Event Organizers and Public Consultation meeting which assist us in protecting our assets and encourage the sustainability of events.

CONCLUSION

The Special Events Policy 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 fund raising 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 bylaw.

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

c. Special Events Co-ordinating Committee



APPENDIX "B"

Bill No.
2013

By-law No.

A By-law to approve the City of London's 2013
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:

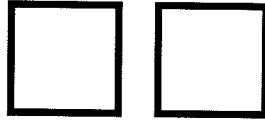
1. The 2013 Special Events Policies and Procedures Manual attached as Schedule "B1" to this bylaw, is APPROVED.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on _____, 2013.

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 2013 based on the Special Events Policy Review Process.

Issue	Recommendation	Rationale
<p>Conditions for Alcohol in Victoria Park Page 10</p>	<p>Delete: 9.7 Alcoholic beverages will be allowed in Victoria Park on a one year trial basis under the following conditions...</p> <p>Replace: 9.7 Alcoholic beverages may be allowed in Victoria Park subject to the following conditions:</p> <ul style="list-style-type: none"> • The event organizer must work with staff to identify preapproved locations for the beer garden(s) in the park. • 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. • Beer gardens permitted by the City of London to locate inside the Park must have a Special Occasion Permit by the Alcohol and Gaming Commission of Ontario (ACGO) for all ages unless a restriction has been placed on the Permit by the Registrar of the ACGO. • No more than two beer gardens may be inside the Park at any one time and no single beer garden shall exceed 720m² (ie 20m x36m). • The organizer must have a Special Occasion Permit or a Caterers Endorsement for the site and must comply with all applicable laws, rules and regulations. • The Event Organizer must agree to fully comply with the City of London's Alcohol Risk Management Policy. • Having a beer tent in the park does not preclude the Organizer from seeking permission from the City to locate one on the road. Event Organizers who seek permission to also sell alcoholic beverages on the roadway must agree to comply with all of the standard City requirements for Special Events. • All alcoholic beverages must be served before 10:45 pm (11:45pm for New Year's Eve). All alcoholic beverages must be packed for removal by 11:30 pm (12:30 am for New Year's Eve). 	<p><i>As per previous report on February 13, 2012</i></p>
<p>Procedures for the Use of Victoria and Harris Park Page 10 & 12</p>	<p>New Section Ontario's Electrical Safety Code (Ontario Regulation 164/99) requires:</p> <p>1 .Whenever a connection for a special event is made using a direct connection (hardwire) to a distribution system or using cam locks anywhere in the distribution system, a wiring notification is required and an inspection by the Electrical Safety Authority must be made prior to the system being energized.</p> <p>It is not the responsibility of the City of London to apply for the wiring notification for hardwired or cam lock connections.</p> <p><i>Note;</i> To file an application for inspection (wiring permit) or schedule an inspection, please contact the Electrical Safety Authority's Customer Service Centre at: phone 1-877-372-7233 fax:1-800-667-4278 Applications must be made at least 48 hours prior to inspection and power up.</p>	<p><i>This ESA requirement was implemented during 2012 season.</i></p>
<p>John Labatt Centre/Jubilee Square Page 31</p>	<p>Update 17.0 – Name Change to Budweiser Gardens</p>	
<p>Special Event/Showmobile Page 32</p>	<p>Remove – 18.0 - Remove the rental of bleachers from the manual</p>	<p><i>Due to maintenance costs associated with maintaining these portable units we will no longer be renting them instead they will be permanently situated.</i></p>