

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE BY-LAW NO. 42/2019

Being a By-law to Establish a Special Event Management Policy and
Repeal By-law 33/2009

WHEREAS the Corporation of the Municipality of Port Hope recognizes that special events can enhance tourism, civic pride, culture and education, generate positive economic impact, promote community involvement through volunteerism, and contribute to the quality of life in Port Hope;

AND WHEREAS the purpose of the Special Event Management Policy is to set a consistent procedure to manage special event approvals through cross-departmental communication and collaboration;

AND WHEREAS Council at their Committee of the Whole meeting of May 21, 2019 considered a Staff Report regarding Special Events Management Policy Review;

NOW THEREFORE the Council of the Corporation of the Municipality of Port Hope hereby enacts as follows:

1. That the Special Event Management Policy, attached hereto as Schedule "A" be adopted.
2. That By-law 33/2009 is hereby repealed.
3. THAT this By-law shall come into force the day it is finally passed.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 4th day of June, 2019.

Schedule “A” to By-law 42/2019

PURPOSE

The Corporation of the Municipality of Port Hope recognizes that special events can enhance tourism, civic pride, culture and education, generate positive economic impact, promote community involvement through volunteerism, and contribute to the quality of life in Port Hope.

The purpose of the Special Event Management Policy is to set a consistent procedure to manage special event approvals through cross-departmental communication and collaboration.

SCOPE

This policy pertains to all individuals and Municipal Staff involved in the organization and implementation of special events taking place in the Municipality of Port Hope.

DEFINITIONS

Central Bookings is the Municipal Staff person responsible for Municipal facility and park bookings.

Event Organizer or “**Applicant**” is the person or organization seeking permission to host an event on Municipal property.

Facility means and includes all facilities and equipment and associated lands under the control of the Municipality.

Park means and includes all public parks, approved parks, and trails. Without limiting the foregoing, this includes pedestrian walkways, pedestrian bridges, pathways, recreational trails, waterfront lands, beaches, woodlots, outdoor ice rinks, playground equipment, sport fields, tennis courts, climbing apparatus, open space, water features, buildings, structures, gardens, marinas, skate park and recreation areas and all portions thereof owned or under the control of the Municipality, including that of any Board or Commission.

Procession is an event that travels through the Municipality of Port Hope on streets or sidewalks, with or without a stopover.

Park Booking (Small-Scale Event) is an experience hosted on Municipal property that does not require any special permission via resolution; also known as Park Booking.

Special Event (Large-Scale Event) are experiences hosted on Municipal property that impact the community on various levels and require special permissions to take place. Special permissions can include road closures, alcohol service or sale, overnight camping or any other event component that contravenes an existing By-law and would require Council resolution or departmental authorization to take place.

Special Event Planning Guide refers to the document that outlines the various aspects that may be included in a special event and information on bylaws, policies, procedures and other requirements that would be the responsibility of an Event Organizer.

Special Event Review Committee (SERC) is the staff operational committee assigned to identify issues and constraints that may be involved in the production of community events. The Committee is to be comprised of a representative from each Municipal Department (as required) and will contribute specialized knowledge and experience to the event-related review.

POLICY

It is the policy of the Municipality that organizers of special events must provide proactive planning and ensure compliance with all requirements of the Municipality, before, throughout, and upon the conclusion of a special event, so the community can experience the positive benefits of safe and successful events.

The Municipality of Port Hope will not permit special events to take place on Municipal property that have not undertaken the event application and approval process, or supplied adequate insurance coverage.

Municipal Council is the approval authority for special events and their related special permissions. The Special Event Review Committee (SERC) is granted the authority to facilitate recurring special event approvals on behalf of Council as per the following terms and conditions:

Resolution of Council Required	SERC Approval
<ul style="list-style-type: none"> • First-time special event applications with special permission requests; • Recurring events with significant changes; • Event requests of a controversial nature; • Road closure requests beyond one day; 	<ul style="list-style-type: none"> • Re-occurring events with no significant changes; • Special events with no special permissions requested;

These Resolutions, By-laws and SERC approval shall in no way imply exemption from any Federal or Provincial regulation.

Standard operating procedures for the management of special events are detailed below in the Special Event Management Operating Procedure, and are reflected in the Special Event Planning Guide, found on the Municipal website, which reiterates the application process and highlights the requirements for submitting pertinent supplemental information. The Special Event Planning Guide is an operational document that can be updated from time to time pertaining to feedback and function of events, through the SERC and must be reviewed by all applicants.

CLASSIFICATION OF EVENTS

The following chart outlines the different scales of events that take place in Municipal facilities and an overview of how to obtain Municipal authorization.

Category	Definition	Point of Contact	Approval
Facility Booking	Reservation of Municipal facility or sport field for event, practice or tournament	Central Bookings	Booking Permit
Park Booking (Small-scale Event)	Reservation of Municipal Park for an outdoor event requiring no special permissions	Events Coordinator	Booking Permit
Procession	Walking, running, cycling, motorized vehicle procession through municipality	Events Coordinator	Confirmation via Email

Special Event (Large-Scale Event)	Experiences hosted on Municipal property that create an impact to the community on various levels and require special permissions (i.e. road closures; alcohol service or sale; overnight camping; essentially, anything that contravenes an existing by-law and requires Council resolution)	Events Coordinator	Resolution of Council; By- law; or SERC approval
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SPECIAL EVENTS REVIEW COMMITTEE (SERC)

The Special Events Review Committee (SERC) is a staff operational committee, dedicated to identifying issues and constraints that may be involved in the production of special events. The Committee is to be comprised of a representative from each Municipal Department (as required), and chaired by the Events Coordinator.

SERC PURPOSE

The purpose of the Municipality of Port Hope's Special Event Review Committee is to:

- Serve as a multi-departmental operational committee responsible for reviewing and evolving all applications for special events on Municipal property;
- Evaluate logistics of event, making logistical and operational decisions relating to the production and hosting of events; consulting with event organizers to offer subject matter expertise and coordinated supports in order to ensure event success in an effective and efficient manner;
- Represent the public interest with both functional and aesthetic concerns related to special events (traffic circulation, public safety, use of Municipal facilities and services, environmental considerations, outside agency approvals and general coordination of event);
- Mitigating the Municipality's exposure to risk associated with special events;
- Provide advice on short-term issues and long term planning related to special events.

SERC ROLE AND RESPONSIBILITIES

Each Committee member is expected to share specialized and appropriate skills, knowledge and experience pursuant to the event-related details that affect their individual department jurisdiction and negotiating a satisfactory resolution for special event management issues for all parties. Any concerns presented by committee members must be resolved prior to final approval of the event being granted.

All committee members are expected to communicate and contribute effectively to serve the committee's collective mandate.

Role	Representative	Responsibility
Approval Body	Council	<ul style="list-style-type: none"> • The approval authority for special events.
Council Liaison	Director of Parks, Recreation & Culture	<ul style="list-style-type: none"> • Communicate SERC's activities to senior management as required; • Attend Council meetings and speak to reports at Committee of the Whole/Council meetings;

SERC Chair	Events Coordinator	<ul style="list-style-type: none"> • Act as a liaison between SERC and Event Organizer; • Call, administer, facilitate and attend SERC meetings; • Make recommendations to Council on SERC's behalf when required; • Maintain a cohesive Committee through communication and coordination; • Ensure Event Organizers are notified of the appropriate legislation and Municipal requirements pertaining to their event; • Issues final approval on event permits not requiring resolution from Council; • Maintaining the Special Event Planning Guide and Event Application.
Municipal Members	Staff representation from Municipal Departments	<ul style="list-style-type: none"> • Act as staff liaisons between SERC and respective Municipal Departments; • Attend SERC meetings as required; • Contribute specialized and appropriate skills, knowledge and experience to the event-related review; • Provide approval on department-related ancillary applications (i.e. sign permit); • Report all necessary event information to respective departments for integration into department-specific work-flow;
External Agency Members	Local and regional stakeholders; included but not limited to any external agency who may be affected by event activity.	<ul style="list-style-type: none"> • Act as a liaison between SERC and respective external agency; • Attend SERC meetings as required; • Contribute specialized and appropriate skills, knowledge and experience to the event-related review; • Report all necessary event information to respective agency for awareness and/or integration into agency-specific work-flow;
Applicant	Event Organizer	<ul style="list-style-type: none"> • Act as a liaison between SERC and Event; • Attend SERC meetings as

		<p>required;</p> <ul style="list-style-type: none"> • Provide complete and accurate event applications and supplementary materials to SERC; • Abide by all requirements of Special Event Management Policy, SERC, Council and other regulatory and licensing authorities.
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SERC MEETINGS

The Special Events Review Committee shall meet as often as required to meet the mandate of the committee. Meeting times and dates will be established at the call of the Events Coordinator. Meeting notes will be circulated to the committee for necessary action after each meeting.

SERC: OUT OF SCOPE

The Special Events Review Committee’s role shall be restricted to the management and facilitation of public events requesting the use of Municipal property. The Special Events Review Committee will not undertake the following:

- Event planning, staffing and associated requirements for the programming, implementation or production of third party events;
- Ownership, liability or financial accountability for events;
- Administrative matters inclusive of event budget;
- Consideration of special events on private property;
- Administration of filming applications.

SPECIAL EVENT MANAGEMENT OPERATING PROCEDURE

The Events Coordinator is the central point of contact for all Event Organizers with the Municipality; the organization making the application must appoint a representative to be the central point of contact for the applicant organization.

The Special Event Planning Guide and Application Form are operational aspects of the event approval process that can be adjusted through review by SERC as required.

Applicants are advised that generally the approval procedure for all special events takes a minimum of 90 days from the pre-consultation period to final approval by Council and/or the SERC. Organizers are required to review the Special Event Planning Guide and begin the application process as soon as possible to allow adequate time for planning, review and collaboration of supports.

Event Organizers are required to fill out the Event Application Form and, depending on the scope of the proposed event, the application process may include the submission of additional forms, documents, maps or proof of compliance as laid out by other by-laws, policies and regulations. Included in the required documentation, the Event Organizer shall provide proof of liability insurance coverage in a form and amount satisfactory to the Municipality with the Municipality named as an additional insured party.

When the event application package is deemed complete by the Events Coordinator, the application is to be reviewed by SERC. When all the requirements of the SERC are met, the Events Coordinator will seek event approval through Council Resolution for or through SERC. An event will not be deemed approved until all required documentation has been submitted to the Events Coordinator and the Events Coordinator and SERC deem that any outstanding issues or concerns have been met. The Municipality of Port Hope

reserves the right to cancel any approved or active event where public safety is a primary concern or where the terms of the permit are not being met.

The Municipality of Port Hope has a rolling intake process for event applications. All applications are processed on a first-come, first-served basis as facilities, space and resources are available after annual and on-going events are accommodated.

All points of procedures not specifically addressed in this policy shall be determined in accordance with the Municipality's Procedural By-law and other policies and by-laws in existence. The Event Organizer shall also be required to pay fees to the Municipality of Port Hope as determined by the Fees and Charges By-law, unless expressly waived through the Fee Waiving Policy.

REFERENCE

This policy augments the following legislation, procedures, and guidelines specifically related to special events. Other legislation may apply to events and is outlined in the Special Event Planning Guide.

Govern Use of Parks, Recreation Areas and Parks Facilities, Bylaw 45/2012

Municipal Alcohol Policy, Bylaw 53/2006

Parks, Recreation and Culture, Behaviour Management Policy

Hawkers and Peddlers License, Bylaw 43/2008

Delegation of Authority By-law 62/2016