



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: June 4 2018
Report: CAO 4-2018
Subject: Special Events Policy

Recommendations:

That the report of Dan Best, Chief Administrative Officer dated June 4, 2018 regarding the Special Events Policy be received; and

That Council approve the Special Events Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings; and

That Schedule "B" of By-law 34-2015 be amended to include the following administration fees for Special Events:

Size of Event	Amount
Administration Fee (non refundable and cannot be waived)	\$50.00
Moderate Event (50-999)	\$50.00
Major Event (over 1000)	\$500.00

Purpose:

Approval

Background and Analysis:

Further to the Committee of the Whole meetings, the draft Special Events Policy is presented to Council for consideration. The following provides highlights at a glance of the policy.

Purpose

The purpose of the Special Events Policy is to ensure public safety, control noise, traffic, odour and nuisance, mitigate any negative impact on the community and to ensure that the Municipality is able to prepare and respond where necessary.

Definition of Special Event

A "Special Event" means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

Regulation

No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Municipality of South Huron unless the Municipality has granted a license for such event or activity

- Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties including facilities operated by the municipality
- Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment
- Outdoor festivals offering live or recorded music or entertainment for public or private audiences
- Organized scheduled contests and exhibitions
- Marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature
- Scheduled races, exhibitions or other events involving the operation of motorized vehicles or any type

Fees and Processing

Licensing will be through the municipal Clerk or designate. The following are key areas regarding the application:

- Fees may be waived if event is for charitable or not-for-profit purposes or that benefit the South Huron Community.
- Application submitted sixty (60) days prior to proposed event.

- Applicants responsibility to obtain, if required, written approvals from outside agencies such as AGCO, OPP, Huron County EMS, Huron County Health Unit or other approval authorities.
- Written Approval of the property owner, if applicant is not the property owner.
- If approval is denied the decision will be provided in writing and will include the reason for denial.

License Approval Process

A License may be issued upon receipt and review and following conditions met:

- Demonstrated benefit to community, residents and businesses
- Compatible with surrounding area or neighbourhood (noise, traffic, crowd control)
- Use of public property, facilities will not unreasonable interfere with normal use of property or general public

If alcohol involved:

- proof of current liability insurance - minimum amount acceptable to the municipality (currently \$5M) – clearly stating address of insured location or event
- copy of liquor license, Special Occasion Permit or application for S.O.P.

If no alcohol involved:

- proof of current liability insurance – minimum amount acceptable to the municipality (currently \$5M) – clearly stating address of insured location or event

Written Approval in favour of the event rmay be required depending on the nature of the event from the following:

- Clerk or designate
- Fire Chief or designate
- Community Services Manager
- Chief Building Official
- Director of Operations and Infrastructure
- Planning Consultant
- AGCO
- OPP
- Huron County EMS
- Huron County Health Unit

Further conditions/requirements that may be requested are the following:

- Payment of a reasonable fee for Municipal property, equipment
- Posting of a performance bond/letter of credit or other surety securing payment
- Adequate crowd control
- Adequate traffic control
- Security
- Fire Protection
- Food handling
- Waste and refuse Disposal
- Noise restrictions
- Municipal Law Enforcement officer inspection
- Building inspection
- Fire Services inspection
- Health Unit inspection

Conformity to other By-laws, Policies, Rules and Regulations

- Municipal Alcohol Policy
- Fees and Charges By-law
- Noise By-law
- Hawkers, Peddlers and Refreshment Vehicles By-law
- Lottery Licensing requirements of the Province of Ontario
- Statutes under the Alcohol and Gaming Commission of Ontario

Financial Impact:

There are no financial impacts as a result of the actions outlined in this memo.

Legal Impact:

There are no legal impacts as a result of the actions outlined in this memo.

Staffing Impact:

The staffing impacts as a result of the actions outlined in this memo are undetermined at this time.

Policies/Legislation:

- Municipal Alcohol Policy
- Fees and Charges By-law
- Noise By-law
- Hawkers, Peddlers and Refreshment Vehicles By-law
- Lottery Licensing requirements of the Province of Ontario
- Statutes under the Alcohol and Gaming Commission of Ontario

Consultation:

Municipal Clerk

Related Documents:

Special Events Policy

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk