



OCTOBER 13, 2009

**MUNICIPAL FACILITY USAGE****RECOMMENDATION:**

1. That report DF2009-44 be received for information purposes.
2. That an advertisement be placed in the Thorold Niagara News and on the City's website advising that the City is considering the adoption of policies governing the usage of municipal facilities, insurance requirements and Special Events.
3. That the groups be requested to provide written response by January 8, 2010.

**BACKGROUND**

As part of report DF2008-71, Council approved that staff engage a consultant to formalize policies on the requirements for usage of municipal facilities.

This would ensure the safety of all organizers and participants, ensure the appropriate risk management for the City, and ensure that all groups are aware of the requirements and all treated fairly and equally.

**REPORT**

The consultant, and staff have worked to put together a number of policies along with a Special Events Manual. *(It should be noted that the Special Events Manual utilized the City of London's 2008 Special Events Policies & Procedures Manual as a source research document.)*

The Policies proposed are as follows:

- Usage of Municipal Facilities
- Insurance Requirements - Municipal Facilities
- Special Events Manual

The policies recognize that there are three types of utilization of our facilities:

- Private Rental Functions
- Sports/Cultural/Recreational - Organized and/or Individuals/Groups
- Special Events

The policies establish that for the rental/usage of any municipal facility, it will be mandatory to have:

- Rental Agreement (standardized)
- Waiver, Release & Indemnity Form
- Certificate of Insurance listing the City as an additional insured. (*User Group Insurance is available for most but not all users, through All Sport Insurance*)

In addition, where there is food or alcohol served, it will be necessary to meet Regional Public Health guidelines and Smart Serve Ontario and City Alcohol Policy guidelines, for any type of usage.

### Special Events

Special Events are one time, annual for infrequent events occurring on City property and which are open to the community at large and have a pre-determined opening and closing date/time.

A representative, but not exhaustive list of current special events are:

- Thorold Santa Claus Parade
- Mayor's Canada Day Picnic Celebration
- Niagara Italian Festival
- BIA Car Show
- Fire Station Street Dance
- Fire Station Pig Roasts and Turkey Raffle; Strawberry Social Events
- Thorold Arts & Crafts Show
- Thorold Reed Band Concerts in the Park
- Religious & Veteran Processions
- Bicycle Races
- Fund Raising Events -eg. Terry Fox Run; Volunteer Boot/Tag Drives
- Dog Show

The Special Events Manual has been created to ensure the safety of any and all participants. The secondary goal is to ensure that all groups are treated fairly and equally. It provides information on the various facets of a Special Event such as:

- Procedures
- Risk management & public safety guidelines
- Events with alcohol
- Events with food
- Washroom & Sanitary Facilities
- Garbage, recycling & water bottles (includes Regional recycling program)
- Clean up/damages
- Concerts & sporting events
- Petting zoos/pony rides
- Fireworks
- Vendors/performers/exhibitors/presenters
- Amusement rides/bouncy structures

- Fuel Safety
- Tents
- Refreshment Vehicles
- Music & Movies
- Noise Regulations
- Security
- Signage
- Venue Occupancy Load Limits
- Parades
- Road Closure & Related

For Special Events, Council approval would be required, and a Special Event Planning Form has been developed to assist the organizers and City staff in ensuring that all understand the requirements. This is included as Appendix 3.

Some items such as Rental Agreements; Waiver Forms; Certificate of Insurance; Adherence to Regional Public Health and/or Smart Serve Ontario and/or Fire and Building Department Regulations will be mandatory, with some items included for the reference of the organizer. For example, the organizers may wish to get Certificates of Insurance from each individual vendor, but this is solely at the organizer's discretion.

### **Staff Contacts**

The various department supervisors/boards of management would be the contact person, and would work the organizers to ensure compliance to the mandatory requirements, and also will be responsible to prepare Council reports to seek approval for the event.

Inspections will be undertaken by By Law Enforcement Officers and/or the Fire Department.

Staff will endeavour to discharge these responsibilities to the best of their ability, however, it is respectfully noted that this administratively burdensome, and this may impact upon staff's ability to provide service, to the satisfaction of Council and the community. At some point, Council may wish to consider a Facility Usage/Special Events Co ordinator position.

### **Public Input**

It is recommended that an advertisement be placed in the Thorold Niagara News, and on the City's web site, advising that the City is considering the adoption of a Usage of Municipal Facilities; Insurance Requirements and Special Event Policies, and seeking public input by January 10, 2010.

A final report will be presented in February finalizing the policies.

**Attachments**

This report includes the following attachments:

- Usage of Municipal Facilities Policy
- Insurance Requirements- Municipal Facilities
- Special Event Planning Form
- Requirements for the usage of Municipal Facilities flow chart
- Special Events Manual Policy

**BUDGETARY STATUS:**

n/a

**CANADIAN CONTENT:**

n/a

**STRATEGIC PLAN:**

Financial & Corporate Management: Events & Committees Controllorship

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**SUBMITTED BY:**  
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