

**Municipality of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Parks, Recreation and Cemeteries**

**To:** Mayor and Members of Council

**From:** Genevieve Champagne  
Coordinator, Active Transportation and Special Events

**Date:** November 21, 2022

**Subject:** Special Events - Process, Application and Information

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**Recommendation**

It is recommended that:

1. The Special Event Manual be amended, as described in this report and outlined in Attachment A: The Special Event Manual to:
  - a. increase the time for site restoration from 12 hours to 24 hours after completion of the event.
  - b. Outline the application of road-based fees, if approved in the 2023 budget.

**Background**

The administration of special events on municipal property requires the coordinated efforts of municipal staff to ensure an event operates safely and adheres to applicable by-laws, policies, provincial regulations, and municipal procedures. Prior to amalgamation, when an event organizer wanted to host an event on municipal property, the organizer was responsible for contacting various municipal departments to seek the necessary and relevant information and obtain approvals. Repeated attempts to connect with appropriate staff proved frustrating for the organizer. Post amalgamation, a formal application process was developed to ensure a consistent application/approval procedure and standards.

Every couple of years the Special Event Manual is reviewed and revised to meet current standards, provincial regulations, by-laws and update policies and procedures based on history of past events. The special event process is not static, it is always evolving to try and incorporate best practices. The special event process is not solely an internal process as many activities regarding special events involve outside government agencies such as:

- Technical Standards and Safety Authority (TSSA) for Rides and Devices

- Electrical Safety Authority (ESA) for Electrical modifications and event set up
- Alcohol and Gaming Commission of Ontario (AGCO) for all Alcohol, Gaming and Cannabis based events

Additionally, approving departments must follow legislation while an application is internally reviewed and when the event is taking place:

- Provincial Public Health Standards
- Fire Protection and Prevention Act: Ontario Fire Code
- Building Code Act: Ontario Building Code
- Highway Traffic Act

The Coordinator, Active Transportation and Special Events (the SE Coordinator) oversees the Special Events Manual and the application process with the support of the Customer Service Representatives (CSRs). The SE Coordinator provides a single point of contact for the internal departmental review team and external event organizers. The SE Coordinator is also responsible for effective and timely information transfer to all the appropriate departments.

The SE Coordinator does not act as a single approver of events. Rather, the departments responsible for oversight of specific elements of an event (e.g., traffic control, insurance, etc.) will review each application and provide their signed approval back to either the SE Coordinator or the CSR responsible for that special event file.

### **Comments**

The following sections are where the revisions to the Special Events Manual are recommended.

#### **Parks Operating Guidelines: To be Respectful to the Community**

The current language in the Special Events Manual provides:

“Ensure the park is returned to the condition in which it was found within 12 hours after completion of the event. If the Event Organizer fails to restore the area, a cost recovery clean-up fee will be assessed to the Organizer.”

The proposed amendment to this section would amend the 12 hour time period to 24 hours after completion of the event. This will allow organizers more time to clean up and vacate the site. It is important for an event to be cleaned up within 24 hours to ensure proper vegetative growth is not inhibited. This period also balances a need for organizers to have reasonable time to clean up, while also allowing for residents, staff, and contractors to resume their regular activities. It is important that the organizers complete cleanup work during the insurable dates for their events.

#### **Parades/Walks/Runs/Relays (PWRR) & Street/Municipal Parking Lot Closure**

Road Closure and Barricade Fees:

During the 2023 budget process, road-based fees will be requested which will be associated with any special events that would take place on or within the road right of way that requires additional staff time or resources from the Public Works Department. The two fees being requested will be a road closure fee which will be applied on a per application basis and a barricade fee which will be applied on a per barricade requested.

The road closure fee pertains to staff time, administration, delivery, set up, and removal and those support resources. The barricade fee pertains to cost recovery to replace stolen or damaged signs, barricades, pylons and barrels.

A request for information was put out to the Ontario Network of Municipal Event Planners. Various municipalities were reviewed and each one has a different fee structure; however, of those that responded half of them had road-based fees in terms of a barricade fee, staff time charge, road closure fees, and parking lot fees.

Road signs can vary in cost but typically range between \$100-\$450 each. Barricades are typically built by each shop in order to keep costs down but do still require materials and staff time. In the past year several barricades and signs have been stolen or vandalized, requiring further costs to the Municipality. Additionally, special events require the scheduling of staff to deliver and set up the barricades prior to the event and removal after the event. This takes our staff away from their daily job duties and puts additional workload on those Public Works locations.

The purpose of the recommendation in this report is to ensure that any road-based fees that are approved during the 2023 budget process are adopted into the Special Event Manual for ease of reference.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendation in this report supports the following areas of strategic focus:

- ☒ Economic Prosperity:  
Chatham-Kent is an innovative and thriving community with a diversified economy
- ☒ A Healthy and Safe Community:  
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☒ People and Culture:  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☐ Environmental Sustainability:  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation in this report supports the following critical success factors:

- ☒ Financial Sustainability:  
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☒ Open, Transparent and Effective Governance:  
  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☐ Has the potential to support all areas of strategic focus & critical success factors
- ☐ Neutral issues (does not support negatively or positively)

### **Consultation**

Staff consulted with other municipalities throughout Ontario. The Special Event Coordinator connected with the Ontario Network of Municipal Event Planners. This is a group of municipal staff throughout Ontario that share a similar role within their municipalities to connect and share materials in order to develop best practices. The request for their special event application fees was requested and several municipalities responded with their fee structures. These structures vary substantially from each municipality; however, it does allow staff to take overall averages from certain line items to determine a cost associated with those items.

Other Municipal departments consulted include:

- Public Works on barricades and road closure issues pertaining to the events that took place in 2022 and what issues their division faced during events requesting a road closure and/or barricades.
- Customer Service regarding the special events process and are always in constant communication with this division to ensure proper policies are followed and review structure is being followed.

### **Financial Implications**

There are financial implications resulting from recommendation 1b for road-based events that require services provided by the Public Works Department and the proposed two fees would be charged to their rental permits for those resources. This report is not to approve the fees themselves as those will be requested during the 2023 budget process.

Prepared by:

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Reviewed by:

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Consulted and confirmed the content of the consultation section of the report by:

Dave Taylor, Director, Legal Services

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Attachments:

Attachment A - Special Events Manual