



Policy Name: Special Events Policy for City Facilities

Administrator: Director Recreation and Leisure

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Effective Date: April 15, 2014

Next Review: April 1, 2017

Approval Authority: City Council

1. Policy Statement

The City of Kingston has a long history of hosting festivals and events that support the community, arts, heritage, culture, sport and recreation which have a significant value for residents and visitors and demonstrate that Kingston is a vibrant and creative City. Providing support to special events is a core business for the City of Kingston. This policy will establish an effective and customer focused process for management and will establish equitable resource allocation for special events in alignment with relevant policies, priorities and by-laws.

The City of Kingston supports special events through adherence to the following Guiding Principles:

Value

The City recognizes community involvement, their contribution in planning events and values the social and economic benefits that special events bring to the City.

Fair and Transparent Application Process

The City will use the Special Event Policy, along with other existing policies, to base decisions and thereby create an equitable and reliable process.

Community Input and Engagement

The City will engage stakeholders annually to review planned events, discuss duplication, gaps and opportunities, to build relationships and increase communication. Stakeholders include, but are not limited to; Kingston Economic Development Corporation (KEDCO), Downtown

Kingston BIA, Kingston Accommodation Partners (KAP), Queen's University, Royal Military College and St. Lawrence College.

Safety

The safety of Kingston residents, visitors and event participants will be a priority through the lifecycle of Special Event management, including planning, execution and closure.

2. Purpose

The purpose of the Special Event Policy is to:

- a) Create an effective, efficient and adaptable administrative model that simplifies the approval process for staff and Event Applicants;
- b) Provide a clear definition of Special Events that would be eligible for and benefit from support;
- c) Establish uniform criteria and procedures that ensure consistent implementation of the policy;
- d) Provide a fair and transparent service delivery model that ensures equitable access and promotes a diverse range of organized activities;
- e) Establish solid interdepartmental relationships between departments that are involved in the event planning process and clarify their roles and responsibilities; and
- f) Provide guidelines that ensure all Special Events are safe, accessible, and sustainable.

3. Definitions

Accessibility ensures a barrier-free event can be enjoyed by all; including people with physical, sensory, or cognitive disabilities.

Application Process and Management Framework will apply to Special Events and includes a Special Event Application, Special Events Discussion Questionnaire, Event Applicant Package and Event Manual/Staff Resource.

City refers to the Corporation of The City of Kingston.

Event Lay-Out is a proposed lay-out that outlines where activities, equipment and amenities will be located including, but not limited to, vehicles, access points, tents, food operating areas and portable washrooms.

Event Supervisor (Supervisor) is the Event Applicant's first and only initial point of contact.

Event Coordinator (Coordinator) is the assigned City staff person who will assist the Applicant through the planning process.

Event Applicant (Applicant) is the representative from the organization who will be the lead contact person with the City.

Execution Process involves the delivery of the Special Event, including full implementation of the operations and services for event participants and spectators.

Facility refers to a City owned and/or operated building, park or road.

Fees are charges that are approved under *the* By-Law to Establish Fees and Charges to be collected by the Corporation of the City of Kingston.

Interdepartmental Event Planning Team includes representatives from departments that are involved in the Special Event planning process.

Planning Phase is the development of goals, objectives and strategies for the event life cycle, including scope, action planning, resource requirements and budget.

Special Event is an event that includes all of the following:

- a) Held in a City owned and/or operated facility (i.e. building, park, community centre, sports field, road);
- b) An organized gathering of people for the primary purpose of supporting a community, culture, arts, heritage, recreation or sport experience within a limited period of time;
- c) A unique sport competition, recreational or cultural activity that is sanctioned by a recognized authority or a parade of people, and/or animals, and/or vehicles which travel in unison for the purpose of celebration;
- d) Any activity that requires the support and/or services of multiple City Departments/Divisions and therefore requires a Coordinator to work with the Event Applicant to coordinate logistics.

The Special Event Policy does not apply to commercial film projects which take place on or make use of City property as set out in the City of Kingston Film Policy. There may be situations where Film Liaison will seek assistance from the Special Event Office.

Special Event Office (Event Office) is comprised of City staff representing arenas, sports fields, parks, room/hall bookings, marinas, culture and special events.

Special Event Permit is issued by the City of Kingston to demonstrate that approval has been received for running the Special Event.

Sustainability primarily means minimizing the negative impact an event may have on the natural environment and climate change but may also include consideration of cultural, economic and social factors that impact on the resilience of the community and quality of life of its citizens.

4. Responsibilities:

Recreation and Leisure Services will be the lead Department and will oversee the implementation and execution of the Special Event Policy. The Department will be responsible to assign the following roles and ensure that interdepartmental event planning as well as external partnerships are maintained:

Event Supervisor (Supervisor) is the Event Applicant's first and only initial point of contact. Once an Event Application is received, the Supervisor will review the Discussion Questionnaire with the Applicant to determine the needs of the group, and assign an Event Coordinator from the Event Office, as required.

Event Coordinator (Coordinator) is the assigned City staff person who will assist the Applicant through the planning process, including completing and submitting the required applications.

Interdepartmental Event Planning Team includes representatives from departments that are involved in the special event planning process and who will meet annually and as required to review the Special Event Policy and the Event Manual. They will communicate with the Coordinator, as necessary. City of Kingston departments/divisions include, but are not limited to: Recreation & Leisure Services, Cultural Services, Traffic Division, Parking Operations, Real Estate and Construction, Public Works, Kingston Fire & Rescue, Building and Licensing Department, Environment and Sustainable Initiatives, Communications, Transit, Legal Services and Accessibility Compliance as well as Kingston Police Services, KFL&A Public Health and Hydro One.

External Partnerships – Bidding means the Kingston Economic Development Corporation (KEDCO) Tourism Division which has a mandate to help the local, regional and national community of sport, tourism and business organizations establish Kingston as a sport tourism and recreation destination of choice by serving as a catalyst and support for the attraction, creation, promotion and delivery of rewarding sport and recreational experiences for visitors, participants, partners and residents.

Recreation & Leisure Services staff will assist KEDCO by determining the availability of required facilities and providing information related to bidding on event opportunities, and by fulfilling host responsibilities as outlined in agreements associated to the event and as requested by the organizers and approved by Council.

5. Application Process for Special Events Policy

An Application Process and Management Framework for Special Events has been developed to increase communication within the Interdepartmental Event Planning Team and between City staff and applicants. The following tools of the Application Process and Management Framework also ensure that the process is seamless, consistent, organized and provides the Event Applicant with the information they need to run a successful event.

Special Event Application

The Applicant completes a City of Kingston Special Event Application which provides the organization and Applicant's contact information, outlines the type of event and provides preferred date(s) and location(s).

Special Event Discussion Questionnaire

Upon receiving the application, the Supervisor schedules a meeting, by phone or in person, with the Applicant to complete the Discussion Questionnaire. The questionnaire asks a series of questions to define the event, determine eligibility and the level of service the organization will need. The Supervisor will then complete the Criteria Scorecard to prioritize the event (see Section 6.0 for prioritization criteria).

Event Applicant Package

The Supervisor assigns a Coordinator from the Event Office, based on the type of event and location. The Coordinator will provide a customized Event User Package that contains: relevant information; application forms; maps/event lay-out template; Sustainability Guidelines and Checklist; Accessibility Guidelines; Emergency Preparedness Guidelines and template; and a Service Provider Resource and contact list. The Coordinator will assist the Applicant to complete the forms and templates, and to direct them through the event planning process.

Event Protocol Manual

The Coordinator will refer to the Event Protocol Manual throughout the event planning process. It is an internal staff resource that provides guiding policies, procedures, by-laws and processes. The Event Protocol Manual is maintained by the Special Events Office.

6. Related Procedures and Forms

Special Event Procedure and Approval Process

A Special Event Application submitted to the City for approval must meet certain criteria to be eligible for a permit. The City reserves the right to modify an event or deny an application. The criteria must include the following:

Public Benefit

To be considered for a permit, a Special Event must provide a meaningful public benefit and must have direct impact on one or more of the following areas:

- a) arts and heritage
- b) culture
- c) education
- d) health and wellness
- e) physical fitness
- f) enrich the character and identity of the City
- g) create unique or innovative experiences
- h) extend the overall range and mix of programming currently offered by the City

Prioritization

When prioritizing permits for Special Events, the City will use the following guidelines:

- a) events that have significant municipal importance and attract international, national, provincial, regional participants
- b) are historic events in good standing
- c) the event is held in partnership with the City
- d) the event and organization is not-for-profit
- e) the number of participants
- f) supports the City mission by being sustainable, accessible and safe
- g) the event complies with the Guiding Principles as outlined in Section 1.0.

Insurance

Each Special Event Permit holder must be prepared to obtain and maintain a certificate of Commercial General Liability, Automobile Liability insurance and any other required coverage depending on the nature of the event to the satisfaction of legal services in an amount no less than two million dollars (\$2,000,000). The Commercial General Liability coverage must indicate that the City of Kingston has been added as an additional insured on the policy. Evidence of this insurance must be provided to the Coordinator with the Special Event Application

Fees

All user fees, equipment and service fees are subject to the provisions of the By-Law to Establish Fees and Charges to be collected by the Corporation of the City of Kingston.

Payment must be received when the Special Event Permit is approved by the City, including payment of permit fee, security deposit and any applicable fees related to the Application as per the terms and conditions stipulated on the permit.

Cancellations and Refunds

The City reserves the right to cancel any scheduled Special Event and revoke any Special Event Permit:

- a) when the facility is needed for an event of municipal significance
- b) in order to ensure public safety
- c) in the sole opinion of the City, if the Event Applicant fails to comply with the requirements of the Special Events Permit or any other provision of *the By-Law to Provide for the Regulation Use of Parks and Recreation Facilities* of the Corporation of the City of Kingston or for any other reason that the City deems appropriate.

7. Related Policies, Legislation & By-laws

The event must abide by all of the following:

- a) be within the provisions of municipal, provincial and federal laws and acts
- b) be in accordance to all City of Kingston policies and procedures
- c) be in accordance to health and safety rules and regulations administered by the Kingston Police, Kingston Fire and Rescue, and KFL&A Public Health
- d) be in accordance to the Human Rights Code