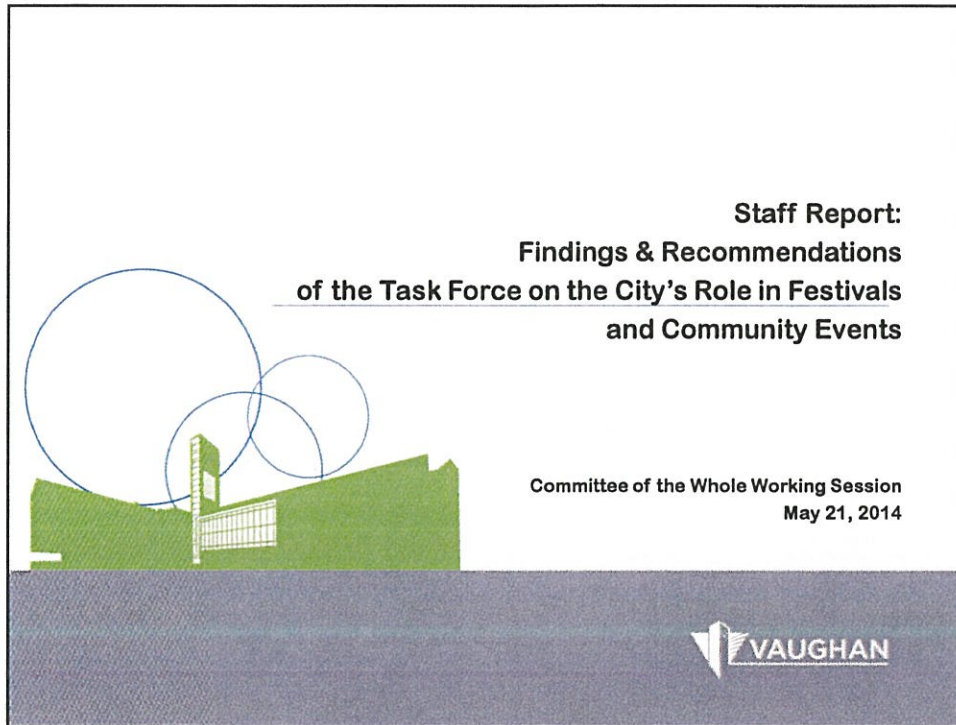


C1  
CW (WS) 5/20/2014  
May 21/14  
Item #1



**The following departments participated in Task Force meetings & / or provided comments:**

- Building Standards
- By-law & Compliance
- City Clerk's Office
- Corporate Communications
- Economic Development
- Engineering
- Finance
- Human Resources
- Innovations & Continuous Improvement
- Legal
- Parks & Forestry Operations
- Public Works
- Recreation & Culture
- Vaughan Fire & Rescue Services



**The Task Force identified 30 recommendations, grouped by staff as follows:**

**Group 1:**

16 recommendations without economic impact be approved

**Group 2:**

5 recommendations not be approved

**Group 3:**

4 recommendations with economic impact be approved in principle and referred to 2015 Budget discussions

**Group 4:**

3 recommendations be referred for consideration in conjunction with the overall sign by-law review

**Group 5:**

2 recommendations be referred to York Region for comment and consideration with the City's sign by-law review



3



**Group 1:**

**Approve Task Force recommendations without cost implications (with noted staff recommendation, where applicable)**

- 16 recommendations
- No economic impact
- Staff recommend approving the Task Force recommendations as presented unless otherwise noted.



4



**Task Force Recommendation A.1.1:**

*Staff from all departments (City Clerk's Office, Public Works, Building Standards, Parks Operations, Recreation and Culture, etc.) develop a Festival and Events manual that includes:*

- *consolidated information on applicable standardized application;*
- *a checklist (including AGCO, York Region Public Health Dept., ESA, and TSSA);*
- *annual detailed list of services-in-kind (SIK) with fees, etc.; and,*
- *processes, policies and contacts, etc., be made available on line.*

**LEAD: Event Consequence Management Committee**



**Task Force Recommendation A.1.2:**

*Staff convene an annual Festival and Events Congress preferably in November to present the package, amendments, guest speakers, provide a forum for feedback, collaboration and discussions with other organizers, guests and the City.*

**Staff Recommendation:**

Staff prefer the term meeting rather than congress because there are recognized organizations in the business of providing specialized services and consult about the event industry to all organizers, including businesses and municipalities.

\* See Advance Circulation Motion by Regional Councillor Schulte

**LEAD: City Clerk's Office**



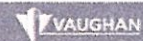


**Task Force Recommendation A.1.3:**

*Staff review internal processes to ensure that practices are consistent and committed to improving service excellence (e.g. permits from City Clerk's Office, Building Standards, Recreation and Culture, etc.) are not unnecessarily delayed and there is clarity around authorities during absences.*

\* See Advance Circulation Motion by Regional Councillor Schulte

**LEAD: Innovation and Continuous Improvement Department**



**Task Force Recommendation A.3.3:**

*By-law 370-2004 be amended to give City the rights to refuse a future event and / or close an event in cases where safety is compromised including a fine structure.*

**Staff Recommendation:**

That staff be directed to review By-law 370-2004 and determine the viability to give the City the right to refuse a future event and / or close an event in cases where safety is compromised including a fine structure.

**LEAD: By-law and Compliance Department and the City Clerk's Office**



**Task Force Recommendation A.3.4:**

*Update the Special Events Permit application form to include City rights and consequences of non-compliance or breach of regulations.*

**Staff Recommendation:**

Staff update the Special Events Application to contain a section to improve conditions on penalties on event organizers based on past events, and that the following be added:

*The City of Vaughan reserves the right to have a municipal representative attend the event to protect the interest of the public and the City of Vaughan. The cost of this person will be borne by the event organizers at sole discretion of the City of Vaughan. This person will have complete authority to close an event where there is an immediate threat to health and safety of any person or to any property. Any breach of a condition may result in the denial of future permits to the event organizer(s) by the City and / or the issuance of a fine up to \$25,000 for an individual and \$50,000 for a corporation.*

The above will be added to the Special Event / Outdoor Exhibition / Filming application. This will outline the City's rights and consequences of any breach of imposed conditions.

\* See Advance Circulation Motion by Regional Councillor Schulte

**LEAD: City Clerk's Office and By-law and Compliance Department**

9

**Task Force Recommendation A.4.1:**

*Corporate Communications Department to include City sanctioned fairs and events in their e-newsletter; city page on-line; Vaughan TV; Events Calendar and link to organizers website including Tweets and Facebook.*

**Staff Recommendation:**

Staff post event information on various communication vehicles, including social media, subject to the organizers of sanctioned fairs and events providing the information in a timely manner and compatible formats.

**LEAD: Corporate Communications Department**

10



**Task Force Recommendation A.4.2:**

*Include the list of current City sanctioned CSO Festival and Events in the Fairs and Festivals manual.*

**LEAD: Event Consequence Management Committee**



**Task Force Recommendation A.4.3:**

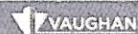
*The City endeavor to include relevant and current information (dates, websites, contacts, etc.) of all recognized festivals and events in all city, printed or electronic publications.*

**Staff Recommendation:**

Staff include information on community festivals and events, where feasible in its printed or electronic publications or website, subject to organizers providing the information in a timely manner and compatible formats.

Staff will also circulate the festivals and events information to its partners and agencies.

**LEAD: Economic Development Department**





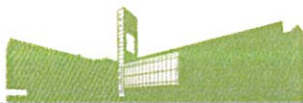
**Task Force Recommendation A.4.4:**

*The City to review options for promoting Festivals and Events in Vaughan through website, Vaughan TV and TVs throughout the community centres with a view to highlight and elevate monthly events.*

**Staff Recommendation:**

Staff will promote festivals and events through the website and Vaughan TV subject to information being provided in a timely manner and compatible formats.

**LEAD: Corporate Communications Department**



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**Task Force Recommendation B.1.3:**

*The Economic Development Office through Vaughan Business Enterprise Centre (VBEC) facilitate and promote seminars and workshops (training and development) that could be attended by recognized festivals and events organizers to provide guidance and ideas for successful planning and opportunities to work together to promote our festivals and events.*

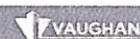
**Staff Recommendation:**

Staff will provide festivals and events stakeholders, opportunities to participate in pre-existing seminars and workshops to provide guidance and ideas for planning, execution and management of festivals and events.

**LEAD: Economic Development Department and VBEC**



14



**Task Force Recommendation B.2.1:**

*The City make recognized festivals and event a clear part of the city website with the possibility of photos and links to individual websites for each festival or event.*

**Staff Recommendation:**

Staff will include event information on the City website with photos and links to the individual websites for each festival or event.

**LEAD: Corporate Communications Department**



**Task Force Recommendation B.4.1:**

Economic Development consider a tourism program or something similar that supports all recognized festivals and events along with all city events. Advertising could include all festivals and events logos and photos.

**Staff Recommendation:**

Staff will continue to work with Central Counties Tourism for the strategic development and marketing of Vaughan as a visitor destination, ensuring that local tourism-related businesses, including festival and events, have opportunities for exposure in all marketing vehicles being employed by Central Counties and provincial agencies.

**LEAD: Economic Development Department**





**Task Force Recommendation C.2.1:**

*Add agenda item to Festival and Events Congress to update the grants list and any new contacts / funding opportunities that groups have had success with.*

**Staff Recommendation:**

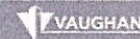
Staff will consult with the City's grant specialist within the Finance Department with respect to external grant funding opportunities available for City lead festivals and event initiatives while continuing to refer applicable funding and support opportunities to organizers.

Staff will facilitate introductions to funders and assist organizers to review and fine-tune business proposals.

**LEAD: Economic Development Department**



17

**Task Force Recommendation C.3.1:**

*Increase the discount of all facilities and SIK from 50% to 75% for events and raise limit on SIK from the current \$3,500 to \$5,000 for any one approved CSO Festival and Event on a one calendar year basis. This support should include staffing costs.*

**Staff Recommendation:**

Amend the Fairs & Festivals Support Program (FFSP) that allows qualifying CSO a discount for use of facilities and SIK as follows for one event per year for qualifying CSO hosting fairs and festivals in Vaughan:

1. The subsidy towards City owned SIK and / or the rental of City facilities, be increased from 50% to 75%;
2. Staffing costs for Buildings and Facilities and Parks and Forestry Operations Departments be included as part of the 75% subsidy, to a maximum of \$400;
3. The maximum subsidy of \$3500 remain in effect; and,
4. The procedures for the review and disbursement of the FFSP be moved to the end of the calendar year and be based on percentages of eligible costs to ensure equal access of subsidy should request of FFSP funds, exceed the approved annual operating budget amount of \$24,000.

**LEAD: Recreation & Culture Department**



18



**Task Force Recommendation D.1.1:**

*That the City of Vaughan website include a link to YR volunteer website [york.cioc.ca/volunteer](http://york.cioc.ca/volunteer).*

**LEAD: Corporate Communications Department**



**Task Force Recommendation D.1.2:**

*That the City consider launching a volunteer strategy.*

**Staff Recommendation:**

Staff continue to develop a Draft Volunteer Policy that sets standards for recruiting volunteers and encourages the participation of volunteers. Also through the development of a volunteer application, facilitate a process where City volunteers can enter their interest in volunteering in the community and adding their name to the York Region community based database where they may be contacted for community events.

**LEAD: Human Resources Department**



## Group 2:

### Task Force recommendations not be approved

- 5 recommendations
- Staff recommend not approving the Task Force recommendations as presented.



21



#### **Task Force Recommendation A.1.5:**

*Once a Festival and Event has established compliance (one year without contravention) that Noise By-law monitoring be conducted on a spot check basis as opposed to all night monitoring.*

#### **Staff Recommendation:**

That the Task Force recommendation not be approved. Staff recommend no changes are made to the current process to ensure consistency in monitoring of all events for the duration of any amplified sound pursuant to the Noise By-law.

Conducting spot checks is a service level enhancement. Currently the applicant is responsible for noise monitoring costs for events employing amplified sound. Any changes to allow for waiving of monitoring will require use of over-time to ensure appropriate monitoring.

**Note:** the 2014-2017 Budget Guidelines Procedures makes fees a principled requirement to consider implementation of user fees for recovery of costs. Removal of fees is not in keeping with this.

\* See Advance Circulation Motion by Regional Councillor Schulte

**LEAD:** By-law and Compliance Department



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**Task Force Recommendation A.1.6:**

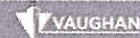
*The City consider purchasing General Purpose Meters (measures sound levels) in its SIK inventory for rental by Festival & Events organizers.*

**Staff Recommendation:**

That the Task Force recommendation not be approved. Staff recommend the City not purchase additional noise meters for rental by Festival and Event organizers. Staff feel this is not feasible due to cost and training of users.

\* See Advance Circulation Motion by Regional Councillor Schulte

**LEAD: By-law and Compliance Department**



**Task Force Recommendation A.3.2:**

*By-law Enforcement be required on the day of an event to ensure that Fairs and Festivals have complied with the Special Events permit by reviewing a checklist on site. A post mortem to be held with organizers should there be a breach. A repeat offender could be refused a future permit.*

**Staff Recommendation:**

That the Task Force recommendation not be approved. Staff recommend that any site visits are conducted because the current service levels do not include attendance at every event.

**LEAD: By-law and Compliance Department**



**Task Force Recommendation B.1.1**

*The City make available up to 2 booths at no charge to recognized CSO festivals and events to promote and advertise at Vaughan Celebrates events and allow the distribution of promotional materials.*

**Staff Recommendation:**

That the Task Force recommendation not be approved. Staff recommends that the current policy which requires not-for-profit groups to pay the reduced rate of \$250 for an exhibit table at each City event be applied equally to all CSO groups including those that run Festivals and Community events.

**LEAD: Recreation & Culture Department**



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**Task Force Recommendation B.1.2:**

CSO Festivals and Events to be listed in the Vaughan Celebrates Events published twice annually.

**Staff Recommendation:**

That the Task Force recommendation not be approved. Staff recommends the Vaughan Celebrates flyer (which folds out into a poster) continue to promote only WinterFest, Concerts in the Park and / or Canada Day because:

- The message is confusing given that the festivals and events are not led by the City or that we have any involvement in their development, organization or execution
- The Vaughan Celebrates brand is compromised when other events not related to the brand are promoted as well
- The sponsor relationship and the integrity of the program can become jeopardized if other events are promoted in the same flyer
- The format of the flyer does not currently allow for additional space and may result in reformatting costs coupled with continued costs for increasing circulation numbers

**LEAD: Recreation & Culture Department**



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### Group 3:

#### **Task Force recommendations with economic impact be approved in principle and referred to the 2015 budget discussions**

- 4 recommendations
- Staff recommend the Task Force recommendations be approved in principle and referred to the 2015 Budget discussions
- Economic Impact (if approved in their entirety) would be \$107,000.



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#### **Task Force Recommendation A.1.4**

*Staff to investigate the possibility and implications of one stop shop for festivals and event organizers that may have budget implications.*

#### **Staff Recommendation:**

That the Additional Resource Request (ARR) for the position of City Hall Corporate Liaison Coordinator be forwarded for consideration in the Draft 2015 budget.

*Note: a temporary position of City Hall Corporate Liaison Coordinator was requested through the ARR process for 2013 and is currently recognized in the 2017 ARR listing.*

**Economic Impact:** \$98,600 for this additional position



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**LEAD: Recreation & Culture Department**





**Task Force Recommendation A.2.1**

*Staff consider a service level enhancement to introduce green bins and green bin waste collection at City sanctioned festival and events.*

**Staff Recommendation:**

Staff cannot accommodate this request through current operating standards. Providing organic waste collection would be a new service level and consideration to offering this service to all groups would be required to ensure consistency with the SIK programs. Additionally, there would be capital costs for additional equipment and operating costs for staff time and waste disposal.

**Economic Impact:** \$5,000 for a 3<sup>rd</sup> party consultant to perform a waste audit to determine the feasibility of collecting green bin waste at events.

**LEAD:** Parks Operations Department



29

**Task Force Recommendation A.3.1:**

*Staff provide a revised process for the provision of Traffic Control (TC) measures that ensures the City's safety and liability concerns are met while minimizing costs to organizations. Proposed changes to the process include:*

- *The City permit organizers to submit a TC Plan prepared by a consultant knowledgeable in the preparation of such plans; and,*
- *The City waive the \$250 inspection fee for inspecting road closures.*

**Staff Recommendation:**

That staff review the requirements and process for the provision of Traffic Control measure that ensures the City's safety and liability concerns are met while minimizing costs to organizations.

**Economic Impact:** Waiving the \$250 inspection fee for City sanctioned events would result in approximately \$1500 lost revenue annually

**LEAD:** Engineering and Public Works Departments



30



**Task Force Recommendation C.1.1:**

*Add agenda item to Festival and Events Meeting to update the sponsorship / fundraising list and update with any new technique / tool that groups had success with.*

**Staff Recommendation:**

That staff be a participant in the Festivals and Events Congress, inviting a fundraising expert(s) to share best practices, new techniques and insight into how they can improve upon their existing fundraising efforts.

**Economic Impact:** Speaker fees may be required and are estimated to range from \$500 to \$1500 or more per session

**LEAD:** Economic Development Department



**Group 4:**

**Task Force recommendations be referred for consideration in conjunction with the overall sign by-law review**

- 3 recommendations
- No economic impact
- Staff recommend the Task Force recommendations as presented be referred for consideration in conjunction with the overall sign by-law review.



**Task Force Recommendation B.3.1:**

*By-law #178-2003 and 203-92 (where applicable) be amended to:*

- Allow for 12 (16 square ft.) staked signs (plus 1 sign at each site entrance) to be placed on municipal road allowances that follow the York Region guidelines that may include locations within the restrictions presently outlined in the City's sign By-law (up to 30 days before and maximum 3 days after the event);
- Allow for the use of wire frame sign (.5 square meters) 3 days before and during the event on municipal roads for approved CSO Festival and Events; and,
- Allow for signs on private property for 3 days prior to event.

**Task Force Recommendation B.3.3:**

*Staff investigate the feasibility of permanent, gateway signs for the entrance points of Vaughan.*

**Task Force Recommendation B.3.4:**

*The City consider the removal of the blanket restriction of banners. We suggest that the By-laws 203-92 and 178-2003 be reviewed and replaced with specific clear rules and / or exemptions for banners.*

**Staff Recommendation:**

That staff be directed to consider the recommendation of the Task Force during the review of the City's Sign By-laws which is scheduled for review in 2014.

**LEAD:** By-law & Compliance Department

33

**Group 5:****Task Force recommendations be referred to York Region for comment and consideration**

- 2 recommendations
- No economic impact
- Staff recommend the Task Force recommendations as presented be referred to York Region for comment and consideration

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**Task Force Recommendation B.3.2:**

*That the Community Events Sign By-law Mobile Sign Location List allow for one mobile sign to be placed in the Special Sign Districts on York Regional roads.*

**Task Force Recommendation B.3.5:**

*City Council recommend that York Region Council consider a change to the Community Events Signage by-law permitting staked signs on Regional boulevards and allowing 48 hours for the removal of signs following an event.*

**Staff Recommendation:**

That appropriate staff consult with the Region of York in keeping with the City's Sign By-laws review, slated for 2014.

**LEAD: By-law and Compliance Department**



## Summary of Recommendations

1. That the Task Force recommendations, as outlined in Group 1, without economic impact, be approved;
2. That the Task Force recommendations, as outlined in Group 2, not be approved;
3. That the Task Force recommendations with economic impact, as outlined in Group 3, be approved in principle and referred to the 2015 budget discussions;
4. That Task Force recommendations, as outlined in Group 4, be referred for consideration in conjunction with the overall sign by-law review;
5. That Task Force recommendations, as outlined in Group 5, be referred to York Region for comment and consideration; and,
6. That staff report back on the financial impact of the 2014 event season through the 2015 budget process.



## Proposed Motion

Amendments proposed by Regional Councillor Schulte

That the recommendation contained in the report (Item 9, Report No. 14 of the Committee of the Whole) dated March 25<sup>th</sup>, 2014 be approved, subject to Recommendations 1 and 2 being amended as follows:

### Recommendation 1: A.1.2

- Substituting the word 'roundtable' for the word 'meeting' to define the once a year information sharing meeting being recommended each November
- Adding that the roundtable agenda include an item on Sponsorship and Fundraising to provide the opportunity for participants to share any fundraising / grant opportunities / success with each other
- Adding that on an annual basis, following the annual roundtable, staff report back to Council with a summary of topics and discussion points as well as the status of the initiatives and recommendations of the Findings Report



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## Proposed Motion (continued)

### Recommendation 1: A.1.3

- That staff recommendation A.1.3 be amended by removing the requirements to have the Continuous Improvement Team lead suggested improvements efforts.

### Recommendation 1: A.3.4

- That staff recommendation A.3.4 'Special Events Application' be amended by adding a section to impose conditions or penalties on event organizers based on past events, to read as follows:

*"The City of Vaughan reserves the right to have a municipal representative attend the event to protect the interest of the public and the City of Vaughan. This person will have complete authority to revoke a permit where there is an immediate threat to health and safety of any person or to any property. Any breach of a condition may result in the denial of future permits to the event organizer(s) by the City and / or the issuance of a fine up to \$25,000 for an individual, and \$50,000 for a corporation. Where the applicant has been in contravention of City By-laws at previous events the cost of this person (municipal representative) will be borne by the event organizers at sole discretion of the City of Vaughan for a period of two years."*



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## Proposed Motion (continued)

### Recommendation 2

- That recommendation 2 be amended by referring Task Force recommendations A.1.5 and A.1.6 back to staff for further consideration

### Further,

- That staff review the Fees By-law that directs staff to find cost recovery for their services and reassess whether this approach should be applicable to recognized festival and events given the community building and tourism (economic) potential of these events



39



# Questions



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## Summary Staff Report

### Section A: Procedures and Processes

<b>A.1. City Processes</b>	<b>Group #</b>
A.1.1 Festival and Events Manual	1
A.1.2 Festival and Events Congress	1
A.1.3 Internal Processes	1
A.1.4 One stop shop	3
A.1.5 Noise By-law Monitoring	2
A.1.6 General Purpose Meters (Sound Levels)	2
<b>A.2. Services-in-Kind 'Greening'</b>	<b>Group #</b>
A.2.1 Green Bins and Green Bins Waste	3
<b>A.3. Special Events Permit Process</b>	<b>Group #</b>
A.3.1 Traffic Control Measures	3
A.3.2 Special Events Permit Checklist	2
A.3.3 By-law 370-2004 amendment	1
A.3.4 Special Events Application amendment	1
<b>A.4. Communication</b>	<b>Group #</b>
A.4.1 Link & Advertise Festivals & Events in Publications	1
A.4.2 CSO Festivals Listing to be included in Manual	1
A.4.3 Advertise Festival & Events in City printed & Electronic Publications	1
A.4.4 Promote Festival & Events through Website, Vaughan TV & Community Centre TVs	1

### Section B: Publicity / Marketing

<b>B.1. Marketing</b>	<b>Group #</b>
B.1.1 No charge booths at City Events	2
B.1.2 Advertise Festival & Events in Vaughan Celebrates brochure	2
B.1.3 Facilitate & Promote Seminars /Workshops for Festival and Event Organizers	1
<b>B.2. Web Management</b>	<b>Group #</b>
B.2.1 Festivals & Events a part of City website links with photos	1
<b>B.3. Signage (Mobile Signs + Organizers Signs)</b>	<b>Group #</b>
B.3.1 By-law 178-2003 and 203-92 Amendment	4
B.3.2 Community Events Sign By-law Mobile Sign Location List in Special Sign District on York Regional roads	5
B.3.3 Permanent, gateways sign for entrance points of Vaughan	4
B.3.4 Removal of Blanket restriction of banners	4
B.3.5 Change Community Events Signage by-law to 48 hours for sign removal following an event	5
<b>B.4. Tourism (Business / Community)</b>	<b>Group #</b>
B.4.1 Tourism Program to support CSO festivals and Events	1

## Section C: Funding / Costs

C.1. Sponsorship - fundraising	Group #
C.1.1 Sponsorship/fundriains list and new techniques/tools be brought to the Festivals and Events Congress	3
C.2. Grants	Group #
C.2.1 Festival and Events Congress to include grants lists and nuew contacts	1
C.3. Fairs & Festivals Support Program	Group #
C.3.1 Increase the support on the Fairs & Festivals Support Program	1

## Section D: Community and Teamwork

D.1 Volunteers	Group #
D.1.1 City website link to YR volunteer website	1
D.1.2 City launch a volunteer strategy	1

ADVANCE CIRCULATION  
MOTION

Council Meeting Date: April 8, 2013

Item: Item 9, Report No. 14 of the Committee of the Whole

Re: STAFF REPORT ON THE FINDINGS AND RECOMMENDATIONS REPORT  
OF THE TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND  
COMMUNITY EVENTS

---

MOVED BY Regional Councillor Schulte

SECONDED BY \_\_\_\_\_

1. That the recommendation contained in the report of the Executive Director, Office of the City Manager, dated March 25<sup>th</sup>, 2014, be approved, subject to Recommendations 1 and 2 being amended as follows:
  - 1) That recommendation 1 be amended as follows:
    - a) That staff recommendation A. 1.2 be amended by:
      1. Substituting the word "roundtable" for the word "meeting" to define the once a year information sharing meeting being recommended for each November;
      2. Adding that the roundtable agenda include an item on Sponsorship and Fundraising to provide the opportunity for participants to share any fundraising/grant opportunities/success with each other;
      3. Adding that on an annual basis, following the annual roundtable, staff report back to Council with a summary of topics and discussion points as well as the status of the initiatives and recommendations of the Findings Report;
    - b) That staff recommendation A.1.3 be amended by removing the requirement to have the Continuous Improvement Team lead suggested improvements efforts;
    - c) That staff recommendation A.3.4 'Special Events Application' be amended by adding a section to impose conditions or penalties on event organizers based on past events, to read as follows:

.../2



““The City of Vaughan reserves the right to have a municipal representative attend the event to protect the interest of the public and the City of Vaughan. This person will have complete authority to revoke a permit where there is an immediate threat to health and safety of any person or to any property. Any breach of a condition may result in the denial of future permits to the event organizer(s) by the City and / or the issuance of a fine up to \$25,000 for an individual, and \$50,000 for a corporation. Where the applicant has been in contravention of City By-laws at previous events the cost of this person (municipal representative) will be borne by the event organizers at sole discretion of the City of Vaughan for a period of two years.”;

- 2) That recommendation 2 be amended by referring Task Force recommendations A.1.5 and A.1.6 back to staff for further consideration;
2. That staff review the Fees By-Law that directs staff to find cost recovery for their services and reassess whether this approach should be applicable to recognized festival and events given the community building and tourism (economic) potential of these events.



# VAUGHAN

By-law and Compliance

## memorandum

C	<u>6</u>
Item #	<u>9</u>
Report No.	<u>14 (CW)</u>
Council -	<u>April 8/14</u>

**DATE:** April 4, 2014

**TO:** Honourable Mayor & Members of Council

**FROM:** Gus Michaels, Director of By-law & Compliance

**RE:** **ITEM # 9, COMMITTEE OF THE WHOLE, MARCH 25, 2014  
STAFF REPORT ON THE FINDINGS AND RECOMMENDATIONS REPORT  
OF THE TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND  
COMMUNITY EVENTS**

On March 27, 2014, Regional Councillor Deb Schulte circulated proposed amendments to the above noted item to be reviewed by staff. Recommendation 1c) proposes language to be added to the Special Events Application, which would include the authority for a municipal representative to "close an event".

Ensuring compliance and/or enforcement of permit conditions, including any additional conditions, such as "revoking of a permit" or taking any related enforcement action, would traditionally fall within the responsibility of the By-law & Compliance Department (BL&C) and its staff.

Currently, BL&C staff do not attend special events, save large scale City events (e.g. Santa Parade), in response to public complaints for such matters as noise, illegal parking or to provide paid noise monitoring in accordance with the Noise and Fees By-laws.

Although staff are not opposed to the enhanced authority being proposed, should there be an expectation that BL&C staff attend events pro-actively to ensure permit conditions have been met, it is our respectful opinion that the demands will exceed BL&C's capabilities to meet this service expectation. This would be considered as a significant service level enhancement, not included or planned within the current budget year. Any enhancements regarding increased service for special events will require further consideration, including exploration of increased staffing and resources, to be addressed through the appropriate future year budget process cycle(s).

Gus Michaels, Director  
By-law and Compliance Department  
Legal & Administrative Services

Copy to: Barb Cribbitt, Interim City Manager  
MaryLee Farrugia, Commissioner of Legal & Administrative Services/ City Solicitor  
Tim Simmons, Executive Director, Office of the City Manager