



## Special Events Policy for City Parks and Facilities

---

Policy Number	POL-70
Effective	May 01 2019
Review Date	Not scheduled
Final Approver	Council
Training Course Code	Not applicable
Document State	<b>CURRENT</b>

### 1.0 Purpose

- 1.1 Create an effective, efficient and adaptable administrative model that simplifies the approval process for staff and event applicants;
- 1.2 Provide a clear definition of Special Events that would be eligible for and benefit from logistical support;
- 1.3 Provide a list of City park locations suitable for the hosting of Large Scale and Mega Events;
- 1.4 Identify usage limits for parks hosting events;
- 1.5 Establish uniform criteria and procedures that ensure consistent implementation of the policy;
- 1.6 Provide a fair and transparent service delivery model that ensures equitable access and promotes a diverse range of organized activities;
- 1.7 Establish solid interdepartmental relationships for the event planning process and clarify roles and responsibilities; and
- 1.8 Provide guidelines that ensure all Special Events are safe, accessible and sustainable.

### 2.0 Persons Affected

- 2.1 All event organizers and community groups planning events in

the City of Kingston.

### 3.0 Policy Statement

3.1 An effective customer focused process for the management of events and to establish equitable resource allocations for special events in alignment with relevant policies, priorities and by-laws.

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

#### 3.2.1 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. The City recognizes Special Events as an important part of Kingston's quality of life and provider of affordable entertainment to its residents and visitors. Special events enhance tourism, culture, recreation and education as well as playing a role in economic benefit for the businesses in the City of Kingston.

#### 3.2.2 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.

#### 3.2.3 Event Classification Framework

The following framework will be used to classify events and determine suitable park location options:

Event Type	Special Event	Large Scale Event	Mega Event
<b>Application deadline</b>	November 15th of previous year for events held between May and the following April	November 15th for events to be held the following year	Minimum 6 months prior to event date
<b>Length</b>	1-2 days	1-7 days	1 day-1 month
<b>Frequency (same year)</b>	One-time	One-time/recurring	One time

<b>Frequency (annual)</b>	One-time/recurring	One-time/recurring	Likely not to recur
<b>Number of venues</b>	0-1	Multiple, and/or roads	Multiple, and/or roads + may require new/modified venues
<b>Attendance</b>	Expected attendance less than 500	500-5,000/day	>5,000/day
<b>Logistics - Impact on City services and resources</b>	Minimal or no disruption of services or impact to City resources	Some-moderate disruption of services and impact on City resources. Resource charge backs.	Significant disruption of services and impact on City resources. Event funding support may be required. Resource charge backs.
<b>Parking &amp; Transportation</b>	On-site parking plan including accessible parking plan	On-site and off-site parking plan, Accessible parking plan, transportation plan, organizers provide parking personnel.	On-site, off-site parking plan, Accessible parking plan, transportation plan, shuttle service, parking arrangements, organizers provide parking personnel.
<b>Suitable Park Locations</b>	Regional parks, City-wide parks, District parks, Neighbourhood parks	Identified Regional or City-wide parks	Identified Regional parks

<b>Park resting</b>	Not applicable	Minimum 10 days	30 days
<b>Usage limits</b>	Not applicable	Combined total of no more than 5 per location, per year	Combined total of no more than 1 per location, per year

### 3.3 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.

### 3.4 Special Events Application for Outdoor Events

The applicant completes a City of Kingston Special Events Application which provides the organization and applicant's contact information, outlines the type of event and provides preferred date(s) and location(s). For indoor events, a booking application form must be completed and organizers must comply with the terms and conditions of their permit and the regulations/restrictions of the permitted facility.

### 3.5 Special Events Meeting

Upon receiving the application, the Special Events Office will assign a Special Events Coordinator to the application. The Special Events Coordinator schedules a meeting, by phone or in person, with the applicant to complete the Application Form. The form is designed to ask a series of questions to define the event, determine eligibility and the level of service the organization will need. The applicant will be asked to provide a site map, a parking plan and transportation plan, depending on the scope of event, as well as a risk management and emergency plan. The Supervisor of Special Events, along with the Special Events Coordinator, will then complete the Evaluation Criteria Scorecard to prioritize the event (see Section 3.6.1 and 3.6.2 for prioritization and public benefit criteria).

### 3.6 Application Deadlines

Applications for events held between May and the following April must be submitted by November 15th of the previous year for Large Scale Events. Applications for Mega Events must be submitted a minimum of 6 months prior to the event date.

Event requests received outside of annual deadlines will be considered on a case-by-case basis after the review and approval of application requests. A Special Events 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 Director of Recreation & Leisure Services may approve or deny a permit application outside of the application deadline timeframe, impose terms and conditions on any approval any time during the term of the approval, including special conditions.

The criteria includes the following:

#### 3.6.1 Prioritization

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

- i. Event has significant municipal importance and attracts international, national, provincial, regional participants;
- ii. Organization's mandate and event aligns with the City's strategic priorities;
- iii. Event promotes sustainability, and is accessible and safe;
- iv. Event is a historic event in good standing;
- v. Total number of event participants;
- vi. Event and organization is not-for-profit; and
- vii. Event is held in partnership with the City.

#### 3.6.2 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:

- i. Culture & Arts/Heritage
- ii. Enrich the character and identity of the City

- iii. Create unique or innovative experiences
- iv. Health and wellness / physical fitness
- v. Extend the overall range and mix of programming currently offered by the City
- vi. Education
- vii. Economic Impact / Public Benefit

Queen's University will be required to follow the same process for event applications as all other event applicants. City staff will continue its work with Queen's to consider all Queen's University property as a first priority for Queen's events before utilizing City of Kingston parks and facilities. This includes, but is not limited to, Orientation Week and Homecoming events.

### 3.7 Event Applicant Package

The Special Events Office assigns a Special Events Coordinator from the Events Office, based on the type of event and location. The Coordinator will provide an Event User Guide that contains: relevant information; application forms; maps; Sustainability Guidelines and Checklist; which includes a Service Provider Resource and Contact List; Accessibility Guidelines; Emergency Preparedness Guidelines and template. The Coordinator will assist the applicant to complete the forms and templates, and to direct them through the event planning process.

### 3.8 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, bylaws and processes. The Event Protocol Manual is maintained by the Special Events Office.

### 3.9 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 five million dollars (\$5,000,000). 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 Events

Application.

### 3.10 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. Event organizers who meet eligibility criteria may apply for a reduction or a waiver of fees through the City's Waiver of Fees Policy.

### 3.11 Cancellations and Refunds

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

- 3.11.1 when the facility is needed for an event of municipal significance;
- 3.11.2 in order to ensure public safety; or
- 3.11.3 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.

### 3.12 Logistics

Logistics are items involved in the coordination, planning and execution of an event. Large Scale Events and Mega Events are those with significant logistical needs and may require permitting from a number of departments within the City, and therefore need further considerations when authorizing an appropriate location. Staff will require applicants of Large Scale and Mega Events to provide detailed site plans including an emergency plan and a risk management plan. Applicants may be required to provide paid duty Police Officers, emergency responders, security and City staff for the duration of the event at their own expense.

### 3.13 Parking and Transportation

Parking and Transportation refers to all items pertaining to accessing an event site. The following are required to be submitted by the applicant:

- 3.13.1 A Transportation Plan including transit options, which may include offsite shuttle services, etc.;
- 3.13.2 A Parking Plan including accessible parking considerations, on-site and off-site locations, staffing requirements and signage;
- 3.13.3 Any public road closure requirements; and
- 3.13.4 Social media/advertising/public education strategy to inform event participants and event attendees of the various parking and transportation options, including large trucks, large equipment and vendor vehicles.

Applicants of Large Scale and Mega Events may be required to provide paid duty Police Officers, emergency responders, security and City staff for the duration of the event at their own expense related to parking and transportation management.

Events with significant parking requirements may be directed to City locations where on-site parking is available, these locations being; Lake Ontario Park, Kingston Memorial Centre, Portsmouth Olympic Harbour and Grass Creek Park.

#### 3.14 Park Classifications

As identified in the Kingston Official Plan, the following classification of parks applies under Section 3, Page 169 Land Use Designation & Policy:

- 3.14.1 Regional parks and recreation areas attract patrons from the wider regional area and may include multiple functions on a property;
- 3.14.2 City-wide parks attract patrons from a wide area across the municipality and may be designed for multi-purposes or specialized functions, including civic and cultural activities and recreational and social functions;
- 3.14.3 District parks and playfields, serving a number of neighbourhoods, provide for a variety of outdoor or indoor facilities for sports, recreation and community

centre uses; and

- 3.14.4 Neighbourhood parks and playgrounds accommodate a range of more informal recreational, leisure and play activities, frequently oriented to children's facilities.

Both Regional and City-wide parks are identified in this Policy as suitable sites for the hosting large scale events.

Recommended Regional parks for large scale events include:

- 3.14.5 Grass Creek Park
- 3.14.6 KP Trail
- 3.14.7 Portsmouth Olympic Harbour

Recommended City-wide parks for large scale events include:

- 3.14.8 Belle Park
- 3.14.9 Breakwater Park (excluding the beach area)
- 3.14.10 City Park (including Cricket Field)
- 3.14.11 Confederation Park
- 3.14.12 Douglas R. Fluhrer Park
- 3.14.13 Grenadier Park
- 3.14.14 Lake Ontario Park
- 3.14.15 Kingston Memorial Centre
- 3.14.16 Macdonald Memorial Park
- 3.14.17 Rotary Park
- 3.14.18 Shannon Park
- 3.14.19 Victoria Park

It is not anticipated that large scale events will take place in District and Neighbourhood Parks. Staff will be authorized to review and approve applications in these classification of parks on a case by cases basis if the application meets the prioritization and public benefits event criteria.

Recommended Regional parks for Mega Events include:

3.14.20 Grass Creek Park

3.14.21 Portsmouth Olympic Harbour

Recommended City-wide parks for Mega Events include:

3.14.22 Confederation Park

3.14.23 Kingston Memorial Centre

3.14.24 Lake Ontario Park

### 3.15 Park Usage Limits & Resting

Parks hosting Large Scale Events will be limited to one large permitted event per week (unless partnerships occur for the joint hosting of events on one site during the same timeframe), or a total of no more than five Large Scale Events from and including Victoria Day weekend to and including Thanksgiving weekend, whichever is the lesser.

In order to allow open and unscheduled enjoyment for residents and for parks to rejuvenate over time, staff will strive to allow 10 calendar days between each large scale event and may decide to limit the number of Large Scale Events per park based on site conditions, environmental impacts and other park programming.

Parks hosting Mega Events will be limited to no more than one (1) event per year and require a resting period of 30 days.

### 3.16 Exemptions

Park Resting exemption:

3.16.1 Kingston Memorial Centre for the duration of both the Kingston Fall Fair and the Kingston Ribfest and Craft Beer Show

3.16.2 Portsmouth Olympic Harbour for purpose of CORK events Parks suitable for hosting Large Scale Events exemption:

3.16.3 McBurney Park (District Park) for the hosting of the annual Skeleton Park Arts Festival

Park Usage Limits exemption:

3.16.4 Portsmouth Olympic Harbour for the purpose of CORK events

- 3.16.5 Confederation Park, which operates under the guidelines of the First Capital Place Programming and Operations Policy
- 3.16.6 Major sports field sites and arenas, which operate under the Sports Field Allocation Policy and Ice Allocation Policy

Special Circumstances exemption:

From time to time staff may receive applications for Large Scale Events and Mega Events that may not meet the entire event classification framework and are not already subject to the exemptions described in the policy. This may include, but not be limited to, park resting, usage limits, park locations and application deadlines.

The Director of Recreation & Leisure Services will be authorized to evaluate and approve a Large Scale Event or Mega Event application on a case by case basis due to special circumstances and to notify Council of such exemptions in advance of the Director's approval.

### 3.17 Amplified Sound and Noise By-Law

Amplified sound at outdoor special events must comply with the City's Noise By-Law. Exemptions from the City's Noise By-Law can only be granted by City Council. Applications for exemptions to the Noise By-Law must be submitted to the Licensing and Enforcement Division at least 8 weeks in advance of the event. City staff reserve the right to require any event that would otherwise be exempt under Schedule 'C' of the Noise By-Law, to obtain a formal noise exemption from City Council.

The following guidelines will apply to events with amplified sound:

- 3.17.1 Location of all speakers, sound equipment and stages must be provided as part of the event application on a detailed site plan or map.
- 3.17.2 Measures must be taken to mitigate the impact of sound extending beyond the target audience. For example, speaker stacks can be positioned to tilt downward towards the audience rather than over the crowd.
- 3.17.3 The event organizer will be required to notify all potentially affected neighbouring businesses and

residents within a 120 metre radius of the event site about the proposed event a minimum of 10 days in advance. This includes times and dates, type of sound and contact names and numbers for persons who respond to any neighbouring concerns before, during and following the event. The organizer is responsible for making attempts to address concerns of complainants.

### 3.18 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: Tourism Kingston, Kingston Economic Development Corporation, Downtown Kingston BIA, Kingston Accommodation Partners (KAP), Queen's University, Royal Military College and St. Lawrence College.

### 3.19 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.

## **Employees**

3.20 Any employee who breaches this policy may be subject to discipline up to and including dismissal.

## 4.0 Responsibilities

- 4.1 Recreation & 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.
- 4.2 Event Supervisor (Supervisor) reviews the event application form and proposed location, site map/floor plan, and reviews the Evaluation Criteria to determine the needs of the group, approved location and assign an Event Coordinator from the Event Office, as required.
- 4.3 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.

- 4.4 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 & Environmental Initiatives, Public Works, Kingston Fire & Rescue, Building Services, Licensing and Enforcement, Communications & Customer Experience, Transit, Utilities Kingston, Legal Services, and Accessibility Compliance, as well as Kingston Police Services, KFL&A Public Health and Hydro One.
- 4.5 External Partnerships – Bidding means that Recreation & Leisure Services staff will assist Tourism Kingston 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. Tourism Kingston has a mandate to support the local, regional and national community of sport tourism and business organizations establish Kingston as a sport tourism and recreation destination of choice. It strives to serves as a catalyst for the attraction, creation, promotion and delivery of rewarding sport and recreational experiences for visitors, participants, partners and residents.

**Breach of Policy**

- 4.6 Employees are responsible for compliance with this policy and shall be aware that any employee who breaches this policy may be subject to discipline up to and including dismissal.

**5.0 Approval Authority**

Role	Position	Date Approved
------	----------	---------------

Subject Matter Expert	Special Events Office Manager, Recreation Programs Supervisor, Special Events & Marketing  Assistant Supervisor, Recreation Programs, Special Events	
Management Review	Supervisor, Special Events & Marketing Manager, Recreation Programs Director, Recreation & Leisure Services	
Legal Review	Senior Legal Counsel	
Final Approval	Council	

## 6.0 Revision History

Effective Date	Revision #	Description of Change
April 15, 2014	1	New policy
May 1, 2019	2	Policy update

## 7.0 Appendix

### 7.1 Definitions:

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

**Amplified Sound** is any sound created by an electronic device or a group of connected devices, incorporating one or more loud speakers and intended for the production, reproduction or amplification of sound including, but not limited to, a radio, video screen or television, amplifier, loud speaker, public address system, sound equipment.

**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.

**Economic Impact** - The financial effects of an event on the economy in a specified area, ranging from a local, regional, provincial or national

level.

**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 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.

**Large Scale Events** are those with significant logistical needs, approvals required from multiple City departments, and/or anticipated attendance of five hundred persons or more. These events can take place on one or multiple consecutive days.

**Logistics** are items involved in the coordination, planning and execution of an event. This can include such items as: washroom facilities, vending and sales licenses, staging, vendor layout and more.

**Mega Events** are those with significant logistical needs, including the use of City resources, with an estimated daily attendance of five thousand persons or more, operating over one or multiple consecutive days, and that generate considerable benefits for Kingston in terms of economic and cultural impact, media exposure, community engagement, legacy and/or trade opportunities. These types of events can be used to leverage and enhance areas of local and regional strength in specific economic sectors, innovation, and arts and culture.

**Parking and Transportation** refers to all items included in accessing an event site including, but not limited to: temporary location of vehicles, bicycles and other methods of transport, drop-off and pick-up locations, etc.

**Planning Phase** is the development of goals, objectives and strategies for the event life cycle, including scope, action planning,

resource requirements and budget.

**Special Events** are organized gatherings of people for the primary purpose of supporting a community, culture, arts, heritage, recreation or sport experience within a limited period of time, 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 with attendance less than five hundred persons.

**Special Events Office** (Events Office) is comprised of City staff representing park bookings, room/hall bookings and special events.

**Special Events Permit** is issued by the City of Kingston to demonstrate that approval has been received for running the Special Event. The duration of the permit includes any necessary set up and tear down times. Special Event Permit(s) may not exceed a total of 10 days per year, per Event Applicant.

**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.

## 7.2 Related Policies, Legislation & Bylaws

The event must abide by all of the following: a) be in compliance with municipal bylaws, and 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 & Rescue, and KFL&A Public Health; d) be in accordance with the Human Rights Code.

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 the Film Liaison will seek assistance from the Special Event Office.