

SPECIAL EVENTS POLICY

A. DEFINITION OF SPECIAL EVENT CATEGORIES

1. Directly sanctioned special events (2009 events)

- Bernice Adams Awards, Concerts in the Park, Cambridge Sports Banquet, Mayor's events, Grand openings, and other events directly sanctioned by the municipality.
- Advisory Committees affiliated with the City of Cambridge may be involved with a special event, either ongoing or one-time events. City staff may also from time to time be asked to directly organize a special event, e.g. grand opening of a new facility, park.

Characteristics of this type of event

- Budget for the event is included in the Operating Budget
- City staff are primarily responsible for the event, but may work with a volunteer committee
- The City of Cambridge is acknowledged in all advertising and other publications for their support

Municipal Supports Provided

- Free use of city meeting rooms for committee meetings and event
- Staff liaison (Recreation Coordinator) for committee development issues/training
- Staff liaison (Parks Staff) for bookings, site lay-out, day of the event
- Photocopying, postage, equipment provided
- Liability insurance for volunteers

2. City affiliated events (2009 events)

- Christmas Pageant, Riverfest, Hespeler Santa Claus Parade, Cambridge Santa Claus Parade, Arts Festival, Mill Race Folk Festival, Forbes Park Festival, Quilt festival, Rock the Mill (Funkadelic Abstract), CanAmera Games, Highland Games, Canada Day, Tour de Grande, etc.
- A volunteer committee organizes a City wide special event, with support from a City of Cambridge Recreation coordinator. The event may be free of charge or there may be a participation fee.

Characteristics of this model

- A formal committee/board is established/Terms of Reference are developed
- Minutes of meetings are completed and circulated
- Bank account/financial statements are established
- Annual budget presented to city staff for approval/financial assistance in Operating Budget
- Risk management plan presented to city staff for approval
- The City of Cambridge is acknowledged in all advertising and other publications for their support

Municipal Supports Provided

- Free use of city meeting rooms for committee meetings, parks, arenas
- Staff liaison (Recreation Coordinator) for committee development issues/training
- Staff liaison (Parks Staff) for bookings, site lay-out, day of the event
- Liability insurance for volunteers
- Eligible for annual Special Event grant process (new process amalgamating the Grants to Groups special events and Special Events Assistance grants)
- Photocopying, mailings, (to a maximum of \$1,000 per event)
- Use of City's special event equipment

3. Special interest/fundraising events

- Examples: Kin Carnival, Fall Fair, District Senior Games, Reunions, downtown sidewalk sales, and other miscellaneous events
- Individuals and groups approach the City of Cambridge to book space at our facilities/park for special events (over 200 events per year). These events are for a specific interest group and/or are a fundraising venture for a group or organization.

Characteristics of this model

- Group has purchased special liability insurance for the events
- Group is aware of the special events procedures, special licenses, requirements from other departments
- Group applies through the Grants to Groups process

Municipal Supports Provided

- None, although not for profit groups may be eligible for a grants to groups.
- Eligible to attend city training events

*Any new groups will be added into the appropriate category.

B. RISK MANAGEMENT

Any special event committee is required to obtain a copy of the “Special Events Manual” that details the following risk management policies that the events are required to comply with:

- Municipal Alcohol Risk Management Policy
- Emergency Services Guidelines, including security and/or police
- Community Health Department approval
- Charity Barbecue approval
- Music License approval
- Public Fireworks Display – “Explosives Act” and Explosives Regulations”
- Adequate insurance coverage
- Hydro inspections
- Noise By-law
- Municipal Inclusion and Access Policy

Details for compliance with the above risk management policies are included in the Community Services Department Special Events Manual.

C. ACCOUNTABILITY PROCESS/MEASURES

- To provide the municipality with an annual evaluation, including volunteer hours, attendance, programming, marketing, and other data as deemed appropriate.
- To provide annually to the municipality, financial statements for the previous year of operation, including a balance sheet (outside audit preferred)

Important Note: City staff will formally request all accountability information, by written notice, to be submitted by special events committees to the municipality, not later than 3 months following the event.

D. FUNDING FOR POLICY

City staff will prepare annual operating budgets in accordance with the “Special Events Policy” for consideration by Cambridge City Council through the annual operating budget approval process – Grants – Special Events. Any additional requests for funding support will be considered as not in accordance with city policy and would require more specific direction from Cambridge City Council.

E. ROLES AND RESPONSIBILITIES

The responsibility for a safe, well-managed special event is the responsibility of the organizing committee. The role of the municipality is to support the special events volunteers in their venture through a variety of means. City staff will have the final approval for the financial and risk management issues related to the event. Within the parameters of this policy, the volunteers have autonomy to determine the details of the event planning.

City staff are not members of the special event committee and do not take a direct role in the event planning (e.g. committee), nor the implementation of the event. City staff will be present at the event to ensure that risk management issues are addressed.

Role of Recreation Coordinator/co-op student

- Primary liaison to the committee; facilitator of committee development (attending meetings as required)
- Assists the committee with Special Event grants application
- Assists in co-ordination with other city departments
- Assists in recruitment of volunteers
- Provides special events manual
- Assistance on day of event in regards to risk management

Role of Parks Manager/co-op student

- Attends committee meetings pertaining to site planning
- Responsible for completion of special events checklist for group
- Grants approval for event
- On-site supervision on day of event