

Category: Governance

Policy_Festivals and Events Policy.docx

Policy Number: [Policy Number (assigned by CAO's Office, after approval)]
Approved by: Choose an item. [Council Resolution #] – [Date]
Administered by: Strategic Communications, Tourism & Events, Events & Protocol
Effective Date: [Date]

1. Background

The City of Brampton has rented facilities and provided support to festival and event organizers for many years. As our city grows, so too do the number and the size of festival and event requests being received.

At the June 8, 2022 Committee of Council meeting, Council approved the implementation of a Special Event Permit Program, including the immediate development of a Special Event Advisory Team (SEAT). SEAT is comprised of representatives from internal and external departments, and acts as a body responsible for reviewing festival and event applications, to ensure the overall health and safety of festivals and events taking place on city-owned property.

2. Purpose

The purpose of this Council Policy is to provide SEAT (lead by the Manager, Events, Protocol and Tourism) the authorization to review and enforce safety and operational elements of Festivals and Events on City of Brampton property.

- 2.1 Establish guiding principles and criteria to ensure a consistent approach to planning and executing Festivals and Events; and
- 2.2 Ensure Festivals and Events comply with requirements outlined by SEAT to plan and execute healthy, safe, and successful Festivals and Events; and
- 2.3 Establish a process for SEAT to review, conditionally approve or decline, and permit Festivals and Events on City of Brampton property.

3. Application and Scope

This Council Policy applies to all Festivals and Events on City of Brampton property.

3.1 Exceptions

- 3.1.1 This Council Policy does not apply to events on private property or events on City of Brampton property with the following provisions:

- a) Private events for invited guests only, such as picnics, BBQs, birthday parties, wedding ceremonies / receptions
- b) Photography or film permits
- c) Any regular ongoing Recreation programs or rentals
- d) Performing Arts indoor Facilities, including The Rose, Lester B. Pearson and Cyril Clark
- e) Alderlea House
- f) Sport leagues

4. Outcomes

- 4.1 Provide consistent administration and support of festivals and events taking place on city-owned property;
- 4.2 Streamline application process and guidelines for festivals and events taking place on city-owned property;
- 4.3 Ensure the overall health and safety of all attendees, organizers, participants and residents of Brampton relating to festivals and events taking place on city-owned property; and
- 4.4 Ensure adherence to laws, regulations, by-laws, policies, and procedures of festivals and events taking place on city-owned property

5. Mandatory Requirements

- 5.1 Festivals and Events on City-property must adhere to all federal, and provincial legislations, regulations, by-laws, policies, procedures and SEAT requirements; and
- 5.2 Festivals and Events on City-property must adhere to SEAT Application Process, Timelines and Guidelines
- 5.3 The Manager, Events and Protocol has delegated authority to provide final approval and/or denial for all Festivals and Events on City-property.

6. Roles and Responsibilities

- 6.1 Manager, Events and Protocol
 - 6.1.1 Responsible for overall coordination of SEAT, including application process, timelines, guidelines, membership, meetings and framework.
 - 6.1.2 Has delegated authority to provide final approval and/or denial for all Festivals and Events on City-property.

6.2 Members of Special Event Advisory Team (SEAT)

- 6.2.1 Review applications for Festivals and Events on City-property and provide recommendations necessary to enforce safety and/or operational elements.
- 6.2.2 Ensure that all requirements, permissions, insurance, etc. are secured.
- 6.2.3 Provide recommendation to Manager, Events and Protocol to approve or deny application for Festivals and Events on City-property.

6.3 Event Organizer

- 6.3.1 Responsible for submitting an application within the required timelines.
- 6.3.2 Confirm all federal, and provincial legislations, regulations, by-laws, policies, procedures and SEAT requirements have been met, a minimum 30 days prior to event start date.

7. Monitoring and Compliance

7.1 Manager, Events and Protocol shall ensure this Policy is reviewed as per the Governing Policy for Corporate Policy Program or as needed to remain relevant to the needs of the City, Regional agencies, and Event Organizers.

7.2 Consequences of non-compliance

7.2.1 Failure to follow this Council Policy may result in

- a) Reputational risk to the City;
- b) Compromised safety of attendees, organizers, participants and residents of Brampton relating to festivals and events taking place on city-owned property; and
- c) Reputational risk to the Event Organizer for hosting an unauthorized event and compromised health and safety

8. Definitions

- 8.1 **Festival and/or Event Organizer** is any person, organization, or corporation who is responsible for the organization and operation of a Festival or Event.
- 8.2 **Special Event Advisory Team (SEAT)** is the body approved by the City of Brampton Council comprised of City Staff and Regional agencies that provide operational and safety requirements to Festivals and Events.
- 8.3 **Public Event** are activities that are open to the community and public. Examples include festivals, fairs, concerts, processions, runs or walks, and parades.

- 8.4 **Private Event** are activities that are for invited guests and not open to the public. Examples include birthday parties, picnics, BBQ's, sports activities and other social gatherings.
- 8.5 **City Property** means any property in which the City is the landowner. Including but not limited to City streets, parks and parkettes, parking lots, walkways, pathways and trails, City recreation facilities, City event spaces and all variations of sport fields.

9. References and Resources

This Council Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

9.1 External references

- [Ontario Building Code Act, 1992, S.O 1992 c.23 section 3.16A Demountable Stages and Demountable Structures and section 8- Temporary Structures \(Tents\)](#)
- [Alcohol and Gaming Commission of Ontario \(AGCO\)](#)
- [Region of Peel – Food Safety](#)
- [Peel Regional Police](#)
- [Peel Regional Paramedic Services](#)

9.2 References to related bylaws, Council policies, and administrative directives

- [Municipal Alcohol Policy \(MAP\)](#)
- [Mobile Licencing](#)
- [Special Event Road Closure Policy](#)
- [Parklands By-Law 161-83](#)
- [Noise By-Law 93-84](#)
- [Public Nuisance By-Law 136-2018](#)
- [Prohibit Smoking and Vaping in Outdoor Public Places and Workplaces By-Law 49-2019](#)
- [Sign By-law 399-2002](#)
- [Advertising on City Property Policy COM – 120](#)
- [Occupational Health & Safety Policy HRM-110](#)
- [Respectful Workplace Policy HRM-150](#)

9.3 References to related corporate-wide procedures, forms, and resources

- [City Special Event Road Closures](#)
- [SOP: Calculating Event Capacities](#)

10. Revision History

Date	Description
yyyy/mm/dd	Next Scheduled Review (<i>typically three years after approval</i>)