

Festivals and Special events policy

Town of Smiths Falls

This policy provides that municipal council may provide grants or gifts of money and other municipal resources to any person, institution, group or body of any other kind.

Definition: A festival or special event are defined as Smiths Falls based events that present a multi-faceted program within a defined period of time using budgets that are distinctive from regular operating budgets of the hosting organization. Festivals must demonstrate broad community participation and a broad potential audience marketed to local Residents as well as visitors to the community. Festival programs must offer a unique experience to participants and fit as a part of the strategic priorities of the Town of Smiths Falls as well as the spectrum of events identified in the Tourism and economic development service delivery plan.

The festivals and events supported by Council will be eligible for up to \$5,000 in funding to a maximum of 30% of the cost of the provision of service for the festival or event. This will include both cash and Town services (in kind) allocated to the event by Council. The remained (70%) must be in the form of cash and material contributions from the community.

The following are eligible for funding:

- Any non profit registered society in good standing
- non profit community organizations
- Events occurring within the Town of Smiths Falls boundaries

The following will not be classified as eligible for support:

- The value of volunteer time given to the event.
- Capital cost or wages
- Festivals and events that seek to attract only a special interest audience not open to public participation
- Festivals and events which are organized or promoted as for profit commercial ventures
- Festival and events that are organized by an individual or private enterprise without being able display broader community based support
- Conferences
- Retroactive funding for events that have already taken place

Scoring criteria: Preference will be given to organizations that

- Have a proven history and have displayed the organizational capacity to effectively deliver the proposed festival or event
- Are working in partnership with other service providers in the community to deliver the activity
- Provide a sound plan that identifies priorities, objectives and anticipated outcomes for the proposed festival or event
- Has incorporated a volunteer recruitment, training, retention and development plan
- Demonstrated the anticipated economic and social impact to the community the festival or event will produce
- Have a sustainability plan to ensure the continued delivery of the festival or event
- Reaches a broad spectrum of the community
- Has a media and communications plan
- Demonstrated private sector investment

All festivals and events taking place on Town of Smiths Falls property or having an effect on roads, traffic or other regular community activity must have ALL appropriate permits and approvals

Intakes: Two intake sessions per year.

- One with a deadline of October 15th for events from January to June
- Other with a deadline of May 15th for events from July to December.

Program Funding level: that a maximum of 20% of the funds provided under the Community Grants policy be provided to support Festivals and Events

APPLICATION REVIEW PROCESS:

- Late or incomplete applications for any grants will not be forwarded for consideration.
- Completed applications which are received by the application deadline will be forwarded to a Staff Committee for review and consideration.
- In considering grant applications, the Committee will evaluate applications (Evaluation Sheet Attached as Appendix A).
- Council will provide final recommendations based on the total grant allocation and approval of individual grants.
- Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review and an analysis of costs for services/items requested.
- In kind costs will be determined and reviewed as part of the evaluation process and will form part of the overall contribution.

- Grant applications determined to be ineligible for funding shall be notified, in writing of Council's decision.
- A Memorandum of Understanding will be entered into by the municipality and the applicant.

Funds distribution: Funds will be dispersed upon Council approval and in consultation with the Town of Smiths Falls Clerks office once the funding agreement has been developed and confirmed.

Final Report:

A final report and financial statement must be submitted within 90 days of the conclusion of the event. Failure to file this information may result in rejection of new applications.

- Goals achieved and factors influencing outcomes
- Major variances from original application
- Evidence of community/organization impact
- Attendance figures
- Number of volunteers
- Attendance or presentation of elected officials at the event as recognition of Town of Smiths Falls partnership support
- Findings of audience surveys, if conducted
- Budget, final accounting of event revenues and expenses
- Media coverage report
- Representative samples of photos from event if available
- The Town of Smiths Falls must receive recognition of the funds received under the Festival and Special Events Fund (Town logo on all printed material, advertisements, displays as well as verbal acknowledgement, where applicable).

Terms:

BEING By-Law to regulate the process to conduct public events, festivals, street tolls, tag days and parades within the Corporation of the Town of Smiths Falls.

WHEREAS Section 8 of the Municipal Act, SO 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 9 of the Municipal Act, SO 2001, provides that Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS pursuant to Section 126 of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws to regulate cultural and recreational events, including public fairs;

AND WHEREAS the Council of the Corporation of the Town of Smiths Falls deems it expedient to license and regulate the holding of public events, parades and festivals within the limits of the Town;

NOW THEREFORE the Council of the Corporation of the Town of Smiths Falls enacts as follows:

1. DEFINITIONS: in this By-Law
 - a) "Corporation" means the Corporation of the Town of Smiths Falls.
 - b) "Applicant" includes an individual, any form of association of individuals, and a corporation who "shall" be wholly responsible for the event.
 - c) "Applicant/Sponsor" means conduct, arrange, be in charge of, or be significantly involved in, the presentation of an event.
 - d) "Event" shall include but not be limited to a festival, concert, parade, tag day, street toll entertainment or production held out-of-doors on municipal property or private property and to which the general Public is invited or admitted.
 - e) "Site Plan" means a drawing or sketch of the subject area indicating the details of the event that shall include but not limited to booths, emergency entrances/exits and any other structures that is to be accompanied by a map displaying the size and location of the event.
 - f) "Structure" as defined by Ontario Building Code Act.
2. No person shall host an event on the property of the Corporation without a license issued by the Corporation pursuant to this By-Law.
 - a) An Applicant for such license must be provided to the Clerk, by November 30th of the year proceeding the event year or by the second intake date of May 30th of the current year, including a completed application satisfying their requirement, which includes the application, proof of liability insurance and any other documents or inspections that is deemed necessary:
 - b) Provide the Corporation with proof of general liability insurance for the duration of the event in such amount as the Clerk of the Corporation deems required, and which shall provide coverage of not less than Two Million Dollars (\$2,000,000.00) per occurrence or as requested by the municipality, the Town of Smiths Falls must be named as additional insured
 - c) The applicant shall apply for and obtain building permits for any structure, as defined by the Ontario Building Code Act, S.O. 1992 c.23, as amended, including tent structures (under 3.14 of the Ontario Building Code), and shall provide all required documentation for processing of said permits. Building permit application will be reviewed according to the submissions by suppliers of the said structures certification. The Municipality will be held harmless of such

temporary structures and the provider will submit a certification of (\$2 million) Liability Insurance, naming the Municipality.

- d) Provide the Corporation with a copy of the approved Liquor Licence from the Liquor Board of Ontario for any alcohol related or licensed events.
 - e) The event shall respect the conditions of any related By-Law, provincial or federal regulation or act
 - f)
3. An Applicant/Sponsor licensed pursuant to the By-Law shall:
- a) Conduct the Licensed Event in accordance with the terms of the license.
 - b) Following conclusion of the Event, the Event Site must be restored to pre-Event condition, all lands and buildings affected by the event on Municipal owned property. Private property will fall under the Property Standards By-Law.
4. Any Applicant/Sponsor of an Event that is held on Municipal owned property shall pay for any damages to the property.
5. WHEREAS pursuant to Section 150(8) of the Municipal Act S.O. 2001, c.25, without limiting subsection (1), the power to license, regulate and govern a license includes the power to refuse to grant a license or to revoke or suspend a license.

This By-Law hereby repeals any Motions/Notice of Motions, Actions and Resolutions of Council that are in contravention of this By-Law.

SAMPLE APPLICATION

Sensational!



Heart of the Rideau Canal

Request for Permission To host a Festival/Event, Road Closure/Tag Day Street Toll/Procession

Please attach proof of required insurance (\$2,000,000 minimum, dependent upon nature of event. Tag Day Requests are exempt from provision)

**Please complete and return to the Deputy Clerk
By-law _____**

Applicant's Information:

Name of Organization: _____

Are you a non-profit organization? Yes No

Address: _____

Contact Name: _____

Contact Phone Number: _____

Event Information:

Please indicate the type of event that you would like to host on town property:

Parade

Street Toll

Festival

Race

Other (Please Specify): _____

Event date: _____

Event time (beginning and end): _____

Approximate anticipated number of people in attendance _____

Method of barricading closed streets:

Road Closures:

- 1. Please provide details of your road closures on an attached map and proposed detour routes.**

If you are proposing to close a roadway that is part of the connecting link; additional approvals are required for detour and road closure by the Ministry of Transportation, Kingston District Office. Additional liability insurance is also required. Confirm with Municipal Staff for procedure and contact information.

Parades and Processions

Length of procession: _____

Number of vehicles: _____

Number of people: _____

Are animals involved? If yes, type and number of animals: _____

Additional requests/information: _____

Note: your request will be circulated by staff to appropriate departments, including Emergency Services.

Town Resources Required (in Kind)

Please detail the items that you would like to request from the Town of Smiths Falls by placing the amount of each item in the box provided:

Barricade _____

Garbage Cans _____

Other (Please Specify): _____

Services:

- Police Escort or Security
- Delivery
- Set up or take down

For Office Use Only.

Staff Approval:

The application has been approved and necessary arrangements have been made by your staff to ensure that all requirements have been adhered to and requested items have been provided:

Approval of Route, Barricades, Signage and Detours

Director of Public Works and Utilities

Approval of Route and Fire Route

Fire Chief

Approval of Route, Security and Police Escort

Police Chief

Approval of Event details, Requested town supplies and support

Director of Community Services

Notification of the Event

Manager of Economic Development

Building Approval, Sign By-law, Insurance Requirements

Director of Corporate Services/Clerk

Final letter of approval:

Director of Community Services