

P O L I C Y

POLICY NO:	PD.5.2
SECTION:	PLANNED DEVELOPMENT - TOURISM
TITLE/SUBJECT:	SPECIAL EVENTS
ADOPTED DATE:	July 2, 2008
REVISION DATE:	March 21, 2012 March 18, 2015 July 2, 2015

The Municipality of Kincardine recognizes the importance of special events in enhancing the quality of life, economic benefits to local businesses, and community pride, as well as positively impacting tourism, culture, recreation, etc. These benefits are made possible by the invaluable service of the many volunteers, community groups, sponsors and service groups that contribute their support and skills to the events in our community.

The Municipality of Kincardine intends to be proactive in attracting new special events to the Municipality, as well as working with existing event organizers to further the success of their activities.

OBJECTIVE:

Provide logistical assistance for special event operations utilising property, streets and/or roadways belonging to the Municipality of Kincardine;

Ensure events abide by all municipal by-laws and regulations;

Ensure all municipal interests are met to protect the assets and citizens of the Municipality;

Facilitate, organize and communicate public use of municipal property and equipment throughout municipal departments.

DEFINITION OF TERMS:

Applicant

Any group or individual who applies to host a Special Event or Private Function.

Special Event

A one time, annual or infrequently occurring event being held on Municipality of Kincardine property that is exclusively reserved for the occasion. It must have predetermined opening and closing dates/times and be open to public participation/attendance.

Private Function

Activities that do not meet the criteria, may still be permitted to occur as a Private Function (i.e. outdoor weddings or family reunions held on Municipality of Kincardine property) and may be subject to some or all of the policies and procedures contained in this policy.

APPROVALS BY MUNICIPALITY OF KINCARDINE

The logistics involved in special event planning include application, by-law review, departmental approvals, and as necessary, public notification, etc. The management of special events on municipal property requires the coordinated efforts of the special event applicant and municipal staff to ensure safe operation and adherence to applicable legislation, by-laws, policies, and procedures. The items requiring attention and/or approvals are set out below. This list is a guide and other approvals may be required. Documentation and process for these items can be found at <http://www.kincardine.net/specialevents.cfm/>.

An Application Form must be completed and submitted to the Municipality for any special event or private function being held on municipal property. The Clerk's Department (Tourism) is responsible for the administration of the Policy and the intake of applications.

Minor clarifications to this policy's intent and workings shall be subject to the interpretation of the Clerk of the Municipality of Kincardine. The Clerk's Department is authorized to make minor adjustments to the Planning Guide and the Application attached hereto as Schedule "A" and Schedule "B" respectively and forming part of this policy.

ITEMS REQUIRING ATTENTION & APPROVALS (WHERE APPLICABLE):

- road closures (including parades)
- municipal alcohol risk management policy
- noise by-law exemptions
- signage/street banners
- tents and structures
- lottery licences
- washroom facilities
- insurance requirements for special events
- facility & park rentals
- municipal equipment and assistance
- vendors & perishable foods
- accessibility
- recycling