

To: David Creery, Chief Administrative Officer

From: Brian Connors, Director of Parks and Recreation

Re: External Special Event Policy

AIM

To seek City Council's approval of the External Special Event Policy GA031.

BACKGROUND

The City of Woodstock recognizes the vital role that special events play in fostering community engagement, celebrating diversity, and boosting our local economy. Our proposed External Special Events Policy is crafted to ensure these events are managed with utmost efficiency and in alignment with city protocols and public safety requirements.

COMMENTS

The policy introduces comprehensive guidelines aimed at facilitating streamlined execution of special events by external organizers. As an officially endorsed tool, it enables City staff to operate within a consistent and clear regulatory framework. Key facets of this policy include:

- Mandatory submission of a "Special Event Request" no less than 60 days before the event, encompassing detailed logistics, security, waste management, and other essential plans.
- Adherence to all financial, insurance, and regulatory requisites, such as indemnification clauses, robust public safety plans, and adequate insurance coverage.
- Compliance with By-Law Chapter 0837 for any events affecting public resources, including road closures.
- Enforced protocols stating that failure to comply with these regulations may result in event cancellation or revocation of permits.

ATTACHMENTS

External Special Events Policy Document

RECOMMENDATION

That Woodstock City Council approves Council Policy GA031 - External Special Events.

Authored by: Kristen Brodhagen, Manager of Special Events; Robin Schell, Special Events Coordinator

Approved by: Brian Connors, Director of Parks & Recreation

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer