



INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	July 10, 2017
SUBJECT/REPORT NO:	Special Events Advisory Team (SEAT) Approval and Communication Processes (PED17112) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Carrie Brooks-Joiner (905) 546-2424 Ext. 4132
SUBMITTED BY:	Anna M. Bradford Director, Tourism and Culture Division Planning and Economic Development Department
SIGNATURE:	

Council Direction:

On June 5, 2017 the Public Works Committee approved Report TOE02009(d):

- (a) That the matter respecting the process used by the Special Events Advisory Team (SEAT) to approve events be referred to Planning and Economic Development staff for a full report to the General Issues Committee about the process and the various steps involved in approving SEAT applications; and,
- (b) That the report about the SEAT process also include an overview and / or recommendations on how the Ward Councillor can be consulted during the application process.

Information:

The City of Hamilton established a cross-departmental Special Events Advisory Team (SEAT) to review and approve applications for events proposed to be held on City property or on private property where there is a significant impact on City services.

The SEAT review process ensures that: events have all of the necessary permits, permissions and insurance in place; there are no scheduling conflicts with other events or activities; that the event is healthy and safe for the organizers, participants, the corporation and other citizens; and, that City services are not negatively impacted as a result of the event.

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The Events Office, Tourism and Culture Division, Planning and Economic Development Department, provides event organizers with an initial single point of contact for their event approval and permit processes. The Events Office is a resource in connecting event organizers with the appropriate City Divisions to ensure compliance with existing City by-laws and policies.

Policy Framework

SEAT operates under the *Policy for Special Event Planning* approved by Council in January 2002. This Policy outlines the City's responsibility for and role in special events produced by commercial and not-for-profit community groups. The intent of the Policy was to provide event organizers with a resource for "one stop" regarding municipal requirements for hosting an event in the City of Hamilton. The Co-ordinating Committee's role, as outlined in the Policy, is fulfilled by SEAT.

The Policy directs staff action but has no enforcement authority although elements of the Policy that relate to municipal by-laws are enforceable.

Event organizers are referred to the '*SEAT Requirements & Application Guidelines*' (referred to as 'Guidelines') for information about the City's expectations and requirements for events on City property. The Guidelines provide event organizers with:

- Criteria for when a SEAT application needs to be submitted;
- Deadlines for application submission;
- Instructions on how to complete a SEAT application;
- Information about each event component and the steps that event organizers must take to satisfy City requirements and obtain City permissions; and,
- Fee estimates for park permits, food vendor packages, road closure permits, HSR charters, metered parking spaces and municipal parking lots, etc.

The Guidelines are updated on an annual basis and are available online.

Membership

The membership of SEAT is currently made up of approximately 25 representatives from:

- Building Engineering & Zoning
- Corridor Management
- Events Office
- Facility Management
- Film Office
- Hamilton Fire Department

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- Hamilton Municipal Parking System
- Hamilton Paramedic Service
- Hamilton Police Service
- Hamilton Street Railway
- Licensing and By-Law Services
- Operations Support (Waste Collection)
- Parks
- Public Health – Food Safety
- Recreation Facility Bookings
- Road Operations
- Tourism and Culture

Other expertise, Legal Services, Risk Management and Licensing, for example, are accessed on an as needed basis. There is also an external representative from the Electrical Safety Authority (ESA).

Review and Approval Process

- Event organizers are required to submit an electronic application which is accessed on Hamilton.ca.
- The Events Office coordinates the application review and approval process on behalf of the City. The Office is the point of contact for event organizers throughout the review process.
- Once a SEAT application is submitted, the Events Office informs relevant SEAT members of the application's availability to review and comment. Within their area of expertise, SEAT members either indicate approval or 'flag' points of concern.
- These concerns are addressed through additional information from the event organizer or revisions to aspects of the event to meet City requirements.
- Monthly face-to-face SEAT meetings are held to confirm consensus of approval across Departments and review events with outstanding concerns.
- Once an event is approved, the Events Office issues an approval letter. Such approvals are conditional upon the completion of follow up items which may include: submission of proof of insurance; obtaining building permits for tents or temporary structures; completing a Paid Duty Contract with Hamilton Police Service; and/or applying and paying for road closure permits, etc.
- SEAT conducts a post-event debrief at its monthly meetings. Issues and concerns are recorded, saved to the event files and communicated with event organizers (where necessary) for future events.

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Communication Process

The Events Office distributes a 'Weekly Update' to members of Council and over 300 internal staff detailing:

- Approved events happening in the city during the current week;
- ongoing events that are taking place over a number of days or weeks;
- new applications that SEAT has received for review;
- events that have been approved in the prior week (since the last weekly update);
- events that are still awaiting approval; and,
- the overall number of SEAT applications received to date.

SEAT members also communicate with internal and external stakeholders about specific event approvals and issues. New events, or major changes to reoccurring events, receive added scrutiny and relevant stakeholders are consulted. These stakeholders include, but are not limited to:

- Ward councillors
- City staff
- BIAs
- Community organizations
- Community developers through SPRC
- Alcohol and Gaming Commission of Ontario (AGCO)
- Hamilton Conservation Authority (HCA)
- Royal Botanical Gardens (RBG)
- Ministry of Transportation (MTO)
- Bordering cities/municipalities/regions (e.g. City of Burlington (including Burlington Transit), Niagara Region, etc.)
- Ontario Provincial Police (OPP)
- Department of National Defense (RHLI – James St. Armouries)
- Canadian Pacific (CP)
- Metrolinx/GO Transit

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