

Town of Greater Napanee Community Events Policy



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Department:	Parks, Recreation & Culture	Contact:	Director of Parks, Recreation & Culture
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1. Introduction

The Corporation of the Town of Greater Napanee recognizes that community events can enhance tourism, civic pride, culture and education, generate positive economic impact, promote community involvement through volunteerism, and contribute to the quality of life in Greater Napanee.

2. Purpose

The purpose of the Community Event Policy is to set a consistent procedure for predictably managing requests for the use of Town facilities, equipment, and related support for community events and facilitating support and approvals through cross-departmental communication and collaboration.

3. Scope

This policy pertains to all events that are the responsibility of a designated community group or individual and fall outside the Town's Corporate Events Policy.

4. Definitions

Community Events Administrator: The Municipal Staff person responsible for Municipal facility and park bookings made for the use of community events.

Equipment: A vehicle or other piece of equipment owned by the Town that has a primary purpose of providing municipal operations, and which has been requested for a community event.

Event Organizer or “Applicant”: The person or organization seeking permission to host an event on Municipal property and/or to use municipal vehicles or equipment for non-Town business.

Facility: Includes all facilities and equipment and associated lands under the control of the Municipality.

Local Not for Profit Event means an event that is organized by an organization based in or serving the residents of Greater Napanee, is open to the general public to attend, and is not operated on a for-profit basis.

Park: Includes all public parks, approved parks, and trails. This includes pedestrian walkways, pedestrian bridges, pathways, recreational trails, waterfront lands, beaches, woodlots, outdoor ice rinks, playground equipment, sports fields, tennis courts, climbing apparatus, open space, water features, buildings, structures, gardens, boat launches, skate park and recreation areas and all portions thereof owned or under the control of the Municipality.

Park Booking (Small-Scale Event): An experience hosted by a third party on Municipal property that does not require any special permission via resolution; also known as Park Booking.

Procession: An event that travels through the Town of Greater Napanee on streets or sidewalks, with or without a stopover.

Special Event (Large-Scale Event): Experiences hosted on Municipal property that impact the community on various levels and require special permissions to take place. Special permissions can include road closures, alcohol service or sale, overnight camping or any other event component that contravenes an existing By-law and would require Council resolution or departmental authorization to take place.

Special Event Planning Guide: The document that outlines the various aspects that may be included in a special event and information on bylaws, policies, procedures and other requirements that would be the responsibility of an Event Organizer.

5. Responsibilities

5.1. Council of the Corporation of the Town of Greater Napanee

Council is responsible for:

- a) Approval of this policy and any amendments thereto;
- b) Approval of the first occurrence of any Large-Scale special events on Town property;
- c) Consideration and approval of any event requests of a controversial nature which may be expected to cause difficulty in the community based on the experience of other municipalities;
- d) Approval of the types of municipal services to be offered and rates to be charged in connection with community events; and
- e) Approval of the first occurrence of municipal support service requests under this policy.

5.2. Senior Management

Responsibility and authority are delegated to Senior Management to:

- a) Approve forms and procedures that ensure all appropriate internal and external reviews required for community safety and regulatory compliance are conducted for all community events prior to an event approval being issued.
- b) Review and recommend updates to the fees charged for municipal support services based on actual costs and operational impacts of providing the service.
- c) Designating an event request as being of a controversial nature and required to submit to Council for approval. Such designation will be based on factors such as the reasonable likelihood of civil action, legal action, or injury to persons or property.
- d) Advising the Community Events Administrator of required updates to the Community Events Guide where there have been changes made to applicable by-laws, policies, and procedures of the Town.

5.3. Community Events Administrator

Responsibility and authority is delegated to the Community Events Administrator to:

- a) Communicate this policy to event organizers;
- b) Approve small-scale and recurring events with no significant changes, in accordance with the guidelines of this policy and any procedures that may be adopted;
- c) Recommending changes to this policy and the Community Event Planning Guide based on public and staff feedback.

6. Policy

It is the policy of the Municipality that organizers of community events must provide proactive planning and ensure compliance with all requirements of the Municipality, before, throughout, and upon the conclusion of a community event, so the community can experience the positive benefits of safe and successful events.

The Town of Greater Napanee will not permit community events to take place on Municipal property that have not undertaken the event application and approval process or supplied adequate insurance coverage.

It is the sole responsibility of the organizers of community events to run and staff their events, and organizers are responsible for all preparation and takedown outside of areas that are the sole responsibility of the Municipality.

All requests for the use of Town facilities or equipment of community events are to be made via the application portal on the Town website. All event planning and logistics, including advertising, set up and use can only occur after the appropriate permissions have been obtained and terms of use have been confirmed.

Town Council is the approval authority for community events and their related special permissions.

This policy shall in no way imply exemption from any Federal or Provincial regulation. Where there is a conflict between this policy and any other regulation, the more restrictive requirement shall apply.

Standard operating procedures for the management of community events are detailed below in the Community Event Operating Procedures and are reflected in the Community Event Planning Guide found on the Municipal website, which can also be provided to applicants in hard copy upon request.

The Community Event Planning Guide is an operational document that can be updated from time to time about information and feedback received from the operation of previous events.

7. Classification of Events

The following chart outlines the different scales of events that take place in Municipal facilities and an overview of how to obtain Municipal authorization.

Category	Definition	Point of Contact	Approval
Facility Booking	Reservation of Municipal facility or sports field for event practice or tournament.	Community Events Administrator	Confirmed Booking
Park Booking (Small-scale Event)	Reservation of Municipal Park for an outdoor event requiring no special permissions	Community Events Administrator	Confirmed Booking
Procession	Walking, running, cycling, motorized vehicle procession through the municipality.	Community Events Administrator	Resolution of Council if a road closure if necessary; Community Event Administrator if no road closure is needed.
Request to use Town equipment	Request to use Town equipment	Community Events	Resolution of Town Council for

	whose primary purpose is for the provision of municipal services, including but not limited to fire trucks, plow trucks, pickup trucks, maintenance equipment etc.	Administrator	the first event; Community Event Administrator for subsequent uses if the use is recurring and the nature of use remains substantially the same.
Special Event (Large-scale Event)	Experiences hosted on Municipal property that create an impact on the community on various levels and require special permissions (i.e. road closures, overnight camping or anything that contravenes an existing by-law and requires Council resolution).	Community Events Administrator	Resolution of Council for the first event; Community Event Administrator for subsequent uses if the use is recurring and the nature of use remains substantially the same.

8. Role of the Community Events Administrator

The role of the Community Events Administrator is administrative and is designed to assist community organizations or individuals in accessing Town facilities and/or equipment to run their events. The Community Events Administrator can also provide advice and guidance on key event considerations, prevent conflicting use of Town facilities, facilitate Council processes for the Town Council approval in collaboration with the Town Clerk, and liaise with key Town departments to ensure that Town supports take a coordinated approach.

The Community Events Administrator is not a participant, planner or coordinator of community-led initiatives and does not participate in the planning or execution of community events.

9. Municipal Support Services

Local Not for Profit Event organizers may request the following municipal support services through their event application. Unless otherwise stated, there will be no charge to Local Not for Profit Event organizers for these services.

- Additional garbage cans and waste collection.
 - To a maximum of 6 garbage cans at event location. Includes one waste collection during the event if necessary.
- Event trailer rental for additional tables and chairs.
 - \$150 Rental Fee in accordance with the Fees and Charges By-law
 - Includes delivery of the trailer to event location and pick-up.
 - Event trailer contents include 20 banquet tables and 100 folding chairs (meant for indoor use).
- Re-location of parks picnic tables.
 - Up to a maximum of 5 picnic tables re-located to event location.
- Coordinating of portable washrooms and hand-washing stations.
 - Staff can assist with contact information for local companies and help with determining best location for portable washrooms at event.
 - The Town of Greater Napanee will supply one regular portable washroom unit and one accessible portable washroom unit at the following event locations:
 - Springside Park
 - Conservation Park
 - Market Square
 - The event organizer is responsible for any additional portable washroom units and/or hand washing stations.
- Temporary Road Closures
 - Subject to temporary road closure application and approval in accordance with the Temporary Road Closure Policy. Application must be submitted minimum 30 days before event date.
 - The Town will provide barricades at no cost to event organizers. The event organizers will be responsible for providing an acceptable traffic safety plan and insurance as part of the application process.
 - Requests to close County Roads (Dundas Street, etc.) must be submitted to the County of Lennox & Addington.
- Street or Parking Lot sweeping
 - To be performed as close to the event date as possible within regular scheduled operations. Requests must be submitted minimum 30 days before event date. The Town will not provide street sweeping as an on-demand service, and makes no guarantees as to the timing when street sweeping will be performed.

- Requests for the Greater Napanee Fire Department to attend public events to promote public fire safety education will be directed to the Fire Chief. The Fire Chief is authorized to establish policies and procedures to govern the participation of the Fire Department in community events which balance the interests of fire safety education and community well-being with the primary mandate of providing life saving services.

10. Enforcement

Failure to comply with the conditions of an Event Permit may result in fines under the Parks and Public Spaces By-law and/or refusal to issue future permits.

11. Related Documents

Community Grants Policy
Temporary Road Closure Policy
Parks & Public Spaces By-law
Fees & Charges By-law
Fire Protection and Prevention Act
Liquor License Control Act

Revision History

Date	Number	Description
April 8, 2025		New Policy