Agenda – Executive Policy Committee – December 7, 2005

REPORTS

Item No. 3B **Red Tape Commission Recommendations –**
No. 19 - "Creation of Regular Events Permit"
File GG-5

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On October 19, 2005, the Executive Policy Committee laid over consideration of the matter for sixty (60) days.

Moved by Councillor

That Rule 9.3 of the Procedure By-law be suspended in order that the following item, which was received too late to be placed on the regular agenda, be considered by Committee.

ADMINISTRATIVE RECOMMENDATION:

That the report be received as information.

DECISION MAKING HISTORY:

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On October 19, 2005, the Executive Policy Committee laid over consideration of the matter for sixty (60) days.

On July 20, 2005, the Executive Policy Committee referred to the Chief Administrative Officer for review and recommendation the following first phase recommendation of the Red Tape Commission, said report to be submitted to the Executive Policy Committee for consideration in September 2005, namely:

- Recommendation 19
  Create a "regular events permit" to consolidate permit approval and payments for regular festivals events into a permanent permit.

  Once filed and approved, each "regular event" should have the option to simply renew or adjust the permit annually.

REPORT

Re: **Red Tape Commission Report: Recommendation 19 – "Creation of Regular Events Permit"**

For submission to: **Executive Policy Committee**

Original report signed by: **Chief Administrative Officer**

Report date: **November 9, 2005**

Recommendation(s): That this report be received as information.

REPORT SUMMARY

Key Issue:

1. It is the general perception that "red tape" leads to time wasted in unnecessary process. Recommendation 19 of the Red Tape Commission dated June 28, 2005 is intended to identify and mitigate the creation of "red tape" by developing a process for consolidating the permits required for special events that occur on an annual basis.
2. However, while these special events occur from year to year, event planning is a dynamic and ever changing process that requires ongoing regulatory oversight to satisfy public health and safety standards.
3. With due regard to reducing paperwork and repetition in the event permit process as recommended by the Red Tape Commission, but in keeping with public health and safety regulations, the administration, through the Special Events Committee, has developed a process for the creation of a "regular events permit" in a manner consistent with the intent of Recommendation 19.
4. The key elements of the plan are:
    a. Call Letter: The Special Events Committee will issue a call letter by December 12, 2005 to those organizations which meet the criteria identified by the Red Tape Commission (Event Stability, Community Commitment, Permanent contact address) indicating that the City is developing a "Regular Events Permit" process. The call letter will set out the terms under which a regular events permit would be granted and identify the key criteria for obtaining such a permit.
    b. Mandatory Meeting: The Special Events Committee will short list those events that, based on the application, may be eligible for "a regular events permit" and meet with the event organizers to review all relevant details.
    c. Provide Permit: Those events which qualify will be provided with a "regular events permit" while those who do not qualify will be advised as to what steps need to be taken to qualify for a "regular events permit."
    d. Report back to Council: Following the completion of the 2006 events year, the administration will report back to Council on the value of the process and provide recommendations on next steps for process improvements.

5. Given the dynamics involved in event planning, it is likely that only a few events will qualify for a "regular events permit" in 2006 but the introduction of the process may encourage event organizers to meet the criteria in the years to come.

Implications of the Recommendation(s):

General implications:

	None
X	**For the organization overall and/or for other departments**
X	**For the community and/or organizations external to the City of Winnipeg**
	Involves a multi-year contract

Comment(s):

The recommendations will provide an opportunity to evaluate the benefits of developing a "regular events permit" as recommended by the Red Tape Commission.

Policy implications:

	No
X	**Yes**

Comment(s):

The project could potentially identify significant process changes which may require adjustments to policies and/or by-laws governing special events.

Environmental implications:

	No
X	**Yes**

Comment(s):

Permits for special events typically involve public health and safety standards that may have environmental implications.

Human Resources implications:

X	**No**
	Yes

Comment(s):

Financial implications:

X	**Within approved current and/or capital budget**
	Current and/or capital budget adjustment required

Comment(s):

REASON FOR THE REPORT:

At its meeting of July 20, 2005, Executive Policy Committee received as information the Final Report of Mayor's Red Tape Commission dated June 28, 2005. Furthermore, EPC referred to the Chief Administrative Officer for review and recommendation a series of first phase recommendations of the Red Tape Commission, one of which was Recommendation 19 namely:

Recommendation 19
Create a "regular events permit" to consolidate permit approval and payments for regular festivals events into a permanent permit.

Once filed and approved, each "regular event" should have the option to simply renew or adjust the permit annually.

It was directed that the report be submitted to Executive Policy Committee for consideration in October 2005.

HISTORY:

On November 23, 2004, the Mayor officially established his Red Tape Commission, chaired by Councillor Franco Magnifico, to review City operations and regulations in order to improve customer service while granting administrators more freedom to innovate.

On June 28, 2005, the Red Tape Commission completed its work and submitted its final report containing 30 general recommendations with numerous more detailed recommendations beneath them.

DISCUSSION:

The Goal

Under Recommendation 19 in the Red Tape Commission's Report dated June 28, 2005, the goal is stated as follows:

"The Commission's goal is to avoid annual repetition of costly process and paperwork where community events and festivals have demonstrated stability and commitment.

Response:

The administration is supportive of this goal.

The organization of a special event – defined by the Red Tape Commission as “any festival, event or project that requires permits for transit rerouting, street access or other activities” – is an often complex and time-consuming process for both the event organizer and City staff. Even the simplest event often involves a myriad of details that invariably have public health and safety implications which, in turn, require multiple permits and inspections. The goal of Recommendation 19, as expressed by the Red Tape Commission, is to streamline this process by designing a master permit that consolidates multiple permits into a single one for annual and demonstrably stable events thereby reducing excessive paperwork while saving considerable time and energy. Common sense dictates that both the event organizers and City staff are best served by an efficient system which avoids needless repetition.

The administration regards the Red Tape Commission’s recommendation as a laudable goal which merits further analysis and attention. It is important to stress, however, that special events of the kind identified by the Red Tape Commission are highly dynamic and rarely stay the same from year to year. While many familiar events occur annually in Winnipeg, and therefore appear to merit consideration for a regular events permit, the details behind each of these events invariably change and therefore require permit changes and inspections. Some examples include:

- For events involving street closures, construction projects may conflict with the event or result in the re-routing of cars and buses. In addition, every year the applicant must submit an updated insurance certificate and petition the affected properties.

- Any changes in the location of an event necessitates regulatory oversight.

- Any changes in the structures used at an event (such as tents) require new permits and inspections.

- Changes in event food service and delivery require new permits and inspections.

The administration wants to be clear that the responsibilities of regulatory officers are undertaken in the interest of both the well being of the event and the public interest and even the smallest change without proper oversight could seriously compromise regulated health and safety standards.

Given the value of the Red Tape Commission’s recommendation as well as the need to protect public health and safety, the administration recommends that the Special Events Committee develop a process for the creation of a “regular events permit” in a manner consistent with the intent of Recommendation 19. The details of the strategy are as follows:

Step 1 Call Letter/Application/Events Manual

The Special Events Committee will issue a call letter by December 12, 2005 to those organizations which meet the criteria identified by the Red Tape Commission (Event Stability, Community Commitment, Permanent contact address) indicating that the City is developing a "Regular Events Permit" process. The call letter will set out the terms under which a regular events permit would be granted and identify the key criteria for obtaining such a permit. The Special Events Committee has already held discussions regarding these criteria and a complete list will be established shortly. An application form will be included in the package to be returned to the Special Events Office by January 15, 2006. In addition the City will post an Events

Manual on the City website which will provide all event organizers with a comprehensive outline of City processes and procedures for special events.

Step 2 Meet With Special Events Committee

Once the application form is returned, it will be vetted by the Special Events Office to ensure that it satisfies the basic criteria. Further discussion with the event organizer about the application may be required at this point. If the application meets the criteria, it will then be referred to the City's Special Events Committee for further review which would include an obligatory meeting between committee and the event organizers at an appropriate time before the event is held. The obligatory meeting is understood to be non-negotiable as it is the most effective and efficient means by which to address the key issues involved in granting a regular events permit. The meetings will be scheduled between January 16 and April 1, 2006.

Step 3 Identify Eligible Events

The objective of this process is to create a "one-stop shop" for identifying those events which satisfy the criteria and qualify for a regular events permit. Those events which do not satisfy the criteria will be duly informed so that they are aware of the steps which need to be taken in order to qualify for a regular events permit. In addition, a profile of every event will be maintained in the Special Events Office so that year over year comparisons of event logistics can be easily made to determine eligibility for a regular events permit in the future.

Step 4 Report Back to Council

Toward the end of the event season in 2006, the administration will report back to Council on how the process worked in general and then offer recommendations as to next steps. The 2006 process will also help to determine what actual financial savings are involved and make a further recommendation as to whether or not a discount is warranted as suggested in the Red Tape Commission's report. The administration will report back to Council by December 2006.

The administration wants to be clear that given the dynamic character of events planning and the timing involved, it is unlikely that no more than a few events will qualify for a regular events permit but the process will provide the necessary information required to meet the valuable goal of the Red Tape Commission's Recommendation 19.

Financial Impact Statement

Date: October 22, 2005

Project Name:

Red Tape Commission Report: Recommendation 19

First Year of Program: 2006

	2006	2007	2008	2009	2010
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

No additional financial implications are associated with this report.

(Original signed by R. Abeysekera)
Manager of Finance & Administration
Corporate Services Dept.

IN PREPARING THIS REPORT, THERE WAS CONSULTATION WITH AND CONCURRENCE BY:

CAO Secretariat
Planning, Property and Development
Public Works
Community Services
Winnipeg Police Service
Winnipeg Fire Paramedic Service
Transit

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