



**SUBJECT:** Burlington Central School 100th anniversary reunion event  
**TO:** Environment, Infrastructure & Community Services Cttee.  
**FROM:** Recreation, Community and Culture

Report Number: RCC-10-21

Wards Affected: 2

File Numbers: 965-01

Date to Committee: July 8, 2021

Date to Council: July 13, 2021

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### **Recommendation:**

Approve the Burlington Central School 100th anniversary reunion event as outlined in recreation, community and culture department report RCC-10-21, inclusive of the use of the Central football field for the marquee event; and

Authorize the Director of Recreation, Community and Culture to implement the specific detail required to support the various components of the event that are hosted on city property; and

Authorize the Director of Building and By-law (or designate) to execute an exemption to the noise by-law for June 3 and 4, 2022 until 1am in order to support the Central High School 100th anniversary reunion event, subject to receiving a formal request from the event organizing committee and all standard due diligence being completed.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture

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### **Background and Discussion:**

With the 100<sup>th</sup> anniversary of Central High School occurring in 2022, staff have been approached by an organizing committee interested in hosting a number of events to

celebrate this milestone. As outlined in report RCC-10-21, staff are seeking Council's approval to proceed with implementing a series of events in June 2022 or June 2023 depending on the status of the pandemic, to commemorate the Central High School 100<sup>th</sup> year. Staff anticipate that this new event will be held over multiple days with attendance over 1,000 people. New events of this magnitude require the approval of Council as it is beyond the delegated authority for approval by the Supervisor of Festival and Events.

There is a lot of community pride associated with Burlington's oldest high school and reunions have been hosted to mark milestone anniversaries over the years. The most recent celebration happened to mark their 75<sup>th</sup> anniversary, in 1997. A successful turnout of over 5,000 former alumni, students and staff attended and saw a financial legacy for the school of \$105,000 which was set up in trust and supports scholarships, arts, athletics, etc. The organizing committee hopes to see a similar legacy fund from the 100th anniversary celebrations.

The 100<sup>th</sup> anniversary is planned to take place June 2-5, 2022. Pending on how the COVID-19 pandemic unfolds and public confidence in event attendance, the committee is also considering postponing the event to 2023 as an alternate plan.

Celebratory events will take place at Central High School including an Open House, Alumni Athletic Games, Music Theatre Productions, Social Events and more over the weekend.

The organizing committee is also requesting the following municipal spaces for use:

DATE	EVENT COMPONENT	SPACE
<b>May 31-June 6, 2022</b>	Marquee Tent set up, event and tear down	Football field at Central High School
<b>Thursday June 2, 2022</b>	Alumni Hockey Game and Social	Mainway Arena and Auditorium
<b>Friday June 3, 2022</b>	*Alumni Golf Tournament	Tyandaga Golf Course
<b>Friday June 3 &amp; 4, 2022</b>	street closure	Baldwin St - <b>Hager</b> to Hurd (maybe to Locust)
<b>Saturday June 4 &amp; 5, 2022</b>	Decade Dinners – set up, event and tear down	Burlington Seniors Centre, Central Recreation Centre, Mountainside Recreation Centre

The majority of municipal space requests are smaller in nature and readily accommodated. The organizing committee is requesting the special use of the football field at Central High School, which is on City property, as the marquee event area. The

requested area would include the installation of a tent up to **85' x 165' to be confirmed**, stage, and set ups for food and beverage service needs. This area would be used for liquor licensed events as the Halton District School Board does not allow liquor licensed events on their property.

The organizers have not yet determined if they would like to operate the marquee event area past 11:00pm which, would require Council approval for a noise by-law exemption. To expediate the process, staff are asking Council to approve a **potential request** for a noise by-law exemption now so this approval is in place should the organizing committee request it in the future. It should also be noted that there is an expectation that there will be elevated noise levels throughout the weekend with high pedestrian and vehicle traffic anticipated in the area and especially for the Friday and Saturday evening events with amplified music or bands taking part.

### **Strategy/process**

The Framework for Recreation, approved by Council in February of 2020, is the policy document for the Recreation, Community and Culture department that forms a set of rules, ideas and beliefs to be used every day. It is the department's foundation to which all other policies, procedures and planning will be built upon.

Typically, a sport field would only be allocated for sport use, not an event. Roads Parks and Forestry (RPF) does not recommend using sport fields for special events due to maintenance and remediation of the field post event. As event requests have increased over the years and given the recent increase in investment into maintaining sports fields, staff have determined that special events on sport fields is not ideal. All special events have been moved off sport fields to protect the current investment into sport field maintenance and mitigate the high costs of reinstatement and time out of service. The time out of service and repair costs are not known until the condition of the field can be assessed post event. This does not allow for accurate or reasonable estimates to be provided to event organizers prior to booking and could result in a larger charge back to the event organizer post event. RPF will assist with setup/takedown/cleanup as requested and/or required and this service will be provided at the same costs that other events are charged.

The use of sport fields and venues for an event of this nature will have an impact on several sport user groups and program participants. Typically, the venue is used Monday to Thursday evening for soccer, ultimate frisbee, and track and field. The length of the impact and recovery will vary given the specific location, weather, overall foot traffic, etc.

User groups that utilize Wellington football field and track would be impacted as there is little to no option to re-book the groups elsewhere and the users of Wellington football field are at risk of being displaced for most of the season for the recovery period.

Therefore, the Sport team would generally not recommend the use of Wellington sport field for an event that has a high risk of being out of service for the season afterward. However, with the significant milestone anniversary for Central High School, staff are providing the opportunity for Council to support this 100<sup>th</sup> anniversary event on a city sports field which is adjacent to a historically significant downtown High School.

Staff recognize that the organizing committee is still in the planning phase of the proposal and many details for the overall celebrations and specifically the marquee event area remain to be solidified. To move forward with the planning, the organizing committee requests Council's approval of the event in their desired location. Staff would then work with the organizing committee through the Special Event Process managed by the multi-functional Special Events Team made up of staff from the region and various departments will work together to ensure a safe event for all attendees.

### **Options Considered**

In addition to the organizing committee's preference of using the football field at Central High School, staff and the event organizers have explored the following areas for consideration to host the marquee component of the event:

- **Central Recreation Centre arena and adjacent parking lot:** If the marquee tent were to be placed in the Central Arena parking lot, there would be minimal impact for the sport user groups as it would only be for one week to accommodate the event and able to return to service immediately following. Remediation costs associated with this area would be minimal if not eliminated due to hard surfaces used. Although staff would recommend closing the community garden for the weekend, as well as any sport field, senior centre or music centre permits for the event weekend as parking will be at a premium. In addition, notification will need to be provided to a number of businesses and residents either in the park or adjacent to the park.
- **Central Park Bandshell Area:** staff explored this area with the organizing committee, who do not feel it has the capacity needed to accommodate the anticipated attendees. The large tent just fits the area, but there would be no additional green space beyond the tent to accommodate attendees or extra event amenities. Anticipated risk of event attendees "spilling" over to the parking areas, as well as impacts to the grass in front of the bandshell limiting the opportunity for the Burlington Teen Tour Band practices, and the Concerts in the Parks series.
- **Spencer Smith Park:** Staff note that the park cannot support another larger event especially in June prior to the Sound of Music Festival.

- **Wellington Park Soccer Field:** Staff do not recommend due to damages to the turf and underlying irrigation system. Remediation costs would be applicable pending the field condition post event. The field could be out of service for up to 8 weeks while new turf is installed and allowed to take root. Community Sport User Groups will also be impacted with displacement for the event week and undetermined recovery period afterwards. This is a consideration as all other sport fields are at capacity with no alternate locations to re-locate the Sport User Groups.
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### **Financial Matters:**

Staff will apply the Council approved rates and fees for the rental of City of Burlington spaces for the various events. As with all events any staff time that is outside of our current roles is charged back to the organizers which is standard procedure. All requirements and rentals are on the onus of the organizing committee (ex. stage, sound system, zoning permit, fire inspection, etc.).

An initial high level first glance at the City's charges to host the event are outlined below based on the 2020 Council approved rates and fees:

#### **Wellington Park Football Field (marquee event area):**

Rental charges, May 31 - June 6	\$ 1,252
RPF estimate for remediation of a 60' x 100' area (may require additional area as used)	\$12,000 (a minimum estimate)
Loss of revenue while area out of service from user groups	\$ 2,000
RPF charges for staff time assistance with set up, garbage, extra grass cuts, clean up, minor turf repair, etc. Estimated by RPF for one day events in a park with similar estimated capacity and based from past event needs of similarly sized events. Charges are determined from staff hours and equipment/vehicle used based on requests from and unique needs of each event.	\$ 3,000 (a minimum estimate)

#### **General Event Components, regardless of marquee event area:**

Zoning permits for tent as required by size. Obtained by tent rental company.	\$ 105
Building permit for tent as required by size. Obtained by tent rental company.	\$ 412
Fire Services, <ul style="list-style-type: none"><li>• for tent inspection (done during weekday office hours)</li><li>• for occupancy inspection during event (if needed).</li></ul>	\$ 0 \$ 475
Road Occupancy Permit, Transportation Services	\$ 94

Costs for Advance Notification Signage, estimate provided by Transportation Services	\$ 600 (estimate)
Costs for Resident Notification Letter regarding the street closure	\$ 720 (estimate)
Alumni Hockey Game, Mainway Arena	\$ 486
<b>Alumni Athletic Social</b> , Mainway Auditorium	\$ 387
Decades Dinner, Burlington Seniors Centre	\$ 887
Decades Dinner, Mountainside Arena	\$2,554
Decades Dinner, Central Arena	\$2,311
<b>TOTAL CITY CHARGES FOR THE EVENT</b>	<b>\$27,283</b>

### **Total Financial Impact**

The total financial impact will vary depending on the final event details and bookings.

### **Source of Funding**

All funded through a user fee system.

### **Other Resource Impacts**

Festival and Events staff support needed for this request falls within their regular duties and capacity. All members of the Special Events Team (SET) committee will be involved and support the event as part of their regular role in the event approval process. RPF staff support for the event is standard with other special events, which will require additional overtime for staff, as this is the same team that would be supporting the Sound of Music and the Moon in June the following weekend. RPF staff time and material cost for the remediation of Wellington Park football field would be in addition to their regular workplan.

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### **Climate Implications**

Inclement weather is a factor that all event organizers face and strategies to deal with it will be addressed within the events Emergency Management Plan. This plan is reviewed by emergency service providers through the SET committee.

Event organizers are encouraged to operate green events and are provided with information on how to reduce waste, recycling opportunities and select green initiatives including alternate transportation options, green food service supplies, etc. Organizers are requested to share this plan with their staff liaison for review.

### **Engagement Matters:**

Currently, the organizing committee is seeking to secure locations on City property for the event in order to continue with their planning process. Initial conversations have taken place with the sport user groups that would be impacted by the event if held on the Wellington Football Field. Consultation with the Ward 2 Councillor Lisa Kearns along with the Halton District School Board also have taken place. A general community consultation has not been completed to date. Once the location is finalized and event elements, such as street closure, event end times, etc. a Resident Notification Letter to the surrounding area is recommended as a new event in the area seeing increased traffic and elevated noise from the event will take place over the setup, event and tear down dates.

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### **Conclusion:**

Central High School's 100<sup>th</sup> anniversary is a great milestone event for the community. Staff are eager to support the various events, noting it will require the city to make some exceptions to existing policies, processes and procedures in order to host the marquee events on a city sports field.

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Respectfully submitted,

Elizabeth Fritshaw

Coordinator, Festivals and Events

905-335-7600 ext. 7704

### **Notifications:**

Todd Ford, Organizing Committee Co-Chair

Terry Ruf, Organizing Committee Co-Chair

Curtis Ennis, Director of Education,

Halton District School Board

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**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.