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Town of Aurora

Committee of the Whole Report

No. CMS25-035

Subject: Third Party Events Policy Update

Prepared by: John Firman, Manager, Business Support

Department: Community Services

Date: December 2, 2025

Recommendation

1. That Report No. CMS25-035 be received; and
2. That the Third Party Events Policy be approved.

Executive Summary

The purpose of this report is to update the Third Party Events Policy, formerly the Third Party Events in Outdoor Town Facilities Policy.

- The Third Party Events in Outdoor Town Facilities Policy is due for review.
- Staff considered input from various sources during the policy review.
- Minimal changes were required to update the Policy.

Background

The Third Party Events in Outdoor Town Facilities Policy is due for review.

The Third Party Events in Outdoor Town Facilities policy was prepared in 2013 to help provide consistency in how the Town managed large events held in Town parks by third parties. This policy does not apply to Town events. The policy was approved by Council and came into effect on September 10, 2013. As this policy is now 12 years old it is due for a review.

The original policy was prepared to specifically address outdoor events, however, with the increase in indoor third party events in recent years, especially at Aurora Town

Square, staff are looking to broaden the scope of this policy to include indoor events. The policy has been renamed to reflect this.

Analysis

Staff considered input from various sources during the policy review.

During the policy review staff consulted with Parks Operations, Legal Services, Accessibility Advisor, Bylaw and Special Events staff, considered feedback from clients from the past several years, and consulted with the Parks and Recreation Advisory Committee.

Minimal changes were required to update the Policy.

No major change requirements were identified in the review process. The primary changes to the policy include:

- Change of name to encompass all third-party special events – Third Party Events Policy
- Update insurance requirements to comply with Town's Facility Users Insurance Policy
- Updates to permitting process section to include new online application
- Delegation of approval authority to the Director for events that restrict public access/require fencing (other than events that require fencing as per the Municipal Alcohol Policy), long events, or require support not budgeted for.

The change to delegate authority to the Director rather than seek Council approval for these types of events is a result of client feedback, with some clients over the years expressing concerns with the extended timelines required to obtain Council approval and still be able to adequately plan for their event.

Advisory Committee Review

Parks and Recreation Advisory Committee, September 18, 2025, which made the following recommendations:

- The policy should clearly outline what constitutes a "Special Event" and outline what the difference is between a regular booking vs. a special event. This has been addressed in the "Scope" section of the policy.
- The policy should outline mechanisms for public feedback on new event applications. Obtaining public input prior to issuing permits is not

administratively feasible. However, all public feedback regarding past events is considered when reviewing future permit applications.

- The policy should protect the “brand” of the Town of Aurora and ensure that no events reflect poorly on the Town. This can be very subjective. Staff work closely with permit applicants to review the appropriateness of event components.

Legal Considerations

Under the *Occupiers’ Liability Act*, the Town has a legal duty to take reasonable care to ensure that facilities are safe for all users, including those attending third-party events. Expanding the policy to include indoor facilities reinforces consistent risk management practices across all Town properties and demonstrates due diligence in maintaining safe environments.

The review and update of the Third-Party Events in Town Facilities Policy will enhance the Town’s legal defensibility, ensure alignment with current legislation and risk management practices, and strengthen the Town’s ability to support safe, well-managed events across all facilities. The proposed policy has been reviewed by key staff, the Corporate Management Team and the Executive Leadership Team in accordance with the Town’s policy program.

Financial Implications

There are no financial implications resulting from this report.

Communications Considerations

The updated policy will be posted on the Town’s website and provided to affected groups and individuals during the permit application process.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

Ensuring the safe use of Town facilities for events supports the Strategic Plan goal of *Supporting an exceptional quality of life for all* in its accomplishment in satisfying requirements in the following key objective within this goal statement: *Encouraging an active and healthy lifestyle*.

Alternative(s) to the Recommendation

1. Council can provide further direction.

Conclusions

That the updated Third Party Events Policy be approved as presented.

Attachments

Third Party Events Policy – 2025 (marked up)

Third Party Events Policy – 2025 (clean)

Previous Reports

None

Pre-submission Review

Agenda Management Team review on November 12, 2025

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer