



# Schedule A Events

History: Past, Present and  
Recommendations







# Table of Contents

1. Definition of Schedule A
2. History of Schedule A Events
3. Jurisdictional Scan
4. Special Event Strategy as a key pillar of the Arts and Culture Master Plan
5. Mitigations (Current Year)

01

# Definition of Schedule A



# Definition of Schedule A

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Schedule A refers to insurance coverage that results from being indemnified directly under the City of Cambridge insurance policy.

The following are the primary events are covered under Schedule A:

1. Canada Day Committee
2. Cambridge Santa Clause Parade Committee
3. Hespeler Santa Clause Parade Committee
4. Cambridge Scottish Festival
5. Hespeler Village Music Festival
6. Tour de Grande - on hiatus for 2023 year







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Part of this indemnification includes that while Event Organizers and Event Volunteers are covered under the definition of the policy, third party vendors who attend the event are not protected in our coverage. These vendors (including but not limited to floats, marching bands, retailers) must produce an independent Certificate of Insurance (COI) including naming the City of Cambridge as an additional insured to the Event Organizer.

The reason for this requirement is to provide liability protection not only for the vendor but also for our Schedule A groups and the City of Cambridge.

02

# History of Schedule A Events



# History of Schedule A Events

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In addition to the provision of insurance, Schedule A Events also receive staff support and in-kind services not typically received by independent events.

The following are customary supports that have historically been operationally provided to Schedule A Events:

- Use of fencing, parks labour, free facility booking for meetings
- Free event space
- Free food licenses and tent permits (in certain areas)
- Free road closures
- Garbage cans, picnic tables, sand bags
- Limited graphics assistance
- Use of special events trailer (delivered to each event site)







# Staffing

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As a condition of insurance, there is a requirement to have a City of Cambridge staff liaison attend both committee meetings & be on site for event happenings.

According to the policy, the staff liaison has **DIRECT RESPONSIBILITY** over the event.

Given the historic autonomy of the committees and political nature of Schedule A Events this has placed staff in an untenable position.



03

# Jurisdictional Scan





1. 43 municipalities involved with MNEP (Municipal Network of Event Planners) were polled: no other jurisdiction included events under their municipal liability insurance
2. Our Regional partners sharing the same Insurance Pool (Kitchener & Waterloo) do not include events
3. Kitchener provides distinct “contracts” with long time proven events outlining in-kind/ facility supports
4. Waterloo enters into Affiliation Agreements with long time events outlining their in-kind/ facility supports





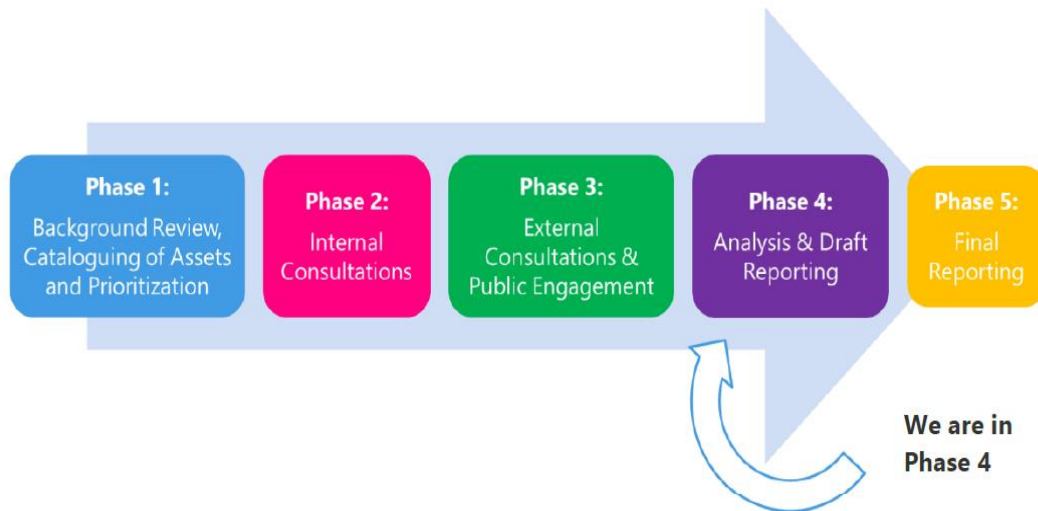
# Special Events Strategy





# Special Events Strategy

The Special Event Strategy includes a progressive vision for events, outlines gaps in services and provides an evaluation of the current delivery model of events held through the City. The update to the Arts and Culture Master Plan (to be presented to Council in Fall 2023) includes the Strategy within this guiding document as its own unique pillar.



05

# Mitigation Strategies for Current Year





On Feb 15, 2023, a meeting between Schedule A representatives and Culture staff. Three of the six Schedule A events teams were able to be present. The representatives felt that a number of positive steps were being taken and the below was discussed:

- Significant engagement was occurring surrounding the new Master Plan
- The Plan would include a short, medium and long term strategy regarding actionable recommendations and an annual report card
- Reported concerns regarding decreasing volunteerism and challenges regarding COI collection at the committee level
- Recognition that City staff do not have capacity to take on COI collection and COI collection is an industry standard



# Best Practices/Efficiencies

- Including the COI as part of the application process and requiring payment only after the application has been approved
- Requesting from COC Risk a central list from vendors that have attend multiple events in order to limit collection (recommendation was if a vendor attended three or more events last year ie. Food Trucks, Food Bank etc)
- Celebration of Corporate Partnerships during Volunteer Week to boost volunteerism





# Thank you

## Questions?

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