



2024 to 2027 Business Plan

Service: Special Events Coordination

\$1.82

Annual cost for the
average rate payer
(2024 to 2027)

0.05%

Of the 2024 to 2027
City of London Net
Property Tax
Supported Budget

Who we are:

- The Special Event team acts as a facilitator for events and film on municipal property like parks, roads and public squares using the Special Events Policy and the Special Events Administrative Procedures Manual as the guide. The special event organizer is responsible for the event or film production and staff work with closely with them to provide the best possible experience for Londoners.

What we do:

- Through working with event organizers, the Special Events team supports thousands of residents and visitors each year who attend special events in the community. Londoners, and residents from across the region are assisted and encouraged to come together to share and celebrate their cultures, passions, and interests in a safe way and, in doing so, strengthen community bonds for everyone. This contributes to maintaining a creative, vibrant, and engaged community that encourages residents to come together to attend festivals and events in a safe, respectful, and engaging manner.

Why we do it:

- Traditional** – The coordination of special events and film and use of municipal facilities to host events is a typical municipal activity.

The following table provides an overview of the budget for this service:

Budget Summary (\$000's)	2024	2025	2026	2027	2024 to 2027 TOTAL
Gross Operating Expenditures	\$538	\$561	\$579	\$588	\$2,266
Other Revenues	-\$142	-\$145	-\$148	-\$151	-\$586
Net Tax Levy Supported Operating Budget	\$396	\$416	\$431	\$437	\$1,680
Total Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Full-Time Equivalents (FTE's)	4.9	4.9	4.9	4.9	N/A

Reflects 2024 to 2027 adopted City budget as of December 1, 2025

Linkage to the 2023 to 2027 Strategic Plan

This service supports the following Strategic Areas of Focus in the 2023 to 2027 Strategic Plan:



✓ **Reconciliation, Equity,
Accessibility, and
Inclusion**



✓ **Economic Growth, Culture,
and Prosperity**



**Housing and
Homelessness**



**Mobility and
Transportation**



✓ **Wellbeing and Safety**



✓ **Climate Action and
Sustainable Growth**



**Safe London for Women,
Girls, and Gender-Diverse
and Trans People**



Well-Run City

Environmental, Socio-economic Equity and Governance (ESG) Considerations

Environmental, Socio-economic Equity and Governance Profile for this service:

Environmental:

- The Special Events team help support the City of London to reach its net-zero green gas emission target through waste management plan requirements for event organizers and reducing barriers to active transition through strategies such as bike corrals and lock up options.
- Active transportation is encouraged for all event participants. Outdoor events across the city are accessible to pedestrians, cyclists, and transit users. Individuals do not need access to a vehicle to participate.
- The Special Events team promotes portable water stations for community events, which provide access to bottle filling areas for participants.

Socio-economic Equity:

- City-wide special events are accessible to all Londoners. Cultural events such as TD Sunfest, Khalsafest, Holifest, Lucky Lion Night Market, and Pride London Festival promote inclusion and awareness and bring together a wide diversity of cultures and communities.
- The majority of events are free to the public, providing community building opportunities and entertainment to people who may be experiencing low income or other barriers.
- Special events provide opportunities for Londoners who may experience barriers to participation in their communities; increased availability of culturally relevant events to celebrate and honour the diversity in London; and opportunities to bring Londoners together to enjoy free entertainment and activities in a welcoming environment.
- Guidance and support from the Special Events team reduces barriers for all Londoners to organize a special event.
- New special events provide opportunities for Londoners and residents across the region to see themselves reflected in new ways, to feel welcome and create community.

Governance:

- There are number of regulatory and legislative requirements that must be considered prior to and during implementation of special events.
- The Special Event team supports host organizations to navigate all health and safety requirements and coordinates with regulatory bodies including Electrical Safety Authority, London Fire Department, London Police Services, Technical Standards and Safety Authority, and Middlesex London Health Unit.
- In addition, the team supports coordination with internal departments ensuring compliance with municipal legislation. This due diligence and careful adherence to procedures help to mitigate risk to the City of London and event organizers.

The following section provides an overview of the key activities the service plans to undertake from 2024 to 2027 to implement the Corporation's 2023 to 2027 Strategic Plan, as well as an overview of the risks and challenges the service is anticipated to experience during this period:

Service Highlights 2024 to 2027

- Continue to permit special events and film productions on municipal property.
- Update the Special Events Policy and Procedure Manual to remove barriers to hosting special events on municipal property.
- Partner to implement long-standing events such as Lighting of Lights, and New Years Eve in the Park, Canada Day, and others.
- Continue to partner with Tourism London and London Economic Development Corporation to grow film and television opportunities in London.
- Support community organizations to enhance emergency management plans to ensure the safety of organizers and participants.
- Revise waste management requirements, such as introduction of the Green Bin, to support London's Climate Emergency Action Plan.
- Continue to work with partners to support London's UNESCO City of Music designation.

Risks and Challenges Anticipated in 2024 to 2027

- Growth in city population could increase demand for special events and pressure on available municipal spaces.
- Risk posed by severe weather events will require enhanced emergency management plans.
- Risks to event organizers include inflation, rising costs of event implementation and volunteer fatigue.

Other reference information and links:

- [Special Event Support](#)
- [Special Events Policy](#)
- [City of London Parks and Recreation Master Plan](#)

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