



POLICY

OWNER DEPT: PLANNING & DEVELOPMENT

EFFECTIVE DATE: MAY 21, 2019

REVISED DATE:

SUPERSEDES:

MOTION NUMBER: # 185-19

TITLE: SPECIAL EVENT POLICY

POLICY STATEMENT:

The Town of Slave Lake encourages Special Events within the community and will work with Event organizers towards ensuring these Events, which are held on Public Lands or within Public Facilities, are safe, well planned and successful.

POLICY OBJECTIVES

The purpose of this policy is to:

1. Provide a clear, concise and appropriate process for applying for a Special Event Permit.
2. Ensure that all required agencies are notified of the proposed Special Event and that they are given an opportunity to provide comments and/or concerns.
3. Facilitate and assist Special Event planning by providing a process that ensures a successful and safe event.
4. Ensure that Special Events minimize the risk of liability to the Town, reduce the potential risk to public safety and of damage to Public Lands and Facilities.

Brian Vance, CAO

Date Approved

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PROCEDURE

Definitions

Approved Burning Device:

Means a device made from pottery, metal or masonry, with a firebox that is no larger than 1 meter in diameter, located in an area that will not pose a risk of fire spread and that is equipped with an enclosed hearth with a mesh scree that is less than 1.25 centimeters or $\frac{1}{2}$ inch, completely covering the top, or a hearth that is enclosed on all sides that has a mesh screen that is less than 1.25 centimeters or $\frac{1}{2}$ inch, completely covering the top, or other approved covering that will not permit the spread of fire.

Charitable Community Event:

Means a non-profit event where the benefit of the event is delivered to the community or a significant segment of the community. Examples include, but are not limited to, River Boat Daze Block Party, Frost Fest, Canada Day Celebrations, Parades, etc.

Charitable Organization:

Means a non-profit organization or group whose primary objectives are philanthropy and social well-being which includes relief of poverty, advancement of education or religion or other purposes beneficial to the community.

Charitable Event:

Means a non-profit event such as religious event, public education and/or awareness event, etc. and may also include charitable fundraising. The primary purpose of a charitable fundraising event is to raise money for a cause, charity or non-profit group or organization.

Commercial Entity or Business Event:

Means an event held by a business or commercial entity where the event itself will not earn a profit (i.e. non-profit event) even though the business or entities normal operations include the provision of goods or services for profit. Examples include, but are not limited to, Staff BBQs, Team Building Events, Staff Appreciation Dinners and/or Award events, Company Celebrations, etc.

Commercial Use:

Means the use of land, a facility, equipment or other assets with the intent to earn a profit.

Community:

Means for the purpose of this Policy, the community of Slave Lake.

Emergency Action Plan:

Means a Plan that specifies the procedures for handling sudden or unexpected situations. The objective of the Plan is to be prepared to prevent fatalities and injuries, reduce damage to buildings and equipment and protect the environment and the community when sudden or unexpected situations occur.

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Family Event:

Means a non-profit, private event that consists of members of a family or families.

Fireworks:

Means a device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebration.

Green Spaces:

Means all public parks and open spaces and does not include public Sports Fields (i.e. baseball diamonds and soccer fields).

Occupying Space / Change in Use Development Permit

Means a development permit issued under the Land Use Bylaw which permits the occupancy of space or change in use or change of intensity of use.

Portable Cooking Device

Means any appliance sold or constructed for the purpose of cooking food in the out-of-doors by burning fueled from a liquid tank of less than 2 liters in size or a compressed gas cylinder.

Pubic Land or Facility:

Means land, buildings and/or facilities that are owned by the Town of Slave Lake.

Private Land or Facility:

Means land, buildings and/or facilities that are not owned by the Town of Slave Lake.

Special Event Permit:

Means a permit issued by the Town under the authority of the Special Event Policy, approving and providing conditions for a special event.

Walk/Run/Marathon:

Means an event where participants will either walk or run or both, on an open specified course for a predetermined distance or length of time. The event can be a sporting competition or may provide awareness, public education or be considered a Charitable Fundraiser.

Responsibilities

Chief Administrative Officer (CAO):

Ensures that the Special Event Policy is implemented and followed.

Director of Planning and Development:

Ensures that Special Events are processed and issued permits in accordance with the Special Event Policy.

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Director of Operations

Ensures that all operational requirements around Road Closures and Parade Routes are administered and followed in accordance with the Special Event Policy.

Director of Community Services

Ensures that all operational requirements around Green Spaces are considered and administered in accordance with the Special Event Policy.

Town Council:

Approves the Special Event Policy and any amendments thereto.

Standards/Guidelines

1. The Town of Slave Lake will require that all Special Events held on public lands or within public facilities, as defined in this Policy, other than those that meet the exemption criteria, are required to apply for and receive a Special Event Permit, prior to the Event taking place. All Commercial Uses, as defined in this Policy, will be required to apply for an Occupying Space / Change in Use Development Permit, if applicable.
2. The Special Event Policy will not apply to Events held on private lands or within private facilities.
3. Events held within the Town's Multi-Recreation Centre (MRC), the Legacy Centre or the Sinclair and Charity Ball Diamonds, as well as the parking lots associated with these facilities, will not be subject to a Special Event Permit but rather a permit issued by the Community Services Department.
4. The Town reserves the right to refuse any application for a Special Event that is considered complete or incomplete, which is not received by the Town a minimum of fourteen (14) business days from the date of the Event.
5. All Events that will include a Road Closure will require an application for a Special Event Permit. The Road Closure must be approved by the Director of Operations. The Town does not rent or provide equipment, barricades, signs, personnel, volunteers or personal protective equipment (PPE) for any Event. The Town reserves the right to refuse to close a road.
6. The Town has seven (7) pre-approved Running and Walking Routes that have been designed with public safety in mind. All of these Routes minimize the potential interaction between pedestrians, participants and vehicle traffic. The Town reserves the right to refuse a walk, run or marathon that is not planned utilizing one of the seven (7) pre-approved Routes.
7. The Town will require Liability Insurance, in accordance with the minimum liability requirements as defined in the Insurance Section of this Policy, be provided for all Events on public lands or within public facilities. The Town reserves the right to request additional insurance for any Event that it considers, in its discretion, to be high risk.

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8. All Events on public lands or within public facilities must be evaluated to ensure the Event will have limited negative impacts on public lands or facilities. The Town reserves the right to refuse certain Events or portions of Events that may cause damage to public lands or facilities, or may expose the Town to unnecessary risk or liability. The Town reserves the right to cancel any Event due to severe weather conditions or other unforeseen event.
9. All Events held on public lands or within public facilities must include, as part of the Special Event Application, an Emergency Action Plan. The level of detail required in the Emergency Action Plan will vary depending on the Event.
10. All Events must comply with the regulations established in the Special Event Policy, the Parks Bylaw, the Advertising Bylaw, the Land Use Bylaw, the Business License Bylaw, the Traffic Bylaw, the Cannabis Bylaw and the Community Standards Bylaw, and will also be required to obtain any other municipal, federal or provincial approval, license or permit.
11. The Town of Slave Lake will issue a Special Event Permit, in accordance with the Special Event Policy, within fourteen (14) business days of receipt of a complete application.

Policy and Procedures

1. Upon receipt of a completed Special Event Application, the Director of Planning and Development will review the application to ascertain if the proposed Event should be issued a Special Event Permit, an Occupying Space / Change in Use Development Permit or if the Event meets the listed exemptions and will not require a permit.

Exemptions

1. If the proposed Event is a Charitable Event, Charitable Community Event, Family Event or Commercial Entity or Business Event as defined in this Policy, and the proposed Event meets the following exemptions, a Special Event Permit will not be required:
 - (a) If the Event is a Charitable Event, Charitable Community Event, Family Event or Commercial Entity or Business Event to be held within a private facility or on private lands;
 - (b) If the Event is a Charitable Event, Family Event or Commercial Entity or Business Event to be held outdoors on public lands or indoors in a public facility and the number of participants will not exceed fifty (50) people;
 - (c) If the Event is a Charitable Event which includes a Walk to be held outdoors on public lands and the number of participants will not exceed fifty (50) people.

Events requiring a Special Event Permit

1. A Special Event Permit will be required if the proposed Event is to be held outdoors on public lands and meets the criteria noted in Section 1 – Exemptions, however, the applicant would like to include any of the following:
 - (a) approved burning device;
 - (b) fireworks;
 - (c) temporary structures such as tents, stages, fences, commercial grade inflatable play structures, booths, etc.;
 - (d) licensed area i.e. for the serving of alcohol;
 - (e) a road closure or closure of a portion of a public road, parking lot, etc.
2. If the proposed Event is for a Commercial Use, as defined in this Policy, the applicant shall be notified that an Occupying Space / Change in Use Development Permit may be required. The Special Event Permit shall not be utilized for any Commercial Use application.
3. If the proposed Event does not meet any of the exemptions noted in Section 1 – Exemptions, then the applicant will be required to complete a Special Event Permit Application form and submit all required supporting documentation. A complete Special Event Application shall be received a minimum of fourteen (14) business days prior to the Event to allow the Town sufficient time to complete the required referral and permit issuance process.
4. The Town reserves the right to refuse any Special Event Application that is not received within sufficient time to complete the required referral or permit processing time frame i.e. fourteen (14) business days.
5. A complete Special Event Application will include a Special Event Application form with signature of the applicant, a detailed description of the proposed Event, a Site Plan, Event Liability Insurance, and an Emergency Action Plan. If the Event includes a walk, run or marathon, selection of one of the pre-approved Running and Walking Routes is also required. If the Event includes a road closure, then the applicant shall also include a Road Closure Consent form that has the signatures of all affected landowners or business owners consenting to the road closure.
6. Once a complete Special Event Application has been received, the Director of Planning and Development will open a file and assign a permit number.
7. All Special Event Permits are a “no fee” permit.
8. After the file has been opened, the Director of Planning and Development will send out referral letters, including the application package, to the required list of referral agencies and internal referrals. The intent of the referral process is to ensure that all those individuals who should be aware of the Event have an opportunity to provide comments and/or concerns, if any.

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Road Closures

1. If the proposed Event includes a Road Closure, the application is also referred to the Director of Operations, who has authority to close public roads.
2. The Director of Operations will review the requested Road Closure, and if in agreement, will prepare and issue an official Road Closure Map which will be forwarded to the Planning Department to be included in the subject Special Event Permit. The Director of Operations will also determine what level of traffic control will be required for the proposed Event and will communicate those requirements to the applicant.
3. The Director of Operations will also work directly with the applicant with respect to any special requirements around the Road Closure. All parking signs and barricades must be rented by an external company. The Town of Slave Lake does not lend or rent these items or any required Personal Protective Equipment (PPE). Volunteers will be required for all Events that include a road closure, to increase the safety of the participants in the Event. All Volunteers must be provided with required PPE. Volunteers and participants in the Event cannot direct traffic during a road closure and are required to follow the Traffic Bylaw and the rules of the road.
4. The Director of Operations reserves the right to refuse to close any public road at his/her discretion.
5. Some events require Provincial applications and/or approvals from departments such as the Ministry of Transportation and Highways. The Director of Operations will notify the applicant of such applications and require the applicant to submit approvals from required Provincial departments when received.

Walks/Runs/Marathons

1. If the Event includes a walk, run or marathon, the applicant will be required to select one of the pre-approved Running Walking Routes. The applicant will be required to provide Volunteers for the Event to increase the safety of the participants for the entire duration of the Event. All Volunteers are to be provided with the required PPE. All Volunteers and participants must be informed of and are expected to follow the particular Running Walking Route for the Event as well as the Traffic Bylaw and the rules of the road.
2. The Special Event Permit issued for a walk, run or marathon shall include major and minor crossing maps and shall also advise of any special requirements such as volunteers, signs, barricades, beacons, etc.
3. Alternative routes may be considered and approved at the discretion of the Director of Planning and Development.

Green Spaces

1. If the Event is to be held in Green Spaces i.e. Parks, the applicant should consider the activity, not just during the event but also access to and clean up after the event. Safety and security will need to be included in the application. Each activity type will require an assessment of their appropriateness for public property. The applicant will be responsible for providing sufficient information about the proposed Event to allow for an assessment by the Director of Community Services and other related departments as necessary. Supporting documents such as maps and detailed outlines of the Event should be submitted with the application.
2. The Town will attempt to limit bookings in Green Spaces at two (2) per day to ensure the events are successful.
3. The applicant shall be notified, as part of the Special Event Permit, that restricting public access to a public Green Space or equipment within a public Green Space will not be permitted.
4. The Town reserves the right to cancel an event scheduled at any of its public spaces or facilities due to severe weather conditions or other unforeseen event.

On-site Event Equipment

1. The Site Plan for the Special Event Application shall include where special equipment or other infrastructure will be placed at the Event. This may include items such as tables, chairs, tents, fencing, portable toilets and wash stations, stages, booths, etc. The Director of Community Services shall approve any and all equipment or infrastructure placed in public Green Spaces, the Director of Operations will approve the placement of all equipment or infrastructure in public roads, streets or lanes.
2. The installation or placement of any equipment or infrastructure that pierces the ground including fence posts, tents, poles/pegs, signs, etc. on public lands must be pre-approved. It is preferred that all structures required for Events are secured using cement blocks or sandbags. No equipment, infrastructure or other object may be tied to public infrastructure such as park fixtures, greenery (i.e. trees or shrubs), street furniture (i.e. garbage receptacles, park benches, etc.), light or signal standards, bollards, and signs (i.e. street, directional or traffic signs).
3. Applicants may be charged for any damages resulting from unauthorized set up methods.
4. All tents must meet National Fire Protection Association (NFPA) standards. A manufacturer's label must be affixed to the tent for inspection.

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5. Non-commercial Grade Inflatable Play Structures are not permitted on public lands. All Commercial Grade Inflatable Play Structures must be pre-approved by the Town and operated by an individual licensed to operate the structure. A copy of the Operator's License shall be provided to the Town as part of the application.

Insurance

1. All events on public lands will require insurance designed to cover the Event organizer and volunteers from liability claims made by another person related to injury to that person and/or damage to property. Property owned by the volunteer or personal injury to a volunteer is not covered by this insurance. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through employment or other means.
2. Proof of insurance must be provided as part of a Special Event Application. The Certificate of Insurance can only be completed by an insurance agent. A minimum of two (2) million and as high as five (5) million dollars "comprehensive general liability" insurance will be required depending on the type of event. The minimum liability insurance requirements are as follows:
 - (a) \$2,000,000 Comprehensive General Liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants;
 - (b) Cross-liability clause: municipality named as an additional named insured. Insurance for the event should commence prior to the use of municipal facilities and end after the event. If municipal facilities are required prior to and extend past the scheduled event, insurance for the event should cover the additional time period for set-up, practice and clean-up, etc.
 - (c) \$5,000,000 Comprehensive General Liability insurance is required for, (but not limited to) the following:
 - (i). Mechanical Amusement Rides;
 - (ii). Pony Rides;
 - (iii). Petting Zoos;
 - (iv). Commercial Inflatable Play Structures;
 - (v). Fireworks;
 - (vi). Parades;
 - (vii). Commercial Block Party.

Other High-risk activities as determined by the Town of Slave Lake.

Emergency Action Planning

1. The Town of Slave Lake will require the submission of an Emergency Action Plan for all Events that will be held on public lands or within public facilities. The level of detail required will vary with each Event. The Emergency Action Plan shall include:

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- (a) the names and contact information for the Event manager and key personnel involved;
- (b) the Event emergency procedures;
- (c) contact information for all emergency agencies;
- (d) a list of any agencies or groups involved and their respective responsibilities;
- (e) a contingency for bad weather;
- (f) a contingency for specific Event risks;
- (g) a plan for lost/found persons or property;
- (h) crowd control if applicable;
- (i) shelter in place;
- (j) evacuation plan;
- (k) traffic management plan if applicable;
- (l) a list of names and contact information for first aid services;
- (m) media plan and proactive messaging for potential risks.

Other Provisions

1. All Events shall adhere to the current Community Standards Bylaw.
2. All “for profit” businesses or organizations must have a valid Town of Slave Lake Business License.
3. All advertising of Special Events must adhere to the Town of Slave Lake’s Land Use Bylaw and the Communications Policy.
4. All Events that will include Fireworks or a Fire Pit must also obtain a permit from the Lesser Slave Lake Regional Fire Department, prior to the event taking place.
5. All participants in Events shall adhere to the Traffic Bylaw and the rules of the road.

Issuance of a Special Event Permit

1. The Director of Planning and Development will review the complete Special Event Permit Application package and all referral comments received and issue a Special Event Permit with conditions.
2. The conditions imposed shall include regulations established in the Special Event Policy, the Parks Bylaw, the Advertising Bylaw, the Land Use Bylaw, Business License Bylaw, the Traffic Bylaw, the Cannabis Bylaw and the Community Standards Bylaw.
3. The applicant will be advised, as a condition of the permit that they are to comply with all Municipal, Provincial and Federal Codes and Regulations which includes obtaining any required municipal, provincial or federal approvals, licenses or permits.

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4. The Special Event Permit shall be issued within fourteen (14) business days of receipt of a complete application.