

Policy Number ADM-01-2024	Approval Date May 28, 2024	Resolution Number #247/24
Supersedes	Effective Date May 28, 2024	Legal Authority Traffic Safety Act 13(1)(o) & MGA

TOWN OF HIGH PRAIRIE Special Events Policy

1. **Policy Statement**

- 1.1. Council deems it in the public interest to allow community and public events to occur on Town owned parks, open spaces and Town-controlled streets, while also providing guidelines to mitigate and prevent conflicts within public spaces and minimize risks to users and the Town.

2. **Definitions**

- 2.1. **“Applicant”** means the person, or representative of an organization who applies for a Special Event Permit, pursuant to this bylaw.
- 2.2. **“Chief Administrative Officer/CAO”** means the person appointed as the Chief Administrative Officer in accordance with the *Municipal Government Act*, or their designate.
- 2.3. **“Block Party”** means any one-time public or private event or gathering held outdoors in whole or in part, on Town of High Prairie property which may result in or include any of the following:
 - 2.3.1. Impact to traffic or pedestrian flows requiring partial or full road closures;
 - 2.3.2. Impact to public use of Town infrastructure or services;
 - 2.3.3. High risk activity or structure such as, but not limited to, fireworks, pyrotechnics, inflatable bouncers, tents/canopies/stages, and/or;
 - 2.3.4. Noise that will likely exceed permitted noise levels.
- 2.4. **“Council”** means the municipal Council of the Town of High Prairie in the Province of Alberta.
- 2.5. **“Highway”** means the same as defined in the *Traffic Safety Act*.
- 2.6. **“Special Event”** means an event taking place on public property, including but not limited to Town parks, open spaces, trails or roadways, that meets one (1) or more of the following criteria:
 - 2.6.1. Open to the public, with or without an admission fee;

3. **Scope of Policy**

- 3.1. Events Requiring a Special Event Permit
 - 3.1.1. An event taking place meeting one (1) or more of the criteria for a Special Event.
 - 3.1.2. Events Not Requiring a Special Event Permit:
 - 3.1.2.1. For clarity, and unless it meets any of the criteria outlined in the preceding

section, the following events will not require a Special Event Permit:

- 3.1.2.1.1. Casual use of the lands or facilities for their intended purpose;
- 3.1.2.1.2. Community clubs or groups using Town lands for recreational purposes.
- 3.1.2.2. Any event which has otherwise been approved by the Town, such as through A facility rental or booking agreement, or similar process will generally not require a Special Event Permit. Notwithstanding this exemption, upon request and at the sole discretion of the Town, a Special Event Permit may be required in addition to any other approval that the Town may have provided for an event, based on the assessed risk of the event and the alignment of the existing Town approval process with the requirements contained in this policy.
- 3.1.3. Events Not Permitted on Town Land:
 - 3.1.3.1. When reviewing an application, the Town will not authorize a Special Event, that:
 - 3.1.3.1.1. Promotes discrimination based on race, national or ethnic origin, colour, religion, age, or sexual orientation/gender;
 - 3.1.3.1.2. Incites hatred or harm against identifiable groups or individuals;
 - 3.1.3.1.3. Displays pornographic or sexually explicit material of any kind;
 - 3.1.3.1.4. Knowingly promotes illegal, false or misleading information;
 - 3.1.3.1.5. In the opinion of the Town, may harm the health, safety, welfare or property of the Special Events attendees, Town residents or members of the public;
 - 3.1.3.2. The Town of High Prairie is not responsible for any cost incurred by the Organizer in the event a Special Event is cancelled or refused.

4. Applications, Approvals and Denials

- 4.1. Any Special Event application shall be submitted to the Town in writing, in a form acceptable to the Town, and include such information in their application as may be required by the Town to evaluate the application. Events involving the use of a Town road will require both a Special Event and Temporary Road Closure permit submitted under one (1) application.
- 4.2. Special Event Applications, where applicable including a Temporary Road Closure application, must include a detailed description of the event, a map of the proposed route/road closure (if applicable), an outline of where barricades will be placed (if any), the start and end dates and times, and any other information requested by the Town and deemed necessary to evaluate the application. Applications must be submitted in accordance with the following timelines, and are subject to the approval process outlined below:
 - 4.2.1. Events two (2) days or less in duration will require CAO or designate approval, and Applications must be submitted thirty (30) days prior to the event.
 - 4.2.2. Events exceeding two (2) days will require Council approval, and applications must be submitted forty-five (45) days prior to the event.

- 4.3. Upon reviewing an application, the approving authority may:
 - 4.3.1. Approve the event without conditions;
 - 4.3.2. Approve the event, with any conditions deemed necessary to ensure safety and Convenience to participants and the public, as well as operational feasibility for the Town and the event organizer; or
 - 4.3.3. Determine that the event cannot be held without unduly compromising safety, Public convenience, or Town operations, and deny the application.
- 4.4. Should an application be approved, the Event Applicant will be responsible for providing evidence to the Town that they have complied with all permit conditions and any requirements of this Policy prior to the Event. Failure to provide such evidence could result in the permit being withdrawn and/or the application denied.
- 4.5. All Special Event Applications requiring a Temporary Road Closure of longer than two (2) days will be forwarded to Council for approval, along with any comments received during the referral process.
- 4.6. As part of the review process, Special Event Permit applications shall be circulated for review to the Fire department, Enforcement Services and any other internal or external department or agency deemed necessary.
- 4.7. All permits issued will be distributed to the following key contacts:
 - 4.7.1. Event Applicant;
 - 4.7.2. Chief Administrative Officer;
 - 4.7.3. Peace Officers;
 - 4.7.4. Roads Manager;
 - 4.7.5. Any other Town department or referral agency as determined by Town Administration.

5. Applicant Responsibilities

- 5.1. The Event Applicant is responsible for the clean-up and removal of all garbage and debris upon completion of the event to the reasonable satisfaction of the Town, and for the repair, at the Applicant's own cost, of any damage to Town property that may have been sustained in connection with the event.
- 5.2. Based on the assessment, in the Town's sole determination, of the risks associated with the event and the value of Town property involved, the Town may require a damage deposit from the Event Applicant to ensure compliance with the conditions of any Special Event Permit and any provision of this Policy. Should the Applicant fail to comply with responsibilities and upon being notified by the Town, not remedy the non-compliant conditions, the Town may use some or all of the damage deposit to remedy the conditions, and any remainder shall be returned to the Applicant.
- 5.3. Event Applicants are responsible for securing and obtaining all barricades or other traffic control devices they require; the Town may provide such barricades upon request, dependent on availability.

5.4. Event Applicants are responsible for compliance with any laws, regulations, bylaws, permitting requirements, or similar instruments applicable to the event, and for obtaining any necessary licences or approvals thereunder. The issuance of a Special Event Permit does not constitute such licence or approval.

6. Appeal Process

6.1. In the case of a denied Special Event Application or for any specific condition of approval, the event organizer may submit an appeal in writing to the CAO. In the event the appeal is not resolved to the satisfaction of the event organizer, they may submit their appeal in writing to Council for consideration.

6.2. This subsection does not apply to Violation Tags or Tickets written by a Peace Officer.

7. Insurance Requirements

7.1. All events requiring a Special Event Permit under this Policy must meet the insurance requirements established herein, and all insurance must be in force for the duration of the event and any setup or cleanup period.

7.2. A Certificate of Insurance demonstrating compliance with this Policy must be included in a Special Event Application. Where applicable, the permit holder must ensure that all subcontractors meet the insurance requirements established by this Policy.

7.3. The minimum insurance requirements under this Policy are as follows:

7.3.1. General liability insurance with a policy limit of not less than \$2,000,000 per occurrence, listing the Town of High Prairie as an additional insured;

7.3.2. Where alcohol is served or sold, the Event applicant must obtain an extension to normal general liability insurance to include host liquor liability.

7.4. Additional insurance – including additional policy endorsements, secondary insurance policies, or increased coverage limits – may be required based on the assessed risk of the event, with such risk assessment to include, but not be limited to, the following factors:

7.4.1. The number of attendees;

7.4.2. The duration of the event;

7.4.3. The nature of the activity and the likelihood of injury or property damage;

7.4.4. The serving or consumption of liquor;

7.4.5. The use of bounce houses and similar rides;

7.4.6. The use of fireworks;

7.4.7. The value and exposure of Town and third party property at the event, and;

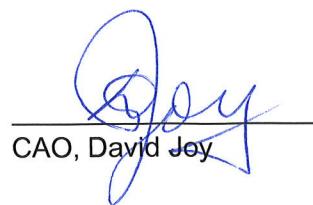
7.4.8. Advice received from the Town's insurer regarding the event.

8. Review Frequency

8.1. This Policy shall be reviewed every four (4) years, and such review shall be acknowledged by resolution of Council. An amendment of this Policy shall constitute a review for the purposes of this section.



Mayor, Dan Vandermeulen



CAO, David Joy

