

SPECIAL EVENT PERMIT

POLICY NO.:	CP-181.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 years

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to determine the requirements for holding Special Events within Town properties and public places and develop an approval process.

2. POLICY STATEMENT

- 2.1 The Town understands that events are important to the community and that the use of public spaces may be required to hold an event. Therefore, a process must be established to consider public safety and minimize any negative community impact.
- 2.2 The Town has established guidelines for Special Event Organizers to follow when submitting applications to obtain approval for their events.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Special Event”** means a one-time, annual, or infrequent occasion that may impact Town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc., that take place on public lands and are expected to attract over 200 people.
- 3.4 **“Special Event Organizer”** means the person(s) responsible for the Special Event's planning, setup, implementation, and takedown/clean up.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Special Event Organizers.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3 Approve or deny all Special Event Permit Applications and add conditions necessary to ensure the safety of the public, the protection of property, and the orderly conduct of the event.

6. POLICY

- 6.1 Any Special Event that requires the use of a public space (outside of regular facility usage) will be required to fill out a Special Event Permit Application.
- 6.2 Special Events will be separated into three categories with varying submission timelines:
 - 6.2.1 Category A Special Events will include parades/special events held on major roadways and must be submitted three months prior to the event date.
 - 6.2.2 Category B Special Events will include parades/special events held on all other roadways and must be submitted two months prior to the event date.
 - 6.2.3 Category C Special Events will include all other Town property, including parks, parking lots, trails, playgrounds, etc., and must be submitted one month prior to the event date.
- 6.3 The Special Event Organizer is responsible for submitting all information as requested in the Special Event Permit Application. This information includes but is not limited to contact information, general event information, insurance, site plans, signage, traffic accommodations, temporary structures/tents, inflatable structures, food/beverage services, mobile food/beverage services, fireworks/open fire, first aid, security, emergency action plan, clean up, etc.
- 6.4 The Chief Administrative Officer or designate shall approve or deny all Special Event Permit Applications and report to Council as needed.

- 6.5 The Chief Administrative Officer may add conditions to a Special Event Permit which are necessary to ensure the safety of the public, the protection of property and the orderly conduct of the event.
- 6.6 The Chief Administrative Officer may direct the temporary closure of highways, parking lots and/or other Town property during a special event where such temporary closure is desirable for public safety.

7. RELATED DOCUMENTS

- 7.1 Special Event Permit Guidelines and Application

8. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	082/24	March 26, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description