
SPECIAL EVENTS

Date Issued: July 20, 2015

Mandated by: City Manager

Current Revision: February 24, 2015

Cross Reference: *Special Event Guidelines, Bylaw C4-09*

Next Review Diarized: January 1, 2018

Responsibility: Director, Culture Services

PURPOSE

To regulate how the City of Fort Saskatchewan manages events to increase our level of accountability and responsibility for the safety of all residents, participants, visitors and City property.

POLICY

The City of Fort Saskatchewan supports the provision of safe and enjoyable outdoor community events which enhance the quality of life of residents.

EXECUTIVE LIMITATIONS

1. At the outset of every Special Event, each individual or group is required to ensure a Special Event Permit, and all other supporting permits and documents, are established and approved in accordance with the Special Event Guidelines, Use of Outdoor Public Lands.
2. Facilities and properties that are owned by the City but are subject to lease or other contracted arrangement with third parties, and are within the scope of their contract or lease, are not governed by this policy.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. The Director, Culture Services is responsible for the implementation and compliance monitoring of this policy.
2. The Director, Culture Services is authorized to establish procedures to provide for the application of this policy.

City Manager

SPECIAL EVENTS

Date Issued: July 20, 2015
Current Revision: February 24, 2015

Responsibility: Director, Culture Services

PURPOSE

To establish the processes and procedures for the approval and hosting of Special Events in the City of Fort Saskatchewan, specifically on outdoor City property.

PROCEDURE

1. At the outset of each new Special Event, a Special Event Proposal shall be obtained. A Special Event Proposal form is attached as Schedule A. After approval of the Special Event Proposal and for all repeat Special Events, a Special Event Permit shall be completed following the *Special Event Guidelines: Use of Outdoor Public Space*. A Special Event Permit form is attached as Schedule B.
2. Special Event Permits, and all other supporting permits shall be approved by the Culture & Historic Precinct Supervisor and reviewed by all parties listed on the permit.
3. All permits and supporting documents must be completed before a Special Event can take place. Failure to comply will result in the City cancelling or shutting down the event.
4. The City of Fort Saskatchewan reserves the right to refuse or cancel portions of, or entire, events at any time. The City is not responsible for any costs of the Special Event incurred by the organizer.
5. A Certificate of Insurance naming the City of Fort Saskatchewan as an additional insured is mandatory for all Special Events. A minimum of \$2,000,000 liability insurance is required and depending on the size and scope of the event, the City may request an increase in coverage.
6. Should a change in scope of the event be required, a revised permit must be approved by all affected parties.
7. The organizer agrees to pay fees outlined in the Special Event Permit process and the current Fees & Charges Bylaw. Any additional costs incurred by the City due to the Special Event, are the responsibility of the event organizer.
8. All Special Events must take into consideration the protection of the environment and follow established processes to ensure appropriate waste removal.
9. Organizers of the events must comply with all legislation, bylaws, regulations and policies that regulate the type of Special Event being held and/or the location of the event.

10. Events are booked in the following priority:

- a. Historical/recurring event with same date (weekend) and location request as previous year;
- b. Historical/recurring events with new date/location request from previous year; and
- c. New event requests.

DEFINITIONS

Special Event - For the purpose of this Policy and Procedure, an event would be considered a Special Event and would require a Special Event Permit if it included one or more of the following:

- a. An organized gathering of people in an outdoor public space for the primary purpose of supporting a community, social, cultural, recreation or sport experience, which is open to the public;
- b. A parade, meaning any combination of pedestrians and or/vehicles that are likely to block, obstruct, impede, hinder or otherwise interfere with pedestrian or vehicular traffic; but does not include a military parade or funeral procession;
- c. An outdoor sport competition, recreational or cultural activity;
- d. Any activity that would have a significant impact on public property and/or public safety;
- e. Any activity that would involve the support and/or services of two or more City of Fort Saskatchewan departments.

Organizer – An individual or group responsible to plan, coordinate, lead and evaluate all aspects of a Special Event.

KEY RESPONSIBILITIES

The Director, Culture Services delegates responsibility and approval of Special Events to Culture & Historic Precinct Supervisor and/or Community Events Specialist.

The Culture & Historic Precinct Supervisor and/or Community Events Specialist will coordinate and liaise with event organizers to support completion of Special Event Permits and any supporting City of Fort Saskatchewan permits and documentation.

The Culture & Historic Precinct Supervisor will ensure Special Event Permits are circulated to the following positions (or equivalents as required) for review:

- Director, Infrastructure Management
- Director, Project Management
- Director, Protective Services
- Director, Legislative Services
- Fire Chief
- Staff Sergeant, RCMP

It is the responsibility of the above personnel to review the Special Event Permit on behalf of their department, and communicate appropriately key departmental responsibilities specific to the Special Event. The above personnel must then forward any clarifying questions or disapproval of the Special Event Permit, via email, to the Culture & Historic Precinct Supervisor within five business days of the permit being circulated. If no questions or disapproval have been received within five business days, the event will be approved based on

the administrative comments received.

The Culture & Historic Precinct Supervisor will then track the approval by completing the check boxes located on the Special Event Permit, and sign the Special Event Permit to indicate approval.

The Culture & Historic Precinct Supervisor will complete all necessary City of Fort Saskatchewan work orders indicated by the Special Event Permit.

The Culture & Historic Precinct Supervisor and/or Community Events Specialist, in consultation with the Director, Culture Services, may refuse to grant a Special Event Permit approval, revoke or suspend an approval, or impose a term or condition on an approval on the following grounds:

- a) The event endorses views and ideas that are likely to promote discrimination;
- b) The event conflicts with the City's core values, vision or strategic goals, or adversely has an impact on the City's identity;
- c) The event poses a safety risk to the public or may compromise public property;
- d) All regulatory approvals have not been obtained (eg. alcohol license);
- e) The Special Event Permit and supporting documentation were not provided in a timely manner;
- f) The event organizer does not provide evidence of required insurance; or
- g) The proposed event does not comply with Provincial or Federal laws, or regulations, and/or City Bylaws and policies.

Schedule A



Special Event - Proposal Form

Use of Outdoor Public Land

New events or existing events with a new scope of activity are required to fill out a Special Event – Proposal Form. The Special Event – Proposal Form is required 8 weeks prior to hosting an event on City land, such as parks, roads, parking lots and green spaces. This form will be reviewed by a committee to determine if this event is suitable for the location and the community. Once approved by the committee, a City representative will contact the individual/group listed on this form and they will be asked to complete the Special Event – Permit Application.

Name of Group/Individual Hosting the event: _____

Contact: _____

Address: _____

Phone Number: _____

Date Submitted: _____

Email: _____

Name of the event: _____

Date(s): _____

Time(s): Start _____ End _____

Location of the Event: _____

Expected # of participants: _____

What is the purpose of the Event: _____

Provide a description of the event. List all activities: _____

What are the Benefits to the Community: _____

Please list your community partners: _____

What is the estimated overall cost of the event (order of magnitude): _____

Do you have previous experience with similar events Yes _____ No _____

If yes, please complete table

Name and Date of the Event	Responsibility
<i>e.g. Canada Day, July 1, 2010-12</i>	<i>Chair, Entertainment Committee</i>
1.	
2.	
3.	

What will be required from the City? What do you need assistance with?

Thank you.

Drop or mail your application to:

Diane Yanch, Culture & Historic Precinct Supervisor

City Hall 10005 – 102 Street Fort Saskatchewan, AB T8L 2C5.

Email: dyanchfortsask.ca Phone: 780.992.6261

Schedule B



Special Event – Outdoor Permit Application

The Special Event - Outdoor Permit Application is required 6 weeks prior to hosting an event on City land, such as parks, roads, parking lots and green spaces. Events include (not limited to) weddings, concerts, fairs, festivals, races, parades, markets etc. The permit allows your organization to host an outdoor event on City property. As a result, due diligence is required to insure that your event is safe and properly planned, the support required by the City is clearly identified, and insurance as well as additional permit requirements are fulfilled. Once submitted, a City representative will contact the individual/group listed on this form.

Name of the event: _____

Date(s): _____ Time(s): Start _____ End _____

Event Organizer (Individual or Group):

Contact: _____ Address: _____

Phone Number: _____

Cell Number: _____ Email: _____

Fax: _____

Primary On-Site Contact: _____ Secondary Contact: _____

Type of Event	Location	Expected Attendance
☐ Athletic ☐ Entertainment ☐ Rally/Protest ☐ Commercial ☐ Educational ☐ Race/Walk ☐ Parade ☐ Fireworks ☐ Promotion ☐ Beer Garden ☐ Other (Please specify) _____	☐ Legacy Park ☐ Peter T. Ream Historic Park ☐ Turner Park ☐ Pryce Alderson Park ☐ Kin Family Spray Park ☐ Museum/Fort Grounds ☐ Downtown ☐ West River Edge ☐ Other (Please specify) _____	☐ 1 – 50 ☐ 51-100 ☐ 101- 300 ☐ 301 – 500 ☐ 500 + ☐ Other (Please specify) _____
		Expected Number of Volunteers

Event Description (include purpose of the event and all activities): _____

Priority Services:	
First Aid Indicate how first aid will be facilitated for your event: _____	
Security Indicate how security will be facilitated for your event: _____	
Emergency Services Access, Parking & Site Plan Additional Requirements: 1. Provide a site map indicating activities and facilities. 2. Indicate on the site map the emergency access routes. At all times emergency services will have unobstructed access to the event area. Access to firefighting systems must be accessible at all times. 3. Provide a parking plan for the event.	
Tents, Stages and Festival-Type Structures Please indicate if you are setting up tents or stages. Tents Yes ☐ No ☐ Stages Yes ☐ No ☐ What size: _____	
A third party tent supplier must provide a certificate of insurance adding the City of Fort Saskatchewan as Named Insured. See guidelines for Development and Building Permit information. Permit are required for a tent that is 107.6 ft ² (10 m ²) and above.	
Clean-Up It is the responsibility of the user to ensure the area is left in good condition. Indicate who will be doing the clean-up following the event. _____	

Required Permits	Required Information		
Required permits must be completed and a copy submitted to the City prior to your event.			
Traffic Disruption Permit Date Issued: _____	Will this event disrupt traffic flow? (If yes, mark area on a map) Traffic Disruption Permit attached in additional permits.	YES	NO
Building/Development Permit Date Issued: _____	Will you be setting up any structures (tents, stages, etc.)? If yes, a Development and Building Permit are required for a tent 107.6 ft ² (10 m ²) and above. If tent is up for less than 24 hours then a Development Permit is not required. Permits can be obtained from Planning & Development at 780.992.6198. Permit fees may apply.	YES	NO
Liquor Permit Date Received: _____	Will there be alcohol sold or consumed on the premises? If yes, a Liquor License is required from Alberta Gaming & Liquor Commission. Information can be found at: http://aglc.ca/pdf/Licences/SEL_PublicResaleCommunity_5268.pdf A copy of the permit must be received by the City 24 hours before the event.	YES	NO
Event Sign Permit Date Issued: _____	Will portable/temporary signs be used in event promotion? If yes, an Event Sign Permit is required, attached in additional permits – permit fees may apply.	YES	NO
Insurance Date Received: _____	A Certificate of Insurance naming the City of Fort Saskatchewan as an additional insured in the amount of \$2,000,000 (minimum) is mandatory for all special events. The Certificate of Insurance should be attached to the permit application. It must be received 30 days prior to the event.	YES	NO
Other Permits			
Other permits may be required for your event, there is no need to submit a copy to the City.			
Food Permit	Will food be sold or given away? An <i>Environmental Public Health Temporary Food Establishment Notification</i> is required. Information is available at: http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-temporary-food-establishment-vendor-notification.pdf	YES	NO
Environmental Agency Permit	Will this event have potential environmental impacts? If yes, permits and permissions are to be obtained from Provincial and Federal Environmental Agencies.	YES	NO
SOCAN/Re:Sound	Will you be playing music or have live performances at your event? If yes, a license is required. Information can be found at: http://www.resound.ca/ http://www.socan.ca/	YES	NO

Services Required by the City (as per City of Fort Saskatchewan Fees & Charges) http://www.fortsask.ca/ftsk_City_Government/ftsk_Bylaws.aspx?id=10054		
Recycle Bins (indicate # required) _____ Garbage Bins (indicate # required) _____ Pylons (indicate # required) <i>\$50 damage deposit</i> _____ Road Barricades (indicate # required) <i>\$50 damage deposit</i> _____ Picnic Tables (indicate # required): _____ <i>\$7 per table plus \$50 damage deposit</i> Benches (indicate the number required): _____ <i>\$7 per bench plus \$50 damage deposit</i> Safety Vests (indicate # required): <i>\$50 damage deposit</i> _____ Sandwich Boards (indicate # required): <i>\$50 damage deposit</i> _____ Additional fees and charges for special services/requests		
Indicate the drop off/pick up location(s) for services requested: <i>Drop off/pick up charge \$83.30 per load.</i>		

Date of delivery:		_____
Date of pickup:		_____

Equipment required on-site: _____

Vehicles required on-site: _____

Will you be constructing or installing a temporary fire pit? _____

If yes, please refer to the fire pit guidelines.

I, the undersigned, am an authorized signatory of this event/group/or organization, and acknowledge that I am liable for all damages to public property and any additional costs incurred by the City, caused by me or my agents, and I am responsible for restitution and repairs to the City of Fort Saskatchewan's satisfaction.

Applicant Signature

Date

Print Name

Check List

To be completed and provided by the Event Organizer prior to submission

1. Fully completed Special Event – Outdoor Permit Application _____
2. Site Map _____
3. Parking Plan _____
4. A certificate of Insurance complying with City requirements _____
5. All required permits & licenses pertaining to the event (building, sign, traffic,...) _____

Approved by:

Culture & Historic Precinct Supervisor

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for Special Event purposes. It will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6236.

OFFICE USE ONLY**Approval Conditions:**

Special Event**Internal Review:**

- ☐ Director, Infrastructure Management
- ☐ Director, Project Management
- ☐ Fire Chief
- ☐ Director, Protective Services
- ☐ Culture & Historic Precinct Supervisor
- ☐ Legislative Officer
- ☐ Staff Sergeant, RCMP