

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1209-01 Community Festivals and Special Events Policy 2020-04-21 NA Community Services</p>

1.0 POLICY PURPOSE

The purpose of this policy is to approve Community Events and establish the principles intended to build and develop the community, enhance the quality of life for residents and visitors and provide appropriate and fair pricing for community events.

2.0 DEFINITIONS

“Application Permit” means the permit application form handed out by the Community Services Department.

“Bylaw Officer” means the person employed by the Municipality of Crowsnest Pass for the purpose of enforcing municipal bylaws.

“Chief Administrative Officer” or **“CAO”** means the Chief Administration Officer of the Municipality of Crowsnest Pass or designate.

“Commercial/For Profit” means an individual, group or business whose primary focus is to gain profit.

“Community Event” means a special event that is operated for the benefit of a registered “not for profit” or “charitable” group that does not benefit an individual, a group of individuals or a for- profit company.

“Council” means elected officials from the Municipality of Crowsnest Pass.

“Direct Operating Costs” means the expenses directly related to the provision of municipal facilities, equipment and services in support of Community Events. For the purpose of this policy, direct operating costs may include:

- a. direct incremental costs associated with the delivery of a municipal service.
- b. the rental cost of a municipal owned facility or public space.
- c. costs of all equipment, staff labour and supplies.

“Event Organizer” means the person in charge of the organization of the event.

“Event Permit” means written permission issued by the Municipality for a Community Event or Film Production to take place.

“Event Tent” means an open or partially enclosed canopy structure. All event tents installed as part of a festival or special event must be approved in a site plan and removed at the closing of the festival or event.

“Film Production” means any commercial filming (video or photo) that:

- a. involves the participation of municipal departments or the rental or use of municipal facilities or public spaces.
- b. may require municipal resources in the form of staff labour, equipment, use of municipal facilities or public spaces and/or funding.

“Fee Schedule” means the document that details the fees charged for municipal services, facilities, equipment and staff labour costs.

“Fire Department” means the fire department in the Municipality of Crowsnest Pass.

“Municipality” means the Municipality of Crowsnest Pass.

“Municipal Facilities and Public Spaces” means any building or land owned, managed or leased by the Municipality, other than a highway, that the public is ordinarily entitled or permitted to use and includes:

- a. All buildings owned by the Municipality.
- b. All parks owned, leased or managed by the Municipality.
- c. All parking lots.
- d. All land developed, used or managed by the Municipality.

“Non-Community Event” means an event that is held for the purpose of business, profit making or promotion of an individual, group, organization or corporation.

“Not for Profit Organization” means:

- a. Organizations with a primary purpose to enhance "quality of life" within the boundaries of the Municipality of Crowsnest Pass.
- b. All Not for Profit organizations must provide proof of registration under *The Societies Act* of the Province of Alberta or relevant jurisdiction.
- c. Non-Local Not for Profit organizations not directly benefiting the community will be classified as “Private.”

“Party Alcohol Liability Insurance” means insurance protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service.

“Road” means the part of the highway intended for use by vehicular traffic.

“Services” means the services provided by the Municipality to facilitate the delivery of Community Events, including set-up, operation or event, take down and clean-up.

“Special Event” means the activity or event that may include:

- a. Involvement or the participation of municipal departments.
- b. Require the rental or use of municipal facilities or public spaces.
- c. Require municipal resources in the form of staff labour, use of equipment, use of municipal facilities or public spaces and/or funding.
- d. Hosted within the Municipality's jurisdiction.
- e. Not be limited to authentic, commemorative, artistic, festival, street dance, theatrical, sporting, filming, sidewalk sales, parades or race events.
- f. Be hosted for a limited or fixed duration.

“Special Event Coordinator” means the person or site supervisor designated as the spokesperson for the event.

3.0 DISCLAIMER

- a. These guidelines and regulations shall not be considered all-inclusive and may require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict. The regulations and guidelines are intended to serve as a guide for the Community Services Staff and to provide the users of the facilities safe, efficient and entertaining use with a friendly disposition.

4.0 PROCEDURES

- a. The Event Organizer shall adhere to all policies, legislation, by-laws and regulations.
- b. Costs, including but not limited to: rental costs, administrative services, law enforcement and security, site amenities, road barricades, required signs, garbage receptacles, etc., incurred by the adherence to these guidelines, shall be the responsibility of the Event Organizer, lessee or organizing group.
- c. The Event Organizer shall be required to provide proof of licenses to operate the event and any further information or documentation as requested by the Municipality.
- d. The Event Organizer must maintain General Liability Insurance of no less than \$5,000,000.00, naming the Municipality as an additional insured. For an event that involves the selling or serving of alcohol, the insurance must include liquor liability coverage.
- e. The Event Organizer agrees to indemnify and hold the Municipality harmless from and against any and all liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any negligence or acts or omissions during the use of the municipal owned facility/property.
- f. The Event Organizer must submit a detailed plan indicating parking facility and planned road closures with times of closure and alternate routes.

- g. The Special Event Coordinator is required to submit an Emergency Plan at least 10 days prior to the event. The emergency plan should identify potential risks and provide information as to how the Operator will respond to those risks (e.g. severe weather and notification system and evacuation plan).
- h. The facility must be restored to its pre-event condition within 24 hours after completion of the event. The Event Organizer is responsible for clean up during the event, as well as clean up, removal of equipment and garbage after the event. Compensation for damages that result from an event for the repair, restoration or replacement of private or public property will be the responsibility of the Event Organizer.
- i. The Event Organizer of a “Non-Community” event may be required to post security in the form of an irrevocable Letter of Credit or cash.
- j. The Application Permit, accompanied by a complete detailed description of the event, expected attendance and any applicable fees shall be submitted 90 days in advance of the event and will be reviewed by the Municipality to determine specific requirements. A copy of the application may also be required to be submitted to the local health authority, the local police detachment, the Municipal Fire Department and EMS for their determination of any requirements they may deem necessary.
- k. Administration may refuse future applications for a Community Event based on feedback from municipal departments, Council, the community, or based on an Event Organizer’s past performance.
- l. Occasionally, the Municipality hosts special events on specific holiday celebrations. The Municipality will not guarantee other special events being granted permission on these days.
- m. The Special Event Coordinator is required to adhere to all Special Events policies or permits. In the interest of public safety, a zero-tolerance policy is enforced for all Special Events. This means failure to comply with standards will result in ticketing and/or closure of event, including termination of the Facility Rental Contract.
- n. When having inflatables at a Special Event: The Operator must show copies/proof of the insurance and licenses from the inflatable provider to the Municipality 7 days prior to the event.
- o. Portable stages and stand-alone tents are allowed on approved sites, providing they have an engineered stamp and installed as per the operational manual. Local building codes may apply on large structures and require extra permitting.
- p. Special events serving food must contact the local health inspector prior to the event.
- q. The granting of any approval for a festival and special event by this policy shall not eliminate any requirement for a business licence.
- r. An Event Organizer may appeal any refusal of an application to Municipal Council.

5.0 EVALUATION CRITERIA

Applications for Event Permits, including Road and Public Space closures, will be evaluated in accordance with the following criteria:

5.1 Community Impact

- a. Is relevant to the culture and identity of the Municipality of the Crowsnest Pass.
- b. Offers an experience-based, authentic celebration of the mountain lifestyle of the Crowsnest Pass and has a reasonable impact on the residents, businesses and visitors.
- c. Has addressed feedback, both positive and negative, from previous Community Events and through the Community Events application process.

5.2 Community Event Performance

- a. The organization has displayed past compliance to policy, procedure and regulations.
- b. The organization can show it is in good financial standing and all fees have been paid in full, unless prior arrangements have been made with the Municipality.
- c. All application and reporting deadlines have been met.

5.3 Resource Requirements

- a. Requests for staffing, equipment and delivery will be considered for a municipal event or a Community Event held jointly with the Municipality, based on department budgets.
- b. Costs incurred by the Municipality will be invoiced to the Community Event group.
- c. All non-community events using municipal equipment or staffing will be invoiced to the organization at the cost incurred.
- d. A written request is required to be submitted by the Event Organizer, a minimum of 90 days prior to the date of the Community Event. If unforeseen circumstances arise within 90 days of the event, consideration would be given to accommodate the requested change.

5.4 Physical Infrastructure Requirements

- a. The Event Organizer can demonstrate to the Municipality that they have met physical infrastructure requirements to support the Community Event (including but not limited to roads, municipal facilities, public spaces and parks and accommodations).
- b. The Event Organizer must provide a clear plan to minimize pressure on civic infrastructure resources.
- c. All extra facility requirements needed to host the event will be at the cost of the Event Organizer.

5.5 Strategic Alignment

- a. The Community Event aligns with the Municipality's strategic goals.

5.6 Market Demand

- a. Limited competition exists relative to the type of the Community Event, location, weekend and season.
- b. Expected attendance numbers or attendance from past Community Events.

5.7 Inclusion of Local Partners

- a. The Event Organizer should source local products and services as may be available.
- b. The Event Organizer should include appropriate local business as Vendors.

5.8 Health, Safety and Environment

- a. Public safety is adequately addressed.
- b. Minimal impact to wildlife and the environment.
- c. Access for emergency response.
- d. Occupational Health and Safety Codes must be adhered to.

5.9 Logistics

- a. The Community Event organizer shall have all required permits, plans and licensing in place and will adhere to Federal, Provincial and Municipal legislation.
- b. All equipment used must be CSA or ESA approved.

5.10 Municipal Inclusion

In the event the Municipality provides grant funding for an event or activity:

- a. The Municipality will be offered sponsorship for this event or activity.
- b. The event or activity shall include the Municipal logo on all promotional materials, banners, etc.
- c. The Municipality shall have, at no additional charge, access to booth space and promotional opportunities as may be deemed reasonable.

5.11 Other Requests

- a. Other unique requests (camping on municipal lands, perimeter parking, unique activities) not contemplated in this policy shall be reviewed by the Manager of Community Services and if necessary, referred to the Chief Administrative Officer for final adjudication.

6.0 ROAD CLOSURE PHILOSOPHICAL PRINCIPLES

Road closures may be necessary to facilitate a Community Event that meets the criteria outlined in this policy.

- a. Main street closures may be approved if the Community Event has broad national, provincial or community relevance (for example: Canada Day Parade, historical celebrations, etc.).
- b. The Municipality will consider prior year feedback from businesses, residents and current year input from affected organizations and/or individuals before permitting a road closure.
- c. All road closures will be approved by the Chief Administrative Officer or designate.
- d. Property owners and tenants along the closed portion of the route should be notified of the event, etc. in advance. Upon approval of the closure, the Special Event Coordinator may be asked to inform property owners.
- e. Vehicles displaying disabled persons parking permits must be permitted access for the purpose of loading or unloading passengers.
- f. The Special Event Coordinator shall supply to local emergency services, a map with the details of the closure for review and remedy any feedback.

7.0 EVENT COST RECOVERY

- a. Cost recovery will be used to establish appropriate and fair pricing for the rental of spaces and provision of services.
- b. The Fee Schedule will be used for cost recovery for services or rentals of facilities. Any rates not listed on the Fee Schedule will be based on a cost recovery basis.
- c. The Event Organizer will be responsible for all costs to install, alter or remove any equipment deemed necessary as well as the energy costs associated with its use.

8.0 ALCOHOL RELATED EVENTS

- a. May be required to arrange for security personnel to be in attendance for the duration of the licensed event.
- b. Follow Gaming, Liquor and Cannabis Act and all provincial regulations for Alberta.
- c. Enclose any area licensed for the sale and consumption of alcohol with a perimeter fence if the event is outdoors. May not be required if the venue is such that admittance can be limited to those of legal drinking age.

9.0 RESPONSIBILITIES

9.1 Council:

- a. Approve this policy and any amendments by resolution.

9.2 Chief Administrative Officer:

- a. Implement this policy and approve procedures.
- b. Ensure policy and procedure reviews occur and vary the implementations of policies and procedures.
- c. Approve all road, park and greenspace closures.

9.3 Director of Finance:

- a. Ensure implementation of this policy and procedure.
- b. Make recommendations to the Chief Administrative Officer for necessary policies or procedure amendments.

9.4 Manager of Community Services:

- a. Evaluate and approve or deny Community Events in accordance with this policy.
- b. Provide Administration with policy, plan, practice and procedural recommendations and recommendations regarding educational and information sharing opportunities for Community Event Stakeholders.
- c. Establish and maintain a process to require advanced submitting of Community Event applications to allow for a holistic review of multiple Community Events occurring within a defined time frame, to ensure the right balance of the type and number of Community Events occurring at any given time and location.
- d. Complete a Community Event debriefing report jointly with the Event Organizer, to define and record successes and areas for improvement of future Community Events.
- e. Determine the cost of services provided and equipment owned by the Municipality, to facilitate the Community Services Department in its delivery, using the Fee Schedule.
- f. Co-ordinate access to municipal facilities, spaces and services and assist the Event Organizer in procuring the required permits.
- g. Communicate with the Community Event applicant on the status of the application and assist and advise through the permitting process.
- h. Ensure the Community Event applications are complete.

MUNICIPALITY OF CROWSNEST PASS

Blair Painter

Mayor

MAY 5, 2020

Date

Patt Moore

Chief Administrative Officer

May 7, 2020

Date