



TOWN OF HIGH RIVER PROCEDURE

Procedure Number:	ECDEV-PRO-100-00
Procedure Name:	Special Events
Related Policy No:	ECDEV-POL-100-00
Related Policy Name:	Use of Public Realm
Approval Date:	July 4, 2017
Revision Date:	N/A
Procedure Category:	Community Services
Responsible Department:	Community Services

Purpose

The purpose of this procedure is to outline consistent processes, requirements and responsibilities to facilitate the support of Special Events. These procedures will ensure that Special Event organizers have clear guidelines, open communication and coordination with the Town of High River to support community events, parades, block parties and other Special Events that occur in the Public Realm.

Definitions

- **Organizer:** means a person(s) who schedules an event, runs it and/or reports on it. They are responsible for coordinating the event from start to finish.
- **Public Realm:** means any Town owned and operated property, including but not limited to; facilities, parks, streets, sidewalks and boulevards in Town.
- **Special Event:** means an organized one-time or intermittent gathering of people that takes place in the Public Realm and restricts typical public access to the Public Realm.
 - **Complex Special Event:** means a Special Event held in the Public Realm which requires additional Town resources or support of Town staff from multiple departments, or which may include activities that are deemed “medium to high risk,” or events that require the closure of an arterial or collector roadway.
 - **Simple Special Event:** means a Special Event held in the Public Realm which requires limited use of Town resources or staff support, does not include any activities that are deemed “medium to high risk” and does not require the closure of an arterial or collector roadway.
 - **Private Event:** means an event that is of a personal nature where attendance is by invitation only. (i.e. weddings, birthday parties, baby showers, family reunions, etc.). A Private Event that restricts typical public access to the Public Realm is considered a Special Event.
 - **Public Event:** means an event that is attended by the general public.
- **Town:** means the Town of High River.

Related Information

- Use of Public Realm Policy ECDEV-POL-100-00
- Business Licensing Bylaw
- Community Vitality Fund Bylaw, Policy & Procedure
- Fire Protection Bylaw
- IT Process for E-Review
- Land Use Bylaw

- Master Plan
- Mayor/Councillor Event Attendance Procedure
- Mobile Business Procedure
- Noise Bylaw
- Parks Control Bylaw
- Amendment Park Bylaw
- Rate Bylaw
- Recreation Facilities Bylaw
- Traffic Bylaw
- Tree Protection Bylaw
- Town Plan

Exclusions

- An event held on private property

Responsibilities

- The Director of Community Services, and or designate, is responsible to ensure that the criteria of this Procedure are met.

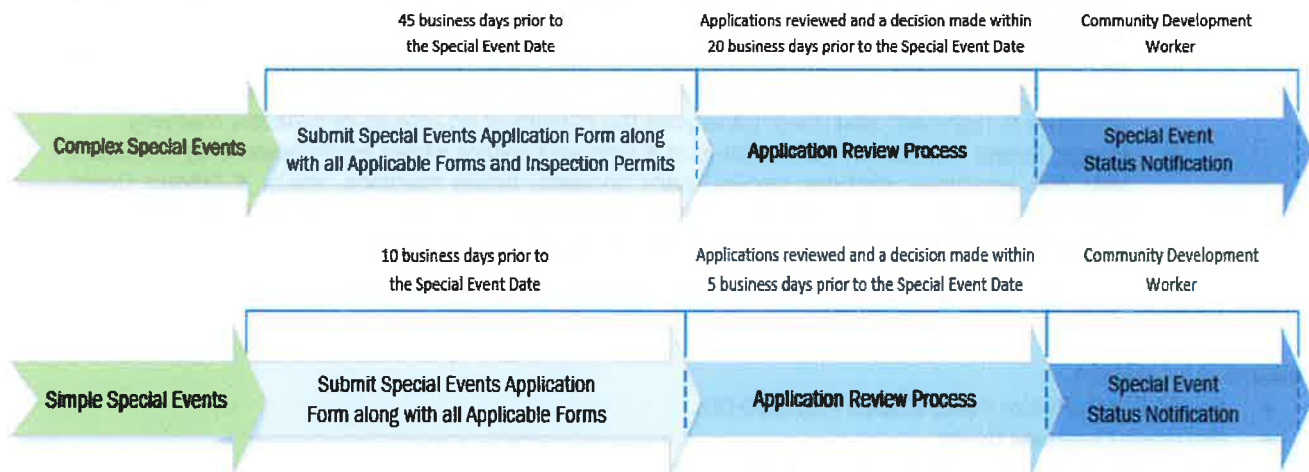
Appendices

- Appendix A – Special Events Application Form
- Appendix B – Special Events Emergency Response Plan
- Appendix C – Special Events Guidelines
- Appendix D – Neighbourhood Block Party Information
- Acknowledgement, Release of Liability and Assumption of Risk Form
- Business License Application
- Facility User Group Insurance Application
- Neighbourhood Notification Letter
- Site Map

Procedure

This procedure is intended to be an essential part of any Special Event planning process. All Special Events shall require the Organizers to submit a Special Events Application Form. Organizers are encouraged to review the Use of Public Realm Policy to ensure that their proposed Special Event meets the requirements prior to submitting an application.

1. Flow Chart:



2. Special Events Application Form:

- a. Organizers shall be required to submit a Special Events Application Form if one or more of these elements are met:
 - A Public Event or a Private Event held in the Public Realm;
 - Requires a road closure;
 - Requires the use of a facility outside of it's intended purpose, or the usage of the facility restricts the public's usual access to the facility, or the event is held outside of the regular hours of operation for the facility; and
 - Where alcohol is being served in a public place.

- b. The Community Development Worker, or designate, shall be the main point of contact for all Special Event organizers and shall help them facilitate the application process. Applications for all Special Events shall be submitted to the Community Development Worker, or designate, a minimum of;
 - 45 business days prior to the proposed Special Event date for Complex Special Events
 - 10 business days days prior to the proposed Special Event date for Simple Special Events

- c. Applications shall include;
 - A detailed Site Map including a map of the area where the Special Event shall take place indicating the location of all primary event activities, structures, entrances, exits, first aid, traffic control, participant routes, etc.
 - An Emergency Response Plan containing emergency responder contact information, first aid information, and a site plan indicating the emergency entrance and exit routes.
 - Confirmation of Event Insurance naming the Town of High River as "additionally insured".
 - Any additional documentation for regulations, permits, or licenses required depending on the Special Events activities and logistics indicated on the Special Events Application Form.

- d. Applications shall be reviewed and organizers shall be notified of the status of their application;
 - 20 business days prior to the Special Event date for Complex Special Events
 - 5 business days prior to the Special Event date for Simple Special Events

- e. User groups that have a current agreement for recurring parks or facility rentals with the Town of High River (e.g. sports teams that use public facilities on a regular basis) may also be required to submit a Special Events Application Form for activities where the use of the facility falls outside the "normal facility use", restricts usual public access to the facility, or the activity takes place outside of the regular operating hours of the facility.

3. Special Events Approval Process:

The following divisions shall be required to review and approve the Special Events application form after circulation by the Community Development Worker within 14 business days for Complex Special Events.

The Special Event may be denied when there is a threat to citizen safety or wellbeing. All signatures from the following Town departments and divisions signify approval;

Town Division	Special Events		
	Approve	Consult	Inform
1 Community Support Services	X		
2 Engineering	X		
3 Fire	X		
4 Parks & Recreation	X		
5 Corporate Properties & Risk Management		X	
6 Emergency Management		X	

7	Economic Development		X	
8	Municipal Enforcement		X	
9	Operations		X	
10	RCMP		X	
11	Communications			X
12	Legislative Services			X
13	Planning & Development Services			X
14	Safety Codes			X

Complex Special Events shall be brought to an internal review meeting for discussion. Approval is conditional based on all applicable requirements being met.

5. Permits, Licenses or additional requests:

In some instances, additional regulations, licenses and permits may be required before the Special Event shall be approved. If your application includes any of the following, please refer to Appendix C – Special Events Guidelines for additional information and requirements (applicable fees apply);

- Aircraft
- Animals
- Alcohol
- Bleachers
- Contractors
- Entertainment
- Fencing/Barricades
- Fire Pits
- Fireworks
- Food Service or Sales
- Generators
- Inflatable Devices
- Facility Access
- Mayor/Council Representation
- Noise Bylaw Relaxation
- Provincial Highway Access
- Portable Washrooms
- Signs and Banners
- Street/Sidewalk closure
- Tents, Stages, Temporary Structures
- Traffic Control Personnel and Traffic Accomodation Plans
- Vendors

6. Insurance:

The organizer shall be required to supply a Certificate of Insurance for Comprehensive General Liability Insurance coverage for the Special Event. Generally, this insurance shall include:

- 1) A Private Event in the Public Realm: A minimum of \$2,000,000 (two million dollars) General Liability Coverage per occurrence is required with the Town of High River listed as additional insured. Organizers of a Simple Special Event shall have the option to sign an Acknowledgement, Release of Liability and Assumption of Risk Form only if the Private Event is deemed low risk.
- 2) A Public Event in the Public Realm: The Town requires a Certificate for Comprehensive General Liability Insurance coverage for Special Events of this nature, and recommends that organizers have signed waivers or consent forms for attendees (where appropriate). Generally this insurance shall include:
 - a) A minimum of \$2,000,000 (two million dollars) General Liability Coverage per occurrence is required with the Town of High River listed as additional insured. The Town may require this be increased based on the format and content of the Special Event.
 - b) Additional insurance requirements based on the format and content of the Special Event:
 - i) Where the format and/or content of the Special Event is deemed high risk, additional liability coverage of \$5,000,000 (five million dollars) per occurrence shall be required;
 - ii) Where vehicles are to be used in the Public Realm, a minimum \$2,000,000 (two million dollars) per occurrence third party automobile Personal Liability and Property Damage “PLPD” insurance is required;

- iii) Where alcohol is served or sold in the Public Realm, the event organizer shall obtain an extension to normal general liability insurance to include Host Liquor Liability in the amount of \$2,000,000 (two million dollars).

Organizers who cannot secure Special Event insurance on their own may complete the Facility User Group Insurance Application, applicable fees apply. Please note that 20 business days is required to process applications. In addition, if the Special Event includes one of the following high risk activities, or other activities that are deemed high risk, additional time may be required for processing the application:

- Alpine Skiing/Ski Hills
- Animals/Petting Zoos
- Bounce Houses
- Boxing
- Bungee Jumping
- Carnivals
- Cycling
- Climbing Walls
- Contact Hockey
- Contact Martial Arts
- Fireworks (unless under the direction of a Fireworks Supervisor)
- Gymnastics
- Horse Related
- Kickboxing
- Lacrosse
- Mountain Climbing
- Minor Hockey (18 & under)
- Rugby
- Skateboarding/Skateboard Parks
- Snowboarding
- Snowmobile/Sea-Do Rentals
- Tackle Football

7. Special Events Emergency Response Plan (ERP) and Site Map:

The organizer shall be required to supply an Emergency Response Plan (ERP) for the Special Event. An emergency response plan, or ERP, is a formal written plan, developed by the organizer that identifies potential emergency conditions at the site and prescribes the procedures to be followed to minimize or prevent loss of life and property. Generally, this ERP shall include:

1. Contact List – including internal (event organizers, volunteers, etc.) and external (vendors, emergency services, etc.) contacts. If possible, include an organizational chart with the contact list.
2. Risk Assessment and Mitigation – assess the risks/hazards associated with the Special Event and identify the steps being taken to mitigate these hazards. If the Town determines the mitigation measures are not sufficient to address the risk, the applicant shall be asked to revise it.
3. Contingency Plans – outline the basic steps to be taken in the event of the most likely emergency situations, including if/how the event will be cancelled. The minimum requirement for an ERP for a Complex Special Event is to include contingencies for the following:
 - a. First aid/medical emergency
 - b. Fire
 - c. Lost child/person
 - d. Security incident
 - e. Site evacuation
 - f. Severe weather
 - g. Event cancellation/postponement

The ERP shall outline additional contingency plans based on the nature of the event and venue.

4. Site Map – a map of the area where the event shall take place indicating the location of all primary event activities, structures, entrances, exits, first aid, traffic control, participant routes, etc.

A complete checklist of requirements (where applicable) for the map is below;

- Organizer location
 - Location of organizer

- Emergency Sites
 - First aid station location
 - Lost person/family reunification areas
 - Marshaling/staging area
- Event Structures
 - Event structures (tents, stages, rides, fencing)
 - Hazards (including generators, propane, open flame, and fuel storage)
 - Vendors
- Specialized Areas
 - Designated areas serving alcohol (show access points)
 - Pyrotechnics (type, locations, storage, and fallout)
- Access/Parking
 - Designated event vehicle parking areas
 - Designated public parking areas
 - Public access points and exits (including accessible and queuing locations)
 - Barricades
 - Flow of traffic
 - Security locations
 - Transit routes
 - Emergency access route

8. Neighbourhood Notification: The Special Event Organizer will notify any neighbouring residents or businesses that may be impacted by the Special Event at least one week prior to the start of the Special Event. Special Events organizers shall submit this notice to the Community Development Worker, or designate, and it shall be sent to the Town's Communications Division for circulation and public notice.

The notice shall include:

- a. The name of the Special Event, type of event and the name of the Organization or Special Event Organizers;
- b. The name and contact information of the Special Events organizer;
- c. The duration of the Special Event. For example; 1 day, 2 consecutive days, recurring location for (cite a specific number) of days over (cite a specific number) of months as well as times (for example; 7:00 a.m. to 11:00 p.m.);
- d. How the Special Event may impact neighbours including road closures, parking restrictions, higher than normal volume of foot traffic, noise, disruption to business, and any other pertinent details.

9. Post Event Review: Organizers may be asked to provide a post event review.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.



TOWN MANAGER



DATE