



POLICY

Policy No. 12 - 486 – 19/12/16
Department: Administration

Community Events Policy

1.0 SCOPE

The Town of Nanton manages community events and uses within Town facilities, public spaces, parks and trails, some of which require applications, agreements and/or permits. The goal of the community event application is to coordinate and manage impacts on the natural environment, users, operations, and facilities.

A community event application is required for the following:

- Anyone who intends to hold a commercial or non-commercial activity or event that attracts participants and/or spectators, and includes, but is not limited to: a festival, competition, race, tournament, show, private event, ceremony, guided use or training within a Town facility, public space, park or trail.
- Anyone who intends to provide a commercial service within a Town facility, park or trail
- Anyone who intends to carry on, with the intent of monetary return, commercial filming using still or motion photography.

2.0 PURPOSE/ BACKGROUND

An application must be submitted at least four weeks before the event or activity. Applications that include street closures or noise exemptions should be submitted at least six weeks before the event.

To apply to hold an event in the community, the following is required:

- Submission of a Community Events Application Form to Town Administration (available online at nanton.ca).
- Submission of a signed copy of the release and indemnification form to the Town Administration (see Application Form).
- Submission of special event insurance (proof of a comprehensive general liability insurance policy) to the Town Administration.

Other requirements may be required such as a map of the area of requested use, traffic management plans, security plans, temporary washroom facilities, street closure and noise exception, etc.

Applicants must fully disclose the purpose of the event, contacts, and associated activities, expected number of participants as well as any other special activities such as liquor, food preparation, sales, structures and amplified sound.

A park use permit or facility agreement will be issued when:

- The above documentation has been submitted in its entirety to the Town Administration*.
- A satisfactory comprehensive general liability insurance policy or certificate has been received by the Town.
- The application has been approved by the Town of Nanton*.
- The non-refundable fee has been received (if applicable fees are listed in the Fees and Rates Bylaw – proponents should inquire directly).**
- The refundable damage deposit, if applicable, has been received (if applicable fees are listed in this policy).**

* applications will only be received and processed during office hours, Monday to Friday.

** Permit fees and damage deposits, if applicable, are due at least two weeks before the event.

The Town of Nanton processes these applications by:

- Determining the suitability of a facility, park, trail or site to accommodate the event
- Consulting with various stakeholders if required
- Providing approval as per procedures and guidelines
- Ensuring applicable insurance, permits and licenses are obtained
- Collecting the applicable fees
- Ensuring clean-up and repair

Facility and Park Use Priority

Preferred booking for events and activities are given in the following order:

1. All Town of Nanton sponsored programs and special events
2. Past park events/activities on the same day as past year(s)
3. Past park events/activities on a different day as past year(s)
4. New events/activities with a community focus
5. Private/Commercial events /activities

Applicants are to complete the associated application form and submit with the required documentation to the Town Office and allow a minimum of four weeks for permit processing. Town staff will assist with inquiries.

2.1 RELATED POLICIES

Temporary License of Occupation and Leases
Ice Allocation Policy
Annual Grants Disbursement Criteria

3.0 DEFINITIONS

Alberta Gaming & Liquor Commission Licensing (AGLC) - provincial licensing ensuring that provincial regulations for the serving and or selling of liquor at an event are adhered to. All users of

recreational facilities are required to provide proof of appropriate licensing when entering into an agreement for lease or rent of a Town facility that involves the serving of alcohol.

Alberta Health Services – governs the licensing of food services in the province. Facility users are required to ensure that they contact AHS and ensure that they have appropriate licensing, training, and or notifications for food service.

CAO – means the Chief Administration Officer (or designate) who acts as the administrative head of the municipality.

Special / Community Event - a commercial or non-commercial activity or event that attracts participants and/or spectators, and includes, but is not limited to: a festival, competition, race, tournament, show, private event, ceremony, guided use or training within a Town facility, public space, park or trail.

4.0 GUIDELINES

General

- An event in a park or trail must be conducted in a manner and location such that it will minimize the impact on the natural environment, park users, park operations and facilities.
- An event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible or possible.
- An event should provide a benefit to the public equal to or greater than that which could normally have been expected were the parkland or facilities not restricted for the event.
- An event would normally be one day or less in order to minimize impact on regular uses.
- Event organizers whose events require a special event permit must not advertise the event or make financial commitments before signing and submitting the release and indemnification form and then receiving written approval from the Town of Nanton. Those who do may have their permit application declined.

Responsibilities

- The permit/rental agreement holder is responsible for inspecting the special event or activity area prior to use to confirm it is suitable for their purpose. They agree to accept the special event or activity area as is and will use the area at their own risk. The permit/rental agreement holder must notify the Town of any condition that may render the park, facility or equipment unsafe for use.
- At the request of the Town, the permit holder may be asked to join Town staff in inspecting parks trails and facilities prior to and post event.
- The permit/rental agreement holder shall have total responsibility for competition or sporting event-course layout and shall take all necessary steps to ensure that the event is properly supervised to prevent injury to participants, spectators and park users.
- The permit/rental agreement holder is responsible for ensuring the special event or activity is conducted in a safe, orderly manner, is restricted to the park area and/or facility identified in the permit/agreement and has minimal interference with other park users.
- If required by the Town, the permit/rental agreement holder is responsible for providing at his/her own expense, temporary markers and/or personnel (such as signs, barricades, cones and course marshals) for traffic control, which must be in place for the duration of the special event.
- The permit holder shall provide adequate personnel who shall be stationed around the area to safeguard participants, spectators and users.
- The permit/rental agreement holder must remove all evidence of the special event (e.g. signs, markers, temporary structures) immediately after the event. Should the Town be required to remove such materials, the permit/rental agreement holder shall be charged at the hourly charge out rate.

- Trail Use Rules: Keep right on trails. Adhere to trail etiquette at all times. Consideration must be given to other trail users.
- It is the responsibility of the event organizer to apply for and post applicable Alberta Health Services and Alberta Gaming & Liquor Commission Licensing permits or licenses during events. It is recommended to apply for these a minimum of four weeks in advance.

Charge-Outs

- Town staff costs required to manage a special event which goes beyond the scope of the agreement will be paid by the holder and will be charged out as per the Town's charge out rate. A detailed billing will be provided by the Town. The Town will charge the permit/rental agreement holder for all cleanup costs as a result of a special event.
- Any damage caused to or required replacement of the Town's structures, landscaping or facilities shall be at the permit/rental agreement holder's expense. A detailed billing will be provided by the Town.
- Fees for charge-outs are set by the Fees and Rates Bylaw and cannot be varied by Town Administration.
- The Town currently does not charge out for staff and contractor costs related to:
 - Nanton Round-Up Days
 - Nanton Lights the Way
 - Nanton Farmers' Market (traffic control)

6.0 SITE AND SERVICE REQUIREMENTS

6.1 General Requirements

Vehicle Access in Parks

- Vehicles are typically not allowed to enter into parks unless specific authorization is granted by the Town.

Power in Parks

- Many areas have limited or no power available. Electrical needs must be identified in the initial event application.
- Where applicable, access to power is built into the base rental fee. Town administration may identify additional costs for specific situations or costs that are not addressed by bylaw fees and charges.

Structures

- Some Town parks have underground irrigation and electrical lines, so the Town prohibits the staking of tents or any other structure or object into the ground with consultation with the Operations Manager. Tents or structures can be sandbagged but need to be identified at the time of the application. Any damages cause to underground utilities will be the responsibility of the permit holder.
- Indoor facilities shall remain in the same condition as they were rented; any damage to walls, floors, ceilings etc. will be removed from the damage deposit before it is returned.

Solid Waste Disposal

- Parks and facilities must be left clean and all garbage must be bagged and removed immediately following the event. Excessive cleanup required by our Town staff may result in a bill to the permit holder to recover staff time and disposal costs.
- The Town strongly encourages all applicants to include recycling stations as part of their event planning.

Traffic Management

- Traffic management refers to management of pedestrian as well as motorized vehicle traffic. A traffic management plan is required if an event involves road closures or creates parking concerns.
- The traffic management plan should include how the permit holder intends to control pedestrian and wheeled traffic or parking concerns.

- The applicant may also be responsible for managing vehicle traffic around the park or facility; monitoring parking lots, using volunteer or paid parking attendants, moving barricades and cones, ensuring participants do not block or obstruct Town streets and lanes.

Washroom Facilities

- A permit holder may be required to provide additional temporary washroom facilities at event sites (approximately one per every 100 participants, including one accessible facility) in locations where there are inadequate or no facilities.

Site Layout and Course Maps

- Organizers of special events in Town Parks are requested to submit a site layout plan of their event.
- Plans should provide an overview of park uses, in addition to infrastructure requirements and hookups (water, power and sewer).
- Organizers of trail based special events using the trail network (e.g. mountain bike and trail running races) are requested to submit a course route map depicting the roads and trails that they intend to use as part of the event.

Liquor Licensing and Permits

- If alcohol is being served at the event, a valid special occasion liquor license is required. Organizers must check with Town staff if alcohol is in any way permitted at specific venues.
- Confirmation that liquor liability is included in the insurance coverage is to be submitted at the same time as proof of insurance.

6.2 Recreational Use of Stormwater Management Facilities

Some prohibitions are in place for areas of parks and trails that include stormwater infrastructure:

The Westview Dry Pond (Located at the south-west corner of the intersection of 20th Street and 27th Avenue)

- OPEN to all winter recreational activities
- OPEN to all summer recreational activities except when there is any standing water in the dry pond.

The Westview Wet Pond (Located immediately north of Highway #533, between 26th Avenue and 29th Avenue)

- The pond, shoreline and wetlands immediately surrounding the wet pond is closed to all recreational activities unless an approved license or permit has been issued by the Town for the purpose of an outdoor rink.
- The greenspace surrounding the pond is OPEN to all recreational activities at all times

Lions' Grove Park

- The wetlands at the south-east corner of Lion's Grove Park, adjacent to the intersection of Highway 2 Southbound and Highway 533 is CLOSED to ALL recreational activities at all times
- The wetlands and ditch on the east boundary, adjacent to Highway 2 southbound is CLOSED to ALL recreational activities at all times
- The storm water trench south of the area known as "Boomers Hill" is CLOSED to ALL recreational activities at all times
- All other areas of Lion's Grove Park are open to all recreational uses.

6.3 Seasonal Outdoor Rinks (including Westview Pond)

Risk Management of Outdoor Rinks

- Rules must be stated in at least two visible, lit, locations, clearly indicating:
 - Helmets are recommended;
 - No rough housing;

- What the date and time restrictions are;
- Use of cell phones and headphones on ice prohibited.
- Recommendation of children under 12 being accompanied by an adult;
- Closure time.
- The Town will typically require that any organizing group purchase no less than \$2million in comprehensive general liability insurance and add the Town of Nanton as an additional insured to that policy.
- The Town will typically require an indemnification clause in any agreement.

Ice Maintenance and Supervision

- It must be unambiguously determined whether the Town is leading or supporting the activity in partnership with a local group, association or society.
- It must be unambiguously determined if the group or the Town are supervising the activity or if it is an unsupervised area that is being offered for community use.
- The Town must undertake or ensure that others undertake the necessary reasonable maintenance and monitoring activities to manage the risk of incident.

Specifically, for the Westview Pond

- The Town must constantly monitor ice depth on a daily or more frequent basis during the period of a license/permit/ rental. This could be charged out at cost or greater.
- There must be clear signage at all access points showing when it is not safe to go on the ice.
- The Westview Pond cannot be an unsupervised outdoor rink;
- Minimum ice thickness for pond skating is 8 inches (for two weeks) in recognition of sudden thaws than result from chinook wind conditions;
- It should be noted that the Town's insurers discourage outdoor rinks on stormwater ponds due to the known elevated risks around them as compared to other surfaces. Organizers must take safety and ice conditions seriously and work with the Town in close partnership for participant safety.

Facility Management Considerations

- Management are authorized to suspend, reschedule or downscale certain arena operations and activities (with reasonable notice and discussion with user groups) to facilitate more affordable supervision of outdoor rink activities if required.

7.0 COMMUNITY BYLAW EXCEPTIONS FOR NOISE

Nanton's Community Bylaw empowers the Chief Administrative Officer/Development Authority to give PRIOR permission (i.e. a noise variance permission) that a person may use, operate or allow to be used or operated any machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of 9pm and 7am the next day, except Sundays which is 9:00 am.

An individual or organization seeking a permission for an activity that would otherwise be non-compliant with the Community Bylaw in terms of noise must provide a written request to the Town, identifying location and duration. A procedure for the Chief Administrative Officer or designates to grant an exception for an event is in place.

8.0 TEMPORARY STREET/ROAD CLOSURES

Temporary street/ road closures are permitted under the Town's Traffic Bylaw with the permission of the CAO or designate.

Applications for a temporary closure must address:

- The area impacted
- Dates, times and overall duration
- Traffic control
- Purpose and scale of participants/ spectators
- Solid Waste/ garbage management
- Notifications and Communications with public services, media and impacted businesses/ residents
- Accessibility

9.0 INDOOR FACILITIES

9.1 Indoor Facilities in General

All Nanton indoor facilities must be left in the same condition as before they were rented. Any damage to the walls, floors and/or damaged, missing or dirty equipment will be deducted from the damage deposit, if applicable. Any space or equipment not cleaned to the standard it was rented may be charged out for cleaning under charge out rates. A custodian is on site during events for life safety purposes. They ensure all emergency exits are clear, bathroom facilities are maintained, garbage receptacles are available, slip and fall hazards are dealt with and they are the main point of contact in an emergency. They are not on site to wash dishes or assist caterers.

9.2 Ice Surface/ Dry Surface Special events

Where the Tom Hornecker Recreation Centre (THRC) arena surface is concerned, use of this policy and the Community Event Application package only applies to special/ community events that not organized by the Town or its staff. Regular season schedules and bookings are covered by the Ice Allocation Policy, as amended.

10.0 BASEBALL DIAMONDS

- The Town of Nanton will provide a groomed outfield with the infield groomed and holes filled prior to first game.
- Bathroom and garbage will be provided by the Town of Nanton at each diamond rented.
- The Permittee must ensure that vehicles must not park blocking traffic, exits or field access.
- All games must be finished before 11:00 pm and not start before 7:00 am.
- Town Administration reserves the right to cancel games due to weather conditions effecting field. The permittee should provide as much notice as possible for cancelations due to weather or other circumstances;
- The permittee is responsible for infield and outfield as well as safety for public after games commence;
- The permittee is responsible for providing security at all times (at least 2 persons) while the event is running;
- Damage to private property is not the responsibility of the Town of Nanton. The permittee shall provide to the Town a copy of insurance for the event;

- Any costs incurred due to damage to the ball diamonds will be the permittee's responsibility
- Injuries to users are the responsibility of the permittee. Inspections, dragging, hole repair should be done after each game.

10.1 Vehicle Events on Ball Diamonds

"Show and Shine" events are a permitted event use on Nanton's Ball Diamonds, subject to the following additional restrictions:

- There shall be no public parking on the ball diamonds;
- The Town of Nanton reserves the right to postpone or cancel the event subject to ball diamond condition;
- There shall be no site contamination as a result of the event. Any vehicles with oil or related leaks shall have trays or other catch basins under them;
- The permit holder/ principal organizer shall contact the Community Peace Officer at least 14 days prior to the event to advise of any impact to traffic and/or safety issues.

11.0 FEES

Fees and charges will be calculated cumulatively as listed in the current Town of Nanton Fees and Rates Bylaw and this policy (damage deposit only).

Where a particular service or provision of equipment for a proposed event on municipal property has no listed fee or charge in bylaw or policy, the Chief Administrative Officer/ designate may identify or negotiate a reasonable fee for the service, equipment or cancellation if it is to be provided or otherwise incurred by the Town.

At present, Nanton **does not** charge a base fee for:

- Events or rentals in its parks, with the exception of the Baseball Diamonds
- Street/road closure applications/ permits
- Community Bylaw noise exception applications

Organizers must address other applicable costs and requirements (e.g. insurance), depending on the event.

11.1 Municipal Facility Rental Sponsorship and Promotional Grants

Annual Grants Disbursement Criteria Policy

Not-for-profit entities or service clubs based within the Town of Nanton may choose to apply for **sponsorship** from the Town under the associated policy to:

- Reduce or eliminate the facility user fees;
- help reduce or fully cover the costs of the required general liability insurance policy for their event(s)
- cover the cleaning /damage deposit amount.

Not-for-profit entities or service clubs based within the Town of Nanton may choose to apply for a **promotional grant** under the associated policy to:

- support promotional efforts related to Tourism, Economic Development, and or Community Development.

Resources available for sponsorship and grants are limited. Applicants should review the policy and associated form carefully

12.0 INSURANCE AND DAMAGE/ CLEANING DEPOSITS

Insurance and Damage Deposit Requirements

Points	Risk Level	Minimum Liability Insurance Required	Cleaning/ Damage Deposit		
			Events – per day of event	Commercial Business – per permit	Sports clubs/ associations – per season
1 – 2	Low	none	none	none	none
3 – 5	Medium	\$2 million	\$150	\$150	\$250
6 – 8	Medium	\$3 million	\$300	\$300	\$500
9 – 13	High	\$5 million	\$400	\$400	\$500
14 +	High	As recommended by insurer	\$500	\$500	\$500

Risk Factor Table

Risk Factors	Points	Points Allocated
Alcohol served	5	
Animals in attendance or involved in any activity	1	
Attendance (maximum expected): 1 to 100 101 to 300 301 to 1,000 1,001 to 2,000 2,001 to 5,000 5,001 to 10,000	1 3 5 7 9 10	
Fireworks or open flame	9	
Prepared food served to public (unless covered under separate policy)	1	
People on roadway	1	
Rides offered of any kind, including mechanical and animal	2	
Stage	1 per stage	
Motorized vehicle involvement	1	
Sport activity:		
• Non-contact, e.g. tennis, running, yoga	1	
• Minor contact, e.g. soccer, baseball	2	
• Contact, e.g. football, hockey	3	
• Outdoor Adventure Sports, e.g. mountain biking, kayaking, rock climbing	5	
TOTAL		

Policies rescinded by this Policy:

Ball Diamonds Rentals For Event Cars (2010)

Community Facilities (2012)

Recreation Facility Use (2018)

Recreational Use of Stormwater Management Facilities (2017)

Recreational Facility Rental Cancellation (2011)