



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-19	Special Event Permits
ORIGINAL APPROVAL DATE	DATE LAST REVISED
June 20, 2016	January 21, 2019

Purpose

To have in place standards and guidelines to facilitate the consistent, transparent and diligent review and processing of applications thereby ensuring the safe undertaking of Special Events that impact the public or public property on or within the community.

Policy Statement

The City of St. Albert believes that Special Events are important to the culture of the City & Community, contributing to the social fabric that builds community identity and pride and for the economic, cultural and recreational benefits they bring to the City.

The City of St. Albert is interested in supporting and encouraging special events within the community and will support the organizers through facilitating their applications as expediently as operationally possible in accordance with the provisions within this policy.

Definitions

“**Highway**” is as defined in the Traffic Bylaw 18/2005, as amended from time to time.

“**Public Place**” is as defined in the Traffic Bylaw 18/2005, as amended from time to time.

“**Special Event**” is defined as an event to be held in a Public Place which meets the following criteria:

- celebrates a specific theme;
- has a pre-determined set date/time; and
- is generally available to the community at large.

For the purposes of this Policy, “Special Event” does not include a rental of facilities that are contained completely within, or on the grounds of, a City owned building and that is subject to specific facility rental terms as outlined in existing operating practices, nor does it include the Family and Community Support Services coordinated “Block Party” program events.

Responsibilities

1. City Council is responsible to ensure that appropriate resources are available to allow for the ongoing implementation of this Policy and the support of Special Events as outlined within this Policy.
2. The Chief Administrative Officer or delegate(s) is responsible to:
 - a. establish a clear process for the review and processing of applications;
 - b. present to Council, as required, Business Cases or Capital Charters for annual resources required to fulfill the processing, management and support of Special Events;
 - c. establish a process to track the number of Special Events that are undertaken on public lands and track the in-kind resource support provided to the events.

Service Standards/ Expectations

1. Any person or organization wishing to utilize public lands (including on Highways or having an impact on a Highway) to host a Special Event will be required to obtain either a “Special Event” permit or a valid “License of Occupation”, or other valid contract or agreement from the City.
2.
 - a. Subject to subsection 2(c) or any applicable legislative provision, any individual or organization wishing to host a Special Event shall submit their application a minimum of 60 days in advance of the proposed event date. For the purposes of this provision the “Event Date” shall be the first date in which the organizer requires to commence set up or restrictions on the site.
 - b. Subject to subsection 2(c) or any applicable legislative provision, a Special Event that:
 - a) will or may impact on traffic flows or cause temporary road closures;
 - b) will or may include the consumption of alcohol;
 - c) will require a Noise Bylaw or any other bylaw exemption; or
 - d) is an outdoor event with the potential to have greater than 500 participants at any one time;

shall have the application submitted to the City no less than 120 days in advance of the proposed date of the event.

- c. The Chief Administrative Officer may provide an exemption to the minimum application deadlines as a result of extenuating circumstances that reasonably prohibit meeting the deadlines as noted in this policy.
3. The City of St. Albert shall require that all applicants provide proof of liability insurance coverage of not less than \$2,000,000 prior to the commencement of the event. The insurance must include clauses that protect any loss or injury that results from the activities of the applicant, its employees, volunteers, agents, contractors and invitees. The City of St. Albert shall endeavor to facilitate coverage, on a cost recovery basis to participants that do not have their own policies of insurance.
4. Subject to the availability of resources and in accordance with any relevant City policies or bylaws, the City shall provide logistical support and resources to not-for-profit Special Events. Special Events that are deemed “for profit” shall be liable for any direct costs incurred by or required to be supplied by the City.
5. The holder of a “Special Event permit” shall be entitled to have all reasonable rights to the location granted in accordance with any specification or conditions as outlined within the terms of the permit.

Cross References

Traffic Bylaw 18/2005
C-CS-07 St. Albert Place Hours & Access
C-CF-16 Municipal fees & Charges

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
June 2016 – Recreation and Parks	2020 – Recreation and Parks	June 20, 2016 – C398-2016 January 21, 2019 – AR-19-003