

COUNCIL POLICY



Document Name: Special Events on Municipal Land

Department Name: Community Services

Document Number: FEM-130

Effective Date: March 11, 2025

Next Revision Date: March 11, 2028

STRATEGIC PLAN LINKAGE

- Fiscal Management
- Building Partnerships
- Rural and Indigenous Communities and Relationships

PURPOSE AND OBJECTIVE:

The Regional Municipality of Wood Buffalo (the “Municipality”) supports and promotes a vibrant culture that will bring our story to life through celebrations and events that help build pride in our region and encourage the use of public places for increased social interaction.

The purpose of the Special Events on Municipal Land Policy (the “Policy”) is to provide a consistent and equitable framework for the effective management and approval of public and private Special Events held on Municipal Land.

GENERAL PRINCIPLES

1. Definitions

- 1.1. “Administration” means employees of the Regional Municipality of Wood Buffalo who are responsible for accepting and processing applications for Special Events permits.
- 1.2. “Commercial Organization” means any organization which operates on a for-profit basis, and which has a business licence as set out in the License Bylaw No. 01/031.
- 1.3. “Community Group” means an unincorporated group composed of individual residents who have joined together for a shared interest.
- 1.4. “Non-profit Organization” means a group incorporated under the *Societies Act* of Alberta or the *Societies Act* of Canada.
- 1.5. “Event Manager” means the person designated by the event organizers as the primary person responsible for the event and identified as the contact person on the Special Event permit application.

- 1.6. "Municipal Land" means land owned by the Municipality; land zoned for Parks and Recreation under the Land Use Bylaw No. 99/059; public open spaces; municipally owned parks, trails, public squares, parking lots, roadways; and areas that could be used for an event.
- 1.7. "Parade" or "Procession" means a large public group of people or things moving forward in an orderly, regular, or ceremonial manner, held in honour of an anniversary, person, or event.
- 1.8. "Special Event" means a development related to the assembly or meeting of persons for a limited period of time held for a specific purpose.

2. Responsibilities

2.1. Council to:

- 2.1.1. approve this Policy and any future amendments, as required.

2.2. Chief Administrative Officer ("CAO") to:

- 2.2.1. recommend any amendments to this Policy;
- 2.2.2. support implementation of this Policy; and
- 2.2.3. review all applications for Parades or Processions and unconditionally approve or deny such applications.

3. General Procedures

3.1. Special Events:

- 3.1.1. Special Events include, but are not limited to, a gathering for community, cultural, charitable, educational, recreational, or sporting events.
- 3.1.2. Special Events do not include:
 - 3.1.2.1. events that are intrinsic and ancillary to a use that has a valid development permit; or
 - 3.1.2.2. events that take place for non-commercial and personal use on a parcel of land within an urban or rural residential district consisting of not greater than 1 person per 15 square metres (15 m²) to a maximum of 150 persons.

3.2. Special Event Permit Application:

- 3.2.1. An individual or organization may submit a Special Event permit application, including any prescribed application fees, as described in this Policy to obtain permission to use Municipal Land for a Special Event.
- 3.2.2. Applicants are required to submit completed applications at least 28 days prior to the event date to allow Administration time to evaluate their request.
 - 3.2.2.1. It is recommended that Event Managers submit the Special Event permit application form to the Municipality at least 90 days prior to the event date to ensure adequate time for review and circulation of the application review when:

- 3.2.2.1.1. events may require extensive review;
 - 3.2.2.1.2. events require further involvement from the Municipality;
or
 - 3.2.2.1.3. events could have impacts on traffic, pedestrians, or the surrounding community.
- 3.2.3. Administration is authorized to set requirements and conditions regarding Special Events that may include, but are not limited to:
- 3.2.3.1. application fees
 - 3.2.3.2. site plans;
 - 3.2.3.3. parking and management plans;
 - 3.2.3.4. building plans for any proposed structures;
 - 3.2.3.5. signage plans;
 - 3.2.3.6. emergency response plans; and
 - 3.2.3.7. descriptions of the hours of operation of the Special Event.
- 3.2.4. Administration shall determine whether liability insurance is required for the Special Event, and, if required, shall determine the appropriate level of insurance based on the Special Event details.
- 3.2.5. Administration shall determine whether a security deposit is required to safeguard against damage to Municipal property, and, if required, shall determine the appropriate amount based on the Special Event details.
- 3.2.6. Applicant organizations may be required to pay additional fees to account for the costs associated with the municipal services required to run the Special Event.
- 3.2.6.1. Potential additional fees include, but are not limited to:
 - 3.2.6.1.1. policing;
 - 3.2.6.1.2. road closures;
 - 3.2.6.1.3. transportation of municipal property (e.g., picnic tables, waste receptacles, fire pits, and barricades);
 - 3.2.6.1.4. clean up;
 - 3.2.6.1.5. Wood Buffalo Transit system detours; and
 - 3.2.6.1.6. medical services.
- 3.2.7. Commercial Organizations are not permitted to operate on Municipal Land, unless specifically authorized by the issuance of a Special Event permit.
- 3.3. Special Event Approval Process:**
- 3.3.1. Administration will receive, review, circulate to all internal departments, and approve or decline the Special Event permit application.
 - 3.3.2. Applications for Parades or Processions must be reviewed and approved by the CAO after all internal departments have reviewed and commented on the Special Event application.

- 3.3.3. Administration will review submitted Special Event permit applications to verify completeness and to assess suitability of the Special Event for the location.
- 3.3.4. After circulation and review, Administration may issue a Special Event permit or provide a list of additional requirements for the Special Event.
 - 3.3.4.1. A Special Event permit shall not be issued until it is confirmed that the applicant organization has met all the additional requirements.
- 3.3.5. Upon acceptance of a Special Event permit, Event Managers are obligated to ensure the applicant organization complies with all instructions and requirements outlined in the Special Event permit, and with all applicable bylaws, legislation, and official rules or regulations.
- 3.3.6. Administration will prioritize the allocation of Municipal Land for Special Events as follows:
 - 3.3.6.1. Priority 1 – programs, festivals, and Special Events sponsored by the Municipality
 - 3.3.6.2. Priority 2 – programs, festivals, and Special Events sponsored by a school
 - 3.3.6.3. Priority 3 – Community Groups which regularly use a space for Special Events
 - 3.3.6.4. Priority 4 – Community Groups which use a space for Special Events infrequently or without an established schedule
 - 3.3.6.5. Priority 5 – Non-profit Organizations
 - 3.3.6.6. Priority 6 – Commercial Organizations that do not charge a fee or generate revenue for attendance at the Special Event.
 - 3.3.6.7. Priority 7 – Commercial Organizations that operate within the Municipality
 - 3.3.6.8. Priority 8 – Commercial Organizations that operate outside the Municipality

3.4. **Refusing or Rescinding Permits:**


- 3.4.1. The Municipality reserves the right to refuse or rescind Special Event permits at its sole discretion. Reasons for refusing or rescinding a permit for a Special Event include, but are not limited to:
 - 3.4.1.1. the promotion of hate or discrimination;
 - 3.4.1.2. non-compliance with any requirements laid out in this policy or other relevant municipal policies, permits and bylaws;
 - 3.4.1.3. threats to public safety; and
 - 3.4.1.4. destruction of public property.

4. **Rescind and Replace**


This Council Policy rescinds and replaces Special Event Policy for Municipal Parks and Public Open Spaces PRL-130, dated June 11, 2013.

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer


Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE:

Legal References: Safety Codes Act, RSA 2000, c S-1
 Elevating Devices, Passenger Ropeways and Amusement Rides Permit
 Regulation, Alta Reg 28/2012
 Community Standards Bylaw No. 21/010
 License Bylaw No. 01/031
 Roads and Transportation Bylaw No. 02/079

Position Responsible: Director, Community Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
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