



## TOWN OF BLACK DIAMOND POLICY

<b>POLICY #:</b> EDEV-026	<i>(formerly named 12-48 Parades, Assemblies, Picketing Policy)</i>
<b>TITLE:</b> Special Events	
<b>Approval Date:</b> October 15, 2003	<b>Resolution #:</b> 2003-329
<b>Revisions:</b>	
<b>Approval Date:</b> June 3, 2009	<b>Resolution #:</b> 2009-229
August 19, 2020	2020-328
<b>Department:</b> Economic Development	

**Policy Statement:**

The Town of Black Diamond encourages Special Events to be held throughout the year, either by the Town itself, or by members of the public, or in partnership.

**1. Reason for Policy**

- 1.1. The Town of Black Diamond wishes to establish a process for persons to hold Special Events, ensuring the safety and enjoyment of the public.

**2. Related Information**

- 2.1. Special Event Application Form (*Appendix A of the associated Procedures*).
- 2.2. Special Event Application Circulation (*Appendix B of the associated Procedures*).
- 2.3. Sample Letter of Confirmation of Special Event Approval (*Appendix C of the associated Procedures*).
- 2.4. Sample Notice of Special Event (*Appendix D of the associated Procedures*).
- 2.5. Special Event Post Event Form (*Appendix E of the associated Procedures*).
- 2.6. Town of Black Diamond Bylaws: (*available on website, as amended or replaced*)
  - Bylaw 04-11 Order Bylaw
  - Bylaw 02-09 Traffic Bylaw
  - Bylaw 00-22 Fire Bylaw



- Bylaw 18-08 Smoking and Vaping Bylaw
  - Bylaw 16-03 Parks Bylaw
  - Bylaw 09-18 Business License Bylaw
  - Bylaw 85-10 Noise Control Bylaw
- 2.7. Provincial Legislation that *may* be applicable:
- Gaming, Liquor and Cannabis Act

### 3. Definitions

- 3.1. “*Applicant*” means for the purpose of this policy, any person, corporation, not-for-profit, society, or group of people responsible for coordinating a Special Event from start to finish, including submission of applications and post event reporting.
- 3.2. “*Chief Administrative Officer*” or “*CAO*” means the person appointed to the position by the Council of the Town of Black Diamond to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Town of Black Diamond Chief Administrative Officer Bylaw.
- 3.3. “*Private Event*” means any event that is of a personal nature, where attendance is by invitation only. Such events may include, but are not limited to; weddings, birthday parties, baby showers, family reunions or block parties. A Private Event that restricts typical access to Public Lands is considered a Special Event.
- 3.4. “*Public Lands*” means any Town-owned and operated property, including but not limited to; facilities, parks, streets, sidewalks and boulevards located in the Town of Black Diamond.
- 3.5. “*Special Event*” means any gathering of people for the purpose of celebration, festivals, sharing information or resources, special interests or other like events, which may include, but are not limited to:
- parades
  - festivals (Canada Day, Light Up Black Diamond)
  - car shows
  - sports events (triathlons, marathons, bike races)
  - Private Events
  - fundraising events
- 3.6. “*Town*” means the municipal corporation of the Town of Black Diamond.
- 3.7. “*Town Council*” means the duly elected Council for the Town of Black Diamond.

### 4. Responsibilities

- 4.1. Town Council is to:
- 4.1.1. Approve by resolution this policy and any amendments.
  - 4.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
  - 4.1.3. Ensure all policies conform to the overall mission, goals and values as set out in the Town’s Strategic Plan.



**4.2. Chief Administrative Officer (CAO) is to:**

- 4.2.1.** Ensure that this policy and procedure is reviewed every three years.
- 4.2.2.** Ensure implementation of this policy and approve procedures and any amendments thereto.

**4.3. Special Events Coordinator is to:**

- 4.3.1.** Understand, and adhere to this policy and procedure.
- 4.3.2.** Ensure implementation of this policy and procedure within their departments.
- 4.3.3.** Ensure that all criteria of the Procedure are met prior to approval of any application.
- 4.3.4.** Make recommendations to the CAO for necessary policy or procedure amendments.
- 4.3.5.** Ensure employees are aware of and adhere to this policy and procedure.

**4.4. All Employees to:**

- 4.4.1.** Understand and adhere to this policy and procedure.

**5. End of Policy**