



## TOWN OF BLACK DIAMOND PROCEDURE

<b>Procedure #:</b> EDEV-026
<b>PROCEDURE TITLE:</b> Special Events
<b>Approval Date:</b> August 19, 2020
<b>Revision Date:</b>
<b>Department:</b> Economic Development

### 1. Applicant Responsibilities

1.1. The Town of Black Diamond wishes to work with its residents and other supporters to ensure that all Special Events are held safely, and that all affected persons have the opportunity to be aware of any Special Event that may affect them directly.

1.2. Applicants must prepare and submit a completed Special Event Application Form (Appendix A), including all required attachments, to the Special Events Coordinator.

- a) Special Events require Application Forms if one or more of the following criteria are met:
- a Town-hosted event
  - an event open to the public
  - a private event held on town-owned land
  - an event requiring a road closure or traffic calming measures
  - an event requiring the use of a facility outside of its intended purpose, or when the usage of the facility restricts the public's usual access to the facility, or when the event is held outside of the regular hours of operation for the facility
  - an event where alcohol is being served on town-owned land
    - Excepted facilities would include those with separate rental agreements in place, such as, but not limited to, the Oilfields Regional Arena or the Scott Seaman Sports Rinks, where such rental agreements accommodate the serving of alcohol.
- b) Events held on private property that require no assistance or resources from the Town of Black Diamond are not considered to be Special Events, and will not require an Application Form.



- 1.3. All Special Event Application Forms must be completed and submitted at least four (4) weeks prior to the proposed date of the Special Event.
- 1.4. Applicants must ensure that all aspects of the Special Event are in compliance with Municipal Bylaws, all Provincial and Federal laws, including the conduct and safety of all individuals working or attending the Special Event, and any contractors hired to provide a service to the event.
- 1.5. At the discretion of the Special Events Coordinator, Applicants may be required to submit an Emergency Response Plan (ERP) for the Special Event.
- 1.6. Applicants are required to provide a Site Map of the area where the event shall take place. All event activities, structures, entrances, exits, parking, first aid, traffic control, participant routes or any other notable items must be clearly identified.
- 1.7. Failure to fully inform the Town of the actual scope of any Special Event, any need to provide traffic assistance, barricades, permits, inspections, or to provide any licensing required by other levels of government or other agencies, may jeopardize the safety and enjoyment of the event. Applicants may be held directly responsible for any matters arising.
- 1.8. Applicants may be required, by the Special Events Coordinator or their designate, to directly inform affected property owners of such things as road closures, traffic calming measures, early or late hours of an event, or any other circumstance that may restrict the use or enjoyment of nearby property occupants.  
The notice shall include:
  - a) The name of the Special Event, type and the date of the Special Event;
  - b) The name and contact information of the Special Event Applicant;
  - 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 am to 11:00 pm);
  - d) Details outlining the Special Event that may impact neighbours including road closures, parking restrictions, higher than normal foot traffic, noise, disruption to business, and any other pertinent information.
- 1.9. Applicants are responsible for full reimbursement of any clean-up costs borne by the Town, arising from the event. Applicants will receive an invoice from the Town for any costs incurred, including the use of municipal resources.
- 1.10. A Special Event application, or any portion of the application, may be denied if there is deemed to be a threat to citizen safety or wellbeing.
- 1.11. Repeating events showing a history of complaints or failure to comply with bylaws, legislation or the general information provided within the application may be refused any future applications.

## 2. Post Event Review

- 2.1. At the discretion of the Special Events Coordinator, applicants may be asked to complete a Post Event Review.



### **3. Insurance**

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

- a)** A minimum of \$2,000,000 (two million dollars) General Liability Coverage per occurrence may be required with the Town of Black Diamond 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:
  - Where the format and/or content of the Special Event is deemed high risk, minimum additional liability coverage of \$5,000,000 (five million dollars) per occurrence shall be required;
  - Where vehicles are to be used in the Public Lands, a minimum \$2,000,000 (two million dollars) per occurrence third party automobile Personal Liability and Property Damage “PLPD” insurance is required;
  - Where alcohol is served or sold in the Public Lands, the Applicant shall obtain an extension to normal general liability to include Host Liquor Liability in the amount of \$2,000,000 (two million dollars).

### **4. Town Responsibilities**

**4.1.** The Special Events Coordinator or their designate will review all Special Event Application Forms and respond to the Applicant with any questions, comments or requests for further information within seven (7) days.

**4.2.** The Special Events Coordinator will:

- provide assistance to the Applicant to ensure that they are aware of any requirements that need to be fulfilled in order to comply with bylaws or legislation;
- work with Town of Black Diamond Public Works, Peace Officers, first responders or other departments or agencies as required to ensure traffic safety, and will submit to those agencies all required circulations or notifications of requests for traffic calming, road closures, etc.;
- work with Town of Black Diamond departments, as required, if the application involves the use of Town-owned land, to determine:
  - if the land is available; and
  - if the Special Event activities are appropriate for the space requested.
- work with the Town of Black Diamond Fire Department if any portion of the Request Form requires assistance, permitting or attendance by the Fire Department.
- obtain any necessary Certificate of Insurance from the Applicant, naming the Town as a Additional Named Insured.

**4.3.** The Special Events Coordinator will ensure that all bylaws and legislation applicable to the event outlined on the application are understood and the requirements are met by the Applicant before approving the application.



- 4.4. The Special Events Coordinator will provide the Applicant with a copy of the approval or the refusal of the application. Any refusal must provide reasons.
- 4.5. If approving the application, the Special Events Coordinator will provide the Applicant with a PDF or hard copy of a completed Notice of Special Event (Appendix D) to assist the Applicant in notifying affected residences or businesses of the event.
- 4.6. The Applicant is required to deliver the Notice of Special Event to all occupied properties within an area determined, by the Special Events Coordinator, to be affected by the event.

**5. End of Procedure**

**APPROVAL**

  
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 Sharlene Brown, CAO

Aug. 24/2020  
 Date

**REVIEW**

**Procedure reviewed, no changes required:**

CAO Signature	CAO Name <i>(print)</i>	Date Reviewed/Approved
CAO Signature	CAO Name <i>(print)</i>	Date Reviewed/Approved
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