

## **SPECIAL EVENTS POLICY**

### **Policy Statement:**

This policy is intended to guide the application and permitting of special events within the RM of Lumsden No. 189.

### **1. Purpose:**

To regulate and permit special events within the RM of Lumsden No. 189 (RM) to ensure public safety.

### **2. Definitions**

Special Event is an event or gathering with 50 or more people in attendance.

Special Event Permit is a permit issued by the Development Officer authorizing a special event to occur.

### **3. Application**

- a) Landowners and/or event operators may apply for a Special Event Permit by submitting a Special Event Application Form. A completed application form, site plan, and application fee must be received by the Planning and Development Department a minimum of 15 days prior to the proposed event.
- b) The applicant or agent must be at least 18 years of age. If the proposed event will serve alcohol, the applicant or agent must be at least 19 years of age and may be asked to provide proof of government-issued identification at the time of application.
- c) The application fee is \$50.00.
- d) The application shall include a site plan containing the location of:
  - (i) The proposed event site on the property, including measurements of the event area, and setbacks distances from the front, side, and rear property lines.
  - (ii) The existing buildings, structures, and features on the property, including dwellings, shops, dugouts, etc.
  - (iii) Any proposed building or structures, including tents, stages, platforms, washroom facilities, etc.
  - (iv) Non-alcoholic snack and refreshment areas.
  - (v) Alcohol serving and consumption areas.
  - (vi) Any barricades, fencing, tables, chairs, and other accessories.
  - (vii) Any public utilities.

## Special Events Policy

- e) Additional plans may be required with the application containing the location of:
  - (i) First aid supplies, facilities, and/or services, if required
  - (ii) Fire prevention and protection supplies, facilities, and/or services, if required
  - (iii) Water supply
  - (iv) Washroom and sanitation facilities
  - (v) Food supply, if applicable
  - (vi) Vehicle parking, access, and on-site traffic control
  - (vii) Security, if applicable
- f) The application shall be reviewed by the Planning and Development Department.
- g) Applications for events within 1000 metres from the boundaries of any municipality or First Nation lands shall be referred to the parties for comments. Received comments shall be considered by the Development Officer.
- h) Applications may be referred to and/or obtain information from the Royal Canadian Mounted Police, the Saskatchewan Health Authority, the Saskatchewan Liquor and Gaming Authority, and/or any other agency that may assist the Developer Office in consideration of the application.
- i) The reviewed application shall be submitted to the Development Officer for a decision. A response shall be provided in writing to the applicant.

### **4. Special Events Permit**

- a) If the Development Officer approves the application, a Special Events Permit will be provided to the applicant, noting any conditions of approval.
- b) If the Development Officer refuses the application, a Notice of Decision will be provided to the applicant.
- c) The Special Events Permit will be valid for the time specified on the permit.

### **5. Applicant and Landowner Responsibilities**

The responsibilities of the applicants and landowner are:

- a) To keep the event area free from rubbish and debris.
- b) To obtain an approved Development Permit and Building Permit for any building or structures associated with the event.
- c) To obtain all licenses or permits required by other authority having jurisdiction with respect to the use of the event area (i.e., Sask Liquor and Gaming Authority).
- d) To provide public liability insurance in the amount of not less than \$2,000,000 for the area and must indemnify the RM safe and harmless from all claims of injury to persons or damage to

## Special Events Policy

property attributable, in whole, or in part, to the existence, location, and operation of the event.

- e) To remove all associated structures and buildings associated from the within 7 days of the end of the event.

### 6. Additional Requirements and Standards

#### 1. General

- a) The RM reserves the right to determine the maximum number of tickets sold for the event.
- b) The RM reserves the right to determine the maximum number of vehicle trips per day to and from the site permitted during the event.
- c) The RM reserves the right to refuse or cancel the permit in the event of dangerous weather and/or unfavourable road conditions along seasonal roads.
- d) Alcoholic beverages may be served provided the event is licensed to serve alcohol and has received approval from the Saskatchewan Liquor and Gaming Authority.
- e) All lighting should be temporary in nature, and not project into oncoming traffic or adjacent properties.
- f) The applicant shall contact neighbouring landowners prior to the event to ensure the date does not occur during regular farm activities such as spraying or combining.
- g) The applicant shall notify the neighbouring landowners a minimum of one (1) week prior to the event.
- h) The event shall contribute positively to the RM and the perception of the surrounding area. Inappropriate behaviour, management practices, or increases in calls for services from the Police, Fire, or any other agency shall be grounds for immediate termination of the lease.
- i) The applicant is responsible to hire a security company, if required.

#### 2. Access Parking

- a) Traffic routes to and from the event shall be directed away from seasonal roads which may be impassable in certain weather conditions or routes with insufficient capacity for the expected number of vehicles associated with the event.
- b) All patron parking shall be on the site, with no parking on any municipal rights-of-way.
- c) The applicant is responsible to have any offending vehicles towed at the owner's expense.

#### 3. Accessibility and Safety

All public events and/or private events with more than 150 people shall have:

- a) First aid supplies, facilities, and/or services
- b) Fire prevention and protection supplies, facilities, and/or services
- c) A minimum of one (1) accessible washroom located on the site.
- d) A minimum of one (1) accessible parking space per 25 expected vehicles shall be located on the site. An accessible parking space is 3.7 metres width by 5.2 metres length and must have even ground to accommodate travelling for walking and mobility devices to the event site.

## Special Events Policy

- e) An alert system using a light, with the ability to flash shall be installed in a highly visible location to use to inform people with impaired hearing of emergency.
- f) An alert system using a sound capable of making noise at or above 85 decibels shall be required to use to inform people with visual impairments and impaired hearing of emergency. An airhorn, megaphone, or similar instrument may be used to meet this requirement.