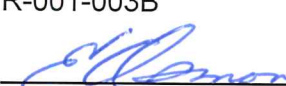




## POLICY

POLICY TITLE: Special Events Policy  
POLICY #: R-001-003C  
EFFECTIVE DATE: February 10, 2025  
ADOPTED BY COUNCIL ON: February 10, 2025  
RESOLUTION #: 314-02-25  
SUPERCEDES: R-001-003B  
SIGNATURE: 

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### POLICY STATEMENT:

The Town of Sylvan Lake shall enact a Policy that promotes a consistent approach to approving Special Events within the Town of Sylvan Lake.

### THE PURPOSE OF THIS POLICY IS TO:

Allow the Town of Sylvan Lake to facilitate special events while preserving and protecting publicly owned facilities and lands. It will endeavor to ensure compliance with laws, address public health and safety & the impact of events on adjacent neighbourhoods.

### 1. DEFINITIONS:

- a. Applicant: means the contact person(s) or organization submitting an application to host a Special Event in the Town of Sylvan Lake.
- b. Arterial Roads: Major roadways utilized as community wide connectors that carry the highest traffic volumes, or as otherwise defined by the Director of Public Works.
- c. Category A: means special events that require a road closure on an arterial roadway(s) and events including special circumstances or approvals (i.e. permitting an event to sell liquor in a park, permitting an event to operate outside of the public hours of the park, etc).
- d. Category B: means special events that require a road closure, events that expect more than 500 attendees and/or events that include alcohol.
- e. Category C: means special events held on all other Town Property including parking lots, trails, and/or parks.
- f. Committee: means the Community Services Committee.



- g. Special Event: means an organized event, program or service, occurring in the Town of Sylvan Lake which is open to intended to or has potential to attract the general public and will take place on publicly owned land or in publicly owned facilities when the facility is being used for something besides its intended purpose.
- h. Special Event Permit Coordinator: means the employee of the Town of Sylvan Lake designated to administer the special events policy and procedures and to act as the liaison with the Applicant.
- i. Town: means the Town of Sylvan Lake and the departments designated by the Chief Administrative Officer (CAO) to implement this policy.
- j. Town Designate: means the employee of the Town of Sylvan Lake designated to approve Category C events, application changes, Special Events occurring annually and gives authorization to waive, in whole or in part, the requirement of a damage deposit.

## **2. RESPONSIBILITIES:**

- a. Council to:
  - i. set Town policy;
  - ii. approve or deny Category A Special Event applications;
- b. Community Services Committee to:
  - i. approve or deny Category B Special Event applications as directed by the Special Event Permit Coordinator or Town Designate; and
  - ii. make recommendations to Council to approve or deny Category A Special Event applications.
- c. Chief Administrative Officer to:
  - i. designate a position to act as the Special Events Permit Coordinator; and
  - ii. designate a position to act as the Town Designate.
- d. Management to:
  - i. Ensure that all department employees are familiar with this policy;
  - ii. administer the policy within the department;
  - iii. recommend changes in policy and procedures;
  - iv. review Special Event Applications and provide departmental feedback to Special Event Permit Coordinator; and
  - v. direct and support Special Event Permit Coordinator in administration of policy.
- e. Town Designate to:
  - i. approve or deny Category C Special Event applications;
  - ii. approve or deny application changes for approved Special Event applications;
  - iii. approve Special Events occurring annually;
  - iv. give authorization to waive, in whole or in part, the requirement of a damage deposit.



- f. Special Event Permit Coordinator to:
  - i. approve or deny date change requests for approved Special Event applications;
  - ii. correspond with event applicant from application to follow up phase;
  - iii. responsible for the collection of Special Event applications and supporting documentation;
  - iv. distribute applications for review amongst Town departments and related agencies;
  - v. review and permit/deny applications and/or direct decision to the Committee and/or Council;
  - vi. advise applicant and appropriate Town departments and related agencies of decision; and
  - vii. complete a follow up report if any problems or complaints arise from event.
- g. Applicant to:
  - i. correspond with the Special Event Permit Coordinator regarding all matters pertaining to the Special Event; and
  - ii. ensure that all requirements and conditions of the Special Event are met in the outlined timelines, including but not limited to; the application and required documentation, contact with related agencies and clean up in a timely manner, to the satisfaction of the Town of Sylvan Lake.

**POLICY REVIEW:**

This policy will be reviewed every three years unless an amendment is required by Council or Administration.



## PROCEDURES:

- a. For Special Events that will take place on publically owned land or in publically owned facilities within the Town of Sylvan Lake, a Special Event Permit Application (Schedule A) and supporting documentation shall be submitted to the Recreation, Culture & Tourism Department.

Event Category	Description	Minimum Application Approval Time
A	Events that require a road closure on an arterial roadway and events including special circumstances or approvals.	3 months
B	Events that require a road closure, events that expect more than 500 attendees and/or events that include alcohol.	2 months
C	Events held on all other Town property including parking lots, trails and parks.	1 month

\* Application approval times may take longer than the minimum approval time depending on the Special Event and activities being requested.

- b. The submitted Special Event Permit Application and supporting documents will be distributed to Town of Sylvan Lake departments, Sylvan Lake RCMP, and Alberta Health Services for comments.
- c. The Town Designate may approve or deny the application if it is a Category C event or is an annual event that has been approved in the previous year and there has been no major changes to the application. All annual events in which the Town has received a formal complaint will be directed to the Committee and/or Council for a decision. The Special Event Permit Coordinator will direct the application to the Committee for a decision if it is a Category B event or to Council if it is a Category A event.
- d. A letter to approve or deny the application to host a Special Event will be provided to the Applicant once the application has been processed. Notices to approve or deny the Special Event will also be distributed as required to Town Council, Town Departments, Sylvan Lake RCMP, Alberta Health Services, Alberta Gaming & Liquor Commission and SOCAN.
- e. Events expecting attendance of more than 25 persons are required to provide toilets, handwashing stations and garbage receptacles at their own cost and in alignment with current Alberta Health Services requirements.
- f. The Town may provide access to power panels when available. Power access will be billed at the fee outlined in the Town's Fees and Charges Bylaw.

- g. Applicants must pay any fees required under the Town of Sylvan Lake's Fees and Charges Bylaw a minimum of 14 days prior to the event before the Town will grant any Special Event Permit. Applicants are responsible for ALL costs associated with the Special Event, including but not limited to costs to provide equipment, supplies, parks staff, public works assistance, bylaw enforcement, fire services, policing or any additional services required to host the event or restore Town facilities and lands after the Special Event.
- h. Applicants must complete and submit the Event Organizers Hazzard and Vulnerability Assessment along with an Emergency Response Plan. The Special Event Permit Coordinator may approve or deny the event application without Emergency Response Plan acceptable to the Town.
- i. Damage deposit in the minimum amount of \$1,000 (One Thousand Dollars). In the interest of promoting events within the Town, the Town Designate may waive, in whole or in part, the requirement of a damage deposit provided that the amount of clean up or maintenance that would be required to restore the route or location to its original state is minimal. This does not exempt the applicant from being responsible for any resulting cleanup of the route or location at which the event occurs.
- j. The applicant will have a period of 48 hours to assess any potential change to the original state of the route or location. Any potential restoration required must be completed within that 48 hour period, after which time the Town will take over any necessary restorations, followed by an invoice for any staff time, materials and resources required to restore said route or location.
- k. Once all of the Town's requirements have been fulfilled, including receipt of all documents, a Special Event Permit may be issued to the Applicant. A copy of the approved permit must be kept at the special event location and produced if required.
- l. If the Applicant wishes to make changes to their Special Event Permit Application (ie date change), they must complete the Application Changes Form. Major changes may result in the Applicant being required to submit a new Special Event Permit Application and start the approval process over. The Town Designate may approve or deny Application Changes for approved Special Event applications or decide if the Applicant needs to submit a new Special Event Permit Application. The Special Event Permit Coordinator may approve or deny date changes for Approved Special Event applications. Applicant should also be aware of Town events occurring at the same time, as available resources will be provided to Town events as a priority.
- m. It is the responsibility of the Applicant for any and all damages, losses or overstay of bookings to the Town from the time of set up to final tear down of the event facility or site. Amounts will be invoiced to the Applicant.
- n. The Special Event Permit Coordinator or Town Designate will submit a follow up report to management within fourteen (14) days following the event if any formal complaints have been made about the event.

- o. Refusal, cancellation or the cease of activities of a Special Event may be carried out by the Committee, the Chief Administrative Officer or Designate of the Town of Sylvan Lake and/or local authorities, emergency services and Provincial or Federal agencies upon consideration of one or more of the following reasons;
  - i. Amendments made to an approved Special Event Permit were not approved by the Special Event Permit Coordinator;
  - ii. The applicant does not or no longer meets the requirements of the policy;
  - iii. The applicant does not hold valid or applicable documentation;
  - iv. The applicant does not follow the codes, rules, regulations, and bylaws of the Town of Sylvan Lake, the Province of Alberta, and the Government of Canada.
  - v. In the opinion of the above noted, based on reasonable grounds it is in the public interest of health or safety to do so;
  - vi. The applicant or any of its officers, employees or volunteers:
    - a. Provides false information or misrepresents facts or circumstance to an Officer;
    - b. Fails to pay any fees required by this policy.
- p. If the Applicant chooses to cancel their event they must notify the Special Event Permit Coordinator in writing a minimum of 1 week prior to the event.



**REVISION HISTORY:**

Action	Date	Approved By	Signature/Resolution Number
Revised	2025-02-10	Council	314-02-25
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Definitions (f) Committee Name Change from Recreation, Culture &amp; Tourism Standing Committee to Community Services Committee.</li> <li>2. Responsibilities (a) Removed waiving of fees with corresponding sponsorship recognition to the Town.</li> <li>3. Responsibilities (a) Removed posting of event information on Town website.</li> <li>4. Procedures (a) Removed requirements for permitting of Town hosted events.</li> <li>5. Procedures (e) Included requirement of events expecting more that 25 persons to provide toilets and hand washing stations in alignment with Alberta Health Services requirements.</li> <li>6. Procedures (f) Introduced a fee for provision of power panels.</li> <li>7. Procedures (g) Replaced Community Services Fee Bylaw with Fees and Charges Bylaw</li> <li>8. Procedures (h) Introduced Event Organizers Hazzard and Vulnerability Assessment and Emergency Response Plan requirements.</li> </ol>		