

# CITY OF CHESTERMERE

## POLICY HANDBOOK

<b>EFFECTIVE DATE:</b> December 1, 2020	<b>SECTION:</b> 600 <b>POLICY:</b> 653
<b>APPROVED DATE:</b>	<b>TITLE OF POLICY:</b> Events & Festivals Policy
<b>REVISED DATE:</b>	<b>POLICY TYPE:</b> Council

### **PURPOSE**

The purpose of this policy is to support Council's strategic vision in developing partnerships and initiating collaborative projects by establishing a vision for special events and festivals held within the City of Chestermere.

This policy provides a framework for Event Organizers to plan and host successful events in Chestermere.

### **DEFINITIONS**

In this policy,

- a. **"City of Chestermere"** or **"City"** means designated City employees that represent and may act on behalf of the City of Chestermere in relation to Special Event purposes.
- b. **"Simple Event"** means a social gathering to host picnics, birthday parties, or other general social events, regardless of expected attendance.
- c. **"Special Event"** or **"Festival"** means a gathering or event that includes one or more of the following is true, regardless of expected attendance:
  1. The event will be selling or serving food to the public;
  2. The event will be using sound amplification (e.g., speakers, megaphone);
  3. The event will require the construction/installation of tents or stages;
  4. The event will be selling or serving alcohol;
  5. The event will have amusement type rides and games (i.e., inflatables);
  6. The event is accepting donations, fundraising, running a lottery, draw or raffle;
  7. The event will have fireworks;
  8. The use of generators in the park.

- d. **“Event Agreement”** means the formal contract between the Organizer and the City of Chestermere. It shall contain comprehensive clauses detailing the requirements of the Organizer to indemnify the City of Chestermere.
- e. **“Event Organizer”** means the individual or organization that is hosting the event and assumes all event responsibilities.

## **POLICY**

Special Events shall be organized and facilitated as per instructions stated in the Special Events & Festivals Guidelines (Schedule A).

Both Simple Events and Special Events shall be subject to fees as established in the Events & Festivals Fee Schedule (Schedule B).

At the discretion of the CAO or designate, fees may be waived for compassionate or extraordinary circumstances.

Non-Profit/Charitable Organizations wishing to have their fees waived must:

1. Provide their charitable donation number;
2. Provide proof that they are a registered non-profit organization; and
3. Ensure that their event is open to the public.

## **RESPONSIBILITIES**

Responsibilities of the Event Organizer include:

1. Reviewing the Special Events and Festivals Guidelines (Schedule A) to assess the requirements to host a particular activity or activities at their event.
2. Providing the City with all required documents as stated in the Special Events & Festivals Guidelines (Schedule A) before their proposed event date.
3. Ensuring that all staff, volunteers and/or third-party vendors comply with the requirements established in the Guidelines and any condition defined by the City in their Event Agreement.

Responsibilities of City Staff include:

1. Continuously building upon the Special Events and Festivals Guidelines (Schedule A) to account for a diverse range of activities that Event Organizers may host at their event. The Guidelines will be written in such a way that will contribute to the overall direction and priorities determined by Council and act as a blueprint for the implementation and administration of the Events & Festivals Policy. The Guidelines will clearly outline the mechanisms, processes and procedures with regard to event organization.
2. Following both the Events & Festivals Fee Schedule (Schedule B) and the City's Service Fee Schedule Policy 643 to identify transactional service costs and

establish rates for direct labour and material costs. All costs incurred shall be billed appropriately to the Event Organizer.

3. Reviewing event applications to ensure completeness and compliance with the Special Events and Festivals Guidelines (Schedule A).
4. Providing bookings and support for all event and festival applications.
5. Generating an Events Agreement specific to each event, summarizing all support and services provided by the City.

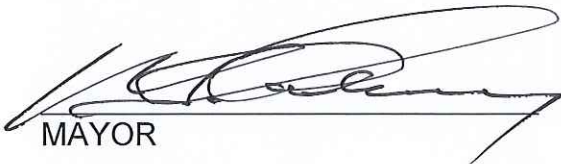
### **ATTACHMENTS**

Schedule A: Events & Festivals Guidelines  
Schedule B: Events & Festivals Fee Schedule

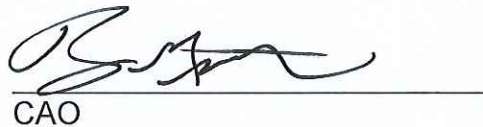
Upon approval of this Policy, Policy 102, being the Parks and Pavilion Policy, is rescinded and replaced.

Adopted by Council: December 15, 2020

Resolution Number:



MAYOR



CAO

**SCHEDULE A**

City of Chestermere's Special Events and Festivals Guidelines



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## 1.0 Introduction

The City of Chestermere is dedicated and passionate about special events and festivals, and we are happy to support Organizers in their pursuit to host a safe, successful and *amazing* event! We believe that it is vital to our community that we create opportunities for connecting, which is why we have created the City of Chestermere Event Guidelines. We want Organizers to have an abundance of information to ensure they are prepared to host a range of diverse and inclusive events. These guidelines are intended to assist you with the application and permitting process, ensuring the planning and execution of your event is smooth and successful. You will find information pertaining to City of Chestermere policies and bylaws which are in place for the safety of yourself, staff and attendees. These guidelines are in place to support you to navigate various procedures and regulations which relate to events and festivals held in the City's public spaces.

## 2.0 Definitions

“**City of Chestermere**” or “**City**” means designated City employees that represent and may act on behalf of the City of Chestermere in relation to Special Event and Festival purposes.

“**Events Office**” means the City of Chestermere’s Special Events Planner and any supporting City staff and/or volunteers.

“**Events Team**” means the internal stakeholders that are or could potentially be affected by the occurrence of an event. The Events Team provides insight and expertise in event planning, ensuring that every aspect of an event is considered. The Events Team includes, but is not limited to, RCMP members, Community Peace Officers, Chestermere Fire Services, and other City departments as required.

“**Organizer**” means the individual or organization that is hosting the event and assumes all event responsibilities.

“**Simple Event**” means a social gathering to host picnics, birthday parties, or other general social events, regardless of expected attendance.

“**Special Event**” or “**Festival**” means a gathering or event that includes one or more of the following is true, regardless of expected attendance:

1. The event will be selling or serving food to the public;
2. The event will be using sound amplification (e.g., speakers, megaphone);
3. The event will require the construction/installation of tents or stages;
4. The event will be selling or serving alcohol;
5. The event will have amusement type rides and games (i.e., inflatables);
6. The event is accepting donations, fundraising, running a lottery, draw or raffle;
7. The event will have fireworks;
8. The use of generators in the park.



### 3.0 Important Information

#### 3.1 Applications and Supporting Documents

Applications are accepted on an ongoing basis throughout the year. Park bookings are subject to availability.

Depending on the complexity and scale of the event, the Events Office may request the Organizer to provide additional documents including a Site/Route Plan, Emergency Response Plan and various types of permits. The Events Office will inform the Organizer of all documentation and permitting required, as well as the approximate timeline to retrieve such documents. It is the responsibility of the Organizer to obtain all required licenses, permits and inspections.

Organizers should have all required documents obtained as per the proposed timeline established in **Schedule C: Information Timeline**. The City reserves the right to withhold approval of any event when required documents are not submitted in a timely manner.

#### 3.2 Cancellation

The City's Events Office reserves the right to cancel any event should any portion of the park/venue be rendered unsafe/unusable due to:

- a) a risk to the health and safety of any person;
- b) a risk of damage to the property;
- c) a contravention of any applicable law; or
- d) the City's inability to provide the site. The Events Office may postpone the event to a future date that the Organizer agrees upon.

If the event is cancelled or postponed for any reason, the Organizer shall be liable for any event costs incurred by the City up to and including the time of cancellation or postponement.

The Organizer may terminate the event for any reason prior to commencement of the event. In such a case, the Organizer will be liable for any event costs incurred by the City up to and including the time of cancellation of the anticipated event.

#### 3.3 Insurance

Depending on the impact and complexity of the event, the Organizer will be required to obtain an insurance policy in an amount not less than two million dollars (\$2,000,000) and up to 5 million dollars (\$5,000,000) per occurrence.

A Certificate of Insurance must be obtained and submitted 2 weeks prior to final permit approvals at the sole expense of the Organizer. Insurance must be obtained from insurers licensed in Alberta under provincial law. The City of Chestermere must be included as additionally insured. A thirty-day cancellation clause must be included in the policy.

Insurance must be maintained throughout the event dates including the set-up and tear-down dates.

The Events Office recommends that Organizers obtain cancellation insurance.

### 3.4 Payment

The Events Office shall provide an invoice to the Organizer for all City services required for the event within 60 days after the event. Payment must be made within 30 days of the date of the invoice.

All events require a non-refundable Booking Fee of \$25.00 plus GST prior to the event. User Fees may be required, depending on the number of participants. As well, depending on the size and scope of the event, Organizers may be required to submit a damage deposit. This applies to any event with the potential of park, road, venue or environmental damage or significant levels of maintenance. The damage assessment is based on a review of the site by City staff immediately before and after the event.

Non-Profit/Charitable Organizations wishing to have their fees waived must:

1. Provide their charitable donation number;
2. Provide proof that they are a registered non-profit organization; and
3. Ensure that their event is open to the public.

#### 3.4.1 Grant Opportunities

Organizers are encouraged to apply for the City of Chestermere's annual [Community Grant Program](#). This grant is to support community organizations that facilitate local activities which enhance amenities in sports and recreation, arts, culture, history and projects that promote the social well-being of the residents of Chestermere.

Organizers are also encouraged to apply for the City's [Community Vitality Grant](#). This grant is available to residents and community groups who wish to lead neighbourhood projects, community building projects, festivals or events that are inclusive and engage Chestermere residents in active participation.

Additionally, we recommend that Organizers review and apply for the provincial [Community Initiatives Program](#).

### 3.5 Event Agreement

Once approved, the Events Office will generate an Event Agreement for the Organizer's proposed event. The Agreement is the formal contract between the Organizer and the City of Chestermere, and it shall contain comprehensive clauses detailing the requirements of the Organizer to indemnify the City of Chestermere.

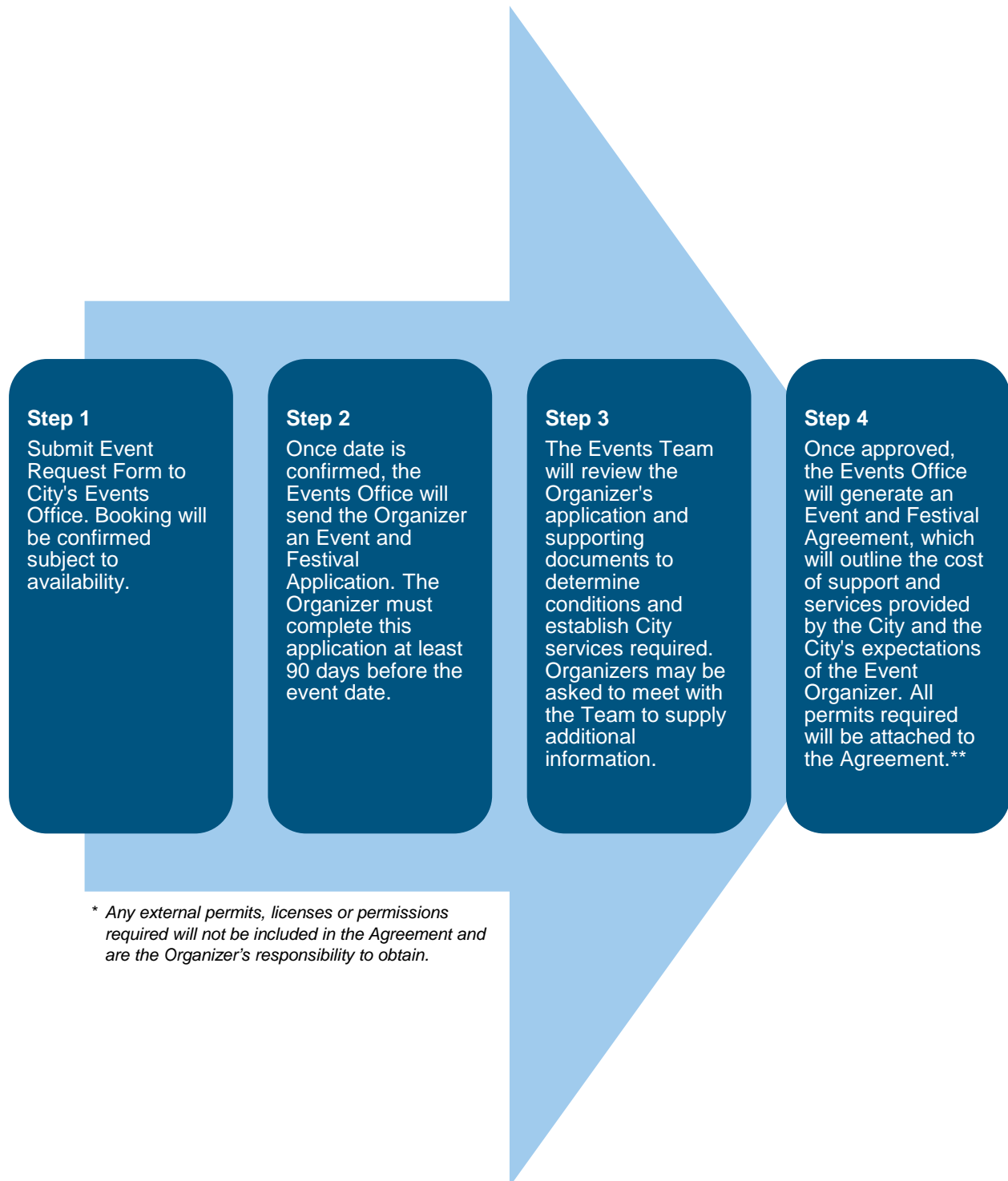
### 3.6 Restricted Events/Activities

The City of Chestermere appreciates and encourages a diverse range of events; however, the City takes health and safety seriously. Therefore, the following activities are not permitted:

- a) any activity that may cause damage to parks, roads, venues or environments;
- b) any activity that is not compatible with natural open spaces;
- c) any activity that involves undue risk; and
- d) any activity that violates any current City of Chestermere Bylaw.

As well, commercial events, or any events that are intended to raise money for private ventures, are not permitted.

## 4.0 Application Process



## 5.0 Event Requirements

### 5.1 Accessibility

The City of Chestermere encourages that Organizers make every effort to create opportunities for a diverse range of individuals to attend special events. This could include providing designated accessible parking stalls, accessible washrooms, entertainment viewing areas, accessible pathways/sidewalks, etc.

Any area that requires closure for safety/security reasons, damage control, event production or event admission control must be clearly indicated and fenced off.

### 5.2 Alcohol

Organizers wishing to serve or sell alcohol at an event or festival must first obtain approval at the discretion of the City.

If approved, Organizers must adhere to both provincial and municipal requirements to ensure that the event is legally permitted to serve or sell alcohol. Organizers are responsible for applying and obtaining relevant [liquor licenses](#) from the Alberta Gaming and Liquor Commission (AGLC) prior to their event. Organizers will be responsible to include Host Liquor Liability to their general liability insurance.

### 5.3 Cannabis Consumption

As established in the City's [Cannabis Consumption Bylaw](#), no person is permitted to smoke, use an electronic smoking device or any other device for the consumption of smoke, vapor, emissions or aerosol from cannabis within a public place in the City of Chestermere.

### 5.4 Electrical Requirements

The City may provide access to power where available. Approval, permit and inspection is required prior to any connection, installation or disconnection from a City-operated power supply.

Any electrical equipment used for the event must be CSA approved and certified for use.

### 5.5 Emergency Response Plan

Emergency Response Plans are required for all events. Emergency Response Plans clearly define the processes to be followed if an emergency were to occur during a planned special event. The amount of detail may vary depending on the complexity and scale of the event. Organizers are responsible to submit a draft Emergency Response Plan alongside the Event Application a minimum of 90 days prior to the proposed event. Please see [Schedule D: Emergency Response Plan](#) for more information.

Emergency Medical Services (EMS) are required on site when:

- a) attendance is anticipated to be 2,500 people or more;

- b) alcohol will be served at the event
- c) the event is not located near accessible roads;
- d) the event requires road closures;
- e) the event includes extreme sports (e.g., a marathon);
- f) the event is located on hazardous terrain; or
- g) the event is longer than 12 hours or overnight.

In the event that EMS is required, Organizers must provide proof of an EMS contract for services at least 60 days prior to the event. Contact Alberta Health Services for more information.

### 5.5.1 Lost Persons/Children

Depending on the complexity and scale of the event, Organizers may be required to establish a procedure for Lost Persons/Children (including volunteer training, signage and a holding area), particularly for events that have a high possibility or potential of children or vulnerable persons being lost. The Organizer must provide communication devices for event staff and volunteers for emergency purposes.

### 5.6 Entertainment

Organizers wishing to have musical performances at their event must have a valid SOCAN license.

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) represents Canadian performing rights and licenses the legal use of music. Event Organizers are responsible for calculating the necessary SOCAN Tariff for the event and payment. For more information, please visit [the SOCAN website](#).

### 5.7 Fireworks

Organizers wishing to have fireworks at their event must submit a Fire Permit application to the City of Chestermere Fire Hall as per the City's [Community Standards Bylaw](#). The Fire Permit must be obtained at least 30 days prior to the event.

Organizers are required to supply the following documents to the Events Office:

- a) A Certificate of Insurance for \$5,000,000 per occurrence liability in addition to the primary insurance requirements for events. The company supplying the fireworks may supply this second certificate provided that The City and the Organizer are specifically named as additionally insured;
- b) A list of the products to be fired (for indoor pyrotechnics and/or outdoor fireworks);
- c) A Fire Safety Plan with measures in place to support fire safety (e.g., fire extinguishers, wet blankets, etc.);
- d) Proof that fireworks will be handled by a Certified Licensed Pyro-Technician; and
- e) Proof of request of a fire inspection and approval of site safety.

If you have questions about permits for fireworks or other pyrotechnic displays, please contact The City of Chestermere's Fire Hall at **(403) 272-9878**.

### 5.8 Food Service / Vendors

Organizers wishing to offer food services / vendors at their event must comply with Alberta Health Services requirements. Organizers are required to submit a [Notification Form](#) to AHS no later than 3 days prior to the event. For more information, visit the [AHS website](#).

Organizers are required to supply the Events Office with the following documents:

- a) Proof that a [Notification Form](#) was submitted to AHS;
- b) Proof of General Liability Insurance;
- c) AHS certificate;
- d) A Site Plan indicating all food vendors, garbage/wastewater disposal sites and sanitary facilities; and
- e) Business License from the City of Chestermere

### 5.9 Gaming and Gambling

Organizers wishing to hold gaming/gambling events (e.g., charitable raffle, a 50/50 draw or auction) are required to obtain a [gaming license](#) from the AGLC. These activities must be administered in a stationary location. Roving sales are not permitted.

### 5.10 Inflatable Structures

Organizers wishing to have inflatable structures at their event are required to provide proof of a Public Safety Certificate. Inflatable structures must be supplemented by insurance coverage and the City of Chestermere must be named as additionally insured.

The City's Safety Code Officers inspection is required for all inflatables on City owned property. Organizers must ensure that inflatable structures are properly secured to the ground and indicated on the Site Plan. As well, inflatable structures must adhere to high wind guidelines. Inflatable structure may not be used in the event of severe weather. Structures are not permitted when severe weather conditions are expected (i.e., rain, wind speed twenty (20) mph or greater, etc.). In the event of unexpected severe weather, any occupants in the inflatable structure must immediately exit the structure. The inflatable structure must remain closed until the Organizer deems it is safe to re-open.

### 5.11 Locates/Digging/Staking

Any digging, staking or other event elements on City property requires that all utilities and irrigation lines be properly located and marked prior to any work. A Locate Ticket must be presented to the Events Office prior to set-up.

For irrigation locates and to request automatic irrigation systems be turned off for your event, please call the City's Parks Department at **(403) 207-2807**. To schedule primary utility line locates, call Alberta One Call at **1 (800) 242-3447**.



Staking may be allowed in some parks pending the Event Team’s approval. Staking is not permitted on hard surfaces or roadways. Weights are to be used on all hard surfaces.

### 5.12 Medical Services/First Aid

Depending on the complexity and scale of the event, Organizers may be required to ensure Medical Services/First-Aid services will be present throughout the duration of the event. For such an event, a Medical Response Plan will be required as part of the Emergency Response Plan.

### 5.13 Noise Levels

As per the City’s [Community Standards Bylaw](#), Organizers are responsible to monitor and ensure that noise from the event does not intrude unreasonably upon residents living/or working adjacent to the event site.

The Events Office may request that the Organizer or sound contractor reduce amplified sound levels if these are found to be excessive (i.e., causing undue public complaints, unreasonably interfering with adjacent users, exceeding noise limits, etc.).

Sound checks or amplified music will only be allowed during the following hours:

Monday to Friday	11:00 a.m. – 9:00 p.m.
Saturday	11:00 a.m. – 10:00 p.m.
Sunday & Holidays	1:00 p.m. – 9:00 p.m.

#### 5.13.1 Noise Abatement

Organizers are required to obtain a Temporary Noise Permit for events occurring between the following hours (including set-up and take-down):

Monday to Friday	10:00 p.m. – 7:00 a.m.
Saturday, Sunday & Holidays	10:00 p.m. – 9:00 a.m.

Temporary Noise Permits are approved at the discretion of the City. The Events Office will provide Organizers with more information if such a permit is required.

### 5.14 Notification

Once the event is approved, Organizers must notify residents adjacent to the event site and anyone else that may be impacted by the occurrence of a large event at least 30 days prior to the event. The notification must include the date, time and nature of the event, as well as any and all road closures and noise exemptions.

### 5.15 Petting Zoos

If Organizers wish to host petting zoos at their event, they must comply with [Alberta Health Services requirements](#).



### 5.16 Production Schedule

Depending on the complexity and scale of the event, the Events Office may request the Organizer to submit a production schedule, which must include a timeline of the set-up, event activities/elements and the take-down/clean-up. Any City services being provided should be included in the schedule once they have been confirmed. Please see [Schedule F: Production Schedule Checklist](#) for more information.

### 5.17 Parades, Runs and Walks

Organizers that wish to organize a parade, run and/or walk on roads or pathways are required to apply for a [Parade, Run and Walk Permit](#) and obtain approval a minimum of 60 days prior to the event. Organizers may be required to supply applicable information such as:

- a) Detailed road use maps (contact the City's GIS department at **403-207-7050** for assistance);
- b) Roadways with street names and route directions (indicate north direction);
- c) Start and finish points;
- d) Start and finish times (for all activities/elements of the event including set-up and take-down times);
- e) Road closure times for participants and spectators;
- f) Times of road occupancy; and
- g) Scheduled re-opening times.

### 5.18 Security and Crowd Control

Depending on the complexity and scale of the event, Organizers may be required to provide details of security measures for their event. A Security and Crowd Control Plan should be established to ensure the safety of public during the event when:

- a) areas are restricted to the public;
- b) crowding is expected (more than one person/m<sup>2</sup> is projected in a given area);
- c) fireworks are part of the event;
- d) admission is charged;
- e) the event occurs at night;
- f) events require private security professionals or trained volunteers;
- g) events require designated security stations or roving personnel;
- h) events require a communication network (e.g., cellular phones, two-way radios, etc.);
- i) events that require signage; or
- j) events include restricted areas that require fencing.

### 5.19 Site Map / Route

Organizers are required to submit a Site Map / Route alongside their Event and Festival Application at least 90 days prior to their event. Maps must be included with detailed, clear labels and measurements. The Event Permit will not be released without a Site Map. Please see [Schedule G: Site Map / Route Checklist](#) for more details.

### 5.20 Smoking

As stated in the City's [Smoking Bylaw](#), no person shall carry or possess a lit cigarette, cigar, pipe, burn tobacco or use medically prescribed cannabis, shisha, or use an electronic smoking device in any manner in, on or within 5 metres of Anniversary Park, Cove Beach, John Peake Park, Sunset Beach, and any bike parks, dog parks, skate parks, sports fields, skating rinks and water spray parks.

Smoking areas will only be considered when it is supplementary to a beer garden request. A smoking area will be approved at the discretion and approval of the City.

### 5.21 Temporary Structures

Organizers wishing to have tents or temporary structures at their event may be required to apply for a Building Permit. Such applications must be submitted at least 30 days prior to the event.

A Building Permit is required when:

- a) an individual tent or group of tents cover more than 60m<sup>2</sup> (645 sq. ft);
- b) a tent covers less than 60m<sup>2</sup> of ground but is within 3m (9.8 ft) of another structure; or
- c) a tent contains commercial cooking equipment.

All tents and temporary structures must be indicated on the Site Map. Tents, fences and other non-freestanding structures must be adequately secured.

Cooking may be allowed under a canopy (i.e., a tent with a maximum of one wall). Cooking appliances that require an open flame are not permitted in tents or canopies. Any open flame must be located at least one (1) meter from any tent or canopy. Propane tanks may not be placed inside a structure. All tents, including pop-up tents, must be made of flame-resistant material that conforms to [ULC Standards](#).

Please review the City's [Tents & Canopies for Outdoor Special Events pamphlet](#) for more information on tents and canopies.

### 5.22 Traffic Management

Depending on the complexity and scale of the event, Organizers may be required to submit a Traffic Management Plan with their Application, including parking accommodations and alternate transportation methods (e.g., bike racks, valet parking, bus routes and carpooling).

Any traffic control on public rights-of-way and/or major intersections must be conducted by an RCMP representative or Bylaw Officer. Any road closure must be approved upon the submission of a [Parade, Run and Walk Permit](#) application.

### 5.23 Washrooms and Handwash Stations

Portable toilet facilities are required where adequate permanent facilities are not suitable or accessible for an event. When portable toilets and/or washing units are required for an event, the



Organizer is responsible to supply all toilet paper/paper towel and the cleanliness of the units. For multiple-day events, the units must be serviced a minimum of once daily. Due to the chance of unexpected high winds, it is required that all portable toilets are contained in a fenced area. Three or less portable toilets require to be strapped or tied down in a fenced area. In the event of high winds, toilets must be temporarily closed until conditions improve. Arrangements may be made to open Boat Launch bathrooms for temporary use.

Number of Attendees	Minimum Number of Washrooms
1-25	1
26-50	2
51-75	4
76-100	6
101-150	8
151-200	10
201-300	12
301-400	14
Over 400	16 plus 1 for each additional 200 people

For more information, please review the [AHS Special Events Organizer Package](#) or call (403) 943-2295.

#### 5.24 Waste Management

Organizers are asked to include a Waste and Recycling Management Plan with their application. Organizers may use City-owned waste carts, limited quantities available for a fee. For more information, contact Environmental Services at (403) 207-2807.

Organizers are responsible to ensure that garbage and other waste materials from all aspects of their event is responsibly disposed of throughout the day. Organizers are also responsible for the cleanup at the end of the event. To minimize excessive waste and garbage cleanup, Organizers should limit the types of materials permitted into the event and provide for recycling options wherever possible.

#### **Schedules**

##### Schedule A: Bylaws

- [Boat Launch Bylaw](#)
- [Cannabis Consumption Bylaw](#)
- [Community Standards Bylaw](#)
- [Road/Pathway Bylaw](#)
- [Smoking Bylaw](#)
- [Waste Management Bylaw](#)

Schedule B: Contacts

Contact	Phone/E-mail
<u>City of Chestermere Special Events</u>	(403) 207-7050 <a href="mailto:events@chestermere.ca">events@chestermere.ca</a>
<u>City of Chestermere Fire Hall</u>	(403) 272-9878
<u>City of Chestermere Municipal Enforcement</u>	(403) 207-7058
<u>City of Chestermere, Parks Department</u>	(403) 207-2807 <b>parks@chestermere.ca</b>
<u>City of Chestermere, Planning &amp; Growth Department</u>	(403) 207-7075 <a href="mailto:planning@chestermere.ca">planning@chestermere.ca</a>
<u>RCMP, Chestermere Detachment</u>	(403) 204-8900
<u>Alberta Gaming, Liquor and Cannabis</u>	(403) 292-7300
<u>Alberta Health Services, Emergency Medical Services</u>	(403) 943-4555 <a href="mailto:ahs.ems@albertahealthservices.ca">ahs.ems@albertahealthservices.ca</a>
<u>Alberta Health Services, Environmental Public Health</u>	(403) 943-2288 <a href="mailto:calgaryzone.environmentalhealth@ahs.ca">calgaryzone.environmentalhealth@ahs.ca</a>
<u>Alberta One-Call, Call Before You Dig</u>	1-800-242-3447 <a href="mailto:info@albertaonecall.com">info@albertaonecall.com</a>

Schedule C: Information Timeline

**90 days** prior to the event, you will need to submit:

- Events and Festival Application
- Development Permit Application
- Site Map/Route
- Emergency Response Plan (Draft)

**60 days** prior to the event, you will need to submit:

- Production Site Map
- Parade, Run and Walk Permit Application
- Chestermere RCMP Request

**30 days** prior to the event, you will need to submit:

- Fire Permit Application
- Building Permit Application
- Emergency Response Plan (Final)
- Proof of community notification

**10 days** prior to the event, you will need to submit:

- Building Inspection Request
- Proof of utility line markings
- Proof of irrigation line markings
- Proof of insurance

Schedule D: Emergency Response Plan

**1. EVENT DESCRIPTION**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Event operating hours

Expected number of attendees

Start: \_\_\_\_\_ # of Adults: \_\_\_\_\_

Finish: \_\_\_\_\_ # of Children: \_\_\_\_\_

Does your event include tents?:      Yes                          No   

If yes, where is the fire extinguisher located?: \_\_\_\_\_

**2. HAZARD IDENTIFICATION AND MITIGATION**

*Hazards and risk are identified based on the type or nature of event being held, as well as where it is held and who is attending. Hazard should be identified and mitigated to ensure public safety and protection of life, property and environment.*

<b>Hazard/Risk Identified:</b>	
<b>Plan to Mitigate:</b>	

<b>Hazard/Risk Identified:</b>	
<b>Plan to Mitigate:</b>	

<b>Hazard/Risk Identified:</b>	
<b>Plan to Mitigate:</b>	

<b>Hazard/Risk Identified:</b>	
<b>Plan to Mitigate:</b>	

<b>Hazard/Risk Identified:</b>	
<b>Plan to Mitigate:</b>	

### 3. ROLES AND RESPONSIBILITIES

*Establishing roles and responsibilities for event personnel are important in preparing for emergency response. All key personnel should be knowledgeable of the event details, hazards/risks, methods of communication, and their responsibility in the event of an emergency.*

*Note that **all personnel** must carry out tasks instructed by the Emergency Response Coordinator, Site Coordinators or Emergency Services representatives. All personnel must be aware of the established muster point(s) and report their presence once there.*

#### Emergency Response Coordinator

*Responsible to evaluate the need for and initiate evacuation if required, contact and liaise with Emergency Services. if not already on scene, account for all personnel and patrons in a designated area, liaise with area wardens, evaluate if area is safe prior to re-entry, document emergency as required. Note that once Emergency Services are on site, Incident Command System (ICS) protocols are activated.*

<b>Name:</b>	<b>Phone #:</b>
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#### Site Coordinators

*Responsible to receive direction from the Emergency Response Coordinator (Event Organizer), ensure all personnel have been alerted and clear all areas a required in the event of an emergency.*

<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>

<b>First Aiders</b>	
<i>First Aiders will be responsible to locate first aid kits and bring them to assembly area in the event of an emergency, as well as administer first aid if required. All First Aiders must have valid Standard First Aid certification.</i>	
<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>
<b>Name:</b>	<b>Phone #:</b>

#### 4. EMERGENCY RESPONSE PROCEDURES

*Procedures are developed from the hazards identified in Section 2. These procedures assist the Event Organizer to anticipate and respond to potential emergencies.*

##### 4.1 EVACUATION

Evacuations may be required in specific emergencies such as:

- Fire and explosion;
- Medical emergency;
- Hazardous materials spill/leak; and
- Active threat
- Severe Weather Warning

The Emergency Response Coordinator will take the following into consideration when determining if and when to evacuate:

- The severity of the incident;
- The likelihood of escalation; and
- The incident becoming uncontrollable beyond resources available

#### EVACUATION PROCEDURE

1. Reason for evacuation confirmed
2. Appropriate personnel assess situation
3. Call 911
4. Notification sent to personnel and patrons to evacuate to muster points
5. Personnel ensure venue is vacated

##### 4.2 FIRE AND EXPLOSION

1. Assess the situation
2. Call 911 and give location of incident ie John Peake Park 100 John Morris Chestermere AB
3. Evacuate personnel and patrons in the immediate vicinity if safe to do so
4. Notify the Emergency Response Coordinator if not already notified
5. Emergency Response Coordinator will determine if evacuation of site is necessary
6. If evacuation is necessary, patrons will be notified to evacuate to muster points or other safe points

##### 4.3 MEDICAL EMERGENCY

1. Assess the situation
2. Have someone call 911 and give location of incident ie John Peake Park 100 John Morris Way Chestermere AB
3. Administer First Aid if trained
4. Remain with injured person until Emergency Services arrive
5. Assist as required
6. Complete an incident report as soon as possible after the event



#### 4.4. HAZARDOUS MATERIAL SPILL/LEAK

#### 4.5 ACTIVE THREAT / SEVERE

Hazardous material may consist of the following:

- Oils or gas;
- Disinfectant/sanitizers/cleaning products;
- Fuel (cars and service vehicles)

Schedule E: Event Requirements Checklist

**\* All events require a Site Map, Emergency Response Plan & Waste Management Plan \***

Item	Required?	Final Review Date	Approval (initials)
AGLC Gaming License			
AGLC Liquor License			
EMS Request			
Equipment Use Agreement			
Event Permit			
Fire Inspection Request			
Fire Permit			
Noise Exemption Request			
Parade, Road and Walk Permit			
Petting Zoo			
Proof of Community Notification			
Production Schedule			
Proof of Insurance			
RCMP Request			
Security and Crowd Control Plan			
Traffic Management Plan			
Washroom and Handwash Stations			
Waste Management Services			

Schedule F: Production Schedule Checklist

<b>DOES YOUR PRODUCTION SCHEDULE INCLUDE WHEN...</b>	YES	N/A
Pre-event inspections are schedule with appropriate representatives, such as the City of Chestermere Building Safety Codes Officer, Chestermere Fire Department, Alberta Health Services, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Supplies are delivering, setting up and removing site items such as tents, stages, fencing, lighting, toilets, scaffolding, sound systems, fuel, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers are bringing event support services on site such as first aid, food/beverage deliveries, ice deliveries, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Utility and irrigation locates are being completed	<input type="checkbox"/>	<input type="checkbox"/>
Spikes/stakes are being driven into the ground	<input type="checkbox"/>	<input type="checkbox"/>
Portable toilets are being serviced	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hook-up is required	<input type="checkbox"/>	<input type="checkbox"/>
Vendors are setting up and taking down	<input type="checkbox"/>	<input type="checkbox"/>
Food service providers are setting up and taking down	<input type="checkbox"/>	<input type="checkbox"/>
Road closure comes into effect	<input type="checkbox"/>	<input type="checkbox"/>

Schedule G: Site Map / Route Checklist

<b>DOES YOUR SITE MAP CLEARLY INDICATE...</b>	YES	N/A
An outline of the entire event venue, including all street names or areas that are part of the venue and surround the area (including direction of travel for all moving routes and north direction indication)	<input type="checkbox"/>	<input type="checkbox"/>
The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue	<input type="checkbox"/>	<input type="checkbox"/>
Tents, including dimensions, function and proximity to other structures, entry points and emergency exiting	<input type="checkbox"/>	<input type="checkbox"/>
Portable stage(s), including dimensions and height off the ground	<input type="checkbox"/>	<input type="checkbox"/>
Detailed locations of power requirements (i.e., voltage and currents)	<input type="checkbox"/>	<input type="checkbox"/>
Detailed locations of all potable water requirements	<input type="checkbox"/>	<input type="checkbox"/>
Portable bleachers <i>* Please note: building permit is required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Portable toilets, including the total number and whether or not it is an accessible toilet <i>* Please note: cannot be on road right of way</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing stations, including the total number <i>* Please note: cannot be on road right of way</i>	<input type="checkbox"/>	<input type="checkbox"/>
Fence lines, including access points and emergency exits	<input type="checkbox"/>	<input type="checkbox"/>
Stationary vehicles such as, but not limited to: <ul style="list-style-type: none"> <li>• Refrigeration trucks</li> <li>• First aid trucks</li> <li>• Food service vehicles</li> <li>• Security vehicles</li> <li>• Sponsor vehicles</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DOES YOUR SITE MAP CLEARLY INDICATE...</b>	YES	N/A
A detailed or close-up of cooking configurations, food service or sales areas such as, but not limited to: <ul style="list-style-type: none"> <li>• Tents</li> <li>• Push carts</li> <li>• Vehicles</li> <li>• Food Trucks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Waste water receptacles	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol service/sales areas, including all fences, tents, entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>
Activity and support areas such as: <ul style="list-style-type: none"> <li>• Information services</li> <li>• Lost persons</li> <li>• First aid</li> <li>• Security</li> <li>• Games area</li> <li>• Performance spaces</li> <li>• Petting zoos</li> <li>• Displays</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Banners, signs, posters, and flags that are not attached to tents	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks zone	<input type="checkbox"/>	<input type="checkbox"/>
Generators and any flammable or combustible storage tanks over 230 litres	<input type="checkbox"/>	<input type="checkbox"/>
All event components that meet accessibility standards	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle pick up/drop off	<input type="checkbox"/>	<input type="checkbox"/>
Run, walk or parade route	<input type="checkbox"/>	<input type="checkbox"/>
Location of all fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>

**SCHEDULE: B  
EVENTS & FESTIVALS FEE SCHEDULE**

Booking Fee           \$25 (required and non-refundable)

User Fee (based on # of participants)

0-25	No Fee
26-50	\$25
51-100	\$50
101-200	\$100
200+	May be considered a Special Event and shall be evaluated by the Events Office

Setup and cleanup fees may be applied.

A damage deposit shall be required for events with participants of more than 200. The cost of the deposit shall be dependent on the size and scope of the event.