

Special Events Policy

Date adopted by Council: April 9, 2024



1. POLICY STATEMENT

The Town of Lunenburg aims to foster a dynamic and welcoming community by promoting and supporting special events that enhance the experiences of both residents and visitors.

2. PURPOSE

This policy and its accompanying administrative procedures provide a framework for effectively managing and approving special events and parades on Town-owned lands such as parks, green spaces and streets.

3. APPLICABILITY

This policy and its accompanying administrative procedures apply to all special events and parades, as defined in this policy, held on Town-owned lands such as parks, green spaces and streets.

4. SCOPE

“Special Event” means a sporting, cultural, business or another activity that occurs for a fixed duration beyond the scope of a Town-owned facility rental. Special events can also be a parade, march, run or any procession of people or vehicles moving through a public place, such as Town streets and sidewalks, for an event.

“In-kind Town services” refer to the non-monetary support and resources provided by the Town of Lunenburg to facilitate and enhance the execution of special events and parades.

Organizers must submit a Special Event Permit application for any event that meets one or more of the following criteria:

- a) Impact on public services or safety: Events that are likely to require town services, such as traffic control, public safety measures, waste management, or impact regular town operations.
- b) Large attendance: Events expecting an attendance of over 250 people during the event.

- c) Street or road closures: Any event that requires the closure of town streets or affects normal traffic flow.
- d) Special circumstances: The Town reserves the right to require a Special Event Permit for any event that, in the opinion of the Town, poses potential risks or has significant implications for the Town and/or its residents.

Unless deemed required due to a special circumstance as noted above, events held entirely in a town-owned facility and following the terms of a standard facility rental agreement do not require a Special Events Permit.

5. FEES AND TOWN SERVICES

There is no application fee for a Special Event Permit.

Town services may include parking, traffic control, road closures, parking or meter bagging, electrical services and waste collection following the event. The Town may also supply picnic tables, staging, bleachers, and waste receptacles.

To support longstanding annual community events, Council will waive fees for requested in-kind Town services and possible facility rentals for certain events up to a maximum cost as outlined in the Town Supported Community Events and Rates (Appendix A). This policy and Appendix A do not include direct financial support to event organizers. In instances where in-kind service fees have been waived but the Town cannot fulfill the request due to the event's scale, staffing, or other logistical challenges, the Town reserves the right to outsource these services to a third-party organization at its discretion and within the approved amount as outlined in Appendix A or specified by a motion of Council. Additionally, if an event organizer requires services beyond those offered as in-kind by the Town, they are responsible for securing and financing these additional services.

Appendix A will be reviewed annually by Council. Amendments to the Town Supported Community Events and Rates (Appendix A) require a motion of Council but do not require an amendment to this policy.

Town Supported Community Events (Appendix A) organizers must still submit all relevant event permit applications, including a Special Events Permit application.

Council may consider requests to waive in-kind Town service fees for not-for-profit community events not included in the Town Supported Community Events and Rates (Appendix A).

If Council does not waive fees before an event, event organizers must pay for Town services and support, with costs determined by staff and provided to organizers after they submit their application.

6. RESTRICTED EVENTS/ACTIVITIES

The Town appreciates and encourages a diverse range of events. However, due to potential risks to health and safety, the following activities are not permitted:

- Any activity that may cause damage to parks, roads, venues or any other Town-owned or maintained property.
- Any activity that involves undue risk.
- Any activity that violates Town of Lunenburg by-laws or other provincial or federal laws.
- The promotion of derogatory, prejudicial, harmful or intolerant behaviour.
- Is otherwise deemed inappropriate by the Chief Administrative Officer (CAO).

7. REFUSAL OR CANCELLATION OF AN EVENT

The Town may refuse or cancel a Special Event Permit if:

- The application does not comply with all regulations outlined in this policy and procedures or contravenes local, provincial, or federal regulations.
- The Town cannot provide the requested site(s) or services.
- There is not adequate traffic and parking control to ensure that streets are clear for the passage of emergency vehicles.
- It is expected that Town resources will be over-extended by the events and/or the parking and/or traffic associated with the event.
- The event organizer cannot provide an up-to-date Certificate of Insurance before the start of the event.

If an event is cancelled or postponed by the organizer, the organizer must cover any costs incurred by the Town. However, the CAO or delegate may consider refunds for cancellations due to weather or other unforeseen circumstances.

If the Town cancels an event, it will refund any fees the organizer may have paid to the Town before the event, provided that the event is not categorized as a restricted event under Section 6 of this policy or cancelled for failing to comply with this Policy and Procedures. This includes

submitting an up-to-date Certificate of Insurance before the event begins.

8. ACCESSIBILITY

The Town encourages organizers to make every effort to create opportunities for a diverse range of individuals to attend and enjoy special events.

9. VENDING AT SPECIAL EVENTS

Vending activities related to an approved Special Event Permit do not require a Town of Lunenburg Vending Permit.

10. ELECTRICAL REQUIREMENTS

The Town may provide access to power where available. Approval by the CAO or delegate is required before connecting to a Town-owned power supply.

11. SPECIAL EVENTS SIGNAGE

“Special Events Signage” means temporary signs erected on Town-owned lands to promote, give directions, or provide information on a special event(s).

All Special Events Signage must comply with the Town’s Land Use By-law and any other municipal by-law or policy that may regulate signage location, aesthetics, sizing, and other provisions related to signage.

The Town will remove any signage that the Traffic Authority believes may impede vehicular or pedestrian traffic.

12. ON-SITE MANAGEMENT

The event organizer must always have a designated event manager present at the event site during the event, including set-up and tear-down.

The event manager must ensure the event starts and ends on time.

13. 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.

14. WASTE MANAGEMENT DURING AND AFTER EVENT

Throughout the event, the organizers must regularly empty garbage, recycling and compost bins to prevent overflow and spillage.

Organizers are also responsible for the cleanup at the end of the event. If sites have not been returned to their original conditions, the event organizer will be billed by the Town for any necessary clean-up, repairs, damages, etc.

15. ZERO OR LOW WASTE EVENTS

The Town encourages event organizers to consider zero-waste or low-waste initiatives when planning events.

16. SPECIAL EVENTS GUIDE

A Special Events Guide will accompany this policy and procedures. The guide intends to help event organizers have relevant information on permits and required regulations for holding a special event within the Town of Lunenburg.

17. RESPONSIBILITIES

Council:

- Reviews and approves the Town Supported Community Events and Rates (Appendix A)
- Considers requests to waive fees associated with services and support for special events and parades.

The CAO or delegate:

- Designates roles for staff to help administer this policy and the accompanying administrative procedures.

APPENDICES

- Appendix A: Town-Supported Community Events and Rates

ADMINISTRATIVE PROCEDURES

Special Events and Parades Policy

Date approved by the CAO: April 9, 2024



1. STAFF ROLES

Director of Community Development:

- Approves or denies Special Event Permit applications. This authority may be delegated to the Recreation Manager or another designate when required.

Recreation Manager or designate:

- Is the first point of contact for all special event inquiries and applications.
- Reviews all Special Event Permit applications.
- Provides support for all event applications, including providing advice on locations and Town services.
- Serves as a liaison between the event organizer(s) and other Town staff.
- Reviews the Special Events Guide occasionally to ensure it is current.

The Director of Public Works / Town Engineer or designate:

- Reviews Special Event Permits, approves street closures and provides town services.
- Reviews Special Event Signage.
- Coordinates street and sidewalk closures.
- Coordinates an inspection of locations following an event.

2. SPECIAL EVENTS APPLICATION PROCESS

Once a Special Events Permit application is approved, staff will outline the cost estimation of Town services and support.

3. INSURANCE REQUIREMENTS

To qualify for a Special Events Permit, the Town requires that all event organizers have the following minimum insurance coverage in place:

- \$5 million Commercial General Liability Insurance providing coverage against third-party claims for bodily injury, death, and property damage.
- For events with fireworks, pyrotechnics, or involving liquor sale/consumption, this limit increases to \$10 million, specifically noting these elements in the policy.

Required insurance policies must list the Town of Lunenburg, including its employees, officers, agents, and volunteers, as "Additional Insured" for liabilities related to the event's activities.

All required insurance policies must include:

- A cross liability clause
- A severability of interest clause
- Blanket Contractual Liability
- Primary and Non-Contributing Liability
- Non-Owned Auto Liability (if applicable)
- An additional insured endorsement naming the Town of Lunenburg (including its respective employees, officers, agents and volunteers) as an "Additional Insured" under the policy;
- A waiver of subrogation rights which the insurers may have against the Town of Lunenburg, its elected and appointed officers, agents, servants, and employees, whether the damage is caused by the act, omission or negligence of any of them.

The Applicant must provide the Town of Lunenburg with an up-to-date Certificate of Insurance before the start of the event.

4. INVOICING FOR TOWN SERVICES

Invoices for Town services will be issued after an event.