

DISTRICT OF LAKELAND NO. 521

COUNCIL POLICY

BLOCK PARTIES/SPECIAL EVENTS & TEMPORARY STREET CLOSURES

1. PURPOSE

To facilitate activities of individuals, neighbourhoods within the municipality and outside organizations which are intended to enhance the quality of life for residents and ratepayers of the District of Lakeland No. 521 including;

- a) Encouraging neighborhood involvement;
- b) Encouraging community involvement;
- c) Providing recreational activities;
- d) Providing cultural activities; and
- e) Providing sport activities

2. DEFINITIONS

- 2.1 Block Party – A party held on a municipal street or property including public property among residents of a given block, street, subdivision or area.
- 2.2 Special Event – An event held on a municipal street or property including public property for a recreational, sport or cultural purpose which is intended to appeal to the residents and/or ratepayers of the municipality or a neighborhood as a whole rather than a particular block, street, subdivision or area.

3. POLICY

3.1 Block Parties

Applications for block parties may be approved by the District Administrator or his/her designate provided that the following have been met:

- a) The application for a permit has been received no later than two weeks before the date on which the proposed block party is to be held.
- b) If barricades are requested, the required fee to cover the cost of installing and removing barricades has been paid.
- c) The applicant has provided proof by way of a petition that the majority of residents of the block, street, subdivision or area desire to have such a block party.
- d) The applicant and all adult residents who intend to participate in the block party have signed an approved form of release.
- e) The block party does not require the closure of any intersecting streets.
- f) In the opinion of the Public Works Manager or his/her designate, the closing of the street does not constitute a significant disruption or hazard to vehicle or pedestrian traffic or planned infrastructure work and repair.

3.2 Special Events

Applications for Special events may be approved by the District Administrator or his/her designate provided that the following have been met:

- a) The application for a permit has been received no later than two months before the date on which the proposed event is to be held.

- b) The applicant has agreed to pay all costs including but not limited to any traffic controls, enforcement and protective services assistance or other such costs.
- c) The applicant has agreed to notify people affected by a temporary road closure, if applicable.
- d) If applicable, and in the opinion of the Public Works Manager or his/her designate, the closing of the streets for a Special event does not constitute a significant disruption or hazard to vehicle or pedestrian traffic or planned infrastructure and repair taking into consideration the following factors:
 - i) The length and time of the intended closure
 - ii) The effect on traffic
 - iii) Whether alternate routes are available for vehicle and pedestrian traffic
 - iv) What will be the effect and restrictions to access for property owners immediately adjacent to the roadway?
 - v) What will be the effect on and what accommodations can be made for pedestrians?

3.3 NOTIFICATION OF SPECIAL EVENTS

An organizer of a Special event shall inform residents, business owners and other people affected by a temporary road closure and of the upcoming special event and its duration.

4.0 RESPONSIBILITIES

- a) Applicants – shall be responsible for providing all necessary documentation, paying required fees and notifying affected people.
- b) District Administrator – shall be responsible for administering, reviewing and recommending changes to this policy.
- c) District Council – shall be responsible for reviewing recommended changes to this policy and approving appropriate changes.

BLOCK PARTY INFORMATION

1. The Applicant must apply to temporarily close the street a minimum of two weeks prior to the requested date of the block party.
2. The Block party permit application can be picked at the District office at 48 – 1st Street South, Christopher Lake, Saskatchewan S0J 0N0 or on the District website at www.lakeland521.ca or contact (306) 982-2010 to have the information mailed or faxed to you.
3. The permit application requires the following information;
 - a) The day on which the block party will be held.
 - b) The time the Block party starts and ends. Block parties will not be permitted between the hours of 10:00 P.M. and 9:00 A.M.
 - c) The area which will be blocked off during the Block party.
 - d) The contact person's name, address and telephone number who is the representative for the Block party organizing group.
4. A majority (51%) of the households in the blocked area must be in agreement with the Block party. The attached petition must be signed by one person only in each household that is in agreement.
5. There is a \$50.00 fee for the permit. This fee includes the cost to deliver and pick up the necessary barricades for the event. The barricades will be dropped off at the applicant's residence on the day before the event and picked up the day after the event. There will be a further \$50.00 charge for any barricade which is damaged or stolen during the event.
6. ABSOLUTELY no liquor is permitted on any portion of District or public property.
7. Once the block party application is completed, send to the District of Lakeland No. 521 at Box 27, Christopher Lake, Saskatchewan S0J 0N0 or drop it off at the District office at 48-1st Street South, Christopher Lake.
8. Upon approval of the Block party permit, the contact person will be notified and an approved copy will be available for pickup at the District office. At this time, the applicant will pay for the permit and any other required fees.

BLOCK PARTY APPLICATION

APPLICANT

Name _____

Address _____

Telephone _____

Email _____

LOCATION OF PARTY _____

From _____ TO _____
(Street) (Street)

Date _____ Time _____

SKETCH (Placement of Barricades)

Number of Affected Properties _____

Estimated Attendance _____

Entertainment will consist of _____

In consideration of the granting of this permit, the Applicant agrees to save harmless and keep indemnified the District of Lakeland No. 521 from all actions, causes of actions, claims and demands whatsoever, which may be made against the District in consequence of the granting of this permit or anything done hereunder by the Applicant, the Applicant's employees or Agents and to pay the District for all damages done to any pavement, street, municipal reserve or any other property including public property belonging to or under the control of the District of Lakeland No. 521 while used by the applicant.

Applicant

Date

APPEAL FORM
For Block Parties

Date: _____

Appellant information:

Name: _____

Address: _____

Home Phone _____

Cell Phone _____

Email address _____

Reason for Appeal:

Appeals will be forwarded onto District Council for decision.

Name of Applicant

Signature of Applicant

SPECIAL EVENT APPLICATION CHECKLIST

Before an application is considered complete, the following information is to be included. Please initial each line acknowledging each item is included in the application:

- _____ Completed Special Event Application form
- _____ Site Map
- _____ It is a minimum of 2 months prior to your event

SPECIAL EVENT APPLICATION FORM

Part A – Booking Information

Name of Organization _____

Address _____

City/Province _____

Postal Code _____

Type of Organization Non-Profit Private Company
 Community Association

Contact Name _____

Phone Number _____ Home _____ Cell
 _____ Work _____ Email Address

Alternate Contact Name _____

Phone Number _____ Home _____ Cell
 _____ Work _____ Email Address

Part B – Event Information

Type of Event (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Demonstration/Parade |
| <input type="checkbox"/> Party/Reception | <input type="checkbox"/> Run/Walk/Marathon |
| <input type="checkbox"/> Wedding Ceremony | <input type="checkbox"/> Hot Air Balloon |
| <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Inflatables (activity bouncer) |
| <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Concessions (food/refreshments) |

Part D – Event Organizer’s Additional Responsibilities

Event Security – Provide a detailed description of how and who will be providing for the event (volunteers, security company etc.)

Parking Plan – Provide a detailed description of where event staff, volunteers, participants and spectators will park during the event

Traffic Control – Provide a detailed description of traffic control measures including barricades

Emergency Vehicle Access

Site Cleanliness (during & following the event)

Public Washrooms (on site, delivery, how many?)

Damage (Public Property) – Any damage to Public property is the responsibility of the event organizers to pay for the repair.

Part E – Noise Guidelines for Special Events

Noise bylaw hours are: Monday to Sunday – 8AM – 10PM

Event organizers are responsible for the monitoring and control of noise resulting from their event. These guidelines are intended to assist organizers in ensuring the noise from the event does not intrude unreasonably on the public living in the area.

1. Event organizers shall designate a responsible individual who is available by phone on a 24 hour basis and who has the authority to respond appropriately to complaints regarding the event. The contact name, phone number, event name, dates, times and location will be provided to any member of the public wishing to contact the event organizers directly.

Part F – Signature and Authorization

I have read and will comply with all Event requirements:

Event Contact Signature _____

Event Contact Name (print) _____

Date _____

APPEAL FORM
For Special Events

Date: _____

Appellant information:

Name: _____

Address: _____

Home Phone _____

Cell Phone _____

Email address _____

Reason for Appeal:

Appeals will be forwarded onto District Council for decision.

Name of Applicant

Signature of Applicant