

TOWN OF CORONACH

Bylaw No. 3.2021 - A Bylaw of the Town of Coronach for the purpose of establishing a consistent approach to approving Special Events within the Town of Coronach.

A Bylaw of the Town of Coronach in the Province of Saskatchewan for the purpose of establishing a consistent approach to approving Special Events within the Town of Coronach.

The Council of the Town of Coronach enacts as follows:

SHORT TITLE

This Bylaw shall be cited as the Special Events Policy.

PURPOSE

To allow the Town of Coronach 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 and the impact of events on the Town and adjacent communities.

DEFINITIONS

Wherever in this bylaw the following terms are used they shall be held to as meaning:

"Special Event" means a one time, annual or infrequent organized event, program or service, occurring in the Town of Coronach which is open or intended 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. All events with liquor will need a special event permit. Types of events may include but is not limited to: festivals, concerts, community celebrations, charitable events, trade-shows, weddings, farmers markets, parades, races, walks/runs, carnivals, or cultural celebrations.

Permit Exceptions. This bylaw shall not apply to nor require a permit for the following events.

1. Funerals.
2. School activities involving students and/or faculty provided the event is under the immediate direction and supervision of school administrative personnel.
3. Clinics or medical activities under the direction and supervision of the Saskatchewan Health Authority.
4. The Town of Coronach or any other governmental unit carrying out its normal functions.
5. Spontaneous events lasting no more than two (2) hours occasioned by news or public affairs coming into the public knowledge within four (4) days of the event.
6. Official observances for national holidays or local events which are of short duration and open to the public at large without the payment of admission fees or other charges and do not involve substantial activities.

"Town" means the Town of Coronach and the departments and personnel designed by the Chief Administrative Officer (CAO) to implement this policy.

RESPONSIBILITIES & PROCEDURES

1. Town Council is responsible to:
 1. Set Town Policy
 2. Approve or deny Category A Special Event applications and
 3. In exchange for special event recognition, the Town, through a motion of Council, may waive fees outlined in this policy or provide services in kind. The Applicant shall provide the Town with the corresponding sponsorship recognition.

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2. For Special Events that will take place on publically owned land or in publically owned facilities within the Town of Coronach, a Special Event Application and supporting documentation shall be submitted to the Town Office.

Event Category	Description	Minimum Application Approval Time
A	Events that require road closures, special circumstances or approvals, expect 100 or more attendees and/or events that include alcohol	3 months
B	Events that do not fall under Category A	1 month

The CAO or person designated by the CAO may approve or deny the application if it is a Category B 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 Council for a decision.

3. The submitted Special Event Application and supporting documents may be distributed to the Coronach RCMP and Saskatchewan Health Authority for comments if deemed necessary.
4. 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. Notice to approve or deny the Special Event may also be distributed as required to other parties. The approved Special Event will be listed on the event calendar on the Town of Coronach's website.
5. Applicants are responsible for ALL costs associated with the Special Event Permit, including but not limited to costs to provide equipment, supplies, 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.
6. Once all the Town's requirements have been fulfilled and payment has been made, a Special Event Permit may be issued to the Applicant.
7. If the Applicant wished to make changes to their Special Event Permit (i.e. date change), they must submit the changes in writing to the CAO. The CAO 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.
8. Refusal, cancellation or the cease of activities of a Special Event may be carried out by the CAO, Town Designate 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 Events Permit were not approved by the CAO;
 - ii) The Applicant does not or no longer meets the requirements of this policy;
 - iii) The Applicant does not hold valid or applicable documentation;
 - iv) The Applicant does not follow the codes, rules, regulations, and bylaws

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of the Town of Coronach, the Province of Saskatchewan, and the Government of Canada

- v) In the opinion of the above noted, based on reasonable grounds it is in 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.
9. If the Applicant chooses to cancel their event they must notify the CAO in writing a minimum of 1 week prior to the event.



A handwritten signature in blue ink, appearing to be "A. Smith", written over a horizontal line.

Mayor

A handwritten signature in blue ink, appearing to be "Catherine MacKay-Wilson", written over a horizontal line.

Chief Administrative Officer

Read a third time and adopted

This 8th day June of 2021

Catherine MacKay-Wilson

Chief Administrative Officer



Special Event Permit Application

Instructions: Before completing this application, please read the Special Events Policy
Submit to: Town of Coronach, Box 90, Coronach, SK S0H 0Z0
office@townofcoronach.com

APPLICANT INFORMATION

Organization Name: _____
Name of Event Organizer(s): _____
Mailing Address: _____
Email Address: _____
Phone: _____

EVENT INFORMATION

Special Event Name: _____
Special Event Date(s): _____
Location 1st Choice: _____
2nd Choice: _____
Event Start Time: _____ Event End Time: _____
Set-up to begin on: _____
Takedown to end by: _____
Number of people attending (spectators and participants): _____
Description of Event: _____

If the event is approved, can we advertise the event on our Community Events Calendar?

YES NO

WEATHER CONTINGENCY PLANS

Proceed with full event Cancel
 Alternative Location Rain Out Date: _____

EVENT ACTIVITIES

All event activities are subject to the approval of the Town of Coronach. Certain event activities may require a separate permit from the Town, Saskatchewan Health Authority, SLGA and/or the Province of Saskatchewan.

Will your event include any of the following?

Alcoholic Beverage YES NO
If YES, will they be sold or served SOLD SERVED

Food and non-alcoholic beverages YES NO
If YES, will they be sold or served SOLD SERVED

Road/Street Closures YES NO
If YES, name all the roads/streets requested for closure and timeframe of closure:

Parade/Procession YES NO
Fireworks and Pyrotechnic Display YES NO
Are you requesting Special Considerations/Approvals? YES NO

If, YES please explain:

INSURANCE

Does your group carry its own liability insurance? YES NO
In no, are you requesting to be covered by the Town’s liability insurance? YES NO

- Route Map – If your event is a run, walk, parade or other activity in which participants will be following a course, attach a separate map of the route.
- Site Map – If your event involves fireworks and pyrotechnics a map of the site where the event is to take place must be attached

Depending on the nature of the event and activities, other documentation may have to be provided for insurance reasons.

Signature: _____ **Date:** _____