



## Special Events Policy

### Policy C5001-1

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<b>Adopted by Council:</b>	2016.07.18	<b>Responsibility:</b>	Communications and Marketing
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#### 1.0 POLICY

Banff has a long history of hosting special events in sport, culture and entertainment. Special events have the capacity to enhance the quality of life for both residents and visitors, create memorable national park experiences, and provide services which allow traditional audiences to access new experiences. Special events support efforts to create year-round visitation to provide stability to the local economy, while providing a diversity of activities authentic to Banff. Community events are an opportunity to create additional affordable activities for residents to enjoy this special place in the Rocky Mountains.

In order to provide the maximum benefit to the Town, its citizens and visitors, the *Special Events Policy C5001* establishes a framework for special events in Banff and outlines conditions for their development within the town site.

#### 2.0 PURPOSE

This policy outlines the standards, frequency, and expectations for Special Events in Banff.

The purpose of this policy is to:

- Facilitate the implementation of a diverse and innovative range of events that are open to the public, accessible to a wide range of people in the community, contribute to a positive resident and visitor experience in Banff, reflect a strong sense of place, and promote mountain culture;
- Support our tourism-based economy;
- Support a diverse range of cultural, recreational and leisure opportunities to encourage balanced and healthy lifestyles;
- Establish criteria for the review of applications for Special Events and the issuance of associated approvals for Special Events;
- Ensure all necessary regulatory and operational approvals are obtained to ensure safe Special Events operation;

- Limit or mitigate barriers that prevent members of the public from accessing public space that is temporarily occupied by Special Events; and
- Align Special Events with the direction provided in the Banff National Park Management Plan and the Canadian Rocky Mountains UNESCO World Heritage Site, and advance the goals and objectives of the Banff Community Plan and Banff & Lake Louise Tourism.

### 3.0 SCOPE

This policy applies to Special Events within the Town of Banff boundaries.

#### 3.1 Applications for Special Events are required for:

- Events that take place wholly or in part in the town of Banff, in public space
- Events that involve temporary changes to the activities or access in a public space
- Events that require temporary structures installed in a space
- Events in a private space that generate any impact on pedestrian or vehicular traffic or parking in excess of that which is considered normal for the community
- Events in a private space that generate commercial activity not specifically permitted for that space in the Land Use Bylaw

#### 3.2 Applications for Town of Banff Special Events permits are NOT required for:

- Parks Canada leasehold sites within the Town of Banff boundaries (but an event licence is required from Parks Canada);
- Outdoor concerts, events and animation at Banff Centre for Arts and Creativity;
- Private gatherings, weddings, invitation-only events, sports tournaments, trade shows, and conferences entirely within a private space or Town rental facility, unless otherwise specified in Section 3.1;
- Events that are entirely within existing conference spaces, otherwise specified in Section 3.1.

### 4.0 DEFINITIONS

**4.1 Contractor** means any person, group or organization whose services are obtained by the Special Event Organizer for the execution of the Special Event. Examples are traffic control, security, vendors, food or beverage operators, entertainment, production, cleaning services, snow removal or construction. When there are several subcontractors involved, the Prime Contractor is the Special Event Organizer accountable for the application and responsibilities of the licence and permit conditions.

**4.2 Discreet Period** is defined as a continuous period associated with an event. One discreet period could mean one day or one weekend. The definition is provided for the purpose of identifying limitations on the number of Seasonal Markets that can occur in a year in Section 5.

- 4.3 Event Application** means the start of the process to obtain a Special Event Licence (often referred to as a permit) to operate a Special Event in the Banff town site. Approved applications have permission to continue planning the event with direction and conditions from the Town of Banff. An approved **Event Application** does not remove the requirement for a Special Event Licence.
- 4.4 Event Tents** are open or partially enclosed canopy structure. All event tents installed as part of a Special Event must be approved in a site plan and removed at the closing of event.
- 4.5 First Come, First Served** is defined in relation to the review process of applications for special events in a given year. It means an application is reviewed upon receipt of the application, and no other subsequent applications are reviewed for the same event categories seeking the same time allotment or location, or for different categories seeking the same time and location, until the first event application is reviewed and rejected or approved, and if approved, no other applications would be considered. This process would not apply for recurring annual events, if the special event organizer has provided notification that they intend to hold the event in the coming year at a specified date and location.
- 4.6 Make it, Bake it, Grow it** means regionally produced products, made, baked or grown by the seller, the immediate family of the seller, a staff member of the seller, or by a member of a producer-owned cooperative. Products and services originating from outside **Alberta and British Columbia**, franchises or distributorships will not be considered regional in origin.
- 4.7 Not-For-Profit Organization** means a club, society, community group or association that is organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit, for the benefit of local community.
- 4.8 Personal Services** mean services which are related to the care, wellness and amusement. Personal services for Special Events may include, but is not limited to: massage therapy, face painting and temporary tattoos.
- 4.9 Public Space** is land leased to the Town or under the Town's management and control within the municipal boundaries of the Town of Banff, including:
- a. Any land developed, used or managed by the Town as a public park, sports or athletic field, playground or recreational area;
  - b. Any land developed, used or managed by the Town as a parking lot;
  - c. Any land developed by the Town as a pathway or trail;
  - d. Any part of a street, which is any thoroughfare, sidewalk, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles;
  - e. Any sidewalk or part of a street especially adapted to the use of or ordinarily used by pedestrians;

- f. Any land developed, used or managed by the Town for public utilities; and
- g. Any land acquired by the town through subdivision as Municipal Reserve or Environmental Reserve.

**4.10 Special Event** means an organized gathering open to the public for the primary purpose of supporting an experience that focuses on community, celebration, culture, charity, education, food/beverage, recreation, wellness or sport. A Special Event can be part of a strategy for visitor attraction and economic development in Banff. A Special Event, sometimes called a festival, is held on a temporary basis and has a unified design, event theme, and purpose. A Special Event is one of the recognized categories of activities that may be granted a Streets and Public Place Use Permit.

Special Events in Banff are defined according to **four (4) event Types**, for the purpose of different Application Fees and Licencing types, as set by the Fees and Charges Bylaw. Event Types are differentiated based on their size, purpose and impact:

- a. **Destination Events** are the largest-scale type of Special Event in Banff, in terms of participants and area, and are primarily focused on attracting visitors to the community. Destination Events usually have more than 1,500 participants. They often have multiple event Activities and can take place over several different public spaces at the same time. The purpose of Destination Events is to showcase our mountain culture and sense of place; serve to build our reputation as a vibrant, world-class destination; help diversify tourism opportunities to appeal to the varied interests of visitors; encourage visitation during identified slower or “need periods” throughout the year to help stabilize our economy and support our local businesses; and are intended to enhance both the resident and visitor experience. Destination Events are typically organized, sponsored or endorsed by Banff & Lake Louise Tourism (BLLT) in collaboration with the Town of Banff. Examples of Destination Events include Canada Day, SnowDays, Banff Marathon, and the Santa Claus Parade. A Special Event Application and is required.
- b. **Community/Not-for-Profit Events: Community Event** means a Special Event hosted by local individuals or organizations, with the purpose primarily or entirely to benefit local residents. **Not-for-Profit Events** are a type of Community Event, organized by, or to support, a recognized not-for-profit organization, community group or cause, with a purpose to generate revenue or awareness for local charitable, political or social projects. A Special Event Application is required, but an application fee is not required. A licence is not required.
- c. **Public Event on Private Property** means a temporary event that occurs entirely on private property, but is open to the public. This policy only concerns those events on private property that generate pedestrian or vehicle traffic or parking in excess of normal activity for the community, or if

commercial activities in the private property are not permitted under the Land Use Bylaw. A Special Event Application is required.

- d. **General Special Event** means all other types of Special Events other than Destination Events, Community/Not-for-Profit Events, or Public Events on Private Property. These typically have a single location and activity, and are organized primarily for visitors. A Special Event Application and Licence are required.

**4.11** Special Events are further defined by **Licence Category**, based on their duration and type, for the purpose of different assessment and licence fees set by the Fees and Charges Bylaw:

- a. **Temporary Special Event** means an event lasting 1-4 days.
- b. **Seasonal Special Event** means an event lasting more than 4 days.

**4.12** Special Events are further defined based on **Activity**, for the purpose of specific restrictions (Section 5) in this policy. Special Events in the above defined Types and Licencing Categories may include one or more of these Activities:

- a. **Cultural Exhibits** are events with an emphasis on community-oriented educational and cultural demonstrations. The activities for cultural exhibits include movies in the park, science lectures, music performances, winter pageantry, science demonstrations, outdoor display, and book sales.
- b. **Farmers Market** means an open public market that contains a variety of booths, tents or stalls that primarily display locally produced artisanal foods, produce, baked goods, arts and crafts products.
- c. **Food and Beverage Event** means an event where the sale of food and beverage products for consumption within the premises of the event is the primary purpose. Food and beverage events may include craft beer events, wine and food shows, cooking demonstrations, temporary mobile food vending and pop-up food bars.
- d. **Public Demonstrations** are gatherings, protests or rallies whose primary purpose is to draw attention to a specific issue or cause, which may be political, social, environmental or religious in nature. These are typically Community/Not-for-Profit events. A Special Event Application is strongly encouraged for coordination purposes.
- e. **Public Engagement** event means direct interaction with members of the public for the purpose of sharing specific information, increasing awareness or obtaining feedback or public input related to a specific topic or subject relating to visiting or living in Banff. Examples include Town initiatives such as public education on waste diversion tactics for households, input on Town policies, information activities on wildlife coexistence, and not-for-profit

community group activities. These may exist within a larger Special Event or constitute a distinct Special Event.

- f. **Seasonal Markets** means the sale of occasional holiday or seasonal arts and craft products where the primary emphasis is on the sale of handmade products, ornaments, knitwear, jewelry, woodcarvings, baskets, toys, and decorations. Seasonal markets and craft fairs may also include the sale of related food and produce. Seasonal markets shall encourage the sale of locally produced arts and crafts.
- g. **Sporting and Wellness Event** means an athletic event of which the primary emphasis is a sporting demonstration, athletic competition or health promotion. Typical events include; ski/snowboard shows, marathons, yoga, and other exercise gatherings.

**4.13 Special Event Organizer** is the coordinator and site supervisor responsible for the operation of an approved Special Event, accountable for all activities and liability related to and resulting from the event.

**4.14 Sale of Services** means the action of selling professional, financial and office services required for the provision of the Special Event.

**4.15 Temporary Structures** means a tent, canopy, bouncy castle, sun shades, ice/snow structures, temporary sculptures, canvas, bleachers, stages, portable toilets, handwashing/sanitization stations, waste diversion bins, fire pits/heating units, seating and tables, barricades, stanchions, inflatable start or finish lines, fencing, sign holders, generators, water stations, BBQs, sound systems and speakers, viewing platforms, or the like, installed on site in conjunction with an approved Special Event.

**4.16 Special Event Licence**, also referred to as a Special Event Permit, means a written document, granting approval to operate an event under the Special Events Policy C5001 which includes conditions thereto.

**4.17 Vendor** means any cart, trailer, table, scooter, stand, booth or vehicle that is associated with any individual or group selling a product or service. A vendor may sell food, arts, and crafts, personal services and other cultural products.

## 5.0 SPECIAL EVENT RESTRICTIONS AND REQUIREMENTS

**5.1 Community Events** shall:

- a. Be organized primarily for the participation and benefit of local residents;
- b. Be coordinated by a locally based organization or individual;
- c. Not negatively affect the visitor or resident experience and enjoyment of public spaces in Banff, including but not limited to contributing to traffic congestion, parking availability, or use of parks and trails;

- d. Not be required to pay a Special Event Application fee, nor a Special Event Licence fee, but the organizer may be required to hire traffic management support or security; and
- e. Be considered for specific dates and times on a first come, first served basis.

**5.2 Cultural Exhibit Events** shall:

- a. Have merchandising that is less than 25% of the total dedicated site area, and
- b. Conform to the “make it, bake it, grow it” criteria and “personal services” criteria as defined for all merchandizing.

**5.3 Destination Events** shall:

- a. Be planned in collaboration with the Town and/or Banff & Lake Louise Tourism;
- b. Identify in the event application the measurable objectives, as guided by the specific community or business plan, and
- c. Annually review achievements in support to the Town’s strategic priorities.

**5.4 Farmers Markets** are permitted provided:

- a. They occur outdoors;
- b. They conform to the requirements and Standards of Alberta Agriculture and Forestry’s Approved Markets and Alberta Gaming, Liquor and Cannabis;
- c. They are temporary in nature and held no longer than 2 days per week;
- d. Be limited to 26 days per year collectively within the community;
- e. At least ninety percent (90%) of the vendors meet the “make it, bake it, grow it” criteria as defined, where the remaining vendors meet the “personal services” or “public engagement” criteria as defined; and
- f. They do not include flea market booths, sale of professional services, or second-hand products; and
- g. Be considered for specific dates and times on a first come, first served basis.

**5.5 Food and Beverage Events** shall:

- a. Be held a maximum of 2 discreet periods per year per location;
- b. Be held no longer than 3 consecutive days;
- c. Be limited to 24 days per year collectively with the community, excluding set-up and take-down days for large destination events;
- d. Ensure all merchandising is in keeping with the purpose, theme and design of the food and beverage event;
- e. Accessory merchandizing and vendors must emphasize the sale of locally produced products while ensuring 75 per cent (75%) of the vendors present at the event meet the “make it, bake it, grow it” criteria;
- f. Have accessory merchandising that is less than 25% of the total dedicated site area; and
- g. Provide designated areas and high-quality furniture for eating and drinking, and hand washing/sanitizing and washroom access on premises; and
- h. Be considered for specific dates and times on a first come, first served basis.

**5.6 Not-for-Profit Events** shall:

- a. Be coordinated by a locally based not-for-profit organization; and

- b. Be able to demonstrate that the revenues generated from the Special Event support local charitable, political or social projects.

**5.7 Public Engagement** shall:

- a. Be coordinated by a locally based or affiliated organization;
- b. Be permitted if relating to policies, activities or land uses in the local community;
- c. Be permitted if they do not negatively affect the reputation of the municipal organization, the community of Banff, or Banff National Park, at the sole discretion of the Town Manager; and
- d. Not interfere with public access, experience and enjoyment of public spaces in Banff.

**5.8 Public Events on Private Property** require a Private Property Public Event application if the event generates pedestrian or vehicle traffic or parking considered in excess of normal activity for the community, or if commercial activities in the space are not permitted under the Land Use Bylaw. An event application fee is not required. A new licence is not required. However, a temporary development permit may be required depending on the circumstance.

**5.9 Public Demonstrations** shall:

- a. Minimize interference with resident or visitor access, experience and enjoyment of public spaces in Banff;
- b. Be coordinated by a locally based individual or organization;
- c. Submit a Special Event Application in order to receive advice, support where possible, coordination, and security assistance if possible; and
- d. Not be required to pay a special event application fee, nor a Street and Public Place Use Permit fee, nor obtain a business licence, nor pay a Special Event Licence fee, but the organizer may be required to hire traffic management support or security.

**5.10 Seasonal Markets** shall:

- a. Be held a maximum of 4 discreet periods (as defined) ~~2 times~~ per year, per location, with each being held no longer than 4 consecutive days;
- b. Be limited to 24 days per year collectively with the community, excluding set-up and take-down days for large destination events; and,
- c. Be held between September 15 and June 15, annually;
- d. Emphasize the sale of regionally produced arts and crafts while ensuring seventy-five per cent (75%) of the vendors meet the “make it, bake it, grow it” criteria and where the remaining vendors represent Canadian-made products and food or meet the “personal services” or “public engagement” criteria;
- e. Not include the sale of professional services, flea market booths, or second hand products; and,
- f. Be considered for specific dates and times on a first come, first served basis.

**5.11 Sporting and Wellness Events** must:

- a. Be limited to a maximum of 2 discreet periods per quarter, per location;



- b. Have an overall maximum town-wide allowance of 2 Destination Sporting Events in the period from May Long Weekend to Labour Day, annually;
- c. Be held no longer than 4 consecutive days per discreet period;
- d. Be temporary in nature, occurring less than once per month, excluding Community/Not-for-Profit Sporting or Wellness events and be limited to 28 days per year collectively with the community, excluding set-up/take-down days;
- e. Have accessory merchandising which is secondary to the primary event and less than twenty-five (25%) of the total dedicated site area;
- f. Accessory merchandizing must emphasize the sale of regionally produced products while ensuring seventy-five per cent (75%) of vendors present at the event meet the “make it, bake it, grow it” criteria;
- g. Ensure all merchandising is in keeping with the purpose, theme and design of the primary sporting event; and
- h. Be considered for specific dates and times on a first come, first served basis

**5.12 General Restrictions and Requirements** that apply to all public events:

- a. A Special Event Organizer must meet all conditions set out by the Town of Banff before being permitted to hold the Special Event.
- b. Special Event Organizers shall follow the procedures provided in the Town of Banff’s Special Event Standards.
- c. Special Event Organizers shall meet the environmental, safety, social and commercial requirements identified in the Town of Banff’s Special Event Standards, which reflect the strategic goals of the Town and its Community Plan, and which are updated regularly to align with bylaw or other regulatory changes.
- d. Special Events shall be open to the public, accessible to a wide range of people in the community, contribute to a positive resident and visitor experience in Banff, reflect a sense of place wherever possible, and foster healthy lifestyles.
- e. Special Events shall NOT be approved that, in the discretion of the Town Manager, are inappropriate associations for the municipality in that their products or business activities do not align with the Town of Banff values or Banff National Park interests. Examples of inappropriate topics for Special Events include, but are not limited to, events that:
  - Promote the use of tobacco, vaping or e-cigarettes, cannabis, drugs, alcohol, firearms or hunting;
  - Cause or promote to cause significant environmental harm;
  - Convey anything that is derogatory, prejudicial, harmful, hateful to or intolerant of any specific group or individual;
  - Promote pornography;
  - Are requested by organizations disqualified from doing business with the Town of Banff due to previously established reasons;
  - Are requested by organizations that have a negative public reputation or controversial public profile;
  - Convey negative representation of the Town of Banff or Banff National Park; or

- Could create fiscal hardship for the Town and/or its residents.
- f. Events shall be open to the public, and measures should be taken to reduce any financial or physical barriers to participation of community members, where possible.
  - g. Event Organizers should make provisions to provide members of the public with ways to access a public space, such as parkland, which is temporarily being used exclusively by an event, or mitigate the impact of any restrictions that prevent access to public space by people not participating in the event, where possible. Such mitigation measures shall not prevent the Event Organizer from controlling access to the public space or impeding the implementation of the event.
  - h. All temporary structures, as herein defined, require assessment and approval as part of the application and approval process.
  - i. New large or destination Special Events proposed during peak visitation – from the May Long Weekend to Labour Day – will not be permitted due to negative impact on traffic, parking availability and access to parks and trails. In very infrequent circumstances, the Town Manager has discretion to consider such applications. Some existing recurring special events during peak season shall be encouraged to shift to non-peak season over time.
  - j. Annually recurring Special Events shall have their date, site and function tentatively reserved for the following year, provided that the Special Event Organizer submits in writing to the Town, at least nine (9) months in advance of the next event, confirming that the event is intended to be repeated on the specific date. This does not guarantee the event will be approved, but the notification prevents approval of other competing applications for the same category type and the same time.
  - k. Applications for private functions, commercial functions and/or other invitation-only special events in an outdoor public space that is not open to the public would not be approved. In very infrequent circumstances, a private event in a public space may be allowed by a decision of Town Council. If approved, such private functions are required to adhere to the requirements of this policy and may also have additional conditions placed on them.
  - l. No single Special Event Organizer shall hold more than 80% of the collective Special Event allocation per year in any particular event category.
  - m. All Special Events shall operate within the hours of 8 a.m. to 10 p.m. The hours may be extended in rare, unplanned circumstances related to a particular event.
  - n. Special events organized by other orders of government, the Town of Banff and Banff & Lake Louise Tourism are not counted in the total number of days allocated to each event category identified in this policy, nor restricted by those limits, and are excluded from the limit in 5.12.k.
  - o. Individual vendors are not permitted to:
    - Sell services unrelated to the Special Event; and,
    - Operate outside a permitted Special Event in Banff.

### 5.13 Exemptions to Restrictions

- a. Banff Town Council has discretion to remove any of the identified restrictions or responsibilities herein, if such a request is brought before council through normal delegation to council meeting process, more than 120 days in advance of the relevant planned special event.

## 6.0 LICENCE and PERMIT REQUIREMENTS

- 6.1 The granting of any approval required by this policy shall not eliminate any requirement for a business licence by the Special Event Organizer.
  - a. The the Special Event Organizer for approved Farmers Markets and Seasonal Markets will be required to hold a valid business licence or temporary business licence (as required by the Business Licence Bylaw), and the Special Event Licence, which together provide umbrella licensing for approved vendors.
  
- 6.2 The granting of any approval by this policy shall not eliminate any requirement for a licence or any other permit(s) which may be prescribed by any other Town bylaws or regulations or by other government agencies including Parks Canada, Alberta Health Services, Alberta Gaming Liquor and Cannabis or RCMP.
  
- 6.3 For Special Events planned in Banff National Park and wholly or partially outside the Town boundary, or in Parks Canada leaseholds within the town site, such as in the Cascades of Time Garden, Banff Avenue Square and space surrounding the Banff Park Museum National Historic Site, Special Event Organizers may require an event licence from Parks Canada.
  
- 6.4 A Special Event Organizer shall be provided the Special Event Licence in accordance with the current Town of Banff Fees and Charges Bylaw, based on the following requirements:
  - a. Type: Destination Event – Application Category
    - Temporary Special Event Licence – event lasting 1-4 days  
or
    - Seasonal Special Event Licence – event lasting more than 4 days  
and
      - Non-Resident licence surcharge may apply
      - Special Event Site Fee on Town leasehold, other than Street/sidewalk/parking – up to 1,500 participants  
or
      - Special Event Site Fee on Town leasehold, other than Street/sidewalk/parking – more than 1,500 participants  
and
      - Street Use and Public Place Use Permit Fee may apply
  - b. Type: General Special Event – Application Category

- Temporary Special Event Licence – event lasting 1-4 days  
or
  - Seasonal Special Event Licence – event lasting more than 4 days  
and
    - Non-Resident licence surcharge may apply
    - Special Event Site Fee on Town leasehold, other than Street/sidewalk/parking – up to 1,500 participants  
or
    - Special Event Site Fee on Town leasehold, other than Street/sidewalk/parking – more than 1,500 participants  
and
    - Street Use and Public Place Use Permit Fee may apply
- c. Type: Community/Non-Profit Event – Application Category (no charge application)
- No licence required
  - No charge for Participant Site User Fee
  - Street Use and Public Place Use Permit Fee may apply
- d. Type: Public Event on Private Property – Application Category (no charge application)
- No licence required
  - No charge for Participant Site User Fee

**6.5** The attainment of appropriate Special Event licensing will be a condition of approval for holding a Special Event in Banff.

**6.6** A Street and Public Place Use Permit will be required for Special Event activities that disrupt normal public access to the public site of the Special Event, in accordance with the Street and Public Place Use Bylaw.

- a. Payment of the Special Event Application fee shall eliminate the requirement for payment of a Street and Public Place Use Permit *Administration* Fee, but the Use Fee is still required.
- b. Payment of a Street and Public Place Use Permit Fee set out by the Fees and Charges Bylaw would be required before issuance of the Special Event Licence.

## **7.0 RESPONSIBILITIES**

- 7.1** Council is responsible for approving this policy and any amendments thereto.
- a. Council may consider requests to remove any of the identified restrictions or responsibilities in Section 5, if such a request is brought before council through normal delegation to council meeting process, more than 120 days in advance of the relevant event; and

- b. Council may review and approve or refuse applications in rare circumstances for private functions, commercial functions and/or other invitation-only special events in an outdoor public space that is not open to the public.
- c. Council may consider applications from non-profit organizations to waive fees and/or provide in-kind support received during annual Service Review and Budget deliberations.

**7.2** The Town Manager or designate is responsible to:

- a. Implement this policy and any amendments;
- b. Inspect approved Special Events and advise on requirements or issue stop order and withdraw Special Events approval for any non-compliance of safety, environmental or social requirements that have been set out for the Special Event;
- c. Permit Public Engagement activities as part of an event or as a standalone event if they do not negatively affect the reputation of the municipal organization, the community of Banff, or Banff National Park; and
- d. Permit in rare circumstances new Special Events proposed during peak visitation – from the May Long Weekend to Labour Day – if there is no negative impact on traffic, parking availability and access to parks and trails.

**7.3** The Director of Planning and Development or designate is responsible to:

- a. Ensure compatibility of proposed Special Events with neighbourhood and surrounding development;
- b. Ensure compatibility of proposed Special Events with the Banff Community Plan;
- c. Ensure the Special Event Standards – the procedural document that accompanies this policy – reflects the requirements of the Community Plan;
- d. Implement this policy and recommend any amendments;
- e. Review all applications required for Special Events on private leaseholds, with special consideration of temporary structures, commercial limits permitted activities, and other appropriate use guidelines, policies and regulations set by Parks Canada;
- f. Approve or refuse applications on private leaseholds;
- g. Inspect approved Special Events on private leaseholds to ensure compliance with the provisions of this policy, conditions of approval and any applicable Town of Banff bylaws, standards and guidelines;
- h. Review all applications for Special Events in public spaces, with special consideration of temporary structures, vendors and commercial limits in the Banff town site;
- i. At their discretion, provide exemption from requirements and restrictions of this policy for Community Events / Not-for-Profit Events such as food sales, sporting equipment trades, hotdog sales and small-scale fundraising efforts; and
- j. At their discretion, waive application and use of public space fees if the Town of Banff is the organizer or partner in the production of a Special Event.

- 7.4** The Director of Communications and Marketing or designate is responsible to:
- a. Implement this policy and recommend any amendments;
  - b. Collaborate in the planning of all Destination Events;
  - c. Coordinate the review and approval or refusal of all General Special Event applications, and coordinate any Town department involvement required in the implementation of the Special Events;
  - d. Approve or refuse Special Event applications in public spaces; based on the restrictions of this policy and requirements of the procedures in the Special Events Standards document;
  - e. Regularly update the Special Event Standards – the procedural document that accompanies this policy to guide Special Event Organizers – to reflect current environmental, social and economic requirements of the Community Plan, the Town’s Strategic Priorities, bylaws, policies and master plans;
  - f. Review applications for public engagement and public demonstrations, and coordinates involvement of other departments;
  - g. Inspect approved Special Events in public spaces to ensure compliance with the provisions of this policy, and any applicable Town of Banff bylaws, standards and guidelines; and
  - h. Provide an annual report to Council outlining approved and (confidentially) non-approved special event applications.
- 7.5** The Director of Community Services or designate is responsible to:
- a. Implement this policy and recommend any amendments; and,
  - b. Coordinate the review and approval or refusal of Community Event /Not-For-Profit Event applications, and coordinate Town departments in their implementation in public spaces, as required;
  - c. Inspect approved Community Events in public spaces to ensure compliance with the provisions of this policy, and any applicable Town of Banff bylaws, standards and guidelines;
  - d. Provide facility bookings, permits, facilitate, oversee and provide coordination support for Community Events within Town of Banff recreation facilities and in ~~on~~ public spaces.
- 7.6** The Director of Operations or designate is responsible to:
- a. Implement this policy and recommend any amendments;
  - b. Review all applications for Destination Events and large Special Events in public spaces, with special consideration and identification of impact on municipally managed space; and
  - c. Implement support for approved large Special Events, as required, including resources from Streets, Municipal Parks, and Facilities.
- 7.7** The Director of Engineering or designate is responsible to:
- a. Implement this policy and recommend any amendments;
  - b. Review all applications for Destination Events and large Special Events, with special consideration and identification of impact on vehicle traffic, parking, or pedestrian patterns, and impact on or by capital projects; and
  - c. Review and provide Streets and Public Place Use Permits, as required.

- 7.8** The Special Event Organizer is responsible to:
- a. Adhere to the requirements of this policy and the Special Events Standards guide which outlines procedures and detailed requirements for Special Events;
  - b. Submit an application for each proposed Special Event at least 90 days in advance of the proposed event date;
  - c. Include in event applications the target or estimated size, objectives impact in community and other requirements of the Special Event Application;
  - d. For large destination events (more than 1,500 participants), submit to the Town notification of intent to organize an event at least six (6) months ahead of the proposed event date, and before the 90-day deadline for the formal event application;
  - e. For annually recurring events, submit in writing nine to 12 months in advance of the next event, confirming the event is intended to be repeated on the specific date and location.
  - f. Provide all documentation required of the Special Event Standards and conditions of Licence, which may include site maps, traffic management plans, communications plans, waste management plans medical/safety plans, proof of insurance, and renew notice of annually recurring plans (if applicable);
  - g. Apply for and obtain a Street and Public Place Use Permit for activities that disrupt normal public access to the site of the Special Event, as required by the Street and Public Place Use Bylaw;
  - h. Secure all required permits and licences, before proceeding with an approved event;
  - i. Provide all required fees for Special Event Application, Special Event Licence, and any other required permits and licences before proceeding with an approved Special Event;
  - j. Ensure that Special Events conform to all conditions of approval and Special Event Licence, including the “*make it, bake it, grow it*” criteria as defined;
  - k. Expediently resolve any issues identified by the Town on inspection;
  - l. Provide lists of vendors with contact information and descriptions for review and approval, as required;
  - m. Be present on site for the preparation, execution and resolution of the event;
  - n. Be accountable for all actions taken by contractors during the preparation, execution and decommissioning of the event; and
  - o. Provide the Town with a post-event report that includes, but is not limited to, number of participants, community impact, success in meeting objectives, and successes and issues.

## **8.0 GENERAL CONDITIONS**

- 8.1** By signing the permit, the applicant agrees that the Town Department Directors responsible, the Town Manager, or their designates may enter the event site and cause the Special Events to be stopped and withdraw the Special Events approval.

- 8.2 Town Department Directors responsible, the Town Manager, or their designates may enter and inspect the Special Events site to ensure compliance with the conditions of approval.
- 8.3 Approval notice issued by the Town of Banff must be available for inspection by Municipal Enforcement on the Special Event site at all times during the event.

## 9.0 TOWN OF BANFF APPROVAL

- 9.1 An application for a Special Event shall not be processed until the applicant has provided all required documents and fees as described in this Policy and the *Special Event Application Form*. The Application starts the process for evaluating and determining if the Special Event will be approved.
- 9.2 The department directors responsible or designate may refer the application to any other department, agency or official whose consideration the director deems essential to a full and complete an assessment.
- 9.3 If an application does not meet the requirements of this policy, the department director responsible or designate, may refuse approval. In this case, a written response will be provided explaining the reasons for refusal.
- 9.4 If the application meets the requirements of the Policy, the Town shall identify conditions and requirements that must be met before a Special Event Licence is issued and the event is allowed to proceed.
- 9.5 A Special Event Licence, depending on the category, allowing the operator to proceed, is issued when all conditions, licencing and permitting are met.
- 9.6 The department director responsible or designate may suspend or revoke approval for violation of any provision of this policy or any other applicable law, rule or regulation, for violation of the approval conditions, or for any misrepresentation by the applicant, his agents or employees or independent contractors under contract with the applicant.
- 9.7 Any Special Event which includes cooking appliances or open flame requires a permit in accordance with the Alberta Fire Code (2019) and Town of Banff Fire Department Bylaw 66-2.

## 10.0 RELATED APPROVALS

Issuance of a Special Event approval shall not relieve the leaseholder or applicant of the responsibility for securing other permits or approvals required by the Town of Banff Fire Department, Parks Canada, Alberta Health Services, or any other government agency.



RELATED DOCUMENTS

Banff Community Plan  
Town of Banff Special Event Standards  
National Building Code – 2019 Alberta edition; National Fire Code – 2019 Alberta edition  
Town of Banff Land Use Bylaw  
Town of Banff Streets and Public Place Use Bylaw  
Town of Banff Business License Bylaw  
Town of Banff Community Standards Bylaw  
Town of Banff Waste Bylaw  
Special Event Application Form  
Town of Banff Public Use of Municipal Facilities Policy  
Town of Banff Fees and Charges Bylaw

This policy shall be in effect on the date it is approved by resolution of Council.

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Corrie DiManno  
Mayor

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Kelly Gibson  
Town Manager