

CITY OF GRAND FORKS

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| POLICY TITLE: | Temporary Use of City Property or Facilities | POLICY NO: | 1207 |
| EFFECTIVE DATE: | July 17, 2017 | SUPERSEDES: | |
| APPROVAL: | Council | PAGE: | 1 of 7 |

Purpose

To establish guidelines for the use of City property or facilities.

Definitions

Activity coordinator means the non-City organizer of the activity or event.

Temporary means six months or less.

Policy Statements

1. Limitations

The City will endeavour to meet all requests to use its property or facilities so long as it does not represent an unreasonable burden on its resources.

2. Public good

Requests that would require a significant amount of City resources may require a statement of anticipated benefit to the City or its residents, or may be sent to Council for decision.

3. Food and drink

Activity coordinators will follow the Interior Health Authority regulations for permits and food safety.

4. Alcohol

Activity coordinators will hold a liquor license and Serving It Right certification.

5. Amplified sound and noise

Activity coordinators will comply with the noise bylaw or have an exemption passed by Council.

6. Fires

Activity coordinators must follow fire safety protocols acceptable to the fire department.

7. Hazardous materials

All hazardous materials stored or used in an activity or event will follow safety protocols and have emergency plans in place.

8. Waste management

Activity coordinators will ensure there are sufficient garbage and recycling bins and that the site is left clean.

9. Electrical services

The City will provide electrical connections at its discretion, where available, and upon request.

10. Road closures

Road closures are at the discretion of the City. The authorization of road closures will take into account the potential impact on emergency access, businesses and residents.

11. Tents, stages, and temporary structures

Temporary structures will be set up safely and in a way that allows emergency access, and must be removed by the event organizer.

12. Liability and Insurance

The City will not be responsible for personal injury or damage, for loss, damage or theft of clothing, materials and/or equipment on the premises. The Activity

Coordinator shall indemnify and save harmless the City and its staff, and will hold adequate insurance that names the City as additional insured.

13. Parking

Activities or events will not block access to private property or public services, or unduly encroach on residential parking. It is the responsibility of the Activity Coordinator to notify residents if they anticipate an impact.

14. Attendance

Events expecting more than 150 people attending will have a risk management plan.

15. Smoking

Activity coordinators must follow provincial smoking regulations, identify a designated smoking area, and provide butt disposal. Smoking is prohibited indoors or around children.

16. Washrooms

Events with public assembly in enclosed areas will meet BC Building Code requirements for the number of washrooms provided. Activity coordinators will ensure washrooms are kept in sanitary condition.

17. Commercial Use on Public Property

See Policy 114: Temporary Commercial Use on Public Property.

18. Playing fields

The City will ensure playing fields are kept in good condition and will accommodate reasonable requests for special maintenance related to the event.

19. City Equipment

The City will lend bleachers, barricades, picnic tables, garbage cans, Hi-Viz vests, and traffic cones as available and upon request.

20. City Facilities

City facilities are available for use subject to the terms of a Facility Use Agreement.

21. Private Possessions Stored on City Property

Private possessions may only be stored on City property by special arrangement. The City is **not** responsible for managing or safeguarding private possessions stored on City property.

22. Damage

The City may require a damage deposit in a Facility Use Agreement.

23. Security

The City may require the Activity Coordinator to provide security for large events.

Schedule A: Procedure

| Item | Description | Staff responsible or designate |
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| Food and Drink | Obtain copies of the permits or a description of why they are exempt. | Deputy Corporate Officer |
| Alcohol | Create an RFD for the requested liquor license. Obtain a copy of liquor license if issued. <u>Supporting document:</u> RFD for liquor license request. | Deputy Corporate Officer |
| Amplified Sound System | Create an RFD for a requested exemption to the noise bylaw. <u>Supporting document:</u> RFD for noise bylaw exemption. | Deputy Corporate Officer |
| Fires | Coordinate the activity specifications with the requirements of the fire department. | Fire Chief |
| Hazardous Materials | Obtain a copy of the safety protocols and emergency plan for any hazardous materials. | Deputy Corporate Officer |
| Waste Management | Ask what type and how much waste will be generated. Offer City equipment as appropriate and make sure the activity coordinator has a plan for managing waste. <u>Supporting document:</u> Event request form | Deputy Corporate Officer |
| Electrical Services | Have the activity coordinator fill in an Electrical Service Request form and coordinate it with Public Works. <u>Supporting document:</u> Electrical Service Request form | Power Distribution Coordinator and Deputy Corporate Officer |

| Item | Description | Staff responsible or designate |
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| Road Closures | <p>Have the activity coordinator fill in the "Road Closure Notification" form. Check that all properties that use the affected road are included on the form. Make sure the activity coordinator has the capacity and equipment to safely close the road and put up appropriate signage, and that they notify emergency services.</p> <p><u>Supporting document:</u> Road Closure Notification form</p> | Manager of Operations and Deputy Corporate Officer |
| Tents, stages, and temporary structures | <p>If many structures are planned, obtain a site plan. Check with Public Works for buried utilities if the structures are heavy or if any stakes etc. are being driven into the ground. Run any site plans past the building inspector and fire department to check for additional requirements.</p> <p><u>Supporting document:</u> Site plan template</p> | Deputy Corporate Officer |
| Insurance | <p>Check the MIA risk matrix for the appropriate level of insurance.</p> <p><u>Supporting document:</u> MIA risk matrix</p> | Chief Financial Officer and Deputy Corporate Officer |
| Parking | <p>Obtain a parking plan for large events.</p> <p><u>Supporting document:</u> Parking plan template</p> | Manager of Operations and Deputy Corporate Officer |
| Attendance | <p>If the event expects more than 150 attendees, then obtain a risk management plan.</p> <p><u>Supporting document:</u> Risk management plan template</p> | Fire Chief and Deputy Corporate Officer |

| Item | Description | Staff responsible |
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or designate

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| Smoking | Ask activity coordinator if they will have a designated smoking area. If so, have them mark it on a site plan. <u>Supporting document:</u> Site plan template | Deputy Corporate Officer |
| Number of Toilets | Check the number of existing facilities against the anticipated number of attendees. If more toilets are required, inform the activity coordinator of how many portable toilets they will need. <u>Supporting document:</u> BC Building Code | Manager of Development and Engineering, and Deputy Corporate Officer |
| Washrooms | Ensure there are enough City staff on during the event to do extra cleaning, or for larger events, obtain the event plan for janitorial services. | Deputy Corporate Officer |
| Vending / Commercial Use of Public Property | Follow Policy No. 114 | Deputy Corporate Officer |
| Playing Fields | Ensure there are enough City staff resources and accommodate all reasonable requests for special maintenance. <u>Supporting document:</u> Event request form | Public Works Coordinator and Deputy Corporate Officer |
| City Equipment | If available and appropriate, lend City equipment to the Activity coordinator. <u>Supporting document:</u> Event request form | Public Works Coordinator and Deputy Corporate Officer |
| City Facilities | Fill out a facility use agreement and go over it with the activity coordinator. <u>Supporting document:</u> Facility Use Agreement. | Manager of Operations and Deputy Corporate Officer |