



Policy Manual

Neighborhood Block Party Policy

APPROVED

RES. NO.: 18-090

DATE: April 17, 2018

REVISED

RES. NO.: 21-059

DATE: March 2, 2021

Signature of Approval of Authorized Personnel: _____

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

PURPOSE:

To promote social engagement and connectivity within the Town of Redwater.

POLICY STATEMENT:

Neighborhood Block Party Events are a neighborhood development initiative. Active participation in the community is a critical element in developing a caring and safe community.

Neighborhood Block Party Events help to increase feelings of safety and security, foster healthy and safe neighborhoods, may decrease levels of crime, as well as increase citizen engagement and connectivity.

Strong communities are those that rely on their own resources, and neighbourhoods are most powerful when they take collective action.

In accordance with this Policy, the Town will issue Community Block Party Permits, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighbouring residents and businesses.

DEFINITIONS:

"Applicant" is the person to be held responsible for the Neighborhood Block Party Event.

"CAO/Designate" is the Chief Administrative Officer or Town Manager of the Town of Redwater or designate.

"Neighborhood" is a group of residential houses or buildings that are together in an area or that are grouped together as a unit.

"Neighborhood Block Party Event" is an outdoor, alcohol free, cannabis-free, public party put on by the residents of a block or neighborhood.

"Neighborhood Block Party Event Permit Application Form" is the form required to obtain formalized permission from the Town to hold the Neighborhood Block Party Event and forms Schedule "A" of this policy.

“Permit” is a document issued by the Town of Redwater giving formalized permission to the Applicant to hold the Neighborhood Block Party as per the application submitted and forms part of Schedule “A” of this policy.

“Planning Guide” Is a document designed to assist with planning a Neighbourhood block party event and forms Schedule “B” of this policy and is for the purpose of information only.

“Roads not Eligible for Temporary Closure Map” is the map outlining roads that are not eligible for closure for Neighborhood Block Parties and forms Schedule “C” of this policy.

“Special Event Insurance” Is a class of insurance that is commonly required by groups or people holding an event within a municipality. This type of insurance is easily attainable from local brokers and is common to have a \$2,000,000.00 limit

“Town” means the Town of Redwater

PROCEDURES:

A. Neighborhood Block Party Event Permit Requirements:

1. In accordance with this Policy, the Town of Redwater may issue Neighborhood Block Party Event Permits, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members as well as to prevent excessive inconvenience to neighboring residents and/or businesses.
2. The applicant(s) must complete and return the Neighbourhood Block Party Event Permit Application Form outlined in Schedule “A”, Showing permission from at least 15 of the neighbours who are affected. This application form must be completed in full to be considered and submitted a minimum of 15 calendar days prior to the event.
3. The Applicant must have Special Event insurance in order to host a Neighbourhood Block Party Event. Special Event insurance coverage must be \$2,000,000.00
4. A minimum of 15 residents in the area must be in agreement with the Neighborhood Block Party Event and/or temporary road closure.
5. A neighbourhood block party events may be held in one of three locations (1. Street, 2. Park, 3. Neighbourhood centre), and must be identified as the location as per Schedule “A”.
6. Final approval shall be at the discretion of the CAO or designate.
7. Neighborhood Block Party Event Permits will not be granted for those roadways specified as ineligible for closure as identified on Schedule “C” of this policy.
8. Copies of this permit, once approved, will be distributed to the following key contacts:
 - Applicants
 - CAO
 - Manager Community Services
 - Infrastructure Manager
 - Emergency Services - Redwater Fire Department, R.C.M.P., Ambulance Services.



B. Neighborhood Block Party Event Regulations:

1. Neighborhood Block Party Event Permits may be approved for Friday evenings, Saturdays, Sundays, and Statutory holidays.
2. The Applicant will be the person deemed responsible for the Event and must remain at the Neighborhood Block Party Event until its conclusion.
3. The Applicant is responsible to place barricades no more than one hour prior to the Neighborhood Block Party Event and for removal of the barricades immediately after the Event has concluded.
4. Barricades must be placed at the end of each block, adequately warning vehicles of the street closure, and must be illuminated if in use after dark.
5. The Applicant must ensure immediate access can be provided to any emergency or RCMP vehicles. All structures related to the event including but not limited to chairs, tables or picnic tables should be placed at the sides of the street and must be easily removable in the event of an emergency.
6. Neighborhood Block Party Events may only take place between 10:00 am and 9:00 pm. Music may only be played between 10:00 am and 9:00 pm in accordance with the Community Standards Bylaw.
7. The noise level shall not disturb, or distract from the comfort, repose, health, peace or safety of other persons within the limits of the Town.
8. Inflatable devices (i.e. bouncy castles or similar) are prohibited unless the Applicant provides a certificate of insurance (min. \$2,000,000 liability coverage) listing the Town of Redwater as an "additional insured".
9. Alcohol and cannabis are not permitted on public property.
10. No open fires are permitted on public property.
11. If signage will be erected, an application for a sign permit is required as per the Land Use Bylaw, including temporary signage.
12. All applicable Town of Redwater Bylaws must be adhered too.
13. A maximum rebate of \$5.00 per person is available from the Town of Redwater towards Block Party eligible expenses. Eligible expenses shall include, but are not limited to, food, non-alcoholic beverages, and entertainment. Expenses can only be claimed after the conclusion of the event and all expense claims must be submitted using the Rebate Form as per Schedule "D". It is at the discretion of the CAO, or his/her designate, which expenses shall be deemed eligible.
14. A maximum of five (5) block parties per year may receive the above-mentioned rebate from the Town, on a first come first served basis only.
15. The Applicant is responsible to ensure that the area is thoroughly cleaned up after the event including but not limited to removal of all garbage or debris, decorations, event signs and all related equipment or structures. The Town will hold the Applicant responsible for the cost of clean-up if required following the event and may result in the forfeiture of the rebate for the Applicants event.

C. Provision of Equipment or Supplies for the Neighborhood Block Party Event:



1. It is the responsibility of the Applicant to provide supplies or equipment needed for the Neighborhood Block Party Event.
2. The Town will provide the following equipment “free of charge” to support Neighborhood Block Party Events if the equipment is available for use on the date of the Event. If the following equipment is not available for the Neighborhood Block Party Event, the Applicant will be responsible to provide their own equipment.

a. Tables and Chairs:

- i. The Town will provide a maximum of 5 tables (8ft, plastic surface, rectangle tables) and a maximum of 40 chairs free of charge, if available.
- ii. The Applicant is responsible to pick up tables and chairs from Pembina Place no later than 3 pm on the Friday before the Neighborhood Block Party Event.
- iii. The Applicant is responsible to return tables and chairs to Pembina Place no later than 4 pm on the Monday immediately after the Neighborhood Block Party Event.

b. Barricades:

- i. The Town will provide barricades free of charge, if available.
 - ii. The Applicant is responsible to pick up barricades from the Public Works Shop no later than 3:00 pm on the Friday before the Neighborhood Block Party Event.
 - i. The Applicant is responsible to return barricades to the Public Works Shop no later than 4 pm on the Monday immediately after the Neighborhood Block Party Event.
3. The Applicant will be held responsible and will be required to reimburse the Town for damages to any equipment (tables, chairs or barricades) provided by the Town.
 4. The Town will provide a maximum of 20 free copies of the Neighborhood Block Party Event invitation provided by the Applicant.

D. Neighborhood Block Party Indemnification:

1. The Applicant must agree to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Applicant and is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

REFERENCE:

**Municipal Government Act
Town of Redwater Community Standards Bylaw
Town of Redwater Fire Bylaw
Town of Redwater Land Use Bylaw**

