

# City of Wetaskiwin Council Policy

# Special Events Policy



Policy Number:	CO-036
Effective On:	April 28, 2025
Approval History:	Res. No: 209/25 Dated: April 28, 2025
Review Frequency:	Every 4 years
Responsibility:	Recreation
Cross-Reference:	Bylaw 1507-01; Procedure CO-036-1; Fees and Charges Bylaw in effect

## 1. Policy Statement

The City of Wetaskiwin is committed to supporting special events in the community. This policy outlines how the City may support special events hosted by third parties on City property.

## 2. Definitions

‘City Manager’ means the Chief Administrative Officer of the City of Wetaskiwin or their designate.

‘Event Organizer’ means any person or organization that organizes special events in the community but does not mean City of Wetaskiwin staff who organize events on the City’s behalf.

‘Mobile Food Vendor’ means any non-permanent food or beverage vendor such as food tents, booths, or food trucks.

‘Mobile Retail Vendor’ means any non-permanent vendor of goods other than food or beverages.

‘Emergency Plan’ means a plan for internal use for the event organizers to address situations including, but not limited to, site evacuations, lost children, and theft.

‘Site Plan’ means a map detailing the layout of the site and all safety-conscious or logistical features.

‘Special Event’ A temporary outdoor event held by a third party in the City of Wetaskiwin that makes use of City property and/or a street or lane.

- a) Community Event: A special event that is open to the public.
- b) Private Event: An invitation-only special event on property that the public would normally have the right to access.
- c) Charitable or Non-profit Event: A community event that is sponsored or operated by:

- i. A society or an organization
- ii. A service club
- iii. A community, veterans', or youth organization
- iv. A social, sport or fraternal organization or club

'Participant' means all those who are on site at a special event at any given time, including but not limited to attendees, vendors, performers, and volunteers.

'Traffic Management Plan' means the plan detailing the temporary closure of a road

### **3. Standards**

- 3.1 Third Parties must submit an application to the City of Wetaskiwin prior to hosting any special event utilizing City of Wetaskiwin property or a street or lane. For greater clarity, this policy does not apply to public or private events taking place on private property.
- 3.2 Administration will receive and approve or deny all applications for special events in the City of Wetaskiwin.
- 3.3 Applications will be evaluated for:
  - a) Size of the event;
  - b) Duration of the event;
  - c) Site plan;
  - d) Mobile retail vendors and mobile food vendors;
  - e) Safety or security need;
  - f) Any other aspect not listed above.

### **4. Road Closures**

- 4.1 The City of Wetaskiwin will approve or deny road closures.
- 4.2 Approval of the closure will depend on the time, date, and location of the requested closure.

### **5. General**

- 5.1 Special events must adhere to all applicable legislation, City of Wetaskiwin bylaws, and City of Wetaskiwin policies.

*Original has been signed and filed  
with Records Management*

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Tyler Gandam, Mayor

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Sue Howard, City Manager