

<b>City of Prince Albert</b> <b>Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>78</b>
Section:	Facilities Division	Issued:	July 11, 1994
Subject:	<b>Use of City Hall and Memorial Square Policy</b>	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0035 of January 25, 2016	Page:	1 of 9
		Replaces:	Council Res. 1003
Issued by:	Executive Assistant, Community Services	Dated:	Dec 13, 2004
Approved by:	Director of Community Services	<i>Procedure Amended</i>	<b>October 1, 2018</b>

## **1 POLICY**

- 1.01 City Hall is the legislative centre of Prince Albert's municipal government. The City Hall public space is intended for Prince Albertans and visitors to enjoy, celebrate, gather, discuss, and plan our future.
- 1.02 In addition to City Hall's role as a civic centre, the City Hall building and outdoor space referred to as Memorial Square, are important focal points to downtown Prince Albert.

## **2 PURPOSE**

- 2.01 To provide a fair and reasonable procedure for the use of City Hall public space and Memorial Square.
- 2.02 To identify the types of acceptable activities that may take place within and outside City Hall.
- 2.03 To ensure that as Prince Albert's municipal government, an atmosphere that is safe, fair and democratic is maintained.
- 2.04 To ensure City Hall public space and Memorial Square remain accessible, convenient and comfortable places for community activities which foster community spirit and pride; recognizing that when such events take place, that Council and the City's normal day-to-day business needs must be met.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Community Services Department.
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#### **4 RESPONSIBILITY**

4.01 The Director of Community Services or Designate is responsible for ensuring compliance with this Policy.

#### **5 DEFINITIONS**

5.01 In this Policy:

- (a) “Active Solicitation” – means the act of directly approaching people for the purposes of sharing information, recruitment or sales.
- (b) “Advertising and Commercials” – means any filming activity that uses the image of City Hall to state or imply an endorsement of, or connection to, a product or service.
- (c) “Commercial Activity” – means an activity in which goods, services or entertainment are sold for profit for the benefit of a private business and not the general public.
- (d) “Courtesy Flag Pole” – means a flag pole displayed in front of City Hall on the furthestmost right hand side.
- (e) “Day Time Business Hours” – means between Monday and Friday, during the hours of 8:00 am and 4:45 pm, excluding statutory holidays.
- (f) “Director of Community Services” – means the Director of Community Services or Designate.
- (g) “Community Event” – means a free, open to general public activity organized and managed by a Prince Albert area not-for-profit group.

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- (h) “Fundraising Activity” – means an activity in which goods, services or entertainment are sold to the public, with profits returning to a group to benefit the community at large.
- (i) “Not-For-Profit Organization” – means a group that is established and registered under law of Saskatchewan or Canada for a purpose other than to make a profit, who operate within the Prince Albert region, and who carry on activities benefitting a broad cross-section of the community.
- (j) “Memorial Square” – means the area located immediately west of City Hall, including the water fountain, Cenotaph and surrounding green space.
- (k) “Site” – means the City Hall building and surrounding grounds of Memorial Square that is considered part of City Hall’s property.
- (l) “User Group” – means the group or organization requesting to use space within City Hall public space and/or Memorial Square.
- (m) “User Group Representative” – means the person that is representing the group or organization requesting to use City Hall public space and/or Memorial Square, and is identified as the Applicant on the Application For Use of City Hall-Memorial Square.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

### **6.01 Flag Protocol Policy.**

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## **7 CITY HALL BUILDING – GENERAL USE**

- 7.01 The meeting rooms and other spaces inside City Hall shall be used primarily by Prince Albert City Council, City of Prince Albert staff, and the general public to carry out day-to-day civic business.
- 7.02 All public booking of City Hall public space, which includes the Foyer, Council Chambers and Memorial Square, is subject to availability at the time of the booking. Furthermore, in an unlikely situation where City Council or a member of the City's Senior Administration deem it necessary to use the space in question, the booking shall be cancelled and the User Group informed as soon as possible.
- 7.03 Within the City Hall building, the following activities are prohibited:
- (a) Public rallies involving people protesting, promoting or supporting an issue;
  - (b) Collection of names on a petition, recruitment or membership drives;
  - (c) Active solicitation;
  - (d) Commercial activity;
  - (e) Religious activity;
  - (f) Registered or unregistered political party events or displays; and/or
  - (g) Alcohol consumption.
- 7.04 City facilities will not be available or accessible to any individual or group that promotes views or ideas which are likely to promote hatred or support violence or discrimination for any person on the basis of race, national or ethnic origin, ancestry, colour, citizenship, religion, age, sex, marital status, sexual orientation, gender identity, disability, receipt of public assistance or level of literacy.
- 7.05 Requests to use City Hall public space and Memorial Square for commercial, political, or religious activities require the approval of City Council.
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- 7.06 The City requests User Groups to certify that they will not be conducting any business that violates the Criminal Code of Canada – hate propaganda laws and human rights act.
- 7.07 To ensure safety of all involved, no activities shall be booked at City Hall outside of Day Time Business Hours without security (Commissionaire) presence. The User Group shall pay for security staff presence, and an hourly rate shall be identified at the time of booking.
- 7.08 Display materials shall be permitted in conjunction with City-sponsored events or for events booked at City Hall (for the duration of the event) but must be approved by the Director of Community Services in advance of the event. The display materials, banners, promotional signs, or any other signage cannot be attached in any way to the building structure, without the prior approval of the Director of Community Services.
- 7.09 Activity that interferes with or disrupts normal legislative, business or booked activity at City Hall will not be permitted.
- 7.10 Interior and exterior special events will be managed in a manner that does not conflict with the normal ongoing operation of City Hall during Day Time Business Hours and as such, noise levels will be kept to a minimum whenever possible.

## **8 CITY HALL FOYER**

- 8.01 When the Foyer is not being used by City staff and/or City Council, it may be booked by not-for-profit organizations, or User Groups with which the City has an established partnering relationship.
- 8.02 City Hall has an individual maximum occupancy capacity based on the Fire Code Regulations which is not to be exceeded.
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8.03 Set up and take down will not interfere with the normal operation of City Hall.

## **9 COUNCIL CHAMBERS**

9.01 Public use of the Council Chambers is generally discouraged, given the need to ensure that this space is available and properly set up for Council business. Any request of public use for this space must be considered and approved by City Council.

9.02 No food or drinks are permitted in Council Chambers, unless authorized by the City Clerk.

9.03 Due to the value and cost of Council Chambers equipment, use of this space and equipment shall be subject to the approval of the City Clerk.

## **10 MEMORIAL SQUARE**

10.01 Memorial Square shall be used for the safe enjoyment of the general public and for the fostering of community spirit and pride, recognizing that when such events take place, normal day-to-day business at City Hall must continue to be fully supported.

10.02 When not being used for City-sponsored events, Memorial Square may be booked by not-for-profit organizations or User Groups with which the City has established a partnering relationship.

10.03 Set up and take down will not interfere with the normal operation of City Hall.

10.04 Vehicle access or parking will not be permitted on the Memorial Square green space.

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## **11 HEALTH AND SAFETY REQUIREMENTS**

- 11.01 Approved events shall meet the City's security, fire and safety standards.
- 11.02 The burning of any material, including candles, within City Hall public space and Memorial Square, shall not be permitted without City approval (must be requested at time of booking).
- 11.03 Animals shall not be allowed within City Hall public space unless they are deemed "service animals".
- 11.04 The User Group shall provide the expected number of attendees for each of the spaces requested (must be provided at time of booking).
- 11.05 Special apparatus (but not limited to bouncy air castles and scissor lifts/skyjacks) must comply with Provincial licensing requirements, and must be operated by qualified and/or licensed individuals.
- 11.06 All electrical requirements and plans are to be presented two weeks prior to the event for approval by the City. Additional power that requires extra wires and/or electrical services will be made available upon request and associated costs may be incurred by the User Group.

## **12 GENERAL USE GUIDELINES**

- 12.01 Events held in City Hall public space will be open to the public unless it is a City or Council-sponsored or hosted event, in which case the building may be closed to the public.
- 12.02 User Groups will be responsible for costs of the rental and set-up of equipment needed to undertake the event, including chairs, public address systems, tables, etc. User Groups are also responsible for the set up and take down activities related to that equipment.
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12.03 At least one knowledgeable User Group Representative shall be in attendance during the event. The individual(s) shall be responsible for the group and have a complete understanding of the event and the organizers responsibilities. These representatives will ensure the smooth implementation of the event.

12.04 Event parking is available at current metered rates. Reserving stalls by bagging meters for the event is permitted at the current rates through the Public Works Department.

### **13 BOOKING PROCEDURES**

13.01 It is the responsibility of the User Group or organization seeking to use City Hall public space or Memorial Square to complete the Application to Use City Hall – Memorial Square in full. The Application is available on the City's website at [www.citypa.ca](http://www.citypa.ca) or by attending the Community Services Department.

13.02 The Application must be submitted to the Director of Community Services a minimum fourteen (14) business days prior to the event (exceptions may be made in extenuating circumstances).

13.03 The User Group or organization's mandate and activities cannot discriminate against any individual or group as outlined in Section 7 above.

13.04 All incremental building, security, custodial and staff liaison costs incurred by the City of Prince Albert will be the responsibility of the User Group.



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13.05 Any damages incurred as a result of special events, displays, filming or other activities will be charged to the User Group.

13.06 Outstanding invoices will result in the User Group being restricted from using any City buildings/space until payment in full has been received.