
COMMUNITY BLOCK PARTY POLICY

REFERENCE:
Community Services Board

ADOPTED BY: Town Council

SUPERSEDES: New

PURPOSE:

To address the provisions for organizing a Community Block Party within the Town of Edson.

POLICY STATEMENT:

Community Block Party, a Neighbourhood Development initiative, is a partnership between the Town of Edson, community organizations and RCMP that encourages residents to help make their neighbourhoods safer. Active participation in the community is a critical element in developing a caring and safe community. Strong communities are those that rely on their own resources, and neighbourhoods are most powerful when they take collective action.

Together, residents, community organizations, the Town of Edson and the RCMP can:

- Increase feelings of safety and security
- Foster healthy and safe neighbourhoods
- Decrease levels of crime
- Increase citizen engagement and connectivity

In accordance with this Policy, the Town of Edson 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.

Block Party Restrictions

1. Generally, Block Party Permits will be approved for Saturdays, Sundays, and holidays.
2. Approval for temporary road closures for Block Party purposes only shall be at the discretion of the CAO or his/her designate. No Block Party Permits will be granted for those roadways specified as "Priority Routes" on Schedule "D" of this policy.
3. The organizer must allow the use of the designated street by emergency vehicles, including police vehicles.
4. Organizers are responsible for arranging of barricades on the street during the time of the function, and removal of the barricades at the conclusion of the function. Barricades must be



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placed at each end of the block, adequately warning vehicles of the street closure. The Town will provide barricades free of charge. Organizers are responsible for the safe return of barricades and will be invoiced for any damaged barricades. If barricades are not available from the Town, party organizers must rent barricades from a private vendor. Barricades must be illuminated after dark.

5. Block Parties can take place between 10:00 a.m. and 10:00 p.m. only. Music can be played between 10:00 am and 8:00 pm.
6. Organizers will save the Town harmless from any claims, lawsuits, etc. arising from this function.
7. Organizers are liable for any damage done to Town property and private property on the site during the event.
8. Noise levels must remain within limits acceptable to neighbouring property owners (see attached Noise Bylaw for more details).
9. Alcohol is not permitted on public property.
10. No open fires are permitted on the Town rights of way.
11. All structures, tables, etc. should be placed at the sides of street and must be easily removable.
12. Organizers are responsible for clean-up of the streets to the condition prior to the function.
13. The applicant(s) will be the contact person(s) in charge of the function and must remain at the Block Party until its conclusion.
14. All Town of Edson Bylaws need to be followed.
15. The applicant(s) must complete and return the Block Party Application Form outlined in Schedule "A" , the Permission to Block the Street Form outlined in Schedule "B" (SHOWING PERMISSION FROM AT LEAST 75% OF THE NEIGHBOURS WHO ARE AFFECTED), and follow the Block Party Application Procedure outlined in Schedule "C" of this policy.



**COMMUNITY BLOCK PARTY POLICY CS-4
SCHEDULE "A"
BLOCK PARTY APPLICATION FORM**

Organizer(s) First and Last Name:	
Street Address:	
Postal Code:	
Email:	
Phone:	
Event Location:	
Neighbourhood:	
Date of Party:	
Start Time:	
End Time:	

Street Closure Required: Yes or No

Barricades are to be placed in front of

House # _____ and House # _____

House # _____ and House # _____

You must have permission from at least 75% of the households who are affected by the street closure. Please include the completed "Permission to Block the Street" form with this application.

Number of Homes being invited: _____

Forward your application to:

Town of Edson Community Services Department

Box 6300 605 – 50th Street

Edson, AB T7E 1T7

Email: cserv@edson.ca



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**COMMUNITY BLOCK PARTY POLICY CS-4
SCHEDULE "B"
PERMISSION TO BLOCK THE STREET FORM**

We agree to have _____ blocked off for a Block
(Street and Avenue Name)

Party on _____ from _____ to _____.
(Date) (Time) (Time)

NAME	ADDRESS	PHONE	SIGNATURE

The information on this form collected by the Town of Edson solely for the purpose of gauging support for a block party in your area on the date indicated above. Where applicable, the information shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (and other legislation governing the protection and disclosure of information).



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**COMMUNITY BLOCK PARTY POLICY CS-4
SCHEDULE "C"
COMMUNITY BLOCK PARTY PROCEDURE**

1. Fill out the Block Party Application Form.
2. Using the Permission to Block the Street form, obtain signatures from at least 75% of the residents on the block indicating their consent. Make additional copies as needed.
3. Submit the completed Block Party Application Form and Permission to Block the Street Form to the Town of Edson Community Services Department at the indicated address. Photocopies of the signatures will not be accepted. Incomplete forms will be returned to the applicant, unprocessed.
4. The Town of Edson Community Services Department must receive an application at least 15 calendar days before the event.
5. You will receive a permit within seven (7) days after the complete application is received. If the permit is not received by this time, please call 780-723-4403 to inquire.
6. Copies of this permit, once approved, are distributed to the following key contacts:
 - a. Applicants
 - b. Town Manager
 - c. Director Community Services
 - d. Director of Operations
 - e. Emergency Services - Edson Fire Department, R.C.M.P., Ambulance Services.
7. A maximum rebate of \$200.00 is available from the Town of Edson towards Block Party eligible expenses. Eligible expenses shall include, but are not limited to, food, non-alcoholic beverages, and entertainment. It is at the discretion of the Director of Community Services, or his/her designate, which expenses shall be deemed eligible.
8. A maximum of five (5) block parties per year may receive the above mentioned rebate from the Town of Edson.



**COMMUNITY BLOCK PARTY POLICY CS-4
SCHEDULE "D"
ROADS NOT ELIGIBLE FOR TEMPORARY CLOSURE**

SEE ATTACHED



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