

To: Mayor And Council Date: April 22, 2025

From: Joel Comer, Director of Community Services

Subject: Re-occurring Open Park Booking Request

Prepared By: Natasha Ewashen, Municipal Services Coordinator and Planner

THAT Committee of the Whole recommends to Council:

THAT Council RECEIVE the April 22, 2025, Council Direction Request title “Re-occurring Open Park Booking Request” for information;

AND FURTHER THAT Council DIRECTS Staff to prepare a Request for Decision regarding the Parks Booking Request at an upcoming Council Meeting.

PURPOSE / ISSUE

Brian Fladhamer requests the use of Millennium Park for a re-occurring open park booking for “Party in the Park”, on the first Friday of every month, beginning on May 2nd, 2025, and ending on August 1st, 2025, from 6pm-10pm. In addition, the applicant requests Council Sponsorship for each event, totalling \$400. See Appendix A – Application Package.

Strategic Area(s) of Focus:

Livability: Vibrant Arts and Culture

BACKGROUND

Brian Fladhamer requests the use of Millennium Park for a re-occurring open park booking for “Party in the Park”, during the summer months. The proposed event is to host a free musical event, open to the public, with local performers, and local commercial vendors.

DEFINING THE TOPIC

Key Information:

Parks and Public Spaces Booking Policy (SER-09-010) defines an “open booking” as: the reservation of a park, public space, or facility where the general public continues to have access to the booked area. Open bookings must not charge admission fees and cannot exclusively occupy the designated space.

The proposed booking is expected to draw 50 or more attendees, which qualifies as an “event use” under the Parks and Public Spaces Booking Policy. As outlined in Fees and Charges

Bylaw No. 1763, a \$100 booking fee applies to open bookings classified as event use in Millennium Park.

In accordance with the booking policy, the Town may require event organizers to obtain liability insurance in the amount of \$2,000,000, naming the Town as an additional insured party. Given the anticipated scale of this event, Staff recommend that insurance be required.

Commercial Vendors are permitted to operate in Town of Creston parks with both a valid Business Licence and a Commercial Vending Permit. Vendors are responsible for obtaining these permits independently. For large, one-time events, Town Staff have previously assisted event organizers by opening rear gates to allow vendor access into Millennium Park. However, to minimize disruption to Public Works crews, Staff recommend limiting vendor operations to the gravel parking areas outside of Millennium Park.

No Liquor Service is proposed at the event. However, Staff recommend Bylaw compliance check-ins to ensure that the event remains consistent with Town Bylaws and Policies, specifically regarding Liquor Service and Commercial Vendor requirements.

Relevant Observations:

Additional Terms and Conditions for Millennium Park: *Parks and Public Spaces Booking Policy* (SER-09-010)

3.1 No closed bookings are permitted on the following days, unless as part of an established annual community event, and no open bookings are permitted unless specifically authorized by the Chief Administrative Officer, Corporate Officer, or Director of Community Services as part of a community orientated event:

- 3.1.1 Victoria Day, and the Saturday and Sunday that precede Victoria Day;
- 3.1.2 Canada Day, and the Saturday and Sunday closest to Canada Day (if Canada Day falls on a Wednesday, no booking shall be permitted on the Saturday and Sunday preceding, or the Saturday and Sunday following Canada Day);
- 3.1.3 B.C. Day, and the Saturday and Sunday that precede B.C. Day;
- 3.1.4 Labour Day, and the Saturday and Sunday that precede Labour Day.

2025 Long Weekend Dates

- Victoria Day – May 19
 - Saturday and Sunday preceding Victoria Day – 17-18
 - Proposed concert date - May 2
 - No impact
- Canada Day – July 1
 - Saturday and Sunday preceding Canada Day – June 28-29
 - Proposed concert date – July 4
 - No impact

- BC Day – August 4
 - Saturday and Sunday preceding BC Day – August 2-3
 - Proposed concert date – August 1
 - No impact

The proposed booking aligns with the Town of Creston's current policies and bylaws. Council approval is required for events requesting sponsorship.

Essential Question:

Does Council want Staff to prepare a Request for Decision for consideration at an upcoming Council Meeting?

DETERMINE DESIRED OUTCOMES if the essential question is addressed.

Key Result:

Council direction regarding the proposed re-occurring park booking.

Desired Benefits of Key Result:

Successful community orientated event in accordance with applicable Town Bylaws and Policies.

Requisites:

Nothing at this time.

Unintended Outcomes:

Recurring bookings can be challenging to manage, as event organizers are not required to check in with Town Staff or Council before each event. Additionally, the proposed event takes place from 6-10 PM, outside of regular Town Staff working hours.

COUNCIL REPORT / RESOLUTION HISTORY

None.

EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1. Council directs Staff to prepare a Request for Decision regarding the Parks Booking Application.
 - a. Staff will prepare a Request for Decision for Council consideration including sponsorship options.
2. Council direct Staff to take no further action.
 - a. Parks booking request denied.
3. Other, as per Council direction.



Reviewed By:

Joel Comer, Director of Community Services

CAO Comments: *No further comment.*

**Approved for the
Agenda By:**



Michael Moore, Chief Administrative Officer or designate

PowerPoint: ☐ Yes ☒ No

Attachments:

Appendix A – Application Package.

References:

No references for this report.