



TOWN OF BOWDEN

Municipal Lands, Parks & Special Events Policy

Policy Number: 04-2026

Approved By: Council

Effective Date: September 14th, 2026

Review Date: August 2030

1. PURPOSE

The purpose of this Policy is to:

- a. Ensure the safe, orderly, and equitable use of municipal lands, parks, trails, open spaces, and public facilities;
 - b. Protect municipal assets and reduce risk and liability to the Town of Bowden;
 - c. Establish requirements and conditions for special events held on municipal property;
 - d. Protect the enjoyment of public spaces by residents;
 - e. Regulate activities that may create safety, environmental, nuisance, or liability concerns.
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2. SCOPE

This Policy applies to:

- All Town-owned lands;
 - Parks and green spaces;
 - Playgrounds;
 - Trails and pathways;
 - Municipal reserves;
 - Sports fields and recreation areas;
 - Municipal parking lots used for events;
 - Any other public lands under the control of the Town
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3. DEFINITIONS

Alcohol means beer, wine, spirits, cannabis beverages, or any intoxicating substance regulated under provincial legislation.

CAO means the Chief Administrative Officer or designate.

Event Organizer means the person, organization, business, society, or group responsible for an event.

Municipal Lands means all publicly owned lands under the authority of the Town.

Special Event means any organized gathering that:

- Is open to the public;
- Uses amplified sound;
- Includes food vendors;
- Includes alcohol service;
- Restricts normal public access;
- Requires municipal support.

Town means the Town of Bowden.

4. GENERAL USE OF MUNICIPAL LANDS

Municipal lands shall remain open for public enjoyment unless otherwise restricted.

Users shall:

- Respect public property;
- Follow posted signs;
- Avoid damage to vegetation, infrastructure, and facilities;
- Comply with applicable bylaws and legislation;
- Leave sites in a clean condition.

The Town may close any land or facility:

- Due to weather;
 - Public safety concerns;
 - Maintenance requirements;
 - Emergencies;
 - Special events.
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5. PERMITTED ACTIVITIES

The following activities are generally permitted unless otherwise posted:

- Walking;
- Passive recreation;
- Picnics;
- Organized sports approved by the Town;
- Community celebrations with approval;
- Family gatherings.

The Town may impose additional conditions where necessary.

6. PROHIBITED ACTIVITIES

The following activities are prohibited unless specifically authorized by the Town:

6.1 Damage and Nuisance

- Defacing municipal property;
- Removal of trees, vegetation, soil, or landscaping;
- Littering or dumping;
- Excessive noise;
- Activities creating hazards to others.

6.2 Motorized Vehicles

No person shall operate:

- ATVs;
- Dirt bikes;
- Snowmobiles;
- Motorcycles;
- Off-road vehicles;

on municipal lands except in designated areas or for authorized maintenance purposes.

6.3 Commercial Activities

No commercial activity may occur without written approval, including:

- Sales;
 - Advertising;
 - Product promotion;
 - Filming for commercial purposes.
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7. DOGS AND ANIMAL TRAINING

7.1 General

Dogs shall be controlled at all times in accordance with applicable animal control bylaws.

Owners must immediately remove animal waste.

7.2 Dog Training Restrictions

To limit municipal liability and protect public access:

The following activities are prohibited on municipal lands unless specifically approved by the CAO:

- Commercial dog training;
- Protection training;
- Bite training;
- Guard dog training;
- Agility courses;
- Organized animal behavior classes;
- Off-leash group training sessions.

A temporary approval may be granted where:

- Appropriate insurance is provided;
- Public safety measures are implemented;
- The activity does not interfere with public use.

7.3 Dangerous Animals

Animals demonstrating aggressive behavior may be removed from municipal lands immediately.

8. ALCOHOL

Alcohol possession, consumption, sale, or distribution on municipal lands is prohibited except where:

- a. Approved in writing by the Town;
- b. Required provincial permits have been obtained;
- c. Event insurance acceptable to the Town is provided;
- d. Responsible service practices are implemented.

The Town may impose additional conditions including:

- Security requirements;
- Controlled access areas;
- Additional insurance;
- Damage deposits.

The Town reserves the right to deny any alcohol-related event application.

9. FIREWORKS

No person shall possess, ignite, discharge, or display fireworks on municipal lands without:

- Council or CAO approval;
- Required provincial permits;
- Proof of insurance satisfactory to the Town;
- Compliance with fire regulations.

The Town may require:

- Fire Department attendance;
- Site safety plans;
- Qualified operators.

Consumer fireworks are prohibited on municipal lands.

10. FIRES AND OPEN FLAMES

No person shall ignite:

- Campfires;
- Bonfires;
- Fire pits;
- Open flame devices;

on municipal lands except in designated locations or with written authorization.

All fire bans shall be strictly observed.

11. SPECIAL EVENTS

11.1 Permit Requirement

A Special Event Permit is required for:

- Public festivals;
- Markets;
- Concerts;
- Fundraisers;
- Sporting tournaments;
- Weddings in parks;
- Cultural celebrations;
- Events involving food vendors;
- Events requiring road or park closures.

Applications shall be submitted at least:

- 30 days before events;

Late applications may be rejected.

11.2 Town Approval Requirements

The Town may require:

- Event plans;
- Site maps;
- Safety plans;
- Emergency response plans;
- Security plans;
- Parking plans;
- Waste management plans.

11.3 Insurance

Event organizers shall provide Commercial General Liability Insurance:

- Minimum \$2,000,000 coverage;
- Higher limits may be required based on risk.

The Town of Bowden shall be named as an Additional Insured.

Proof of insurance must be provided before permit issuance.

11.4 Indemnification

Event organizers shall indemnify and save harmless the Town of Bowden, its Council, employees, volunteers, and agents from claims arising from the event.

12. HOURS OF USE

Unless otherwise authorized:

Municipal parks are open:

6:00 a.m. to 11:00 p.m.

No person shall remain in a park outside operating hours unless expressly authorized.

13. AMPLIFIED MUSIC AND NOISE

To protect nearby residents and reduce nuisance complaints:

Standard Hours

Amplified music, speakers, public-address systems, concerts, and live entertainment are permitted only:

- Between 8:00 a.m. and 10:00 p.m. Sunday through Thursday;
- Between 8:00 a.m. and 10:00 p.m. Friday and Saturday.

Special Events

The CAO may approve extended hours where:

- Community benefit is demonstrated;
- Adequate notice is provided to nearby residents;
- Security and supervision measures are in place.

No amplified sound shall be permitted beyond:

- Midnight without Council approval.

The Town may require sound reduction or termination where complaints or public disturbances occur.

14. SECURITY AND PUBLIC SAFETY

The Town may require:

- Security personnel;
- Peace officers;
- Traffic control;
- Crowd management;
- First aid services.

Failure to comply may result in immediate closure of an event.

15. DEPOSITS AND COST RECOVERY

The Town may require:

- Damage deposits;
- Cleanup deposits;
- Staff cost recovery;
- Utility charges;
- Barricade and equipment charges.

Actual costs exceeding deposits may be recovered from organizers.

16. ENFORCEMENT

The Town may:

- Suspend permits;
- Remove participants;
- Require activities to cease;
- Recover damages;
- Refuse future applications.

Serious or repeated violations may result in temporary or permanent prohibition from use of municipal lands.

17. DELEGATION OF AUTHORITY

The CAO is authorized to:

- Approve routine park bookings;
- Approve standard special events;
- Impose conditions;
- Require insurance;
- Refuse applications where safety risks exist.

Events involving:

- Fireworks;
- Road closures;
- Significant alcohol service;
- Expected attendance over 1,000 persons;

may be referred to Council.

18. POLICY EXCEPTIONS

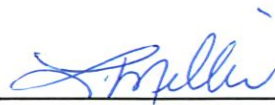
The CAO may authorize exceptions where it is determined that:

- Public safety is maintained;
- Municipal liability is adequately mitigated;
- Adequate insurance is provided;
- The exception serves a public benefit.

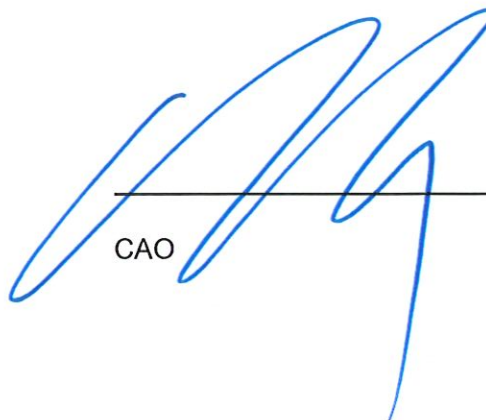
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Mayor



CAO