

Community Toolkit:

A How-To Guide for:

Block Parties

Parades

Programs

Events

Non-profits &
Committees

Small Businesses

Facilities &
Park Spaces



Original Publication Date: July 31, 2017

Updated: N/A

Publisher: Town of Kindersley

For more information, view our online version at: kindersley.ca/getinvolved/startaproject

Contributors:

Employees of the following Town of Kindersley Divisions contributed to the information in this guide: Community Culture and Relations, Parks, Recreation, Communications, and Municipal Enforcement.

Disclaimer

This Community Toolkit guide has been created to assist individuals and organizations in understanding the steps required to plan and develop successful community initiatives, and to know what resources are available. The information compiled can be considered accurate and up to date as of the date of publication or most recent edit, however, this guide may not necessarily be inclusive of all conditions or considerations required for some projects. Planning any initiative, whether large or small, involves many details and it is our hope that this guide helps to get your project off to a good start.

If you require additional assistance or would like to suggest information that could be included in the next revision of this Community Toolkit, please contact the Town of Kindersley at 306-463-2675 or office@kindersley.ca.

This Community Toolkit guide fulfills a priority of the Kindersley Culture Plan (Action #2.5), which was approved by Kindersley Town Council on March 27, 2017. The use of this guide will support the creation of local initiatives and further build Kindersley's culture.

To learn more about the Kindersley Culture Plan, visit www.kindersley.ca/cultureplan.



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How To...



Host a Community Event

Bringing your community together to celebrate, fundraise, or support a cause can be a lot of fun and a great way to meet other residents. Events offer opportunities to be creative, build connections, and make memories and meet people. They can be large or small and take place in a variety of locations. Some examples of these events include, BBQ's, festivals, and talent shows.

The following steps have been provided to help you to plan and enjoy your community initiative. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Identify the 'Who?' and 'Why?' – Who will be involved in hosting and planning the event and why are you creating the event? Do you have a specific goal?	
2	As a planning group, determine the event details. <ul style="list-style-type: none"> What is the event name? What is the date/time/location? What is your budget? How many people are you expecting? 	
3	Once you have decided the basics and confirmed where and when the event will take place, you will be able to determine the final additional elements. <ul style="list-style-type: none"> Will there be activities? Will there be food? Will you need to rental equipment? What materials and supplies do you need to purchase? 	
4	Ask for help by rounding up volunteers to assist in running the event. Identify what tasks you will need help with and keep track of who can help you and where you will station them.	
5	Promote your event. Advertising can be done in a variety of forms; remember to include all the information that you decided above to ensure that participants know when and where to arrive. All donors, sponsors or co-hosts for the event should be featured on any promotional material.	
6	Plan setup and tear down actions. Consider what order things need to happen in. This includes, vendors, service providers, equipment installation, volunteer orientation, and any approvals.	
7	Follow-up after the event is just as important as planning. Gathering feedback on how the event went, input from volunteers, and expressing appreciation for what others have contributed goes a long way. Thank you letters and cards show you care. If you received funding, you may be required to complete a follow-up report that outlines the event and budget.	

You may also need the following information to successfully prepare for your event:



- Promotion (p.16)
- Funding Opportunities (p.23)
- Call Before You Dig (p.20)
- Insurance Coverage (p.20)
- Animal Control Bylaw (p.18)
- Liquor Licensing (p.22)
- Food & Sanitation (p.21)
- Noise Bylaw (p.19)
- Sponsorship/ Partnership Building (p.24)
- Follow Up Checklist (p.25)

Host a Block Party

Block Parties can be a great way to connect with your neighbours, socialize, and inspire neighbourhood unity. These events have the potential to grow over time and become an annual celebration that everyone looks forward to!

The following steps have been provided to help you to plan your Block Party. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Find one or more neighbours to form an organizing committee with you to make decisions, spread the word, set-up and clean up the event.	
2	Together determine the event details. <ul style="list-style-type: none"> • What will the boundaries of the 'block' be? [one block, the entire Crescent, etc.] • What will the date and time be? [afternoon, evening, weekend, weekday, holiday] • What is the backup location if it rains? [someone's garage, event tents, cancel, rain date] • What is the location? [street, park, someone's backyard] • How will food be provided? [BBQ + admission, picnic, potluck] • What is the purpose of the event? [socialize, celebrate, fundraise] • Where are the restrooms? [rented units, individual homes] 	
3	Consider additional details to enhance your event and ensure you have the equipment needed. <ul style="list-style-type: none"> • Will pets be allowed? • Where will tables and chairs come from? • Where will garbage cans come from? • Where will plates, cups, cutlery and napkins come from? • Will there be a guest book to gather contact information for next year? • Will there be games? • Will there be music? 	
4	Complete and submit an <i>Application for Temporary Road / Sidewalk Closure Permit</i> at the Town of Kindersley Administration Office. Attach a map of the event location to your application and be sure to submit it a minimum of two (2) weeks prior to the event.	
5	Promote the event details above to let your neighbours know what to bring and when to arrive. Promotional material should include a lead contact so guests can reach an organizer to share any food allergies or offer objections about the event. Remember, not all neighbours will wish to participate - be respectful of their choice and avoid major activity in front of their property.	
6	Plan set-up and clean-up. Remind neighbours to remove all vehicles from the street for that date and time, encouraging better visibility and more space for the event. Consider how emergency vehicles will access the street should an incident occur. Ensure all garbage and recycling is bagged and removed from the street and properties in advance.	
7	On the day of the event, set up barricades (delivered or picked up, depending what you selected on your application) within the permitted location and timeframe. At the end of the event remove all barricades and return them to the location you collected them from.	

You may also need the following information to successfully prepare for your event:



- Promotion (p.16)
- Call Before You Dig (p.20)
- Road/Sidewalk Closure (p.27)
- Animal Control Bylaw (p.18)
- Follow-Up Checklist (p. 25)
- Liquor Licensing (p.22)
- Food & Sanitation (p.21)
- Noise Bylaw (p.19)
- Zoning Bylaw (p.19)

Host a Parade

Parades are opportunities to gather community members and visitors alike for entertainment and support. Commonly hosted for holidays and festivals, parades showcase the community and the people within it. These family-friendly celebrations come in all shapes and sizes.

The following steps have been provided to help you to plan a parade and enjoy time with your fellow community members. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Determine the theme or purpose of the parade. Identify the appropriate date, time and location that will support your parade theme.	
2	Gather assistance from other community members to plan the event.	
3	Determine the parade route that will best fit the purpose of your event.	
4	Complete and submit an <i>Application for Temporary Road / Sidewalk Closure Permit</i> at the Town of Kindersley Administration Office. Attach a map of the parade route to your application and be sure to submit it a minimum of two (2) weeks prior to the event.	
5	Once the permit is approved, invite local organizations, businesses, and community groups to participate in the parade by entering a float.	
6	Promote the event through all forms of media in order to reach the many local audiences.	
7	On the day of the parade, set up barricades (delivered or picked up, depending what you selected on your application) within the permitted location and during the permitted timeframe.	
8	Once the parade has ended, clean-up all affected public spaces as required. Collect all garbage, candy, and decorations on streets and sidewalks within the area you requested on your permit, returning the street to the condition it was found.	
9	Remove all barricades and return them to the location you collected them from.	

You may also need the following information to successfully prepare for your event:



- Promotion (p.16)
- Food & Sanitation (p.21)
- Noise Bylaw (p.19)
- Follow-Up Checklist (p. 25)
- Road/Sidewalk Closure (p.27)
- Sponsorship/ Partnership Building (p.24)
- Insurance Coverage (p.20)

Start a Community Association – Committee

Community committees are a great way to gather support and assistance to accomplish local initiatives. Committees enable people with a common goal or passion to achieve their vision for services, amenities, or programs in the community, and they provide opportunities to connect with others, socialize, and give back to your community.

The following steps have been provided to help you to create a new committee. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Gather friends, family, neighbours, coworkers, and anyone else you may know who share a similar interest in developing a committee to accomplish <u> (insert purpose) </u> .	
2	Promote your committee and indicate that you are looking for like-minded individuals to join.	
3	Set a meeting date, time, and location to gather all interested people for a meeting. Promote this within the community to gather any remaining interested individuals and potential media. Invite all of the people you have already connected with.	
4	Share your intentions with those who attend the meeting and collect their input. Building a committee is a team effort and will flourish with a variety of ideas.	
5	Confirm with those in attendance whether they are willing to continue further with the project. If enough interest and support is shown, you can begin to define committee leadership, membership, meeting schedules, locations, and financial management.	
6	Promote your next meeting/gathering to build more interest in the committee, its efforts, and encourage attendance at future functions.	
7	As the group evolves, consider: <ul style="list-style-type: none"> • What will you call your committee? • Will you have a logo for the community to recognize you by? What will it look like? What will be included for imagery? • Will you require a bank account to manage funds/pay bills? • What will your regular initiatives in the community include? • What will your annual goals be? • Who are your potential partnerships? 	

You may also need the following information to successfully develop your committee:



- Promotion (p.16)
- Sponsorship/ Partnership Building (p.24)
- Funding Opportunities (p.23)
- Insurance Coverage (p.20)

Start a Community Association – Non-Profit

Non-profit organizations are typically created to support a project/goal/cause without any intention of earning or distributing excess revenue to members. There are many steps involved in formalizing a non-profit organization, however, depending on the intended activities, nature, or type of project being considered, establishing a non-profit can be very beneficial.

If you are interested in forming a non-profit organization, the following steps will help you to determine if it is the right direction for your project and assist in identifying what you will need to accomplish. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Gather friends, neighbours, coworkers and anyone else you may know that share a similar interest in accomplishing a common goal.	
2	Determine what the intention of your organization is. Will it require a greater leadership structure than that of a community committee to accomplish your goals? If so, non-profit is the route.	
3	Communicate to the community that you are looking for like-minded individuals to join your non-profit organization as members and to assist in accomplishing your intended goal.	
4	Set a meeting date, time, and location for an initial meeting. Promote this within the community to gather any remaining interested individuals. Invite all of the people you have already connected with.	
5	Share your intentions with those who attend the meeting and collect their input. Identify who will serve as members and directors, how the organization will operate, and the meeting schedule it will adhere to.	
6	Determine the name of the organization and register with <i>Information Services Corporation</i> (ISC), should you choose to incorporate.	
7	Develop and file non-profit articles of incorporation (file federally or provincially depending on your intended goal and activity). Seek legal advice for this.	
8	Register for a GST number through <i>Canada Revenue Agency</i> .	
9	Open a bank account for the organization using supporting documentation (Non-Profit articles of Incorporation, Signing Authority designation and Organization Registration from ISC).	
10	Promote your organization to develop its presence in the community and build support.	
11	As the organization formalizes, consider: <ul style="list-style-type: none"> • Will you have a logo for the community to recognize you by? What will it look like? What will be included for imagery? • Without charitable status, tax receipts cannot be issued. Does your goal involve major fundraising and the need to process receipts? Attaining charitable status will require additional steps. • If you choose not to incorporate, the organization will not have any legal status, members are personally liable for organization activities, and any property purchased will be under ownership of all. • Incorporated organizations have benefits such as the ability to enter into contracts, purchase land, borrow money, open bank accounts, eligibility for government grants and hold limited liability protecting members from lawsuits. 	

You may also need the following information to successfully develop your organization:



- Promotion (p.16)
- Sponsorship/ Partnership Building (p.24)
- Funding Opportunities (p.23)
- Insurance Coverage (p.20)

Start a Small Business

Starting your own small business is an exciting time that starts with an idea or passion you have. When you're ready to take the next step, this journey can be filled with emotions – from scary to exciting and from a sense of accomplishment to exhaustion.

If you are interested in starting a small business, the following steps will assist in identifying what you will need to accomplish it. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Search the internet for information to start a small business in Saskatchewan.	
2	Find a business mentor to provide helpful advice as you go from the idea stage to setting up your business.	
3	Create a business plan. Many examples are available online, through economic development offices, or even your financial institution. If you need financial assistance, most financial institutions will require a business plan.	
4	Consult your financial institution representative, broker, or funding partner. Their advice is important. Go and speak to them.	
5	Secure an accountant/bookkeeper and lawyer to provide advice on setting up your business, how to incorporate and register, etc. You can even find this information online.	
6	Get your business license. The Town of Kindersley requires all businesses (including Home-Based) to obtain and maintain a license prior to operating. license to operate a business in the town. Contact the Town Office or website (Kindersley.ca) for more information.	
7	Connect with local partners like Community Futures Development Corporation, Chamber of Commerce, Downtown Kindersley Association, etc. Networking is always a good idea.	
8	Connect with provincial resources like the Saskatchewan Economic Development Association, and search out other organizations. Contact your local MLA's office for information on services available in Saskatchewan.	
9	Federal resources may be available as well. Check with your local MP's office or search the internet. Another resource to check out is the Business Development Bank of Canada www.bdc.ca	
10	Network – reach out to friends, family, other business owners, etc. Ask questions and learn from their experiences. These contacts may be able to provide the best practical advice.	

You may also need the following information to successfully develop your business:



- Promotion (p.16)
- Funding Opportunities (p.23)
- Zoning Bylaw (p.19)
- Business Application (p.29)
- Sponsorship/ Partnership Building (p.24)
- Insurance Coverage (p.20)
- Business License Bylaw (p.18)
- Home-Based Occupation Application (p.30)

Start a Program or Service

Community programs bring people together, creating opportunities for people to share talents, knowledge, and skills. They can be designed in many ways depending on what they are intended to deliver, having the potential to grow over time through word of mouth, interest, and need.

The following steps have been provided to help you to start a new program. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Determine what your program will be. <ul style="list-style-type: none"> What will it teach/share/contribute to the community or space? Will it be a new initiative or extend a current program? Will it run year-round or only be offered during specific seasons? 	
2	Reach out to any friends, family, co-workers, or community members to see if anyone is available to work with you. Additional support is always great when it comes time for promotion and coordinating logistics.	
3	Together with your partner, or independently if working solo, define the structure of the program. Once you have answered these questions, secure all of the elements. <ul style="list-style-type: none"> What dates will it take place on? (daily, weekly, monthly, etc.) What time will it run? (start time, end time, length of program activity time) What is the location? (this space will need to be coordinated with the owner) What is your intended audience? (age range, gender, couples, physical ability, etc.) What is the maximum amount of people that can participate? 	
4	Consider what is required to operate the program. Once you have answered these questions, secure all of these elements. <ul style="list-style-type: none"> What materials will you need? (craft supplies, sporting equipment, costumes, etc.) Who will host/lead the program? (will you hire an individual with a special skill?) What is the cost of running the program? Will there be an admission or registration fee for participants? 	
5	Build support for the program by connecting with organizations that have a connection to your program theme. These organizations may be able to support through sponsorship, donation, expertise, partnership, or lending of supplies.	
6	Promote your program. Advertising can be done through a variety of forms. Remember to include all of the relevant information above to ensure that community members are aware of the opportunity and can easily decide if they will participate. Promotion should take place well in advance (2-3 months) to enable people to coordinate their schedules. All advertisements should include a lead contact, dates, times, locations, fees, and program name.	
7	After the first run of the program, consider: <ul style="list-style-type: none"> Gathering feedback from participants to improve your program delivery, dates, times, locations, etc. Was the program successful? Do you wish to continue? Expand? Was the program unsuccessful? Do you wish to discontinue? Scale back? 	

You may also need the following information to successfully prepare for your program:



- Promotion (p.16)
- Funding Opportunities (p.23)
- Liquor Licensing (p.22)
- Business License Bylaw (p.18)
- Sponsorship/ Partnership Building (p.24)
- Insurance Coverage (p.20)
- Noise Bylaw (p.19)
- Follow Up Checklist (p.25)

Rent a Town Facility

STEP	Elks Hall - Phone/In Person	COMPLETED
1	Contact the Town Administration Office (463-2675) or drop in during office hours (Monday-Friday 8:30am-4:30pm). Request to book desired space within the facility, date, and time.	
2	Once a date, time, and space is confirmed, you will be registered into the online facility booking system, which enables you to see your rentals/invoices/payments at any time.	
3	The requested rental will be entered into the online facility booking system and can be paid online, at the time of booking or after the rental.	
4	Pick up a facility key the day of your rental – keys can also be picked up the day prior to a rental if it is taking place on the weekend or Monday morning. A \$50 Key Deposit will be required at this time. This deposit will be returned once the key is returned. Keys can be returned during office hours or deposited in the deposit bin at the Town Office.	
5	Access the facility for your rental ONLY during the timeframe that you have requested. Additional use of the facility will result in additional rental fees. Rentals include the use of tables, chairs and a sound system.	
6	At the end of your event, you are expected to clean up all garbage by depositing it into a garbage bag and bin. Clean up any fresh spills of liquids to prevent staining of the floor. Turn off all lights and lock the front doors. Janitorial staff will put away tables and chairs, clean floors and remove garbage's to the outdoor bin.	

STEP	Elks Hall - Online	COMPLETED
1	Go to rec.kindersley.ca	
2	Click SIGN IN above the facility list. Login in with your email and password. If you do not already have an account, click REGISTER to make one.	
3	Select the facility you wish to rent. Click on the arrow next to the facility name for more options. Scroll to the bottom of the page to view the schedule for the facility and click BOOK THIS FACILITY .	
4	Using the arrows on the top left to navigate through months, look for the date that you wish to book, and click it. Click and drag to select a timeframe desired for your rental, then click SUBMIT .	
5	Staff will receive the request and confirm it with appropriate pricing. The confirmed booking will then be available for you to view in your account. If there is a conflict with the requested time, staff will contact you to identify another option.	
6	Payment for your rental can be completed online once it is confirmed (online payments are processed through a third-party provider, Stripe, who will charge an additional convenience fee when the transaction is processed). Other payment options include debit, cash or cheque and can be completed at the Town Office or WCEC front counters.	
7	Pick up a facility key the day of your rental – keys can also be picked up the day prior to a rental if it is taking place on the weekend or Monday morning. A \$50 Key Deposit will be required at this time. This deposit will be returned once the key is returned. Keys can be returned during office hours or deposited in the deposit bin at the Town Office.	
8	Access the facility for your rental ONLY during the timeframe that you have requested. Additional use of the facility will result in additional rental fees. Rentals include the use of tables, chairs and a sound system.	
9	At the end of your event, you are expected to clean up all garbage by depositing it into a garbage bag and bin. Clean up any fresh spills of liquids to prevent staining of the floor. Turn off all lights and lock the front doors. Janitorial staff will put away tables and chairs, clean floors and remove garbage's to the outdoor bin.	

STEP	West Central Events Centre - Phone/In Person	COMPLETED
1	Contact the West Central Events Centre (463-1820) or drop in during office hours. Request to book desired space within the facility, date and time.	
2	Once a date, time, and space is confirmed, you will be registered into the online facility booking system which enables you to see your rentals/invoices/payments at any time.	
3	The requested rental will be entered into the online facility booking system and can be paid online, at the time of booking or after the rental.	
4	Facility staff will open and setup the requested space in preparation for your use based on your rental. Setup includes tables and chairs – additional equipment may be available upon request and further discussion of a desired floorplan.	
5	At the end of your rental, you are expected to return the space to the state you received it in. This includes clearing tables and chairs, disposing of all garbage into waste bins and erasing any whiteboards used. Any equipment borrowed is to be left in the space – missing items will result in replacement fees. Facility staff will put away tables and chairs, clean floors and remove garbage's to the outdoor bin.	

STEP	West Central Events Centre - Online	COMPLETED
1	Go to rec.kindersley.ca	
2	Click SIGN IN above the facility list. Login in with your email and password. If you do not already have an account, click REGISTER to make one.	
3	Select the facility you wish to rent. Click on the arrow next to the facility name for more options. Scroll to the bottom of the page to view the schedule for the facility and click BOOK THIS FACILITY .	
4	Using the arrows on the top left to navigate through months, look for the date that you wish to book, and click it. Click and drag to select a timeframe desired for your rental then click SUBMIT .	
5	Staff will receive the request and confirm it with appropriate pricing. The confirmed booking will then be available for you to view in your account. If there is a conflict with the requested time, staff will contact you to identify another option.	
6	Payment for your rental can be completed online once it is confirmed (online payments are processed through a third party provider, Stripe, who will charge an additional convenience fee when the transaction is processed). Other payment options include debit, cash or cheque and can be completed at the Town Office or WCEC front counters.	
4	Facility staff will open and setup the requested space in preparation for your use based on your rental. Setup includes tables and chairs – additional equipment may be available upon request and further discussion of a desired floorplan.	
5	At the end of your rental, you are expected to return the space to the state you received it in. This includes clearing tables and chairs, disposing of all garbage into waste bins and erasing any whiteboards used. Any equipment borrowed is to be left in the space – missing items will result in replacement fees. Facility staff will put away tables and chairs, clean floors and remove garbage's to the outdoor bin.	

You may also need the following information to successfully prepare for your event or program:



- Promotion (p.16)
- Liquor Licensing (p.22)
- Noise Bylaw (p.19)
- Zoning Bylaw (p.19)
- Follow-Up Checklist (p. 25)
- Funding Opportunities (p.23)
- Call Before You Dig (p.20)
- Sponsorship/ Partnership Building (p.24)
- Business License (p.18)

Book a Community Park Space

Community Parks provide great outdoor locations to host a program, event, or celebration. These spaces are maintained and provided to enhance quality of life for residents and visitors. Kindersley has a total of nine parks that community members can use for their leisure. Hosting events, programs, and celebrations in a public park space requires you to book the space in advance to ensure it is prepared and available. This includes cutting grass, watering flowers, and completing capital projects. It is important for users to note that booking a public space does not guarantee exclusive use. Generally, when a space is set up for a function, members of the public will be respectful and avoid spending time in the area. It is also important to note that tables, chairs and containers are not included in the booking, nor does the Town loan this equipment from facilities.

The following steps will help you to plan and coordinate hosting an even in a community park space. Feel free to add more items to your list as you need.

STEP		COMPLETED YES/NO
1	Consider the size and needs for your event.	
	• How many people are expected to be there?	
	• Are there accessibility needs?	
	• How much parking will be required?	
	• Will vehicles need to access the site? Permission from the Town will be required for this.	
2	Based on your responses above, identify the space, date, and time for your booking.	
3	Contact the West Central Events Centre (306-463-1820) to coordinate a date and time.	
4	Additional considerations you may be:	
	• Will access to a restroom be required?	
	• Will food be served?	
	• Will equipment such as chairs and tables be required?	
	• Are more garbage and recycling containers needed?	
	• Is fencing needed to separate spaces?	
	• Will large event tents be needed for cover or shade?	
	• What is the rain backup plan?	
5	Coordinate the arrival and setup of the event with your booking for the space.	
6	When cleaning up, all items brought to the site or created from your use are to be removed. The park space should be returned to the state that it was received, including the removal of garbage from the event. An additional fee and restoration may be required based on any damage as a result of the event.	
7	Most people who book a public space offer a donation to the Town for their use of that space. Although there is no set rate, users typically determine their donation based on the attendees and event. Donations are put towards maintaining and enhancing the grounds.	

You may also need the following information to successfully prepare for your event or program:



- Promotion (p.16)
- Liquor Licensing (p.22)
- Noise Bylaw (p.19)
- Zoning Bylaw (p.19)
- Insurance Coverage (p.20)
- Food & Sanitation (p.21)
- Follow-Up Checklist (p. 25)
- Funding Opportunities (p.23)
- Call Before You Dig (p.20)
- Sponsorship/ Partnership Building (p.24)
- Business License (p.18)
- Animal Control (p.18)
- Fire Prevention Bylaw (p.18)






DETAILS TO CONSIDER...

Promotion

When it comes time to promote your project or event, there is an abundance of local resources to do the job; many of which go a long way to give your initiative the exposure it needs to be a success. Remember that word of mouth alone can go far so be sure to share your project or event with friends, family and anyone else who may be willing to spread the word.

The Town of Kindersley offers a variety of tools on its website to assist residents in getting informed and being able to promote their endeavours; and all are free of charge!

	Check out the Community Calendar (https://kindersley.ca/calendar) for a list of upcoming events. It's a good idea to see in advance if your event might conflict with another event taking place.
	Submit information about your community event to the Kindersley website for no charge. https://kindersley.ca/calendar/submittevent
	All events listed on the Community Calendar are added to the Town's weekly E-Updates that are sent every Wednesday. If you don't already subscribe, you can sign up at: https://kindersley.ca/eupdates .



Social Media is a fast, effective, and inexpensive way to promote projects and events. Start by creating an Account, Page, or Event that is specific to your initiative and look for other local groups and organizations on social media to partner with to help share your posts. Return the favour by tagging them and helping to promote their activities as well.

Posters, banners, signs, balloons, advertising stands, and other giveaways are great ways to promote and create awareness for your initiative provided you have a business or community facility willing to host or showcase them.

Two Community Boards are situated in Kindersley for local event posters. One is situated along Railway Avenue across from the SARCAN Recycling Depot, and the other is located near the Senses Unleashed Dog Park along Ditson Drive.

Last but certainly not least, Kindersley's local print, radio, and online media provide a wealth of great information and advertising opportunities to help any local initiative. Capture their interest in your new initiative and you may get some free news coverage. And if you've got a budget and some advertising dollars to spend, they can get the word out even more and take your project far.

Check out the following resources:

Name	Contact	Print	Radio	Web	Signs/Banners	Special Features
Kindersley Clarion	306-463-4611 theclarion.ca	X		X		
Country104FM CFYM 1201AM	306-463-2692 westcentralonline.com		X	X		Submit news form Community Events Calendar Business Directory Job Board Classifieds
Kindersley Social	306-463-9435 kindersleysocial.ca	X		X		Classifieds Business Directory Events Calendar
Weekly Bean	306-463-6383 www.theweeklybean.ca	X		X		
Chamber of Commerce	306-463-2320 kindersleychamber.com			X		Downtown Reader Board Online Events Calendar
Bear Hills Media	306-536-9921 www.bearhills.ca				X	Digital Highway Sign
Insight Sign & Decal	306-463-3977 insight.ca				X	Promotional Items
Jem Creative	306-463-9435 jem-cws.ca	X		X	X	Promotional items
Signorama	306-460-4489 306-460-8089 signarama.ca/sk-saskatoon	X			X	Promotional items
Pink Hippo Marketing	306-430-9808 pinkhippo.ca			X		Social Media Marketing
Let's Get Graphic	306-463-4445					Promotional Items

Please note that this list is not comprehensive of organizations operating in Kindersley. The Town of Kindersley encourages new local endeavors and currently unlisted businesses to submit their information, allowing this list to grow and community members to access their services.



Bylaws

Animal Control, Bylaw 18-11

Remember to inform attendees about animal control regulations for public spaces. All animals are required to be leashed at any location other than an event that is being hosted in the Senses Unleashed Dog Park; in this case, owners are required to adhere to the Dog Park Rules and Regulations posted on the park fencing.

Pet owners attending events are responsible for cleaning up immediately after their animals. Complementary dog waste bags are in all our parks. When hosting an event in any public space you should ensure that the removal of pet waste is part of your clean-up effort.

Business License, Bylaw 45-94

Before booking your caterer, talent, builder, shuttle, or another service, remember to verify that they have a valid Town of Kindersley Business Licence. Businesses not based out of a commercial space are required to have a business license (update annually). If you are looking for a service, you can contact the Town Office or look on the website to identify licensed options.

Fire Prevention & Safety, Bylaw 23-09 (for private property)

Before starting a fire, know the risks and how to prevent them. Fire pits must not exceed 82 centimetres (32.28") in diameter, and must have a heavy metal cover with openings at a maximum of thirteen milometers (.5").

Pits should be set on a non-combustible surface such as earth(soil), concrete, stone, brick, etc., and shall be supervised to prevent the spread of fire. Pits must be separated from grass or any other vegetation by a minimum of 40 centimetres (15.7"). Fires shall not be left smoldering and must be completely extinguished at the end of the event.

Burnable Materials

Permitted	Non-Permitted
Charcoal	Treated wood (pallets, etc.)
Cut Seasoned Wood	Rubbish
	Garden Refuse
	Manure
	Animal Carcasses
	Any material that, when burned, will generate black smoke or an offensive odour including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, rubber materials, creosoted or any similar material.

Respect your neighbours and ensure that your fire is a minimum of at least 3 metres (9.8 ft) from the property line.

Keep in mind that open fires and fire pits are not permitted on public land, and fireworks are not permitted within town limits (unless permission has been granted by the Fire Chief).

Noise Bylaw, 21-95

An important consideration when hosting any event or program is being aware of the level of disturbance that you may be causing. Anticipate the level of noise that may be produced, and consider your options of how to mitigate these disturbances for surrounding residents and businesses. A process that has been used many times before is a door-to-door visit from event hosts to inform surrounding residents in advance that noise will be generated beyond the hours of the bylaw. This is a courtesy effort and often, event planners may choose to offer complimentary tickets, free admission, or some other gesture, as a means of saying thank you for any inconvenience that is caused.

No person shall cause any loud or unusual noise between the hours of 11:00PM and 7:00AM.

(Signage) Zoning Bylaw, 04-14

When advertising your event, it is important to note that signage is not permitted on any public property. This includes:

- Public buildings;
- Public property (roads, shoulders, ditches, boulevards, etc.); and
- Public utility structures (light standards, etc.) or equipment.

Two Community Event Sign Boards have been provided for residents to use for advertising your event. These boards are located at the Senses Unleashed Dog Park and Railway Avenue East.

Any person may place signage on any private property with consent from the property owner as long as the sign structure does not obstruct any view for traffic.

For more information about these bylaws and to review the official bylaw, visit www.kindersley.ca/touwnCouncil/bylaws.

Call Before You Dig

Notifying *Sask 1st Call* is important not only for ground disturbance relating to construction projects. Events utilizing tent structures, large inflatables and similar equipment should complete a call or online request for site locates. These pieces of equipment commonly require securing stakes longer than 1ft. to be inserted into the ground. Inserting large and/or long stakes have the potential to contact or damage underground services such as power, gas, sprinkler systems, fibre optic lines and more. Some companies renting this equipment will require that you complete locates prior to their delivery.

A request for locates can be made up to 10 days in advance of the event but no less than a minimum of 2 business days prior.

Phone: 1-866-828-4888

Online: www.sask1stcall.com

Town Office (sprinkler lines): 306-463-2675

Insurance Coverage

While the Town insures all of its properties and staff, there are some moderate everyday risks and liabilities that organizations and individual guests assume for the privilege of enjoying our facilities. These include but are not limited to physical injuries or property damage that goes beyond regular wear and tear, which may be unintentionally inflicted. We highly recommend that organizations investigate and secure in their own liability insurance policies and that Town facilities and equipment is treated with the care that you would use with your own goods... And as always, play safe!

Food & Sanitation

When hosting a large gathering for an event or program it is important to ensure that all Public Health standards and regulations are being met and followed. Technical guidelines, such as *Sanitation at Mass Gatherings*, are made available by the local Public Health Inspector to assist event and program leaders.

In Technical Guideline No 355, a Temporary Mass gathering is defined as “an assembly of 500 people or more, which is expected to continue for two or more hours per day, at a site for a purpose different from the designed use and usual type of occupancy.” Examples include outdoor music festivals, baseball and slo-pitch tournaments, street festivals, and community celebrations.

Technical Guideline No 355 provides event planners with information about the required number of toilets and hand wash basins, management of solid waste (garbage), safe drinking water supply, bathing facilities, food service, and some additional considerations such as first aid and security services.

For additional information about these guidelines, contact the Public Health Inspector (306-463-1000 ext. 2535)

On Street Mobile Food Trucks

When operating a mobile food truck in the community it is important to note that any mobile food truck wishing to operate on a public land or roadway is required to obtain written approval by Town Council, and is required to follow the On-Street Mobile Food Truck Regulations. These regulations are not required for any food truck operating on private land. All food trucks operating in the Town of Kindersley are still required to obtain a Business License regardless of operation on public or private property.

The Town requires written approval from you, the community event organizer, if you wish to have an On-Street Mobile Food Truck at your event. For community trade shows, farmers markets, and craft shows, only one licence will be required by the event host to cover all business participants operating during the shows operating hours.

To request approval from Town Council, contact the Town Office for assistance from the Corporate Clerk.

For more information about these bylaws and to review the official bylaw, visit www.kindersley.ca/bylaws.

Liquor Licensing

The Saskatchewan Liquor and Gaming Association (SLGA) oversees the approval of all liquor establishments and events in the province. Anyone planning to host an event in a public location serving or distributing alcohol, must have permission and the necessary licensing from SLGA. This license is known as a Special Occasion Permit. Events serving or distributing alcohol have risks. It is important that you know the rules and how to protect yourself or your organization.

Contact SLGA either through the Kindersley Liquor Store, online or by calling 1-800-667-7565. Website is www.slga.com SLGA will provide you information pertaining to your responsibilities for the safe sale of alcohol.

Events serving or distributing alcohol on public property (e.g. Elks Hall, NRCC, park, street, etc.) will require a letter of support from the Town of Kindersley. This can be accomplished by contacting the Town Office (306-463-2675) and requesting a letter of authorization. You must provide administration with details about the location address, times that alcohol will be served/distributed, and the date of the event.

Do not wait until the last minute. It takes time to complete Special Occasion Permits and a letter from the Town. Give yourself at least 30 days in advance. Understand your risk. If you are the name on the liquor permit then you are assuming most of the risk associated with the event. Speak to your insurance company about PAL insurance (Public Alcohol Liability) to protect yourself or your organization.

Funding Opportunities

Community Grant

The Town of Kindersley Community Grant is a grant distributed twice yearly by Town Council to community organizations facilitating projects that develop, expand, and improve important programs and services for the residents of Kindersley and surrounding area. This funding program offers a maximum grant of \$750 for up to 20 organizations a year.

Projects must be conducted within the Town of Kindersley, and resulting goods or services must remain within the municipal boundaries upon completion; as well as benefit or have a positive impact on a key sector or demographic within Kindersley, or the community at large.

Any not-for-profit or community-based group/organization currently active within the Town of Kindersley municipal boundary is eligible to apply.

Deadline: **April 1 or September 30 (if either date falls on a weekend, deadline is extended to the next business day)**

Kindersley Community Initiatives Program (KCIP)

KCIP is an annual funding opportunity made available from Saskatchewan Lotteries funds that the Town of Kindersley receives via a yearly grant. Funding is designed for local non-profit organizations to develop, expand and improve opportunities for participation in recreation, culture and sport through various projects.

Projects must **encourage** the development or awareness of opportunities, greater participation, leadership development and provide opportunities for the development of skills and appreciation at every level of participation in recreation, culture and sport.

Any not-for-profit or community-based group/organization currently active within the Town of Kindersley municipal boundary is eligible to apply.

Deadline: **May 1 (if date falls on a weekend, deadline is extended to the next business day)**

Kidsport

KidSport is a Children's Charity dedicated to assisting children of families facing financial obstacles to participate in community sport programs. The KidSport goal is to provide these children with the opportunity to learn the fundamentals of teamwork, dedication and responsibility through participation in sport.

Deadline: Multiple deadlines throughout the calendar year can be found at www.kidsportcanada.ca

Creative Kids

Creative Kids is a program that helps reduce financial barriers for Saskatchewan kids age 19 years or younger who want to participate in artistic, creative or cultural activities. Applicants are eligible for up to \$750 per calendar year.

Deadline: Multiple deadlines throughout the calendar year can be found at www.creativekidssask.ca

Additional information, application packages and follow-up forms can all be found at <https://kindersley.ca/getinvolved/grants>

Sponsorship/ Partnership Building

Building connections and relationships lends to building your community. The sharing of knowledge, skills, resources and ideas support personal growth and creativity. Sometimes our goals or dreams need assistance from outside organizations to be successful. Incorporating sponsorship or partnership opportunities into your event/program can enhance the experience and your ability to bring your idea to life.

Determining who to approach should be based on your needs. Is your event a large community effort that primarily needs funds to operate? A general call for financial sponsorship outlining what the sponsors will receive (signage during the event) will work just fine. If you are hosting a smaller event or program that would benefit from additional resource and materials, a partnership may be a better option.

The following are common considerations for building a connection:

Why to Ask

- You need funds
- You need in-kind materials or resources
- You need support or human resources
- You need greater awareness
- You need to enhance the credibility of your organization or event

Where to Ask

- An organization or business in the same or similar sector
- An organization or business with similar purpose or goals
- An organization or business with a mandate to contribute to the community
- An organization or business that aligns with the all or a portion of your project
- An organization or business with a large audience or client base
- An organization or business whose general operations will enhance your event or program

How to Give Thanks in Return

- Include them in the planning or hosting of the event/program
- Include them in promotion and advertising
- Provide a donation in return for their contribution
- Partner with them on their next function
- Volunteer for their organization
- Offer in-kind services for their next function

Sponsorship/Donation Request Letter or Conversation Script – What to Include (in order)

- Who you are and a description of your event/program is (title, date, time, location)
- The intent/purpose of the event/program
- What you are asking for (be specific about options for funds or materials)
- Outline how you will show your appreciation for what is received (advertising during the event, promotional materials)
- Who and how to contact to confirm support, or to discuss further
- A due date to confirm support by (giving you time to produce advertising or promotional material)

Follow-Up Checklist

Clean Up	<ul style="list-style-type: none"> ▪ Have all pieces of equipment been removed from the event site? <ul style="list-style-type: none"> ○ Tables, chairs, garbage bins and recycling containers ○ Garbage bags ○ Staging, fencing, portable toilets ○ Additional electrical resources ▪ Has the space used been returned to the state it was received in? <ul style="list-style-type: none"> ○ Damage to the site or equipment ○ Signs of wear to the site due to weather and/or vehicles ○ Barricades returned to location collected from 	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Feedback	<ul style="list-style-type: none"> ▪ Collect input <ul style="list-style-type: none"> ○ Comment cards ○ Guestbook ○ Surveys ○ Phone calls ○ In person ▪ Debrief meeting with host team <ul style="list-style-type: none"> ○ Discuss what worked well ○ Discuss what did not work well ○ Think about what you would enhance next time ▪ Share results <ul style="list-style-type: none"> ○ Promote or send out any data collected from participants (onsite activities) ○ Promote or send results of event/program to community groups 	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Thank You's	<ul style="list-style-type: none"> ▪ Attendees <ul style="list-style-type: none"> ○ Advertisement ○ Social media ○ Website ○ Poster ▪ Volunteers <ul style="list-style-type: none"> ○ Email ○ Phone call ○ Advertisement ○ Social media ○ In person ○ Website ○ Poster ○ Mail ▪ Sponsors/Donors <ul style="list-style-type: none"> ○ Email ○ Advertisement ○ Social media ○ Website ○ Poster ○ Mail 	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

APPLICATIONS...



SCHEDULE I: TEMPORARY ROAD/SIDEWALK CLOSURE PERMIT



KINDERSLEY MUNICIPAL ENFORCEMENT APPLICATION FOR TEMPORARY ROAD / SIDEWALK CLOSURE PERMIT

Permit Fee: \$40.00

Permit No. _____

☐ Road Closure

☐ Sidewalk Closure

☐ Road & Sidewalk Closure

Applicants Name: _____ Contact Name: _____

Mailing Address: _____

City/Municipality: _____ Province: _____

Telephone: _____ Fax: _____ Email: _____

Location of Proposed Closure:

Civic address or location _____

Lot _____ Block _____ Registered Plan _____

**Please highlight the exact location on the enclosed map.*

Purpose: ☐ Infrastructure Repair ☐ Parade/Festival/Event ☐ Other: _____

Approximate Date/Time of Closure: _____

START Date/Time of Closure

END Date/Time of Closure

Please choose one of the following:

____1. It is the Applicant's responsibility to call 306-463-2675 on the preceding day for a confirmation reminder to have the barricades delivered to proposed site closure.

OR

____2. It is the Applicant's responsibility to pick up the barricades from 411-1st Avenue West on the last working day preceding the proposed closure and return the barricades after the proposed closure. Please show permit at time of arrival.

Applicant Name (PRINT)

Date (DD/MM/YYYY)

Signature of Applicant

To be completed by Administration:

Permission is hereby granted to the applicant for a Temporary Road / Sidewalk Closure Permit.

PERMIT VALID: From: _____ To: _____

EXACT LOCATION APPROVED: _____

DEPARTMENT ADVISED:

☐ RCMP
☐ EMS
☐ FIRE
☐ Public Works
☐ Bylaw
☐ Other:

DATE (DD/MM/YYYY)

PRINT NAME

SIGNATURE

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SCHEDULE H: OVERWEIGHT OR OVERSIZE PERMIT:



KINDERSLEY MUNICIPAL ENFORCEMENT APPLICATION FOR OVERWEIGHT or OVERSIZE PERMIT

Permit Fee: \$40.00

Permit No. _____

☐ **Overweight Permit Application**

☐ **Oversize Permit Application**

Applicants Name: _____ Contact Name: _____

Mailing Address: _____

City/Municipality: _____ Province: _____

Telephone: _____ Fax: _____ Email: _____

Originating Location: Civic address or location _____

Lot _____ Block _____ Registered Plan _____

Destination: Civic address or location: _____

Lot _____ Block _____ Registered Plan _____

OR_ Out of the municipality _____

Approximate Date/Time of Load: _____

Detailed Load Description: Example: Moving a Building -- _____

Power Unit # of Axles	Width	Gross Weight	Licensed Weight	Vin #
Trailing Unit # of Axles	Height	Load Width	Load Length	Total Length

<input type="radio"/> Tractor / Trailer (Connected by 5 th wheel)
<input type="radio"/> Truck/Trailer (Connected by Hitch)
<input type="radio"/> Single Vehicle

I hereby agree to comply and to be responsible and pay for any damage done to any infrastructure as a result of the overweight and/or oversize of said vehicle/building, and damage deposit of \$1,000 - \$2,500 may be required. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain the required permits and approvals prior to route.

Owner or Authorized Agent (Print)

Date (DD/MM/YYYY)

Signature of Owner/Authorized Agent

To be completed by Administration:

Permission is hereby granted to the applicant for a single trip Overweight and/or Oversize Permit.

PERMIT VALID: From: _____ To: _____

ROUTE OF TRAVEL APPROVED: _____

Department Advised:
☐ Engineering
☐ Public Works
☐ Bylaw
☐ Other:

Date (DD/MM/YYYY)

Signature

Refundable Damage Deposit (\$1,000-\$2,500)

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TOWN OF KINDERSLEY

106 5th Avenue East, Box 1269

Kindersley, SK S0L 1S0

Ph: (306) 463-2675 Fx: (306) 463-4577

For office use only:

Date: _____

License #: _____

Amount Paid: _____

New or Renewal: _____

APPLICATION FOR BUSINESS LICENSE

Business Name: _____

Address: _____

Street Name & Direction

Mailing Address

City

Province

Postal Code

Business Phone: _____ Fax: _____ Cell/Home Phone: _____

Email Address: _____ Website: _____

Business Contact(s): _____

Business Description (please print clearly)

Please describe the primary function of the business:

CONTRACTORS:

Multi-location or One Job Only (*please circle one*)

Location of single job: _____

of Employees Contracted: _____

If applicable, please attach a list of all subcontractors.

HOME-BASED BUSINESS:

Yes No

Are you a Daycare?

Yes No

of Children: 1-4 or 5+

Signature of Applicant

Freedom of Information & Protection of Privacy Act (FOIP)

Information about your business will be published in promotional material and/or advertising. If you do not wish your business to be promoted by the Town of Kindersley, please indicate below.

I do / do not wish to have my business promoted by the Town of Kindersley on www.kindersley.ca

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TOWN OF KINDERSLEY HOME-BASED BUSINESS APPLICATION

(This application is subject to Town of Kindersley Council approval)

1. APPLICANT: PLEASE PRINT

Application No. (HB #) _____

NAME: _____ Email: _____

Civic Address: _____ P.O.Box # _____ Postal Code _____

Phone #: Res: _____ Cell: _____ Work: _____ Fax: _____

2. PROPERTY OWNER Same as APPLICANT: Yes ☐; No ☐

Property Owner NAME: _____ Email: _____

Civic Address: _____ P.O.Box # _____ Postal Code _____

Phone #: Res: _____ Cell: _____ Work: _____ Fax: _____

3. BUSINESS NAME / TYPE: (e.g., Day Care, Music Lessons etc.) (Describe services / products)

4. OTHER REQUIRED INFORMATION:

YES NO

- | | | | |
|------|---|--------------------------|--------------------------|
| 4.1 | Are there any other home businesses at this address? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Will the home business use more than 20% of the gross floor area? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Will the home business require any addition, alteration, or exterior remodeling? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Will there be any employees? If yes, how many? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 | Will there be any signs advertising the home business? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 | Will the home business create noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 | Does your business require any licenses or certificates? (e.g., day care license etc.) -----
(If Yes, please attach copies of all required certificates and licenses for the business) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.8 | Estimated number of hours of operation each day/week? _____ | | |
| 4.9 | What is the anticipated traffic to and from your business? _____ | | |
| 4.10 | What is the expected number of daily customers? _____ | | |

5. DECLARATION OF THE APPLICANT:

I _____ of the Town of Kindersley in the Province of Saskatchewan solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act".

Date _____

Signature _____

***** **FOR USE BY TOWN OFFICE ONLY** *****

HB APPLICATION NUMBER: (HB #) _____ APPLICATION RECEIVED DATE: _____

HB APPLICATION FEE: \$ _____ FEE RECEIVED DATE: _____