



County of Wetaskiwin No. 10 BYLAW # 2024/09

A **BYLAW** of the County of Wetaskiwin No. 10, in the Province of Alberta, for the purpose of establishing licensing and regulations of Special Events being held on lands within the County.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, provides that a Council of a municipal district or specialized municipality to enact a Bylaw respecting:

- a. The safety, health and welfare of people, and the protection of people and property;
- b. People, activities, and things in, on, or near a public place or place that is open to the public;
- c. Businesses, business activities, and persons engaged in business; and
- d. Providing for systems of license, permits, or approvals.

WHEREAS that Council of the County of Wetaskiwin No. 10 desires to assist Applicants through a structured application and permitting process, pursuant to Section 8 of the *Municipal Government Act*, to identify areas which may have an impact on the planning and execution of events, and to ensure the delivery of safe and successful public and certain private events.

AND WHEREAS that Council of the County of Wetaskiwin No. 10 deems it advisable and in the public interest to regulate Special Events within the boundaries of the County.

NOW THEREFORE the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts as follows:

PART 1 - TITLE

1. That this Bylaw shall be known as the **“Special Events Bylaw”**.

PART 2 - DEFINITIONS

2. **‘Applicant’** means the Licensee, being the person or organization, registered on the Special Event Permit (or License) with the County and the person or persons responsible for the obligations set forth under the licensing process.
3. **‘County Property’** means any building, structure, or recreational facility owned or operated by the County or its agent on municipal land owned or occupied by the County and is available for use by the public at large, including, but not limited to:
 - a) County parks, sport fields, baseball diamonds, recreational areas, parking lots, and municipal reserve land;
 - b) Land leased to the County and land for which an interest in land has been granted to the County;
 - c) County roads and road allowances, and
 - d) Lands for use by the public at large and refers to property owned by the County of Wetaskiwin or its agent rather than a private individual or company.
4. **‘County Services’** means any service provided by the County, including, but not limited to enforcement, fire, emergency service, family and community support service, recreational services, corporate services, community services, public works, and utilities.
5. **‘Emergency Services’** means the service providers, including Fire, Police, and EMS operating in the County.
6. **‘Expected Attendance’** means 200 people, being the number of persons reasonably expected to attend the Special Event, not including promoters, staff, personnel, vendors, and entertainers, and when:
 - a) the event involves the printing or sale of more than 200 tickets or invitations; or
 - b) advertising for the event implies that attendance at the event will be more than 200 people.
7. **‘Fireworks’** means a device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations.
8. **‘Law Enforcement Officer’** means:



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- a) A Community Peace Officer appointed by the Solicitor General of Alberta under the *Peace Officers Act*, authorized to act on behalf of the County;
 - b) A member of the Royal Canadian Mounted Police; or
 - c) Persons authorized to enforce a law on behalf of the County under the direction of the Licensing Officer.
9. **'License'** means a permit or certificate issued by the Licensing Officer authorizing an event pursuant to this Bylaw.
10. **'Licensing Officer'** means the Chief Administrative Officer (CAO) or their designate.
11. **'Non-Profit Organization'** commonly means associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
12. **'Person'** means an individual or any business entity named on a License or Permit for the purposes of this Bylaw and extends to a firm, partnership, association, corporation, company, or society and the heirs, executors, administrators, or other legal representatives of a person.
13. **'Premises'** means any lands or buildings situated within the County, whether owned privately or by the County.
14. **'Private Property'** means land that has been legally designated as being owned by a non-governmental legal entity and refers to one or more individuals.
15. **'Responsible Person'** means any person who may be a Licensee (if a corporation, all directors), venue owner, event promoter, event manager, provides entertainment or concessions, or profits in any way from the event.
16. **'Road'** means a local road and highway within the County of Wetaskiwin, including primary and secondary highways.
17. **'Security Officer'** means a person who is licensed in the Province of Alberta to patrol, guard, or provide security for another person or for the property of another person, or to detect loss of, or damage to, the property of another person.
18. **'Special Event'** means any public or private event, either held indoors or outdoors or a combination of both, with an Expected Attendance as described in Section 22, including the promoters, personnel staff, entertainers, vendors, and attendees, and includes, but is not limited to, the following types of events:
- a) Athletic or sports events, meets, shows contests, trials, and other such competitive events;
 - b) Circuses, which may include a travelling company of human performers and trained animal acts, typically held in various publicly accessible facilities;
 - c) Dances and dance parties, including live and/or pre-recorded music with professional and/or amateur performers;
 - d) Exhibitions, typically denotes a showing of art, skills and may include the sale of trade goods;
 - e) Expositions, is the usual term for a large exhibition and may include a large public viewing or exhibition of artifacts or a collection of objects, and may include the sale of trade goods;
 - f) Music festivals or concerts, including live and/or pre-recorded music with professional and/or amateur performers;
 - g) Rodeos, either Amateur or Professional, as sanctioned in Alberta under a recognized association, such as Pro Rodeo Canada (CPRA), Professional Rodeo Cowboys Association (PRCA) or the Women's Professional Rodeo Association (WPRA);
 - h) Trade shows, includes an exhibition where businesses and organizations collectively meet to promote their products and services; or
 - i) Miscellaneous Events, include events not fitting under any of the preceding guidelines, including but not limited to: Walkathons, Foot Races (such as biathlons or triathlons), Bikeathons or Bike Tours, Cycling Events, Motorcycle or Vehicle Rallies, Ice Races, Parades, Country Fairs, Vehicle Convoys, Commercial Filming, Livestock Trail/Drives and Crossings, Dog Shows/Agility Trial, or other non-competitive or competitive events.



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19. **'Vendor'** means anyone operating a self-contained vehicle, trailer or portable stand that is capable of being moved from one location to another, and is equipped to prepare, serve, and sell food or goods.
20. **'Venue'** means the Premises where the Special Event is held.
21. **'Venue Owner'** means the Person who is shown on the County Tax Roll as the Registered Owner of the Premises where the Special Event is to be held.

PART 3 - PERMIT REQUIREMENTS

22. Events are subject to Special Event Permit requirements when:
 - a) the expected attendance will be 200 people or more, AND
 - b) The event will include one or more of the following:
 - i. Alcohol being served;
 - ii. Fires, Fireworks or Pyrotechnics;
 - iii. Food being given or sold;
 - iv. A road closure or use of a road, sidewalk, or trail for walks, runs or cycling events;
 - v. Tents larger than approximately 20ft x 30ft or 6.1 metre x 9.1 metre (600 square feet or 55.74 square metres);
 - vi. Inflatables such as bouncy castles or amusement rides;
 - vii. Merchandise vendors selling goods or wares;
 - viii. Lottery or games of chance, or
 - ix. Parades.

PART 4 - EVENTS REQUIRING A PERMIT

23. Events, held at or on the following, will be deemed to require a Special Event Permit, unless the event does not meet the criteria defined under Section 22(a) and 22(b):
 - a) County Facility/County Property; or
 - b) Private Function on County Property.

PART 5 - EXEMPTIONS

24. Unless such an event meets the criteria defined under Section 22(a) and 22(b), the following will be deemed to not require a Special Event Permit:
 - a) **Non-Profit Organization:** Events taking place entirely on private property.
 - b) **Private Function on Private Lands:** Events taking place entirely on private property.
25. Any event at a facility for which a Development Permit has been issued under the County Land Use Bylaw, as amended, to allow for incidental gatherings or events, as contemplated under the Development Permit does not require a Special Event Permit regardless of the attendance threshold or variables listed under Section 22.
26. Any event hosted by the County of Wetaskiwin or that has been authorized by the County pursuant to the terms of a lease, license, or facility rental agreement AND where the County is named as an Additional Named Insured (ANI) on a valid insurance policy regardless of the attendance threshold or variables listed under Section 22.

PART 6 - GENERAL RESTRICTION

27. Pursuant to permit requirements defined under Sections 22, 23, and 24, no person shall operate, maintain, or conduct an event deemed as a Special Event in the County without a valid and subsisting License for that Special Event, and then only in accordance with the terms and conditions of the License issued by the County.

PART 7 - PROCESSING APPLICATIONS

28. A complete *Special Event Permit Application*, attached as Schedule "A", shall be submitted in the prescribed approval format.
29. Upon receipt of a complete application, the Licensing Officer may provide the completed application to County Directors, or their designate, and the following outside agencies, for their review and comments:



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- a) Alberta Environment;
 - b) Alberta Gaming, Liquor and Cannabis Commission;
 - c) Alberta Health Services; and
 - d) Any other agency which, in the opinion of the Licensing Officer, may assist in determining if issuing the Permit would be in conflict with this Bylaw.
30. Organizers of events utilizing highways and roadways not maintained by the County must contact the road authorities and/or the Government of Alberta Ministry in charge of Alberta Highways, to confirm that the use of certain highways is acceptable and that appropriate safety measures are in place.
31. Upon the request by any of the Directors or agencies set out in Section 29, the Licensee shall provide access to the proposed Venue for the purpose of conducting an inspection of the Venue. Upon request by any such Director or outside agency, the Licensee shall accompany the Director or outside agency representative on the inspection of the proposed Venue.
32. Having consideration to the application and to the comments received pursuant to Section 29, 30, and 31, the Licensing Officer may impose such conditions on the Permit, that in their sole discretion, reasonably determines as being necessary to protect the health, safety, welfare and property of the Special Event Attendees, County Residents, and members of the public respecting all *Conditions and Requirements* set out in Schedule "B" and without limiting the foregoing, any or all of the following conditions:
- a) The Licensee shall comply with all relevant Federal, Provincial, and Municipal laws in existence;
 - b) All costs and expenses incurred in meeting the requirements of this Bylaw or any conditions of a Permit shall be borne by the Licensee; and
 - c) The provisions of the Special Event Permit, as amended, or where any Bylaw passed in substitution thereof, shall apply to the Licensee and Special Event License.
33. The Licensing Officer shall not issue a License pursuant to this Bylaw unless the Licensing Officer is satisfied that the Applicant has met all conditions and requirements set out in this Bylaw.
34. If a Special Event to which a License has been issued is of a recurring nature, the Licensing Officer may, in their discretion, renew the License for that Special Event on any terms or conditions the Licensing Officer deems appropriate respecting the Conditions and Requirements of this Bylaw.
35. The Licensing Officer may, in their discretion, modify or waive any requirement, or grant relief of any of the requirements listed in this Bylaw where it appears that such an action would be in the public interest and will not harm the health, safety, welfare, and property of the public. This ability to grant relief shall be limited to those items within the control of the Licensing Officer under this Bylaw and does not relieve the Licensee from any condition or requirement imposed by law, contract or otherwise.
36. When a Special Event Application has been issued, it will be submitted to the Consent Agenda for the next Council General Meeting for information.

PART 8 - EVENT CANCELLATION, POSTPONEMENT or REVOCATION

37. The Licensing Officer may postpone the Special Event to a future date when mutually agreed between the Licensing Officer and the Licensee.
38. If, for any reason, the Special Event is cancelled or postponed, the Licensee acknowledges and agrees that it will be liable for any related costs incurred by the County up to and including the time of cancellation of the anticipated Event.
39. The Licensing Officer or their designate, shall have the power to revoke the Special Event Permit when the following causes exist:
- a) The Special Event is being run, operated, or conducted in a manner contrary to the terms, conditions, and requirements of this Bylaw and/or the License provided under this Bylaw.
 - b) The Licensee or his/her employees or agents fail, neglect, or refuse to fulfill any or all of the conditions and requirements imposed pursuant to the provisions of this Bylaw or conditions and requirements of the License.



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- c) The Special Event is being run, operated, or conducted in a manner contrary to the terms, conditions, and requirements of this Bylaw and/or the License provided under this Bylaw.
- d) The Licensee or their employees or agents fail, neglect, or refuse to fulfill any or all of the conditions and requirements imposed pursuant to the provisions of this Bylaw or conditions and requirements of the License.

PART 9 - REASONABLE GROUNDS TO DENY OR CANCEL AN APPLICATION

40. The Licensing Officer may refuse to issue or renew a License and may suspend, modify, or cancel a License, at any time, if in the opinion of the Licensing Officer that there are reasonable grounds to believe that holding or continuation of the event:
 - a) In the opinion of the Licensing Officer, issuing the License may harm the health, safety, welfare, and property of any members of the public;
 - b) Is not in the public interest;
 - c) Does not meet a Condition or Requirement of this Bylaw with respect to the License applied for or held under Schedule "B";
 - d) The Licensee or any of its officers or employees furnishes false information or misrepresents any fact or circumstance to an Enforcement Officer or the Licensing Officer;
 - e) The Responsible Person has previously operated a Special Event in breach of a condition of a County Permit or a Bylaw ;
 - f) Is in contravention of any of the Conditions and Requirements set out in Schedule "B";
 - g) Any Directors or outside agencies were unable to inspect the Venue because the Licensee was unable or unwilling to provide them with access to all of the Venue in a timely fashion;
 - h) Any Directors or outside agencies engaged under Section 29 recommend against the Special Event Permit;
 - i) The proposed Venue or safety or security procedures are inadequate;
 - j) The County is unable to provide the site with applicable County Services, or
 - k) In the opinion of the Licensing Officer, based on reasonable grounds, contravened anything described in this Bylaw.
41. Where the application is denied, the Licensing Officer shall notify by mail, email, or fax a written notice to the Licensee within five (5) business days after the application is denied. The notice shall include a statement of the reasons the application was denied.

PART 10 – RIGHT OF APPEAL

42. The Applicant may file a written request with the Licensing Officer to petition the Council to conduct a review concerning the refusal of the Permit within ten (10) business days after the date of the written notice. The written request by the Applicant shall contain reasons why the Council should conduct a review and provide any information to help the Council fulfill such review. Once the Licensing Officer has received the written request from the Applicant, Council shall review the written request and provide a response to the Applicant in no more than thirty (30) business days.
43. An Applicant cannot petition the Council to conduct a review concerning the refusal of the Permit based on failing requirements to protect the health, safety, welfare, and property of the Special Event Attendees, County Residents, and members of the public, or additional conditions imposed that are reasonably determined as being necessary.
44. Once Council reviews the refusal of the Permit pursuant to Section 41, Council may:
 - a) Grant a Special Event Permit exempting specific conditions;
 - b) Grant a Special Event Permit including only specific conditions; or
 - c) Support the denial of the Special Event Permit.
45. Council's decision under Part 10 shall be considered final and binding.

PART 11 – LICENSE CONDITIONS

46. A License granted under this Bylaw is non-transferrable to another Applicant or another Special Event.



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PART 12 – ENFORCEMENT

- 47. Any person who:
(a) operates, maintains, conducts or advertises a Special Event in the County without having a valid and subsisting License for the Special Event; or
(b) having obtained a License, fails to comply with any term or condition set out in this Bylaw or specified on the License; or
(c) who obstructs or hinders any other person in the exercise or performance of that person's powers or duties pursuant to this Bylaw;
is guilty of an offence and is liable on summary conviction to a fine in an amount no more or less than those established in Section 48.
48. Without restricting the generality of Section 47, the following fine amounts are established for use on violation tickets if a voluntary payment option is offered:
(a) One thousand dollars (\$1,000.00) for a first offence;
(b) Two thousand dollars (\$2,000.00) for a second offence; and
(c) Five thousand dollars (\$5,000.00) for a third and any subsequent offence.
49. An Officer is hereby authorized and empowered to immediately issue a Violation Ticket where the Peace Officer has reasonable grounds to believe a person has contravened or is responsible for a contravention of any provision of this Bylaw. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.
50. Where an Officer has reasonable grounds to believe that a person has violated any provision of this Bylaw, the Peace Officer may allow the person to make a voluntary payment of the minimum specified penalty as provided for the offence in this Bylaw by indicating such specified penalty on the violation ticket.
51. Where an Officer has reasonable grounds to believe that a person has violated any provision of this Bylaw, the Peace Officer may commence Court proceedings against such person without the alternative of making a voluntary payment where the Peace Officer believes that such court appearance is in the public interest, pursuant to this Bylaw.
52. No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall in any way restrict, limit, prevent, or preclude the County from pursuing any other remedy the County may have at common law or by operation of statute.
53. It is provided, however, that the County retains any and all civil remedies, including the right of civil injunction, for prevention of such violations and for the recovery of monetary damages.

PART 13 - SEVERABILITY

- 54. Terms and provisions in this Bylaw are independent of one another and will remain in force should a court legally declare one or more of its provisions void or unenforceable.

PART 14 - REPEAL

- 55. This Bylaw shall repeal Bylaws 1981/24 and 1986/11 in their entirety.

PART 15 - EFFECTIVE DATE

- 56. This Bylaw shall come into full force and effect upon passing of Third Reading.

READ for the FIRST TIME this 9th day of April, A.D., 2024
READ for the SECOND TIME this 23rd day of April, A.D., 2024
READ for a THIRD and FINAL time this 23rd day of April, A.D., 2024

ORIGINAL SIGNED

COUNTY REEVE Josh Bishop

ORIGINAL SIGNED

CAO Scott MacDougall



SPECIAL EVENT APPLICATION | Please review the Special Event Bylaw before completing

Organization/Applicant: _____

Mailing address: _____ **Email address:** _____

Name of primary contact on day of event: _____

Primary Contact Phone #: _____ **Alternate Contact Phone #:** _____

Name of secondary contact on day of event: _____

Secondary Contact Phone #: _____ **Alternate Contact Phone #:** _____

EVENT INFORMATION

Event Title/Name: _____

Event location: _____

Street address: _____ **Legal Land or Lot/Block/Plan** _____

Registered owner of land: _____

Date(s) of event: _____ **Start time:** (no earlier than 0700) _____ **End time:** (no later than 0200) _____

Date of setup: _____ **Setup start time:** _____ **Setup end time:** _____

Date of takedown: _____ **Takedown start time:** _____ **Takedown end time:** _____

Backup date of event: _____ **Start time:** _____ **End time:** _____

Expected Attendance: _____

Roads to be impacted: _____

Is the event to be held on private or public property?

- Private
- Public (If Public, identify if it is Crown Land _____ or County Land _____)

Is the event taking place on lands that are managed by a Condominium, Homeowners or Business Association?

- Yes
- No

Does your event cross into another municipality or involve another municipality?

- Yes
- No
- Not Sure, explain _____



Is this event private or open to the public?

- Private
- Public* (If public, is this a ticketed or invitation only event?)
 - Yes
 - No

Does your event involve (check all that apply):

- | | | |
|---|---|--|
| <input type="radio"/> Alcohol | <input type="radio"/> Amplified Sound | <input type="radio"/> Other (please describe) |
| <input type="radio"/> Fires, Fireworks, Pyrotechnics | <input type="radio"/> Animals / Petting Zoo | _____ |
| <input type="radio"/> Food – given or sold | <input type="radio"/> Barricades / Temporary Fencing | _____ |
| <input type="radio"/> Inflatable Devices | <input type="radio"/> Cannabis | _____ |
| <input type="radio"/> Lottery or games of chance | <input type="radio"/> Camping | _____ |
| <input type="radio"/> Merchandise Vendors | <input type="radio"/> Drone(s) | _____ |
| <input type="radio"/> Parade | <input type="radio"/> Live Entertainment | _____ |
| <input type="radio"/> Road Closure or use of a road, sidewalk or trail | <input type="radio"/> Medical Services / First Aid | _____ |
| <input type="radio"/> Tents - larger than 600 sq/ft or 5.16 sq/m | <input type="radio"/> Outdoor Lighting | _____ |
| | <input type="radio"/> Security | _____ |

Does your event also include (indicate all that apply and provide required details):

Vendors # of: _____

Description of Vendors to be onsite during the Special Event: _____

Generators # of: _____ Gas/Diesel or Electric: _____

Hand washing stations # of: _____

Washrooms / Water closets # of: _____

Portable Bleachers # of: _____ Specify Size: _____

Portable Stages # of: _____ Specify Size: _____

Portable Tent/Structures # of: _____ Specify Size: _____

Where Portable Tents/Structures will be required, please provide the following with application:

Details of each tent/structure is required:

*Each tent must identify the following details in the box below. Size, height, type of material, and how the tent will be being anchored. Please categorize multiple tents by number each individually with details.

Example: Tent 1 - 15' x 30', 10' high, made of polyester, staked to ground. Photo must be provided.

You may need an inspection of your temporary structures or a Development Permit*. To schedule resources in advance, please indicate your availability for either a morning or afternoon appointment.

Date:	Morning (8:30 am to noon)	Afternoon (noon to 4:00 pm)
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** The Licensing Officer will consult with the Planning & Development Department to determine if a Development Permit will be required or if there are other planning merits/considerations.*



INVITE AN ELECTED OFFICIAL

If you wish to have the Reeve, your area Councilor, or another County Official attend your event, please complete this section. The County will confirm attendance prior to the event. Due to varying schedules, Council and/or other officials may not be able to attend, and further, not all requests for attendance may be considered.

Date Requested:

Time Requested for:

Reeve:

All Council:

Deputy Reeve/Councilor(s): Div # + Name

Other:

INSURANCE

Have you arranged to obtain one or more of the required Special Event insurance requirements?

- Public Liability Insurance = \$2,000,000.00 with County of Wetaskiwin No. 10 as additional insured.
- General Liability Insurance = \$5,000,000.00 with County of Wetaskiwin No. 10 as additional insured.
- Host Liquor Liability = where alcohol is served or sold.
- Third Party Automobile Insurance (PLPD) = \$2,000,000.00 with County of Wetaskiwin No. 10 as additional insured.
- Certificate of Insurance (fireworks) - \$5,000,000.00 with County of Wetaskiwin No. 10 as additional insured.

NOTE: A copy of proof of insurance is required at least **30 days** prior to the event.

Final permit approval will not be given until the required Certificate(s) of Insurance are submitted and accepted by the Licensing Officer, 30 days prior to your event set up day.

NOISE EXEMPTION

In accordance with the County Noise Abatement Bylaw, a request for a noise exemption may be required if an activity or event is expected to exceed the permitted noise/sound levels or if it will be occurring outside of the allowed time frame of 11:00 p.m.

Will you require a noise exemption?

- Yes, with an extension to: _____ a.m. _____ p.m.
- No

If yes, please explain why:

SAFETY and SECURITY

Will onsite security, crowd control, fire protection, first aid/medical resources or law enforcement be required?

- Yes (If yes, please attach a safety plan map indicating the # of signs, on site placement and their purpose)
- No

NOTE: If your event requires personal protection equipment (PPE) for individual persons, describe and detail what you will provide:



SIGNAGE

Will you be placing signage on public property?

- Yes (If yes, please attach a signage map indicating the # of signs, on site placement and their purpose)
- No

NOTE: If a Special Event Permit is issued, the Licensing Officer will provide conditions and direction of locations for placing signage and the Applicant will be required to remove any signage following the event, in accordance with the Special Events Bylaw.

TRAFFIC MANAGEMENT

If traffic is impacted through road interruptions or intersection crossings are involved, please provide details of the roads impacted. Submitting the information below will initiate the road usage permission approval process.

Describe the road usage requirements:

WASTE MANAGEMENT

The County encourages waste reduction and diversion efforts for Special Events.

Describe how you will manage the waste generated at your event:

Will you offer recycling programs at your event (for example: recycling, organics, beverage container collection). Please describe:

WEATHER CONTINGENCY PLAN

In the event of inclement weather, please advise if you expect to proceed with your event:

- Weather will not be a factor and we expect to proceed with the full event as originally scheduled.
- Inclement weather will determine the viability of the event and may cause it to be cancelled.
- In the case of cancellation or postponement, please indicate your alternate arrangements:

Please describe your weather contingency strategy in detail:

If there is insufficient space within this application for all your event details, please include this information by submitting additional details on a separate page.



REQUIRED INFORMATION/DOCUMENTATION CHECKLIST

The following documents may be required to approve the License for your Special Event. Any requested documentation must be provided a minimum of 30 days prior to your event to allow sufficient time for review and approval.

- Emergency response plan
- Fireworks safety plan
- Transportation control plan
- Detailed site map
- Overnight Camping map
- Location map
- Route map
- Parking plan map
- Safety Details
- Onsite Security Arrangement
- List of Vendors
- Landowner Temporary Access Agreement
- Event Insurance Policy/Certificate(s)
- Not-for-profit certificate

AUTHORIZED SIGNATURE FOR THIS SPECIAL EVENT APPLICATION

Organization: _____ **Signature:** _____

Contact Name: _____ **Date:** _____

LANDOWNER NAME and SIGNATURE: *If different from the Applicant:* _____

I acknowledge that [by writing/typing my name above], I am signing this application, and I agree to be bound as if I had endorsed this document with my own handwritten signature. Further, I acknowledge that I have reviewed the instructions outlined in the County guidelines and shall abide by those regulations.

Section 33(c) of the FOIP Act authorizes the County of Wetaskiwin No. 10 to collect this personal information for the sole purpose of administering 'Special Event Permit Applications'. To inquire about the collection, use, and disclosure of personal information, or if you have questions about correcting your personal information, please contact the County FOIP Coordinator: by email foip@county10.ca; by phone 780.352.3321 (ext. 2270); or Toll Free at 1.800.661.4125.

APPLICATION FORM DELIVERY BY EMAIL:

Please be sure to attach your completed application with any attachments to wpermits@county10.ca

APPLICATION FORM DELIVERY IN PERSON OR BY MAIL:

Mail or drop off your completed application, along with any required documents to:

County Contact Information

County of Wetaskiwin No. 10 Box 6960 Wetaskiwin AB T9A 2G5
 Office: 780.352.3321 | Fax: 780.352.3486 | Toll Free: 1.800.661.4125
 Website: www.county.wetaskiwin.ab.ca

For Internal Use Only

Upon receipt of this application, and by having reviewed all required documents, and by conducting any required processes related to Special Events approval, the Licensing Officer, as signed below, hereby grants the following:

Approval of the Special Event _____ Subject to the following conditions/exceptions: _____

Denial of the Special Event _____ Based on the following: _____

(Events that are denied have the right of appeal, as prescribed in the Special Events Bylaw)

LICENSING OFFICER: NAME AND SIGNATURE _____ **Date:** _____

Every Licensee who is to conduct a Special Event, and has made application under the Special Event Bylaw, may be subject to the following conditions and requirements:

1. COMMUNICATIONS

- a. The Licensee may be required to establish a communications system for public use where ordinary communications are not available. In addition, a method of contacting the Licensee or Responsible Party during the proposed event **must** be provided to the Licensing Officer prior to commencement of the event.

2. EVENT INSURANCE

- a. Before final Special Event Licencing approvals, the Licensee is required to, at their sole expense, obtain and provide insurance from an insurer licensed under the laws of the Province of Alberta, as follows:
 - i. A *'Public Liability Insurance'* Policy in the minimum amount of two million dollars (\$2,000,000.00) or additional amount as specified by the Licensing Officer, naming the County of Wetaskiwin No. 10 as an additional insurer.
 - ii. The insurance company providing the coverage **must** be licensed to operate within the Province of Alberta.
 - iii. Certificate of Insurance **must** be provided to the Licensing Officer within thirty (30) days prior to the start of the Special Event.
 - iv. The insurance coverage **must** be maintained for the duration of the event, including setup and takedown dates.
 - v. The Insurance Policy shall state that coverage provided will not be changed in any material way, nor shall it be cancelled or terminated until thirty (30) days after written notice of such change, and that any change, cancellation, or termination has been provided to the Licensing Officer.
 - vi. Where events are proposed to occur on County property, the Licensee is required to provide a comprehensive *'General Liability Insurance'* Policy for bodily injury (including death) and property damage in an amount of not less than five million dollars (\$5,000,000) inclusive limit for any occurrences. Such insurance policy shall include the County named as an additional insured.
 - vii. Where alcohol is served or sold, the Licensee **must** obtain an extension to normal *'General Liability Insurance'* to include *'Host Liquor Liability'*.
 - viii. Where fireworks or pyrotechnics are used, the event organizer **must** provide: (1) a County issued Fireworks Permit and (2) a separate *'Certificate of Insurance'* for five million dollars (\$5,000,000) per occurrence liability. The fireworks supplier shall provide this certificate provided that the County and the Licensee are specifically named as additional insured.
 - ix. Where vehicles are to be used on County property, a minimum two million dollars (\$2,000,000) per occurrence *'Third Party Automobile Insurance'* (PLPD) may be required.

Final permit approval will not be given until the required Certificate(s) of Insurance are submitted and accepted by the Licensing Officer, 30 days prior to your event set up day.

3. HOURS OF OPERATION, SET UP AND TAKE DOWN:

- a. The Licensee **must** provide the Licencing Officer opening and closing times for each day of the Special Event and those times **must** be approved by the Licencing Officer and adhered to.

- b. Activities related to set up and take down will be permitted within the times approved by the Licencing Officer.
- c. All set up and take down activities needing to occur outside of the permitted times, **must** first be approved by the Licencing Officer. If approved, the Licensee **must** take the necessary steps to ensure noise disturbance outside the event location is minimized and ensure noise is controlled within the Venue in accordance with the Noise Abatement Bylaw.

4. OVERNIGHT CAMPING FACILITIES AND PROVISIONS

- a. Every Licensee authorized to allow persons who attend the event to remain on the event site overnight shall provide an adequate plan to the Licensing Officer in advance of the event, for overnight camping areas, including tenting areas, travel trailer parks, and recreational units, and include all facilities required.
- b. Where there are overnight camping provisions, the Licensee shall provide to the Licensing Officer a map detailing the camping areas, the number of camping stalls in each area and identify the roadways throughout the camping areas. The map shall contain provisions for the orderly processing and parking of camping units. Each camping area **must** allow for vehicle access and traffic flow, including sufficient space for emergency vehicle access and passage.
- c. Fires and open flame for the purpose of cooking and/or personal comfort will only be permitted in accordance with the County Fire Services Bylaw.

5. NOISE ABATEMENT AND/OR MONITORING MEASURES

- a. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any step to be taken to ensure noise disturbance outside the event location is minimized and any step that will be taken to ensure noise is controlled within the event pursuant to the County Noise Abatement Bylaw.

6. PARKING ACCESS AND TRAFFIC CONTROL

- a. The Licensee shall provide adequate access and egress to the event Premises and parking areas. Therefore, necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Premises from a highway or road, which is a part of the County maintained system of Highways or which is a Highway maintained by the Province.
- b. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.
- c. Parking at the Venue is to include designated parking areas for the event attendees, restrictions on off-site parking facilities, and possible use of on-street parking.
- d. If transportation to and from the Venue is required, the Licensee will be required to provide a route and arrange for transportation, at their own additional expense.
- e. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for County approval before a permit is issued. Additionally, the Licensee shall verify that traffic control personnel are under their employ to ensure orderly traffic movement and relieve traffic congestion in the vicinity of the event area.

7. SAFETY AND SECURITY:

a. Onsite Security Protection and Crowd Control:

- i. The Licensee **must** provide accessibility, personal safety measures, and public security procedures to be in place for the entire duration of the Special Event.
- ii. Every Licensee **must** provide at their own expense, onsite security protection which shall include at least one qualified Private Security Officer for every one hundred (100) persons in attendance, and further, comply with any security plan approved by as required by the Licensing Officer.
- iii. The Licensee **must** provide proof of such arrangements to the satisfaction of the Licensing Officer at least thirty (30) business days prior to the date of the Special event.

b. Fire Protection:

- i. Every Licensee **must** adhere to the requirements of the Fire Services Bylaw and provide adequate fire protection, at their own expense, as determined by the Director of Emergency Services. This may include employing a suitable number of qualified fire officials if the event is located in a hazardous fire area and removing flammable vegetation and other fire hazards in a manner and in such quantity as determined by the County Director of Emergency Services.
- ii. The number of actual attendees **must** meet Fire Permit Occupancy and cannot exceed occupancy load for indoor facilities.
- iii. Fire aid and fire extinguishing equipment may be provided by request through the County Director of Emergency Services.

c. First Aid and Medical Resources:

- i. Every Licensee shall provide, at their own expense, first aid resources at the site of the Special Event, as may be required by the Licensing Officer.
- ii. Qualified emergency medical personnel and equipment may be required to be available at the Venue during the Special Event.
- iii. Ambulatory services (EMS) required to transport injured persons attending the event from the event site to the nearest hospital shall be at their own expense. The type of ambulance service shall be as specified by the available Emergency Service Provider.

d. Law Enforcement Protection:

- i. Under the advisory of the RCMP designated 'Officer in Charge' (OIC), a number of Police and/or Peace Officers may be required for the preservation of order and the protection of property in and around the place of the Special Event, and all related costs of additional Law Enforcement Protection will be at the sole expense of the Licensee.

8. SITE ILLUMINATION:

- a. Every Licensee planning to conduct a Special Event after dark or planning to allow persons who attend the Special Event to remain on the event site after dark or overnight, shall provide electrical illumination to ensure that those areas which are occupied are lighted at all times for safety and security purposes.
- b. The Licensing Officer shall approve a Licensee's lighting plan as a prerequisite to the issuance of a Special Event Permit pursuant to the provision of this Bylaw.

9. VENDORS

- a. A Licensee may enter into a contract or agreement with Vendors to enhance their Special Event, to provide food and beverages, including alcohol sales/service; personal services, including esthetics, tattoo, face painting, etc., and petting zoos. Any Vendors, including those not listed will for part of the requirements under this Bylaw and may need to be approved at the discretion of the Licensing Officer.
- b. The Licensee must comply with the requirements of the Alberta Gaming, Liquor, and Cannabis Commission and the Alberta *Public Health Act* pertaining to food and beverage regulations, and shall ensure any private operator, business, or community group operating a mobile food service establishment for the special event comply with the requirements of the *Public Health Act* pertaining to safe food handling and regulations for temporary food establishment operators, at his or her own expense.
- c. All persons involved in the preparation and selling or offering of food/beverages are strongly encouraged to attend basic food safety training.
- d. Any food and non-food Vendors **must** hold, display, and be ready to produce a valid Temporary Operating Permit which has been approved allowing for the temporary operation for the period and location specified by the County.
- e. Information on food safety training and education opportunities can be found on the AHC EPH website, under 'Take a Course', at www.ahs.ca/ephed

10. WATER SERVICES AND WASTE MANAGEMENT:

- a. Every Licensee shall provide at their own expense, an ample supply of potable water for drinking and adequate/accessible washroom and handwashing stations (sanitation facilities) at the event site. Water and sanitation facilities shall comply with the requirements of the *Public Health Act* pertaining to potable water and public sanitation.
- b. Every Licensee shall remove all garbage from the location of the Special Event and leave the site free of debris and pollutants.
- c. If there is a contaminant spill, the Licensee **must** immediately advise the Licencing Officer, who may consult with Alberta Environment to contain the spill, identify hazards and possibly clean up the spill. Any costs assessed by Alberta Environment will be the sole responsibility of the Licensee.

11. MISCELLANEOUS:

- a. The Licensing Officer may impose additional conditions as necessary to protect the safety, health and welfare of the people and the protection of people and property.
- b. Any other situations not covered under any of the preceding conditions or requirements, and/or not defined under 'Miscellaneous Events' in the Bylaw, at the discretion of the Licensing Officer deemed reasonably required to process the application, may be related to the following:

<ul style="list-style-type: none"> • Busking; • Cannabis Consumption; • Chewing • Tabacco/Smoking/Vaping; • Community Notifications; • Electricity/Power Requirements; • Emergency Response Plans; • Entertainment; • Event Technical Services; • Gaming/Gambling; • Green Initiatives; • Human Rights (and prohibitions); 	<ul style="list-style-type: none"> • Inclement Weather Conditions; • Locates/Digging/Staking; • Noise Requirements/Exemptions; • Petting Zoos; • Production Schedules; • Promotions/Marketing/Signage; • Road Occupancy/Parades; • Run/Walk Routes; • Safety Protocols; • Straw/Hay Bales/Wood and other such combustibles; or • Tents and Temporary Structures.
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