

RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council
DATE: December 13, 2022 **DIVISION:** All
FILE: N/A **APPLICATION:** N/A
SUBJECT: Special Events Bylaw C-8364-2023

POLICY DIRECTION:

At the May 10, 2022, meeting, Council granted Administration an extension to present a report on the revised Special Events process and any proposed amendments to Bylaw C-7990-2020 for Council's consideration by December 31, 2022.

EXECUTIVE SUMMARY:

The Special Events Bylaw C-7990-2020, approved by Council in February 2020, is intended to support a streamlined special event process, while ensuring legislative requirements are met to ensure safe and enjoyable events in the community.

As directed in September 2021, Administration was to hold workshops with Council, the community, and business organizations on the special event permit process. To be COVID respectful, and to ensure the process was independent and impartial, Administration worked with an independent consultant to design a survey through which to gather input and feedback from event organizers about the special event permit process. Each event organizer who managed an event in the last two years was sent a survey to complete. In addition, the consultant spoke directly with responders to gather additional information.

As event organizers began submitting their applications for the 2022 event season in January, and as COVID restrictions did not lift until March, this did not allow Administration enough time to facilitate workshops in the communities on changes implemented in the process.

Based on the survey findings and community outreach results, Administration made key procedural changes, and those changes were tested throughout the 2022 event season. The amended process appears to have been successful, so Administration is proposing changes to the Bylaw to align with the new permitting processes.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval of Bylaw C-8364-2023 be given three readings in accordance with Option #1.

BACKGROUND:

The Special Event process was launched in 2020 to meet the diverse types of events that occur in the community while also ensuring that events are aligned with legislative and safety requirements. However, shortly thereafter, the majority of events were halted due to the onset of the pandemic. Slowly, events began occurring in the spring of 2021 and when the Province announced that Alberta was open for events in late spring, event applications increased exponentially. In an attempt to keep up with the unforeseen demand, and with input from our community, Administration soon realized that the process needed some amendments to further streamline the special event process for our applicants. Council then directed Administration to engage the community and look at how the process could be improved.

Administration Resources

Ashley McQueen, Recreation, Parks & Community Support



Some pandemic restrictions were still in place, so to be COVID respectful, and to ensure the process was independent and impartial, Administration worked with an independent consultant and contacted event organizers who held events in Rocky View County in 2020 and 2021. Surveys were emailed to 32 unique organizers who represented a total of 63 events. Results from the survey identified that the following areas required improvement:

- Length of application form;
- Confusion on the definitions of what is a small, medium, or large event;
- Redundancy of having to submit similar documents each year if event hasn't changed in scope;
- Obtaining required documentation for additional permits (i.e.: supporting documents required to obtain a building permit for temporary tent structures);
- Additional language in the Bylaw to ensure that safety and legislative requirements were met.

During the 2022 event season, Administration piloted the following changes:

- Application form:
 - Application is now a two page, online, fillable form.
- Document requirements/submission:
 - If there are no changes to annual or reoccurring events, documents from previous year can be used for the current year's event.
- Conditional permit approval:
 - Building and Transportation Services have streamlined requirements that are still commensurate with provincial legislation requirements.
- Simplified definition that encompasses all types of special events:
 - Instead of grouping special events by size or complexity, the definition focuses on type of event and categorizes them as either a filming production, an event occurring on public land, or an event occurring on private land.

Administration has prepared an amended Bylaw for Council's consideration that achieves the following:

- A clearer definition that encompasses all anticipated event types;
- An amended submission deadline to allow flexibility for applicants;
- Stronger notification language that supports the importance of residents receiving sufficient notice of events;
- Additional language to secure appropriate compliance that ensures events are safe and meet legislative requirements;
- Added definitions of a development permit in relation to a special event application;
- Clarifies when special event fees will apply for processed events.

Table 1 outlines the proposed amendments to the proposed Bylaw C-8364-2023. This bylaw has received legal review and any other amendments not noted in the table were either housekeeping or grammatical in nature.

Table 1: Proposed amendments to Bylaw C-8364-2023

Amended	Proposed Addition or Change	Rationale
Bylaw Number	C-8364-2023	Created new Bylaw for cleaner representation of information
Section 4	"...identified in the special event reference guide"	Removed "neighbourhood" to align with new definition



Amended	Proposed Addition or Change	Rationale
Section 5	Remove “under Land Use Bylaw”	To align with Land Use Bylaw as reference is redundant
Section 6	Add “Subject to the provisions in the bylaw, no person shall hold, conduct, manage, organize, or sell tickets for a special event without first obtaining a special event permit for the event.”	Added for clarification
Section 8	“...application submitted less than 90 days to the date of the special event.”	Reduced from 120 days to allow applicant more flexibility
Section 11 (3)	Remove “suspend or revoke a permit after it has been issued.”	Repetitive as addressed in Section 14
Section 12 (3)	Remove “Rocky View County is satisfied that all legislative and safety requirements have been met.”	Repetitive as addressed in Section 14
Section 14	Add “The County, in it’s sole discretion, may suspend or revoke a permit at any time, for any reason, after it has been issued.’	Added to permit enforcement if event poses risk to the public or property as identified in Section 11 (2)
Section 15 (3)	Remove “providing detailed guidelines that refer to legislative and safety requirements of all levels of government;”	Guidelines provide contact and reference information, and is not intended to be a legislative tool to meet other levels of government requirements
Section 15 (7)	Remove “liaising with internal experts to assist event organizers in meeting all required legislative and safety requirements at least 30 days prior to the special event.”	Removing allows flexibility for event organizers as they are not always able to provide required safety documents 30 days prior, and changes are commensurate with guide and permit conditions
Section 16 (4)	Add “informing themselves of and ensuring that all required legislative and safety requirements are met prior to the special event;”	Added to permit enforcement if event poses risk to the public or property as identified in Section 11 (2)
Section 16 (6)	Add “notifying all County residents who reside within the anticipated impact area of the special event at least 30 days prior to the event;”	Added to ensure expectations of event organizer are clear
Section 16 (7)	Add “adhering to all conditions of the approved special event permit;”	Added to permit enforcement if event poses risk to the public or property as identified in Section 11 (2)
Section 23	Add “The specified penalty for any violation of this bylaw is \$750 and minimum penalty for any such violation is \$500.”	Increased from \$400 and added a variable fee rate to allow flexibility in imposing penalty fees
Section 24	Add “Where there are multiple parties associated with a special event permit, each party is jointly and severally responsible for ensuring that all conditions of the special event permit and this bylaw are fully complied with.”	Added to mitigate risk for County. Replaced Section 21



Amended	Proposed Addition or Change	Rationale
Schedule 'A' Section 16	Amend "Special Event means an activity that is a one time or annual event that falls under one of the following categories: (1) Event on private or public land when the event: (a) is ticketed; (b) is open to the public; (c) impacts County roads; or (d) changes the intended use of the land during the event (2) Film production when it: (a) impacts County roads and/or impacts residential communities; or (b) changes the intended use of the land during the event."	Definition updated from previous definition of Large, Medium, or Small event as community indicated definitions were confusing and complicated

BUDGET IMPLICATIONS:

There are no budget implications associated with this report.

STRATEGIC OBJECTIVES:

The County is committed to supporting special events as identified in Council's strategic objectives of Creating a Culture of Customer Service, Enhancing Communication, and Expanding Community Service Delivery.

OPTIONS:

- Option #1 Motion 1: THAT Bylaw C-8364-2023 be given first reading.
- Motion 2: THAT Bylaw C-8364-2023 be given second reading.
- Motion 3: THAT Bylaw C-8364-2023 be considered for third reading.
- Motion 4: THAT Bylaw C-8364-2023 be given third and final reading.
- Option #2 THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Brock Beach"

"Dorian Wandzura"

 Acting Executive Director
 Community Services

 Chief Administrative Officer

AS/rp

ATTACHMENTS:

- ATTACHMENT 'A' – Bylaw C-8364-2023
- ATTACHMENT 'B' – Bylaw C-7990-2020