



**By-law No. 186 / 2016  
Special Events**

**A By-law of the Town of Bentley, in the Province of Alberta, to provide for the control and regulation of Special Events within the Town of Bentley.**

**WHEREAS**, Municipal Government, RSA 2000, c M-26 and amendments thereto provides that Council may pass by-laws for municipal purposes respecting;

- the safety, health and welfare of the people and the protection of people and property
- People, activities and things in, or on, or near a public place or place that is open to the public,
- Businesses, business activities and person engaged in business, and
- Providing for systems of licenses, permits and/or approvals

**AND WHEREAS**, the Traffic Safety Act, RSA 2000, c T-6 and amendments thereto, provides that Council may make bylaws with respect to a highway under its direction, control and management;

**THEREFORE, UNDER AND BY THE VIRTUE** of the authority conferred upon it by the *Municipal Government Act* and the *Traffic Safety Act* and amendments, regulations and Ministerial Orders thereto, the Council of the Town of Bentley, duly assembled, hereby enacts as follows;

**1. TITLE**

This Bylaw may be cited as the **Special Events By-law**.

**2. DEFINITIONS**

In this By-law, unless the content otherwise requires:

- 2.1 “Applicant”** means a person who applies for authorization to hold a Special Event under this By-law.
- 2.2 “Application”** means an application for a Special Events Permit under this By-law.
- 2.3 “CAO”** means the Chief Administrative Officer of the Town of Bentley
- 2.4 “Town Council”** means the Council of the Town of Bentley

- 2.5 “Highway”** means any thoroughfare, street, road, trail, avenue, driveway, alley, or any place or any part of any place, whether publicly or privately owned, the the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and as further defined the Traffic Safety Act, RSA 2000, Chapter T-6 and amendments thereto.
- 2.6 “Peace Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Peace Officer appointed pursuant to the Alberta Peace Officer Act, RSA 2006, Chapter P-35 and amendments thereto.
- 2.7 “Person”** means any individual, corporation, partnership or other legal entity
- 2.8 “Public Place”** includes any place to which the public has access as of right or by invitation, express or implied.
- 2.9 “Premises”** means any land or building situated within the Town, whether owned privately or by the Town
- 2.10 “Special Event”** means an organized event, program or service, gathering, celebration, festival, competition, contest, exposition of similar type of activity, which is held in whole or in part, in a public place and to which the public is invited or admitted, and included, but not limited to the list, as set out in Schedule “B” of this By-law.
- 2.10 “Special Event Permit”** means a permit issued pursuant to this By-law
- 2.11 “Vehicle, including an off highway vehicle, motor cycle, motor vehicle”** shall have the same meanings as set out in the Traffic Safety Act, RSA 2000, Chapter T-6, and amendments thereto.

### **3. AUTHORITY**

- 3.1** The CAO is hereby authorized to administer and enforce the provisions of this By-law. When this By-law authorizes the Town to act or gives to the Town discretion, the CAO is authorized to act on behalf of the Town.

### **4. PUBLIC EVENTS GENERAL**

- 4.1** No person shall hold, conduct, manage, advertise or organize a public event within the Town unless an application for that event has been approved and a Special Event Permit has been issued.
- 4.2** Notwithstanding Section 4.1, the following Community Organizations, Groups or Societies shall not require a Special Events Permit, unless in the opinion of the CAO, the nature and scale of the event is such that a permit is required;
- 4.2.1** Scouts, Cubs, Brownies, Girl Guides, Cadets and other similar youth organizations

- 4.2.2 4-H Club
  - 4.2.3 Bentley & District Agricultural Society
  - 4.2.4 Bentley School
  - 4.2.5 a recognized community sporting organization or club
  - 4.2.6 a recognized community organized event such a picnic, Christmas concert, ball game or similar event
  - 4.2.7 events organized and/or hosted by residents commonly referred to and recognized as “family reunions”
  - 4.2.8 events organized and/or hosted by recognized church or religious organizations
  - 4.2.9 any other group, club or organization deemed by the CAO to be similar in nature to those listed above.
- 4.3** All applications for a permit shall complete the Special Events Application Form, as set out in Schedule “A” of this By-law and submit to the Town, not less than 30 days prior to the proposed event.
- 4.4** Notwithstanding Section 4.3, the application deadline may be waived or abridged by the CAO if in the opinion of the CAO, such a waiver is in the best interests of the public.
- 4.5** The CAO may impose such conditions, costs, fees, securities or bonds as the CAO finds appropriate to protect the public interest, including, but not limited to the recovery of costs related to fire, police, security, health and medical services.
- 4.6** The CAO may refuse to issue a Special Event Permit if;
- 4.6.1 The applicant had previously held an event and breached any of the conditions of the Special Event Permit
  - 4.6.2 In the opinion of the CAO, the potential impact of the event would create a nuisance for the community or in the opinion of the CAO the event cannot be conducted in a safe manner
- 4.7** A Peace Officer, believing upon reasonable and probable grounds that a public event has become disorderly, may the stop the event by any reasonable means.

## **5. LIABILITY INSURANCE**

- 5.1** Not less than fourteen (14) days prior to the approved Special Event, the Applicant must submit to the Town a certificate of insurance with a minimum liability coverage in the amount of two million dollars (\$2,000,000.00) with the Town of Bentley named as an "additional insured"

## **6. ENFORCEMENT AND PENALTY**

- 6.1** Any person who contravenes this By-law is guilty of an offence.
- 6.2** Any person who provides false or misleading information in an application for a Special Event Permit commits an offence.
- 6.3** Where a Peace Officer has reasonable grounds to believe that a provision of this By-law has been contravened, that Peace Officer is authorized to issue a Violation Tag to any person who the Peace Officer has reasonable grounds to believe is responsible for the contravention.
- 5.4** A Violation Tag issued pursuant to this By-law shall be in a form approved by the CAO and may be delivered to the person reasonably believed to have contravened this By-law by means of actual service upon the person or by mailing a copy to the person at his/her address as it appears on the Special Events Permit application form.
- 6.4** Where a Violation Tag is issued pursuant to this By-law, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Violation Tag within fourteen (14) business days if delivered by actual service to the person and within twenty one (21) business days if served by mail.
- 6.5** Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Peace Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act, RSA 2000, Chapter P.24, amended or repealed and replaced from time to time, to any person that the Peace Officer has reasonable grounds to believe contravened a provision of this By-law.
- 6.6** Notwithstanding Section 5.5, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this By-law, regardless of whether a Violation Tag has first been issued. Nothing in this By-law shall prevent a Peace Officer from immediately issuing a Violation Ticket.

- 5.7** Any person who contravenes any provision of this By-law is guilty of an offence and is liable upon conviction to a maximum fine of not more than Ten Thousand Dollars (\$10,000.00) or to imprisonment for not more than one year, or both fine and imprisonment.
- 5.8** The penalty in lieu of prosecution for a Violation Tag of any provisions of this By-law proceeded with in accordance with Section 5.4 of this By-law is fine in the amount of five hundred dollars (\$500.00).
- 5.9** It is provided that the Town retains any and all civil remedies, including the right of civil injunction, for prevention of such violations and for the recovery of money damages thereof.

## **7. GENERAL**

- 7.1** It is the intention of the Council of the Town of Bentley that each provision of this By-law should be considered as being separate and severable from all other provisions. Should any section or provision of this By-law be found to have been improperly enacted, then such section or provision shall be regarded as being severable from the rest of the By-law and that the By-law remaining after such severance shall remain effective and enforceable.
- 6.2** The Licensee shall comply with all Federal, Provincial or Municipal legislation and regulations.
- 6.4** This By-law rescinds Policy No. 20/06.
- 6.3** This By-law shall come into full force and effect upon third and final reading.

**Read a first time this 14<sup>th</sup> day of June, 2016.**

**Read a second time this 14<sup>th</sup> day of June, 2016.**

**Read a third and final time this 14<sup>th</sup> day of June, 2016.**

  
**Mayor**

  
**Chief Administrative Officer**



**By-law No. 186 / 2016**  
**Schedule "A"**  
**SPECIAL EVENT APPLICATION**

**Applicant Information**

Organization Name: \_\_\_\_\_

Name of Event Organizer/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Cel : \_\_\_\_\_ email: \_\_\_\_\_

Event On-site Supervisor (if different from Event Organizer) \_\_\_\_\_

Telephone/Cel: \_\_\_\_\_ email: \_\_\_\_\_

\*\*\*\*\*

**Event Information**

Name of the Event: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

Location of the Event: \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

.....

**Event Activities**

All event activities are subject to the approval of the Town of Bentley. Certain event activities may require separate permits from the Town or the Province of Alberta. These include sales of food, alcohol, merchandise, road closures.

**Will your event include any of the following?**

**Food** \_\_\_\_yes \_\_\_\_no If yes, will it be sold or served? \_\_\_\_ sold \_\_\_\_served

- Alberta Health Services must be contacted at least 14 days prior to the proposed event in order to complete the submission form for a Temporary Food Establishment Notification. Contact Alberta Health Services.

**Alcoholic Beverages** \_\_\_\_yes \_\_\_\_no. If yes, will it be sold or served? \_\_\_\_sold \_\_\_\_served

- Alcohol is only allowed on Town of Bentley select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Host liability insurance is also required. Contact Alberta Gaming & Liquor.

**Merchandise Sales** \_\_\_\_ yes \_\_\_\_ no

If yes, please specify what will be sold and the proposed location of the sales outlet.

---

---

**Tents & Canopies** \_\_\_\_ yes \_\_\_\_ no

If yes, describe and give the quantity and size of the tents and/or canopies and proposed location to be erected.

---

---

- Call Alberta First Call at 1-800-242-3447 to arrange utility location where spiking or staking is required

**Stages, Bouncers, Fences & Barricades and other structures** \_\_\_\_ yes \_\_\_\_ no

If you are planning to erect, install or use any of these structures, please describe and provide the location of same.

---

---

**Promotional/Temporary Signs or Banners** \_\_\_\_yes \_\_\_\_no

If yes, you may require a permit from the Town of Bentley. Please describe size and proposed location you wish to place the signs and/or banners.

---

---

**Amplified Sound** \_\_\_\_ yes \_\_\_\_ no

If yes, please specify for what purpose: \_\_\_\_\_

---



### Electrical Access

Will you require access to electrical power? \_\_\_\_yes \_\_\_\_no

If yes, please specify for what purpose: \_\_\_\_\_

---

---

### Waste Management

Will your event require portable toilets, waste receptacles, dumpsters ? \_\_\_\_yes \_\_\_\_no

If yes, please specific what arrangements for portable toilets and the collection and disposal of waste have been made;

---

---

### Security:

Will your event require security? \_\_\_\_yes \_\_\_\_no

If yes, please specify what security measures have been planned \_\_\_\_\_

---

---

**First Aid, Emergency Response** – Please outline your plan for provision of first aid services and emergency response

---

---

---

---

---

---

---

---



**Vehicle Parking:**

The Town of Bentley has street parking only. If more parking is required, please estimate the number of vehicles you expect and specify the location and provisions that will be used to accommodate the vehicle parking needs.

---

---

---

---

---

**Fireworks and Pyrotechnic Displays:**

Will your event feature any fireworks and pyrotechnic displays/devices? \_\_\_\_ yes \_\_\_\_ no

If yes, you must contact the **Bentley District Fire Department** and submit all appropriate paper work for review and approval.

**Road / Street Closure:**

Do you require a road / street to be closed? \_\_\_\_ yes \_\_\_\_ no

Name of all roads/street requested for full or partial closure (submit a map)

---

---

Date & times requested closure: Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**Route Map:**

If your event is a walk, run, parade or other activity in which participant will be following a course that involves the use of a road or street, then you must attach a separate map of the proposed route (the Town can provide you with a map of the Town). All proposed routes are subject to the Town of Bentley approval and use of any roads must be approved by the Town. You will also need to submit a **plan of traffic control** which includes personnel responsible for detouring traffic, the detour route, detour signs, barricades, etc.

**Site Map:**

You must provide a site map on a separate sheet (the Town can provide you with a map of the Town). The site map should indicate the location of the following;

- All sources of amplified sound
- Tents and canopies
- Stages
- Inflatables
- Portable toilets
- Dumpsters (garbage receptacles)
- Fences
- Barricades
- Location of food, alcohol and merchandise sales/services
- Vehicle parking areas
- Emergency routes

**Signature:**

The applicant, on its own behalf and / or on behalf of its officers, agents and employees, waive the right to bring any claim against the Town of Bentley and its officers, agents and employees for any matter arising out of or in any way connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Bentley, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

**I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Bentley Special Events By-law and agree to abide by them.**

**Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied and/or prosecution for breach of the Town of Bentley by-laws.**

**Sponsoring Group (or) Name of Applicant:** \_\_\_\_\_

**Per (or) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Law Enforcement Notification:** The Sylvan Lake RCMP and Lacombe Peace Officers will be notified of your Special Event and will be provided with a copy of your Special Event application and permit

This information is being collected for the purpose of the issuance of a Special Event Permit pursuant to the provisions of the Municipal Government Act and its regulations and pursuant to Section 32(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information, you may contact the Town of Bentley FOIP Coordinator at 403-748-4044

**Special Event**  
**By-law No. 186 / 2016**  
**Schedule "B"**

A Special Event includes, but is not limited to, the following types of events/activities:

- 1) Automobile exhibitions, contests, races, rallies and events
- 2) Bicycle exhibitions, contests, races, rallies and events
- 3) Animal exhibitions, contests and events
- 4) Motorcycle exhibitions, contests, races, rallies and events
- 5) Off-highway vehicles exhibitions, contests, races, rallies and events
- 6) Dances, dance parties, including live and/or pre-recorded music and/or professional and/or amateur performers
- 7) Marathons and foot races
- 8) Rodeos and stampede events
- 9) Parades and marches
- 10) Fairs and exhibitions
- 11) Music festivals, rock concerts or music concerts
- 12) Circuses