



ROCKY VIEW COUNTY

Special Event Reference Guide

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Introduction

Rocky View County believes that special events are essential in our communities as they provide opportunities for social connection, which contributes to a sense of identity, place, and community vibrancy.

This reference guide has been created to assist event organizers with completing the application and understanding the permitting process. Many important legislative and safety requirements are outlined in this reference guide, along with easy to complete templates and further reference material.

The County will provide one point of contact through the permit process, who will answer questions and provide an overview on potential requirements to hold a safe event. Please email specialevents@rockyview.ca or call 403-230-1401 and ask for the Recreation, Parks and Community Support Department if you have questions about any information in this document

What is a Special Event?

A special event is defined as a temporary or annual one-time activity that takes place on private or County land, including roads, sidewalks, or pathways. If your event falls within one of the following categories, you will need to work with the County's main contact to acquire a special event permit.



Large Event:

(may involve some or all the following elements)

- Encompasses multiple locations.
- Blocks or restricts the use of County land.
- Requires a road closure or impacts normal use of major public roadway(s).
- Requires traffic control, flag personnel or pacer cars.
- Uses pyrotechnics (fireworks) or open flame.
- Requires multiple approvals (i.e. road closure, building permit, fire inspection).
- Is inter-jurisdictional.

Some examples of a Large Event are parades, festivals, concerts, or filming/media productions.

Medium Event:

(may involve some or all the following elements)

- Is a film/media production event.
- Uses multiple roadways.
- Impacts normal use of major public roadways (excluding road closure).
- Requires traffic control, flag personnel or pacer cars.

Some examples of a Medium Event are rodeos, races, filming/media productions, weddings, outdoor farmers markets or trade shows.

Due to the nature of media/filming production events, submission timelines may need to be adjusted from time to time.

Small/Neighbourhood Event:

A neighbourhood or community block party is defined as an event that takes place or impacts County land, such as a green space, road, pathway, or sidewalk.

For this type of event, applications are due no later than 30 days in advance of the scheduled event.

Small, neighbourhood events have a separate process that is more streamlined to reflect these types of events. Please refer to the [Small Events Application Form](#) and [Reference Guide](#).

Special Event Timeline Process

Special Event Applications are accepted on an on-going basis throughout the year and provide the County with all the basic details of your proposed event. The [Special Event Application Form](#) needs to be completed and submitted at least **120 days** prior to the event.

Once you submit your application, the review process begins at the County. Once all legislative and safety requirements have been met, an approval permit will be issued.

The timeline below provides a general overview of the County process.

STEP #1

Once your completed application is received, the County will contact you to review the information and take an opportunity to ask questions if additional information is required.

STEP #2

All large events and some medium events, depending on the complexity of the event, require a pre-event meeting which will be scheduled with the event organizer and the County at least 90 days before the scheduled event. Through this review, the County identifies legislative and safety requirements, permits, and support that may be required for your event. If the County is unable to provide the required levels of support, outside agencies will need to be secured at the event organizer's expense.

Prior to this meeting, we ask that you provide your site map and a route map, if regular activity on our roads, sidewalks or pathways will be interrupted. To assist with the development of your site map and route map, have a look at the County's interactive, online [County Atlas Map](#). At this link, you can access maps for anywhere in the County. Refer to the ["County Atlas" section](#) for more information about this mapping application.

STEP #3

At 60 days, if the planning, safety, and legislative requirements, permits, and supplementary information has been submitted to the County, a conditional approval is issued. The conditional approval will include an indemnity clause which must be signed by the event organizer and returned to the County by scanning and sending by email.

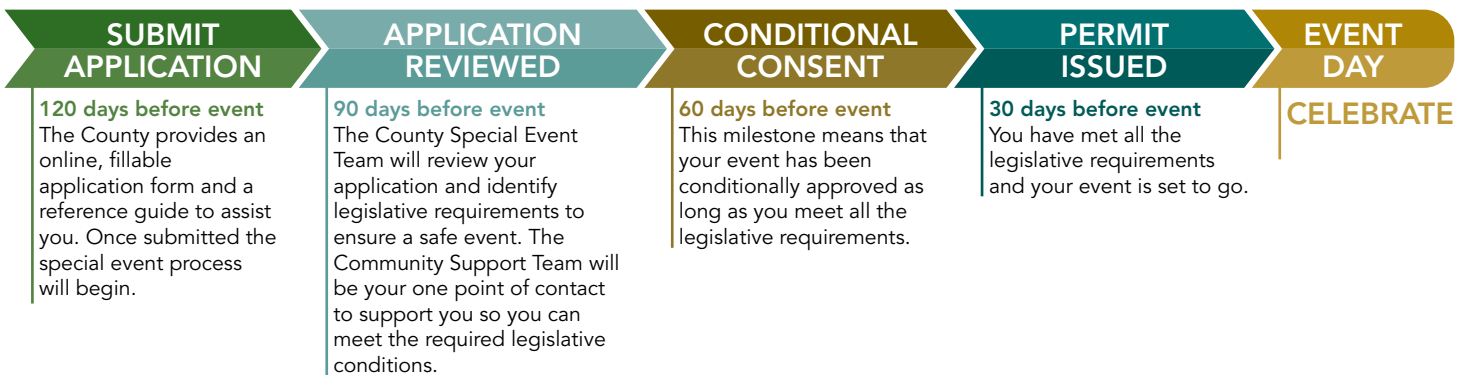
STEP #4

The County requires that conditions are met at least 30 days prior to the scheduled event. If at the 30-day mark, all requirements, permits, and support confirmations have been reviewed and approved by the County, the final approval permit is issued. No significant changes can be made to the scope of the event once the final approval permit has been issued.

STEP #5

Celebrate and embrace your hard work!

Special Event Process Timeline



Alberta Health Services

Alberta Health Services (AHS) offers a variety of information on their website to assist with obtaining provincial permits and licenses for food vendors and personal services such as tattooing, face and body painting, and hairstyling. We encourage you to reference the AHS site to ensure you meet all provincial requirements. We have provided some key links for your convenience:

- [Frequently Asked Questions](#)
- [Event Organizer Package](#)
- [Food Vendor Package](#)
- [Face and Body Painting Guidelines](#)
- [Temporary Personal Services Notification Application](#)

Alcoholic Beverages / Liquor Licenses

All events involving alcohol require an approved license from the Alberta Gaming & Liquor Commission (AGLC). Event organizers wishing to serve or sell alcohol at an event will need to adhere to both provincial and municipal requirements, and are responsible for applying and obtaining the appropriate liquor license from AGLC. Once the approved liquor license has been obtained, please notify the County via email.

For the purpose of special events, there are two types of liquor licenses, private and public. Direct links to the AGLC license requirements are provided below.

Public events include any event open to the public and can either be hosted by non-profit groups or municipalities, or events hosted by business or individuals for commercial purposes.

- [Liquor License for Public Special Events](#)

Private events require a liquor license when the event is open to invited guests or members only.

- [Liquor License for Private Special Events](#)

Please be aware that it is the responsibility of the liquor permit holder to ensure that consumption of alcohol only occurs in the designated areas as identified on your site map.

Animals / Petting Zoo

Event organizers wishing to have animals at their event will need to adhere to both provincial and municipal requirements. Petting zoos or animal attractions must conform to [AHS Petting Zoo and Animal Attraction Requirements](#). If the event is on County land, prior permission must be granted by Rocky View County before the attraction is advertised or scheduled.

Barricades / Fencing

The County may require barricades, fencing, and/or other traffic control measures be used to ensure the safety of pedestrians and/or public. It is the responsibility of the event organizer to secure these required items through a third-party rental company and at the event organizer's expense.

Camping

Camping may be permitted on County land under special circumstances. Not all locations are suitable for overnight camping. In order for the County to consider camping options for your event, certain requirements must be met.

On your site map, please indicate:

- A designated camping area identifying separation of RV and tent sites.
- Egress to ensure access for emergency vehicles and/or quick evacuation in an emergency.
- Location of hand washing stations and water closets. Please see the ["Washroom" section](#) for information on requirements.

Additional information:

- RV's and tents are not permitted closer than 30m (100 ft.) from any residential property in order to respect the privacy of the residents.
- A refundable security deposit must be provided 30 days prior to the event. If, after the County's post inspection, no damage or garbage is found on the site, then the deposit will be returned to the event organizer. See the ["Security Deposit" section](#) for additional information.
- On-site security must be provided to ensure campers respect the [County's Noise Bylaw](#) and meet the AGLC's liquor license requirements.
- The proposed camping area will be subject to a County pre- and post-event site inspection. Applicants will be required to attend and sign off on both inspections.

Cannabis Consumption

Cannabis consumption, either through smoking, vaping or any other form of consumption is **not permitted** in any public place within Rocky View County. Please refer to the [County's Cannabis Consumption Bylaw](#) for more information.

Community Events Calendar

The County has an online community events calendar that allows community-groups to promote their events. There are criteria to be eligible to post information on the calendar:

- Must be a non-profit organization or municipality that provides services and programs accessible to County residents.
- Event must be open to the general public.
- Event information must be relevant and useful for County residents.

For more information, please check out the [Community Events Calendar](#) on the County website. To enter information, click on the Add Events tab.

Community Notifications

Once an event is conditionally approved, appropriate community notification is required to the affected neighbours, both residential and commercial, a minimum of 30 days prior to your event date.

It is mandatory that all road closures and amplified sound notifications be included in all community notifications. Depending on the complexity of your event, the County may require you to use some specific communication tools such as message boards, neighbour letters or other signage, and will provide that information to you, if required.

As part of the County's service, we will notify residents who have subscribed to our SAFE & SOUND notification service.

County Atlas

The County offers an interactive, online mapping tool called [County Atlas](#). This easy to use, mobile friendly tool allows you to search for locations, view and print aerial photos, and build a road route map.

Drones

Some event organizers wish to fly drones as part of their event, either for entertainment or to take aerial photos during the event. Drone use is solely managed through Transport Canada. Transport Canada requires you to [register your drone](#) and apply for a [Special Flight Operations Certificate](#) prior to flying your drone. Please refer to the links provided for more information.

Elected Officials

Do you wish to have the Reeve or your area Councillor attend your event? Please complete the "Invite an Elected Official" section on the [Application Form](#) and we will confirm attendance prior to your event. Please be aware that due to the varying schedules of Council members, not all requested elected officials may be able to attend.

Emergency Action Plan

For the safety and security of all who plan or attend events, an Emergency Action Plan is **an essential requirement for both large and medium size events**. Based on the size and scope of the event, the requirements may differ regarding the amount of information required in your plan.

Producing an Emergency Action Plan has a number of benefits that will help your organization deliver a safe and successful event:

- It assists in identifying risks or potential risks.
- It assists in identifying what measures need to be put in place for the protection and well-being of the public and participants who will be attending your event.
- It reduces the risk of loss of life and property damage resulting from an emergency.
- It identifies roles and responsibilities.

To assist you, an [Emergency Action Plan](#) template is available on the County website. Or, you may submit your own Emergency Action Plan. The County can also assist with completing the required documentation.

Exemptions

Special events hosted by Rocky View County on lands owned or controlled by the County are exempt from the requirement to obtain a Special Event Permit.

Special events on lands owned or controlled by a local school board are exempt from the requirement to obtain a Special Event Permit.

Fees

Charitable or non-profit organizations and schools operating within Rocky View County are exempt from the application and permit fees. However other fees that help offset costs incurred by the County, such as policing resources, will be at the expense of the event organizer.

For commercial or other types of events, all fees apply as per the [County's Master Rates Bylaw](#).

Please contact the County to make a payment or for more information on fees. Your application will not be processed until the application fee payment has been made in full.

Film / Media Production

An application must be completed for all filming or media productions that occur on County roads, lands, or on private lands where the adjacent neighbours may be impacted by noise, traffic, or outdoor lighting.

If the filming or media production is occurring on a provincial road, Alberta Transportation requires you to complete a [Commercial Filming on Highways Application](#). It takes approximately 30 to 45 days



for Alberta Transportation to review and approve your application form. To assist you, please refer to [Alberta Transportation's Special Event Guide](#) or your County contact for assistance.

The County may require that the event organizers post a security deposit, in the form of an irrevocable letter of credit or certified cheque, to be used by the County to cover all costs whatsoever incurred by the County, including damages and dust control, as a direct result of the event organizer's use of the designated roads, as identified by the County, in an amount to be specified by the County as per the [County's Road Use Agreement Bylaw](#).

Immediately following the County's post road use inspection, the security deposit will be returned in full if no road damage has occurred as a result of the event organizer's use. If road damage has occurred, the County will perform the repair work and the costs will be withdrawn from the security deposit. Repair costs will be based on the Alberta Roadbuilders and Heavy Construction Association Rate Guide for the current year.

Fireworks / Pyrotechnics

The lighting of fireworks or pyrotechnics requires an approved permit from Rocky View County's Fire Services Department at least 30 days prior to the event. The [Fireworks section](#) on the County's website includes information about permit requirements and application forms.

Standard requirements for a pyrotechnic, firework display or open flame are:

- Site plan specific to the activity.
- List of products to be used.
- Fire Safety Plan that ensures extra measures are in place to support fire safety.

The County contact, in collaboration with Fire Services, will guide you on meeting the requirements.

Grants

Rocky View County supports programs and events through the County's [Community Benefit Initiatives Grant](#) Program and the [Community Recreation Funding Program](#). If you have an event that promotes Heritage Awareness, Volunteer Development, Arts and Festival, Community Beautification, or Cultivating Communities, you may be eligible for some funding for your event.

For more information on the County's grant programs, go to the [Community Funding section](#) of the County's website.

Gaming / Gambling

For charitable fundraising, such as raffle tickets, casino or other sources of gambling, event organizers are responsible to follow the rules and regulations that are defined in [Alberta's Charitable Fundraising Act](#), and abide by the [Alberta Gaming License for charitable organizations requirements](#).

Homeowners / Condominium or Business Association

If the event is taking place on lands that are managed through a homeowners, condominium, or business association, ensure you check your bylaws prior to planning your event. Some conditions may apply within the bylaws that could affect the type of event you wish to organize.

Inflatable and Amusement Devices

Event organizers must ensure inflatable amusement devices meet or exceed applicable legislation including, but not limited to, [Alberta Elevating Devices & Amusement Ride requirements](#).

The event organizer is responsible for the safe set-up, operation, supervision, and take-down of any/all inflatable and amusement devices.

Inspections

In order to qualify for building permits, should you require them, the County will need to inspect the event site once any temporary structures have been erected. When you complete the "Temporary Structure" section in the [Application Form](#), this will automatically initiate the building permit process.

You may also require inspections from the County's Fire Services Department to ensure open flame safety requirements, temporary structure placement, and emergency access are in place as per legislative requirements.

The County will confirm inspection dates and times, once scheduled with the appropriate County departments.

Insurance

If your event is on public land, owned or managed by the County, insurance coverage will be required, with Rocky View County named as an additional insured on the policy. Standard liability insurance is \$2 million, however, if you are planning to have any inflatable devices such as bubble soccer, bouncy houses, or hot air balloons, and amusement devices such as dunk tanks and carnival attractions, insurance coverage of up to \$5 million liability insurance, will be required, must name Rocky View County as an additional insured, and must also include a waiver of subrogation in favor of Rocky View County. The policy should also be on an occurrence basis and be subject to a deductible of no more than \$5,000 per occurrence.

Please speak with your insurance advisor for more information. If your organization is an Additional Named Insured (ANI) with Rocky View County, please contact the County for assistance.



Inter-jurisdictional

If your event crosses more than one municipality, we categorize the event as inter-jurisdictional. For example, your event begins in the City of Calgary, travels through Rocky View County, and ends in Okotoks, the event crosses four municipalities.

If your event is inter-jurisdictional, please indicate on the [Application Form](#). We will contact the other municipalities and advise that the event is being planned. We encourage the event organizer to contact the other municipalities directly to apply for applicable permits or permissions. The County will not be responsible for that coordination.

Landowner

If the event is taking place on lands that are not owned or leased by the event organizer, then written permission is required from the legal landowner for the use of the site. A copy of the permission must be provided to the County at the time the application is submitted.

Locates / Digging / Staking

It is the responsibility of the event organizer to contact "Alberta One Call" before any digging, staking, or ground disturbance occurs. Please visit their website at [Alberta One Call](#) or call 1-800-242-3447.



Medical Services / First Aid

Depending on the event, medical services may be required to support your guests and participants. St. John Ambulance provides first aid coverage for local community events. For more information, please contact [St John Ambulance](#) directly or call 1-800-665-7114.

Noise Exemption

Any person or group planning an activity or event should apply for a noise exemption permit if it is expected to exceed the permitted noise/sound levels or if it will be occurring outside of the allowed time frame of 10:00 p.m. as per the [County's Noise Bylaw](#).

If you require an exemption on the *County's Noise Bylaw*, please indicate on the [Application Form](#) and provide a brief description on the reason for the exemption and the time the event will conclude. Your request will be reviewed, and a decision will be provided at least **30 days** prior to your event.

Please be advised that the County can revoke the noise exemption permit if the event organizer has not taken sufficient measures to minimize the noise, or if conditions stated within the permit have been violated.

Outdoor Cooking / Open Flame

For open flame cooking and/or cooking booths, the following requirements must be met for the safety of the operators and public:

- Booths to be located a minimum of 3 m from any permanent structure.
- Cooking booths must be separated from non-cooking booths by 3 m.
- Exit openings will be a minimum of 1 m wide and 2.03 m in height.
- Vehicles must be parked a minimum of 6 m from the booths.
- When pressurized containers are to be used for heating or cooking, they are to be labeled, secured, and not accessible to the public.
- Each booth must be equipped with a minimum 2A10BC rated portable fire extinguisher that must be visible and easily accessible.

Outdoor Lighting

All outdoor lighting shall be arranged and located so that no direct rays of light are directed at any adjoining properties, interfere with the use and enjoyment of neighbouring lands, or interfere with the effectiveness of any traffic control devices or the vision and safety of motorists.

The maximum mounting height for an outdoor light fixture shall be 6 m (19.69 ft.) in any residential area or property that is adjacent to a residential area.

Parking

Parking is permitted in designated parking areas. Should your event require additional parking outside the normal day to day requirement, relaxation of parking on roads or streets may be permitted under certain conditions and pending the following requirements are met at the event organizer's expense.

- Trained flag personnel must be on site during the event and at least one hour prior to the event starting and one hour after the event ends.
- Barriers may be required based on recommendations from the County's internal review team.
- Appropriate signage may be required, such as stop signs, reduced speed limit signs etc. The event organizer will be advised if signage is needed.
- Parking in business locations must not impact the operation of the business, unless written permission is received by the affected business owners.
- Temporary parking may be permitted on County lands under special circumstances.



Permit Approval

Once you have met all the legislative and safety requirements to ensure a safe event, the County will issue a permit approval notice. If all requirements have been met, the approval permit will be issued 30 days prior to your event.

Pre and Post Inspections on County Land

A pre-inspection of the site may be required prior to the special event. The County will work with you to arrange a date and time for the pre-inspection. The on-site inspection will occur at least seven days prior to the event and could allow for a final review of vehicle access, site map, and location of amenities.

A post-inspection may also be required. There is no charge for the pre- and post-inspection, however a [security deposit](#) is required. The deposit is fully refundable if the site is returned to pre-event condition.

Responsibilities

Responsibility of Rocky View County:

- Provide a one point of contact protocol through the application and permit approval process, resulting in the applicant only needing to contact one County staff person for all information and questions.
- Respond to applicant within two business days of receiving completed application.
- Provide detailed guidelines that refer to legislative and safety requirements at all levels of government.
- Work with applicant to ensure they understand the legislative and safety requirements and provide templates, where possible, to assist applicant in completing and submitting required information.
- Attend pre- and post-event meetings as requested by the applicant.
- Once legislative and safety requirements have been identified, provide a conditional approval at least 60 days prior to the event.
- Liaise with internal technical experts to assist the event organizer in meeting all required municipal legislative and safety requirements at least 30 days prior to the scheduled event.

Responsibility of Event Organizer

- Complete the special event [Application Form](#) as fully and accurately as possible.
- Notify the County within two business days of any changes or additions to the event once the application has been submitted to the County.
- Provide a one point of contact, preferably the applicant, with the County.
- Attend required pre- and post-event meetings, as requested by the County.
- Commit, in collaboration with Rocky View County, that all required legislative and safety requirements are met 30 days prior to the scheduled event.
- Pay all appropriate fees as required.
- All costs and expenses incurred in meeting the requirements of the [County's Special Events Bylaw](#) or any conditions attached to the special event permit are the responsibility of the event organizer.

Security Deposit

Event organizers are responsible for ensuring they are demonstrating due diligence on protecting County assets from theft or damage. A security deposit, as noted in the [County's Master Rates Bylaw](#), is required 30 days prior to your event. The security deposit may be used to rectify damage to County land and/or clean up garbage and debris that was not completed by the event organizer. The deposit fee is fully refundable if the lands are returned to pre-event condition.



Signage

Non-profit event organizers may place temporary promotional signs with date, time, and location information of the event on County land, with prior approval. Temporary signage is permitted **seven days prior to the event** and must be **removed no later than three days** after the event concludes.

Rocky View County logos, graphics or images may **NOT** be used on event promotional material or signage without written consent from the County.

Any advertising or promotion of your event prior to the County's approval and receipt of your permit is at the sole discretion of the event organizer. Event organizers who choose to promote their event prior to permit approval do so at their own risk and the County assumes no responsibility for promoted events that are not approved.

Additional conditions:

- Banners or signs cannot impede visibility for pedestrians or motor vehicles.
- Signs must not be affixed to any County signage, including traffic signage.
- Signage must not be attached to trees or other vegetation.
- The number of signs may be restricted if deemed excessive or redundant.

Site and Route Maps

You must submit an event site and/or route map as part of your event [Application Form](#). Please ensure the map is clear and legible. When developing your site and/or route map, please feel free to use the County mapping application, [County Atlas](#).

Site Cleanup on County Land

Removal of all litter, including paper and all event trash bags, is required as per the [County's Litter Bylaw](#). A damage deposit will be required and returned in full if all litter and debris has been removed from site. See the "Security Deposit" section for additional information.

Any cleanup due to spillage or dumping (e.g. portable washrooms, cooking oil) will require environmental cleanup at the event organizer's expense.

Temporary Access Agreement

If your event is on public land that is owned or controlled by the County, a temporary access agreement may be required. Please contact the County for more information.

Temporary Structures

If your event is on public land that is owned or controlled by the County, structures such as tents, stages and bleachers are considered temporary structures. Any tent larger than 10 ft. x 10 ft. or located less than 3 m (10 ft.) from any other structure requires a building permit and inspection. All bleachers and any stages higher than 1.2 m (4 ft.) above the ground will require a building permit and inspection. All structures must conform to the Alberta Building Code and Alberta Fire Code. For details on temporary structure requirements, check out the [Temporary Structures Guide](#) or contact the County with any questions.

Traffic Management

To host an event on a road or sidewalk in Rocky View County, you first must complete a special event [Application Form](#) for review and a [Traffic Control Plan](#). A template is available on the County website. The Traffic Control Plan requires County approval.

If your event takes place on provincial roads, approval from Alberta Transportation is also required prior to you receiving your special events permit from the County. Approval from Alberta Transportation takes 30 to 45 days. Alberta Transportation requires applicants to submit a separate [Special Events on Highways application form](#). To assist you, please refer to [Alberta Transportation's Special Event Guide](#) or contact specialevents@rockyview.ca for assistance.

All road closures are regulated through the County and the [Alberta Traffic Safety Act](#).

Washrooms / Portable Toilets / Hand Washing Stations

Portable toilet facilities and hand washing stations must be utilized when adequate permanent facilities are not suitable to meet the demand of the event. It is preferable if portable toilets are placed on hard surfaces to be accessible for servicing. The County will need to approve the location of the portable toilets and hand washing stations, if on County land.

On average, as per the Canadian Building Code, one washroom and one hand washing station is required for every 25 people in attendance. For events of a duration of more than one day, the units need to be serviced a minimum of once daily.

The provincial Nuisance and General Sanitation Regulation governs the provision of toilets and hand washing stations at events. Please go to the [Alberta Health Services](#) website for further information.

Waste Management Plan

The County encourages event organizers to develop a Waste Management Plan for their garbage and recycling. The plan should include considerations such as renting extra garbage and recycling receptacles for event patrons to dispose their debris, and renting a large receptacle to store the extra garbage during the event. If you already have a large garbage bin, budget for an additional tipping fee to avoid garbage being stored on site for any length of time as the garbage can develop offensive odours and pose a health risk to residents.

Weather Contingency Plan

A Weather Contingency Plan identifies what you will do in case of bad weather. Please describe your plan on the [Application Form](#) in the space provided. It may also be valuable if you include your weather contingency strategy in your [Emergency Action Plan](#).

