

**WOODLANDS COUNTY
BYLAW 641/26
IN THE PROVINCE OF ALBERTA**

**A BYLAW BEING ENACTED FOR THE PURPOSES OF ESTABLISHING A SPECIAL
EVENTS BYLAW IN WOODLANDS COUNTY**

WHEREAS, section 7 of the *Municipal Government Act*, RSA 2000, c M-26, and amendments thereto, authorizes a municipality to pass bylaws for municipal purposes respecting the safety, health and welfare of the people and protection of the people and property;

AND WHEREAS, section 7 of the *Municipal Government Act*, RSA 2000, c M-26, also authorizes a municipality to pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public and may in a bylaw prohibit actions that disrupt public order;

AND WHEREAS, section 7 of the *Municipal Government Act*, RSA 2000, c M-26, authorizes a municipality to pass bylaws regarding the remedying of contraventions of bylaws;

AND WHEREAS, the Council of Woodlands County considers it desirable to regulate special events to promote public safety, minimize nuisance impacts, and ensure compatibility with surrounding land uses;

NOW THEREFORE, the Council of Woodlands County, duly assembled and under the authority of the *Municipal Government Act*, hereby enacts the following:

1. TITLE

- (1) This bylaw may be cited as the “Special Events Bylaw”.

2. PURPOSE

- (1) The purpose of this Bylaw is to regulate the conduct and activities associated with Special Events held on privately owned property and on public property to:
- (a) promote public safety and emergency access;
 - (b) minimize nuisances and adverse impacts on neighboring properties; and
 - (c) ensure the safe, enjoyable, and reasonable use of land;

for the benefit of all persons in Woodlands County.

3. DEFINITIONS

- (1) In this Bylaw:
- (a) “Applicant” means the person who applies for a Permit and includes any agents, employees or officers of the Applicant;

- (b) "Approving Authority" means the person delegated by the Chief Administrative Officer for the processing of applications and issuance of Permits under this Bylaw;
- (c) "Chief Administrative Officer" or "CAO" means the person appointed as chief administrative officer of the County, or their delegate;
- (d) "Council" means all members of Council duly elected and holding office;
- (e) "County" means Woodlands County;
- (f) "Enforcement Officer" means a bylaw enforcement officer or any person authorized to enforce this Bylaw by the Council and includes: a member of the Royal Canadian Mounted Police; or a Peace Officer appointed pursuant to the *Peace Officer Act*;
- (g) "Highway" has the same meaning as in the *Traffic Safety Act* and the regulations thereunder;
- (h) "Land Use Bylaw" means Woodlands County Land Use Bylaw as amended;
- (i) "Permit" means a permit issued pursuant to this Bylaw, authorizing a Special Event with such time limit as set by the Approving Authority;
- (j) "Person" means an individual, partnership, association, corporation, organization, business, cooperative, trustee, executor, administrator or legal representative;
- (k) "Site" means the parcel(s) or highway on which a Special Event is to be held;
- (l) "Special Event" means any public or private event, gathering, celebration, festival, competition, contest, exposition or similar type of activity, held indoors, outdoors or a combination of both, which has an expected attendance of 100 people or more or is expected to impact pedestrian or traffic flow, impact County property, involve high-risk activities or exceed permitted noise levels, and includes, but is not limited to such events as follows:
 - (i) festivals or concerts, including live and/or pre-recorded music with professional and/or amateur performers;
 - (ii) dances and dance parties, including live and/or pre-recorded music with professional and/or amateur performers;
 - (iii) rodeos;
 - (iv) circuses;
 - (v) trade shows;
 - (vi) expositions;
 - (vii) exhibitions; or

- (viii) athletic or sports events, meets, shows, contests and other competitive events
- (m) "Violation Ticket" has the same meaning as in the *Provincial Offences Procedure Act*; RSA 2000, c. P-34

4. APPLICATION AND INTERPRETATION

- (1) This Bylaw applies to all Special Events conducted within the boundaries of the County.
- (2) This Bylaw does not relieve any Person from complying with any relevant federal or provincial legislation or regulations or any relevant bylaws, County policies or other approvals.
- (3) Where a conflict exists between this Bylaw and another bylaw of the County, the more restrictive provision applies.

5. GENERAL PROHIBITION

- (1) No Person shall organize, conduct, allow, or permit a Special Event to occur unless a Permit has been issued pursuant to this Bylaw.
- (2) Notwithstanding subsection (1), a Permit is not required under this Bylaw where:
 - (a) the Special Event is held on lands districted Public/Institutional or on lands with an approved Public/Institutional use under the County's Land Use Bylaw; or
 - (b) the Special Event is authorized by a valid Development Permit issued under the County's Land Use Bylaw.

6. SPECIAL EVENTS

- (1) A Special Event is deemed to have an expected attendance of 100 or more people when:
 - (a) The event is to be held in a venue with an occupancy of 100 or more people;
 - (b) The event involves the printing or sale of 100 or more tickets or invitations; or
 - (c) Any advertising for the event implies that attendance at the event will be 100 or more people.
- (2) Regardless of the number of expected attendees, a Permit shall be required where the event may reasonably be expected to:
 - (a) Impact traffic or pedestrian flows on Highways, or require partial or complete temporary Highway closures;
 - (b) Impact the public use of County property or services;
 - (c) Include high risk activities such as pyrotechnics or multiple inflatable activity structures, or the construction or erection of tents, canopies or stages; or

- (d) Result in noise levels that may constitute an annoyance or disturbance under the County's Community Standards Bylaw.

7. SPECIAL EVENT PERMIT APPLICATIONS

- (1) An application for a Special Event Permit shall be submitted to the Approving Authority not less than sixty days prior to the proposed date.
- (2) The Approving Authority may, at their discretion, consider an application received outside of the sixty-day deadline.
- (3) An application must be made using the form of application determined by the Approving Authority, and accompanied by the non-refundable application fee as per the Fees and Charges Bylaw, and include the following information unless the Approving Authority waives or modifies a requirement where it determines the requirement is not relevant or proportionate to the event's nature, scale, or risk:
 - (a) the name and contact information of the applicant;
 - (b) the legal description or municipal address of the Site;
 - (c) a description of the event, including dates and times;
 - (d) an estimate of the number of people expected to attend the Special Event (inclusive of vendors, organizers, contractors, etc.);
 - (e) proof of any approvals required under the Land Use Bylaw;
 - (f) a detailed site plan;
 - (g) noise mitigation measures;
 - (h) a traffic and parking management plan;
 - (i) a clean-up and reclamation plan;
 - (j) a security and emergency response plan;
 - (k) confirmation of compliance with Alberta Health Services, Fire, and RCMP requirements; and
 - (l) any additional information required by the Approving Authority.
- (4) The Approving Authority may, in their discretion, seek additional application information, including, but not limited to:
 - (a) proof of ownership of the Special Event site;
 - (b) proof that the applicant has adequate financial means to carry out the Special Event; and

- (c) proof of general liability insurance naming the County as an additional insured if the event will involve the use of highways or the County's property.
- (5) The Approving Authority may, in any manner it considers appropriate, require the Applicant to notify adjacent or neighboring landowners of a proposed Special Event application and the Approving Authority may consider landowner comments in reviewing the application or imposing conditions.
- (6) In reviewing the application, the Approving Authority may consult with external agencies, including but not limited to the Royal Canadian Mounted Police, Alberta Health Services, and the Alberta Gaming and Liquor Commission.

8. DECISION AND CONDITIONS

- (1) The Approving Authority may approve, refuse, or approve with conditions any Permit application.
- (2) The Approving Authority may refuse to issue a Permit for, but not limited to, the following reasons:
 - (a) the Applicant has previously operated a Special Event in breach of a condition of a Permit or a bylaw;
 - (b) the individuals or agencies consulted recommend against the Permit;
 - (c) the Applicant does not meet the requirements of this Bylaw;
 - (d) in the opinion of the Approving Authority, the anticipated noise created by the Special Event would cause an unreasonable nuisance for Persons in the area of the Special Event;
 - (e) in the opinion of the Approving Authority, issuing the Permit may harm the health, safety, welfare and property of the Special Event attendees, residents or members of the public;
 - (f) sufficient information to review the application was not submitted in time;
 - (g) the Applicant:
 - (i) provided false information or misrepresented any fact or circumstance to an Enforcement Officer or the Approving Authority;
 - (ii) has, in the opinion of the Approving Authority and on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted; or
 - (h) any other reason the Approving Authority considers relevant.
- (3) Without limiting subsection 8(1), the Approving Authority may impose conditions related to:
 - (a) hours of operation;

- (b) noise limits and amplified sound;
 - (c) traffic control and parking;
 - (d) maximum attendance;
 - (e) sanitation, waste management, and environmental protection;
 - (f) fencing, lighting, and security;
 - (g) emergency access and fire safety; and
 - (h) site restoration and cleanup.
- (4) A Permit may be revoked, suspended or cancelled where:
- (a) false or misleading information was provided;
 - (b) permit conditions, in the opinion of the Approving Authority, are violated; or
 - (c) event creates an immediate risk to public safety;
 - (d) the Special Event is being run, operated or conducted in a manner contrary to the terms of this Bylaw, or contrary to the terms and conditions of the Permit; or
 - (e) Applicant to whom the Permit is issued has failed, neglected, or refused to comply with any or all of the conditions and requirements imposed pursuant to the provisions of this Bylaw, or conditions and requirements of the Permit.
- (5) A Permit is not transferrable.

9. RIGHT OF REVIEW

- (1) An Applicant may apply, in writing to Council, for a review of the Approving Authority's decision within seven days of the date of the decision. The request for review must contain the reasons for seeking the review and provide any additional information the Applicant believes to be necessary to assist Council in completing its review.
- (2) Council shall complete the review and issue its decision within 30 days of receiving the request. Upon review, Council may confirm, vary, or revoke the decision of the Approving Authority.
- (3) The review decision of Council is final and binding.

10. ENTRY AND INSPECTION

- (1) An Enforcement Officer may, at all reasonable times during the currency of the Permit, enter on any public or private property to inspect and determine whether this Bylaw, and the terms, conditions, restrictions and requirements of the Permit issued under this Bylaw, are being complied with.

- (2) No Person shall prevent or obstruct an Enforcement Officer from entering onto or into a property for the purposes of conducting an inspection under this section.

11. ENFORCEMENT AND OFFENCES

- (1) A Person who contravenes this Bylaw or a condition of a Permit commits an offence.
- (2) A fine per offence under this section shall be \$500.
- (3) Each day a contravention continues constitutes a separate offence.
- (4) Any Person convicted of an offence under this Bylaw is liable to a fine not exceeding \$10,000 or imprisonment for a term not exceeding six months, or both.
- (5) Where an Enforcement Officer believes that a Person has contravened any provision of this Bylaw, the Enforcement Officer may commence proceedings against the Person by issuing a violation ticket, pursuant to the *Provincial Offences Procedure Act, RSA 2000, c. P-34*.
- (6) This section does not prevent any Enforcement Officer from issuing a violation ticket requiring a Court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act, RSA 2000, c. P-34* or from laying Information in lieu of a violation ticket.
- (7) Where an Enforcement Officer issues a Person a Violation Ticket in accordance with this section, the Enforcement Officer may either:
 - (a) Allow the Person to make a voluntary payment of \$500 as provided for the offence in this Bylaw by indicating such specified penalty on the Violation Ticket; or
 - (b) require the Person to appear in court without the alternative of making a voluntary payment.
- (8) 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.

12. PROOF OF PERMIT OR EXEMPTION

- (1) The onus of proving that a Person has a valid and subsisting Permit is on the Person alleging the existence of the Permit on a balance of probabilities.
- (2) The onus of proving that a Person is exempt from the provisions of this Bylaw or the requirement for a Permit is on the Person alleging the exemption on a balance of probabilities.

13. SEVERABILITY

- (1) Should any provision of this Bylaw become invalid, void, or illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as if such provision had not been included.

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14. EFFECTIVE DATE:

- (1) That this Bylaw shall come into force and have effect from and after the date of third and final reading thereof.

READ a first time this ____ day of _____, 2026

READ a second time this ____ day of _____, 2026

READ a third time this ____ day of _____, 2026

Dave Kusch, Reeve

Matthew Ferris, CAO

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