



Event Regulations

Bylaw No. 1053, 2014

Amended by:

Comprehensive Fees and Charges Bylaw No. 1094, 2017

Event Regulations Amending Bylaw No. 1123, 2019

CONSOLIDATED FOR CONVENIENCE ONLY



DISTRICT OF HOUSTON EVENT REGULATIONS BYLAW NO. 1053, 2014

Being a bylaw to regulate events in the District of Houston

WHEREAS pursuant to Section 8 (3) of the Community Charter, Council may regulate, prohibit and impose requirements in relation to public places; the health, safety or protection of persons or property; the protection and enhancement of the well-being of the community; protection of the natural environment; and buildings and other structures;

WHEREAS Council deems it advisable for the provision of adequate health, sanitation and protective measures for persons attending public community events;

NOW THEREFORE the Council of the District of Houston in open meeting assembled, ENACTS AS FOLLOWS:

CITATION

1.0 This bylaw shall be cited as “**Event Regulations Bylaw No. 1053, 2014**”.

DEFINITIONS

2.0 In this bylaw, unless the context otherwise requires:

“**Applicant**” means an applicant for a permit and the holder of the issued permit.

“**Application**” means an application on the Event Permit Application form provided by the District of Houston.

“**Arena**” means the Claude Parish Memorial Arena located at 3400 14th Street.

“**Community Hall**” means the Community Hall located at 2302 Butler Avenue.

“**Council**” means the Council of the District of Houston.

“**Director of Engineering and Development Services**” means the person appointed as the Director of Engineering and Development Services for the District of Houston or alternate.

“**Director of Leisure Services**” means the person appointed as the Director of Leisure Services for the District of Houston or alternate.

“**District**” means the Corporation of the District of Houston.

BL1094

“**Fees & Charges Bylaw**” means *Comprehensive Fees and Charges Bylaw No. 1094, 2017* including any amendments thereto.

“Extraordinary Event” means events including but not limited to:

- extreme sports such as UFC fights;
- circus or carnivals;
- events considered to be controversial;
- parades or protests; and
- conventions or trade shows.

“Fire Chief” means the person appointed as the Fire Chief for the District of Houston or alternate.

“Health Authority” means the Northern Health Authority.

“Leisure Facility” means the Leisure Facility located at 3400 14th Street.

“Permit” means an event permit issued under this bylaw on the Event Permit form provided by the District of Houston.

“RCMP” means the Houston/Granisle Royal Canadian Mounted Police Detachment.

“Site” means the property described in the event permit on which an event is to be held.

GENERAL

3.0 All events held upon or within lands, parks or facilities owned by the District of Houston must obtain a permit as required by this bylaw.

EXCEPTIONS

4.0 The following events are exempt from the requirements of this bylaw:

- a. low-risk events;
- b. all events at the Community Hall or Leisure Facility;
- c. ice usage by regular user groups at the Arena; and
- d. school sponsored events.

PERMIT APPLICATION REQUIREMENTS

5.0 An application for a permit must be initiated at least forty-five (45) days before the date on which the event is to be held or begin.

5.1 The following must be provided to the District prior to the issuance of an event permit:

- a. appropriate approvals from the Health Authority regarding water supply, toilet facilities, waste collection and removal, and food and drink preparation, servicing and dispensing;
- b. appropriate approvals from the RCMP Detachment regarding policing and other necessary security;
- c. appropriate approvals from the Director of Engineering and Development Services regarding parking of motor vehicles and traffic control.
- d. appropriate approvals from the Fire Chief regarding access routes for emergency vehicles, fire safety and emergency procedures;
- e. details regarding arrangements for first aid care and facilities for the event;

- f. certificate of liability insurance in the amount specified by the District of Houston's Liability Insurance Matrix Policy with the District of Houston named as additional insured;
- g. a valid liquor permit if alcoholic beverages are being served or dispensed at the event;
- h. a valid business licence if products or services are being sold at the event unless the event applicant is a non-profit organization;
- i. payment of applicable Society of Composers, Authors and Music Publishers of Canada (SOCAN) fees if music is being played at the event; and
- j. payment of applicable fees contained in the Fees and Charges Bylaw as amended from time to time.

BL1123 5.2 [Repealed]

AIRPORT USE

6.0 The airport must be closed to air traffic when being used for any events.

CAMPING

- 7.0 The event applicant must apply for permission to offer camping in designated areas during the event and provide details regarding:
- a. the expected number of campers;
 - b. drinkable water supply;
 - c. toilet facilities;
 - d. waste collection and removal;
 - e. food and drink storage;
 - f. parking of motor vehicles;
 - g. security / Policing;
 - h. access routes for emergency vehicles;
 - i. emergency procedures; and
 - j. first aid care and facilities.

RESPONSIBILITY FOR CLEAN-UP AND COSTS

- 8.0 The event applicant is responsible for the clean-up and garbage disposal during and after the event.
- 8.1 Unless otherwise waived by Council, the event applicant is responsible for all costs incurred by the District for the event including all costs to provide equipment, public works services and fire services as well as all costs related to staff overtime and all costs to restore and clean the site as necessary after the event.

PERMIT ISSUANCE

9.0 The Director of Leisure Services is hereby authorized to issue an event permit authorizing an event in accordance with this bylaw provided that:

- BL1123**
- a. [Repealed]
 - b. The event is in full compliance with the requirements of this bylaw.

ENFORCEMENT AND SEVERABILITY

- 10.0 Every person guilty of an infraction under this bylaw shall, upon conviction, be liable under the Offence Act and subject to a fine of up to \$2,000.00.
- 10.1 The District reserves the right to evict, cause to be removed or refuse further bookings or usage to person(s) or group(s) causing wilful damage or contravening this bylaw.
- 10.2 If any section or lesser portion of this bylaw is found to be unenforceable, the unenforceable portion shall be severed and the remainder of the bylaw shall continue in effect.

REPEALS BYLAW

- 11. "Event Regulations Bylaw No. 1032, 2013" and any amendments thereto are hereby repealed.

READ A FIRST TIME THIS	15 th	DAY OF	APRIL, 2014
READ A SECOND TIME THIS	15 th	DAY OF	APRIL, 2014
READ A THIRD TIME THIS	15 th	DAY OF	APRIL, 2014
ADOPTED THIS	6 th	DAY OF	MAY, 2014

BILL HOLMBERG
MAYOR

MARNI LAROCQUE
CORPORATE SERVICES OFFICER