

TOWN OF VIEW ROYAL

BYLAW NO. 191

A BYLAW
TO REGULATE SPECIAL EVENTS
HELD IN THE TOWN OF VIEW ROYAL

Pursuant to the powers granted by the Municipal Act, the Council of the Town of View Royal, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Special Events Bylaw, 1994, No. 191".

2. **Definitions**

In this Bylaw,

"Applicant" means an applicant for a permit and the holder of the issued permit;

"Council" means the Council of the Town of View Royal;

"Permit" means a Special Event Permit issued under this Bylaw in the form set out in Schedule "A" of this Bylaw;

"R.C.M.P." means the Royal Canadian Mounted Police;

"Site" means the land described in a permit, on which a special event is to be held;

"Special Event" means any event or gathering at which the attendance is likely to exceed 500 persons;

"Town" means the Town of View Royal.

3. **Application of Bylaw**

Despite the remainder of this Bylaw, this Bylaw does not apply to any special event:

- (a) which is licensed by any government or governmental agency having the jurisdiction to do so;
- (b) held by a Board of School Trustees under the School Act; and
- (c) held by the Town or the Capital Regional District under the Municipal Act.

4. **Permit Required**

No special event may be held or be permitted to be held in the Town of View Royal unless a permit for that special event has been obtained as provided by this Bylaw.

5. **Obtaining a Permit**

The registered owner or the occupier of land on which a special event is to be held must obtain a permit for that special event. An application for a permit must be made at least forty-five (45) days before the date on which the special event is to be held or begin. An application for a permit must be made in the form set out in Schedule A to this Bylaw. The application must be accompanied by:

- (a) the written consent of the registered owner of the land where the special event is to be held, if it is to be held by someone other than the registered owner of the land;
- (b) a document in which the Medical Health Officer, as that term is defined in the Health Act, for the place in which the special event is to be held expresses his or her satisfaction, that sufficient arrangements have been made for the following facilities and services for the special event, as applicable:
 - (i) drinkable water supply;
 - (ii) toilet facilities;
 - (iii) waste collection and removal facilities; and

- (iv) food and drinks storage, dispensing, preparation and use.
- (c) a document in which the Officer In Charge of the Colwood Detachment of the R.C.M.P. or the Commanding Officer of any other police force having jurisdiction, as the case may be:
 - (i) expresses his or her satisfaction that sufficient arrangements have been made for the following, as applicable:
 - (a) off-street parking of motor vehicles, as that term is defined in the Highway Act;
 - (b) policing and other necessary security on and around the site;
 - (c) traffic control on and around the site; and
 - (d) provision of a police and security command post; and
 - lii) sets out the estimated cost of providing policing for the special event.
- (d) a document in which the Fire Inspector or Local Assistant, as those terms are defined in the Fire Services Act, having jurisdiction for the site expresses his or her satisfaction that the site conditions and all buildings and other structures on the site comply with applicable fire safety enactments;
- (e) security for policing and other costs required under Sections 6 or 7; and
- (f) a document setting out in reasonable detail, that arrangements have been made for first aid care and facilities for the special event.

6. Security for Policing Costs

A permit may not be issued until the Applicant has delivered to the Town the estimated amount of policing costs, established as provided for in Section 5(e). The amount must be delivered in cash or by certified cheque. The amount is to be used by the Town to pay the R.C.M.P. or other police force having jurisdiction, or both, of the actual costs incurred in policing the special event. The Town may pay their actual costs from the amount deposited under this section to the R.C.M.P. or other police force after the special event.

Payment of the amount does not affect the Applicant's obligation to pay all those costs. If the policing costs exceed the amount deposited under this section, the excess of the actual costs must be paid at once by the Applicant to the R.C.M.P. or other police force having jurisdiction, or both. If the policing costs, as certified by the R.C.M.P. or other police force having jurisdiction, or both, are less than the amount paid to the Town under this section, the Town must refund the remaining amount as soon as is practical. No interest is payable on any amount paid to the Town under this section.

7. Responsibility for Costs

The Applicant is responsible for all costs incurred or connected with the special event, including the cost of providing policing for the special event and of cleaning up the site after the special event. Without affecting Section 6, the Town may require as a condition of issuance of a permit that the Applicant deliver to the Town security for costs to clean up the site after the special event. Section 6 applies to this section with the necessary changes.

8. Offence

It is an offence punishable under the Offence Act:

- (a) for any person to hold a special event, or to permit a special event to be held, without a permit on land of which they are the registered owner or the occupier; or
- (b) for any person to hold a special event without a permit.

READ A FIRST TIME THIS 18TH DAY OF JANUARY , 1994

READ A SECOND TIME THIS 18TH DAY OF JANUARY , 1994

READ A THIRD TIME THIS 18TH DAY OF JANUARY , 1994

RECONSIDERED, FINALLY PASSED AND ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CLERK AND SEALED WITH THE SEAL OF THE TOWN OF VIEW ROYAL THIS 1ST DAY OF FEBRUARY, 1994.

MAYOR

CLERK

TOWN OF VIEW ROYAL
Special Event Permit Application Form

The Town of View Royal Special Events Bylaw, 1994, No. 191 prohibits the holding of a special event without a permit under that bylaw. This form must be completed fully and submitted to the Town of View Royal in order to obtain a special event permit.

A permit is considered to contain all provisions of Special Events Bylaw, 1994, No. 191 as permit conditions which must be complied with by you. You contractually agree with the Town of View Royal to comply with those conditions by taking out a permit.

1. Name of event applied for: _____
2. Location of event (give street address): _____

3. Nature of event: _____
4. Estimated attendance: _____ Admission charged: Yes _____ No _____
5. Date(s) of event: _____
6. Full and correct name and address of applicant: _____

7. Hours of each day event to be held: _____

8. Full and correct names of any affiliated organizations and sponsors:

9. Describe fully arrangements for the following, as applicable (attach further sheets if necessary):
 - (a) drinkable water supply: _____
 - (b) toilet facilities: _____
 - (c) waste collection and removal facilities: _____
 - (d) food and drink storage, dispensing, preparation and use: _____
 - (e) off-street parking of motor vehicles, as that term is defined in the Highway Act: _____
 - (f) policing and other necessary security on and around the site: _____
 - (g) traffic control on and around the site: _____
 - (h) provision of a police and security command post: _____

Consent of Registered Owner of land to holding of special event:

The registered owner(s) of the land described above consent to the holding of the above special event:

Name

Witness: _____
Name

Name

Witness: _____
Name

Date

By signing below, the Applicant agrees to obey the "Special Events Bylaw, 1994, No. 191" of the Town of View Royal, including by being solely responsible to pay all policing, clean up and other costs.

Name

Witness: _____
Name

Name

Witness: _____
Name

TOWN OF VIEW ROYAL

SPECIAL EVENT PERMIT

**SCHEDULE "A"
BYLAW NO. 191**

1. This document constitutes a Special Event Permit under "Special Events Bylaw, 1994, No. 191" of the Town of View Royal when signed below on behalf of the Town of View Royal.
2. The above described Special Event is hereby permitted, subject to the terms and conditions of the "Special Events Bylaw, 1994, No. 191" of the Town of View Royal.

TOWN OF VIEW ROYAL

By: _____
Signature

Name: _____
(Please print)

Title: _____
(Please print)

Date Permit Issued: _____

Date(s) Permit Valid: _____

Amount Received for Costs: _____