



Event Exemption Pilot Guide

Temporary
Outdoor Event
Space for Special
Function Class 2
Establishments

Pilot will run until
September 25, 2022

Event Exemption Pilot Guide

Calgary's festival and event industry plays a key role in our recovery through the social, cultural and economic benefits that are generated when citizens have the opportunity to attend events, and local businesses and organizations are supported in hosting events.

Festivals and events are key to creating a place where people want to live, visit, and invest in new businesses, and are vital to our city's ongoing success.

The City is testing a new temporary expansion of the Special Function land use, allowing commercially licensed establishments to host outdoor events on their property for up to seven consecutive days. This pilot program will allow The City to gather data to support amending the current development permit requirement and align processes with all our legislating partners.

The Event Exemption Pilot program supports the vision of the Eventful City Strategy to encourage more events across the city by making it easier for businesses to use their existing event capacity and resources to host events and pop-up activities on their own properties. **As a value to pilot participants, the first 50 applicants will not be charged the Special Function Development Permit fee (approximate value \$624).**

This guide outlines the steps for local businesses to follow in order to create their own outdoor event which contributes to their own as well as Calgary's economic improvement and provides safe, vibrant, and accessible events for everyone.

Outdoor Event* vs. Outdoor Patio

The City's Festival and Event Policy defines an **Event** as an organized gathering of people that is available to the general public for the primary purpose of supporting a community, cultural, recreational or sport experience within a limited period of time.

The City's Business License Bylaw defines an **Outdoor Patio** as a "use where food or beverages are served or offered for sale for consumption on a portion of the premises which are not contained within a fully enclosed building".

**Please note that the Event Exemption Pilot applies to event spaces on private property adjacent to eligible businesses only.*

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1. Pilot Eligibility

The 2022 Event Exemption Pilot program is for local businesses in the Special Function Class 2 category of the Land Use Bylaw 1P2007. These include:

- conference and event facilities
- drinking establishments
- restaurants and night clubs
- breweries, wineries, and distilleries

The designated temporary event space must be on the same property and under control of the licensee.

- A development permit **IS required** for events that operate for 4-7 days, however those that operate up to three (3) days **WILL NOT require** a development permit
- All events to be considered for this pilot program must meet **ALL** the following rules:
 - Maximum seven (7) consecutive days
 - Maximum one (1) story in height for any associated temporary structures such as a tent
 - Maximum size restrictions for any associated temporary structures such as a tent:
 - May not be larger than 60 m² as a single unit or cumulative
 - May be located anywhere on the property except within the corner visibility triangle
 - Not located in the floodway or flood fringe*
 - Temporary stages not to exceed 4 ft in height
- All events must meet the requirements to operate an event as detailed below in the permissions section of the document.

*Note: A development permit is required for special events that take place in the floodway or flood fringe to assess potential safety issues.

- If you are having more than one (1) special event this season at the same address (parcel), please allow time between events to completely dismantle the tent and restore the area to its original condition before the next event begins to remain eligible for conditions under the pilot project.

2. Requirements

I. Declaration of Intent

Businesses that wish to participate in the 2022 pilot will begin by submitting the [Declaration of Intent to Host a Temporary Event – Special Function Class 2](#).

The declaration is an acknowledgement by the business owner to abide by all City of Calgary guidelines and program requirements.

*Note: All temporary event sites may be subject to compliance checks. If the event site is found operating outside the approved plan, the event site and or applicant may be subject to enforcement.

II. Permits and Permissions

<ul style="list-style-type: none">• Arts & Culture <p>Pilot participants are required to submit a 'Declaration of Intent to Host a Temporary Event – Special Function Class 2' form.</p> <p>Use:</p> <ul style="list-style-type: none">• Confirm participation in pilot program• Review by The City and the Interdepartmental Event Team• Track activity for data analysis of project	<ul style="list-style-type: none">• No fee• Form must be received three weeks prior to the event.• Additional events must be submitted one week prior to the event.• Contact: Email: eventservices@calgary.ca for more information
<p>When connecting to the agencies listed below, make sure to indicate participation in the Event Exemption Pilot. Each agency will provide required permits and licenses upon receipt of completed application and approval.</p>	

<ul style="list-style-type: none"> • Planning Services <p>The City's Land Use Bylaw contains rules for special events taking place on private property. Structures involved with an event are also subject to safety regulations.</p> <p>All eligible businesses operating events for more than three days will require a development permit and are encouraged to book a meeting to guide them through the steps to apply for a development permit.</p>	<ul style="list-style-type: none"> • Fee: \$624 fee for a Special Function Development Permit (this fee will not be charged to the first 50 Event Exemption Pilot participants). • Wait time: <ul style="list-style-type: none"> • A pre-application meeting is recommended four weeks prior to the event. • A completed application is required a minimum of two weeks prior to the event. • Contact: <ul style="list-style-type: none"> • Planning Services Centre at 403-268-5311 or through live chat.
<ul style="list-style-type: none"> • Calgary Fire <p>An event site plan must be submitted for review and an occupant load card must be obtained for the outdoor event area.</p> <p>Review Outdoor special event fire code requirements for details.</p> <p>Once a site plan is approved, it can be used for multiple events during the pilot period, as long as site plan remains the same, otherwise a new site plan must be submitted.</p>	<ul style="list-style-type: none"> • Fee: \$50 per site plan submission • Time to approve is seven business days • Inspection may be required • Notification required per event through submitted Declaration form • Contact: 3-1-1 and request Calgary Fire – Special Events Inspections to submit your site plan
<ul style="list-style-type: none"> • Business License <p>May need to apply for additional license categories as needed (e.g., entertainment, outdoor patio, market).</p> <p>Land Use review required to support addition of categories.</p>	<ul style="list-style-type: none"> • No fee until 2023 • To add categories: <ul style="list-style-type: none"> • Apply on-line • Contact the Planning Call Centre at 403-268-5311 • Access your online business account

<ul style="list-style-type: none"> • Alberta Gaming, Liquor and Cannabis (AGLC) <p>There is no section in the Liquor Licensee Handbook that addresses the proposal for temporary events hosted by a business. AGLC will consider the 'outdoor event area' as a Patio Extension for this pilot.</p> <ul style="list-style-type: none"> • Patio to be located on the same property and under control of licensees. • Submit a floor/site plan to AGLC • Submit document that indicates permission to occupy the space (ownership or lease papers) <p>(Section 4.2 in the Liquor Licensee Handbook: reference to 4.2.7 – Guidelines for a community event) to be used as the method to support The City's pilot in 2022.</p>	<ul style="list-style-type: none"> • No fee • Notification is required a minimum three weeks before event date. • Notification required per event • Contact inspections.mailbox@aglc.ca • Include license number and floor/site plan with the request
<ul style="list-style-type: none"> • Alberta Health Services (AHS) <p>No notification is required provided there is no food preparation in the outdoor event area.</p> <p>Please contact AHS with questions.</p>	<ul style="list-style-type: none"> • Contact AHS at 1-833-476-4743 or cal.specialevents@albertahealthservices.ca
<ul style="list-style-type: none"> • Community Standards <p>Events that generate noise after hours allowable in the Community Standards Bylaw require a noise exemption permit.</p> <p>Businesses located where there is no residential within 150 metres, could apply for noise bylaw exemption to operate until 11 p.m.</p> <p>Noise amplification levels would need to be reduced to nighttime decibel levels (60db of continuous noise) during the exemption period.</p>	<ul style="list-style-type: none"> • No fee • Minimum one week* notice is required before event date • Contact: 3-1-1 <p><i>* Consider developing a Noise Mitigation Plan as part of being a respectful neighbour. Community consultation may be required to support application for exemption.</i></p>

3. Noise Mitigation

A Noise Mitigation Plan is recommended for businesses who plan to use audiovisual equipment (i.e.: TVs, speakers etc.) in their temporary event spaces. This plan will provide an overview of how noise will be kept to a minimum as a respectful neighbour.

Things to consider in your Noise Mitigation Plan:

1. How will sound be managed at the location? Who will be responsible for noise levels?
 - Example: Security staff or a manager on site will conduct periodic walkthroughs of the event space to assess noise levels, and if necessary, remind patrons to keep noise to a minimum.
2. How late or what time will the event space be open? How many speakers are present and where are they located? Are outdoor event area hours different from the indoor venue (i.e.: event closes at 10 p.m., then patrons can move indoors)
 - Consider your event space hours of operation and how the noise levels will comply with the Community Standards Bylaw 5M2004, specifically Part 9, Sections 32 and 33
3. How are you ensuring speakers will not interfere with neighbours or traffic?
 - For example: Set TV volume to a consistent level, and keep in mind that the volume should be turned down in the evening after 10 p.m. Speakers and TVs should face away from the adjacent roadway.
4. How will noise be managed outside the venue, and who is responsible to ensure that noise from the venue does not disrupt surrounding properties?
 - For example: It is a good idea to touch base with neighbours to let them know what will be occurring and to whom they can direct any concerns.

4. Post Event

Upon completion of the Event Exemption Pilot event, businesses will be asked to provide feedback on the experience, so The City can review to understand whether the goals of the pilot were achieved. Feedback and other contributing data will also be analyzed to determine whether to bring forward an amendment to the Special Function Class 2 development permit exemption.