



VULCAN COUNTY

Vulcan - Alberta

BYLAW 2013-002

Being a Bylaw of the County of Vulcan to regulate and license concerts and events within the County of Vulcan.

WHEREAS, Section 7 of the Municipal Government Act, being chapter M-26 of the Revised Statutes of Alberta, as amended, provides that a Council may pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public; the safety, health and welfare of people and the protection of people and property.

AND WHEREAS, the Council of Vulcan County deems it necessary to provide an efficient and effective means of regulating and licensing concerts and events within Vulcan County;

NOW THEREFORE the Council of Vulcan County, duly assembled, enacts as follows:

1. TITLE

- 1.1. This Bylaw shall be cited as the "Licensing and Regulation of Concerts and Events Bylaw". The provisions of this bylaw include the following associated documents: Appendix "A"- Concert/Event License Application Form
- a) Appendix "B" – Guidelines for Concerts and Events
 - b) Appendix "C" - Fire Prevention Regulations for Outdoor Concerts and Events/Tents, Canopies & Membrane Structures
 - c) Appendix "D" – Fire Prevention Guidelines Outdoor Concerts and Events, and the AHS Special Event Organizer Package.

2. DEFINITIONS

- a) "Concert and/or Event" means any musical festival, dance festival, or similar musical activity whether indoor or outdoor, including community-sponsored events, rodeos and other attractions, and not limited to secular venues, expected by the applicant to attract five hundred (500) or more people in any twenty-four (24) hour period at which music is provided by or amateur performers by pre-recorded means and which is held at any place within the County, and to which the general public is invited or admitted for a fee or free of charge.
- b) "Council" means the Municipal Council of Vulcan County;

- c) "Executive Officer/Public Health Inspector" means a person as defined by the "Public Health act" RSA 2000 Chapter p-37;
- d) "Licensee" means a person who has applied for and obtained a license to operate a Concert or Event pursuant to this bylaw;
- e) "Licensing Officer" means the Development Officer of Vulcan County;

3. LICENSE APPLICATION

- a) No person shall: operate, maintain, conduct or advertise through any available means, a Concert or Event being held in the County unless they have first obtained a license from the Licensing Officer to operate, maintain, conduct or advertise such a Concert or Event. Any license obtained is deemed to be valid for one Concert or Event only, and at the location and on the date(s) specified on the license.
- b) The Licensee shall be required to meet all applicable conditions as identified in the attached Appendix "B" – Guideline for Concerts and Events.
- c) Every Person applying for a license pursuant to this bylaw shall satisfy the Licensing Officer and Health Officer that they are able to meet the conditions and requirements set out in this bylaw and in the attached:
- d) Appendix "C" – Fire Prevention Regulations for Outdoor Concerts and Events/Tents, Canopies & membrane Structures
- e) Appendix "D" – Fire Preventions Guidelines Outdoor Concerts and Events
- f) AHS Special Events Organizer Package (To be provided by the Executive Officer).

4. ADVERTISING

- a) Upon receipt of the completed Appendix "A" – Concert/Event License Application Form, the Licensing Officer shall advertise the application, at the expense of the applicant, in one edition of the Vulcan Advocate. The Public will have twenty one (21) days from the date of the advertisement to comment, in writing, to the Licensing Officer on the application. The Licensing Officer shall give due consideration to any comments received prior to the further processing the application.

5. CONTRAVENTION

- a) A licensee shall comply with all relevant Federal, Provincial or Municipal laws at all times.
- b) Any person who: operates, maintains, conducts, or advertises a Concert or Event in the County without first obtaining a license required by this bylaw,

c) Having obtained license, fails to comply with the conditions set out in this bylaw or as attached to the license

d) Is guilty of an offense and is liable on a conviction to a fine not exceeding five thousand dollars (\$5,000) or six (6) months imprisonment or both.

e) Under the provisions of Section 738 (1) (a) of the Criminal Code of Canada, a court may impose, in addition to any measure, a restitution order in the damage to , or loss or destruction of, property as a result of the commission of an offense, or the arrest or the attempted arrest of the offender.

5. Bylaw 1105 is hereby rescinded.

This Bylaw shall take effect on the date of the third and final reading.

Received first reading this 16th day of January, 2013.

[original signed]

Rod Ruark, Deputy Reeve

[original signed]

Leo Ludwig, CAO

Received second reading this 16th day of January, 2013.

[original signed]

Rod Ruark, Deputy Reeve

[original signed]

Leo Ludwig, CAO

Received third reading and finally passed this 16th day of January, 2013.

[original signed]

Rod Ruark, Deputy Reeve

[original signed]

Leo Ludwig, CAO

**APPENDIX "A" TO BYLAW # 2013-002
VULCAN COUNTY
CONCERT/EVENT LICENSE APPLICATION FORM**

Application for a license to conduct an indoor or outdoor concert or event within the Vulcan County limits must be submitted to the Licensing Officer at least sixty (60) days prior to the proposed date(s) of the event.

1. EVENT DETAILS

Name of Event: _____

Date(s) of Event: _____

Hours of Operation: _____

Event Type (check one):

Private Enterprise Commercial Non-Profit Non-Commercial

Non-Profit Commercial Community

Other (specify): _____

Is this the first time you have applied for a concert/event license in Vulcan County? Yes No

Is there a cost for admission? Yes No

Name/Street Address of Venue: _____

Venue Capacity: _____ Expected Attendance: _____

Will food be sold? Yes No If yes, have you contacted the Public Health Inspector? Yes No

Will liquor be sold? Yes No Are you planning to host a beer garden? Yes No

Have you applied for a Special Event Liquor License? Yes No

Have you informed the local RCMP Detachment about your event? Yes No

Have you informed the Community Peace Officer about your event? Yes No

Have you informed the local EMS Coordinator about your event? Yes No

Have you informed the local Fire Department about your event? Yes No

2. CONTACT INFORMATION

Primary Contact Person's Name: _____

Mailing Address: _____

Telephone: (____) _____ Cell: (____) _____

Email: _____

Emergency Contact: _____

Secondary Contact Person's Name: _____

Mailing Address: _____

Telephone: (____) _____ Cell: (____) _____

Email: _____

Emergency Contact: _____

APPENDIX "A" TO BYLAW # 2013-002
VULCAN COUNTY
CONCERT/EVENT LICENSE APPLICATION FORM

3. SUPPLEMENTAL INFORMATION

The applicant(s) agree(s) to hold harmless Vulcan County, its agents and employees, from and against any and all claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of, or are attributable to, the Licensee's performance (or failure thereof). The Licensee agrees to acquire and maintain general liability insurance for the duration of the event in the amount of at least two million dollars (\$2,000,000) and to name Vulcan County as an "additional named insured", and to provide the County with a copy of this insurance at the time of receipt of the approved license. The applicant(s) agree(s) to attach a current list of its organization's directors and a copy of the organization's most recent proof of filing from Alberta Registries.

4. VENUE

The applicant(s) agree(s) to provide either proof of ownership of the event venue, or a statement signed by the owner of the venue attesting to the fact that the consent has been given to use the venue for the event.

5. EVENT DESCRIPTION/ADMINISTRATION PLAN

Please describe, on an attached sheet, the type of concert/event you are applying to host. Include a detailed explanation of your plans to manage all facets of your event, and to comply with the provisions of the attached Guidelines for Concerts and Events.

6. FINANCIAL

The applicant(s) agree(s) to provide cash, certified cheques, money orders or bank drafts for the event license and for the refundable damage deposit at the time of receipt of the approved license.

7. APPLICATION CHECKLIST

- Event Details section complete
- Contact Information section complete
- Copy of Current Directors' list attached
- Copy of Proof of Filing with AB Registries attached
- Copy of Venue Ownership/Approval for Use attached
- Copy of Event Description/Administration Plan attached
- Copy of Proof of Insurance attached

8. STATEMENT OF AGREEMENT

The signatures below attest to agreement with this document, the terms and conditions contained within the attached Guidelines for Concerts and Events, and the attached Fire Prevention Regulations and Guidelines. Failure to comply with any of the agreed terms/conditions will result in the cancellation of the license without notice or refund. Verbal agreements will **NOT** be recognized or honoured.

LICENSEE (sign):

Licensing Officer (sign):

DATE SIGNED:

APPENDIX "B" TO BYLAW #2013-002

Guidelines for Concerts and Events

1. Applications for a license to conduct an indoor or outdoor concert or event shall be made to the Licensing Officer in writing at least sixty (60) days prior to the proposed date of the Concert or Event and shall comply with the following terms and conditions and shall provide the information requested:
 - a. Name, date of birth (DOB), civic and mailing address, phone number with alternate, emergency contact information of person(s) completing applications. If the application is made in partnership, the name(s), DOB, civic and mailing address, phone number with alternate of all partners must be included. Where an incorporated company is the applicant, it must be signed by at least two (2) directors of the incorporated company and it shall have names, DOB, civic and mailing addresses, phone number with alternate of the directors along with an attached certified true copy of the "Certificate of Incorporation".
 - b. Written statements indicating the kind, character, or type of Concert or Event which the applicant proposes to conduct, operate or carry on.
 - c. The address or legal description of property where the proposed Concert or Event is to be conducted, operated, or carried on. Additionally, the applicant shall submit proof of ownership of the place where the Concert or Event is to be conducted or a statement signed by the owner of the premises indicating his consent that the site may be used for the proposed Concert or Event.
 - d. The date or dates and the hours during which the Concert or Event is to be conducted.
 - e. An estimate of the number of spectators, participants, and other persons expected to attend the Concert or Event for each day it is conducted.
 - f. A detailed written explanation of the applicant's plans to provide security services and fire prevention, water supplies and facilities, sewage and drainage facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access policing and on-site traffic control and, if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities. The applicant's plan shall include an explanation of the provisions that shall be made for the numbers of spectators in excess of the estimate, provisions for the clean-up of the premises, and provisions for the removal of rubbish after the Concert or Event has ended. A plot plan showing the arrangement of the facilities, including those for parking, ingress and egress shall be submitted with the application.

LICENSEE (sign):

Licensing Officer (sign):

DATE SIGNED:

- g. The Licensee shall provide cash, a certified cheque, a money order, or a bank draft in the amount identified on the license as being the license fee at the time of receipt of the approved license.
 - h. The Licensee shall also provide cash, a certified cheque, a money order, or a bank draft in the amount of \$2,000, which shall serve as a refundable damage deposit, at the time of receipt of the approved license. This refundable damage deposit shall be applied to the correction of any and all damages and/or extraordinary clean-up that is required as a result of the event. Return and/or use of this damage deposit shall be determined at the sole discretion of the Licensing Officer. The Licensee also agrees to pay any and all damages/clean-up costs that exceed the refundable damage deposit amount.
2. Every license required under Section 3 of Bylaw #2013-002 may be subject to meeting some or all of the following terms and conditions:
- a. Security Services - Every licensee shall provide, at his expense, security services for all concerts and venues. Security must meet the standards set out in the Security Services and Investigators Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and its associated regulations. Security Services must follow the strict guidelines in the "Security Guard Policy Manual" Version 1.0, June, 2010 which is governed by the Solicitor General and Public Security Department of Alberta. A minimum of one (1) Security Officer for every five hundred (500) expected participants and spectators must be in place prior to the event. An "Operations Plan" or "Service Contract" detailing the roles, responsibilities, and obligations of the Security Service must be submitted to the local law enforcement agency prior to the event for review by the RCMP Detachment Commander or his designate.
- Enhanced Policing - The Licensing Officer, in consultation with the Detachment Commander or his designate and the licensee or applicant, shall determine whether an "Enhanced Policing Agreement" is required in order to address public safety and security concerns for each event prior to the issuing of a license. All costs attributable to an "Enhanced Policing Agreement" are to be borne by the licensee.
- Policing – A minimum of one (1) uniformed RCMP Officer or Community Peace Officer is required for every one thousand (1000) people in attendance or as required by the Detachment Commander or his designate. Please note that, for officer safety, RCMP Officers are required to work in pairs at all times. For any Concert with more than five thousand (5,000) people in attendance, an additional RCMP Duty Officer must remain on-site at all times to supervise and deploy uniformed members as required. An on-site command post must be provided by the licensee for use by the RCMP Duty Officer, complete with power, seating and a lunch room facility. The RCMP Duty Officer, or the Detachment Commander or his designate, retains the authority at all times to increase the number of on-duty members in the event circumstances warrant it.

Traffic Control - In order to prevent disruption, injury or property damage to Provincial or County infrastructure, flag persons may be deemed necessary by the Licensing Officer. All costs for these flag persons are to be borne by the licensee. An assessment to determine required traffic control provisions shall be completed by the County's Public Works Department and the Highway Maintenance Contractor prior to the Concert or Event.

Special Event Licensing - All licensees wishing to serve liquor at the Concert or Event are required to obtain a "Special Event License" from the Alberta Gaming and Liquor Commission. It remains the responsibility of the licensee to comply with all provisions of this Special Event License.

Fire Prevention - Upon application for a license, every licensee shall provide a detailed site plan that is required outlining fire lanes, aisles, position of booths, rides, buildings, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers, and seating arrangements, in accordance with "Fire Prevention Regulations for Outdoor Concerts and Events". In the use of tents, specific floor plans must be submitted with all the required distances indicated and outlined on the site plan to the authority having jurisdiction. All permits shall be obtained and all requirements completed prior to the inspection by the Safety Codes Officer and/or Regional Fire Chief. A copy of the regulations will be provided by the licensing officer to the licensee, along with a guide for event organizers and fire marshals outlining potential hazards. The Safety Codes Officer and/or Regional Fire Chief are mandated too conduct an inspection of the site prior to the event day to ensure regulations are followed in accordance with Alberta Fire Codes (AFC) and Safety Codes.

- b. Sanitation/Toilet Facilities - Every licensee shall provide and operate privy and hand washing facilities as set out in the Alberta Nuisance and General Sanitation Regulation AR 243-2003. A site plan detailing the number and location of the privies and wash basins must be provided to the Executive Officer and Licensing Officer at least 60 days prior to the event.

- c. Water - The licensee must ensure that an ample supply of potable water that will flow by gravity and without the use of buckets or pails is available on the grounds of the event for drinking and sanitation purposes. The owner of the property shall ensure that all municipal infrastructures that is permanently installed and that is used for the transmission, treatment and storage of the water is maintained in adequate operating condition and in a clean and sanitary condition. All water supplies shall meet the requirements of Alberta Nuisance and General Sanitation Regulation AR 243-2003, and / or any other requirements as outlined by the Executive Officer. The Licensee must submit water distribution system plans to the Executive Officer and Licensing Officer at least 60 days prior to the event.

- d. Sewage/Wastewater - The licensee must ensure sewage is disposed of in accordance with Provincial regulations. Wastewater from hand washing and food preparations areas must not be allowed to accumulate on the surface of the ground and disposed of in a sanitary manner. Plans for sewage and wastewater disposal shall be submitted to the Executive Officer and Licensing Officer at least 60 days prior to the event.
- e. Food Service - If food, water or beverages are to be served to performers, staff or public. The licensee must ensure all food service facilities and food preparation areas are in compliance with the Alberta Food Regulation 31/2006, and / or any other requirements as outlined by the Executive Officer.
- f. Garbage Collection - Every licensee shall furnish trash receptacles for garbage and refuse on the grounds during the event. The number, type and location must be adequate to prevent garbage and refuse from accumulating on the ground, or being blown by the wind. Garbage and refuse are to be removed from the grounds in a timely manner. A signed contract with a licensed refuse collector shall be submitted and filed with the Executive Officer prior to the event. The collection and removal of all trash and refuse shall be at the licensee's expense.
- g. First Aid Facilities - Every licensee may be required to provide first aid facilities on the site of the Concert or Event, and shall be determined by the Regional Fire Chief in conjunction with Alberta Health Services EMS. The licensee is responsible to contact an ambulance to transport a person(s) attending the Concert or Event to the nearest hospital when the need arises through 911. Where a proposed Concert or Event is expect to attract a large number of persons, the licensee may be required to provide an ambulance service on site, and shall be determined by the Regional Fire Chief in conjunction with Alberta Health Services EMS. The use of the international first aid symbol must be clearly visible to attendees of the Concert or Event on all four sides of the tent or structure used as a facility for treatment. Where an ambulance is required for events based on the type of event and anticipated crowd size, the number and level of EMS providers is determined by the Regional Fire Chief in conjunction with Alberta Health Services EMS and consultation with the licensing officer during pre-event planning. Events of over 2500 persons require a minimum of one ambulance. Events of over 5000 persons require a minimum of 2 ambulances. Ambulances are provided through a contract with Alberta Health Services EMS and or private EMS contract provider.

The internationally accepted symbol for first aid is the white cross on a green background



- h. Parking Areas - Every licensee shall provide adequate parking spaces for persons attending the Concert or Event by motor vehicle. The licensee may be called upon to provide a separate parking space for every two (2) persons expected to attend the Concert or Event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve an applicant's "Parking Plan" before the license shall be issued
- i. Access and Parking Control - The licensee shall provide adequate ingress and egress to the Concert or Event premises and parking areas. Therefore, necessary roads, driveways, and entrance ways shall exist to ensure the orderly flow of traffic into the premises from a highway or road which is part of the provincial highway system or which is a highway maintained by the County. A special access way for fire equipment, ambulances and other emergency vehicles may be required. The Licensing Officer shall approve the licensee's plan for ingress and egress before a license shall be issued. Additionally, any licensee may be required to show that traffic guards are under his employ to ensure orderly traffic movement and relieve traffic congestion in the vicinity of the Concert or Event area.
- j. Hours of Operation - All Concerts or Events which are subject to a license pursuant to the provisions of this bylaw shall adhere to the provisions regarding noise approved by Council prior to the event. Because of the length of time required for Council to receive/consider this type of request, it is mandatory that the request be received by the County Office at least one month in advance of the event.
- k. Communications - The applicant shall be required to establish a communication system for public use where ordinary communications are not available. The Licensing Officer may require the applicant to provide a mobile phone at the site of the Concert or Event.
- l. Insurance - The licensee shall carry, at his own expense, general liability insurance naming the County as a "Co-Insured" in an amount of at least two million dollars (\$2,000,000), and the licensee shall provide evidence of this insurance to the Licensing Officer prior to the Concert or Event. The Licensing Officer retains the authority to require a greater amount of insurance if he deems that the circumstances of the Concert or Event warrant it.
- m. The licensee shall indemnify and hold harmless the County, its agents and employees, from and against any and all claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of, or are attributable to, the licensee's performance (or failure thereof) of the license.

- n. Miscellaneous - The Licensing Officer may impose such additional conditions as are reasonably deemed by the Licensing Officer to be necessary for the protection, health, welfare and property of local residents and persons attending the Concert or Event.

APPENDIX "C" TO BYLAW #2013-002

FIRE PREVENTION REGULATIONS FOR OUTDOOR CONCERTS AND EVENTS / TENTS, CANOPIES & MEMBRANE STRUCTURES

Under certain circumstances, the Vulcan County Emergency Services requires for indoor or outdoor concerts and events, the following information from event organizer:

Upon application for a license from the licensing officer, a site plan is required. The site plan must include, but is not limited to fire lanes, aisles, position of booths, rides, buildings, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers, and seating arrangements. Tent use may require specific floor plans be submitted. All required distances shall be indicated on the site plan. Permits shall be obtained and all requirements completed prior to a fire inspection by the safety codes officer or fire chief. If the outdoor gathering or event includes a carnival and/or the use or display of fireworks or pyrotechnical special effects, a separate permit(s) is required.

Seat Stability: Loose seats or folding chairs provided by the concert or event organizers, in quantities more than 200, shall be bonded together in groups of three or more when used for other than dining purposes with tables.

Number of Exits NFPA 101-12.2.4.4: All fenced outdoor assembly areas shall have not less than two widely separated means of egress from the enclosure. Areas where the occupant load is more than 6,000 but less than 9,000 shall be served by not less than three means of egress, and areas where the occupant load is greater than 9,000 shall be served by not less than four means of egress. The factor for determining occupant load shall be seven square feet per person. Class K Portable Fire Extinguishers: Concession stands or vendors with cooking operations that include deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2-A:10-B:C fire extinguisher shall also be provided.

Wet Chemical Systems: Automatic fire extinguishing systems installed for the protection of commercial cooking equipment must have a current service tag verifying that service in accordance with manufacturer's recommendations has been performed within the past six months.

Stages - Portable Fire Extinguishers: All stages shall have access to a minimum 2-A:10-B:C Fire Extinguisher within 75 feet of travel distance.

Portable Fire Extinguishers: Fire extinguishers with a minimum rating of 2-A:10-B:C shall be located throughout the event. Maximum travel distance from any point within the event to a portable fire extinguisher shall not exceed 75 feet.

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Dimensions: Fire apparatus access shall be provided and have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. Alternate means of access or reduced clearances may be approved by the fire chief.

Generators, Portable Fire Extinguishers: Each generator or generator area shall be provided with at least one fire extinguisher with a rating of not less than 2-A:10-B:C.

Extension Cords: Temporary power cords shall not be affixed to structures, extended through walls, or subject to environmental or physical damage. Cords must be secured to prevent a tripping hazard. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheel chairs, strollers, and similar wheeled equipment.

Secured Gates and Barricades: When required, gates and barricades shall be secured in an approved manner. Roads, trails, and other access ways that have been closed and obstructed in the manner prescribed shall not be trespassed on or used unless authorized by the safety codes officer.

Obstruction of Fire Apparatus Access Roads: Fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles. Minimum road widths shall be maintained unless approved by the fire chief.

Obstructions: Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed within 15 feet of fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment and hydrants.

Means of Egress Continuity: The path of egress travel along a means of egress shall not be interrupted by any building element other than a means of egress component as specified. Obstructions shall not be placed in the required width of a means of egress except projections permitted. The required capacity of a means of egress system shall not be diminished along the path of egress travel.

PARADE FLOATS NFPA 1 Section - 10.17

Decorative Material - NFPA 1 Section - 10.17.2 - Decorative material on parade floats shall be non-combustible or flame retardant.

Fire Protection - NFPA 1 Section - 10.17.3 - Motorized parade floats and towing apparatus shall be provided with a minimum 2-A:10-B:C-rated portable fire extinguisher readily accessible to the operator.

APPENDIX "C" TO BYLAW #2013-002

TENTS, CANOPIES, AND MEMBRANE STRUCTURES

A permit is required for the use and/or display of tents and membrane structures in excess of 200 square feet and canopies in excess of 400 square feet.

Definitions:

Canopy - A structure, enclosure, or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Membrane Structure - An air-inflated, air supported, cable, or frame-covered structure, which is not otherwise defined as a tent or canopy.

Tent - A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Requirements:

Locations: Tents shall not be located within 20 feet of lot lines, buildings, membrane structures, other tents and canopies, parked vehicles, or internal combustion engines. For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the tent. When tents are not used for cooking, separation distance from other tents, canopies, and membrane structures is not required when aggregate floor area does not exceed 15,000 square feet.

Flame Propagation Performance Treatment: The sidewalls, drops, and tops of temporary membrane structures, tents, and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and shall have a permanently affixed label attesting to the flame resistance.

Portable Fire Extinguishers: Portable fire extinguishers are required to be located such that travel from any point in the tent, canopy, or temporary membrane structure to a fire extinguisher does not exceed 75 feet. Fire extinguishers are to have a minimum rating of 2-A:10-B:C and be permanently mounted on a support member.

Occupant Load Factors: The maximum occupant load of the tent, canopy, or membrane structure is to be determined by the fire department in accordance with the occupant load limits for assembly occupancies.

Means of Egress: Exits shall be spaced at approximately equal intervals around the perimeter and shall be located such that all points are 100 feet or less from an exit. There shall be at least one exit and not less than the number of exits required. Exit openings from tents shall remain open unless covered by a flame-resistant curtain that is free sliding on a metal support located a minimum of 8 feet above the floor and arranged such that no part of the curtain obstructs the exit. Exit curtains shall be of a color that contrasts with the color of the tent. Exit doors shall swing in the direction of exit travel. Exit width and access shall be

maintained to a public way.

Aisles: Aisle and seating row widths shall be accordance with the provisions of. Aisles shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, but the width need not be more than 22 inches.

Exit & Emergency Illumination: Means of egress illumination shall be provided. Power for these devices shall be provided from a separate circuit or source of power when the occupant load is 300 or less. For occupancy loads in excess of 300, an emergency power source shall be provided by batteries, on-site generator, etc.

Smoking: Smoking is prohibited in membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust, or other combustible materials are stored or used. "NO SMOKING" signs shall be conspicuously posted.

Open or Exposed Flame: Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the safety codes officer.

Heating and Cooking Equipment: Cooking and heating equipment shall be vented to the outside air by approved means. Vents and flues shall be a minimum of 12 inches from sides and tops of tents, canopies, and temporary membrane structures. Cooking and heating equipment shall not be located within 10 feet of an exit or combustible material. Tents where cooking is performed shall be separated from membrane structures, other tents, and canopies by a minimum of 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall be at least 20 feet from tents, canopies, and membrane structures. The warming of previously prepared food is not considered to be cooking and is exempt from these requirements.

LP Gas: LP-gas containers shall be located on the outside, a minimum of 10 feet for containers 500 gallons or less and 25 feet for containers more than 500 gallons from tents, canopies, and temporary membrane structures. Containers shall be protected to prevent tampering, damage, or tipping over.

Flammable & Combustible Liquids: Flammable-liquid-fueled equipment shall not be used in tents, canopies, and temporary membrane structures. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from a tent, canopy, or membrane structure.

Separation of Generators: Generators and other internal combustion power sources shall be separated from tents, canopies, and temporary membrane structures by a minimum of 20 feet and is isolated from contact with the public by fencing, enclosure or other approved means.

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Refueling, Flammable & Combustible Liquids: Refueling shall be performed in an approved location not less than 20 feet from tents, canopies or membrane structures.

Fuel Storage: Fuel for vehicles or equipment shall be stored in approved containers in an approved location outside of the structure.

Vegetation Removal: Combustible vegetation shall be removed from the area occupied by a tent, canopy, or membrane structure and from areas within 30 feet of such structures.

Minimum Number of Means of Egress and Means of Egress Widths From Temporary Membrane Structures, Tents and Canopies			
Occupant Load	Minimum Number of Means of Egress	Minimum Width of Each Means of Egress (inches) X 25.4 For MM	
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
OVER 3,000	7	120	96
The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 (5.08). Such widths of means of egress shall be divided approximately equally among the separate means of egress			

Any questions regarding these minimum Fire Department regulations should be directed to the Regional Fire Chief by phone at 403-485-3123 or by letter to:

Vulcan County Emergency Services
 PO Box 180
 Vulcan County , Alberta, Canada
 T0L 2B0
 psc@vulcancounty.ab.ca

We thank you for your cooperation and wish you success with your event!

APPENDIX "D" TO BYLAW #2013-002

FIRE PROTECTION GUIDE LINES FOR OUTDOOR CONCERTS AND EVENTS



In order to comply with the requirements of the regulation of the Vulcan County Emergency Services, it is necessary for the licensee to ensure public safety & the protection of land and the environment. This is to make certain that due diligence is followed by the event organizers. Please review the noted information in these guidelines. Required permits and inspections should be requested as far in advance as possible. There is no charge for inspections by the Safety Codes Officer or Regional Fire Chief in event planning, consultations or random inspections during the events. All persons planning a concert or event are encouraged to contact the Fire Chief for information and assistance. Consultations are available by telephone, email, meeting, and at the potential event site.

Event Staff/Crowd Managers

Crowd Managers are responsible for maintaining clear exits, assuring that there is no overcrowding, initiating a fire alarm if necessary, and directing occupants to exits, and general fire and safety awareness. A minimum of 1 Crowd Manager is required for every 500 occupants. Crowd Managers may be comprised of ushers, house managers, gate personnel, security personnel, Community Peace Officers, or RCMP.

Emergency Medical Services (EMS)

EMS is required for events based on the type of event and anticipated crowd size. The number and level of EMS providers is determined by the Director of Protective Services in conjunction with Alberta Health Services EMS in consultation with the licensing officer during pre-event planning. Events of over 2500 persons require a minimum of one ambulance. Events of over 5000 persons require a minimum of 2 ambulances. Ambulances are provided through a contract with Alberta Health Services EMS or private EMS contract provider.

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THE GUIDE LINES FOR SUCCESSFUL FIRE PREVENTION

1. Label fire lanes and exits clearly, keep them clear of vehicles and other objects at all times.
2. Keep rubbish containers/bins as empty as possible.
3. Do not let combustible rubbish materials be stored beside catering units, stage areas or sleeping areas.
4. Only self- contained LPG CSA approved appliances allowed for cooking
5. Provide specific areas for open fires if you decide to allow them.
6. Do not allow briquette BBQ's or open fires within camping areas of medium to high density camping, this also includes torches for light or insect repellent.
7. Work with local Fire Chief/ Safety Codes Officer from the beginning of the event.
8. Provide training to event staff/crowd managers and appropriate equipment.
9. Have suitable methods of raising the alarm for the concert or event attendees.
10. Be proactive in fire prevention, have a visible presence for monitoring fire and where there is a history of a fire, respond quickly and effectively at an early stage.
11. Identify high risk areas and remove or reduce the risk early.
12. Ensure you appoint a Fire Marshal to oversee event staff/ crowd managers and that the Fire Marshal is properly trained. Have event staff/ crowd managers work together with the Fire Marshal and work as a team should an incident arise, pre-plan.

On behalf of the Vulcan County Emergency Services, we wish all the success in your event and look forward to working with you!