



<i>COUNCIL AGENDA</i>	
Date: <u>December 15, 2025</u>	Item: <u>9.6.</u>



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	November 20, 2025
From:	Christie Rosta, Cultural Services Manager
Subject:	Proposed Special Event Alcohol Policy and Procedure
File:	2100-12

### RECOMMENDATION

THAT

1. "Municipal Alcohol Policy 02-70-364" be rescinded; and
2. proposed "Special Event Alcohol Policy 0083" and "Special Event Alcohol Procedure 0096" attached to the November 20, 2025 report from the Cultural Services Manager, be approved.

#### 1.0 Purpose

Staff updated the Municipal Alcohol Policy and renamed it as the Special Events Alcohol Policy 0083 (**Appendix A**) and developed a new Special Events Alcohol Procedure 0096 (**Appendix B**).

To implement these changes, Council approval is required to rescind the existing Policy. Subsequently, staff are seeking approval of the updated Policy and newly developed Procedure.

#### 2.0 Legislation/Bylaw/Policy

The existing Policy (**Appendix C**) is being rescinded to align with corporate standards. The proposed Policy and Procedure is being introduced to replace the existing Policy.

The proposed Policy references the Special Events Policy 0116 (**Appendix D**), Special Events Procedure 0117 (**Appendix E**), and the Consumption of Liquor in Public Places Bylaw No. 5118, 2021 (as amended) (**Appendix F**).

#### 3.0 Council Strategic Objective(s)/Official Community Plan

Council's Strategic Plan 2024-2025

- 3.1 Collaborate with business improvement associations and Squamish Nation to provide economic development support.
- 3.2 Leverage District assets to generate new revenue streams through new initiatives.

### Official Community Plan

The Official Community Plan provides high-level policies to enhance public facilities and spaces.

- 2.8.14 Create and maintain public spaces in town and village centres and establish centre-specific public realm guidelines that consider art, culture and diversity.
- 2.8.15 Support an expanded variety of community activities ranging from community-wide events and smaller private events through policy, facilities and grants as appropriate.

## **4.0 Financial Implications**

The proposed updated Policy and new Procedure establish guidelines for event organizers who apply to serve alcohol in District of West Vancouver (District) owned outdoor venues. No District fees or charges are included in this Policy or Procedure.

The event organizer is responsible for applying for a Special Event Permit through the Liquor and Cannabis Regulation Branch (LCRB) and paying all permit fees and related provincial taxes to the LCRB directly.

## **5.0 Background**

The existing Policy was created in 2016 with support from Vancouver Coastal Health and community groups that hold special events in District parks and roadways that serve alcohol. Since the approval of the Policy, the Consumption of Liquor in Public Places Bylaw was created and has allowed liquor consumption in some areas of Ambleside Landing, Dundarave Park (excluding the playground), John Lawson Park (excluding the playground), Horseshoe Bay Park, Millennium Park, and Whytecliff Park. The proposed Procedure outlines how the Consumption of Liquor in Public Places Bylaw and Liquor Special Event Permits issued by the LCRB interface.

### **5.1 Previous Decisions**

Council, at its March 7, 2016 regular meeting, passed the following resolution(s):

*THAT proposed “Municipal Alcohol Policy 02-70-364” as attached to the report dated February 5, 2016 as Appendix A, be approved.*

### **5.2 History**

The District has a strong tradition of hosting popular community celebrations and festivals in its parks that receive District approval and obtain Special Event Permits from the LCRB to serve alcohol. The most prominent events include the Harmony Arts Festival, West Vancouver Community Cultural Fest, Coho Festival, Dundarave Festival of Lights, and Ambleside Music Festival.

Smaller public events also request permission to serve alcohol including Dinner on the Dock and various sport tournaments.

## **6.0 Analysis**

### **6.1 Discussion**

The changes to the proposed Policy align with the District's corporate standards. The Policy is overarching, allowing for the inclusion of an associated Procedure to guide operations.

The proposed Procedure sets out operational expectations for the management of liquor consumption at events and outlines the roles and responsibilities between the District and organizations requesting to host an event in District owned outdoor venues.

The proposed new Procedure includes new information that outlines how the Consumption of Liquor in Public Places Bylaw and Liquor Special Event Permits issued by the LCRB interface.

The proposed new Procedure also establishes criteria for the District to designate special events as "Municipally Significant." A municipally significant event is one that the District has officially recognized as having unique importance to the community. If an event is designated as municipally significant, it may enable an event organizer to take out multiple liquor special event permits and be exempt from donating event profits to charity. Each municipality sets its own criteria for this designation and the proposed criteria for the District is outlined below:

- the event provides economic development opportunities within West Vancouver or provides new revenue opportunities for the District;
- the event engages community, promotes volunteerism and community engagement, and raises awareness on various fundraising initiatives;
- the event is open and free to all members of the public;
- the event will take place in a District owned outdoor venue; and
- the event is anticipated to attract more than 500 people.

All requests for events to be designated as Municipally Significant will be reviewed on a case-by-case basis and approved by Council resolution.

### **6.2 Climate Change & Sustainability**

All event organizers are required to create a Harm Reduction Plan to minimize potential individual and community harms that could occur because of alcohol use in association with a special event.

### **6.3 Public Engagement and Outreach**

Social benefits resulting from special events and sport tournaments include an increased sense of civic belonging and pride, volunteer engagement, and appreciation of community-driven projects and organizations.

#### 6.4 Other Communication, Consultation, and Research

The District conducted research into best practices from other municipalities for approving alcohol service at special events. Research also informed the development of proposed criteria for designating special events as "Municipally Significant".

### 7.0 Options

#### 7.1 Recommended Option

THAT

1. "Municipal Alcohol Policy 02-70-364" be rescinded; and
2. proposed "Special Event Alcohol Policy 0083" and "Special Event Alcohol Procedure 0096" attached to the November 20, 2025 report from the Cultural Services Manager, be approved.

#### 7.2 Considered Options

THAT the proposed "Special Events Alcohol Policy 0083" and "Special Events Alcohol Procedure 0096" attached to the November 20, 2025 report from the Cultural Services Manager, not be approved.

### 8.0 Conclusion

Staff updated the Policy and developed a new Procedure to replace the previous Municipal Alcohol Policy for Council's consideration.

The most significant change is the proposed new Procedure, which includes criteria for designating events as "Municipally Significant" when applying for Liquor Special Event Permits with the Liquor and Cannabis Regulation Branch. The Procedure also outlines how the Consumption of Liquor in Public Places Bylaw and Liquor Special Event Permits interface.

To implement these changes, Council's approval is required to rescind the existing Policy. Subsequently, staff are seeking approval of the updated Policy and newly developed Procedure.

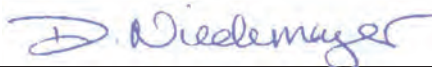
Author:



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Christie Rosta, Cultural Services Manager

Concurrence:



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Doti Niedermayer, Senior Manager, Cultural Services

Date: November 20, 2025  
From: Christie Rosta, Cultural Services Manager  
Subject: Proposed Special Events Alcohol Policy and Procedure

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Appendices

Appendix A: Proposed Special Events Alcohol Policy 0083

Appendix B: Proposed Special Events Alcohol Procedure 0096

Appendix C: Municipal Alcohol Policy 02-70-364

Appendix D: Special Events Policy 0116

Appendix E: Special Events Procedure 0117

Appendix F: Consumption of Liquor in Public Places Bylaw No. 5118, 2021  
(as amended)

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Title: Special Events Alcohol  
Division: Parks, Culture, and Community Services  
Policy Number: 0083  
File Number: 0282-20-0083

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## 1. Purpose

- 1.1. The purpose of this policy is to guide the management of alcohol consumption in District owned outdoor venues during a special event while considering the needs of the community; the health and safety of individuals; the protection of property; the diverse views of the community; and the need to minimize the potential harms associated with alcohol use.

## 2. Scope

- 2.1. This policy applies to special events open to the public involving alcohol that are held within District owned outdoor venues and establishes criteria for applying for, approving, and hosting events.
- 2.2. This policy does not apply to special events involving alcohol that are held on private property or school property during school times, though such events must still adhere to applicable bylaws and obtain the necessary exemptions required.

## 3. Definitions

- 3.1. **“Applicant”** or **“Event Organizer”** means individuals, non-profit organizations, business associations, businesses, local community groups, and/or event organizers.
- 3.2. **“District”** means The Corporation of the District of West Vancouver.
- 3.3. **“District Owned Outdoor Venues”** means parks, fields, roadways, outdoor spaces at facilities, and public open spaces.
- 3.4. **“Harm Reduction Plan”** means a plan that forms part of the Special Event Application when alcohol is requested to be involved as part of the event. The Harm Reduction Plan articulates the strategies to ensure accountability and responsibility of the event organizers to reduce alcohol related concerns and issues.
- 3.5. **“Integrated Special Events Team”** means a collaborative group of District staff members from various departments as listed in the Special Events Policy. The Team provides recommendations for final approval of event applications to ensure compliance with District policies and bylaws.
- 3.6. **“Liquor and Cannabis Regulation Branch”** or **“LCRB”** means the British Columbia Liquor and Cannabis Regulation Branch that regulates and monitors the liquor

## District of West Vancouver

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industry in the province. Among the LCRB responsibilities is to issue Liquor Special Event Permits for public events.

- 3.7. **“Liquor Special Event Permit”** means a Special Event Permit that is required and issued by the LCRB for those who wish to provide temporary or infrequent liquor service at events. A Liquor Special Event Permit permits the event organizer to serve or sell liquor in accordance with BC’s liquor laws and regulations. Event organizers are considered liquor licensees and are responsible for the safety of their guests.
- 3.8. **“Municipally Significant”** means an event is of unique importance to the District and/or may have historical value or benefit to the community.
- 3.9. **“Special Events”** or **“Events”** means assemblies or activities designed for community participation, or a significant audience for durations ranging from hours to days. Examples include community celebrations, festivals, concerts, tournaments, foot and bicycle races, and fundraising activities.
- 3.10. **“Special Event Application”** means the District’s application process for all Special Events.
- 3.11. **“Special Event Permit”** means the permit issued by the District upon a successful Special Event Application. There is a separate Liquor Special Event Permit requirement by the LCRB.

## 4. Policy Statement

- 4.1. To host a special event involving liquor service, a Special Event Application must be completed and reviewed by the District.
- 4.2. If liquor service at a special event is approved, the District will issue a Special Event Permit that stipulates liquor service.
- 4.3. The District reserves the right to deny liquor service at a special event.
- 4.4. A Harm Reduction Plan is required for special events involving alcohol.
- 4.5. Special events must stop serving alcohol no later than 10 p.m.
- 4.6. Non-alcoholic beverages must be served at all events with a liquor service.
- 4.7. If a Special Event Permit involving liquor service is issued, event participants may not bring and consume their own alcohol at the event.
- 4.8. Once the District approves liquor service at a special event, the event organizer must apply for a Liquor Special Event Permit through the LCRB directly.
- 4.9. If a special event is designated as municipally significant, it may enable an event organizer to take out multiple Liquor Special Event Permits and be exempt from donating event profits to charity. A special event of municipal significance requires a municipal resolution or a letter from a delegated municipal official designating the event as “municipally significant.”
- 4.10. The District requires that applicants comply with the provincial *Liquor Control and Licensing Act*.

## 5. Related Documents

- 5.1. *Liquor Control and Licensing Act*
- 5.2. Consumption of Liquor in Public Places Bylaw No. 5118, 2021 (as amended)
- 5.3. Parks Regulation Bylaw No. 4867, 2015 (as amended)
- 5.4. Special Events Policy 0116
- 5.5. Special Events Procedure 0117
- 5.6. Special Events Alcohol Procedure 0096

## 6. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Policies only)</b>		
<b>Council report Document ID (Council Policies only)</b>		
<b>Signature</b>	X _____	

## 7. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0096)	<input type="checkbox"/> No
<b>Date of last review</b>	2025	

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Title: Special Events Alcohol  
Division: Parks, Culture, and Community Services  
Procedure Number: 0096  
File Number: 0282-20-0096

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## **1. Governing Policy**

- 1.1. This procedure is associated with Special Events Alcohol Policy 0083.

## **2. Scope/Application**

- 2.1. This procedure applies to special events open to the public involving alcohol that are held within District owned outdoor venues and establishes criteria for applying for, approving, and hosting events.
- 2.2. This procedure does not apply to special events involving alcohol that are held on private property or school property during school times, though such events must still adhere to applicable bylaws and obtain the necessary exemptions required.

## **3. Procedure**

- 3.1. The Integrated Special Events Team will review all Special Event Applications requesting to serve alcohol at an event. Applications will be reviewed using the criteria outlined in the Special Events Policy, Special Events Procedure, Special Events Alcohol Policy, and Special Events Alcohol Procedure.
- 3.2. For special events involving alcohol, a Harm Reduction Plan is required. The Harm Reduction Plan includes strategies to ensure accountability and responsibility of the event organizers to reduce alcohol-related concerns and issues including:
  - a) under age consumption;
  - b) liability related to alcohol in District property and local neighborhoods;
  - c) inappropriate use before and during the event (such as pre-drinking or binge drinking);
  - d) impact to local neighbourhoods (including noise, parking, and litter);
  - e) availability of non-alcoholic options;
  - f) transportation options for event attendees including options to reduce possibility of drinking and driving;
  - g) appropriate security to prevent issues that can be associated with alcohol use; and

## District of West Vancouver **PROCEDURE**

- h) signage that informs event attendees and the public of legal requirements and highlights the District's expectations regarding the consumption of alcohol on District property.
- 3.3. West Vancouver Police, Fire and Rescue Services, and/or Bylaw and Licensing Services personnel may be required to monitor compliance with legislation, including District bylaws, before, during, and/or after an event. This will be determined by the Special Event Application process. Costs for these services will be charged to and payable by the event organizer.
- 3.4. If liquor service at a special event is approved, the District will issue a Special Event Permit that stipulates liquor service.
- 3.5. The District reserves the right to deny liquor service at a special event.
- 3.6. Once the District approves liquor service at a special event, the event organizer must apply for a Liquor Special Event Permit through the LCRB directly and comply with terms and conditions of the Liquor Special Event Permit issued by the LCRB including the payment of all fees and related taxes to the LCRB.
- 3.7. Should an event be permitted in any park where the Consumption of Liquor in Public Places Bylaw is in place, the event organizer must follow the permitting process set out by the LCRB, and hold a valid Liquor Special Event Permit during the event.

### **4. Minors**

- 4.1. Youth events and all sport events where the primary audience is youth under 19 years of age will not be issued a Special Event Permit from the District that sanctions liquor service.
- 4.2. Minors may not serve, handle, or consume liquor during events where a Special Event Permit is issued.

### **5. Municipally Significant Special Events**

- 5.1. Designations are considered on a case-by-case basis. Event organizers must submit a request to be designated municipally significant during the District's annual special event permit application process.
- 5.2. Annual events that have been designated municipally significant may be granted status for one year or as otherwise resolved by Council.
- 5.3. Council may designate an event as municipally significant based on the following criteria:
  - a) the event provides economic development opportunities within West Vancouver or provides new revenue opportunities for the District;
  - b) the event engages community, promotes volunteerism and community engagement, and raises awareness on various fundraising initiatives;
  - c) the event is open and free to all members of the public;
  - d) the event will take place in a District owned outdoor venue; and

District of West Vancouver  
**PROCEDURE**

- e) the event is anticipated to attract more than 500 people.
- 5.4. Proof of designation as a municipally significant event must be at the event site for inspection.

## 6. Monitoring and Compliance

- 6.1. The Cultural Services Manager or designate, in conjunction with Bylaw and Licensing Services, is authorized to monitor compliance with this procedure and governing policy. A violation of the policy and/or procedure may result in liquor services and/or event termination.

## 7. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	<a href="#">Click here to enter a date.</a>	
<b>Council minutes Document ID (Council Procedures only)</b>		
<b>Council report Document ID (Council Procedures only)</b>		
<b>Signature</b>	X _____	

## 8. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2025	

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District of West Vancouver

**Municipal Alcohol Policy**  
**Policy Number 02-70-364**

Effective Date: March 7, 2016

# District of West Vancouver

## CORPORATE POLICY

Parks, Culture & Community Services Division	<b>Municipal Alcohol Policy</b>
Policy # 02-70-364	
CIS File: 01.0282.02/70-364	

### 1.0 Purpose

The purpose of the Municipal Alcohol Policy is to guide the management of alcohol consumption in municipal parks while considering the needs of the community, the health and safety of individuals, the protection of property, the diverse views of the community and the need to minimize the potential harms associated with alcohol use at public events in West Vancouver's parks.

### 2.0 Glossary:

**District:** Unless otherwise stated, refers to the District of West Vancouver.

**Event Organizer:** An event organizer is any person or organization applying to hold an event on District of West Vancouver property.

**Harm Reduction Plan:** A plan that forms part of the Special Event Application when alcohol is requested to be served as part of the event. The Harm Reduction Plan articulates the strategies to ensure accountability and responsibility of the event organizers to reduce alcohol related concerns and issues, as noted in Section 4.1 b) of this Policy.

**Liquor Control and Licensing Branch (LCLB):** The British Columbia Liquor Control and Licensing Branch regulates and monitors the liquor industry in the Province of BC. Among the LCLB responsibilities is the regulation of liquor service at catered and special occasion events and liquor service in bars and restaurants.

**Municipal Alcohol Policy (MAP):** A local policy that specifies the requirements and conditions under which alcohol may be sold and served at municipally owned properties and facilities under the authority of a Special Event Permit (alcohol). In this document, MAP refers to the District of West Vancouver Municipal Alcohol Policy.

**Park:** For the purpose of the MAP, a park is land owned by the District of West Vancouver and listed in section 5.0 of this policy.

**Public Event (alcohol):** An event taking place in a park which may include special events, sport tournaments and similar activities, whether organized by the District or a partner group, which is accessible to the general public where alcohol could be served.

**Special Event Application (alcohol):** The District's application process for all Public Events (alcohol) proposed to be hosted in the District.

**Special Event Permit (alcohol):** The permit issued by the District upon a successful Special Event Application.

**Special Occasion Licence (SOL):** A LCLB Special Occasion Licence is required for those who wish to provide temporary or infrequent liquor service at events. A SOL permits the event organizer to serve or sell liquor in accordance with BC's liquor laws and regulations. Event organizers are considered liquor licensees and are responsible for the safety of their guests.

### 3.0 Goals

The goals of this Policy are to:

- a) Provide to the public an understanding of the process for consideration and approval of applications to serve alcohol at public events (including various special events like sport tournaments) in West Vancouver parks.
- b) Comply with the provincial Liquor Control and Licensing Act and foster understanding of the provincial Liquor Control and Licensing Branch (LCLB) requirements.
- c) Recognize that public events contribute to quality of life and provide community benefits.
- d) Introduce a requirement for a Harm Reduction Plan as part of the approval requirements for Special Event Applications (alcohol) proposing to serve alcohol. The Harm Reduction Plan will outline how event organizers will minimize the potential individual and community harms that could occur as a result of alcohol use in association with a Public Event (alcohol).
- e) Assist municipal staff, community organizations, volunteers and participants in creating safe and enjoyable Public Events (alcohol) while minimizing potential negative impacts and potential liability associated with consumption of alcohol.

#### **4.0 Approval of Special Event Applications (alcohol)**

4.1 To host an event involving alcohol in a West Vancouver park, a Special Event Application (alcohol) must be completed and approved resulting in a Special Event Permit (alcohol). Each Special Event Application (alcohol) will be reviewed individually. Approvals may be made by the Director of Parks, Culture and Community Services, or designate, using the following criteria:

- a) Completeness of the Special Event Application (alcohol) and Harm Reduction Plan;
- b) A Harm Reduction Plan that is thorough in listing potential issues related to alcohol, and demonstrates ability to effectively address those issues;
- c) Proposed location for the Public Event (alcohol);
- d) Expected number of attendees for the Public Event (alcohol);
- e) Proposed hours of operation for the Public Event (alcohol);
- f) Reason for the Public Event (alcohol).

4.2 The District reserves the right to deny the serving of alcohol at a Public Event.

4.3 Council may waive the requirements of the MAP in respect of a Public Event (alcohol).

#### **5.0 Policy**

The District recognizes that special events and sport tournaments promote health and contribute to quality of life and provide community benefits. Through this Policy, the District is implementing criteria for granting Special Event Permits (alcohol) at events, and recognizes the requirement for accountability and responsibility to ensure that events are conducted in a manner that promotes health and reduces harm and alcohol misuse. This policy will assist municipal staff, community organizations, volunteers and participants in creating a safe and enjoyable event while minimizing potential negative impacts and liability associated with consumption of alcohol.

5.1 All Public Events (alcohol) in District of West Vancouver parks require approval of the District through a Special Event Application (alcohol). Applications must include:

- a) A Special Occasion Licence (SOL) issued by the BC Liquor Control and Licensing Branch (LCLB).

- b) A Harm Reduction Plan that includes strategies to ensure accountability and responsibility of the event organizers to reduce alcohol-related concerns and issues including:
  - (i) under age consumption;
  - (ii) liability related to alcohol in municipal property and local neighbourhoods;
  - (iii) inappropriate use before and during the event (such as pre-drinking or binge drinking);
  - (iv) impact to local neighbourhoods (including noise, parking, and litter);
  - (v) options for non-drinkers;
  - (vi) transportation options for event attendees including options to reduce possibility of drinking and driving;
  - (vii) appropriate security to prevent issues that can be associated with alcohol use; and
  - (viii) signage that informs event attendees and the public of legal requirements and highlights the District's expectations regarding the consumption of alcohol on municipal property.

## 5.2 Minors

- a) Youth events and all sport events where the primary audience is youth under 19 years of age will not be granted permission from the District for a Special Event Permit (alcohol).
- b) Minors may not serve, handle or consume liquor during events where a Special Event Permit (alcohol) is issued.

## 5.3 Community Impacts

- a) Public Events (alcohol) holding a Special Event Permit (alcohol) must stop serving alcohol no later than 10:00 p.m.
- b) Non-alcoholic beverages must be served at all Public Events (alcohol). The price of non-alcoholic beverages must not exceed 50% of the lowest priced alcoholic beverage.
- c) Police, Fire, and/ or Bylaw personnel may be required to monitor compliance with legislation, including municipal bylaws, before, during and/or after an event. This will be determined by the Special Event Application (alcohol) process. Costs for these services will be charged to and payable by the Event Organizer.

**6.0 Parks Eligible for Special Event Permit (alcohol) for Public Events (includes facilities within park unless otherwise noted):**

- a) Ambleside Park North and South (excluding the Ambleside Youth Centre, Ambleside Park Child Care, and the Society for the Prevention of Cruelty to Animals buildings);
- b) Ambleside Waterfront Park from 13th Street to 18th Street;
- c) Dundarave Park (excluding the building that houses the Dundarave by the Sea Preschool);
- d) Gleneagles Golf Course and Par 3 Golf Course (excluding Gleneagles Clubhouse building);
- e) Horseshoe Bay Park;
- f) Hugo Ray Park (excluding Pavilion building);
- g) Klahanie Park (excluding Capilano Rugby Clubhouse);
- h) Memorial Park; and
- i) Whytecliff Park.

**7.0 Compliance and Enforcement**

The Special Events and Festivals Manager or designate, in conjunction with the Bylaw Department, is authorized to monitor compliance with this policy. A violation of the policy may result in liquor service and/or event termination.

**8.0 Procedures**

After adoption of the Municipal Alcohol Policy (MAP), the District of West Vancouver will implement procedures to support the MAP, including Special Event (alcohol) approval procedure and Harm Reduction Plan. Municipal staff will receive orientation on the MAP and procedures; and community groups will be updated on the new policy and procedural requirements.

<b>Approval Date:</b> March 7, 2016	<b>Approved by:</b> Council	
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Title: Special Events  
Division: Parks, Culture & Community Services  
Policy Number: 0116  
File Number: 0282-20-0116

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## 1. Purpose

- 1.1. This policy provides a framework to guide the approval of events held within District owned outdoor venues.

## 2. Scope

- 2.1. This policy applies to applicants and District staff seeking to host an event within District owned outdoor venues. It establishes the criteria for applying for, approving, and hosting events.
- 2.2. This policy does not apply to events held on private property or school property during school times, though such events must still adhere to applicable bylaws and obtain the necessary exemptions required.

## 3. Definitions

- 3.1. **“Applicant”** or **“Event Organizer”** means individuals, non-profit organizations, business associations, businesses, local community groups, and/or event organizers.
- 3.2. **“District”** means the District of West Vancouver.
- 3.3. **“District Owned Outdoor Venues”** means parks, fields, roadways, outdoor spaces at facilities, and public open spaces.
- 3.4. **“Integrated Special Events Team”** or **“Team”** means a collaborative group of District staff members from various departments. The Team provides recommendations for final approval of event applications to ensure compliance with District policies and bylaws.

The Team is comprised of individuals from the following District departments:

- Bylaw & Licensing Services;
- Communications, Indigenous & Community Relationships;
- Engineering & Transportation Services;
- Finance & Corporate Services;
- Fire & Rescue Services;
- Parks, Culture & Community Services;
- West Vancouver Police;
- West Vancouver Transit.

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- 3.5. **“Service-in-Kind”** means municipal services provided at no cost to event organizers.
- 3.6. **“Special Events”** or **“Events”** means assemblies or activities designed for community participation, or a significant audience for durations ranging from hours to days. Examples include community celebrations, festivals, concerts, tournaments, foot and bicycle races, and fundraising activities.

### 4. Policy Statement

- 4.1. The District recognizes the vital role events play in enriching the community and is committed to supporting event organizers and volunteers. A streamlined, one-stop application process is in place to simplify event planning and booking District owned outdoor venues.
- 4.2. All events at District owned outdoor venues:
- require approval of the District;
  - must be for the benefit of the community; and
  - must be free, open, and accessible to all who wish to participate, or bring significant economic benefit to the local community and the municipality.
- 4.3. All events fall into one of six categories:
- **Category 1:** Events produced by the District.  
Events staffed, planned, funded (in part or entirely), and run by the District.
  - **Category 2:** Events organized by individuals, business associations, and non-profit organizations.  
The District encourages and supports community organized events.
  - **Category 3:** Community led events in partnership with the District.  
The District partners with a limited number of established community non-profit organizations, providing in-kind service contributions to support event execution.
  - **Category 4:** Events organized by businesses that are free and open for public participation.  
The District encourages and supports local businesses to host events that provide community benefit, entertainment and improve the quality of life for our residents.
  - **Category 5:** Tournaments, foot and bicycle races, and other sport focused events organized by non-profit organizations or businesses where participants are required to pay an entry fee and the public benefit as spectators.  
The District encourages events that provide diverse and entertaining opportunities for physical activities with opportunities for the public to benefit as spectators.
  - **Category 6:** Commercial large-scale ticketed or pre-registered cultural or sporting events with restricted access that provide substantial economic benefit to the local community and the entire municipality.

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The District collaborates with promoters to host large-scale ticketed events in West Vancouver. These events leverage opportunities for place-making and tourism, contributing to the area's economic growth.

- 4.4. The District is committed to maintaining properties and facilities that are safe, accessible, inclusive, and free of discrimination. The District will not accept event applications that promote or support religious or political views or beliefs, or which promote or support racism, discrimination, contempt, violence, or hatred.
- 4.5. The District reserves the right to deny use of District owned outdoor venues, including the waterfront, to prevent degradation, allow areas to recover from repeated use, alleviate event fatigue, and/or ensure public safety.
- 4.6. Event organizers must comply with all applicable bylaws, policies, and procedures, including those related to food, alcohol, parks, fire, and noise, notwithstanding those exemptions that may be authorized as specified in the applicable bylaw.

### 5. Authority

- 5.1. Authority is delegated to the listed designates for the requirements of this Policy:
  - a) The Integrated Special Events Team will review category 1 through 6 event applications as per the Special Events Procedure.
  - b) Final approval for all events in category 1 through 5 require approval by the Director of Parks, Culture & Community Services.
  - c) Final approval for category 6, large-scale commercial ticketed events, require Council approval.

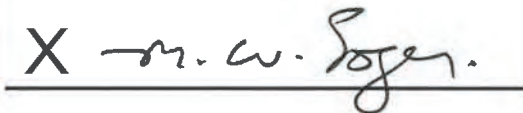
### 6. Related Documents

- 6.1. Noise Control Bylaw No. 4404, 2005 (as amended)
- 6.2. Parks Regulation Bylaw No. 4867, 2015 (as amended)
- 6.3. Sign Bylaw No. 4499, 2007 (as amended)
- 6.4. Municipal Alcohol Policy 02-70-364
- 6.5. Special Events Procedure 0117
- 6.6. Sponsorship, Partnership & Naming Rights Policy 02-30-378
- 6.7. Streetlight Banner Policy 0109
- 6.8. Streetlight Banner Procedure 0110
- 6.9. Arts & Culture Strategy (2025-2029)

# POLICY

## 7. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2021/04/26	
<b>Council minutes eDocs # (Council Policies only)</b>	4242293	
<b>Council report eDocs # (Council Policies only)</b>	4226670	
<b>Signature</b>	<i>[Original signed by Mayor]</i> MAYOR	

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/04/14	
<b>Council minutes eDocs # (Council Policies only)</b>	5815944	
<b>Council report eDocs # (Council Policies only)</b>	5790691	
<b>Signature</b>		

## 8. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0117)	<input type="checkbox"/> No
<b>Date of last review</b>	2025	

Title: Special Events  
Division: Parks, Culture, and Community Services  
Procedure Number: 0117  
File Number: 0282-20-0117

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## 1. Governing Policy

- 1.1. This procedure is associated with Special Events Policy 0116.

## 2. Scope/Application

- 2.1. This procedure applies to applicants and District staff applying for approval to host an event within a District owned outdoor venue.

## 3. Procedure

- 3.1. All events hosted within a District owned outdoor venue require District approval through the application process.
- 3.2. For events in category 1 through 5, an event application must be completed and submitted with any applicable fees between three and 12 months prior to the desired date of the event, depending on the complexity of the event. For category 6 events, which are highly complex, planning may require multiple years.

The application must include the following items:

- Event organization details;
- Preferred location(s) and date(s) of the event;
- Event description, including the type of event, schedule, and a breakdown of planned activities;
- For walk/run/cycle events that require road closures, applicants must provide a map of the proposed route along with a certified traffic management plan;
- Amplified sound and power requirements, if applicable;
- Vendor information, including details about merchandise sales and food services (Food service approval is required through Vancouver Coastal Health and all vendors require a District of West Vancouver business licence);
- Safety and security plan, which will vary depending on the event's nature and size and should cover first aid provisions, security arrangements, and an emergency evacuation plan; and
- Sustainable event plan, which will vary depending on the event's nature and size and should cover details like waste management, limiting single-use plastics like balloons, and promoting alternative transportation.

## District of West Vancouver

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- 3.3. Priority is given to District-produced events and events of national significance, such as: West Vancouver Community Cultural Fest, National Indigenous Peoples Day, Canada Day, Harmony Arts Festival, and Remembrance Day.
- 3.4. Traditional booking dates of regular or annually occurring events will generally be respected each year. Regular or annually occurring events must reapply and confirm their event date no later than 90 days prior to the scheduled event date.
- 3.5. New event applications will be reviewed on a first come, first served basis. In the event of multiple applications for the same District owned outdoor venue, priority is given to the regularly occurring event.
- 3.6. Due to the high demand for park space in Ambleside Park during the summer season, new event applications anticipating more than 250 attendees will not be accepted for dates between June 15 and September 15. Applications for existing regular or annually occurring events will continue to be accepted throughout the year.
- 3.7. Applications for extraordinary one-time events of international, national, or provincial significance in Ambleside Park (e.g. Olympics) may be considered for dates between June 15 to September 15 where the event demonstrates unique community value or potential revenue opportunities for the District.
- 3.8. For category 1 through 5 events, applicants will receive written confirmation of approval or denial within four weeks of application receipt.
- 3.9. Events requesting outdoor space at a facility that impact or involve community facilities governed by a society, board, or advisory group (such as the West Vancouver Memorial Library, West Vancouver Community Centre, Gleneagles Community Centre, Seniors' Activity Centre, Ferry Building Gallery, or West Vancouver Art Museum) must obtain approval from the relevant facility manager.
- 3.10. The District may require an event organizer to engage the West Vancouver Police and/or Fire and Rescue Services to oversee public safety. The event organizer is responsible for the costs associated with this requirement.
- 3.11. Inflatable structures are not permitted in any District-owned outdoor venue.
- 3.12. The event organizer may request non-enforcement of Noise Control Bylaw No. 4404, 2005 (as amended) through the event application process. Non-enforcement is only permitted between the hours of 8 a.m. and 10 p.m. Maximum sound levels will be established onsite and monitored by the District.
- 3.13. The event organizer may be required to distribute a notification letter to residents and businesses located within a specified proximity of the event, as determined by the Team. The letter must include the contact information of the event organizer.
- 3.14. The event organizer must obtain liability insurance, naming the Corporation of the District of West Vancouver as additionally insured.
- 3.15. The event organizer is responsible for paying all fees associated with hosting events, including all municipal services deemed necessary at a fully recoverable cost, unless otherwise agreed upon by the District.


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**PROCEDURE**

- 3.16. The event organizer is responsible for forwarding a list of all vendors to the District at least 30 days prior to the event. All vendors must have a valid District of West Vancouver business licence.
- 3.17. The event organizer is responsible for obtaining all necessary permits and licences to host the event. This includes, but is not limited to, the Vancouver Coastal Health Temporary Event Permit, SOCAN Music Licence, RE:SOUND Music Licence, and if applicable, a Special Event Permit for alcohol sales through the British Columbia Liquor and Cannabis Regulation Branch.
- 3.18. The Municipal Alcohol Policy guides the management of alcohol consumption in municipal parks and public open spaces. It outlines the process for consideration and approval of alcohol service at public events, including sports tournaments. If alcohol sales are planned, approval is required from the Director of Parks, Culture, and Community Services prior to applying for a liquor Special Event Permit through the British Columbia Liquor and Cannabis Regulation Branch.

**4. Approval**

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/04/14	
<b>Council minutes eDocs # (Council Procedures only)</b>	5815944	
<b>Council report eDocs # (Council Procedures only)</b>	5790691	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

District of West Vancouver  
**PROCEDURE**

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Replacement date</b>	2025/10/20	
<b>Council minutes Document ID (Council Procedures only)</b>	LGDM-711734498-24726	
<b>Council report Document ID (Council Procedures only)</b>	LGDM-711734498-24740	
<b>Replacement description</b>	To provide clarity on the availability for Ambleside Park during the event application process.	
<b>Signature</b>		

**5. Additional Information**

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2025	



District of West Vancouver

**Consumption of Liquor in Public Places  
Bylaw No. 5118, 2021**

Effective Date: May 31, 2021

# Consumption of Liquor in Public Places Bylaw No. 5118, 2021

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District of West Vancouver

## **Consumption of Liquor in Public Places Bylaw No. 5118, 2021**

A bylaw to establish consumption of liquor in public places.

WHEREAS the *Liquor Control and Licensing Act* authorizes Council to enact a bylaw designating a public place, or part thereof, as a place where liquor may be consumed during certain hours,

AND WHEREAS Council of The Corporation of the District of West Vancouver deems it expedient to designate certain public places within District Property where Liquor may be consumed out of doors;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Consumption of Liquor in Public Places Bylaw No. 5118, 2021.

### **Part 2 Severability**

- 2.1 If any part, section, subsection, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it will be severed and the validity of the remaining provisions of this Bylaw will not be affected.

### **Part 3 Definitions**

- 3.1 In this Bylaw:

“District Property” means a parcel, lot, block, strata lot, public park, or other area of land that is located in the District of West Vancouver and which is either owned or occupied by the District, or in which the District has vested interest pursuant to a statute, and includes a highway that is vested in the District;

“District” means the District of West Vancouver;

“Dusk” means astronomical dusk, being the dark part of twilight, when the daylight has almost gone but it is not yet completely dark”;

“Liquor” means, subject to the Liquor Control and Licensing Regulations, beer, wine, spirits or other product that is intended for human consumption and that contains more than 1% of alcohol by volume;

“Liquor Control and Licensing Act” means the *Liquor Control and Licensing Act*, SBC 2015, Chapter 19, as amended or replaced from time to time;

“Liquor Control and Licensing Regulations” means the Liquor Control and Licensing Regulation, B.C. Reg.241/2016, as amended or replaced from time to time;

“Permitted Space” means a Public Place or part of a Public Place that is District Property and has been designated by Council by this Bylaw as a place where Liquor may be consumed, but does not include a building, structure, vehicle, or other installation within the Public Place unless that has been expressly designated by Council in this Bylaw.

“Public Place” includes a place, building or vehicle to which the public is invited or has or is allowed access.

“Sign” has the meaning ascribed to it in the “Sign Bylaw No. 4499, 2007”.

## **Part 4 Designation of Permitted Spaces/ Hours**

- 4.1 Public Places or parts thereof described in Schedule A to this Bylaw and further identified by signage posted in accordance with this Bylaw are hereby designated as Permitted Spaces where Liquor may be consumed.
- 4.2 Despite section 5.6 (h) of the District’s Parks Regulation Bylaw No. 4867, 2015, as amended or replaced from time to time, while this Bylaw is in effect, Liquor may be consumed in any of the Permitted Spaces from 12 noon to Dusk, seven (7) days a week in accordance with the *Liquor Control and Licensing Act* and this Bylaw.
- 4.3 A person must not consume Liquor in parts of Public Places:
  - 4.3.1 that are outside of the boundaries of the Permitted Spaces; or
  - 4.3.2 before 12 noon or after dusk.

## Part 5 Sign Specifications

- 5.1 The Director of Parks, Culture & Community Services or their delegate must post signs setting out the boundaries of each Permitted Space and the hours during which Liquor may be consumed in the Permitted Space.
- 5.2 Signs posted in Permitted Spaces designating where Liquor may be consumed must:
- 5.2.1 be at least 12 inches by 24 inches in size;
  - 5.2.2 have at least four (4) Signs to designate the boundaries of the Permitted Space;
  - 5.2.3 state the hours that Liquor may be consumed; and
  - 5.2.4 be posted on posts or affixed to other items forming the boundary of the Permitted Space.

## Part 6 Offence and Penalty

- 6.1 Every person who violates a provision of this Bylaw, or who permits, allows or suffers an act or thing to be done, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 6.2 A person found guilty of committing an offence is liable:
- 6.2.1 if proceedings are brought under the *Offence Act*, to pay a maximum fine of \$10,000;
  - 6.2.2 if a bylaw notice is issued under the Bylaw Notice Enforcement Bylaw No. 4368, 2004, as amended or replaced from time to time, to pay a penalty of up to \$500; or
  - 6.2.3 if proceedings are brought under the *Liquor Control and Licensing Act*, to pay a fine to a maximum amount established under that Act or to imprisonment for not more than 6 months, or to both.
- 6.3 This Bylaw may be enforced by any member of the West Vancouver Police Department or by any Bylaw Enforcement Officer appointed by District of West Vancouver Council.

## Schedules

Schedule A – Map of Millennium Park showing Permitted Space

READ A FIRST TIME on May 10, 2021

READ A SECOND TIME on May 10, 2021

READ A THIRD TIME on May 10, 2021

ADOPTED by the Council on May 31, 2021.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Corporate Officer