

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

COUNCIL REPORT

Date:	March 31, 2026
From:	Christie Rosta, Cultural Services Manager
Subject:	Designating Municipally Significant Events

RECOMMENDATION

THAT the District of West Vancouver issue a Letter of Municipal Significance on a without prejudice basis to enable the West Vancouver Community Cultural Fest and Harmony Arts Festival to apply for Liquor and Cannabis Regulation Branch Special Event Permits effective until December 31, 2030.

1.0 Purpose

The purpose of the report is to seek Council approval to issue a Letter of Municipal Significance for a Liquor and Cannabis Regulation Branch (LCRB) Special Event Permit (SEP) for the West Vancouver Community Cultural Fest (WVCCF) and the Harmony Arts Festival (HAF) until 2030.

2.0 Legislation/Bylaw/Policy

The following District of West Vancouver (District) governance documents apply to this report:

Policy

- Special Events Alcohol Policy 0083 (**Appendix A**)
- Special Events Alcohol Procedure 0096 (**Appendix B**)
- Special Events Policy 0116 (**Appendix C**)
- Special Events Procedure 0117 (**Appendix D**)

Bylaw

- Consumption of Liquor in Public Places Bylaw No. 5118, 2021 (as amended) (**Appendix E**)

3.0 Council Strategic Objective(s)/Official Community Plan

Official Community Plan

Under Local Economy in the Official Community Plan, the importance of supporting tourism and visitors is identified:

- 2.3.13 Support placemaking through an attractive public realm and experience by:

e. Encouraging new evening entertainment, cultural and special events.

2.3.15 Work with key partners, such as local and regional business and tourism associations, and provincial and federal tourism agencies to market West Vancouver as a recreational and cultural destination in Metro Vancouver and Sea-to-Sky regions.

Under Social Well-Being in the Official Community Plan, the importance of embracing arts, creativity and lifelong education is identified:

2.9.7 Recognize the role that the creative sector plays in the community with respect to cultural tourism and heritage, economic development, community identity and quality of life.

4.0 Financial Implications

Designating WVCCF and HAF as Municipally Significant events for Liquor and Cannabis Regulation Branch (LCRB) Special Event Permits (SEPs) would provide greater flexibility to set beverage pricing, retain net proceeds from alcohol sales, and obtain permits for multiple event dates as needed.

Any net revenue generated through alcohol service at WVCCF and HAF is reinvested directly into the festivals, helping to offset costs such as production equipment and performing artist fees. Both festivals remain free and open to the public.

5.0 Background

As described by LCRB, events of municipal significance are described as community-focused gatherings, such as festivals, concerts, or sporting events, that are officially recognized by a local government (via resolution or authorized official) for their unique, economic, or cultural importance to the community.

5.1 Previous Decisions

There has not been a previous application for either WVCCF and HAF to be designated as Municipally Significant.

5.2 History

The WVCCF is the evolution of Community Day, held on the first Saturday in June for more than 40 years. The event brings the community together to celebrate the diverse cultures of West Vancouver residents and to showcase local schools, non-profit organizations, and businesses, thereby strengthening community connection and unity.

HAF is celebrating its 35th year by bringing residents together along the waterfront for art exhibitions and artisan markets, live music, and culinary experiences. Set against a beautiful waterfront backdrop, the festival is free and open to the public, offering an inclusive space for all ages to gather, socialize, and engage with the arts.

6.0 Analysis

6.1 Discussion

WVCCF held in Ambleside Park, and HAF held in Brissenden, Millennium, and John Lawson parks are signature summer events held annually in West Vancouver. Each year over 30,000 people attend WVCCF over two days; and 150,000 attend HAF over 10 days. Both festivals host volunteer programs, provide display and performance opportunities for residents and businesses, and are important to community vitality in West Vancouver.

Both festivals meet the criteria for designation as Municipally Significant events, as outlined in the Special Event Alcohol Procedure. The applicable criteria are listed below:

- 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
- e) the event is anticipated to attract more than 500 people.

The designation as a Municipally Significant event would allow each event to set beverage pricing, retain net proceeds from alcohol sales, and staff are able obtain permits for multiple event dates as needed through the LCRB permitting process, enhancing efficiency in the application process.

6.2 Climate Change & Sustainability

The WVCCF and HAF promote sustainability by integrating environmentally responsible event practices and programming that encourage waste reduction.

6.3 Public Engagement Outreach

As part of the SEP requirements, the Letter of Municipal Significance must be kept on-site at the bar service area with a copy of the SEP and made available upon request for review by a Liquor Inspector or police officer.

6.4 Other Communication, Consultation, and Research

Cultural Services staff researched and reviewed other events held in municipalities across the region that have been designated as Municipally Significant events. WVCCF and HAF are aligned to the District's Special Events Alcohol Policy and Procedure, as well as other designated events throughout Metro Vancouver.

7.0 Options

7.1 Recommended Option

THAT the District of West Vancouver issue a Letter of Municipal Significance on a without prejudice basis to enable the West Vancouver Community Cultural Fest and Harmony Arts Festival to apply for Liquor and Cannabis Regulation Branch Special Event Permits effective until December 31, 2030.

7.2 Considered Options

THAT the recommendation for the District of West Vancouver to issue a Letter of Municipal Significance for the West Vancouver Community Cultural Festival and Harmony Arts Festival, not be approved.

OR

THAT staff provide further information on Designating Municipally Significant Events as directed by Council.

8.0 Conclusion

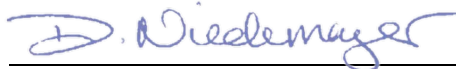
West Vancouver Community Cultural Fest and Harmony Arts Festival meet the criteria to be designated as Municipally Significant events as outlined in the Special Event Alcohol Policy and Procedure. Both signature events take place in District of West Vancouver parks and contribute to the economic development of the Ambleside area; provide social well-being and community engagement opportunities; and are open and free to the public attracting over 500 people.

Author:



Christie Rosta, Cultural Services Manager

Concurrence:



Doti Niedermayer, Senior Manager, Cultural Services

Appendices

Appendix A: Special Events Alcohol Policy 0083

Appendix B: Special Events Alcohol Procedure 0096

Appendix C: Special Events Policy 0116

Appendix D: Special Events Procedure 0117

Appendix E: Consumption of Liquor in Public Places Bylaw No. 5118, 2021

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

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

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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

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/12/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24866	
Council report Document ID (Council Policies only)	LGDM-711734498-24878	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

7. Additional Information

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

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

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

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- 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

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- 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

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/12/15	
Council minutes Document ID (Council Procedures only)	LGDM-711734498-24866	
Council report Document ID (Council Procedures only)	LGDM-711734498-24878	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

8. Additional Information

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

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Title: Special Events
Division: Parks, Culture & Community Services
Policy Number: 0116
File Number: 0282-20-0116

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)

7. Approval

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

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/04/14	
Council minutes eDocs # (Council Policies only)	5815944	
Council report eDocs # (Council Policies only)	5790691	
Replacement description	The changes to the proposed Policy and Procedure align with the District's corporate standards. The Policy is overarching, allowing for the inclusion of an associated Procedure to guide operations.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

8. Additional Information

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

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

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.

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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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- 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

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

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

5. Additional Information

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



District of West Vancouver

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

Effective Date: May 31, 2021

Consolidated for Convenience Only

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Amendment Bylaw	Effective Date
Bylaw No. 5341, 2024	July 22, 2024
Bylaw No. 5228, 2023	March 27, 2023
Bylaw No. 5184, 2022	April 11, 2022

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

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

A bylaw to establish consumption of liquor in public places.

Previous amendments: *Amendment Bylaw 5184, 5228, and 5341.*

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

Amendment
Bylaw 5184

- 4.1 Public Places or parts thereof shown in any schedule to this Bylaw as an area for consumption of liquor in public places 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 The sign or portion of a sign posted by the Director of Parks, Culture & Community Services or their delegate pursuant to section 5.1 of this Bylaw must:
- 5.2.1 set out the information on the boundaries of each Permitted Space;
 - 5.2.2 state the hours during which Liquor may be consumed;
 - 5.2.3 be no less than 12 inches by 12 inches in size;
 - 5.2.4 number no less than one; and
 - 5.2.5 include a visual representation 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

Amendment
Bylaw 5184

Schedule A – Map of Millennium Park showing Permitted Space

Schedule B – Map of Ambleside Landing Showing Permitted Space

Schedule C – Map of John Lawson Park East Showing Permitted Space

Schedule D – Map of John Lawson Park West Showing Permitted Space

Schedule E – Map of Dundarave Park Showing Permitted Space

READ A FIRST TIME on May 10, 2021

READ A SECOND TIME on May 10, 2021

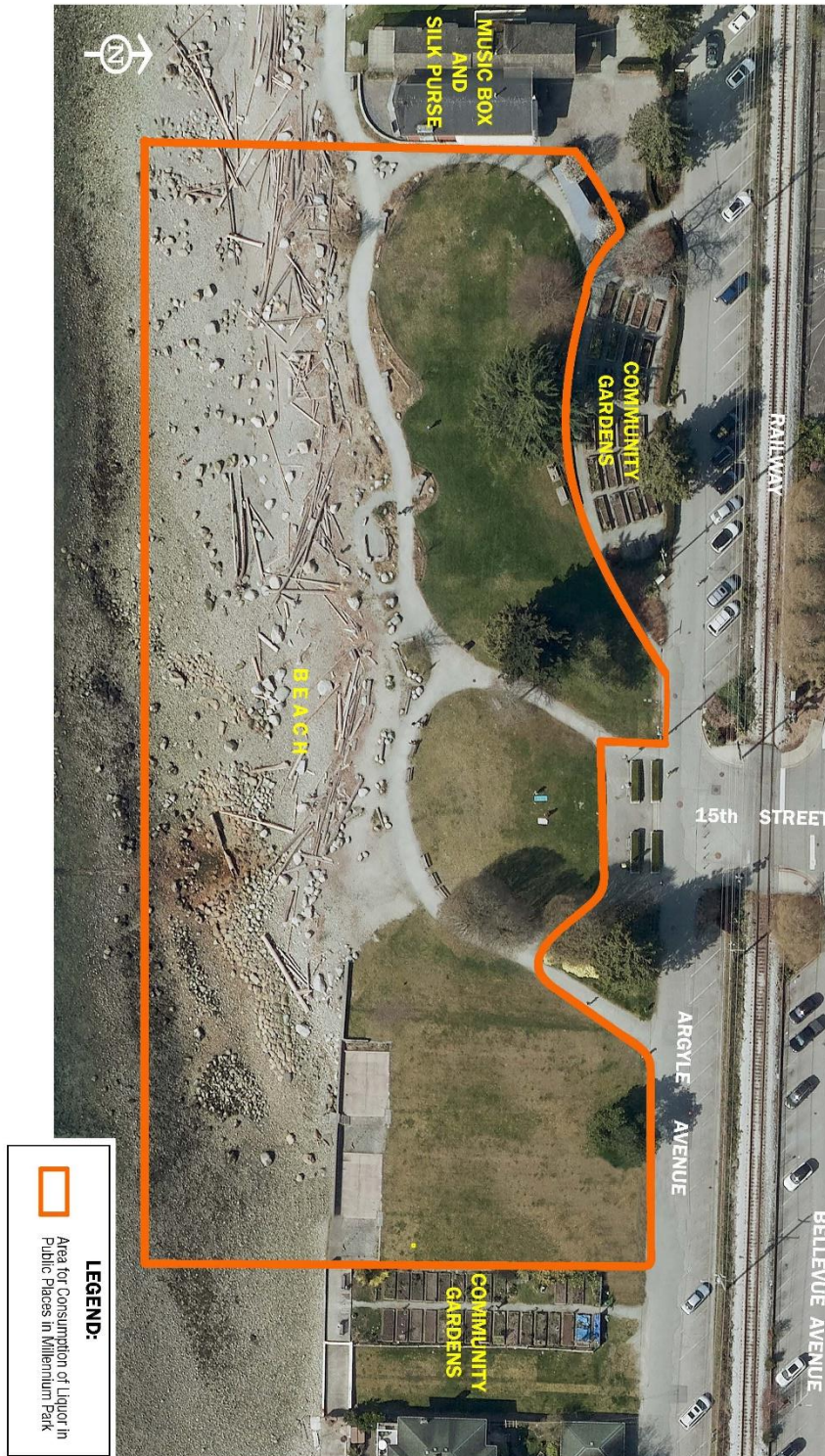
READ A THIRD TIME on May 10, 2021

ADOPTED by the Council on May 31, 2021.

Mayor

Corporate Officer

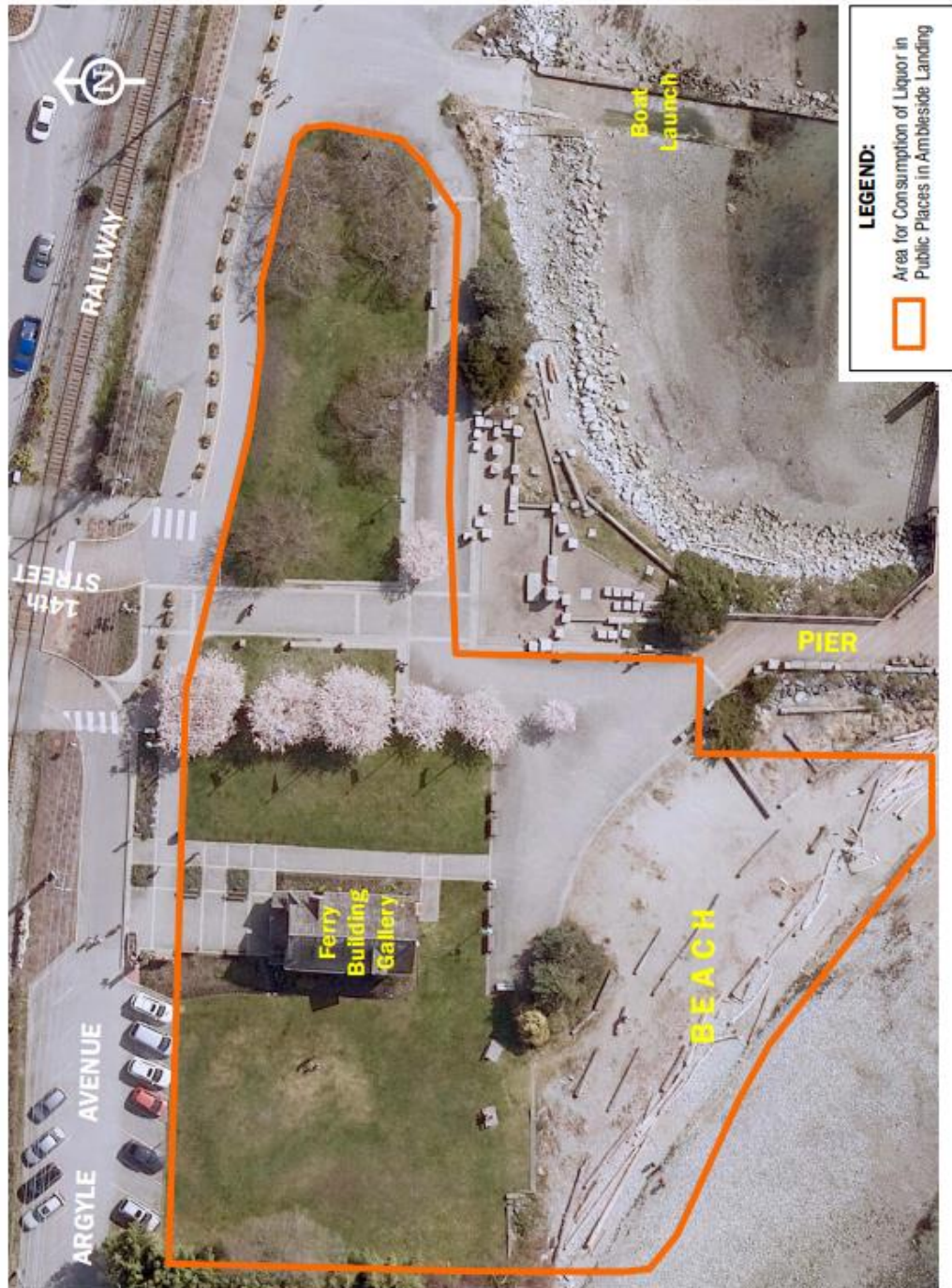
Schedule A – Map of Millennium Park Showing Permitted Space



Schedule A - Millennium Park

Amendment
Bylaw 5184

Schedule B – Map of Ambleside Landing Showing Permitted Space



Amendment
Bylaw 5184

Schedule C – Map of John Lawson Park East Showing Permitted Space



Amendment
Bylaw 5184

Schedule D – Map of John Lawson Park West Showing Permitted Space



Amendment
Bylaw 5184

Schedule E – Map of Dundarave Park Showing Permitted Space



Amendment
Bylaw 5341

Schedule F – Map of Horseshoe Bay Park Showing Permitted Space



Amendment
Bylaw 5341

Schedule G – Map of Whytecliff Park Showing Permitted Space



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