

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

COUNCIL REPORT

Date:	March 24, 2025
From:	Christie Rosta, Cultural Services Manager
Subject:	Proposed Special Events Policy and Proposed Special Events Procedure
File:	3006-02-2024

RECOMMENDATION

THAT

1. “Special Events Policy 0116”, as approved on April 26, 2021, and “Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails 04-70-180” as approved on February 7, 2005, be rescinded; and
2. proposed updated “Special Events Policy 0116” and proposed “Special Events Procedure 0117” attached to the March 24, 2025 report from the Cultural Services Manager, be approved.

1.0 Purpose

Staff have updated the Special Events Policy 0116 (Policy) (**Appendix A**); and created a new Special Events Procedure 0117 (Procedure) (**Appendix B**) to replace Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails 04-70-180 (Procedures 04-70-180).

To implement these changes, Council’s approval is required to rescind the existing Policy, as well as Procedures 04-70-180. Subsequently, staff are seeking for approval of the updated Policy and newly developed Procedure.

2.0 Legislation/Bylaw/Policy

The existing Policy (**Appendix C**) is being updated to align with corporate standards. The Procedure is being introduced to replace Procedures 04-70-180 (**Appendix D**).

3.0 Council Strategic Objective(s)/Official Community Plan

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.

2.8.14 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 outline a framework to guide decision-making for event application approvals. The District's Fees and Charges Bylaw establishes the rates for special events, and the updated Policy does not affect these fees and charges.

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.

In the case of category 6 events, which include commercial large-scale ticketed or pre-registered cultural or sporting events that have restricted access, specific contracts are created to generate revenue so that there is a financial gain to the District. Also, large events can stimulate local economic activity, benefiting businesses and residents.

5.0 Background

Special events and festivals enhance the vibrancy of West Vancouver, contributing to a complete, livable, and inclusive community. Special events and festivals:

- create community pride and a sense of belonging;
- provide economic benefit to the businesses of West Vancouver; and
- enhance community experiences that enable the growth of the tourism, arts and culture, and sport and recreation sectors.

5.1 Previous Decisions

Council, at its April 26, 2021, regular meeting, passed the following resolution:

THAT

1. *"Special Events Policy 02-70-178" and "Special Events Procedure 04-70-179" be rescinded; and*
2. *proposed "Special Events Policy 0116" be approved.*

5.2 History

In 2021, the Special Events Policy was reviewed and updated, to align with the new corporate template. The Policy update also included two key additions:

- the introduction of two related District policies to support community events: the Sponsorship, Partnerships & Naming Rights Policy and the Municipal Alcohol Policy
- the inclusion of sport events, such as tournaments, foot and bicycle races and other sport focused events, organized by non-profit organizations or businesses that charge an entry fee

Over the past two decades, both community and commercial events have experienced significant growth in terms of attendance and scope. District events have become highly anticipated and cherished by residents of West Vancouver and visitors alike. West Vancouver parks and public spaces host over 65 events each year, with the majority taking place between March and September. These events engage a diverse range of participants, including residents and visitors of all ages, who contribute to various roles such as spectators, participants, volunteers, business leaders, donors, musicians, visual artists, and athletes.

6.0 Analysis

6.1 Discussion

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.

The proposed Procedure sets out operational expectations for preparation, production, and post event requirements and outlines the roles and responsibilities between the District and organizations requesting to host an event in a park, field, roadway, outdoor space at a facility, or public space.

In 2024, the District permitted over 65 events in the six categories set out below.

Category 1: Events produced by the District.

Examples include West Vancouver Community Cultural Fest; National Indigenous Peoples Day; Canada Day; and Harmony Arts Festival.

Category 2: Events organized by individuals, business associations, and non-profit organizations.

This is the main category under which most events are classified (55 events in 2024). Examples include the North Shore Special Olympics Walkathon; and Knee Knackering North Shore Trail Run.

Category 3: Community-led events in partnership with the District.

Partnership events include Nowruz Fire Festival and Nature Picnic; Coho Festival; Remembrance Day; and Dundarave Festival of Lights.

Category 4: Events organized by businesses that are free and open for public participation.

Events in this category include the Summer Yoga in the Park with Oxygen Yoga or Zumiez Best Foot Forward Skateboard Jam.

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 spectator.

West Van Run is an example of this event.

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 municipality.

The District has one large-scale ticketed event: Ambleside Music Festival.

6.2 Climate Change & Sustainability

All event organizers are encouraged to host events with zero waste management solutions to minimize the amount of waste discarded in a landfill.

6.3 Public Engagement and Outreach

Social benefits resulting from special events and festivals include an increased sense of civic belonging and pride, volunteer engagement, and appreciation of community-driven projects and organizations. Many events held across the municipality have a fundraising component for not-for profit organizations, schools or local initiatives.

6.4 Other Communication, Consultation, and Research

Research was conducted to determine best practices in other municipalities for the approval and implementation process of special events and festivals.

7.0 Options

7.1 Recommended Option

THAT

1. “Special Events Policy 0116”, as approved on April 26, 2021, and “Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails 04-70-180” as approved on February 7, 2005, be rescinded; and
2. proposed updated “Special Events Policy 0116” and proposed “Special Events Procedure 0117” attached to the March 24, 2025 report from the Cultural Services Manager, be approved.

7.2 Considered Options

Council may request further information and/or provide alternate direction.

8.0 Conclusion

This report seeks Council's approval to rescind the current Special Events Policy and Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails and approve the proposed updated Special Events Policy and proposed Special Events Procedure.

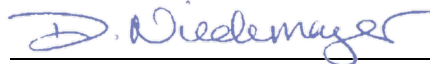
The proposed Special Events Policy will provide a framework to guide the approval process for requests to host special events throughout the District of West Vancouver, and the Special Events Procedure will guide the operation of the Policy.

Author:



Christie Rosta, Cultural Services Manager

Concurrence:



Doti Niedermayer, Senior Manager, Cultural Services

Appendices

Appendix A: Proposed Special Events Policy 0282-20-0116

Appendix B: Proposed Special Events Procedure 0282-20-0117

Appendix C: Existing Special Events Policy 0282-20-0116

Appendix D: Existing Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails 04-07-180

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District of West Vancouver POLICY

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"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature	<div style="text-align: center;">  </div>	

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 & 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. 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. Regular or annually occurring events must be confirmed within 90 days of the scheduled event date.
- 3.5. For category 1 through 5 events, applicants will receive written confirmation of approval or denial within four weeks of application receipt.
- 3.6. 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.
- 3.7. The District may require an event organizer to engage the West Vancouver Police and/or Fire & Rescue Services to oversee public safety. The event organizer is responsible for the costs associated with this requirement.
- 3.8. The District does not permit inflatable structures in any District owned outdoor venue.
- 3.9. 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.
- 3.10. 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.
- 3.11. The event organizer must obtain liability insurance, naming the Corporation of the District of West Vancouver as additionally insured.
- 3.12. 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.
- 3.13. 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.
- 3.14. 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 liquor Special Event Permit through the British Columbia Liquor and Cannabis Regulation Branch for alcohol sales.
- 3.15. 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 &

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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 type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature	<div style="text-align: center;">  </div>	

5. 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. Special events and festivals make West Vancouver more liveable, vibrant and inclusive, and improve the quality of life for our residents by:
 - creating community pride and a sense of belonging;
 - providing economic benefit to businesses of West Vancouver; and
 - enhancing community experiences that enable the growth of the tourism, arts and culture, and sport and recreation sectors.
- 1.2. This policy provides a framework to guide the approval and funding of events and festivals in West Vancouver parks, roadways, and public buildings and property.
- 1.3. This policy does not address special events on private or school property that nonetheless are required to follow municipal bylaws and/or receive written bylaw exemptions for the period of the event where those apply.

2. Scope

- 2.1. The policy applies to all events and related activities on public property in the District of West Vancouver.

3. Definitions

- 3.1. **Special Events or Events or Festivals** are defined for the purposes of this Policy as assemblies or activities for community participation, or a significant potential audience ranging in time from hours to days, produced by the District, a non-profit organization, local community groups, businesses, or a combination of partnerships. The definition includes, but is not limited to, community celebrations, festivals, concerts and events like tournaments, foot and bicycle races, and fundraising functions.
- 3.2. **District** is defined for the purposes of the Special Events Policy as the District of West Vancouver Council and/or the authorized staff.
- 3.3. **Venue** is defined as a municipal building, facility, park, field, roadway, or public open space.
- 3.4. **Cost recovery** is defined as the “actual” out of pocket costs and direct costs of providing the services.
- 3.5. **Service-in-kind** is defined as specific municipal services provided at no cost to event organizers.

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- 3.6. Special Events Guidelines** is a planning checklist to ensure all municipal service requirements and event related permits are fulfilled.
- 3.7. Integrated Special Events Team or Team** is a collaborative group of members of District staff representing the following departments that review all applications on a first come-first served basis with priority given to events produced by the District. The Team provides recommendation for final consideration to ensure compliance with the District's policies and bylaws.

The Team is comprised of the following District departments:

- Blue Bus
- Bylaw & Licensing Services
- Community Relations & Communications
- Engineering & Transportation
- Financial Services
- Fire & Rescue Services
- Parks, Culture & Community Services
- West Vancouver Police

4. Policy Statement

- 4.1.** The District recognizes that events and festivals provide community benefit. Every effort is made to support special event organizers and volunteers, and a one-stop application process is in place to streamline event planning and booking District parks and roadways.
- 4.2.** All events and festivals in West Vancouver 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 as a whole.
- 4.3.** Special events fall into one of six categories:
- 4.3.1. Category 1:** Events produced by the District.
Events staffed, planned, funded (in part or entirely), and run by the District.
- 4.3.2. Category 2:** Events organized by non-profit organizations.
The District encourages and supports community non-profit organized special events.
- 4.3.3. Category 3:** Community run events in partnership with the District.
The District works in partnership with a limited number of established community non-profit organizations. In such partnerships, the District provides service-in-kind contributions to support the execution of the event.

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- 4.3.4. **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 generally improve the quality of life for our residents.
- 4.3.5. **Category 5:** Tournaments, foot and bicycle races, and other sport focused events organized by non-profit organizations or businesses where an entry fee is charged.
- The District encourages events that provide diverse and entertaining opportunities for physical activities with opportunities for the public to benefit as spectators.
- 4.3.6. **Category 6:** Commercial large-scale ticketed or pre-registered cultural or sporting events that have restricted access and bring significant economic benefit to the local community and the municipality as a whole.
- The District works with promoters to bring large-scale ticketed events to West Vancouver to bring economic benefit to the local area, and leverage place making and tourism opportunities.
- 4.4. It is the responsibility of the organizer or individual applying to host a special event within the District's boundaries to submit a special event application; comply with the District's Special Events Guidelines; and pay all fees and charges associated with hosting an event in the District.
- 4.5. Traditional booking dates of annual special events are generally respected from year to year. New applications will be reviewed on a first come-first served basis. Where more than one special event application is received to use the same park or roadway on the same date, priority is given to the regular or annual occurring special event. Regular or annual occurring events must confirm within 60 days of the scheduled event.
- 4.6. All events that interface or affect community facilities that are governed by Boards or Advisory Committees (Memorial Library, West Vancouver Community Centre, Gleneagles Community Centre, Gleneagles Clubhouse, Seniors' Activity Centre) require approval of the facility manager.
- 4.7. The District reserves the right to reject an application for any event that does not comply with District of West Vancouver policies and bylaws.
- 4.8. The District wishes to ensure that its properties and facilities are safe, accessible, inclusive, and free of discrimination. The District will not accept applications for events that promote or support a particular religious or political view or belief, or which promote or support discrimination, contempt, violence, or hatred.
- 4.9. The District reserves the right to refuse use of parks, fields, natural spaces, and roadways, including the waterfront, in order to protect them from degradations, provide time for natural areas to recover from repeated use, relieve event fatigue, and/or ensure public safety.
- 4.10. Where events and festivals have planned alcohol sales, approval is required by the Director, Parks, Culture & Community Services. The Municipal Alcohol Policy guides the management of alcohol consumption in municipal parks and outlines the process

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for consideration and approval of applications to serve alcohol at public events, including various special events like sport tournaments.

- 4.11. Event organizers must follow all municipal bylaws and guidelines, including but not limited, to those concerning food, alcohol, parks, fire, and noise, notwithstanding those exemptions that may be authorized as specified in the applicable bylaw.
- 4.12. The event organizer must obtain liability insurance in the amount set in the Special Events Guidelines, naming the Corporation of the District of West Vancouver as additionally insured.
- 4.13. The District may require an event organizer to engage the West Vancouver Police and/or Fire & Rescue Services to oversee public safety. The event organizer is responsible for the costs associated with this requirement.
- 4.14. The event organizer must pay all fees associated with hosting events, on a cost recoverable basis, including all Municipal services deemed necessary unless otherwise stipulated.


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 all applications on a first come-first served basis with priority given to events produced by the District and provide a recommendation for consideration to ensure compliance with the District's policies and bylaws.
 - b) Final approval for all events in category one through five will be granted by the Director, Parks, Culture & Community Services.
 - c) Final approval for category six large-scale commercial ticketed events require Council approval.

6. Related Policies or Procedures

- 6.1. Municipal Alcohol Policy 02-70-364
- 6.2. Sign Bylaw No. 4499, 2007
- 6.3. Parks Regulation Bylaw No. 4867, 2015
- 6.4. Noise Control Bylaw No. 4404, 2005
- 6.5. Sponsorship, Partnership & Naming Rights Policy 02-30-378, 2017
- 6.6. Arts & Culture Strategy (2018-2023)

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		

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

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**District of West Vancouver
Administrative Procedure**

Parks and Community Services	Special Events Procedures – Foot or Bicycle Races on Municipal Roadways, Walkways or Trails
Procedure #04-70-180	
File #3015-00	

1.0 Purpose

- 1.1 To provide the procedures and guidelines for approval and support of foot or bicycle races as Special Events on West Vancouver’s roads, walkways and trails.
- 1.2 Bicycle for the purposes of this policy means any cycle propelled by human power on which a person may ride, regardless of the number of wheels it has on it, including a wheelchair.

2.0 Procedures

- 2.1 All annual foot or bicycle races, even those previously approved must request and receive permission for the use of a West Vancouver road, walkway or trail through the Special Events Coordinator and meet all of the procedural requirements outlined in the Special Events Policy and Procedures. The request must outline in writing the details of the foot or bicycle race, including the date, time, starting and finishing locations, the number of expected participants, the distance of the race and the race route.
- 2.2 In addition the following conditions must be met for the races:
 - a) Races using West Vancouver roads can be held on Sundays only except in the case of the Masters Mile race held on Community Day.
 - b) No race may start after 9:00 AM.
 - c) Users of roller skates or bicycles are not allowed to take part in foot races.
 - d) Foot or bicycle races may require assigned police officers, paid for by the organizer, as a condition of approval; determination of this need will be made by the Coordinator and the Police Department.
 - e) There must be assistance of a medical team provided at the race.

- f) The starting area of any race must have accessible toilet facilities identified and provided by the race organizers.
- g) Assembly of the racers must take place off traveled roads until five minutes prior to the starting time.
- h) Main intersections along the route must be marked with signs that inform traffic that there is a race in progress.
- i) Course marshals patrolling each major intersection must be 16 years of age or older.
- j) The event must be widely advertised to ensure local residents are aware of the race.
- k) The starting area is to be clearly marked with a banner.
- l) Radio communication must be established between checkpoints on major arteries like Marine Drive and throughout the race.
- m) A sound system should be provided at the start of the race to inform runners or cyclists of safety measures to be observed.
- n) A lead car and a follow-up car will be provided with large signs warning motorists that a race is in progress.
- o) Extraordinary safety measures must be implemented if the race extends into the narrow curves on Marine Drive. The road is to be roped or coned off and marshaled for the safety of participants and drivers, all to the satisfaction of the Coordinator in consultation with the Municipal Public Works Department and the Police.
- p) All of the above plans shall be provided at least one week prior to the race and are to be to the satisfaction of the Director of Parks and Community Services or his designate.

See also Policy # 02-70-178 Special Events Policy

Approval Date: February 07, 2005	Approved by: Council
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