

District of West Vancouver

POLICY

Title: Special Events Policy
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.

District of West Vancouver

POLICY

- 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.

District of West Vancouver

POLICY

- 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

District of West Vancouver

POLICY

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)

District of West Vancouver
POLICY

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 checked="" type="checkbox"/> Yes (0282-20-0110)	<input type="checkbox"/> No
Date of last review	n/a	