



District of West Vancouver

Special Events Policy 02-70-178, 2005

Effective Date: February 7, 2005

Consolidated for Convenience Only

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

Amendment Policy	Effective Date
02-70-333	December 6, 2010

The policy numbers in the margin of this consolidation refer to the policies that amended the principal policy (Special Events Policy, 02-70-178, 2005). The number of any amending policy that has been repealed is not referred to in this consolidation.

Parks & Community Services	Special Events Policy
Policy #02-70-178	
File #3015-00	

1.0 Purpose

- 1.1 To provide a framework for approval and funding of special events in West Vancouver’s venues.
- 1.2 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.

2.0 Definitions

- 2.1 **Special Events** are defined for the purposes of the Special Events Policy and Procedures as assemblies or activities ranging in time from hours to days, produced by the Municipality, a non-profit organization, businesses or a combination of partnerships, for community participation or a significant potential audience. This definition includes but is not limited to community celebrations, anniversaries, festivals, concerts and events like tournaments, foot and bicycle races and fundraising functions.
- 2.2 **Municipality** is defined for the purposes of the Special Events Policy and Procedures as the District of West Vancouver Council and/or the authorized staff.
- 2.3 **Venue** is defined as a municipal building, facility, park, field, roadway or public open space.
- 2.4 **Cost Recovery** is defined as the “actual” out of pocket costs and direct costs of providing the service.
- 2.5 **Special Events Coordinator, the “Coordinator”** is a member of staff who is the contact for special events in the municipality.
- 2.6 **Integrated Special Events Team, the “Team”** is a collaborative group of members of staff representing the following departments:
 - Office of Cultural Affairs and Partnerships
 - Parks and Community Services
 - Engineering
 - Bylaw and Licensing Services
 - Police
 - Fire
 - Risk Management.

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3.0 Policy

3.1 The Municipality recognizes that special events provide quality of life and community benefits.

3.2 All special events in West Vancouver venues:

- a) require approval of the Municipality;
- b) must be for the benefit of community;
- c) must be open and accessible to all who wish to participate.

02-70-333 3.3 Further, all special events that interface or impact community facilities that are governed by Boards or Advisory groups (i.e.: Library, Community Centre, Gleneagles Community Centre, Gleneagles Clubhouse, Seniors Centre) require:

- a) approval of facility manager; and
- b) concurring approval by Facility Board or Advisory

02-70-333 3.4 The Municipality reserves the right to refuse use of parks, fields, natural spaces and roadways including the waterfront in order to protect them from degradation, provide time for natural areas to recover from repeated use, and/or to ensure public safety.

3.5 All municipal bylaws and guidelines must be followed 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.

3.6 Where alcohol sales are planned as part of a special event, a special occasion liquor license is required.

3.7 Where an event through the approval process is deemed to require paid Police or additional security presence, arrangements will be made and paid for by the event organizer.

3.8 Organizers of each special event must obtain liability insurance in the amount set by the Municipality, naming the District of West Vancouver as an additional insured.

3.9 All municipal services deemed necessary for a special event are to be paid for on a cost recovery basis by the event organizers unless otherwise stipulated. A fee schedule or estimate for municipal services is available upon request.

3.10 Organizers must make every effort to leave the venue in the same condition as it was prior to the event.

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3.11 All events in Category 1-4 must execute a contract and the associated fees must be paid prior to the event.

3.12 A damage deposit may be required through the approval process and will be levied according to a schedule established by the Integrated Special Events Team.

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3.13 Corporate and commercial special events are permitted in parks, natural spaces and roads and are to be considered for approval if they provide a fair return to the Municipality, a non-profit society or registered charity. Corporate and commercial must provide community benefits as determined by the Integrated Special Events Team.

4.0 Delegated Authority

4.1 Authority is delegated to the listed designates for the requirements of this policy:

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a) Integrated Special Events Team to approve the use of venues and roadways, bylaw exemptions such as noise and vendors that may be necessary for special events, application for special occasion licenses and any other requirements.

b) To the Special Events Coordinator to coordinate and facilitate municipal services for all special events. This position will:

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i) ascertain the needs of a special event and inform the organizers of municipal requirements and services.

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ii) create a contract and process associated fees.

iii) seek authorization for bylaw exemptions, book municipal services and invoice organizers for payment of municipal services.

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iv) obtain concurrence from the Team.

v) gather post-event statistics and evaluations.

vi) plan and implement special events as assigned.

<p>Approval Date: February 7, 2005</p>	<p>Approved by: Council</p>
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