

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"/> 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	