

PROCEDURE

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	