

District of West Vancouver
POLICY

Title: Special Events Alcohol
Division: Parks, Culture, and Community Services
Policy Number: 0083
File Number: 0282-20-0083

1. Purpose

- 1.1. The purpose of this policy is to guide the management of alcohol consumption in District owned outdoor venues during a special event while considering the needs of the community; the health and safety of individuals; the protection of property; the diverse views of the community; and the need to minimize the potential harms associated with alcohol use.

2. Scope

- 2.1. This policy applies to special events open to the public involving alcohol that are held within District owned outdoor venues and establishes criteria for applying for, approving, and hosting events.
- 2.2. This policy does not apply to special events involving alcohol that are 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 Corporation of 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. **“Harm Reduction Plan”** means a plan that forms part of the Special Event Application when alcohol is requested to be involved as part of the event. The Harm Reduction Plan articulates the strategies to ensure accountability and responsibility of the event organizers to reduce alcohol related concerns and issues.
- 3.5. **“Integrated Special Events Team”** means a collaborative group of District staff members from various departments as listed in the Special Events Policy. The Team provides recommendations for final approval of event applications to ensure compliance with District policies and bylaws.
- 3.6. **“Liquor and Cannabis Regulation Branch”** or **“LCRB”** means the British Columbia Liquor and Cannabis Regulation Branch that regulates and monitors the liquor

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- industry in the province. Among the LCRB responsibilities is to issue Liquor Special Event Permits for public events.
- 3.7. **“Liquor Special Event Permit”** means a Special Event Permit that is required and issued by the LCRB for those who wish to provide temporary or infrequent liquor service at events. A Liquor Special Event Permit permits the event organizer to serve or sell liquor in accordance with BC’s liquor laws and regulations. Event organizers are considered liquor licensees and are responsible for the safety of their guests.
 - 3.8. **“Municipally Significant”** means an event is of unique importance to the District and/or may have historical value or benefit to the community.
 - 3.9. **“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.
 - 3.10. **“Special Event Application”** means the District’s application process for all Special Events.
 - 3.11. **“Special Event Permit”** means the permit issued by the District upon a successful Special Event Application. There is a separate Liquor Special Event Permit requirement by the LCRB.

4. Policy Statement

- 4.1. To host a special event involving liquor service, a Special Event Application must be completed and reviewed by the District.
- 4.2. If liquor service at a special event is approved, the District will issue a Special Event Permit that stipulates liquor service.
- 4.3. The District reserves the right to deny liquor service at a special event.
- 4.4. A Harm Reduction Plan is required for special events involving alcohol.
- 4.5. Special events must stop serving alcohol no later than 10 p.m.
- 4.6. Non-alcoholic beverages must be served at all events with a liquor service.
- 4.7. If a Special Event Permit involving liquor service is issued, event participants may not bring and consume their own alcohol at the event.
- 4.8. Once the District approves liquor service at a special event, the event organizer must apply for a Liquor Special Event Permit through the LCRB directly.
- 4.9. If a special event is designated as municipally significant, it may enable an event organizer to take out multiple Liquor Special Event Permits and be exempt from donating event profits to charity. A special event of municipal significance requires a municipal resolution or a letter from a delegated municipal official designating the event as “municipally significant.”
- 4.10. The District requires that applicants comply with the provincial *Liquor Control and Licensing Act*.

5. Related Documents

- 5.1. *Liquor Control and Licensing Act*
- 5.2. Consumption of Liquor in Public Places Bylaw No. 5118, 2021 (as amended)
- 5.3. Parks Regulation Bylaw No. 4867, 2015 (as amended)
- 5.4. Special Events Policy 0116
- 5.5. Special Events Procedure 0117
- 5.6. Special Events Alcohol Procedure 0096

6. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/12/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24866	
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Signature	<u>[Original signed by Mayor]</u> MAYOR	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0096)	<input type="checkbox"/> No
Date of last review	2025	