

District of West Vancouver
PROCEDURE

Title: Special Events Alcohol
Division: Parks, Culture, and Community Services
Procedure Number: 0096
File Number: 0282-20-0096

1. Governing Policy

- 1.1. This procedure is associated with Special Events Alcohol Policy 0083.

2. Scope/Application

- 2.1. This procedure 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 procedure 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. Procedure

- 3.1. The Integrated Special Events Team will review all Special Event Applications requesting to serve alcohol at an event. Applications will be reviewed using the criteria outlined in the Special Events Policy, Special Events Procedure, Special Events Alcohol Policy, and Special Events Alcohol Procedure.
- 3.2. For special events involving alcohol, a Harm Reduction Plan is required. The Harm Reduction Plan includes strategies to ensure accountability and responsibility of the event organizers to reduce alcohol-related concerns and issues including:
 - a) under age consumption;
 - b) liability related to alcohol in District property and local neighborhoods;
 - c) inappropriate use before and during the event (such as pre-drinking or binge drinking);
 - d) impact to local neighbourhoods (including noise, parking, and litter);
 - e) availability of non-alcoholic options;
 - f) transportation options for event attendees including options to reduce possibility of drinking and driving;
 - g) appropriate security to prevent issues that can be associated with alcohol use; and

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- h) signage that informs event attendees and the public of legal requirements and highlights the District's expectations regarding the consumption of alcohol on District property.
- 3.3.** West Vancouver Police, Fire and Rescue Services, and/or Bylaw and Licensing Services personnel may be required to monitor compliance with legislation, including District bylaws, before, during, and/or after an event. This will be determined by the Special Event Application process. Costs for these services will be charged to and payable by the event organizer.
- 3.4.** If liquor service at a special event is approved, the District will issue a Special Event Permit that stipulates liquor service.
- 3.5.** The District reserves the right to deny liquor service at a special event.
- 3.6.** 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 and comply with terms and conditions of the Liquor Special Event Permit issued by the LCRB including the payment of all fees and related taxes to the LCRB.
- 3.7.** Should an event be permitted in any park where the Consumption of Liquor in Public Places Bylaw is in place, the event organizer must follow the permitting process set out by the LCRB, and hold a valid Liquor Special Event Permit during the event.

4. Minors

- 4.1.** Youth events and all sport events where the primary audience is youth under 19 years of age will not be issued a Special Event Permit from the District that sanctions liquor service.
- 4.2.** Minors may not serve, handle, or consume liquor during events where a Special Event Permit is issued.

5. Municipally Significant Special Events

- 5.1.** Designations are considered on a case-by-case basis. Event organizers must submit a request to be designated municipally significant during the District's annual special event permit application process.
- 5.2.** Annual events that have been designated municipally significant may be granted status for one year or as otherwise resolved by Council.
- 5.3.** Council may designate an event as municipally significant based on the following criteria:
 - a) the event provides economic development opportunities within West Vancouver or provides new revenue opportunities for the District;
 - b) the event engages community, promotes volunteerism and community engagement, and raises awareness on various fundraising initiatives;
 - c) the event is open and free to all members of the public;
 - d) the event will take place in a District owned outdoor venue; and

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- e) the event is anticipated to attract more than 500 people.
- 5.4. Proof of designation as a municipally significant event must be at the event site for inspection.

6. Monitoring and Compliance

- 6.1. The Cultural Services Manager or designate, in conjunction with Bylaw and Licensing Services, is authorized to monitor compliance with this procedure and governing policy. A violation of the policy and/or procedure may result in liquor services and/or event termination.

7. 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 Procedures only)	LGDM-711734498-24866	
Council report Document ID (Council Procedures only)	LGDM-711734498-24878	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	