

# Policy Manual

<b>POLICY TITLE: Special Events Policy</b>		<b>POLICY # D07A-02</b>	
<b>AUTHORITY:</b>	Legislative ✓ Administrative	<b>EFFECTIVE DATE:</b>	March 5, 2013
		<b>REVIEW DATE:</b>	March 1, 2015
<b>ISSUED BY:</b>	General Manager of Administrative Services	<b>APPROVED BY:</b>	Council
		<b>DATE APPROVED:</b>	March 5, 2013
<b>DATE ISSUED:</b>	March 5, 2013	<b>DATE AMENDED:</b>	

## PURPOSE

The District of Squamish recognizes the importance of Special Events in enhancing the quality of life, tourism, culture, recreation and education and in providing economic benefits to the local economy. The purpose of this policy is to establish uniform guidelines for allowing organizations and individuals to use facilities and land that are owned, operated or otherwise held by the District of Squamish. The guidelines will address application criteria, approval and management of Special Events that use such facilities or land.

## POLICY

Anyone who wishes to hold a Special Event using District facilities or District land, including a trail, road, land or park, must submit a Special Events application and comply with all Special Event application requirements.

Generally, this policy does not apply to the use of Crown, private or school facilities or property. As exceptions, anyone who wishes to hold an event that will have an impact on traffic or local neighborhoods is required to submit a Special Events application to the District.

Applicants and Special Event participants must adhere to District bylaws and other applicable District policies and guidelines, including but not limited to those concerning fire, traffic, noise, waste management, fees, park use and recreation use.

Where the District receives more than one Special Event application to use the same District facility or land on the same date, the District will give priority to a regularly occurring Special Event, provided the District received the application no later than 60 days prior to the event, after which time the District will address the applications on a first come, first served basis.

Where a Special Event is subject to the regulation and approval

of other government bodies or agencies, including but not limited to the RCMP, BC Liquor Board, Vancouver Coastal Health Authority and BC Safety Authority, the Applicant must provide the District with proof that the Applicant has complied with and obtained the necessary approvals.

## DEFINITIONS

**Active Transportation** means all human powered forms of travel, typically walking or cycling and may also include using a wheelchair, riding a skateboard, in-line/roller skating, canoeing, etc.

**Applicant** means an applicant for a Special Events Permit;

**District** means the District of Squamish;

**Special Event Permit** means a permit issued pursuant to the provisions of this policy:

- a) a licence or sub-licence issued under the District of Squamish Officer & Delegation Bylaw No. 2154, 2012 for a Special Event.

**Registered Charity** means a charity that is registered under the Income Tax Act in accordance with Canada Revenue Agency requirements.

**Special Event** means an organized occasion, whether of a public or private nature, including, but not limited to, a festival, parade, musical attraction, community celebration, sporting event, wedding and charitable event held in a facility or on land that is owned, operated or otherwise held by the District and where the impact on the public space or access to it is significant or for exclusive use. An example where a Special Event application is not required includes, but is not limited to, a gathering in a park where exclusive use is not required and where there is minimal impact on parking, traffic and waste management.

**Squamish Transit System** means the public transit system that services Squamish in partnership with BC Transit.

**Trail Network** means the series of commuter bicycle routes, multi-use trails and other connections as defined in Schedule F of the District of Squamish Official Community Plan that seeks to

provide active transportation links between neighbourhoods and destinations across the community.

## PROCEDURES

### **Application Guidelines:**

#### How to Apply:

An Applicant must complete a District Special Event Application, which is available on the District's website. The District may require additional information, including forms, plans, licenses or permits, depending on the type of Special Event. Upon receipt of an Application, a District representative will contact the applicant to provide further direction and assistance.

#### Special Event Route:

An Applicant must provide a detailed description of the route for the Special Event, including names of trails and roads. A map of the proposed route may also be required.

#### Street Event

An Applicant must complete a "Street Event Permit" form for any Special Event utilizing District roads, including sidewalks and road right of way allowances, in accordance with District of Squamish Traffic Bylaw No. 2220, 2012.

#### Trail Event

An Applicant must complete an "Event Application for Trail Use" form for any Special Event utilizing District trails.

#### Events in Community Parks

An Applicant must complete an "Event in Community Parks" form for any Special Event utilizing District park facilities or lands.

#### Events on District Land

An Applicant must complete an "Events on Municipal Land" form for any Special Event utilizing municipal land, other than streets, trails or community parks.

#### Waste Management Plan:

Special Events are subject to the District of Squamish Wildlife Attractant Bylaw No. 2053, 2009.

The District will not supply any additional garbage containers at any locations for Special Events, nor will the District increase its frequency of pick up for existing garbage containers. Waste collection services will be the sole responsibility of the Applicant and the District may require Applicants to assume the responsibility and cover the cost of securing a contractor to supply sufficient garbage containers and provide waste collection services for those containers.

The Applicant must agree to supply recycling containers for beverage cans and bottles.

Traffic Control/Parking Plan:

Special Events are subject to District of Squamish Traffic Regulation Bylaw No. 2220, 2012.

Applicants are responsible for ensuring that there is sufficient parking for Special Event participants and attendees, for arranging off-site parking if there is no available parking on site and for advising participants of the parking arrangements for Special Events. Parking violations will be enforced by District Bylaw Enforcement staff and RCMP.

Applicants are responsible for providing any signage, barricades, parking or traffic control that may be required for any Special Event.

The District will advise when a Traffic Control Management Plan is necessary, depending on the size and type of event.

Alternative Transportation:

The Applicant will identify opportunities to integrate active transportation that utilizes Squamish's Trail Network and the Squamish Transit System into their event planning and promotion process in keeping with the District's objectives to support greenhouse gas reductions and alternative forms of transportation.

Non-District Regulation and Approval

Where a Special Event is subject to regulation and approval by other government bodies or agencies, the Applicant must provide the District with proof that the Applicant has complied with and

obtained the necessary approvals.

### Washroom Requirements

Depending on the nature of the Special Event, the Vancouver Coastal Health Authority (VCH) may require portable toilets, at the cost to the Applicant. VCH requires 12 units per 1000 people, although this may be varied depending on the length of the event, number of people and availability of other facilities nearby. A sanitation schedule may be requested from VCH as well, depending on the size and duration of the event.

### Liquor:

If alcohol sales are part of a Special Event, the Applicant must obtain a special occasion liquor license from the RCMP. VCH approval may also be required, depending on the type and quantity of liquor being served.

### Food Permit:

If food or drink is to be prepared, served, provided or offered to the public at a Special Event, the Applicant will require VCH approval and must comply with the BC “Food Premises Regulation” VCH guidelines for temporary events. Temporary food markets are expected to comply with the BCCDC Guidelines. A “Temporary Food Services Application” and an “Event Coordinators Application” must be completed and submitted to the local VCH office at least 14 days in advance of the event. Applications and guidelines may be found on the VCH website:

[http://www.vch.ca/your\\_environment/food\\_safety/permits/](http://www.vch.ca/your_environment/food_safety/permits/)

### Water Systems:

If a new water system, extension to an existing water system or a water dispensing unit is required for a Special Event, the Applicant will require VCH approval, including construction permits and operating permits in accordance with the *Drinking Water Protection Act*.

### Electrical Temporary Entertainment Installation Permit

The British Columbia Safety Authority (BCSA) may require an Electrical Temporary Entertainment Installation Permit for any “live” Special Event that uses a generator rated over 5 KW or distribution of power over 5 KW. Electrical Temporary

Entertainment Installation Permit application and information may be found on the BCSA website link: <http://safetyauthority.ca/form-1010>

Due Dates:

The District must receive a Special Event Application no later than 60 days prior to the Special Event.

Liability Insurance Requirement:

Applicants must obtain and maintain for the duration of the Special Event comprehensive general liability insurance comprising coverage of up to \$5,000,000 per occurrence, naming the District as an additional insured. \$2,000,000 general liability insurance is required for Low to Medium risk activities. Examples of Low to Medium risk activities include, but are not limited to, meetings, gatherings (where alcohol is not served), walking, badminton, baseball, softball, track & field, volleyball, swimming and activities and recreation programs with moderate physical activity. Applicants are required to obtain general liability insurance of \$5,000,000 for High risk activities that include, but are not limited to, biking, trail running, gymnastics, hockey, rugby, football or when alcohol is served. The Applicant must provide the District with proof of this insurance.

Fees and Payment:

Applicants must pay any fees required under the District of Squamish Fees and Charges Bylaw No. 2012, 2007 a minimum of 14 days prior to the event before the District will grant any Special Event Permit.

Applicants must indemnify and save the District harmless from any and all costs associated with the Special Event, including but not limited to costs to provide public works, bylaw enforcement, fire services, policing or any additional services required to restore the District facilities and lands after the Special Event.

Charitable Events:

Events organized by a *registered* charity that is currently registered with the Canada Revenue Agency will not be charged a Special Events Permit fee. Deposit requirements and all other fees associated with Special Events apply to all event Applicants.

### Deposit Requirement:

Applicants must provide the District with a minimum refundable security deposit, as required in District of Squamish Fees and Charges Bylaw No. 2012, 2007. The deposit amount is set by the number of participants to cover any loss or damage resulting from the event.

The applicant has two weeks from completion of the event to ensure that signage has been removed and that the site is as before the event in order to receive a full or partial refund of the deposit. The District will inspect the site and consider refund of the deposit within three weeks of the event.

### Special Events Permit:

Upon completion of the Special Events Application and fulfillment of all application requirements, a Special Events Permit will be granted to the Applicant.

### **Special Events Steering Committee**

The Special Events Steering Committee has been established to coordinate and advise on the approval and regulation of Special Events in Squamish.

The Special Events Steering Committee will consider applications for Special Events pursuant to this policy and make recommendations to the person or persons authorized under the District of Squamish Officer & Delegation Bylaw No. 2154, 2010 or the District of Squamish Traffic Bylaw No. 2220, 2012 to issue a Special Event Permit.

The Steering Committee consists of the following District representatives as well as applicable stakeholder representatives:

- Recreation Services Director
- Economic Development Officer
- Manager of Bylaw and Animal Control
- Recreation Program Specialist
- Customer Service Supervisor
- Communications Manager or Marketing and Communications Specialist
- Parks and Cemetery Supervisor



# Policy Manual

POLICY TITLE: **Special Events Policy**

Page 8 of 8

- Real Estate Coordinator
- Engineering Technician

DISTRIBUTION      District Website

RECORD OF AMENDMENTS	POLICY DATE	ISSUE DATE	REVIEWED	AMENDED