



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 212



Title: Special Public Event Policy

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE: MAY 25, 2020
REVISED BY:	APPROVED BY:	DATE:

Purpose

1. The Policy outlined below describes how the Village will review Special Public Event applications, to provide clarity for applicants, staff, Elected Officials, and property owners.

Policy

2. Applications and Permitting

- 2.1. All special public events taking place in the Village with more than 35 participants will require a Special Public Event Permit issued by the Village.
- 2.2. The fee for a public event permit shall be established by the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 as may be amended from time to time.
- 2.3. The maximum duration for an event shall be three (3) days.
- 2.4. Applications should be submitted no later than three (3) months prior to the event and should be substantially complete at time of submission.
- 2.5. For larger events it is suggested to submit applications as early as possible, up to 1 year prior to the event, to allow sufficient staff time to evaluate and comment on Special Public Event Permit application requests.
- 2.6. A detailed application form along with an Event Plan, must be submitted by the applicant. Event Plans must address all requirements of the application form (or indicate where not applicable), including applicant information, dates and times of event, site plans, and considerations related to logistics and access, potential disruptions, security, washrooms and sanitation, first aid, waste management, and any other requirements that may be identified by the Village or the applicant.
- 2.7. The Village may impose additional conditions to a Special Public Event Permit or request additional detail.
- 2.8. Event organizers must comply with the Special Public Event Plan and Special Public Event Permit Agreement as outlined in the application form, as well as any additional conditions imposed by the Village.

- 2.9. The decision to grant or deny a Special Public Event Permit is at the discretion of the Village and is delegated to the Chief Administrative Officer (CAO).
- 2.10. The CAO may require an on-site inspection by a Building / Fire representative prior to approval.
- 2.11. In evaluating whether to approve or reject a Special Public Event Permit application, the CAO may consider factors including, but not limited to:
 - 2.11.1. Impacts on Municipal facilities, staff, and other resources;
 - 2.11.2. Event security and other risks, including public safety and wildfires;
 - 2.11.3. Anticipated disruptions and potential public nuisances; and
 - 2.11.4. Access and parking suitability.

3. Additional Permits

- 3.1. All vendors at Special Public Events require a business license to operate in the Village of Belcarra (e.g. ride operators, food trucks, etc.)
- 3.2. Additional permits may be required, depending on the nature of the event, and must be obtained from the relevant approving authority. It is the responsibility of the applicant, with the Public Works Coordinator or Building Inspector, to determine if additional permits are required. Additional permits may include but are not limited to the following:
 - Building Permits
 - Food Permits
 - Food Truck Certification
 - Gaming Permits
 - Highway Use Permits
 - Liquor Permits
 - Music Licences
 - Special Equipment Permits (e.g. rides)
 - Port of Vancouver approval for activities based on the water

4. Insurance

- 4.1. Applicants must provide proof of insurance for the intended use, including commercial general liability for a limit of not less than two million (\$2,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death, and showing the Village of Belcarra as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Special Public Event.

5. Parking

- 5.1. Special Public Events shall comply with the Village of Belcarra Parking Regulation & Enforcement Bylaw 518, 2018.
- 5.2. In the event that special parking provisions are required (for loading/equipment, overflow attendee parking requirements, etc.) a detailed parking plan must be provided.
- 5.3. The Village will not permit event attendee and staff parking on unpaved Village property (grassy areas) for events; exceptions may be made for specialized event vehicles, such as food trucks.

6. Notification

- 6.1. Applicants should outline their proposed approach to notification in their Special Public Event Permit application. Notification by way of event advertising (newspapers, signs), may be acceptable in some circumstances.
- 6.2. The Village may require, at its discretion, additional notification beyond what is proposed in an application, depending on event circumstances.
- 6.3. At a minimum, immediate neighbours must be notified by the applicant at their expense upon approval of a Special Public Event Permit.
- 6.4. At its discretion, the Village may require notification by the applicant at their expense prior to issuing a Special Public Event Permit.
- 6.5. Emergency services, including RCMP and Sasamat Fire Protection Services must be notified. At the Village's discretion, approval from relevant emergency services may be required prior to issuing a Special Public Event Permit.

7. Noise and Nuisance

- 7.1. Event hosts must respect the quiet, residential, and rural nature of the Village.
- 7.2. Any event requiring relaxation of requirements of the Belcarra Noise Bylaw No. 40, 1981 should state so explicitly in their application for Village approval (e.g., extended hours, etc.) or will otherwise be liable for violation of the Noise Bylaw.

8. Enforcement

- 8.1. This policy shall be enforced as provided under the Noise Bylaw, Parking Bylaw, Special Public Event Bylaw, or other regulations as applicable.
- 8.2. Provisions of the Zoning Bylaw, Noise Bylaw, Special Public Event Bylaw, or other Village of Belcarra Bylaws shall take precedence over provisions of this policy.
- 8.3. Operators found to be not in compliance with this policy may have their Special Public Event Permits rescinded without refund or may be barred from receiving a Special Public Event Permit in future, at the discretion of the Chief Administrative Officer.
- 8.4. The Village will take reasonable steps to investigate and evaluate contraventions of this Policy and other applicable Village regulations related to Special Public Events on a complaint basis.

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- 8.5. The fine for hosting a public event without a permit or operating a public event in violation of the provisions of this policy or conditions of the permit shall be at the discretion of the Village of Belcarra Chief Administrative Officer to the maximum fine set out in the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 as may be amended from time to time.
- 8.6. Each person who contravenes any of the provisions of this policy or the conditions of a permit shall commit an offence against the policy and each day that such a contravention continues shall constitute a separate offence.
- 8.7. The maximum penalty established by the Fees and Charges Bylaw does not limit liability for any damage to public or private property as a result of violation of any Village regulations for any person hosting a public event in the Village of Belcarra.



VILLAGE OF BELCARRA
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SPECIAL PUBLIC EVENT PERMIT APPLICATION FORM

PLEASE SUBMIT APPLICATIONS **3 MONTHS** PRIOR TO THE ANTICIPATED EVENT DATE. LATE APPLICATIONS MAY NOT BE PROCESSED OR APPROVED.

DATE OF APPLICATION: _____

1.0 APPLICANT INFORMATION

Name of Event: _____

Applicant Organization: _____

Applicant Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Office: _____

Cell: _____ Fax: _____

Website: _____

Email: _____

Contact name ON-SITE on day of event: _____ Cell: _____

Type of Organization:

- Registered non-profit (society number: _____)
- Private/Commercial (incorporation number: _____)
- Other (please specify: _____)

2.0 EVENT INFORMATION

Please attach an event description outlining the following considerations. Please use the following headers for ease of application review.

- Name of event _____
- Description of event and purpose _____
- Dates and times of event (including setup/take down) _____
- Location information _____
- site plan/map (attached)
 - location of permanent and temporary structures and other equipment (**NOTE: Building permits will be required for tents and stages larger than 100 sq ft or any stage constructed to be over 2 ft above the ground.*)
 - assembly areas including tents, stages, and open areas
 - parking
- Access and parking
- transportation demand measures (e.g. bike parking/valet, shuttle, water access, etc.)
 - Traffic Management Plan (e.g. will event organizers be directing traffic, flaggers if required, etc)
 - anticipated traffic disruptions or temporary parking restrictions
- Intended advertising / notification of event (copy attached)
Note: Notification must include immediate neighbours. Additional notification may be required at the discretion of the Village. Police and fire services must be notified.
- Anticipated number of attendees, including staff, organizers, volunteers, participants, spectators, etc.

- Setup and takedown plan _____
- logistics
 - loading
 - anticipated disruptions
- Security plan _____
- RCMP or private security or no security planned for the event
- Washrooms / sanitary considerations – Number & Location

- First Aid plan (in the event of medical distress or emergency) _____
- Location of First Aid services
 - Emergency vehicle access and egress
 - Communications plan describing protocol for on-site event managers
 - Emergency contacts provided to Village of Belcarra staff
- Inclement weather contingency plan (if the event must be rescheduled or activities must be moved due to inclement weather) _____

- Environmental sustainability/waste mitigation plan
 - Waste disposal (at event and after)
 - Any sustainability measures being implemented at the event to mitigate waste generation
 - Outline any other anticipated impacts or anticipated benefits to the Village_____
-

Please complete the following (applicants may provide additional information in their attached event description as needed):

Type of event:

- Festival
- Private Party
- Sporting Event (other than run/walk)
- Run/Walk
- Community Celebration
- Product Launch/Promotion
- Other (please specify):

Purpose of event:

- Fundraising
- Promotion
- Revenue Generation
- Community Event
- Other (please specify):

Will your event be open to the public? Yes No

Are attendees required to register or purchase tickets for this event? Yes No

3.0 EVENT LOGISTICS

Please indicate whether your event will include any of the following. *If yes to any, please provide detail in your attached event description.*

Amplified sound (e.g. music, announcements, fireworks, etc): Yes No

Food (e.g. Barbeque, vendors, etc): Yes No

***NOTE: Food permits must be secured through Fraser Health when applicable.**

Alcohol: Yes No (Permit / License attached)

Liquor License, Bartender _____

***NOTE: LCRB permits must be secured as required for any liquor sales/service (see <https://specialevents.bcldb.com>).**

Sales of any kind (e.g. raffle tickets, food, merchandise): Yes No

***NOTE: BCLC permits must be secured as required for any gambling.**

Sponsors: Yes No

Vehicle Parking, including loading of equipment: Yes No

Other proposed activities, such as fireworks, rides, or attractions: Yes No

***NOTE: additional costs or approvals may be required.**

Security or traffic control: Yes No _____

4.0 APPLICATION REQUIREMENTS

The following should be submitted with your application:

Application fee: as specified in the Belcarra Fees and Charges Bylaw No. 517, 2018, as amended from time to time. The Village reserves the right to charge additional fees or require deposits depending on event circumstances.

Proof of insurance for the intended use, including commercial general liability for a limit of not less than two million (\$2,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death, and showing the Village of Belcarra as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Special Event.

Signature of applicant: _____

Name of applicant: _____

Date: _____

For Village use only:

SPECIAL PUBLIC EVENT PERMIT AGREEMENT

A Village of Belcarra Special Public Event Permit is hereby issued for an event to be conducted in accordance with the details of the Special Public Event Permit Application Form above and attached Event Plan (provided by applicant), as well as any additional requirements stipulated by the Village.

_____ (event name)

approved on: _____ (date).

Authorized by: _____
(name and signature)

Additional requirements issued by Village (to be attached as permit conditions)? Yes No

Event organizers shall comply with event plans as provided to Village or as amended by additional requirements stipulated by the Village.