



<b>DEPARTMENT:</b>		<b>POLICY NUMBER: 2008-01</b>	
<b>POLICY TITLE: Special Events Policy</b>			
Authority	Legislative: <input type="checkbox"/> (Council)	Effective Date:	January 22, 2008
	Administrative <input checked="" type="checkbox"/>	Date for Review:	
		Revision Date:	April 11 <sup>th</sup> , 2016 (Revision #1)
Council Resolution Number: 08/25		Issue Date:	January 22, 2008

**POLICY PURPOSE:**

To permit safe and orderly special events on District of Invermere streets, parks, and other municipally owned facilities and property. Special events include, but are not limited to, parades, festivals, street fairs, sidewalk sales, outdoor music concerts, block parties, athletic events such as bicycle races, walks and runs taking place on streets and organized events using municipal parks, facilities and property within the District.

**POLICY STATEMENT:**

The District of Invermere recognizes the social, cultural, and economic enrichment that special events bring to the District. Special events foster a unique sense of place, build a sense of community, provide an enjoyable quality of life for community members and contribute to the local economy by attracting visitors and shoppers. The District is committed to encouraging privately sponsored special events while providing for the protection of residence, visitors and event participants. It is the intent of the District to protect the quality of life of its residents and provide careful stewardship of District resources by establishing:

- The least restrictive and most reasonable manner of regulation to maximize the benefits and minimize the burdens of special events;
- Streamline event application and approval processes;
- Policies and regulations that allow for advance planning and management of District personnel and resources.

## **POLICY DEFINITIONS:**

For the purpose of this document, a **special event** is defined as an event that:

- is located in a municipal-owned park space, pathway, road or open space,
- has a greater impact on the park and neighbouring communities than casual or intended park use,
- requires external infrastructure to support it (i.e. tents, bleachers, toilets, signage, sound, etc)

Special events, as defined above, will be subject to the policies contained in this document. **Typically, an event that greatly intensifies the use of a park or athletic facility or is of a nature not in keeping with typical or intended use of the space will be classified as a special event and subject to the policies presented in this document**

A **festival** is further defined as a special event whose primary purpose is to present a multi-faceted arts, cultural or recreation based experience. Festivals typically include at least three elements such as musical, dance and/or theatrical performances, hands on activities, visual arts exhibitions, activity demonstrations, festival merchandise sales, and food and beverage sales/service. In addition, the site set-up and take-down normally happens on days other than the actual event day.

A **non-profit** event is an activity/event organized by a non-profit organization or by a board of volunteers where all proceeds are directed back into the event or future program related costs. A non-profit event organization may be asked to produce their Societies Act registration number where the proceeds are used to the benefit of the local citizens or for a broader charitable purpose which benefits others as well as the citizens of Invermere.

**Commercial** events are those intended to raise money for private ventures or those where a primary purpose is to promote commercially available goods and services.

**Commercial business** means a commercial business providing personal services including guiding, instruction, education, recreation and races.

Sports **tournaments** are special events whose primary purpose is to allow several teams to compete against each other in a concentrated manner. They may also be supplemented by other elements such as food and beverage sales/service or entertainment.

**Fundraising walks and runs** are special events whose primary purpose is to raise awareness and/or funds for specific social or health issues. They typically desire to maximize numbers of participants.

**Public demonstrations or rallies** are gatherings whose primary purpose is to draw attention to a specific religious, political or social issue. They typically desire to draw the attention of the public at large and/or key decision-makers in a community to their cause.

**Private event** means an event that is not open to the public and includes, but is limited to, a funeral, wedding, banquet, an event to celebrate a wedding, anniversary or birthday, a block party and a neighbourhood or family picnic.

**Other** activities may fall into the special event category and may be subject to the guidelines contained in this document. The size and type of the park or open space, type of activity and attendance numbers will serve to determine if an activity will be defined as a special event. As an example, some **picnics** may fall within the special events category dependent upon the number of people participating, the site being used and the activities associated with the picnic.

### **POLICY PROCESS:**

1. All persons who wish to initiate a special event requiring District of Invermere resources must utilize the Districts Special Event Application.
2. Applicants must provide evidence of compliance with any required permits from outside agencies (e.g., interior health, liquor licence, etc.) and any other documents identified in the application procedure.
3. Special event applications received after January 31<sup>st</sup> must be submitted at least 30 days prior to the event date, and will be subject to the same terms and conditions as those applications received prior to January 31<sup>st</sup>.
4. Applications received in a calendar year for forthcoming year(s) will not be considered prior to the annual January 31<sup>st</sup> deadline of the year of the event.
5. Where conflicting dates occur, regularly occurring events will be given priority provided the application is received no later than the January 31<sup>st</sup> deadline, after which date the application will be addressed on the same basis as first time events. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence over the changed event.
6. First time events will be handled on a first come, first served basis depending on venue availability.
7. The District of Invermere Council reserves the right not to approve an event in a current year, even though it may have received approval in previous years.

8. Organizers of approved events are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000, naming the District of Invermere as an additional insured. A copy of the policy shall be delivered to the District a minimum of five (5) working days prior to the event date.

Where fireworks are used, the event organizer must provide a second Certificate of Insurance for \$2,000,000 (per occurrence). The company supplying fireworks may supply this second certificate provided that the District of Invermere and the organization are specifically named as additional insured.

Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

9. Organizers shall provide the District with a refundable security deposit of \$500 dollars to cover any loss, damage or any other non-compliance of this policy resulting from a commercial event. The security deposit shall be submitted a minimum of five (5) working days prior to the event date. Such amount may be increased for any event if deemed necessary.
10. Garbage and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors. If after the event is concluded the area is left not in the same order as when the event began, the cost of the clean up will be charged out as per our charge out rates policy and the total amount will be appropriated from the damage deposit or charged back to the renter or organizer.

In most parks, garbage cans are permanently located on site and are provided for the general public. The District of Invermere may be able to provide additional garbage cans, if requested in advance. Garbage cans will not normally be provided by the District for use by food or merchandise vendors for their preparation and operation garbage.

Garbage bags may be requested and will be included with the park site rental fee. All support beyond on site garbage cans must be requested and confirmed well before the event. Some parks have dumpsters on site that may be used for the disposal of garbage bags. Where dumpsters are not available, the event organizers must arrange for the removal of garbage bags from the site at their own cost. In some cases, the event organizer may be required to supply a dumpster at the event site or pay for dumping costs at their expense.

To minimize excessive waste and garbage clean up, organizers should consider measures such as limiting the types of materials brought onto the site to those that can be recycled or reused and introducing recycling

efforts on site whenever possible. Many organizations are open to collecting cans and bottles from event sites provided there is some financial benefit to doing so.

11. The District is not responsible for providing signage, barricades, parking or traffic control for any event unless authorized by Council.

If approved by Council, barricades will be dropped off during regular working hours by the Public Works Department at the requested location and will be the responsibility of the event coordinator to place and to remove. The Public Works Department will pick up the barricades the next day that falls within the regular working hours.

12. Staff will review the location following an approved event. The security deposit will be refunded, providing no damage to municipal property and infrastructure has occurred.

13. Commercial events and Commercial business must obtain a valid District business licence.

14. Anytime an employee are requested or a problem arises at an event where it is necessary to have someone attending, a fee may be associated with their time. Please refer to the "External Equipment Charge-Out Rates Policy 2001-02" or Schedule "A" for rates.

15. Non-profit events can be waived if an application is submitted to Council no later than four weeks' prior to the event.

## Licenses, Permits & Inspections that may be Required

<b>ACTIVITY</b>	<b>REQUIREMENTS</b>
Food or Beverage Sales/Service	<ul style="list-style-type: none"> <li>• Approval &amp; Site Inspection – Interior Health Authority (IHA)</li> <li>• Site Inspection – Invermere Fire Department</li> <li>• Appropriate Business License (Market ,Pushcart Vendors or Food Service – No Premises) – District of Invermere</li> </ul>
Food or Beverage Sampling	<ul style="list-style-type: none"> <li>• Site Inspection – IHA</li> </ul>
Alcohol Sales/Service	<ul style="list-style-type: none"> <li>• Approval &amp; Site Inspection - Invermere Fire Department</li> <li>• Approval &amp; Pay Duty Officers - RCMP</li> <li>• Public Resale Liquor License – BC Liquor Commission (BCLC)</li> <li>• Site Inspection - IHA</li> </ul>
Fireworks	<ul style="list-style-type: none"> <li>• Approval, Fireworks Permit &amp; Site Inspection – Invermere Fire Department</li> </ul>
Propane	<ul style="list-style-type: none"> <li>• Site Inspection - Invermere Fire Department</li> </ul>
Electrical Hook-up	<ul style="list-style-type: none"> <li>• Site Inspection – District of Invermere Public Works</li> </ul>
Bon Fires, Fire Barrels & other forms of open flame	<ul style="list-style-type: none"> <li>• Approval &amp; Fire Permit – Invermere Fire Department</li> </ul>
Merchandise Sales	<ul style="list-style-type: none"> <li>• Appropriate Business License – District of Invermere</li> </ul>
Noise Bylaw Relaxation	<ul style="list-style-type: none"> <li>• Noise Exemption Permit – District of Invermere</li> </ul>
Raffles & 50/50 Tickets	<ul style="list-style-type: none"> <li>• Registration – <a href="http://www.gaming.gov.bc.ca/licences/">www.gaming.gov.bc.ca/licences/</a></li> </ul>
Charitable Fundraising	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
Erection of Tents, Scaffolding or Other Structures	<ul style="list-style-type: none"> <li>• Building Permit, Occupancy Permit &amp; Site Inspection – District of Invermere Building Approvals</li> <li>• Site Inspections – Invermere Fire Department</li> </ul>

Schedule A

**Permit Use Fees**

	<b>Non-profit</b>	<b>Business</b>	<b>Private</b>
Road/Sidewalk (not closed)	\$50	\$100	N/A
Road/Sidewalk (closed)	\$150	\$400	\$30 per hour
Parking Lot (closed)	\$100	\$300	\$30 per hour
Parking Stall	\$10	\$10	
Greenspace	\$100	\$300	\$30 per hour

**Contract Employee Charge Out Rate**

	<b>Non-profit</b>	<b>Business</b>	<b>Private</b>
Bylaw Officer	\$30 per hour	\$30 per hour	\$30 per hour