

THE CORPORATION OF THE
**CITY OF WHITE
ROCK**

15322 BUENA VISTA AVENUE, WHITE
ROCK, B.C. V4B 1Y6



POLICY TITLE: SPECIAL EVENTS

POLICY NUMBER: RECREATION AND CULTURE - 710

<i>Date of Council Adoption: January 28, 2019</i>	<i>Date of Last Amendment: November 25, 2024</i>
<i>Council Resolution Number: 2019-042, 2019-498</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: October 21, 2019</i>

PURPOSE

The purpose of this policy is to set out the terms and conditions to provide clear guidance to the public, event organizers and to city employees responsible for administering outdoor special events, particularly as it relates to approving applications, the permitting process and ensuring compliance with permits/agreements by the special events organizer.

DEFINITIONS

Special Event means an organized gathering that brings people together for the purpose of supporting or participating in a community, cultural, recreational, and sport or other type of experience for a limited or fixed duration on city property.

Community Celebration or Festival means a community based event or festival focused on arts, culture and heritage.

Parade means a parade or precession of people, vehicles, animals or other things which is mobile, travels together and is based on a specific route with a focus around culture, community or faith.

Market means a regular gathering of people and vendors for the purpose of sale of food, produce, artwork, craft, clothes, antiques and/or other products.

Sport/Recreational Event means an event that is focused around a recreational or athletic sport or other physical activity such as a walk/run, bicycle ride for leisure, competitive or charitable purpose. Sport or recreation events often have similar features to parades as they are mobile, and route based.

Educational means a not for profit group who are approved to set up a table and tent at a designated location for the purpose of general education on a topic or theme relevant to the city.

Small Charitable Fundraiser means a group with a White Rock address, representing a registered not for profit charity that serves White Rock, who are approved to set up a table and tent at a designated location of the purpose of raising funds for the charity.

Category A – City Produced Event means events that are produced by the city.

Category B – City as a Producing Partner Event means events that are produced in partnership with another organizer with financial support and/or increased levels of in kind services from the City.

Category C – City as a Supporter Event means events produced and managed by a community organizers, with limited in kind support from the city.

Organizer means the person or persons applying to hold an event in the city, such as an individual, group of individuals, society, business or corporation.

Location means the location outdoors where the event may take place. This may include a plaza, parks and other spaces that are owned or managed by the city.

Non-Eligible Events are those events or activities outside the scope of this policy for the following reasons:

- They are proposed to take place on a location which is private property.
- They are legally defined as protests or demonstrations and are therefore permitted under the Constitution Act, 1982 (Freedom of Assembly Rights). While not always necessary, the City may determine that additional public safety measures are required.
- Election events that do not provide equitable access to all authorized candidates.
- Events that take place inside a City building, except for those grandfathered. If organized by a third party, they would be considered a rental.

Application Process refers to the process whereby the city accepts an application and where the application is approved, and a Memorandum of Understanding (MOU) is issued or not issued.

Memorandum of Understanding (MOU) means the official agreement and/or permit issued by the City upon successful approval of the event application.

POLICY STATEMENTS

The city welcomes special events that support community, arts, culture, heritage, sport and recreation activities that make White Rock a vibrant place to live, work and visit. The city recognizes that events contribute to the individual, social, economic and environmental well-being of our community and this policy seeks to responsibly support these contributions.

PRINCIPLES

This policy is guided by the following principles:

1. Establish a streamlined, equitable and transparent application review process.
2. Balance the City's annual schedule of events.
3. Promote environmental and financial sustainability of special events.
4. Plan and manage effectively and sustainably optimize civic and community resources.
5. Reflect the diversity and values of the community to foster a sense of belonging, identity and community pride.
6. Build on the relationship with Semiahmoo First Nation through cultural and community events to promote Truth and Reconciliation.
7. Support planning, early dialogue, monitoring and assessment to maintain public safety during events.
8. Support economic and tourist activity.
9. Adhere to all Municipal, Provincial and Federal laws, regulations, permits and requirements, policies, by-laws and guidelines.
10. Adhere to health and safety policies and regulations of the RCMP, White Rock Fire, Fraser Health Authority, BC Liquor & Cannabis Regulation Branch and the BC Ministry of Transportation and Infrastructure.

PROCESS

Category A Events

1. Category A Events are established as part of the annual event calendar and budget.

Category B and C Events

1. Applications for Category B and C events are opened annually each fall for consideration of the next calendar year.
2. New recommended events will be brought forward for Council's approval.
3. Returning events with significant change including but not limited to; requests for additional resources, increased number of days or change in event goals or programming may be brought forward to Council for approval.
4. Returning events may be approved or declined by staff based on past performance, including but not limited to, failing to complete requirements of the MOU, failing to restore public space or restore or replaced damaged property, supplying false or misleading information, conduct contrary to public interest or the City's policies and putting the public at risk.

Approval Criteria

Event will be assessed by the following criteria:

- Relevance to the City's cultural strategy and strategic priorities.
- Benefit to the community.
- Impact on city spaces.
- Impact on the environment
- Expertise and resources to plan and execute the event successfully.
- Ability of the organizer to secure liability insurance of no less than \$5,000,000.00 (5mil dollars)
- Ability of the organizer to provide a damage deposit as required.

LATE APPLICATIONS

Late applications that are submitted more than 30 days before the event but after the Council approval window will be reviewed by staff and approved by the Direction of Recreation and Culture on a case by case basis. The criteria to approve late applications will include the regular event approval criteria but will also be dependent on staff capacity, resources and any other conflicting event dates.

Late applications that are submitted less than 30 days before the event will not generally be considered.

FUNDING

Established A and B category events are funded through the City's annual operating budget. Limited in kind financial support is available for C category events.

RATIONALE

The Policy has been created to set definitions, guidelines, criteria and process for approving, and supporting special events in White Rock.