May 19, 2020

# P2: STAFF REPORT

**Policy Guideline Development - Events**

**Additional Background and Updated Context Setting**

## INTRODUCTION

1. The Niagara Escarpment Plan 2017 (NEP) contains a preliminary section in the part of the document entitled “How to Read This Plan” on Guidance Material. This section states:

The Niagara Escarpment Commission, in consultation with the Ministry of Natural Resources and Forestry, (MNRF) may from time to time issue guidance material and technical criteria to assist the implementing authority with the policies of the Plan.

Information, technical criteria and approaches outlined in guidance material are meant to support but not add to or detract from the policies of this Plan.

1. In previous staff reports in 2018 and 2020, NEC staff set out the basis for recommending the development of guidance material for events that are held within the NEP Area. Staff identified the issues associated with the hosting of events including:
   * Frequency of the activity but lack of knowledge on the part of the public and stakeholders about the need for a Development Permit resulting in compliance issues and land use conflicts;
   * Last-minute applications for events leaving no time for NEC staff to properly consult with stakeholders and consider policy implications before the event is scheduled resulting in negative feedback or un-regulated events;
   * Differing opinions as to whether an event is a Permitted Use in the NEP and whether the hosting of an event on a temporary or recurring basis is “development” as defined in the *Niagara Escarpment Planning and Development Act* (NEPDA).
2. As described in previous reports, the approval of guidance material will not:
   * Result in policy amendments to the NEP;
   * Result in legislative change in the NEPDA; or,
   * Result in changes to Regulation 828 (exemption criteria from the need to obtain a Development Permit from the NEC).

Instead, guidance material will assist in the interpretation and implementation of the existing NEP, legislation and regulation. An outcome of the process of developing guidance material could be recommendations for future policy, legislative or regulatory change, but for the purpose of this process, such changes are not in scope.

## BACKGROUND

1. The NEP contains no specific policy relating to undertaking an event. Events are not listed as a type of permitted use. Rather, the principal use of the property must be a permitted use in the designation and then a proposed event or series of events can be assessed as accessory to that principal use through the consideration of a Development Permit application. To give some examples:
   1. the principal use of a property might be agriculture which is a Permitted Use in many designations in the NEP, but a ploughing match would be an event associated with that the Permitted Use;
   2. the principal use of a property might be a *nature preserve* in the Niagara Escarpment Parks and Open Space System (NEPOSS), but a harvest festival would be an event associated with the Permitted Use.
2. The NEPDA does not specify types of land use. However, the definition of development in the Act is applicable and it defines the term as that it “includes a change in the use of any land, building or structure”. Although temporary in nature, NEC staff has interpreted that the hosting of events is a change of use and requires a Development Permit, unless otherwise exempt through O.Reg. 828/90. Further discussion on this point follows later in this report.
3. Regulation 828 contains a reference to events in Subsection 5.34. The erection or removal of a temporary special event tent is exempt from the requirement to obtain a permit if the tent is in place for less than 30 days, it does not require servicing facilities or a permanent foundation and does not result in a change of the land on which it is situated.

## INFORMATION SUMMARY

1. NEP implementation

NEC staff have become aware of proposed events in the NEP Area through inquiries from landowners, event organizers and municipal staff who may have received an application for a special event permit under their by-law process, or where there is a requirement for a building permit for erection of a tent in association with the event. We are also made aware of events through inquiries to our compliance staff about an event that occurred in the past. Such inquiries are usually about whether the NEC had issued a permit for the event or to complain that there were issues about the compatibility of that event for other property owners in the area and the effect of that event on the natural environment.

When inquiries are received prior to an event, NEC staff try to determine whether the event is associated with a permitted use in accordance with NEP policy, the scope of the event, or whether it might be exempt under Regulation 828. Based on this analysis, staff advise whether a Development Permit is required and what the process is for obtaining the permit. The applicant is directed to the NEC website to obtain the application form and given an indication of the time required to process the application. If the application is exempt, the applicant is requested to complete an application form and NEC staff issue an exemption letter so that the applicant can then proceed to obtain any other approvals from the local municipality.

When inquiries or complaints are received after an event, these would be referred to our compliance department for an inspection to determine if the event that occurred was development and should have obtained a Development Permit.

1. Jurisdictional scan and best practices

Last summer with the assistance of a summer student, a review was undertaken of various municipal special event by-laws to inform the development of guidance material that could incorporate the necessary information to evaluate applications for events consistent with municipal approaches under municipal by-laws*.* The review looked at municipalities in the NEP Area and elsewhere in Canada. (see Appendix 1)

Key information found in the by-laws that were reviewed was:

* Definition of what constituted an event with examples (e.g. wedding, fundraiser, sports, festivals, concerts) and what types of events may be exempt
* Where events are permitted by the zoning by-law in the municipality
* The Permit approval process (staff or Council approval) and how much lead time was needed to process an event permit (e.g. 6 weeks to 4 months depending on the size of the event)
* Municipal tools: temporary use by-law, zoning by-law, special event by-law, building permit (size of tent greater than 60 square metres or 645 square feet), filming permit
* Application requirements including a site plan of all proposed structures and facilities proposed as part of the event (e.g. parking, spectator facilities, entertainment areas including stage location, washrooms, food preparation and sales areas, entertainment areas, campsites, signage)
* Event description (e.g. dates and hours of operation, expected attendance and traffic volume, measures for crowd control, alcohol sales, use of fireworks, potential noise, lighting, road closures or traffic route, need for fire or emergency services)
* Requirement to restore municipal property if any damage resulted from the event

It is noted in the review of the various by-laws and municipal procedures that several municipalities have specific provisions that make applicants aware that the process may be different in the NEP Area and applicants are directed to contact the NEC about the need for a Development Permit.

1. Commissioner Working Group Input – a sub-committee of the Commission met on April 26, 2021 to discuss the development of proposed guidance material for events. NEC staff lead the discussion. After outlining the basis for the proposal to develop guidance material for events and reviewing what was out of scope for the exercise, the following input was received:

* Grey County requires a building permit for large tents for safety reasons; there is potential liability if the structure collapses or if fire exits have not been considered;
* Need for a Development Permit may depend on the frequency of the event; For example: is it a commercial use because the events are being hosted by a company on a routine basis? or is it a one-time event or event held once per year for charitable purposes? It was suggested that the NEC should focus on the potential environmental impact of the event and less on who is holding the event;
* If a NEPOSS park can be exempted from the requirement to obtain a Development Permit if they have an up to date master plan, could/should there be a similar exemption for other stakeholder categories? NEPOSS parks can have an exemption if the master plan is less than 5 years old but it was suggested that the period of the exemption should be longer as it is costly to develop a master plan;
* Given the staff capacity at the NEC, should the NEC consider leaving the oversight and planning/building/enforcement of events to local municipalities who may have by-law officers, even on weekends? Could it be a shared responsibility such that NEC staff would have oversight of the development (erection and placement of structures to ensure environmental considerations are met) and municipal by-law would oversee the event activities and any land use compatibility issues (noise, litter, trespass, special event permit, vendors, insurance, liquor licence)?
* Communication is important; the NEC needs to provide more information to the public about whether an event requires a permit and the existing exemption in Regulation 828; the NEC website could be useful for this purpose but it should provide examples of the types of events that might need a permit and those that would not;
* The demand for events in the countryside will continue to grow as people seek to get out of the city; NEC would likely need more staff to undertake adequate enforcement of event activities;
* Small events should be exempt from the requirement to obtain a Development Permit; there should be distinction between temporary and permanent development;
* It could be challenging to distinguish between different types of events: seasonal, recurring, one-time or over a period of weeks or months;
* In terms of future stakeholder consultation, it was suggested that the Bruce Trail Conservancy, and a couple of conservation authorities, one in the north and one in the south, be contacted; it was also suggested that the NEC reach out to the people organizing the Canada Summer Games in Niagara Region;

1. Stakeholder perspectives

NEC staff has not begun to undertake any communication with stakeholders regarding policy guidance relating to events, however NEC staff was recently contacted by a local municipality and a winery owner in the Niagara area to discuss what approvals are required for wineries that wish to hold seasonal events. With COVID restrictions in place and a need for physical distancing, it was suggested by the winery that having tents outdoors would provide that opportunity and allow wineries to continue to operate at the same capacity. Recent discussions with the Town of Lincoln included a request to expedite approval of tents and events, particularly in light of anticipated continued restrictions and social distancing requirements with COVID.

Staff advised that there is an exemption for one tent in Regulation 828 provided that the tent is not in place for more than 30 days.

It was suggested by municipal staff that it would be helpful to create a checklist so that an applicant would know all the necessary information to provide in support of a Development Permit application as the existing application form does not provide any direction in this regard. The form would be targeted to permanent and not temporary development. An outline of such a checklist is found in Appendix 2 to this report. This informal checklist was developed after a hearing involving the use of a rural property for proposed sporting events.

NEC staff recommend that the Town of Lincoln be part of any future discussions in the development of guidance material for events, in addition to those groups suggested by the Commissioner Working Group.

## ANALYSIS

**Definition of development**: In discussions regarding events as a land use activity, it has become apparent that there is a divergence of opinion as to whether an event constitutes “development” as defined in the NEPDA. NEC staff have consulted Legal Services Branch who recommended more detailed discussion on this topic, including review of relevant past decisions by the Niagara Escarpment Hearing Office. Developing a consistent interpretation of the term “development” is fundamental to the implementation of the NEP, compliance and enforcement and the ongoing requirements for Development Permit applications. The results of this analysis will be provided in a subsequent report to provide the foundation for the recommended approaches for addressing event-related issues in guidance material.

**Other approaches to addressing the issue**: While guidance material will be beneficial to evaluating events as a land use activity with potential environmental impacts, other mechanisms do exist which could be implemented in the short, medium and long term. Suggested approaches are outlined below:

* Short term: update the NEC website to provide additional information to applicants about the potential need for a Development Permit for events; create a checklist for the information required to support an application for an event that would assist applicants and NEC staff (see Appendix 2), commence discussions with stakeholders as suggested at the Commission Working Group meeting including Town of Lincoln, conservation authorities (one in the north and one in the south), Bruce Trail Conservancy, Canada Summer Games organizers;
* Medium term: Following discussions with stakeholders, other OPS staff including Legal Services, develop the guidance material for NEC approval to provide clear direction as to which type of temporary land use activities such as events, may require a Development Permit application; include information in the proposed technical criteria for complete applications that would advise applicants on our requirements for an event-type application; discuss the opportunity to create an expedited process for reviewing event-related Development Permit applications;
* Long term: Consider the need to amend the definition of development in the NEPDA to provide further clarity; suggest that the Terms of Reference for the next Co-ordinated Review of the NEP include evaluation of events and other temporary land uses to provide more specific direction on this policy area; examine O.Reg. 828/90 in terms of new exemptions (or revise existing ones) to provide opportunities for certain types of events to proceed without a Development Permit.

## NEXT STEPS AND TIMING

* Staff will proceed to develop guidance material for events, on the basis of:
* further engagement with the Commissioner Working Group;
* targeted, informal discussions with key stakeholders;
  + consultation with Legal Services with respect to the regulatory environment.
* Anticipate return to Commission at the November Policy Meeting or earlier in the fall at a regular Commission meeting:
* With proposed Policy Guidance for the NEC to endorse; and,
  + Recommendations for future steps relating to procedures for reviewing events, and any longer-term policy or legislative change.

## RECOMMENDATION:

That the Niagara Escarpment Commission:

1. Endorse this report;
2. Direct staff to proceed with:
   * targeted, informal discussions with key stakeholders and OPS staff to inform the development of guidance material; and,
   * NEC website updates to include information and checklist to support applications for events;
3. Return to the Commission with draft guidance material for events in the fall of 2021.

**Prepared by:**

*Original signed by:*

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Nancy Mott, MCIP, RPP

Senior Strategic Advisor

**Approved by:**

*Original signed by:*

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Debbie Ramsay, MCIP, RPP

Director (A)

Appendix 1 – Review of municipal event by-laws

Appendix 2 – Draft event checklist

### Appendix 1

**Municipal Special Event By-laws (as of May 2020)**

#### Township of Georgian Bluffs

Township of Georgian Bluffs Zoning By-laws:

Section 7.1 b) and 25.1 are amended by adding "Special Events" to the list of permitted uses

Section 4, General Provisions, is hereby amended by adding the following Section: "4.29 Special Events For the purposes of this bylaw a Special Event is defined as

A Special Event: Defined as an exhibition, concert, sporting event, festival or other organized event held for profit or otherwise when attendance is expected to be between 300 to 1000 persons.

A Major Event: Defined as an exhibition, concert, sporting event, festival or other organized event held for profit or otherwise when attendance is expected to exceed 1000 persons.

Special Events and Major Events may be permitted in the Open Space (OS), General Rural (A1) and Restricted Rural (A2) zones subject to meeting the following criteria:

Criteria for Special Events and Major Events:

1. There are no new permanent structures required to be erected.
2. The lands are not located within the Escarpment Natural and Escarpment Protection Area designations of the Niagara Escarpment Plan.
3. The special event is not held more than twice a year and for longer than ten consecutive days at a time.
4. That a valid special event permit is obtained from the Township unless otherwise exempted.
5. Major events shall require the approval of Council

“Niagara Escarpment Commission, stating that the proposed amendment will permit special events within the Restricted Rural (A2) zones subject to six criteria. Restricted Rural zoning is in place within a portion of the Escarpment Natural and Escarpment Protection Area designations of the NEP along the west side of Highway 6 & 10 in part: of Lots 12 and 13, Concession 1 (former Derby). A special event as defined in the proposed zoning amendment is not a permitted use within the Escarpment Natural and Escarpment Protection Area designations. The zoning amendment therefore must provide exclusion to Special Events within the Escarpment Natural and Escarpment Protection Area designations in part of Lots 12 and 13, Concession 1 (former Derby)/

By-law was passed in May 2013.

<http://calendar.georgianbluffs.ca/council/Detail/2018-05-16-1900-Committee-of-the-Whole/a0fc93b2-bc69-467b-92ee-a8dd00d84064>

#### Township of Mulmur

The Township of Mulmur defines a special event as an organized event capable of hosting greater than 50 people per day, that is not a race or rally but that:

1. is conducted on public/ or private land or on a highway within the Township
2. Involves potentially involves participation by the general public
3. Shall include but not be limited to: sporting and leisure events, wedding hosting, fundraisers, permanent garage sales, flea markets, events requiring a special occasion permit, concerts, festivals and community gatherings.

An applicant may apply to the Township for a Temporary Use of lands or buildings under section 39, Temporary Use Provisions of the *Planning Act,* R.S.O, 1990, C.P 13, as amended.

*By-law No.22-18 – Special Event, Seasonable Sales, Motor Vehicle Racing and Rally*: states that applicants must agree to provide confirmation that a permit is not required from the Conservation authority and the Niagara Escarpment, or where a permit is required, a copy of the permit shall be provided to the Municipality.

<http://mulmur.ca/content/council/by-laws/2018-event-rally-by-law-website.pdf>

Special events hosted in the Town of Mulmur may be permitted in accordance with the Township’s special event-by law, as amended. Where an event has become a land, use opposed to a special event, Council may consider approval through a temporary use by-law.

By-law xx-2015, as amended or replaced, prohibits rallies and regulates events. Permits are required for events that are not specifically permitted within the zoning.

The Comprehensive Zoning By-law of the Township of Mulmur applies to all land within the Township of Mulmur expect lands that are included within the Niagara Escarpment Plan Area, which are exempt. This By-Law shall be used by Township as a guideline for commenting to the Niagara Escarpment Commission on Applicants for Development Permits on proposed amendments to the Niagara Escarpment Plan.

<http://mulmur.ca/content/departments/planning/28-18-new-comprehensive-zoning-by-law-mulmur-july-4-2018.pdf>

#### Town of Milton

Residents in Milton are required to fill out an Event Application Form when organizing an event.

Building Permits:

Residents will need to apply for a building permit for the setup of any tents, bleachers, and stages.

Filming:

Residents who would like to use a Milton property for an approved filming project must apply for a filming permit.

Niagara Escarpment:

The Town of Milton’s website provides the Niagara Escarpment Commission’s interactive map to help residents find out if their event is on the property that’s regulated by the NEC. If that is the case, residents are required to apply for a Development Permit.

<https://www.milton.ca/en/arts-and-recreation/planning-an-event.aspx?_mid_=603>

4.19.5 Temporary Sales and Entertainment Events (12-2005) Temporary Sales and Entertainment Events shall be permitted in all Commercial Zones and in the Employment Zone, in accordance with the Town of Milton Licensing By-law.

<https://www.milton.ca/en/town-hall/resources/Accessible_Bylaws/By-law144-2003_Zoning_Text.pdf>

#### Clearview Township

A special event permit is needed to allow individuals, organizations or businesses to host a special event permit within the Clearview Township.

Special Events Licence

Sketch of lands showing entertainment areas, spectator facilities, vehicle parking, food preparation & sale, refreshment sale, camping areas, tenting, toilets and other sanitary services and other incidental uses.

Description of entertainment including type, stage areas, dates and time frames, maximum number of attendees on any given day, method of controlling and limiting attendance.

<https://www.clearview.ca/sites/default/files/uploads/applicationsforms/special_events_licence_fillable_0.pdf>

Tents

A building permit may be required for a tent.

A building permit is required for a tent when:

* A tent that is more than 60m2 (645 ft2) in area, or,
* A group of tents (spaced less than 3 m (10’0”) apart that are more than 60m2 (645 ft2) in area.

<https://www.clearview.ca/sites/default/files/docs/governmentcommittees/tents_information_guide_2020.pdf>

#### Municipality of Grey Highlands

Special Events Permits are needed for any event that is open to the public (ie: concerts, festival, parade, bicycle race). Special Event Permits are not needed for private functions such as weddings and sports tournament.

Application Fees and Processing:

The By-law Number 2016-106 report on Special Events in the Municipality of Grey Highlands suggests that approvals for special events may required from outside agencies such as OPP, Grey County, EMS, and the Grey Bruce Health Unit or other approval authorities. There is no direct information on whether approval is needed from the NEC on events taking place on the Niagara Escarpment Plan area.

<https://greyhighlands.civicweb.net/document/168278>

#### Town of Blue Mountains

All special events taking place on the municipal property of the Town of Blue Mountains require a Special Occasion Permit.

There is no information for applicants on what the procedure is like for hosting an event on the Niagara Escarpment Plan Area.

<https://www.thebluemountains.ca/special-events.cfm>

#### Town of the Niagara-on-the-Lake

Policies and Procedures for Special Events in the Town of the Niagara-on-the-Lake

EFFECTIVE: SEPTEMBER 16, 2013

The Town of Niagara-on-the-lake has established conditions under which the Town permits an individual, group, or organization to conduct special event activities

Goals and Objectives

Ensure that applicants have taken the proper precautionary measures and met the necessary requirements for a special event on either public or private property within the Town of Niagara-on-the-Lake.

Ensure that all Federal and Provincial laws and regulations as well as Municipal by-laws are observed and adhered to throughout the event.

Applicants requesting permission to hold a special event within the Town of Niagara-on-the-Lake must provide all necessary documentation and adhere to all the conditions set out by the Municipal permit and authorization letter.

For the purpose of this policy, the following definitions should apply**:**

***Special Event*** – An event which may occupy all or part of Town owned property or results in the disruption of the local flow of traffic. A special event may be defined as, but not limited to, a parade, filming, bicycle race/tour, running event, procession walk-a-thon or any other activity that may have any of the following components:

1. Street Closures
2. Fireworks or pyrotechnics
3. Live entertainment
4. Temporary structures/ Tents
5. Service of food or alcohol
6. Large volumes of vehicular or pedestrian traffic

***Site Plan*** – All special events require a detailed layout of the event in the application. The site plan must include location of any designated parking areas, accesses and routes, tents, foods operating areas, road closures, designated firework display areas, additional washrooms or other amenities that will be on site during the event. All site plans are subject to approval by the Town of Niagara-on-the-Lake.

#### General Conditions

In order to obtain approval from the Town of Niagara-on-the-Lake, applicants must adhere to the following guidelines. Some special exemptions may be granted to events with extenuating circumstances.

* Applicants must complete and submit an Application for Special Events Permit Form to the Town Clerk a minimum of 6 weeks before the scheduled event;
* Applicants and organizations must adhere to all existing Town policies, legislation, by-laws and regulations
* Applicants must supply additional information as to the reason for the event and information additional to that requested on the form, to accompany the submission;
* Applicants must accept responsibility for any costs associated with improvement, restoration or mitigation of Town owned property as a direct result of the event
* A site plan is required by all applicants and should include (where applicable):
* Tent locations and dimensions
* Public washrooms
* Depiction of any parade, walk, marathon, etc
* Major roads

Additional Considerations:

**Tents:**

If the event proposes the use of a tent or temporary, portable structure consistent with the content of the Ontario Building Code outline in Subsection 3.14.1, the applicant will require a building permit if the tent meets any of the following requirements:

* Tent exceeds an area of f 60m2 (645 sq. ft.).
* A group of tents in aggregate area and are closer than 3m apart with a combined area of f 60m2.
* The tent is within 3m of an existing structure and exceeds an area of 60m2 .
* The structure is attached to a building.
* The supporting framing structure and anchorage system for tents exceeding 225m2 shall be designed and reviewed by a Professional Engineer.

**Additional Permits**

Special events which plan on having tents on site must contact the Town of Niagara-on the-Lake Building department to file a Building Permit Application. Fees for a Building Permit can be observed in the Classes of Permits and Fees/ Building By-Law 4115-07.

<https://notl.civicweb.net/document/4365>

**Town of Halton Hills Public Events**

Applicants are required to complete and submit the Public Event Application to the Recreation and Parks Department by the given deadline.

A public event may require a Building Permit for tents, stages or other structures.

An Event Layout Plan is required and should include:

* The north direction
* Fixed or movable objects used in the event

Tents

Tents, stage, or other similar temporary structures may be regulated by the Ontario Building Code Act. If so, a building permit may be required.

A building permit is required for a tent or group of tents provided the tent or group of tents are

• More that 60m² (646 ft²) in aggregate ground area,

• Attached to a building, and

• Constructed less than 3m from other structures.

#### City of Niagara Falls

Special Events Permit

A special events permit is required for events taking place on the municipal property of the City of Niagara Falls.

<https://niagarafalls.ca/city-hall/transportation-services/traffic/events-and-permits.aspx>

A City of Niagara Falls Special Events Permit is issued for events taking place on municipal property. These events include but are not limited to: filming, parades, bicycle tours and races, running events, procession, walk-a-thon, sidewalk sale, etc.

**Special Event Guidelines for the Town of Grimsby**

The guidelines indicate that any event that uses municipal grounds require a special event permit.

Special Events – Aspects for consideration

When planning a special event permit, the Event Organizer is responsible for making themselves familiar with the following:

* Any related legislation, by-laws and/or affiliated governing documents for the components.

<https://www.grimsby.ca/en/parks-recreation-culture/resources/Documents/Special-Event-Guidelines.pdf>

#### Town of Banff

The Festivals and Special Events Policy C5001 establishes outlines the conditions for their development within the town site.

The purpose of the policy is to:

* Establish criteria for the review of applications for festivals and special events and the issuance of associated approvals for festivals and special events;
* Limit the impact of festivals and special events on the community; and
* Align festivals and special events with the direction provided in the Banff National Park Management Plan and The Banff Lake Louise Tourism objectives.

The Festivals and Special Events Policy C5001 lists special event restrictions for the following events:

* Farmers markets
* Seasonal markets and community fairs
* Sporting and recreational events
* Food and beverage events
* Cultural exhibit events

This policy applies to the development of festivals and special events throughout the Banff town site.

Applications for festivals and special events will be received for events that:

* Are open to members of the general public;
* Involve temporary changes to the activities on site; and,
* Require temporary fixtures including the installation of tents, outdoor washrooms, speakers, stage areas and/or bleachers.

Applications for festivals and special events are not required for:

* Parks Canada leasehold sites within the Town of Banff boundaries,
* Community events managed under separate administration procedures or policy
* Outdoor animation at the Banff Centre for the Arts and Creativity,
* Private gatherings, weddings and conferences,
* Events which are entirely within existing conference spaces and,
* Public demonstrations or rallies whose primary purpose is to draw attention to a specific religious, political, or social issue

Responsibilities:

Council is responsible for approving this policy and any amendments thereto.

The director, planning and development or designate is responsible and may delegate authority to:

1. Ensure compatibility of proposed festival and special event with neighbourhood and surrounding development;
2. Implement this policy and recommend any amendments;
3. Review all applications for festivals and special events on private leaseholds
4. Approve or refuse applications on private leaseholds; and,
5. Inspect approved festivals and special events on private leaseholds to ensure compliance with the provisions of this policy, conditions of approval and any applicable Town of Banff bylaws, standards and guidelines.

#### City of Vancouver

Special Events on Public Property

Vancouver has two Special Event Offices:

1. The Park Board Special Events Office – for events held in a park and on the seawall.
2. The City Special Events Office (FASE) - for events held on streets, sidewalks, and public plazas

Individuals might have to apply to and work with both offices if their event proposal is on both jurisdictions.

For events held on park and the seawall:

Individuals must first complete online application and email a detailed site map.

Once that is completed, they must wait for feedback from special events staff. The Park Board Special Events Office needs a 4-month lead time for new special events. Essentially, the more the event impacts the community, the more time the special events office requires to consult with stakeholders and staff.

The special events staff review and evaluate applications against the following criteria:

* Compatibility with the Park Board’s mandate
* Suitability of a site to accommodate the vent
* Feedback from stakeholders and staff

Event impacts include things like:

* Location, including
  + The areas around the event site
  + Whether the event is on streets, sidewalks, or other public property
  + Whether the event is on private property but has a public impact
  + Whether the event is on City property and park property
* Event size (particularly when there will be traffic or transit congestion)
* Multi-site or route events (like parades or runs)
* Multi-day events
* Activities that will take place at your event
* Food
* Alcohol
* Noise

*Once the individual receives conditional approval, they will need:*

* [Liability insurance](http://vancouver.ca/doing-business/insurance-requirements-for-filming-event-and-facility-use.aspx)
* Event budget
* Detailed schedule of event activities
* [Green events waste management form](http://vancouver.ca/doing-business/greening-your-event.aspx)
* [Payment of applicable fees](http://vancouver.ca/doing-business/fees-and-grants.aspx)

<https://vancouver.ca/doing-business/event-permits.aspx>

• Site Plan (to scale) including: existing and proposed temporary buildings, location and size of tents, temporary structures including ice sculptures, lighting, vendor booths, activity areas, number and location of washrooms (1 washroom / 40 participants), bleaches and seating areas, barricades and crowd control, all proposed signage (both on site and off site), beer gardens, proposed water and power connections, generators, deep frying machines, fire and emergency services and access points

### Appendix 2

**DRAFT**

#### Checklist for Development Permits for Events

* Name of contact person during event if there are issues
* By-law enforcement officer available on weekends?
* Date of event (i.e. is there time to process a Development Permit if the event is imminent)
* Length of event (days/hours, weekday/weekend); will it be held more than once in a year?
* Purpose of event (sports competition, family gathering, festival, charity fund-raiser)
* Site plan (location and number of tents, structures, washrooms including portable ones, parking area (temporary/permanent, on-site/offsite), signs, stages, vendor sales, food trucks, beer garden etc.)
* Private or public property (e.g. conservation area, municipal park)
* Is the event in a NEPOSS park and covered by a Park Master Plan such that a Development Permit may not be required?
* Estimated number of attendees or number of competitors (total)
* Will there be a sound system, evening activities, lighting?
* Have they contacted the municipality with respect to matters in their jurisdiction (e.g. retail sales, liquor sales, food handling, EMS, special event permit under Municipal Act, insurance)?
* Is overnight camping/accommodation requested?
* How will the event be confined to a particular area such that environmentally sensitive lands are cordoned off?
* Could there be a condition of approval requiring the applicant to demonstrate that the event was held in accordance with the conditions of approval and that any issues were appropriately dealt with?
* List of previous development permit applications for the subject lands and what was approved under those permits for temporary or permanent land uses.