

City of Powell River

**SPECIAL EVENTS GUIDE AND
PROCEDURES MANUAL**



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PURPOSE

1. The City of Powell River helps to host a wide variety of special events each year. The events range from small gatherings to large community events. This manual will provide details outlining what types of events can be hosted and where, thus ensuring success for all.

The City of Powell River recognizes special events are an important part of our residents' quality of life and that they provide affordable leisure opportunities. The City of Powell River also recognizes that special events enhance tourism, culture, recreation and education as well as providing economic benefit to businesses in the City of Powell River.

The purpose of the Special Events Guide and Procedures Manual is to provide a consolidated manual on special event planning, policies and procedures to enable special event coordinators or those thinking of hosting an event easy access to the necessary information to help make the event a success.

2. GOALS AND OBJECTIVES

2.1. **Goal:** The primary goal of the Special Event Guide and Procedure Manual is to create a win-win relationship between the City of Powell River and event organizers. By creating this relationship both parties will be able to receive, in a timely manner, the required information to plan a fun and entertaining special event big or small.

2.2. **Objectives:** The specific objectives of the guide and procedure manual ensure that:

- The City of Powell River's assets are protected;
- The safety of Powell River's residents, visitors and event participants are a priority through the lifecycle of Special Event Management, including planning, execution and closure;
- The City of Powell River's citizens' interests are met;
- The event organizers work with the merchants and residents to ensure that any negative impact is kept to a minimum;
- All Federal, Provincial and Municipal laws, regulations and statutes are observed;
- The event organizers work closely with the Recreation Manager or designate;
- All special event applications are handled in a fair and equitable manner;
- Each event is evaluated in a consistent manner;
- Direct costs related to the services provided by the City of Powell River are recovered or accounted for;

3. DEFINITION OF SPECIAL EVENTS

For the purpose of this guide and procedures manual, a special event is defined as a one time, annual or infrequently occurring event(s) on City of Powell River property that is open to the general public and free to attend or spectate.

3.1. Types of events may include but are not limited to:

- Cultural: celebrates/educates heritage and cultures
- Theatrical: display of theatre arts
- Commemorative: acknowledges significant dates and occurrences
- Community: provides the community with an opportunity to celebrate
- Athletics: involves competition of an athletic nature
- Commercial: events designed to generate surplus revenue

3.2. Specific Size of Events:

- Small – One (1) facility, one (1) day
- Medium – Two (2) facilities (ie. Park and street closure) or multiple days at a single location
- Large – Multiple locations and multiple days.

3.3. A special event must meet certain criteria to be eligible for approval. The criteria must include the following:

3.3..1. Public Benefit - To be considered for a Facility Use Agreement, a Special Event must provide a meaningful public benefit and must have direct impact on one or more of the following areas:

- arts and heritage
- culture
- education
- health & wellness
- enrich the character and identity of the City
- create unique or innovative experiences
- extend the overall range and mix of programming currently offered by the City

3.3..2. Prioritization - When prioritizing Facility Use Agreements for Special Events, the City will use the following guidelines:

- events that have significant municipal importance and attract international, national, provincial or regional participants
- are historic events in good standing
- the event is held in partnership with the City
- the event and organization is not-for-profit

4. APPLICATION PROCESS

- 4.1. All event organizers must complete and submit a Special Event Application to the City of Powell River Booking Clerk. Upon receipt of the application a meeting will be scheduled to review the request.
- 4.2. The Parks, Recreation & Culture department will be the lead department and will oversee the implementation and execution of all Special Events. The Department will be responsible to ensure that interdepartmental event planning as well as external partnerships are maintained.
- 4.3. Interdepartmental Event Planning includes representatives from departments that are involved in the special event planning process. These departments include, but are not limited to: Parks, Recreation & Culture, Public Works, Building & Licensing, R.C.M.P., and the Powell River Fire Department.
- 4.4. For annual events, date requests should be submitted by October 31st prior to the event year. An event date request may still be submitted after October 31st; however, the event date request must be submitted a minimum of ninety (90) days prior to the event and will be subject to availability.

5. FINANCIAL SECURITY

- 5.1. The special event organizer will be required to post a damage deposit at the time of booking the requested facility. The amount of the damage deposit will reflect the size and scope of the event and/ or the performance of the special event organizer in making timely payments in past events. The amount of the damage deposit will be established by the Director of Parks, Recreation & Culture or designate.

- 5.2. Any special event using City of Powell River property may be required to submit an audited event statement.

6. SPECIAL EVENT INSURANCE

- 6.1. The special event organizer must maintain public liability insurance naming the City as a co-insured. The amount of the liability insurance required will be based upon the event itself and determined by the Manager of Recreation. Evidence of insurance must be provided to the Facility Booking Clerk or designate no less than 14 business days prior to the event.
- 6.2. The special event organizer shall indemnify and hold the City of Powell River harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or act or omissions by the above names, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of City property in connection with the special event.
- 6.3. The City of Powell River reserves the right, solely at its discretion, to set higher insurance limits or deny any event. This may be required depending on the type of activity planned during the event (e.g. fireworks displays, amusement rides, etc...)

7. USE OF ALCOHOL

- 7.1. Any events that plan on serving alcohol must first apply in writing to the Recreation Manager to obtain a Special Occasion Liquor License on City Property. (Applications will not be processed unless the special event application has been approved and a facility use agreement for the event has been issued by the Facility Booking Clerk. Once approved the event organizers must then apply for a Special Occasion Liquor License and have these signed off by the RCMP.
- 7.2. Any events serving alcohol must obtain Host Liquor Liability Insurance of no less than \$5,000,000. Evidence of insurance must be provided to the Facility Booking Clerk or designate no less than 14 business days prior to the event.

8. GENERAL POLICIES AND PROCEDURES

- 8.1. All legislation, bylaws and regulations must be adhered to.
- 8.2. The special event staff and volunteers must adhere to all special event policies and procedures. In the interest of public safety, a zero-tolerance policy is enforced for all special events. This means failure to comply with standards will result in the closure of the event.
- 8.3. The special event operator is required to provide evidence of all necessary licenses/permits required to operate the event prior to the event.
- 8.4. The special event operator is required to submit an Emergency Plan to the Facility Booking Clerk fourteen (14) days prior to the event. The Emergency Plan must identify potential risks and provide information on how to respond to those risks (ie. severe weather, notification system and evacuation plan).
- 8.5. All special event operators will ensure proper accessibility and a viewing area for the physically disabled is provided. Any special events that features performances on a band shell or main stage must provide designated accessible areas for use by patrons with disabilities.

- 8.6. In order to mitigate the potential for aggressive behavioural issues that arise at athletic events, the special event organizer will develop a security plan in conjunction with the Powell River RCMP.
- 8.7. No person may be permitted to any special event to: (a) carry or sell firearms or prohibited weapons or, (b) carry or sell illegal drugs or, (c) carry or sell alcohol (refer to section 7 if the event wishes to host alcohol services)
- 8.8. The special event operator is required to submit a parking plan for medium and large events fourteen (14) days prior to the event.
- 8.9. Notwithstanding any of the above, the Chief Administrative Officer may vary any element of the guide at his sole discretion.
- 8.10. Spray chalk can be used on a limited basis, as outlined by the Recreation Manager or designate to enhance the event setup.
- 8.11. Facilities will not be used for anything other than what is permitted by the Parks, Recreation, & Culture staff.
- 8.12. Fire regulation permits & bylaws must be adhered to, sky lanterns or similar uncontrolled devices on land or water are prohibited.

9. FEES

- 9.1. All user fees, equipment and service fees are subject to the provisions of the Fees & Charges By-Law.

10. PUBLIC HEALTH REQUIREMENTS

- 10.1. All food vendors involved in any function at which food is prepared, served, provided and/or offered to the public, must comply with the Vancouver Coastal Health requirements.
- 10.2. All petting zoos opened to the public must comply with the Vancouver Coastal Health requirements:

Vancouver Coastal Health - Powell River
5000 Joyce Avenue
Powell River, BC
Tel: (604) 485-3310
Website: www.vch.ca

- 10.3. Copies of temporary food permits must be presented in writing to the Facility Booking Clerk no later than 21 days prior to the event.

11. EVENT VENDORS

- 11.1. Any Special Event that includes vendors where goods or services are being sold must apply or hold a valid City of Powell River Business License through the Building and Licensing Clerk at City Hall.
- 11.2. All vendors selling food items must complete and file with the Vancouver Coastal Health Authority a temporary food permit and provide copies to the special event organizer. Food vendors must have a valid City of Powell River business license.

- 11.3. All animal exhibitors must complete the “Self Inspection Checklist for Operators of Petting Zoos and Open Farms” form provided by Vancouver Coastal Health Authority. A copy of the completed form is to be provided to the Facility Booking Clerk or designate.
- 11.4. In order for any vendor’s booth to be connected to hydro, C.S.A. approval on all equipment is required.
- 11.5. The City of Powell River may exempt local community groups from vendor registration fees.
- 11.6. Where the City of Powell River is unable to provide electrical hook ups, a generator (CSA approved, and fuel CSA approved) may be utilized with permission from the Recreation Manager or designate.
- 11.7. All vendors will be required to ensure:
 - All outdoor electrical cords used are in good operating condition.
 - The use of manufactured extension cords with a three wire configuration or 2 wire polarized outdoor rated cords are acceptable (no modifications to cords or equipment is permitted).
 - The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20-amp receptacles only which are protected by Ground Fault Circuit Interrupters. CSA approved.
 - Any non-weatherproof equipment used in display enclosures (tents, gazebos etc) shall be protected from inclement weather.
 - All vendors shall supply the event organizer with the voltage and current that their equipment will require to eliminate the overloading of circuits.
 - All trailers that are self contained and/or have lighting and equipment may be subjected to a field evaluation by City of Powell River Fire Rescue Service.
 - Propane, natural gas & portable cooking equipment must meet the current BC Fire Code and BC Safety Authority Standards with appropriate fire extinguishment.

12. FIRST AID

- 12.1. Event organizers may be required to have first aid services on site for their event. The decision to require first aid will be at the discretion of The Department of Parks, Recreation & Culture and subject to anticipated attendance levels at the specified event.
- 12.2. You May Wish to Use:
St. John’s Ambulance (or something similar)
7055 Alberni St. , Powell River BC
Phone: (604) 485-6411 ext. 0

13. SPIRIT SQUARE/ WILLINGDON BEACH BANDSTAND BOOKING

- 13.1. The City of Powell River owns and operates two performance platforms; one at the Wharf at Westview Spirit Square and the other at Willingdon Beach. The two locations can be booked through the Facility Booking Clerk for a variety of reasons that are for the enjoyment of the general public. These are normally one day in duration and include, but are not limited to the following:
 - Concerts/Performances, Fund Raisers, Display Purposes, Opening Ceremonies, etc...

- 13.2. Time limitations are:
- May to September: - 8am to 11pm with set up starting no earlier than 7am and take down completed by 12am (no amplified sound, during set up or take down)
 - October to April: 8am to 8pm with set up starting no earlier than 7am and take down completed by 9pm. (no amplified sound during set up or take down)
- 13.3. Events at Spirit Square must not interfere with BC Ferries operations. During the loading and unloading of vessels, all music must be stopped to allow for BC Ferries public address announcements and traffic management must be in place to allow for loading and unloading of vessels.
- 13.4. An outdoor seating plan is required.

14. PROCEDURES FOR THE USE OF WILLINGDON BEACH PARK

- 14.1. In order to minimize site impacts in Willingdon Beach Park due to special events, the following procedures have been adopted:
- An event site plan, including a seating plan where seating is provided, will be developed in conjunction with each special event organizer to develop an appropriate plan that minimizes site impacts associated with tree and turf health. The site plan must be approved by the Recreation Manager.
 - Set up on grassed areas not directly adjacent to a paved surface should be limited to non-vehicular booths and/or tents. At larger events, additional staff may be required to ensure set-up and takedown activities are in accordance with the approved event site plan. These costs will be charged back to the event organizer as outlined in Section 2.2 of this policy.
 - The City of Powell River will limit the number of large events held at Willingdon Beach Park each year to a number determined by the Recreation Manager.
 - Alcoholic beverages are not permitted on City of Powell River property at any time without the event having the appropriate liquor licensing in place.
 - In order for the park to rejuvenate, The City of Powell River will strive to allow 14 days between each major event from October to June each year and 7 days between each major event in July, August and September.
 - The special event organizer agrees to prevent the operation of and the parking of all motorized vehicles in the park by presenting a parking and site access plan to the Manager of Recreation for event approval.
 - Parking of cars, trucks, stock trailers, campers, or recreational vehicles are not permitted in Willingdon Beach Park. All vehicles must remain on paved surfaces or gravel paths (excluding City of Powell River vehicles).
 - Tent and sign locations in the park must be pre-approved by the City of Powell River Recreation Manager or designate if using spikes to secure the tent. In the event of a broken water line as a result of the event, the cost to repair will be taken out of the damage deposit.

15. RECYCLING/SITE CLEANUP/ WASTE MANAGEMENT

- 15.1. Large scale events that take place at Willingdon Beach Park will require the use of City janitorial staff throughout the event shall be at the sole cost and responsibility of the event organizer. This is to ensure that the park is kept clean and includes the removal of site garbage and restocking of janitorial supplies in the washrooms throughout the event.
- 15.2. The special event organizer is responsible for the cleanup of the event area to the satisfaction of the Recreation Manager or Supervisor of Parks and the removal of all garbage by noon the day after the event ends.
- 15.3. The City will provide all normal maintenance services to its current routine standards including, but not restricted to, grass cutting, snow and ice clearing and any regular janitorial services and supplies at the event location before and during the event. Any additional maintenance required by the special event organizer prior to or during the event, shall be at the sole cost and responsibility of the special event organizer.
- 15.4. The City of Powell River will supply additional garbage containers over and above the current level for special events as needed.
- 15.5. The special event organizer will supply recycling containers for beverage cans and bottles.
- 15.6. The special event organizer will supply the same number of recycling containers as garbage containers and place them appropriately throughout the site.
- 15.7. The special event organizer will ensure that a suitable location is provided for food and merchandise vendors to place flattened corrugated cardboard boxes. These will be kept separate from any other recyclables or garbage.
- 15.8. Recycling containers will be labelled with the words "Recycle" or "Cans & Bottles" and will have the recycling symbol (the Mobius Loop) on the label or the container to signify that it is a recycling container.
- 15.9. Special event organizers will also ensure that a suitable number of portable washrooms are made available, at the organizers expense, which satisfies the estimated attendance levels of

16. PROCEDURES FOR EVENTS AT THE DWIGHT HALL & RECREATION COMPLEX

- 16.1. Facility set up sheets must be turned in no less than 14 business days prior to each event.
- 16.2. In the event that the Special Event Coordinator is responsible for set-up, a seating plan must be provided.
- 16.3. Payments must be made in full prior to any keys being signed out or access to the facility will not be granted.
- 16.4. Damage deposits will be required for all events that are open to the public (minimum \$500 deposit, subject to increase depending on event).

17. SOUND REQUIREMENTS

- 17.1. A public or private event may involve amplified announcements, music, or other entertainment that does not have unreasonable impacts on the surrounding neighbourhood, but which exceed the maximum sound levels for the area as identified in the Noise Bylaw 1913,2000. In these cases, an application to Council to vary the noise bylaw must be received. The intention of the exemption permitting process is to ensure that the interests of both the organizer and neighbours are met throughout the duration of the event.
- 17.2. Without an exemption, organizers of such events are subject to the sound levels identified in the Noise Bylaw 1913,2000.

- 17.3.** Amplification at outdoor special events will be permitted only between the hours of 10:00am and 10:00pm.
Location of all speakers, sound booth and adjacent residents and visitor accommodation should be shown on a site plan or route map.
- 17.4.** Sound limits established for the event will apply to all announcements and sound checks as well as to performances.
- 17.5.** Maximum sound levels will be established at locations that are easily monitored by the onsite event representative.
- 17.6.** City staff and Police may monitor the noise levels and if the level is not reduced when directed by City staff or Police, the event will be cancelled.
- 17.7.** The event organizer will be required to notify all potentially affected neighbouring businesses and residents about the proposed event. This includes times and dates, type of sound and contact names and numbers for persons who respond to any neighbourhood concerns before, during, and following the event. The organizer is responsible for making reasonable attempts to address concerns and complaints.

18. PROCEDURES FOR STREET CLOSURE

- 18.1.** Events requiring road closures must be received at least 12 weeks prior to the event and will require the approval of a traffic safety and management plan, including a map. If your event will use any portion of Highway 101 through the City, you must receive approval from the Ministry of Transportation and provide us with a copy of their Permit. (refer to Section 20)
- 18.2.** The special event organizer is required to locally advertise, the week prior to the event, where alternate parking can be found.
- 18.3.** The City, by resolution;
- Authorize the Fire Chief, Manager of Engineering Services or any other official of the Municipality to close to traffic any street or portion of any street, at any time and for any period and in respect of any class or classes of traffic, with the exception of the Provincial Highway which requires permission from the Ministry of Highways;
 - Authorize Engineering Services to temporarily close to traffic any street or portion of any street as he may deem necessary.
 - Engineering Services shall ensure that sufficient barriers are erected and maintained to indicate the closure.
 - No driver shall pass beyond any barrier indicating that a street is closed to traffic.

19. RCMP & FIRE SERVICES

- 19.1.** Crowd control will be the responsibility of the event organizer. A detailed plan outlining the measures put in place to deal with crowd control will be the responsibility of the event organizer for larger events. The event plan will need to be submitted to the Recreation Manager or designate a minimum of 28 days prior to the event.
- 19.2.** The need for the use of security and emergency access will be evaluated on an event by event basis. Where required, the cost of the security will be borne by the event organizer. Name of the security company and proof of bonding will be required 28 days prior to the event.
- 19.3.** The event site plan will be forwarded by the Recreation Manager or designate to the City of Powell River Fire Rescue Service to ensure adequate measures are in place for fire and life safety concerns.

- 19.4. Fire regulation permits & bylaws must be adhered to. Sky lanterns or similar uncontrolled devices on land or water are prohibited.

20. PARADES:

- 20.1. No person shall be a member of or take part in any parade unless:
- the parade is under the direction or control of one person as marshal or organizer and;
 - a written permit for the parade has been issued by the Director of Infrastructure, Manager of Engineering and signed off by the RCMP.
- 20.2. An application for a parade permit is made to the City's Engineering Department as per Traffic Bylaw.
- 20.3. The application shall state:
- the nature of the parade;
 - the time at which the parade is to be held;
 - the place or places of formation and commencement;
 - the route intended to be taken; and
 - the place of disbandment.
- 20.4. The Senior R.C.M.P. Officer may issue written permission for a parade subject to any terms or conditions he may impose as to time, route or otherwise. Where any deviation from the terms or conditions imposed under subsection (4) occurs, the permit shall be null and void.
- 20.5. If the parade route involves Marine Avenue written permission is required through the Ministry of Transportation and Infrastructure.
- 20.6. The applicant or designate must be present on the site during the entire duration of the street closure.
- 20.7. Possession and/or consumption of alcoholic beverages on the closed portion of the street is prohibited.
- 20.8. The special event organizer is required to advertise in the local media newspaper the week prior to the event where alternate parking can be found.
- 20.9. Special event organizers are required to post signage at various locations notifying motorists of road closures.

21. HANGING OF BANNERS

- 21.1. All applications for hanging of large banners at City's banner stations (old Transfer Station on Marine and on Joyce at Complex way) are to be made to directly through the department of Engineering Services at least 90 days prior to the date that the banners are to be hung. Please contact Engineering Services for a list of the available locations as well as the dimensions of these locations.
- 21.2. City sponsored events take precedence over any other events.

22. SOCAN

- 22.1. If you are planning a special event that includes live or recorded music of any kind you are required to pay a license fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. SOCAN collects license fees for the public performance of music in Canada. Those fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada.
- 22.2. The SOCAN representative contact information is available from the Recreation Office Coordinator or designate. If SOCAN fees apply, the amount will be added to the facility rental agreement and the City will forward the fees to SOCAN on your behalf.

- 22.3. The toll-free number and website are listed below. Please contact your SOCAN representative to obtain the proper licensing for your event.

SOCAN 41 Valleybrook Drive

Toronto, ON M3B 2S6

Website: www.socan.ca 1.866.944.6223

Online: Visit the "SOCAN Tariffs" page www.socan.ca/jsp/en/resources/tariffs.jsp to determine the applicable license and fee or call your SOCAN representative.

APPROVED:

A handwritten signature in black ink, appearing to read 'Mac Fraser', is positioned below the 'APPROVED:' text.

Mac Fraser, Chief Administrative Officer