



The Corporation of the District of North Vancouver

CORPORATE POLICY

Title	Municipal Alcohol Policy for Community Events in Parks and Open Spaces
Section	Parks, Recreation and Culture

POLICY

It is the policy of Council that community events promote, health and contribute to the quality of life and provide community benefits. Through this policy Council provides direction on permitting the controlled serving of alcohol to ensure that community events are managed responsibly.

Requests to serve alcohol at a community event in District of North Vancouver parks and open spaces will be handled in accordance with the procedures outlined in this policy.

Policy approved on: April 30, 2018

Policy amended on:

PROCEDURE

Designated Official

The Manager of Parks, or designate, must approve all applications for community events where alcohol will be served in District parks and open spaces.

Applications

1. The event organizer must submit a Park Permit Application for alcohol as part of the District of North Vancouver Community Event in Parks and Public Open Spaces Application Process.
2. The application for a Park Permit must include:
 - the proposed park or open space location for the community event;
 - the expected number of attendees;
 - the proposed date and hours of the event;
 - the reason for the event; and,
 - a harm reduction plan.
3. The application for a Park Permit will be reviewed by the applicable staff and the RCMP for any concerns. This will include a review of any previous history with the event organizer and/or event.

4. If the application is approved, the event organizer will receive a Park Permit to serve alcohol at a community event in a District park or open space.
5. If the application is approved and a Park Permit is issued, the event organizer must also apply to the BC Liquor Control and Licensing Branch (LCLB) to obtain a Special Event Permit (SEP) to allow alcohol in a public place.
6. If the application for a Park Permit is denied, the event organizer will be notified.
7. The District reserves the right to deny the serving of alcohol at a community event in District parks and open spaces.

Regulations Attached to Park Permits Where Alcohol is Served

Park Permit applicants for serving alcohol as part of a community event is limited to District-directed events and non-profit community associations who operate within the District and have a majority of their members residing in the District. These may include sports and culture services, clubs, associations or societies. The profits from the community event must go to improve public facilities in the District, to volunteer programs in which the sponsoring organization is involved or to recognized public charities.

The regulations and approval process for a Park Permit to serve alcohol as part of a community event shall be as follows:

1. An organization's use of District parks and open spaces is limited to one event day in one calendar year or at the discretion of the Manager of Parks.
2. A Park Permit can be subject to immediate revocation by the Manager of Parks if this is deemed necessary. A violation of this policy may result in alcohol service and/ or event termination.
3. The Manager of Parks may deny an application for a Park Permit if:
 - the application does not fit the required criteria;
 - the location is not procurable; or,
 - the event organizer has had problems associated with alcohol being served at their event(s) in the past.
4. Criteria to evaluate park and open space suitability for a community event where alcohol will be served will include, but is not limited to:
 - park and open space size and proximity to adjacent residences;
 - type of park or open space and availability of appropriate on-site amenities;
 - size, type and duration of event;
 - options for safe transportation to and from the park or open space;

- public safety and security; and,
 - ability for a beverage service area to be defined and secured from casual park and open space users not attending the community event.
5. An administrative fee per event is required and an additional refundable deposit for an event is charged to ensure proper clean up of the park or open space during and following the community event. The administrative fee and refundable deposit will be included in the Community Events Rental Contract. The refundable deposit will be returned to the event organizer following a review of the cleanliness of the park or open space after the community event is completed. Any costs for cleanup or repairs, if required, by Parks Department staff will be deducted from the refundable deposit.
6. If a Park Permit for alcohol is approved, the event organizer will be responsible for obtaining liability insurance for the use of parks and open spaces, and the event organizer must also provide:
- The Special Event Permit (SEP) issued by the BC Liquor Control and Licensing Board: and,
 - A final harm reduction plan that includes strategies to ensure accountability and responsibility of the event organizer to reduce any alcohol- related concerns including:
 - a) under age consumption;
 - b) inappropriate use before, during and after the event;
 - c) impact to local neighbourhoods (including noise, litter, parking);
 - d) supplying food and non-alcoholic beverages; and,
 - e) transportation options for event attendees.
7. Community Impacts
- serving alcohol must stop one hour prior to event closing; and,
 - police, fire and/ or bylaw enforcement staff may be required to monitor compliance with legislation, including municipal bylaws, before, during and/ or after the community event. This will be determined through the Park Permit application process and costs for these services will be charged to, and payable by, the event organizer.
8. After the community event the event organizer must provide a summary of their contribution to a public facility in the District, to volunteer programs in which the sponsoring organization is involved or to recognized public charities.

Glossary

Community Event means an event taking place in District parks and open spaces that promotes health and social well-being, contributes to the quality of life and/ or provides

community benefits and may include special events, sports tournaments, races, and similar activities whether organized by the District or a third party.

Council means the Council for the District of North Vancouver.

District, unless otherwise stated, means the District of North Vancouver.

Event Organizer means any person or organization applying to hold a community event where alcohol will be served in District parks and open spaces.

Harm Reduction Plan means a plan that forms part of the Park Permit application to hold a community event where alcohol will be served in District parks and open spaces and articulates the strategies to ensure responsible and accountable use of alcohol.

Liquor Control and Licensing Branch (LCLB) means the British Columbia Liquor Control and Licensing Branch which regulates and monitors the liquor industry in the Province of BC, including the regulation of liquor service at catered and special occasion events in public places.

Parks and Open Spaces means, for the purposes of this policy, a park that is owned and managed by the District of North Vancouver and open space that is owned and managed by the District of North Vancouver, such as a plaza.

Park Permit means the permit issued by the District of North Vancouver Parks Department upon a successful Park Permit application for a community event where alcohol will be served in District parks and open spaces.

Special Event Permit (SEP) means a LCLB Special Event Permit that is required for those who wish to provide temporary liquor service at events. A SEP allows the community event to serve or sell liquor in accordance with BC liquor laws and regulations. Event organizers are considered liquor licensees and are responsible for the safety of their clients.