

COUNCIL POLICY



<p>Title: Community Events and Bookings Policy No. 15.1</p> <p>Adopted Date: December 09, 2024</p> <p>Amended Date:</p>	<p>Section: Parks & Recreation</p> <p>Motion No. 24-301</p>
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Policy Statement

The Community Events Policy sets out procedures, rules, and guidelines for the use of Village of Cumberland parks and facilities by organizations and individuals. Its intention is to establish fair and transparent guidelines to be applied while adjudicating and processing facility and/or park use permits, as well as to clearly communicate obligations of permit holders and encourage permit holders to organize responsible events that are in accordance with the community's values.

Purpose

1. The Village of Cumberland (The Village) administers the permitting and coordination of community events, sports field bookings, organized trail events, private gatherings, and other occasions that require the use of a municipal park or facility. This policy has been developed to help staff administer park use and facility use permits in a consistent, transparent, and fair manner while managing impacts to residents, park/facility users, the natural environment, operations, and the parks/facilities themselves.

Definitions

2. In this Policy,
 - a. **Director of engineering** means the Village of Cumberland employee assigned to approve road closures.
 - b. **Event** means any activity or program that attracts or requires participants or spectators and that requires the use of a Village of Cumberland park, facility, or section thereof, except for:
 - i. activities and programs delivered by the Village of Cumberland; and
 - ii. non-exclusive use of a park that is not prohibited by the Village of Cumberland Parks Regulation Bylaw or regulated by the Parks & Recreation Fees Bylaw.

- c. **Event application** means an application form, submitted either electronically or in hard copy, that is in a format prescribed by Village of Cumberland staff and includes all required documentation and supplementary information; the purpose of an event application is to request a park use and/or facility use permit.
- d. **Major event** means an event deemed by the recreation manager or parks manager to have significant impacts on a park, facility, residents, businesses, or other resources or stakeholders.
- e. **Non-profit event** means a public event that is organized by a non-profit society or registered charity; it also includes public funerals and all-candidates meetings.
- f. **Parks manager** means the Village of Cumberland employee assigned to manage the Parks department or section.
- g. **Permit holder** means the person or organization to whom a park use permit or facility use permit has been issued by Village staff.
- h. **Public event** means an event that is open to the public; a public event may or may not require a fee for admission.
- i. **Recreation equipment** means any Village-owned equipment that is typically used for recreation programs, stored or used in a Village of Cumberland facility, and not typically included with facility booking. It does not include road barricades, signs, or other traffic control equipment.
- j. **Recreation manager** means the Village of Cumberland employee assigned to manage the Recreation department or section.

Application Requirements and Process

- 3. A park use permit and/or facility use permit is required for:
 - a. anyone who requires exclusive use of a Village of Cumberland park, facility, or section thereof. This includes, but is not limited to, a festival, competition, practice, race, tournament, show, meeting, private event, ceremony, guided use, and training;
 - b. anyone who intends to provide a commercial service within a Village of Cumberland park or facility (including guided operations, coaches and trainers); and
 - c. anyone who intends to carry on, with the intent of monetary return, commercial filming using still or motion photography within a Village of Cumberland park or facility, or to use a park or facility for another commercial purpose.
- 4. Event applications are received and processed by the Village of Cumberland's Recreation section in accordance with this Policy, the Parks and Recreation Fees Bylaw, the Parks Regulation Bylaw, and any other relevant bylaws, policies, and procedures.
- 5. All park use permits must be approved by the parks manager.
- 6. All facility use permits must be approved by the recreation manager.

7. Village of Cumberland will process event applications by:
 - a. evaluating the suitability of a facility, park, trail, and/or site to accommodate the event, including cumulative impacts of other events/activities, and assessing the event's accordance with the community's values as defined in Council's strategic Plan;
 - b. considering the applicant's past events and history of abiding by the terms of past permits;
 - c. referring applications to Council, other internal departments, agencies, and/or stakeholders, as appropriate based on the nature of the application;
 - d. ensuring appropriate insurance has been obtained;
 - e. collecting applicable fees and deposits;
 - f. ensuring that a signed Release and Indemnification has been received from the applicant; and
 - g. providing approval and issuing a park use permit and/or facility use permit as per this Policy and any other applicable bylaws, policies, and procedures.
8. At the discretion of the Chief Administrative Officer, any application for a major event may be brought to Council for resolution on permit issuance.
9. Priority booking for events and activities will be given in the following order:
 - a. Federal and provincial elections
 - b. Village of Cumberland internal programs, special events, and municipal elections
 - c. Events sponsored by the Village of Cumberland
 - d. Previously permitted public events on or about the same day as past year(s)
 - e. Previously permitted public events on a different day than past year(s)
 - f. New non-profit public events with demonstrable community benefit
 - g. Other public events
 - h. All other events
10. In order to receive the priority booking described above, event applications must be received at least nine (9) months in advance of the requested date. Applications received after that time will be processed on a first-come-first-served basis.
11. At the discretion of the recreation manager or parks manager, an event may be cancelled at any time, whether a permit has been issued or not, to facilitate
 - a. a federal, provincial, or municipal election; or
 - b. a public health initiative delivered by the Vancouver Island Health Authority.
12. Major events may only be held at Village Park, the Cumberland Recreation Centre, and/or the Cumberland Cultural Centre unless permitted in the preceding year.

Fees and Charge-Outs

13. Any staff time required for an event that goes beyond the scope of routine operations will be invoiced to the permit holder at a cost recovery rate in accordance with the Parks & Recreation Fees Bylaw and any other applicable bylaws.
 - a. For clarity, any work that is undertaken upon the request of a permit holder or in support of a community event and that would not be undertaken otherwise is considered beyond the scope of routine operations.
14. A Village employee is required to be on shift at all times when the public is using the Cumberland Recreation Centre or Cumberland Cultural Centre for events, recreation, or cultural services.
 - a. Any indoor booking that takes place outside of staffed hours is subject to the availability of staff.
 - b. Any additional staffing costs directly related to the facilitation of an event will be charged to the permit holder at a cost recovery rate.
 - c. A contact staff person will be designated for each event so that permit holders have a direct line of communication with Village staff during the period of their permit.

Limitations

15. The Village will not permit events that engage in or promote discriminatory activities, or whose activities are in contravention of the BC Human Rights Code and/or the Canadian Charter of Rights and Freedoms. This includes but is not restricted to events that discriminate based on age, ethnicity, religion, physical ability, sexual orientation, and gender identity/expression.
16. Tables, chairs, stages, podiums, and other equipment primarily intended for use by permit holders are included with a facility rental but must remain in the facility in which they are typically stored and/or used.
 - a. Notwithstanding the above, tables, chairs, and other equipment may be moved to a different facility
 - i. if they are to be used for an event organized by the Village of Cumberland or Cumberland Fire Rescue; or
 - ii. upon approval by the recreation manager.

Responsibilities of Permit Holders

17. Permit holders are solely responsible for inspecting the requested park(s) or facility(ies) prior to use to confirm its suitability for their purpose, and to use that permitted space(s) at their own risk. Parks and facilities are rented/permitted "as is."
18. Notwithstanding reasonable wear and tear and/or conditions resulting from normal use,
 - a. following each event, the permit holder must endeavour to return the park or facility to the same condition or better as it was prior to the event; and

- b. any damage and/or items that are missing or left in an unclean state will be the financial responsibility of the permit holder.
19. Events in parks must be conducted in a manner and location such that they minimize the impact on the natural environment, park users, park operations, and facilities.
20. Permit holders are responsible for acquiring any additional permits, licenses, or permissions that may be required for their event by other authorities.
21. Permit holders are responsible for ensuring that their event is conducted in a safe, orderly manner and is restricted to the park(s) or facility(ies) for which a permit has been granted. This includes providing adequate personnel to supervise the event and safeguard participants, spectators, and the public.
22. All public events should strive to ensure fair access by people of all abilities, including but not restricted to seniors, families with strollers, and people with cognitive and/or physical impairments.
 - a. Events expected to attract 100 or more attendees should include at least one Accessible toilet on site and at least one toilet for every 100 expected attendees. For larger events, at least one in five toilets should be Accessible.
 - b. All public events should include reserved spectator seating for people with disabilities, well-lit entrance(s) with a firm, level surface on a defined path, and a shaded place of refuge with access to water near accessible toilet(s).
23. Permit holders should make every reasonable effort to reduce the greenhouse gas (GHG) emissions and garbage resulting from their event.
24. Permit holders are responsible for the removal of all waste and recyclables immediately following their event. The Village strongly encourages all permit holders to include recycling stations in their event planning.
25. In the spirit of reconciliation, permit holders should acknowledge that their event takes place on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.
26. Applications for park-based events must include a site plan indicating the location(s) of tents, toilets, and any other structures, plus any infrastructure requirements such as water and power.
27. Vehicles are not permitted to enter Village of Cumberland parks unless approved as a condition of a park use permit.

28. Permit holders must endeavour to notify any non-participants who may be affected by their event, such as adjacent residents, businesses, and other park or trail users. This includes posting notifications of parking and/or traffic flow changes.
 - a. All posted notifications must include phone numbers and/or email addresses for an event contact(s) before, during, and after the event.
29. The staking of tents and other structures is discouraged within Village Park and Village Square in order to avoid damage to underground irrigation and electrical lines. Any damage caused to underground utilities as a result of event activities are the financial responsibility of the permit holder.
30. Events expected to attract 100 or more attendees must be approved by the Cumberland Fire Department.
31. Mobile food vendors are permitted as part of a permitted event, provided they are located within the permitted area and meet the requirements of the Village of Cumberland's Zoning Bylaw and any other applicable regulations.
32. All permit holders must agree to a Release of Liability before taking possession or use of any Village of Cumberland park or facility.

Trail-Based Events

33. Applicants for events using the Cumberland Community Forest Park or Village Forest Lands must include a course map depicting the trails and/or roads to be used.
34. Appropriate signage that clearly indicates the trails and roads being used by the event must be placed at all major access points by which other users may interact with event participants. Such signage must be removed promptly after each event.
35. Organizers of trail-based events must practice good trail etiquette, consider other trail users, and, if requested by Village staff, make special provisions in the interest of watershed protection.
36. In collaboration with adjacent landowners and trail managers, the Village of Cumberland will consider wildfire danger rating when assessing event applications and may restrict or prohibit events due to the risk of fire.

Parking & Traffic Management

37. Events requiring the full or partial closure of a road, bike lane, alleyway, and/or sidewalk are subject to the provisions of the Village of Cumberland's Street Closures for Special Events Policy. This includes a requirement for submission and approval of a traffic management plan.

- a. For neighbourhood block parties, this plan could simply be a map of the area indicating the locations of any barriers and/or temporary structures.
 - b. At the discretion of the director of engineering, a traffic management plan may also be required for the approval of any other event.
38. Permit holders are responsible for providing, at their own expense, any temporary markers and/or personnel (such as signs, barricades, cones, and traffic marshals) that are required for traffic control. Equipment may be available for loan from the Village of Cumberland upon request and remittance of a damage deposit.
39. Events expected to attract more than 100 attendees should include designated Accessible parking.
40. Events with approved road closures may be stopped, delayed, or otherwise disrupted at any time to allow for emergency access by first responders.

Payment & Cancellations

41. Payment in full must be received by the Village of Cumberland's Recreation section at least fourteen (14) days prior to a permitted event or at time of permit issuance.
 - a. The recreation manager or parks manager may deny approval to any event for which payment has not been received at least fourteen (14) days prior to the proposed event date.
 - b. At no time are keys to Village parks or facilities to be issued when the prescribed fee(s) for a corresponding event has not yet been paid.
42. The Village of Cumberland retains the right to revoke an event permit up to and including the day of the event, or at any time during the event, in the case of park conditions related to a weather event(s), an emergency, or if the permit holder does not adhere to the conditions of the permit.
43. A permit holder may cancel an event, in writing to the Village of Cumberland's Recreation Section, at least fourteen 14 days prior to the event to be eligible for a full refund of any permit fees paid.
 - a. Notwithstanding the above, no refunds shall be given for services already rendered at the time of cancellation, including but not limited to Noise Control Bylaw exemption requests, services that have already been rendered, and non-refundable fees for street closures requiring Council approval.
 - b. No refunds shall be given for events that are cancelled less than fourteen (14) days prior to the event.
44. Council shall review this policy within one year following a general municipal election.