

EVENT PERMIT FOR OUTDOOR SPACES POLICY
Council Policy No. 157/24

PURPOSE:

The Purpose of the Event Permit for Outdoor Spaces Policy is to set parameters for responding to event permit applications for outdoor spaces on municipal property, allowing for appropriate management of the many uses of our municipal parks and outdoor spaces to ensure that Fort St. John's varied demographic continues to have access in an inclusive, enjoyable, and safe manner.

In order to ensure that events are compatible with the City's vision as listed in the Official Community Plan and the Parks and Recreation Plan, the City supports and permits events to meet the following objectives:

- Balance the needs of event participants, parks users, and neighbors
- Ensure that events are compatible with event venues and maintenance schedules
- Ensure the protection of the natural environment
- Promote a diverse range of activities and opportunities
- Encourage participation and inclusion of all members of the community

DEFINITIONS:

Community Parks – as defined in the Official Community Plan

Neighbourhood Parks – as defined in the Official Community Plan

Bookable Amenities – spaces that are bookable for exclusive use by the hour or day. May require an Event Permit for use. *Applicable fees and charges as listed in the Community Services Fees and Charges Bylaw.*

Non-bookable Amenities – spaces that are not bookable for exclusive use by the hour or day. May require an Event Permit for use.

Event or Activity – for the purposes of this policy, an 'Event' or 'Activity' refers to any organized gathering for the purpose of commercial endeavors, community special events, or moderate-to-high risk activities such as (but not limited to) sporting events. 'Event' or 'Activity' does not refer to peaceful assemblies, small gatherings, or low-risk activities that are considered a reasonably accepted use of public outdoor spaces.

Fencing – refers to security fencing that does not restrict free access to parks.

POLICY:

The Event Permit for Outdoor Spaces Policy will be used to ensure that the best use is made of all parks, outdoor spaces, and facilities within the City.

Event Applications for Municipal Property

Any event or activity occurring in outdoor spaces, on municipal property must complete the Event Permit Application Process. This application is available through the Community Services Department and the City website. Event organizers, and members of the public must adhere to all applicable legislation, regulation, laws, orders, and bylaws.

Event Permit Applications shall be considered for events that occur in Outdoor Spaces on Municipal Property. The Permit allows events or activities to take place with permission and without double booking, but does not necessarily provide exclusive use to public spaces. These outdoor spaces include, but are not limited to, the following locations:

- City Facilities
 - Parking Lots
 - Boulevards
 - Greenspaces
- Community Parks
 - Bookable Amenities – examples, not limited to:
 - Ball diamonds, batting cages
 - Soccer Fields
 - Kin Park Pavilion
 - Centennial Stage
 - Festival Plaza
 - Food Stalls
 - Outdoor Performance Oval
 - Non-Bookable Amenities – examples, not limited to:
 - Formal Gardens
 - Greenspaces
 - Outdoor rinks
 - Skate park
 - Dog park

Event Permit Applications for Outdoor Spaces are not required for events that occur in Neighbourhood Parks. Neighbourhood parks are non-exclusive, first come-first served, and members of the public must adhere to all applicable legislation, regulation, laws, orders, and bylaws.

Fencing and Infrastructure

No more than 50% of a Community Park shall be fenced. No park amenities or play structures shall be restricted from public access.

Additional information and documentation may be required if the event includes fencing or infrastructure such as staging, tents, or additional restrooms.

Alcohol in/on City Lands

Event organizers wishing to serve liquor or host a beer garden on Municipal Property must apply for a special occasion license, as described in Council Policy No. 128/15 Special Occasion License Policy.

Fees and Charges

All applicable fees and charges are as listed in Bylaw No. 2592, 2024 Community Services Fees and Charges.

Applications will be processed in accordance with the Special Event Guide for Municipal Property and the Event Permit for Outdoor Spaces Administrative Procedure No. 60/24.