CITY OF WEST KELOWNA

POLICY

Title: Application for Special Events
Department: Operations
Policy Number: 0032
File Number: 0340-50-0032

1. Purpose

1.1. To establish a consistent framework for the review, approval and management of special events held on City streets, parks, property and other City-owned facilities, while supporting public safety, minimizing impacts to residents and businesses, and protecting City infrastructure and assets.

2. Scope

2.1. This policy applies to organizations, businesses, community groups, individuals and other persons seeking to organize or host a special event in or on City streets, parks, property or other City-owned facilities.

2.2. This policy applies to special events that may include, but are not limited to: parades; races; walks; runs; festivals; charitable events; community celebrations; and other organized activities that require the use of City property, facilities, parks, streets or municipal services.

2.3. City-organized or City-sponsored events may be subject to separate internal planning and approval processes.

2.4. Events occurring entirely on private property that do not require the use of City property, facilities, streets or municipal services are outside the scope of this policy.

3. Definitions

3.1. “City” means the City of West Kelowna.

3.2. “City Property” means any property, facility, park, street, road, right-of-way or other asset owned, leased or controlled by the City.

3.3. “Event Organizer” means the individual, organization, business, society, group or other entity responsible for planning, organizing and conducting a special event.

3.4. “Special Event” means an organized activity, gathering or event held on City property, including streets, parks or City-owned facilities, that requires City approval or may affect City property, infrastructure, services, traffic, public access or the surrounding community.

3.5. "Road Closure" means the temporary closure or restriction of a City road, street or right-of-way to vehicular or pedestrian traffic for the purpose of conducting a special event.

3.6. "Terms and Conditions" means the requirements established by the City that an Event Organizer must comply with as a condition of approval for a special event.

4. Policy Statement

The City supports special events that contribute to community well-being, culture, recreation, economic activity and civic engagement, while ensuring public safety, protecting municipal assets and minimizing impacts on residents, businesses, and City operations.

4.1. Event Approval

Special events held on City property require approval in accordance with this policy and the City's applicable procedures, bylaws and requirements.

The City may approve, approve with conditions, defer or deny an application based on factors including, but not limited to:

- availability and suitability of the requested location;
- public safety;
- anticipated attendance and event size;
- traffic and transportation impacts;
- impacts to residents, businesses and surrounding neighbourhoods;
- impacts to City operations and services;
- protection of City property and infrastructure;
- operational and resource considerations;
- environmental considerations;
- event history and previous compliance;
- the availability of required resources; and
- the overall risk and complexity of the event.

Approval of a special event does not relieve the Event Organizer from obtaining any other permits, licenses, approvals or authorizations required by legislation, other authorities or the City.

4.2. Event Organizer Responsibilities

Event Organizers are responsible for planning, organizing and conducting their event in accordance with all applicable legislation, bylaws, permits, agreements, City requirements and approved Terms and Conditions.

Event Organizers are responsible for taking reasonable measures to protect the safety of participants, spectators, volunteers, employees and the general public.

Event Organizers must comply with all application requirements, operational requirements, fees, agreements, and procedures established by the City.

4.3. Disclosure Requirement

Event Organizers must truthfully and accurately represent the Special Event during the application and approval process, including but not limited to the nature, size, complexity, or risk to public safety, municipal infrastructure, and the community associated with the Special Event. Failure to truthfully and accurately represent the Special Event during the application and approval process may result in the denial or cancellation of approval for the Special Event at the sole discretion of the City.

4.4. Risk Management

The City may establish additional requirements based on the nature, size, complexity, or risk of a Special Event in order to protect public safety, municipal infrastructure, and the community.

4.5. Insurance and Financial Security

Event Organizers must obtain and maintain insurance and, where required, provide financial security in amounts and on terms established by the City based on the nature and risk of the event.

Minimum insurance requirements may be established through procedures, application requirements, agreements, or other City requirements.

The City may require an Event Organizer to provide evidence of insurance naming the City of West Kelowna as an additional insured.

The City may require a refundable security deposit or other financial security to address potential damage to City property, extraordinary cleaning costs, losses or other expenses resulting from an event.

4.6. City Services and Infrastructure

The City is not responsible for providing event-related signage, barricades, parking control, traffic control or other event-specific services unless otherwise agreed in writing.

The City may determine whether traffic signals, roads, parks, facilities or other municipal infrastructure can be modified or used for an event.

Event Organizers may be responsible for costs associated with additional City services required as a result of an event.

4.7. Event Scheduling and Conflicting Events

The City may establish procedures for prioritizing event applications where multiple events are proposed for the same date or location.

Consideration may be given to established recurring events, previously approved bookings, application timing, location availability, community impacts, the nature and requirements of the proposed event.

Approval of an event in a previous year does not create an entitlement or guarantee that the event will be approved in subsequent years.

4.8. Additional Terms and Conditions

The City may establish standard or event-specific Terms and Conditions as a requirement of approval.

The City may impose additional conditions where circumstances warrant, including conditions related to public safety, traffic, security, environmental protection, facility use, neighbourhood impacts or protection of City property.

4.9. Council Consideration

Council may be requested to consider an event where:

- an exemption from a bylaw, policy, or established requirement is requested;
- significant municipal resources or funding are involved;
- the event presents significant community impacts; or
- Council direction is otherwise considered necessary.

Referral of an event to Council does not guarantee approval.

4.10. Compliance

The City may revoke, suspend or modify approval where an Event Organizer fails to comply with the applicable policy, procedure, bylaws, agreements, permits or Terms and Conditions.

The City may also refuse future event applications where an Event Organizer has demonstrated a history of non-compliance or where other circumstances warrant.

5. Approval

Approved by	☐ CAO	☒ Mayor and Council
Approval date	October 6, 2026	
Council Resolution #	C265/26	
Signature	*[Original signed by Mayor]* MAYOR	

6. Additional Information

Category	☒ Council	☐ Administrative
Related procedure	☐ Yes	☒ No
Procedure number		
Date of last review		