



Lil'wat Nation Policy #02-2012

Special Events Policy

1. Purpose

This policy contains guidelines for staff and Chief and Council to utilize in the evaluation of potential events on-reserve. While supporting staff and Chief and Council the purpose is also to:

- Ensure that events held meet the Strategic Objectives and Values of the Nation, as outlined in the Lil'wat Nation Strategic Plan;
- Ensure public safety is a key priority when considering hosting special events on-reserve;
- Create awareness and understanding about the Nation's position and requirements for special events to applicants;
- Provide staff a framework and guidelines within which to evaluate applications for presentation to council;
- Promote entrepreneurship within the community;
- Promote investment in the community.

2. Scope

This policy includes all major events, defined as:

Any annual or infrequently occurring activities that take place in Mount Currie, that are open to the general public and held for the purpose of a celebration or have a specific theme and have a pre-determined opening and closing time.

This policy does not include community events such as weddings, sports tournaments, pow-wows, and rodeos or an event with less than 200 people in attendance which is not-for-profit.

3. Policy Statement

The following are **required** for approval from the Lil'wat Nation Chief and Council to host a Special Event on-reserve:

1. Liability Insurance
 - a. The proponent must obtain and provide proof of comprehensive general liability insurance (Special Events Insurance) in an amount of two million (\$2,000,000) dollars or greater in the form of a Certificate of Insurance.
 - b. Depending on the scale of the event, Chief and Council may require and increase in amount of liability insurance.
2. Emergency Plan:
 - a. The emergency plan will require the following information:
 - i. Emergency Access for Fire/Ambulance
 - ii. First Aid Attendants or Ambulance on-site
 - iii. Fire suppression plan



Lil'wat Nation Policy #02-2012

Special Events Policy

- iv. Communications Plan
 1. Identification of communications protocols such as cell phone reception, radio use or other protocols.
- v. Emergency Identification procedure/Problem Identification
- vi. Traffic control, parking, and noise control
- vii. Hours of operation
- viii. Number of licensed security guards in attendance
- b. The Emergency Plan will require the approval of the Stl'atl'imx Tribal Police in the form of a letter written to Chief and Council
3. Health and Safety Plan
 - a. The Health and Safety Plan will require the following information:
 - i. Sanitary services
 - ii. Potable Water
 - b. The Health and Safety Plan will require approval by the Medical Health Officer
4. Liquor Control Strategy
 - a. The Liquor Control Strategy will require the following information:
 - i. Status of Special Occasion License
 - ii. Plan to remove/prevent intoxication event participants
 - iii. Plan to ensure that minors can not participate in the event.
5. Cultural Component
 - a. Description of how the event will incorporate Lil'wat culture.
6. Deposit
 - a. A deposit of \$1500 is required for return of site to original condition (this fee is waived for Community Members hosting an event).
7. Land Use Certainty
 - a. A letter of support from the Land and Resources Office confirming that:
 - i. The property is registered
 - ii. The property has the appropriate zoning (Rural Residential).

The following are **recommended** for seeking approval from the Lil'wat Nation Chief and Council to host a Special Event on-reserve:

1. Community Benefits
 - a. The applicant should describe how the community as a whole will benefit from the event. This includes:
 - i. Revenue sharing

Authorized by: Lil'wat Nation Chief and Council

Original Issue: 07/02/2012

Document Owner: Kerry Mehaffey

Current Version: 07/02/2012

Page 2 of 3

Review Date: 07/02/2015



Lil'wat Nation Policy #02-2012

Special Events Policy

- ii. Fund raising for social or cultural reason
 - iii. Local employment or utilizing local businesses (a list of local businesses can be provided by the Economic Development Department).
2. Proponent's History
 - a. A description of the proponent's history of executing this type of event.

4. Responsibility

The responsibility for the regulatory function of this policy is through the Lands and Resources Department.

The Economic Development Department will support the applicant through the process.

The Lil'wat Nation Chief and Council has the ultimate authority to determine if an event should be hosted in the community.

5. Implementation

1. The Applicant should provide an initial letter to determine the interest of the type and scale of the event from Chief and Council prior to a full application.
2. Staff will prepare a report and Chief and Council will review the initial letter and report to determine if the event meets the Strategic Objectives and Values of the Lil'wat Nation.
3. Chief and Council will respond with either a support letter to move forward, or a letter outlining issues with the event.
4. If the applicant chooses to move forward, a non-refundable \$250 fee will be required.
5. The applicant is responsible for collecting all available required and recommended information and providing a package to be presented to Chief and Council for final decision.

6. References

Special Occasion License

http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB208_PM-Special.pdf

Security Plan Sample

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb098-security-plan-SOL.pdf>

Authorized by: Lil'wat Nation Chief and Council

Original Issue: 07/02/2012

Document Owner: Kerry Mehaffey

Current Version: 07/02/2012

Page 3 of 3

Review Date: 07/02/2015