

POLICY DIRECTIVE NO. – G-29

SUBJECT: GATHERING FOR AN EVENT IN THE AGRICULTURAL LAND RESERVE (ALR)

APPROVAL DATE: May 2, 2017 LAST REVIEW DATE: _____

REFERENCE: BUSINESS LICENCE BYLAW, ZONING BYLAW

A. GENERAL:

1. A gathering for an event in the Agricultural Land Reserve (ALR) is permitted if all of the conditions included within the Agricultural Land Reserve Use, Subdivision and Procedure Regulation are met. Said conditions are detailed by the Agricultural Land Commission Policy L-22: Gathering for an Event in the ALR, as amended from time to time.

B. LICENCING REQUIREMENTS:

1. Each gathering for an event to be held in the ALR must have an approved business licence from the City of Chilliwack Licencing Department for the duration of the gathering for an event.
 - (a) A completed “Gathering for an Event in the ALR Business Licence Application Form” is required as a component of the business licence application submission. Said form is attached as Schedule A.
2. Approval by applicable City Departments may be required.
3. The business owner must enter into a Good Neighbour Agreement (GNA) with the City of Chilliwack prior to issuance of a business licence. The GNA will apply to the use of a particular farm property by the applicant and will encompass a maximum of 10 gatherings for events within a single calendar year held on that farm property, the maximum permitted under ALC Policy L-22, as amended from time to time.

C. LIABILITY INSURANCE – GENERAL

1. The applicant and its subcontractors shall maintain, in effect, commercial liability insurance of not less than \$5,000,000.00 per gathering for an event.

D. GUIDELINES

1. A parking area must be provided on the property for the gathering for an event. Said parking area should be located on the perimeter of the property and provide adequate maneuvering space and access for emergency vehicles.
2. Mitigation measures to limit negative impacts (ie. noise, trespass, litter, nuisance, etc.) on the surrounding properties must be implemented. Said measures may include: limited hours of operation, minimal lighting, event location sited away from neighbouring properties, additional fencing to prevent trespass, etc.
3. Notification to all properties within 30m of the property boundary must be conducted prior to each gathering for an event. Said notification shall include the date of the gathering of an event, the number of people to attend, hours of operation and a site plan demonstrating the area to be utilized for the gathering for an event and the designated parking area. A copy of the notification information must be submitted with the “Gathering for an Event in the ALR Business Licence Application Form”.

E. ENFORCEMENT

1. A business licence that has been issued for a gathering for an event may be revoked by the Licence Inspector in accordance with the City’s Business Licence Bylaw, including where the licence holder has failed to comply with City bylaws or the Good Neighbour Agreement.
2. The Licence Inspector may refuse to issue a business licence for a gathering of an event in accordance with the City’s Business Licence Bylaw, including where the applicant has failed to comply with City bylaws or a Good Neighbour Agreement in respect of previous gatherings for events or where previous gatherings for events on the subject farm property have been held in contravention of City bylaws or a Good Neighbour Agreement.

Chief Administrative Officer

Schedule A

Gathering for an Event in the Agricultural Land Reserve Business Licence Application Form

Applicant Information				
Name:				
Current address:				
Contact Email:			Contact Phone:	
Business Information				
Business name:				
Business address:				
Business phone:				
Event Details				
Number of guests:				
Structures to be utilized on site:				
Permanent structure	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Temporary structure (i.e. tent)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Portable bathrooms to be provided:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Number of bathrooms:				
Number of parking spaces to be provided:				
Hours of operation:				
Required Licensing and/or approvals				
Liquor License:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Serving-it-right certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Fraser Health Approval:				
Water quality and/or capacity:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Septic system capacity (if portable bathrooms are not provided):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Food preparation facility:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Fire Department Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Building Department Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Site Plan (fully dimensioned)				
Site plan to include the following information:				
<input type="checkbox"/> Parking area including driveway				
<input type="checkbox"/> Tent location and dimensions				
<input type="checkbox"/> Area to be utilized for the event including ceremony site, reception area and food service station				
<input type="checkbox"/> Portable bathrooms				
<input type="checkbox"/> Existing structures				
<input type="checkbox"/> Location and type of agricultural activities				
<input type="checkbox"/> Property lines, north arrow and road frontage				
Cooking Facilities				
Catering:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Caterer name and business license number:				
On Site food preparation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Food Safe certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
On site generator provided:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Additional Permitting Requirements (please indicate if you have)		
Liability Insurance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage amount:		
Electrical Permits:	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Public Notification: (Provide copies of all notification documents)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security/ business plan including a method to address the following:		
<input type="checkbox"/> noise, trespass, litter, and nuisance		
<input type="checkbox"/> only liquor purchased under the license is available or consumed at the event		
<input type="checkbox"/> minors do not buy or consume alcohol		
<input type="checkbox"/> over service or service to intoxicated persons		
<input type="checkbox"/> disturbances and accidents at the event or the in surrounding neighbourhood		
<input type="checkbox"/> sale and service of liquor is kept within the licensed area		
<ul style="list-style-type: none"> • Copies of the above permits/certificates will be required to be submitted upon final approval of the Business License application 		
Signature of applicant:	Date:	
Please submit the completed application to: <ul style="list-style-type: none"> - By mail or hand delivery: City of Chilliwack Planning Department 8550 Young Road Chilliwack BC V2P 8A4 - By Fax to: 604 793 2285 - By Email to: blinfo@chilliwack.com 		

FOR OFFICE USE ONLY

APPROVALS	INSPECTOR	DATE	ZONING:
PLANNING AND STRATEGIC INITIATIVES			EVENT NUMBER: (10 permitted per calendar year)
MANAGER OF DEVELOPMENT PLANNING			<input type="checkbox"/> HEALTH DEPARTMENT
BUILDING DEPARTMENT			
FIRE DEPARTMENT			

OTHER / COMMENTS:

BUSINESS LICENCE FEE

TOTAL FEE	
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