



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Park Use Permit - Guidelines

Regional Parks

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Park Use Permits

The Community Services Department manages all activities and uses within Regional District of Central Kootenay (RDCK) parks and trails, many of which require a Park Use Permit. The goal of the Park Use Permit is to control and manage special uses within regional parks to minimize the impact on the natural environment, park users, park operations and facilities.

Requirements

A Park Use Permit is required for the following:

1. Commercial service or activity.
2. Nonprofit Society organization, activity or event.
3. Local recreation commission activity or event.
4. Activities of youth oriented groups, including but not restricted to, school groups, cubs, scouts, guides and other groups which cater to young people under the age of 18 and are under the supervision or a chaperone.
5. Notwithstanding the above, any Special Use where attendance is expected to exceed 100 persons.

All activities and events taking place within RDCK parks and trails are subject to park rules, regulations and bylaws. Some **prohibited activities** may apply – see Park Regulation Bylaw No. 2173, 2011, *as amended by Park Regulation Amendment Bylaw No. 2564, 2017* **Schedule A - RDCK Regional Parks Use/Activity Matrix.**

How to Apply

To apply for a Park Use Permit, the following is required:

- Completion of a Park Use Permit application form (copy attached).
- Submission of a proof of comprehensive general liability insurance policy, if required (see fee and insurance schedules attached).

Issue of a Park Use Permit

A Park Use Permit will be issued when:

- The above documentation has been received in its entirety.
- Submission of a proof of a comprehensive general liability insurance policy, if required (see fee and insurance schedule attached).
- The permit application has been approved by the RDCK Regional Parks Manager.
- The non-refundable permit fee has been received (see fee schedule attached).
- The refundable damage deposit has been received (see fee schedule attached).

Please complete the Park Use Permit application form and submit with the required documentation to the RDCK Community Services Department and allow a minimum of four weeks for permit processing. If you have any questions, contact the Community Services Administrative Coordinator at 250 352 8195.

Park Use Permit Event and Activity Guidelines

General

A special event requiring a Park Use Permit must be conducted in a manner and location such that it will minimize the impact on the natural environment, park users, park operations and facilities.

A special event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible or possible.

A special event should provide a benefit to the public equal to or greater than that which could normally have been expected were the parkland or facilities not restricted for the event. Staff will give preference to general public use of parkland and will ensure that special events will not impact public use of parkland.

A special event would normally be one day or less in order to minimize impact on regular park uses.

Permit Conditions

Applications are accepted on a first come, first serve basis after annual events are considered.

All fees must be paid prior to a special event permit being issued. Payment and proof of insurance are to be provided before a permit will be issued.

Event organizers whose events require a special event permit must not advertise the event or make financial commitments before receiving written approval from the RDCK Community Services Department. Those who do, may have their permit application declined.

Permit Holder Responsibilities

- The permit holder is responsible for inspecting the special event or activity area prior to use to confirm it is suitable for their purpose. The permit holder agrees to accept the special event or activity area as is, and the permit holder will use the area at their own risk.
- The permit holder shall have total responsibility for the course layout and shall take all necessary steps to ensure that the event is properly supervised to prevent injury or participate, spectators and park users.
- No signs or course marker or any other materials shall be nailed or tacked to trees or other vegetation or structures.
- The permit holder is responsible for ensuring the special event or activity is conducted in a safe, orderly manner, is restricted to the park area identified in the permit and does not interfere with other park users.
- Permit holder is responsible for providing at their own expense, temporary markers and/or personnel (such as signs, barricades, cones and course marshals) for traffic control, which must be in place for the duration of the special event.
- The permit holder shall provide adequate personnel who shall be stationed around the area to safeguard participants, spectators and park users.

- The permit holder prior to the posted closing time of the park must remove all evidence of the special event – signs, markers, temporary structures. Should the Community Services Department be required to remove such materials, the permit holder shall be charged at the hourly charge-out rate, plus 10% administration charge.

Sponsorship – Signs

Each event sponsor may indicate their presence and support for the event with one reasonably sized banner (ie 8 feet x 3 feet).

Temporary Structures

All temporary structures (tents, staging and facilities) require the approval of the RDCK Community Services Department.

Damage

Any damage caused to or required replacement of RDCK Park structures, landscaping or facilities shall be at the permit holder's expense. A detailed billing will be provided by the RDCK.

Vehicles

Vehicles, including marked vehicles, unless a functional part of the event (i.e., first aid), may not be parked on turf, paths, trails or service roads.

Event Related Sales

Event souvenirs, i.e. t-shirts and other event-related and marked items, may be sold (i.e. items which include the event name), subject to an advance listing and approval of all such items by the RDCK Community Services Department. Event Sponsor products are not to be sold on the park site. Promotional sales will not be permitted. Single samples of sponsor product may be displayed. Event Sponsor products may be sampled or given away, with the exception of alcohol and cigarette products.

Washroom Facilities

At the request of the RDCK Community Services Department, a permit holder may be required to provide additional temporary restroom facilities at special event sites (one per every 100 participants) in locations where there are no or adequate facilities provided.

Excerpts from Park Regulation Bylaw No. 2173, 2011

As Amended by Park Regulation Amendment Bylaw No. 2564, 2017

that Relate to Park Use Permits

PARK USE PERMIT

32. Unless authorized by a park use permit, only non-commercial uses are permitted in RDCK parks. Non-commercial uses not considered a *Special Use* expect where attendance is not expected to exceed 100 persons are exempt from the requirement to obtain a park use permit.
33. No person shall, in a park, conduct or carry out any *Special Use* expect where authorized by a park use permit as outlined in Schedules B & C. This also applies to the RDCK Regional Park Food Vending & Sales policy No. 561/07.
34. The holder of a park use permit must maintain the area used under the permit in a neat and clean condition such as but not limited to the removal of all garbage and *Litter*.
35. A park use permit may require but is not limited to the following:
 - a. That the activity be confined to a specific location, that the activity be restricted to certain days and hours, and that the activity be restricted to those specified by permit;
 - b. The permittee to make one or more of the following provisions:
 - i. The removal of garbage generated by issuance of the permit to supply, install and service additional garbage receptacles; or pay for additional service call(s) as supplied by contract to the RDCK for garbage removal during the duration of the permit; or
 - ii. Toilet facilities and/or personal hygiene systems (toilet, sink, etc.) during the period of the permit to supply, install, service and remove portable toilets; or pay for additional service call(s) as supplied by contract to the RDCK for sanitary pump out of existing on site toilets; or
 - iii. Specify conditions regarding the use of generators, signage, *Parking* and lights or other items required during the activity; or
 - iv. Require the permittee to make one or more of the following provisions for *Parking* during the duration of the permit; to supply and supervise *Parking* attendants to ensure public roads remain open all times and that the *Parking* capacity of the park is not exceeded, or pay for additional service call(s) are supplied by contract to the RDCK for *Parking* and traffic control during the duration of the permit.
36. The General Manager of Community Services, or *Authorized personnel* of the RDCK may:
 - a. Refuse to issue a park use permit to any persons or group who has previously contravened this bylaw;

- b. Refuse to issue a park use permit if the application does not conform to the tenure conditions of the park;
 - c. Refuse to issue a park use permit if the application does not conform to the policies of the approved management plan (where applicable) of the park; or
 - d. Revoke a park use permit if the *Special Use* is conducted in a manner that contravenes this bylaw.
37. Issuance of a park use permit does not exempt the applicant from obtaining other RDCK permits (such as for liquor and noise exemption), where required. The General Manager of Community Service, or *Authorized personnel* of the RDCK may issue a park use permit for *Special Use* if all of the following criteria are met:
- a. The *Special Use* conforms with the policies of the applicable management plan for that park;
 - b. The location used is selected with a sensitivity to the park resources and the experience of other park visitors;
 - c. The *Special Use* will not cause negative environmental impact;
 - d. A park use permit applicant has completed a park use permit application and the permit fee and damage deposit has been paid in advance in accordance with Schedule B & C;
 - e. The park use permit applicant has been notified that site cleanup costs, if applicable, are due no later than 30 days form the last date of *Special Use* on the park use permit and if payment is not received then the damage deposit will be forfeited; and
 - f. Proof of comprehensive general liability insurance is provided in accordance with Schedule C; and
 - g. A release and indemnification form is signed by the park use permit applicant in accordance with Schedule C.
38. All *Special Uses* sponsored by an incorporated nonprofit society, a local recreation commission or a youth oriented group, including, but not restricted to, school groups, cubs, scouts, guides and other groups which primarily cater to young people under the age of 18 years, are exempted from paying a permit fee or a damage deposit.

Schedule A – RDCK Park Regulation Matrix.

Regional Park	Electoral Area	Classification	Domestic Animals (Dogs)	Equine or Pack Animals	Camping	Alcohol	Damage	Fires	Firearms and Hunting	Litter and Dumping	Storage	Bicycles	Motorized Vehicles	Watercraft	Aircraft	Fireworks and Firecrackers	Additional Requirements
1. Balfour Beach Regional Park	E	Waterfront Access															
2. Bigelow Bay Regional Park	H	Waterfront Access															
3. Bonnington Regional Park	F	Multiple Purpose															
4. Brilliant Bridge Regional Park	I	Multiple Purpose															
5. Cottonwood Lake Regional Park	E	Waterfront Access	x														x Dogs must be leashed at all times.
6. Crescent Valley Beach Regional Park	H	Waterfront Access	x														x Dogs must be leashed at all times and are not permitted on the Beach.
7. Glacier Creek Regional Park	D	Waterfront Access	x		xxx												x Dogs must be leashed at all times; xxx Camping is only permitted at Glacier Creek Regional Park in designated campsites.
8. Glade Regional Park	I	Waterfront Access															
9. Historic Ainsworth Wharf Regional Park	D	Waterfront Access															
10. James Johnstone Regional Park	F	Waterfront Access															
11. McDonalds Landing Regional Park	F	Waterfront Access	x														x Dogs must be leashed at all times.
12. Morning Mountain Regional Park	E	Multiple Purpose	x														x Dogs must be leashed at all times.
13. Nelson Salmo Great Northern Trail	G, E, Nelson	Regional Trail															
14. Pass Creek Regional Park	J	Multiple Purpose	x	xx	xxx												x Dogs must be leashed at all times; xx Equine (horse) are only permitted in designated areas; xxx Camping is only permitted at Pass Creek.
15. Pulpit Rock Access Regional Trail	F	Regional Trail	x														x Dogs must be leashed at all times.
16. Riondel Regional Park	D	Multiple Purpose	x														x Dogs must be leashed at all times.
17. Robson Boat Ramp Regional Park	J	Waterfront Access															
18. Rosebery Parklands Regional Park	H	Waterfront Access		xx													xx Equine (horse) are only permitted in designated areas.
19. Rosebery to Three Forks Regional Trail	H	Regional Trail		xx													xx Equine (horse) are only permitted in designated areas.
20. Rosebud Lake Regional Park	G	Waterfront Access															
21. Sunshine Bay Regional Park	E	Waterfront Access & Multiple Purpose		xx													xx Equine (horse) are only permitted in designated areas.
22. Taghum Beach Regional Park	E	Waterfront Access	x														x Dogs must be leashed at all times.
23. Waterloo Eddy Regional Park	J	Waterfront Access		xx													xx Equine (horse) are only permitted in designated areas.
24. Winlaw Regional and Nature Park	H	Waterfront Access															

Denotes a Permitted Use/Activity - See related Section in Bylaw

Denotes a Prohibited Activity - See related Section in Bylaw

Denotes Conditions for Activity - See related Section in Bylaw

x Denotes Exceptions and Requirements

Schedule B – Park Use Permit Fees

A Park Use Permit application must be completed when a proposed use meets the conditions of a Special Use. The requirement for a Park Use Permit will be at the discretion of the RDCK Regional Parks Manager. Proof of insurance must be submitted with application along with payment of the following fees:

	<i>Special Use Category</i>	Non-Refundable Permit Fee	Refundable Damage Deposit	Site Clean Costs*	Comprehensive General Liability Insurance
1	Commercial service or activity	\$100.00	\$100.00	Repair to facilities at a Cost PLUS 10% administration charge	\$2,000,000
2	Nonprofit Society organization, activity or event	Fee exempt	Fee exempt		\$2,000,000
3	Local recreation commission activity or event	Fee exempt	Fee exempt		\$2,000,000
4	Activities of youth oriented groups, including but not restricted to, school groups, cubs, scouts, guides and other groups which cater to young people under the age of 18 and are under the supervision of a chaperone.	Fee exempt	Fee exempt		\$2,000,000
5	Notwithstanding the above, any <i>Special Use</i> where attendance is expected to exceed 100 persons	\$100.00	\$500.00		\$2,000,000

** Site clean-up costs, if applicable, are due 30 days from the last date on the park use permit. If payment is not received then the damage deposit will be forfeited.*

Schedule C - RDCK Regional Parks Overview Map

