

Okanagan Rail Trail Event Guidelines

June 2019



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1.0 ORT Event Principles

The principles of the guidelines include the following:

- *Uses:* All events taking place on the Okanagan Rail Trail (ORT) network must ensure that the ORT remains open to the general public. This will ensure that the primary uses of recreation and commuting are not impeded by events.
 - Events can only include uses that are approved permitted uses of the ORT (insert link to permitted uses)
 - To ensure a balanced approach of recreational, commuting and residential enjoyment with event usage, cross-jurisdictional events of 100 or more participants will not be considered during July or August.
- *Process and permits:* Event organizers are responsible for determining which event process that they need to follow. Event organizers are responsible for complying with each owner jurisdiction's event policies and procedures that the event is taking place.
- *Event-related activities:* Staging and other event-related items are not permitted on the ORT and must be located so they do not impede public access to the ORT. Each owner is responsible to determine off-trail issues including staging, parking, liquor licenses, road crossings, and other event-related activities and to work with other owner or stakeholder jurisdictions when required.
- *Liquor and cannabis:* Liquor and cannabis are not permitted on the ORT. Event organizers can apply to the owner jurisdiction for a permit for liquor/cannabis consumption for the staging area at the end of the event only. The owner jurisdiction has the right to approve or deny these requests.
- *Maintenance:* Each owner jurisdiction is responsible to ensure appropriate maintenance is completed prior to and after an event.

2.0 Process for Events

Below outlines the process for hosting an event on the Okanagan Rail Trail. Event organizers are responsible for determining which event process that they need to follow.

2.1 Casual Uses: event organizers must comply with the ORT Casual Use Guidelines as outlined only if they meet all of the following criteria:

- a. Less than 100 participants in Lake Country and North Okanagan Regional District; or
- b. Less than 350 participants in the City of Kelowna; AND
- c. Events that do not require City services (ie: parking, road closures, additional amenities).

These events do not require any Event Permits. There are no restrictions on scheduling for casual use events and organizations are not required to notify the local governments of the event. See Appendix A for Casual Use Guidelines.

2.2 Single-Jurisdiction Events: event organizers must comply with the owner jurisdictions event policies and procedures that the event will be hosted in. The event meets a single-jurisdiction event if the event meets one or more of the following criteria:

1. The event has:
 - a. More than 100 participants in Lake Country and North Okanagan Regional District; or
 - b. More than 350 participants in the City of Kelowna as per the Conditions of Use & Allocations Guidelines; and/or
2. The event requires local government services (ie: parking, road closures, staging, additional amenities).

Please note that an Event Permit is required at the discretion of the owner jurisdiction(s).

[2.3 Cross-Jurisdictional Events](#): for events that span multiple jurisdictions, event organizers must comply with the owner jurisdiction's event policies and procedures for all jurisdictions that the event will be hosted in. The event meets a cross-jurisdictional event if the event meets one or more of the following criteria:

1. Events that cross jurisdictional boundaries;
2. The event has 100 or more participants; and/or
3. Events that require local government services (ie: parking, road closures, staging, additional amenities).

Please note that Event Permits are required at the discretion of the owner jurisdiction(s).

Any event that will be taking place across municipal jurisdictions must have approval from each of the municipalities. It is the responsibility of the event organizer to communicate and work with all jurisdictions where the event will be taking place. Event organizers must receive approval from all owner jurisdictions where the event is taking place before the event is confirmed.

2019: At this time, the ORT is not connected between Kelowna and Lake Country. Therefore, until the entire ORT is constructed, events can occur in Kelowna only (between Waterfront Park and Old Vernon Road) OR between RDNO and Lake Country (or a portion thereof).

[3.0 Event Permits](#)

Event organizers are responsible for complying with each owner jurisdictions event policies and procedures that the event is taking place including the following:

- All municipal, provincial, and federal policies, laws and regulations must be adhered to. The owner jurisdictions reserve the right to deny events that are deemed to be unsafe or unsuitable.
- *Permits*: Event organizers must obtain a permit from each owner jurisdiction in which the ORT event will be hosted. Each owner jurisdiction is responsible to process event applications for the ORT as per their event policy and procedures.
 - *Insurance and Indemnification*: Event organizers must provide general liability insurance that indemnifies the owner jurisdiction(s) in which the event takes place from any liability which may arise as a result of the event.
 - *Fees*: All events will be subject to any applicable fees & charges from the owner jurisdictions such as: non-refundable application fee rental fees, potential additional city services, damage deposit, etc.

4.0 Timelines

Applications will be accepted and evaluated on an ongoing basis on a first come first serve basis. Those wishing to apply for the following year will be evaluated after November 1st of the current year.

- a. Applications must be submitted a minimum of **60 days** in advance of the start date if event will be held in one jurisdiction.
- b. For events that will be held in multiple jurisdictions, applications must be submitted to each owner jurisdiction a minimum of **90 days** in advance of the start date.

Depending on the event's complexity, submitting an application 60 or 90 days in advance does not guarantee a decision in that time frame.

Information Submission Deadlines: All events will be subject to submission deadlines required by each owner jurisdiction.

5.0 Traditional welcome

As this event is happening in the traditional territory of Syilx or Okanagan Nation, in the spirit of reconciliation, we ask that you consider contacting the Okanagan Indian Band to see if they may be available to do a traditional welcome to kick-off your event. Please call the Band office at (250) 542-4328 and ask for the Language and Culture Program Lead.

6.0 How to Apply

Find out more about the process and permits required for an event on the Okanagan Rail Trail by contacting the owner jurisdiction(s) for the section of trail you want to use:

Kelowna Event Services Team at outdoorevents@kelowna.ca or 250-469-8423

DLC Matt Vader at mvader@lakecountry.bc.ca or 778-738-2727

RDNO Mike Fox at mike.fox@rdno.ca or 250-550-3719

Appendix A: ORT Casual Use Guidelines for the Okanagan Rail Trail

On the Okanagan Rail Trail:

- The Okanagan Rail Trail cannot be used exclusively and is on a first-come, first-served basis. Casual-use users cannot ask anyone to move.
- Casual events on the Okanagan Rail Trail must not impede the public from using the trail.
- Alcohol and cannabis are not permitted.
- No smoking. The Okanagan Rail Trail as well as parks and public spaces in each of the owner jurisdictions are smoke free.
- Any walkway or sidewalk use must follow rules of the road when crossing roadways.
- Marking of sidewalks or pathways is not permitted.
- Amplified sound may be prohibited and/or may require a permit. Please send any inquiries regarding the use of amplified sound to each owner jurisdiction.
- Users are responsible for cleaning up any garbage or recycling generated and removing it from the site.

In Parks or Public Spaces along the Okanagan Rail Trail:

- The use of barbeques may be prohibited and/or may require a permit. Please send any inquiries regarding the use of barbeques to each owner jurisdiction.
- Food can only be for attendees. Food service to the public is not permitted.
- Inflatable play structures are not authorized under the casual use guidelines.
- Tying to infrastructure or trees is not permitted.
- Alcohol and cannabis are not permitted.
- No smoking. The Okanagan Rail Trail as well as parks and public spaces in each of the owner jurisdictions are smoke free.
- Amplified sound may be restricted and/or may require a permit. Please send any inquiries regarding the use of amplified sound to each owner jurisdiction.
- Users are responsible for cleaning up any garbage or recycling generated and removing it from the site