



Hosting for an Event in the Agricultural Land Reserve

Effective Date: November 20, 2018

Revised Date:

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1. Policy Statement

The *Agricultural Land Commission Act* and *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* permit gathering for an event on properties in the Agricultural Land Reserve (ALR) as a non-farm use under specific conditions. This policy is intended to guide and inform the City of Pitt Meadows permitting and licensing process for such events.

2. Purpose

This policy establishes the City's permitting and licensing process for hosting* for events in the ALR and outlines the process for approval.

3. Scope

This policy covers all properties in the ALR that are hosting events meeting the conditions for gathering for an event under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*.

4. Exclusions

For properties hosting events that do not meet the conditions for gathering for an event under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, a non-farm use application to the Agricultural Land Commission (ALC) is required and this policy does not apply. This policy does not apply to properties that are not located within the ALR or properties in the ALR that are not assessed as "farm" under the *Assessment Act*. This policy does not apply to agri-tourism activities permitted under the City's Zoning Bylaw and a separate section of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, nor to a licensed alcohol production facility food and beverage service lounge in compliance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*.



5. Policy

Definitions

Hosting* for an event means a gathering of people on a farm for the purpose of attending

- (a) a wedding, unless paragraph (c) (ii) applies,
- (b) a music festival, or
- (c) an event, other than (i) an event held for the purpose of agri-tourism, or (ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees.

Roles and Responsibilities

Agricultural Land Commission

Under the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, gathering for an event is a permitted non-farm use if all the following conditions are met:

- I. the farm must be located on land classified as a farm under the Assessment Act;
- II. permanent facilities must not be constructed or erected in connection with the event;
- III. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
- IV. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event; v. the event must be of no more than 24 hours duration;
- V. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.

City of Pitt Meadows

The City cannot prohibit hosting for events in the ALR if all of the above conditions are met; however, the City can regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. The City also has the authority to require permits for events.

As a method to track gathering for events in the ALR, to ensure that all ALC conditions are being met and to ensure public safety, the City requires an annual business licence for Gathering for Events in the ALR. Each property that proposes to host such events is required to apply for and obtain issuance of this business license each year, prior to hosting any events. The fee and regulations for this business licence shall be included in the City's Business Licensing and Regulation Bylaw No. 2643, 2014, as amended.



Procedures and Guidelines

An application for a business licence for hosting for events in the ALR shall include:

- property location of event(s)
- property owner(s) name, address and contact information
- emergency contact person information
- certificate(s) of title within 5 days of application
- if applicable, letter of authorization from property owner(s) if applicant applying on behalf of owner(s)
- event(s) description including: type; date; number of attendees; contact person
- confirmation that ALC conditions are met
- site plan showing location of event(s) on the property
- parking plan showing location of on-site parking, access and drive-aisles

Upon receipt of a hosting for events in the ALR business licence application, the Planning Department will review the application for compliance with the applicable ALC conditions. The application will be referred to other City departments for comments, including but not limited to: Building Department; Engineering Department; Environmental Department; and Fire Department.

If upgrades to an existing building are required, a building permit may be required prior to approval of the permit application.

After all City comments have been compiled, the Planning Department will determine whether or not to issue the business licence. If the ALC conditions are met and all City departments have no objections, the permit shall not be reasonably denied.

The business licence is valid for a calendar year only and a new application is required each subsequent calendar year.

During the calendar year for which the business licence is active, additional events may be added to the licence provided that the total number of events does not exceed ten, as per the ALC regulations. It is the responsibility of the property owner or applicant to advise the City if additional events are to be added to the licence and such notification shall occur at least three weeks prior to the next scheduled event so that the City may review the request.

*for clarity where the word “hosting” is used in this policy it is considered the same meaning as the word “gathering” under the *Agricultural Land Commission Act*.