

ATTACHMENT A
City of Nanaimo Special Event Tool Kit



Special Event Tool Kit

A guide to special events proposed in Nanaimo streets,
sidewalks, plazas, parks and civic spaces

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Contents

Chapter 1: Introduction	5
Land Acknowledgment	5
Chapter 2: Hosting a Special Event in Nanaimo	6
Special Event Planning Timeline	6
Securing a Suitable Location:	7
Indoor Special Events	7
Outdoor Special Events	7
Weddings	9
Event Fees:	10
Funding:	10
Chapter 3: Other Special Event Locations	11
Special Events in City Streets	11
Special Events on the Ocean or along the Waterfront Walkway	11
Chapter 4: Permits and Insurance:	12
Permits	12
Insurance	13
Chapter 5: Event Safety Plan	14
Event Description/Contact Information	14
Site Plan	15
Risk Assessment	15
Communications Plan	16
Emergency Response Plan	16
Event Cancellation or Postponement	17
Security	18
Chapter 6: Infrastructure & Utilities	19
Parking & Accessibility	19
Alternate Transportation Options	20
Washrooms & Portable Toilets	20
Temporary Setups & Structures	20
Waste Management	21
Volunteer & Staff Planning	22
Special Event Setup and Takedown Timeline	23

Chapter 7: Other Considerations	24
Noise Bylaw.....	24
Smoking Bylaw.....	24
Fireworks Regulation Bylaw	24
Special Event Fires.....	24
Ceremonial Fires	24
Drones or Remotely Piloted Aircraft Systems (RPAS) in Parks.....	25

Chapter 1: Introduction

Land Acknowledgment

The City of Nanaimo respectfully acknowledge that the city boundary lies within the Traditional Territory of Snuneymuxw First Nation who have many significant ancestral village sites throughout the city including stliinup (Departure Bay) and sxwayxum (Millstone River). We recognize the Snuneymuxw Treaty of 1854, a trade and commerce treaty that forever and always preserves and protects Snuneymuxw villages, waters, enclosed fields, harvesting and gathering sites, and the right to hunt and fish as formerly.



About This Tool Kit

Your guide to hosting special events in the City of Nanaimo.

Purpose



Helps event organizers plan events on plazas, parks, open spaces, streets, and sidewalks.



Breaks down City policies and shows real examples or permits and approvals.



Makes it easier to understand and follow City requirements.

Permitting Departments



Parks, Recreation & Culture Department

Supports events in Nanaimo's parks, plazas, trails, and outdoor green spaces.



Engineering & Public Works Department

Supports events impacting traffic or involving Nanaimo's streets & sidewalks.

Chapter 2: Hosting a Special Event in Nanaimo

Special Event Planning Timeline

The Special Event Planning Timeline provides recommendations to help streamline the planning for your special event.



Pre-event meetings planned for larger events happening in City parks will be scheduled with the Parks Recreation and Culture Department.

Securing a Suitable Location:

There are many factors to consider when deciding on a facility to book for your special event. Decide if it is suitable for indoors, better planned outside, or a combination of both.

Indoor Special Events

- [Indoor Special Event Application Form](#)

Outdoor Special Events

- [Outdoor Special Event Rental Request Form](#)

Here are some things to consider when trying to decide which venue to request:

1. Weather & Seasonal Conditions

- What time of year is your event being planned and what is the typical weather at that time of year – temperature, rainfall, wind, and daylight hours for the date?
- Are there *built-in* weather mitigations (shelters, shade structures, covered stages)?
- Is the ability to put up tents, heaters, misters, or wind walls, etc., available?
- Would an indoor facility be a good backup plan?

2. Space Layout, Capacity and Amenities

- How many are you expecting to attend? – consider venue square footage and maximum occupancy for the type of event.
 - Do you require a stage, overnight secure storage, water or electrical services?
 - Is your event suited to a specific surface type (lawn, pavement, gravel)? What are the implications for equipment setup, tents, and accessibility?
 - Do you need lighting for evening events (depending on time of year)?
 - Are there on-site bathrooms or ability to bring in porta potties?
 - Is there need for Internet or Wi-Fi (vendors, ticketing, Point of Sale systems, livestreaming)?
-

3. Accessibility Consideration

- Ensure entrances, washrooms, pathways, and parking areas meet [Rick Hansen Foundation standards](#).
 - Confirm that event terrain is fully navigable for **mobility devices**, including wheelchairs, scooters, and walkers.
 - Evaluate **proximity to transit stops or designated drop-off zones** to support accessible arrival and departure.
 - Use **properly constructed cord covers** to allow mobility devices to travel safely across cables and temporary infrastructure.
-

4. Safety, Security & Emergency Planning - Ensure understanding of:

- Fire codes, egress routes, and assembly boundaries
 - Security staffing requirements or limitations
 - First aid room or station location
 - Rules around cooking, open flames, generators, and fireworks
 - Wildlife or traffic considerations
 - Proximity to emergency services
-

5. Noise & Activity Restrictions - Ensure understanding of:

- Municipal bylaws around amplified sound or quiet hours
 - Requirements for event permits for music or announcements
 - Restrictions on drones, inflatables, or large equipment
-

6. Community & Neighborhood Impact - Ensure understanding of:

- Noise or crowd concerns for adjacent residents
 - Expected increased foot and vehicle traffic or congestion due to event
 - Requirements for community notifications or signage
-

7. Parking & Transportation - Ensure understanding of:

- On-site and overflow parking capacity
 - Accessibility of public transit
 - Load-in/load-out access for event suppliers
 - Is a Traffic Management Plan (TMP) required? Are road closures needed?
-

8. Permits & Municipal Requirements - Ensure these are in place:

- Park or facility rental permit
 - Special event permit
 - Food vendor licensing, alcohol permits, and fire permits
 - Waste management plan requirements
 - Insurance documentation (often \$2–5M liability coverage)
-

9. Environmental Considerations - Ensure understanding of:

- Waste disposal, recycling, and composting capabilities
- Protected habitats or plant-sensitive zones
- Restrictions on staking, water usage, or motorized vehicles
- Impact minimization expectations (common in municipal parks)

Weddings

To hold a wedding in a City of Nanaimo park, you must submit a separate application, which is linked below:

- [City of Nanaimo Application to Hold a Wedding Ceremony at a Public Park or Beach](#)

Remember, submission of a Special Events Application Form **does not guarantee** that space has been booked. Additional permits or licenses may also be required depending on event details.

Event Fees:

- **Booking a specific park does not prohibit the public from entering the park.**
A park booking simply grants priority use of the designated space for the term stated within the contract.
- Please see page 18 of the [Fees and Charges Bylaw](#) for the current park rental fees. There may be additional fees attached to your booking depending on your request and the additional support you might choose to include. These fees go toward the cost of maintaining these open spaces for the benefit of the community.
- Review Cancellation Policy with Allocations Clerk prior to Event Booking.

Funding:

- Identify potential grants, sponsorships, and partnership opportunities early in your planning process. Be sure to explore funding available through City [Grants](#) that may align with your event.
 - [Culture Project Grant](#)
 - [Culture Operating Grant](#)
 - [Downtown Event Revitalization Grant](#)
 - Consider additional funding sources such as the examples below:
 - [Tourism Nanaimo Grants](#)
 - [BC Arts Council](#)
 - [Government of BC Destination Events Program](#)
 - [Government of BC Event Funding listing](#)
 - [Government of Canada Building Communities Through Arts & Heritage – Local Festivals Funding](#)
 - [Government of Canada Culture, History & Sport Funding listing](#)
- Monitor application deadlines carefully. Many grant intakes open and close in early Fall or Spring for funding that applies to the following event season.

Chapter 3: Other Special Event Locations

Special Events in City Streets

To host a special event and road closure on City streets in Nanaimo, applicants must submit a complete application at least six weeks in advance—including the checklist, required maps, a professionally prepared **Traffic Management Plan (TMP)** that **utilizes certified Traffic Control Persons (TCPs)** rather than volunteers, liability insurance and provide public notification. Additional requirements may include partner engagement, sanitation plans, and approvals for any private property use.

- [Special Events in City Streets](#)

Road Closure Requirements and Application Forms

- [Special Events and Road Closure Requirements](#)
- [Special Events Application Form and Checklist](#)
- [Block Party Application](#)

Any questions that you may have regarding street closures and permits may be directed towards Engineering & Public Works Department engineeringinfo@nanaimo.ca.

Special Events on the Ocean or along the Waterfront Walkway

The **Nanaimo Port Authority (NPA)** is a valued partner in supporting events that take place along the waterfront. Organizers looking to plan an event within the Nanaimo Harbour limits require approval from **Nanaimo Port Authority**. They will help coordinate access to port lands and facilities and work with the City to ensure events run smoothly and safely in marine and harbour areas including the Waterfront Walkway.

For more information contact

- Website: [Home - Port of Nanaimo \(npa.ca\)](http://npa.ca)
- [NPA Event Application Forms](#)
- For general information about the Port of Nanaimo:
info@npa.ca | [\(250\) 753-4146](tel:2507534146)

- For information about Marine Operations:
marine_ops@npa.ca | (250) 753-4146, Ext 244

Chapter 4: Permits and Insurance:

Permits

Once you've decided on your venue, consider the activities of your special event and what permits you might need to apply for. Give yourself plenty of time (4-6 months) to finalize necessary permits and insurance to secure your booking.

If event organizers have an approved contract agreement with the Parks, Recreation and Culture Department, a separate special events license is no longer needed.

[City of Nanaimo Business Licence Bylaw 2021 No. 7318](#) amendment:

- 3.1.2 Despite any other provision in this Bylaw, a business licence is not required for special events held within City-owned facilities or parks where the event holder has entered into a contractual agreement with Parks, Recreation and Culture to hold the event.

- Are you planning on [serving or selling food](#)?

Event organizers who wish to serve or sell food or beverages from temporary booths or kiosks at their event are required to hold an approved permit through an [Island Health Temporary Event Coordinator Application](#) or ensure selected licensed food trucks hold current permits and approvals through Island Health.

General Food Services

Food Truck



- A motorized, mobile, self-contained vehicle.
- It is equipped to cook, prepare, and/or serve food or beverages.

Food Trailer



- A portable, self-contained trailer (not motorized).
- It is equipped to cook, prepare, and/or serve food or beverages.

Food Stand



- A non-motorized, mobile cart with a maximum area of 4.65 m².
- It dispenses food and/or drink and is authorized for use on private property or designated food cart locations.

- Are you planning on [serving or selling alcohol](#)?

A [liquor Special Event Permit \(SEP\)](#) is necessary for any event host or organizer that wishes to serve or sell liquor. Licenses for both public and private events are regulated by the BC Liquor and Cannabis Regulation Branch. Events that hold a special event permit must not allow patrons to bring their own liquor or allow self-service.

Cannabis is also regulated in the same manner as alcohol. The [City of Nanaimo Smoking Regulation Bylaw 2018 No. 7268](#) also applies to the use of cannabis at special events.

Examples of events that require a Special Event Permit (SEP)

- Manufacturer tasting
- Wedding
- Beer or wine judging competition
- Private function or family gathering
- Social, cultural, recreational, religious, sporting or community event
- Mass invitation, customer appreciation event

*It is recommended that you apply for the SEP at least three months prior to your event start. For more info visit the [BC Liquor and Cannabis Regulation Branch](#).

Insurance

Liability insurance is mandatory and must be provided to the Department of Parks, Recreation and Culture prior to the event. **Final approval for an event can only be given once insurance is provided.**

Insurance Requirements

Event organizers are required to provide proof of general liability insurance of at least \$2 million for any event held on city property. This insurance must name the City of Nanaimo as additionally insured.

Higher coverage (\$5 million) is required for events that involve higher risks, such as:

- Alcohol
- Fireworks
- Live animals
- Open flames
- Large equipment or machinery
- Water activities

Chapter 5: Event Safety Plan

When planning your special event, it is critical to ensure it is **safe** for all participants, staff, volunteers, and the surrounding community. To support this, we require a complete **Event Safety Plan** to be submitted **prior to your event date**. This plan helps confirm that all key safety considerations have been identified and addressed in advance.

Your **Event Safety Plan** serves as both:

- **A planning tool** to identify potential risks and outline mitigation strategies
- **A working guide** for all event staff and volunteers, ensuring everyone understands their roles and responsibilities in maintaining a safe environment

This document will help you consider your event from a **safety and security perspective**, including emergency procedures, site layout, communication plans, staffing, and public safety considerations. Providing this information to your team ensures a coordinated approach and contributes to a smooth and successful event.

Event Description/Contact Information

Identifying the description and purpose of your event—along with a detailed schedule of activities, dates, expected attendance, and relevant contact information—helps ensure consistent messaging for volunteers, staff, and participants.

Key contact information should be placed prominently at the beginning of your **Event Safety Plan** so it can be quickly accessed in the event of an emergency or incident. Additional contact information can be added to the end of this document.

Site Plan

To ensure a smooth and successful event experience, a **detailed site plan** must be included with your initial event application. This plan helps us assess the layout, safety, and logistics of your event and ensures it aligns with the venue's capabilities.

The Culture and Special Events team is happy to support you through this process. We strongly encourage event organizers to conduct a site visit in advance and would be pleased to join you. Together, we can review the location, identify potential challenges or limitations, test power sources, locate water access, and help fine-tune your layout before final approval.

What Your Site Plan Should Include:

- Entry and Exit Points
- Muster Stations / First Aid Attendant locations
- Emergency access routes and designated parking for first responders
- Washroom facilities, including permanent and portable units
- Garbage, recycling, and compost stations
- Food trucks, beverage stations, and vendor booths
- Tents, canopies, and shaded areas
- Stages, scaffolding, and sound or lighting equipment
- Interactive zones such as bouncy castles, gaming areas, or art installations
- Charging stations or tech hubs, power sources
- Fencing, barriers, crowd control measures, signage and wayfinding
- Accessibility features including ramps, viewing areas, and quiet zones
- Sustainability initiatives like water refill stations or solar-powered equipment

Risk Assessment

Identify potential hazards and outline mitigation measures for:

- Weather (heat, smoke/air quality, storms, wind)
- Slips, trips & fall risks

- Crowd surges and bottlenecks
- Equipment and electrical hazards
- Water risks (if near shoreline, docks, etc.)
- Traffic and vehicle movement
- Risky or dangerous activities taking place during the event

Communications Plan

Explain how information will flow:

- Among staff (radios, cell phones, command post)
 - Include Radio call-signs or channel assignments
- To vendors and volunteers
- To the public (signage, loudspeakers, social media)
- With emergency services (Police, Fire, BC Ambulance)

Emergency Response Plan

Clearly detail what happens during:

- Medical emergencies
- Fire
- Lost or found child / person
- Severe weather evacuation
- Security incidents or threats
- Hazardous material / gas / generator incidents
- Air quality advisories or extreme heat alerts

Include:

- First Aid locations and on site first aid providers / number of first aid attendants
- Emergency exits / evacuation routes
- Rally / muster points
- Lost & found and missing persons' protocol
- Shelter-in-place procedures
- Staff responsibilities during an emergency
- Communication chain of command

Event Cancellation or Postponement

(Aligned with BC Emergency Management System – [BCEMS](#))

Authority & Decision-Making (identified on front page)

Before the Event

- Designated Event Organizer / Event Lead has authority to cancel or postpone based on risk assessment and available information.

During the Event

- On-Site Event Lead or Safety Officer has authority to suspend, delay, or cancel the event to protect life safety.
- Decisions may be made in consultation with Emergency Services, local authorities, or Public Health, as required.

Conditions for Cancellation, Suspension, or Postponement

Action may be taken when conditions pose a risk to public safety, including:

- Severe weather or environmental conditions
- Insufficient staffing or volunteers to operate safely
- Equipment, staging, power, or infrastructure failure
- Public Health advisories or orders (ie. Island Health)
- Direction from police, fire, ambulance, or local authority
- Any hazard that exceeds the event's ability to safely mitigate using on-site resources

Outdoor Event / Festival Thresholds

Monitor conditions continuously. Review cancellation or suspension when any of the following occur:

- Sustained winds ≥ 60 km/h or gusts affecting tents, stages, or structures
- Lightning observed within 10 km
- Air Quality Health Index (AQHI) ≥ 7 (High Risk)
- Extreme heat or cold exceeding established safety plans
- Heavy rainfall causing unsafe ground conditions, flooding, or electrical risk

- Any emerging hazard requiring escalation beyond on-site control
-

Actions

- Document decisions and the rationale for them
- Communicate promptly to staff, volunteers, vendors, and attendees
- Coordinate with emergency services as required
- Implement orderly site shutdown or evacuation if necessary

Security

Security is recommended for any special event in Nanaimo, and all events that will be leaving infrastructure in place overnight are required to have security on site overnight.

The number of security individuals to monitor your event is dependent on the following factors:

- What risks are associated with your event (i.e. liquor consumption)?
- How many people will be attending?
- Will there be high risk guests?
- Are there road closures involved?
- Is there a history of safety concerns with similar events?
- Will controversial figures be present?
- Is there a potential for protest, counter-protest, or political tension?

City of Nanaimo Community Safety Officers, Bylaw Officers, RCMP and/or RCMP Bike Patrol may also be available to support specific Outdoor Special Events. The level of involvement will be determined during the pre-event meeting.

Chapter 6: Infrastructure & Utilities

Parking & Accessibility

The City of Nanaimo works hard to make parks welcoming for everyone. We continue to include features like wheelchair-accessible trails, mobi-mats, ramps, and inclusive playgrounds in many of our destination parks.

Parking:

Many City parks also have dedicated accessible parking to those displaying a valid [SPARC](#) (Social Planning and Research Council of BC) parking permit.

We understand that parking is a big consideration when planning special events. We recommend the following techniques to help manage parking at your event:

- Utilize the roundabout at Maffeo only for event drop-off or accessible parking.
- Identify nearby parking lots or street parking options for your patrons or volunteers (signage is available in the SeaCan to provide public with an online link to alternative parking options).
- Include parking information in all event promotions and social media.
- Consider designated parking for vendors, volunteers, and emergency vehicles.
- Encourage alternative methods of transportation (cycling, transit, walking).
- Guests booked for camping at Saysutshun / Newcastle Island Provincial Park **must** be permitted to park and unload or reload their camping gear upon arrival or departure.

Accessibility:

- Ensure pathways, entrances, washrooms, and key areas are wheelchair accessible and clearly identified.
- Reserve accessible parking spots or drop of areas close to the venue.
- If possible, offer seating areas, rest zones, or shuttle services for people with mobility challenges.

Helpful Links:

[City of Nanaimo Parking Opportunities](#)

<https://www.nanaimo.ca/your-government/accessibility-inclusion>

Alternate Transportation Options

Consider reaching out to the local Nanaimo Area Cycling Coalition for their interest in offering a bike valet at your event or consider exploring a free shuttle service to your event through BC Transit (transit@rdn.bc.ca) or a private contractor.

Washrooms & Portable Toilets

To ensure a comfortable and accessible experience for all attendees, we recommend the following guidelines when planning restroom facilities for your event:

- **Standard Ratio:** Provide one portable toilet (porta-potty) for every 200 attendees. This helps maintain cleanliness and reduces waiting times. Also take into consideration purpose of your event, food or drink consumption, and length of event.
- **Accessibility:** Be sure to include accessible washroom units to accommodate individuals with disabilities. Placement should consider ease of access for all.
- **Existing Facilities:** Many City Parks are equipped with permanent washroom facilities. These should be factored into your overall restroom count when determining how many additional units to rent.

Temporary Setups & Structures



Inflatables

Inflatable structures (bounce houses, obstacle courses) are popular at family-friendly events.

Requirements

- Must be installed by certified professionals.
- Anchoring systems must meet safety standards.
- Insurance coverage must include inflatable use.
- Operators must be present at all times during use.

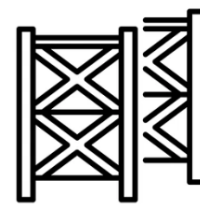


Fencing

- Define event boundaries
- Control access points
- Secure restricted or hazardous areas
- Support crowd management

Requirements

- Fencing must be stable and properly anchored.
- Emergency exits must be clearly marked and unobstructed.
- If fencing is used near roads or pathways, reflective materials or lighting may be required.



Structures

Temporary structures include tents, stages, booths, and canopies

Requirements

- Significantly large structures may require a permit or inspection.
- Should be tailored for wind and weather conditions.
- Electrical setups must comply with safety codes.
- Structures must not block emergency access routes.

Waste Management

Event organizers must have a waste management plan. A strong plan supports smooth operations and reduces environmental impact.

Key Guidelines

- Develop a **Zero Waste Plan** to collect recyclables, organics, and garbage separately.
- Set up **Zero Waste Stations with three bins** (garbage, recycling, organics) at each station, using **clear signage with graphics** to support proper sorting.
- Place stations in **high-traffic areas**, especially near food vendors.
- Provide **one waste station per 500 attendees**.
- Have staff or volunteers monitor stations during the event to prevent contamination, replace bags, and assist visitors with sorting and education.
- **Limit single-use items** & provide **water refill stations** instead of bottled water.
- Encourage vendors to reduce environmental impact by using **green alternatives and compostable products**.
- **City of Nanaimo garbage bins** are available at most park locations. Waste that fits inside these bins will be collected by the City. Any waste that **does not fit** in City bins must be removed by the event organizer or disposed of in a dumpster if available.
- **Large events at Maffeo Sutton Park** have access to additional garbage and **returnable drink container bins** in the Sea Can. Garbage collected during the event must be disposed of properly in the provided dumpsters. Further information about the Sea Can will be provided in the pre-event meeting.
- **Recycling and Compost** must currently be taken off site to dispose of properly. Removal of these two streams of waste may be provided in the future.
- Large events are encouraged to hire **an independent contractor for additional waste management support or for recycling and compost removal**.

To get in touch with the City of Nanaimo Waste Management Department, contact:

Zero Waste Zero.Waste@nanaimo.ca

250-756-5390 Monday to Friday | 8 am to 4:30 pm

Volunteer & Staff Planning

Planning your event team is essential for a smooth and successful experience.

Whether you're hosting a small community gathering or a large-scale festival, the right mix of volunteers and staff ensures safety, efficiency, and a welcoming atmosphere.

Taking time to train your team on your Event Safety Plan, as well as on key customer service practices, helps ensure the success of your event and consistency in the messaging shared with attendees.

Consider roles such as setup crew, greeters, activity leaders, and cleanup teams. For youth involvement, the City of Nanaimo's [Leaders in Training \(LIT\) program](#) offers teens an excellent opportunity to gain leadership experience while supporting local events.

Special Event Setup and Takedown Timeline

The **Special Event Setup and Takedown Timeline** is a helpful tool that guides you through your event, hour by hour. It includes recommendations for what to do before, during, and after your event.

4+ Hours Before Start	• Site Access and gates unlocked • Delivery of infrastructure like tents, tables, chairs, fencing, porta potties, etc. • Utilities have been prepared and are ready for use • Signage goes up • Safety walk through with lead staff
2-3 Hours Before Event	• Vendors arrive and start to set up • Equipment undergoes testing • Volunteer and staff check-in and orientation • Security and First aid stations are established and briefed
1-2 Hours Before Event	• Volunteers and staff arrive, sign in and receive final instructions • Security and first aid arrive and are briefed • Accessibility routes are cleared and prepped
Final Before Event	• Final walk through of venue for any potential hazards or missing items • Communication systems distributed • Event Venue is ready for the public to enter • Emergency access points are free of obstruction
During Event	• Waste and recycling collection throughout • Maintain communication with staff and volunteers • Handle complaints or disruptions from attendees • Document the event for future promotion or reporting
Right After Event Ends	• Ensure crowd leaves in a managed and organized manner • Vendors begin to take down and pack up their areas • Waste and recycling collection throughout
1 Hour After Event Ends	• Take down temporary structures • Utilities like power and water are shut off and disconnected
2-3 Hours After Event Ends	• Final Sweep of site for debris, leftover materials, or any damage • Incident reports completed • Final load-out of rental items or equipment • Bollards are locked
With 24 Hours of Event	• Post event walk through and checklist completed • Site restored to pre-event condition • Notes and feedback completed • Post-event meeting has been scheduled • Strengthen relationships for future collaborations

Chapter 7: Other Considerations

Noise Bylaw

- The City of Nanaimo has a noise control bylaw that is a helpful resource for keeping events fun and respectful. These rules help organizers know when and where amplified sound is okay, and what steps to take to avoid complaints. [City of Nanaimo Noise Control Bylaw 1994 No. 4750](#)

Smoking Bylaw

- Smoking or vaping is prohibited on all City-owned property including parks and event spaces (unless it's clearly marked as a designated smoking area).
- [City of Nanaimo Smoking Regulation Bylaw 2018 No. 7268](#)

Fireworks Regulation Bylaw

Applicants who satisfy the requirements of [Fireworks Regulation Bylaw 2007 No. 7049](#), may be issued a Fireworks Permit by the Nanaimo Fire Chief. The Fire Chief has the authority to suspend or revoke a Fireworks Permit under the following circumstances:

- In the opinion of the Fire Chief, weather conditions or other site-specific conditions present an undue risk of an incident; or
- The Fire Chief determines or becomes aware that the holder of the Fireworks Permit has contravened the requirements of the bylaw or permit.

Helpful Link: [Natural Resources Canada](#)

Special Event Fires

- For community events or performances involving an open flame
- Permit is required [Special Events Permit Application](#)

Ceremonial Fires

- For religious or cultural ceremonies
- Permit is required [Ceremonial Burn Permit Application](#)

Drones or Remotely Piloted Aircraft Systems (RPAS) in Parks

Drones are regulated by Transport Canada. To fly drones at a public event you must meet the specific requirements and have approval from Transport Canada and the event organizers.

- Individual RPAS operators are required to submit proof of appropriate Transport Canada certification & insurance to parksandrecreation@nanaimo.ca
- Use Transport Canada's Drone Site Selection Tool, "[Where to fly your drone](#)", to check requirements.

Important Notes:

You are responsible for making sure your drone use is legal and safe. For questions about drone rules, contact: TC.RPASInfo-InfoSATP.TC@tc.gc.ca

Flying at Maffeo Sutton Park

Maffeo Sutton Park is near an active flight zone. If you want to fly a drone here, you must follow all Transport Canada rules and get approval from the Nanaimo Port Authority.

For a complete list of rules and regulations in our parks and open spaces visit [Parks, Recreation and Culture Regulation Bylaw 2022 No. 7340](#)

We wish you all the best as you plan your event! Please don't hesitate to contact us with questions or for additional support.

City of Nanaimo Culture and Events Team: cultureandevents@nanaimo.ca