



EVENTS

Department	Administration	Policy No.	0340-002
Section	General	Date Approved by Board	March 12, 2020
Repeals	Christmas and Other Social Events	Board Resolution #	RD/20/03/24

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of the Events Policy is to establish guidelines for Peace River Regional District (PRRD) events.

2. Scope

2.1 This Statement of Policy applies to the PRRD Regional Board and staff.

3. Definitions

3.1 *Drugs*: this term includes narcotics and illegal drugs, and cannabis – whether used or obtained legally or illegally.

4. Policy

4.1 PRRD On-site Events:

- a) No event or meeting on PRRD operated premises may permit the sale and/or distribution of alcohol or [drugs](#).
- b) The PRRD does not maintain a Liquor License.
- c) PRRD staff are permitted to utilize meeting spaces for internal social events.

4.2 PRRD Off-site Events:

- a) To permit the sale and/or distribution of alcohol at events off-site of PRRD operated premises, venues must hold and maintain a valid Liquor License.
- b) PRRD Christmas Party:



- i. The Christmas Party will be held in Dawson Creek and Fort St. John, alternating each year.
- ii. The Christmas Party must be held in a licensed premise; the PRRD will not hold a Liquor License for the event.
- iii. The PRRD will provide a venue, dinner, music, and table wine for the event.
- iv. The Board Chair will have the option to gift one drink ticket to each guest on behalf of the PRRD.
- v. Invitations will be extended to all incoming and outgoing Directors, MP's, MLA's, and current staff.
 - Alternate Directors who have attended one or more PRRD meetings during the current year will be invited.
 - Each invitee is permitted to bring one personal guest.
- vi. If requested, the PRRD will provide hotel accommodation for one night for Directors and staff who do not live in the same community where the Christmas Party is held.
- vii. If requested, the PRRD will reimburse taxi expenses for Directors and staff who live in the same community where the Christmas Party is held.

Affiliated Procedure	
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