



Preapproved Routine Impact Assessment Special Events

Parks Canada National Office
IAA 2019

Preapproved Routine Impact Assessments (PRIA) are pre-determined environmental management and mitigation measures for a defined class of routine, repetitive projects or activities with well understood and predictable effects. Approved PRIAs are an acceptable Impact Assessment pathway as they fulfill Parks Canada's obligations under the *Impact Assessment Act* (IAA) as a manager of federal lands.

This PRIA is complementary to the *Administrative Guidelines for Special Events*. Parks Canada staff should continue to use the *Management Bulletin 2.6.10: Recreational Activity and Special Event Assessments*, as well as the *Coordinator's Guide* to determine suitability of a new Special Event through the local assessment process. The Field Unit Impact Assessment Practitioner (IAP) will review a proposed Special Event and will advise the "coordinators of Recreational Activity and Special Event Assessments" or manager responsible for the Special Event recommendation on how this PRIA should be applied.

This PRIA applies to all types of Special Events in the *Administrative Guidelines for Special Events* (e.g., recreation, community, private, commercial, and partner) and to all Special Event organizers (e.g., commercial (for-profit), not-for-profit, private, and partner).

This PRIA does not include commercial filming and photography. Special Event organizers must apply for a separate Film and Photography Permit for these activities as per the *National Multimedia Guidelines*. This includes photography of all types (e.g., scenery, photo shoots using models, photo shoots of commercial products); audio recordings of all types (e.g., music, spoken word, nature sounds); and video production of all types (e.g., feature films, documentaries, dramas, advertisements and other promotions) for broadcast, online and non-broadcast distributions.

The use of Remotely Piloted Aircraft Systems, also referred to as drones, is governed by Transport Canada regulations and the *Directive on Drone Flight*. Field Unit Superintendent approval is required whether use is proposed by an external organizer or by Parks Canada staff. Use of a drone for commercial filming or photography during a Special Event must be identified in the Film and Photography Permit application.

A **Special Event** is a temporary, planned activity or group of activities that is conducted for recreation, entertainment, education, commemoration, or promotion purposes. They can be carried out for profit, gain, fundraising, commercial promotion, or for non-profit purposes. Special Events are not offered as part of a protected heritage place's regular programming.

Other activities that may take place during a Special Event include: artist displays and/or lectures, natural resources/cultural interpretation (e.g., Art in the Park, interpretative hikes, boating/paddling events), encampments (i.e., overnight group camping that does not take place in a designated campground), concerts, and theatrical performances.

Drone is a power-driven aircraft that is remotely controlled and unmanned, including model aircraft and unmanned aerial vehicles.

Water body includes a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high water mark, but does not include sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act*.

Scope of Application:

This PRIA includes these types of Special Events:

- **Recreation:** Activity or event that is an organized recreational activity, usually of a competitive nature, that is not a community event (e.g., marathon, bike race, or any event that moves to various locations along a pre-approved route).
- **Community:** Activity or event organized by a non-profit group or charity, or the sole beneficiary of the event is a non-profit group or charity (e.g., event days such as Canada Day, Parks Day, or National Indigenous Peoples Day, school event, community litter pickup, shoreline clean-up, commemorative ceremony, activity fundraiser for a registered charity or non-profit).
- **Private:** Small-scale celebrations organized by permit applicants and attended by invited guests only (e.g., wedding, meeting, family event, private function).
- **Commercial:** Activity or event using public space on land or in a building managed by Parks Canada, where it is not a community event (e.g., music festival, swap meet, conference, flea market).
- **Partner:** Any activity or event where there is a Partnering / Collaborative Arrangement in place (e.g., Festival of Birds, Great Canadian Campout, CBC Quietest.Concert.Ever).

Conditions and Exceptions:

This PRIA does not apply under the following exceptions/conditions:

- The Special Event is large scale (e.g., exceeds maximum carrying capacity of the site) or long-term (e.g., takes place over multiple days) and whose potential and cumulative impacts are not considered in this PRIA.
- The project results in **residual** adverse effects on migratory birds or their nests.
 - Refer to the draft- *Parks Canada Guidance on Reducing Risk to Migratory Birds* and associated draft- *Conservation Measures for Minimizing Impacts to Migratory Birds During the Nesting Period*.
- The project results in **residual** adverse effects on an individual, a residence or the critical habitat of a listed species at risk under the *Species at Risk Act*.
 - Determine if mitigations are needed to ensure no residual adverse effects to species at risk. Such mitigations should be included in the Supplementary Mitigations section. Contact the Species Conservation Team if you need any help or advice.
- The project is likely to require an [authorization](#) under the *Fisheries Act* (s.35(1) or 36(3)). Check if your projects needs a [review](#).
- The project involves the removal of or causes damage to cultural resources of heritage value, for example, heritage buildings designated by the Federal Heritage Buildings Review Office, archaeological sites, historical and archaeological objects, or cultural landscapes.
- The project involves the removal of or causes damage to paleontological resources.

- The project results in loss or reduction in size of a wetland.
- The project adversely impacts sites of significance to Indigenous peoples or current access and use of areas where hunting, fishing or gathering rights are exercised by Indigenous peoples.

Other considerations:

- Field unit staff may use the *Management Bulletin 2.6.10 Recreational Activity and Special Event Assessments* to assist with assessing any new Special Events in their area.
- Field Units are to establish their own carrying capacity for various Special Event venues, both indoors and outdoors, for their respective parks and/or sites.
- Field Units are to establish park and/or site specific sensitive wildlife timing windows and areas of ecological or cultural importance to avoid when permitting and planning Special Events.
- Special Events involving excavations is prohibited without assessment by a CRM specialist and/or authorization from PCA staff.
- If the project is likely to require an [approval](#) under the *Canadian Navigable Waters Act* (s. 5(1)), use of this PRIA may not be appropriate. Check if your project is a Major Works in any Navigable Water or Works in Navigable Waters Listed on the [Schedule](#).
- Additional Parks Canada permits may be required, such as, but not limited to:
 - building permit (e.g., stages, tents, washrooms)
 - restricted activity permit
 - business license (e.g., for individual vendors offering goods and services)
 - film and photography permit
 - drone use (e.g., during a special event or for film and photography)

Approved geographic area of application:

This PRIA may be used within all Parks Canada administered protected heritage places including national marine conservation areas, national historic sites, historic canals and communities within national parks.

Parks Canada Specialists:

Impact Assessment:

If there are any questions on how to apply this PRIA, consult a member of the Impact Assessment Team.

Species at Risk:

If there is any uncertainty regarding potential adverse effects to species at risk, consult a member of the Species Conservation Team.

Environmental Management:

If there are questions on environmental management issues (e.g., treated wood, contaminated sites, hazardous materials or greening operations), consult a member of the Environmental Management Team.

Cultural Resources:

If there is any uncertainty regarding potential adverse effects to known or potential cultural resources, consult a member of the Cultural Resource Management Protection Team, or, if applicable, the local Field Unit specialist.

Recreation Activities and Special events:

If there are any questions on how to manage a Special Event, consult the Field Unit coordinators of Recreational Activity and Special Event Assessments or contact: pc.activites-activities.pc@canada.ca.

Valued Components and Effects Analysis

Soil/Land Resources

- Soil contamination from wastes (e.g., garbage, litter, sewage, fuel)
- Soil compaction and rutting
- Soil erosion, loss of topsoil and exposure of subsoils

Water Quality

- Water contamination from accidental spills originating from machinery / equipment / boats/portable washrooms, or food and vendors waste water, grey water, or other liquid wastes
- Localized changes to surface water hydrology
- Spread of aquatic invasive species and diseases

Air/Noise Quality

- Temporary decreased ambient air quality (i.e., from dust, pyrotechnics, equipment emissions)
- Increased ambient noise level
- Temporary light pollution

Wildlife and Vegetation

- Damage to and/or removal of vegetation in immediate or adjacent areas
- Introduction, or expansion of existing alien invasive species populations
- Wildlife sensory disturbance due to increased human presence and noise, including installation and use of pyrotechnics, causing displacement/preferred habitat avoidance
- Wildlife habituation/attraction to artificial food sources
- Damage to nests/dens/roosts and disruption of nesting/denning/roosting animals
- Potential damage/harm to flora or fauna in the case of an accidental spill (e.g., fuel, oil, odour, human waste)
- Potential harm to wildlife from infection when importing/using domestic or wild animal props.

Visitor Experience and Safety

- Reduced quality of visitor experience and/or safety due to noise or increased ambient lighting, the presence of machinery or equipment, and/or use of pyrotechnics
- Reduced access to portions of the site
- Traffic flow and congestion issues

Cultural Resources

- Adverse effects to the heritage value or character defining elements of a cultural resource or a heritage place, including:
 - adverse effects on cultural landscapes or landscape features of heritage value
 - impacts to archaeological resources (known or potential) from displacement or destruction resulting in loss of heritage value
 - impacts to heritage value and/or character-defining elements of a building, engineering work, historic objects

Mitigation Measures

Special Event Planning

- 1) Special Event organizers must review the mitigation measures and any site-specific considerations with designated Parks Canada staff before the Special Event.
- 2) Parks Canada encourages a Towards Zero Waste Event with the use of reusable, recyclable, and/or compostable food service packaging and serving materials. Consult the draft *Parks Canada Towards Zero Waste Guidance for Special Events*.
- 3) Special Event organizers must brief visitors on the value of the protected heritage place and the most relevant mitigation measures (e.g., do not disturb turtle nests protected by snow fencing).

Waste Management

- 4) If necessary, provide a suitable number of portable washroom facilities based on anticipated attendance and municipal ratio requirements, including a suitable number of wheelchair accessible washrooms. Ensure the supplier follows proper delivery, installation, operation, and removal procedures.
- 5) Where possible, portable washrooms must be situated at least 30 metres from any water body (e.g., lake, river) or municipal storm water drain. Increase the buffer zone depending on level of risk and site-specific conditions.
- 6) Properly dispose of waste water in designated areas under the direction of Parks Canada staff.
- 7) Solid waste, waste water, or sewage must not be dumped or permitted to enter any water body and/or drainage system.
- 8) All manure from imported livestock must be cleaned up and disposed of in existing livestock areas as directed by Parks Canada staff.
- 9) The Special Event organizer will be required to arrange for, place, and maintain sufficient waste and recycle containers prior and during the Special Event.
- 10) No waste is permitted to be buried or burned on-site.
- 11) Separate garbage and recycling receptacles and dispose of waste and recyclables according to regulations at licensed facilities (e.g. community solid waste bylaws and Provincial Landfill Material Ban). Potentially hazardous wastes must be separated from normal waste and will be properly labeled.
- 12) All wildlife attractants, including any materials hazardous to wildlife, must be secured (e.g., petroleum products, human food, recyclables and garbage) in wildlife-proof containers, a secure building, vehicle or as directed by Parks Canada.

Cultural Resources

- 13) These sites are protected heritage places and must be treated as such. The Special Event organizers must be aware that all Special Event works/activities at protected heritage places are subject to various regulations and guidelines such as the *Canada National Parks Act*, the *Cultural Resource Management Policy*, and the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
- 14) Locations of Special Event structures will be reviewed by the Cultural Resource Management (CRM) specialist/advisor to ensure they will not cause significant adverse effects to cultural resources and the overall commemorative integrity of the site.
- 15) Apply any mitigation measures that may have been identified by a Parks Canada archaeologist or CRM specialist/advisor for the immediate area of the Special Events.
- 16) When and where possible, cultural resources should be protected by specifically excluding them from the Special Event, preventing unauthorized access to them, and/or Parks Canada staff diligently monitoring them.
- 17) Under Parks Canada's direction, areas with known cultural resources will be demarcated and protected to prevent unauthorized access and adverse effects from the Special Event's activities and participants.

- 18) Security or personnel will monitor areas and/or objects with known cultural resources (including archaeological resources, historic objects and building interiors) to which guests will have access, to deter accidental damage, theft and/or vandalism.
- 19) Excavation of any sort is prohibited without prior Parks Canada consent approved through the Field Unit Superintendent/Responsible Manager/Cultural Resource Impact Analysis (CRIA) process.
- 20) Ground surface impacts and below ground surface anchoring for the installation of fencing, tent pegs, signage, or any other purpose is prohibited, except in areas that have been reviewed and pre-screened by an archaeologist and/or qualified CRM specialist/advisor (through CRIA process). Non-intrusive temporary fencing, signage, or structure stabilizing mechanisms (that does not puncture the ground) are recommended.
- 21) The use of cultural resources as supports for equipment, infrastructure, and signage is strictly prohibited.
- 22) A minimum 2 metre no activity buffer zone must be maintained around any heritage building or known cultural resources. The buffer zone should be increased depending on the level of risk and site-specific conditions. This includes any installation, machinery or equipment use and pathway/main traffic flow.
- 23) If archaeological resources are uncovered during project activities, Special Event organizers will isolate the specific area and restrict access until the CRM specialist/advisor is notified to provide further direction.
- 24) Should artifacts, human remains and/or evidence of ancient persons and people, and any objects of historic value and worth be discovered, they remain the property of the Crown, and all such objects shall be protected and immediately brought to the attention of the CRM specialist/advisor.

Visitor Experience and Safety

- 25) Reduce volume on sound equipment during visitor hours and minimize the distance to which noise will travel during Special Events (e.g., avoid directing speakers away from the area of the Special Event).
- 26) Advise other visitors that a special event is being held. Scope of communication should be scaled as per scope of event.
- 27) Schedule Special Events that require traffic interruptions to avoid peak times, whenever possible.
- 28) Parking and access routes to the Special Event must be approved by Parks Canada.
- 29) Use of special effects/pyrotechnics/black powder must comply with the *Explosives Act* and Regulations under Parks Canada's direction. Parks Canada black powder specialists will provide specific direction for the use of black powder on-site.

Soil/Land Resources, Water Quality

- 30) Minimize vehicle traffic on exposed soils and stabilized high traffic areas.
- 31) Machinery/vehicles must not be driven up/down river banks or along shorelines unless: on designated access routes, on approved Parks Canada routes, and where protected by a ramp/snow ramp.
- 32) Anchors must not be deployed in the 'no anchoring' zones and use of mooring blocks must be coordinated with Parks Canada and Transport Canada.

Flora

- 33) No vegetation is to be removed from the site, unless approved by Parks Canada.
- 34) Vehicle and foot traffic should be limited to existing or Parks Canada approved pathways/routes to prevent damage to vegetation.

Alien Invasive Species

- 35) Equipment/machinery from outside the Parks Canada protected heritage place that does not stay within approved pathways/routes/parking areas must be properly cleaned before going on-site to minimize risk of introducing alien invasive species.
- 36) Only clean, local soil/gravel/mulch materials should be utilized to avoid the potential introduction of invasive and/or alien seeds to the site. Standard typical fresh cut flower bouquets and arrangements, rose petals, etc., from florists/floral shops are acceptable as they are non-viable or unlikely to establish from seeds/cuttings into the surrounding environment. Bringing in other vegetation (i.e., trees, shrubs,

herbaceous plants with or without seeds) not sourced from a florist/floral shop must be reviewed/approved by the designated Parks Canada staff.

- 37) Stabilize and re-vegetate disturbed areas as soon as possible, with native plants, soil and seed mix, or otherwise approved by designated Parks Canada staff. If there is insufficient time remaining in the growing season, stabilize the site to prevent erosion and vegetate the following spring.

Fauna

- 38) Parks Canada staff will hold a pre-event briefing to inform Special Event organizers of potential species, including Species at Risk (SAR), that may be encountered and the requirements they must undertake should this occur.
- 39) Never approach or harass wildlife (e.g., feeding, baiting, luring).
- 40) No wildlife or parts thereof are to be removed from the site.
- 41) The disturbance, destruction, or removal of a nest or egg of a migratory bird; or to be in possession of a live migratory bird, or its carcass, skin, nest, or egg, is prohibited pursuant to the *Migratory Birds Convention Act*.
- 42) Sensitive species habitat should be protected using barriers. Depending on the nature of the Special Event, specific protective measures will be implemented to protect individuals, residences, and critical habitats, when required.
- 43) If wildlife is observed at or near the site, allow the animal(s) the opportunity to leave the Special Event area.
- 44) Special Event organizers must notify Parks Canada staff immediately of any wildlife encounter. In the case of aggressive behaviour or persistent intrusion, stop the Special Event and evacuate the area.
- 45) Minimize the brightness and the areal extent of illumination. Reduce glare by using properly mounted shielded fixtures and avoid direct illumination of shoreline areas. Determine if mitigations are required for designated Dark Sky Preserves.
- 46) All animal props imported/used for interpretive displays/programs must be in good health, kept separate from wildlife populations, properly controlled/cared for, and cleaned up after.
- 47) All livestock transported to the site must have a current health certificate from a certified veterinarian ensuring that each animal has been vaccinated and dewormed.

Equipment Operation

- 48) Special Event equipment must be stored at a location approved of by Parks Canada.
- 49) The Special Event organizer is responsible to have appropriate containment, spill kit, and clean up equipment on-site in accordance with the approved Spill Response Plan to ensure a rapid response to any spill (e.g., chemical, human waste).
- 50) Notify the Parks Canada and the emergency contact immediately of any spill.
- 51) The operating, refueling, and maintenance of vehicles/equipment, and the handling and storage of toxic materials (e.g., fuels, oils, and chemicals) will be carried out in such a way as to avoid contamination of the soil and water.
- 52) Machinery must be stored, maintained, and refueled on a flat surface, outside the dripline of trees (the area defined by the outermost circumference of a tree canopy where water drips from and onto the ground) and a minimum of 30 metres from waterbodies, as measured from the High Water Mark (high water mark is the usual or average level to which a body of water rises at its highest point and remains for a sufficient time so as to leave a mark on the land (Fisheries and Oceans Canada, 2015.) Upper Controlled Water Elevation is used as definition of high water mark in managed waterways). Increase the buffer zone depending on level of risk and site-specific conditions.
- 53) All refueling must take place on an impermeable fuel mat with a berm or within a container. Leaks and spills during refueling must be cleaned up and contaminated materials must be disposed of appropriately. Fuel must never be dispersed or deposited into the environment or any water body.
- 54) Gas generators must be secured to prevent movement during operation and set up on an impermeable fuel mat with a berm or within a container that can contain 110% of the volume of fuel in the generator.

- 55) Follow all applicable regulations and codes for the management and handling of hazardous waste.
- a. Identify and handle all toxic/hazardous materials as required under the Canadian Environmental Protection Act, Transportation of Dangerous Goods Act and Workplace Hazardous Materials Information System.
 - b. Dispose of contaminated materials at provincially or territorially certified disposal sites outside of Parks Canada land.

Supplementary Mitigations

A few supplementary mitigation(s) may be required to ensure all potential impacts are mitigated (e.g., protected heritage place maps where the Special Event can occur, sensitive species or cultural resource locations to avoid, environmental emergency contacts).

Approval

Original signed by Julie Tompa

May 11, 2020

Julia Tompa
Director, Natural Resource Management Branch

Date

Original signed by Calvin Mercer

March 31, 2020

Calvin Mercer
Director, Asset Management and Project Delivery
Branch

Date

References:

Parks Canada. 2005. Parks Canada's National Multimedia Guidelines. 16 pages.

Parks Canada. 2008. Management Bulletin 2.6.10: Recreational Activity and Special Event Assessments. 10 pages + Appendix.

Parks Canada. 2009. Replacement Class Screening Report Extension. Special Events in the Southwest Nova Scotia National Historic Sites of Canada. 59 pages + Appendix.

Parks Canada. 2013. *Cultural Resource Management Policy*. 17 pages + Appendices.

Parks Canada. 2015. Best Management Practice for Special Events at Point Pelee National Park Southwestern Ontario Field Unit. 11 pages + Appendix.

Parks Canada. 2017. Best Management Practice for National Historic Site Special Events (Manitoba Field Unit) 14 pages + Appendix.

Parks Canada. 2017. Directive on Drone Flight. 6 pages.

Parks Canada 2018. Administrative Guidelines for Special Events. Strategic Policy and Investment Directorate, Realty Services. 15 pages + Appendices.

Parks Canada draft 2019. Zero Waste Guidance for Special Events. 11 pages.