



Date: November 16, 1999

TO: Board Members - Parks and Recreation
FROM: General Manager - Parks and Recreation
SUBJECT: 1999 SPECIAL EVENTS

RECOMMENDATION

THAT the Board approve the 1999 Calendar of Major Events as described in Appendix B, with all arrangements to the satisfaction of the General Manager.

POLICY

Special Event Guidelines were approved in 1991 to cover issues of sound and the requirement for Board approval of an Annual Calendar of Major Special Events in the Fall of each year (Appendix B).

BACKGROUND

Each year event organizers apply to the Board to hold their event on parkland. In 1998, there have been approximately 325 permits issued for events, runs and walks. The Board processes these applications, takes a fee, if required, according to the fee schedule, and establishes the conditions to govern set up and event activities. Where appropriate, a deposit is retained to cover extra services, additional staff time or potential damage. The site is assessed with Operations and Horticulture staff before the deposit is released. Where appropriate, there is debriefing of major events with the organizers and in most instances the City's FEST Committee. (FEST is a committee established by the City and chaired by the Engineering Department with regular representation from the Police Department, Fire Department, Transit and Parks, Health, Permits & Licenses, Risk Management and other departments as required). All major event organizers, whose event will impact on streets or traffic or require Engineering and/or Police services, bring their event proposal and plans to this committee. FEST reports to Council with an annual calendar of major events. The management of permitting and supervising special activities and events is a demanding City and Park Board activity, particularly between May and September.

To October 20, 1998, special event permit fees have totaled \$14,995.32. During this same period event organizers have been billed a total of \$3,844.42 for recovery of staff supervision costs.

Prior to 1991, it was the practice of the Park Board to individually approve recurring major events each year when:

- the organizers request a reserved use of park space;
- the event restricts the access of other park users;
- the activity is in variance with one or more of the Park By-laws such as: an admission fee, sale of goods other than souvenirs, sale of food, use of liquor outside the Board Policy, an elaborate set up, an extended period of use, or a significant impact on the surrounding neighbourhood.

Since November 1991, the Board has approved the upcoming year's Calendar of Special Events instead of individually approving major events. This procedure has worked well and streamlined the process. Any unusual new requests or events still come to the Board for special approval.

DISCUSSION

Staff have reviewed the 1998 major special events. Specific event issues will be addressed and recommendations for 1999 are followed up with the event organizers.

The following requests are from existing event organizers to expand their 1998 event. These events, as detailed below, are included in the 1999 calendar for approval.

Vancouver Sun Run

The Vancouver Sun Run is usually held on the third Sunday in April, however due to scheduling difficulties the 10 kilometer run will be held on Sunday April 25, 1999.

This will require the Stanley Park Roadways to be closed April 25th from 7:30 am - 9:45 am and again on Sunday May 2nd from 7:00 - 9:30 am for the Vancouver International Marathon. All Stanley Park stakeholders and staff will need to be informed and aware of the road closures.

For the Year 2000 event, the Sun Run organizers will be requesting a change in the run start time from 8:15 am to between 8:15 - 9:00 am. A recommendation will be forthcoming from the FEST committee to City Council for consideration in February 1999, and a separate report will be presented to the Park Board for consideration in the new year. The organizers need a decision prior to the 1999 run event.

Benson & Hedges Symphony of Fire

The Benson & Hedges Symphony of Fire are requesting that the event be held one week later in the summer of 1999, due to scheduling difficulties. Therefore the new dates are July 31, August 4, 7 and 11th, 1999. Organizers of events that are usually held on Kitsilano and Spanish Banks beaches during the second weekend of August will be consulted to determine if rescheduling is necessary.

New Requests

A new request as described below is included in the Calendar for Board approval subject to further consultation and arrangements agreeable to the General Manager and, where appropriate, the FEST committee.

Canadian Classic MG Event

The International MG Convention is being held from July 7 - 10, 1999 at the University of British Columbia.. This organization would like to hold a vehicle display free to the public in the Spanish Banks west parking lots. The intended use of the lots on Wednesday July 7th, 1999 is for a short driving event called "Funkhana". This involves traversing the parking lot at speeds of less than 5 kilometres per hour. Expected attendance is less than 20 vehicles. The main event is proposed for the parking lots on Friday July 9, 1999. This will be a display of all MG vehicles attending the convention from 8:00 am - 4:00 pm. The organizers will work in conjunction with the Park Board concessions to provide food services to participants and the public. The organizing committee will introduce the wonderful city and its various natural and civic amenities to a broad range of local and international visitors. The organizers will be required to contact the FEST committee to determine if traffic control will be required during the day long event.

Corporate Events:

There are no requests at this time for major convention/receptions on parkland. Should staff receive such a request the process is to consider each request on its own merits,(e.g. the nature of the event, location requested) and bring the request to the Board. A substantial fee will be negotiated depending on the scale of the set-up, requirements of the event, site requested and time required for staff consultation and site supervision.

The proposed 1999 Calendar has been compiled based on the requests and information available at this time from major event organizers (Appendix B).

The 1999 Special Events Calendar also lists many regular events which do not normally require Board approval. They are included to provide an overview of the nature and scope of activities held on City parks. Any new and/or unusual requests will come to the Board for consideration as they are received. Applications for new major Special Events must be submitted in writing to the Park Board six months in advance of the requested event date in order to receive consideration. This allows adequate time for community consultation and overall consideration of the event request.

The proposed 1999 Calendar and notice of the Board meeting has been sent to all related community groups (Appendix C).

SUMMARY

Advance approval of the 1999 Calendar gives staff and organizers the time required to ensure that all arrangements for the major special events held on Vancouver's parks and beaches are conducted in a timely manner.

Prepared by:

Recreation Division
Board of Parks & Recreation
Vancouver, BC
DM/ab