

Date: November 23, 1995

SUBJECT: 1996 SPECIAL EVENTS

RECOMMENDATION:

THAT the Board approve the 1996 Calendar of Major Events as described in this report, with all arrangements to the satisfaction of the General Manager.

BOARD 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 A).

BACKGROUND

This report presents for the consideration and approval of the Board:

1. The 1996 Calendar of the Major Special events (Appendix B).
2. Specific comments on some of the 1995 events (Appendix C).

Each year event organizers apply to the Board to hold their event on parkland. To date in 1995, 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 attend 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 has become a very demanding City and Park Board activity, particularly between May and September.

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

The Recreation Services Committee and staff together have reviewed the 1995 Special Events. Specific event issues are addressed and recommendations for 1996 are included in this review (Appendix C).

The following request is from an existing event organizer to do something in addition to their event in 1995. The event is included in the 1996 calendar for approval.

### Bard on the Beach

The Bard on the Beach Theatre Company is requesting permission to extend their season for one extra week in September 1996. Therefore this event would be on site at Vanier park until September 22nd. This extension will enable the theatre production to provide additional performances to local school groups which proved to be popular this year. The take down of the site will be completed by the end of September. There is no real increased impact on the area or other events on the park except for one more week of performances which is not a major problem. The Kits Point Residents Association have been consulted about this request and are supportive of the Bard on the Beach Shakespeare Theatre in Vanier Park. However, their primary concerns are that this event has grown from 8 to 14 weeks with a more significant impact. They want to be assured that the Board pay careful attention to future requests for this event and that the site and length of time on the park should be limited.

New Requests for 1996 are as follows:

### Friends for Life Reception

The Friends for Life Society is requesting the use of Barclay Square to hold a welcoming reception for the Community based AIDS organizations (200 participants). These organizations will be attending the International Conference on Aids that is being held in Vancouver from July 7th-12th, 1996. The reception will be held on Sunday July 7, 1996 from 12pm-8pm at Barclay Square as well as Weeks House and Barclay Manor. A hospitality tent will be set up in the park with the service of food and alcohol accompanied by jazz band entertainment and speeches from various dignitaries. Organizers will also investigate parking in the underground lot at the West End Community Centre. Events of this nature have been given permission by the Board in the past. The West End Community Centre Association and West End Senior's Network are supportive of this request.

### Sea to Sky International Relay

Running Roots Ltd. an organization that coordinates running events are proposing a 120 km race from Vancouver to Whistler called the Sea to Sky

International Relay. This event will be held in late September/October 1996. The relay will involve 150 teams of 10 members and will start in Stanley Park at Brockton Oval or Lumberman's Arch field. The event will start early in the morning so that the regular park users will not be impacted. Runners will run either along the seawall or roadway to the causeway. The run route then proceeds across the Lions Gate Bridge where the Ministry of Transportation and Highways permission is required.

#### 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, 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 1996 Calendar has been compiled based on the requests and information available at this time from major event organizers (Appendix B). It has also been reviewed with the Recreation Services Committee.

The 1996 Special Events Calendar also lists many regular events the nature of which do not normally require Board approval. They are included to provide a good overview of the nature and scope of activities held on City parks. Any new, 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, Recreation Division, four 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 1996 Calendar and notice of this Board meeting has been sent to all related community groups as per Appendix D.

#### CONCLUSION

Advance approval of the 1996 Calendar gives staff and organizers the time required to ensure that all arrangements are conducted in a timely manner. It also allows for advance computer booking of all special events prior to the over 400 annual picnic requests which begin in January of the new year.

Prepared by:  
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