



Date: November 13, 2001

**TO: Board Members - Parks and Recreation**  
**FROM: General Manager - Parks and Recreation**  
**SUBJECT: 2002 SPECIAL EVENTS**

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## **RECOMMENDATION**

**THAT the Board approve the 2003 Calendar of Major Events (see Appendix A) with all arrangements to the satisfaction of the General Manager.**

**THAT the Board amend the Guidelines for Special Events (see Appendix B) to require Board approval for new major special events for the first three years of an event's operation; or significant changes to existing special events with all arrangements to the satisfaction of the General Manager.**

## **POLICY**

The Board's Guidelines for Special Events requires that the Board approve an Annual Calendar for Major Special Events in the fall for the upcoming year. The facilitation of special events is included in the Board's Strategic Plan under the key areas of service delivery - program diversity and partnership enhancement.

## **BACKGROUND**

Major special events are defined as events which significantly restrict the public's access to park space or significantly impact the surrounding neighbourhood. In addition, events require Board approval if the activity is in variance with one or more Park Board by-laws or guidelines: charging of an admission fee, selling of goods other than event related items, requesting a liquor licence which does not meet the Board's policy, an extended presence on site, etc. Smaller special events which meet Park Board guidelines are approved by Park Board staff.

All event organizers are required to apply annually to the Board to hold their event on parkland. Staff process these applications by:

- establishing conditions which govern set-up and event activities;
- charging and collecting applicable fees including staff time;
- consulting with various park stakeholders and Park Board staff;
- debriefing with event organizers after the event.

Large scale events which impact more than just parkland are also forwarded to the City's FEST Committee for consideration. The FEST Committee consists of representatives from various civic departments including Engineering, Police, Fire, Health, Permits and Licences, Risk Management and Parks. The FEST Committee reports to City Council and events under the FEST Committee's jurisdiction also require City Council's approval.

Since adopting the 1991 Guidelines for Special Events, the Board has annually approved the upcoming year's Calendar of Special Events. Any new major special event requests require Board approval. In addition, any significant changes to and/or unresolved problems with existing events are also highlighted for the Board's consideration.

Applications for major events which do not meet the deadline for the Calendar of Special Events are forwarded to the Board for consideration as they are received. Applications for new major special events must be submitted in writing to the Board six months prior to the requested date. This ensures adequate time for community consultation as well as the overall consideration of the event request.

In 2001, the Park Board issued 247 permits for special events, runs and walks. Fees collected from these events include approximately \$24,000 plus the recovery of \$ 9,000 in supervisory costs.

## **DISCUSSION**

The 2002 Calendar of Special Events is compiled based on the requests from event organizers received by staff at this time (see Appendix A). Staff have also included in the Calendar a listing of events which do not require Board approval to provide an overview of the nature and scope of the activities permitted on City parks.

The Calendar of Events primarily confirms the event's date and location. Issuance of a permit is subject to receipt of an application from the event organizer and the organizer's agreement to conditions of use, permit fee payment, and insurance coverage.

### Changes to Existing Events

#### Stanley Park - Runs and Walks - S-Curve Construction

A number of the annual runs/walks in Stanley Park will be re-routed in 2002 due to the re-alignment

of the causeway at the Georgia Street entrance to Stanley Park. Alternate routes have been submitted for events such as the Vancouver Sun Run and Vancouver Marathon. Staff will work closely with event organizers and Park stakeholders in advance of the events to minimize the impact to the Park visitors and stakeholders.

### Molson Indy

The Molson Indy weekend has been re-scheduled from Labour Day weekend to the weekend of July 26-28th. The Board's three year agreement with the event organizers has expired and staff will be forwarding a new agreement early in 2002.

### New Requests

The following new requests have the support of staff for inclusion in the 2002 Calendar of Special Events. If approved by the Board, the event is subject to further consultation and arrangements agreeable to the General Manager.

<b>Park</b>	<b>Dates</b>	<b>Sponsor and Description of the Event</b>
Spanish Banks	May 5	Kids Help Phone Society - Walk for Kids - Attendance: 900  A family orientated walk from Spanish Banks to Jericho Park and return. This event is to raise funds to support the Kid's Help Phone.
Spanish Banks	August 5	Rotary Club - The Bid Dig - Attendance: 300  A fun community activity where family members of all ages 'dig' in the sand for treasure (tokens). This is a fund raising activity for the Rotary Club of Vancouver Quadra for international service projects.
Stanley Park	A weekend in September	Multisports Canada - Triathlon - Attendance: 500  A standard distance triathlon which is 1.5 km swim, 40 km Bike and a 10km run. There will be a limit of 500 participants. The event is a fund-raiser for MS Society. The event is proposing to start, finish and transition at Ceperley meadow area, swim off Second Beach, bike on Park Drive and run on the Seawall.

Stanley Park	January 6	IMG Canada - Goodyear Drive for the Goal  A Zamboni relay which is a promotion for grass roots hockey in Canada and a fund raiser for Canada's national men & women's hockey teams. The event will take place across Canada in 69 cities or towns and the Zamboni will drive an estimated 6,000 km. The event will start in eastern Canada on September 27, 2001 and is estimated to be in Vancouver on January 6, 2002. The event organizer is interested in assembling in a parking lot in or near Stanley Park. The FEST committee and IMG Canada will work with the City to determine a safe and appropriate route.
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**For Consideration**

Staff are recommending that in the future the Board approve only major changes to the Calendar of Special Events. The vast majority of events in the Calendar are annual and do not change significantly in terms of nature and scope from year to year. The Calendar of Special Events will continue to be provided to the Board and to the public.

Under these new guidelines, the Board will approve new major special event requests for the first three years of the event's operation. Significant changes to existing events as well as issues with events which have not followed the conditions for set-up and/or event activities will also be forwarded to the Board for consideration.

By implementing these changes to the Special Event Guidelines, staff can streamline the approval process for the Calendar of Special Events by providing timely approvals and continue to have the Board review any significant changes to the Calendar.

**SUMMARY**

Special events activities are very popular with Vancouver residents. The Board works in partnership with over 150 event organizers and societies to facilitate a diverse level of programming in parks and beaches. These activities include multi-cultural festivals, cultural events, sporting activities and various celebrations. In addition to the enjoyment of participating in these events, many of these events also serve as major fund raisers for various non-profit societies.

Prepared by:

Stanley District  
Board of Parks & Recreation  
Vancouver, B.C.  
TW/clt