

From: ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)

To: ["Direct to Mayor and Council - DL"](#)

Date: 4/15/2022 1:38:41 PM

Subject: Council Memo – Support for Special Events in 2022 – RTS# 15073

Attachments: Council Memo – Support for Special Events in 2022 – RTS# 15073.pdf

Dear Mayor and Council,

Please see the attached memo from Lon LaClaire. A short summary of the memo is as follows:

- FASE has developed an approach for expedited reviews of special event applications
- Staff will provide enhanced services to event organizers at no cost to them in 2022
- Staff will continue to work closely with BIAs and have developed specific ways to support BIAs planning to host events this year

If you have any questions, please feel free to contact Lon LaClaire at 604-873-7336 or lon.laclaire@vancouver.ca.

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
paul.mochrie@vancouver.ca



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Sḵwəxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Nations.

MEMORANDUM

April 13, 2022

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Katrina Leckovic, City Clerk
Lynda Graves, Administration Services Manager, City Manager's Office
Maria Pontikis, Chief Communications Officer, CEC
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office

FROM: Lon LaClaire
General Manager, Engineering Services

SUBJECT: Support for Special Events in 2022

RTS #: 15073

Purpose and Background

This is a follow up to the 'Events in the City' memo sent to Mayor and Council on March 18, 2022 regarding RTS 15073. The Film and Special Events (FASE) office understands the importance of events, their vital role in community connection, resiliency and economic recovery in Vancouver. FASE also recognizes the unique challenges of hosting events in Vancouver and has heard the feedback that more event supports are needed to aid the event community this year. This memo outlines staff efforts to support event organizers.

Measures to Aid Event Organizers

Increased Event Support Services

Recognizing that there may be parts of the event application process that may take too much time this year for event organizers, such as Traffic Management Plans (TMPs), event site plans, event scheduling and more, FASE will provide enhanced services to event organizers at no cost to them in 2022. Services will both aid organizers in the creation of required documents as well as teach them how to create and update the documents for future years. Enhanced support services will include:

- Creation of category 1 and 2 (small and medium) Traffic Management Plans (TMPs)
- Design of site plans, production schedules and more

The above services will be prioritized first to BIAs, then to event organizers that are not-for-profit and those organizers providing free, open-to-all events on City streets, sidewalks and public plazas.

Timeline Requirements in 2022

The timeline requirements for special events are a reflection of time needed for necessary event planning requirements such as coordination on traffic management planning, coordinating with internal and external stakeholders, and public safety and crowd management planning. Recognizing that due to the uncertainty of impacts of COVID-19 this past winter, many event organizers were not able to submit their applications early enough to meet the timelines, FASE has developed an approach for expedited reviews of special event applications, and has increased services to support event organizers to help reduce the time needed for the event review process.

Communication with Business Improvement Associations

The BIAs play an important role in developing creative ways for activating the public realm through hosting events to help attract residents to the commercial areas. Staff will continue to work closely with BIAs and have developed specific ways to support BIAs planning to host events this year:

- Prioritization for event support services
- Four-week application process for BIA low complexity events
- Production of a condensed, video version of the Special Event Permitting Workshop (this was a request from the BIAs)

Summary

The pandemic has led to many changes and uncertainty for special events. As we move into recovery, staff will continue to work to support event organizers. In addition to the aforementioned immediate actions, staff remain committed to an ongoing dialogue on how we can adapt our approach to better help the event community going forward while also balancing the needs of our internal and external event stakeholders and public safety.

If you have any questions, please do not hesitate to contact me directly.



Lon LaClaire, M.Eng., P.Eng.
General Manager, Engineering Services
604.873.7336 | lon.laclaire@vancouver.ca