

**From:** ["Levitt, Karen" <karen.levitt@vancouver.ca>](mailto:karen.levitt@vancouver.ca)  
**To:** ["Direct to Mayor and Council - DL"](#)  
**Date:** 3/17/2023 4:22:53 PM  
**Subject:** 2023 Vaisakhi Parade  
**Attachments:** Memo - 2023 Vaisakhi Parade.pdf

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Dear Mayor and Council,

Please see the attached memo from Lon LaClaire.

- This memo provides an update on the status of the 2023 Vaisakhi Parade taking place on April 15.
- The City's Film and Special Events (FASE) staff are working with Vaisakhi Parade organisers to support them to obtain a permit for their event.
- This year marks the first full parade since before the pandemic.
- The organisers have expressed challenges with the process, and some of the necessary documents from organisers are at this time outstanding.
- Staff are reaching out to offer the Vaisakhi organizers supplemental support for this year to assist towards a successful and complete event application.

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

All the best,

Karen

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**Karen Levitt**, Deputy City Manager (she/her)  
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm/Musqueam, Skwxwú7mesh/Squamish and səliwətaʔ/Tsleil-Waututh nations

## MEMORANDUM

March 17, 2023

TO: Mayor and Council

CC: Paul Mochrie, City Manager  
Armin Amrolia, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Maria Pontikis, Chief Communications Officer, CEC  
Rosemary Hagiwara, Acting City Clerk  
Teresa Jong, Administration Services Manager, City Manager's Office  
Mellisa Morphy, Acting Chief of Staff, Mayor's Office  
Trevor Ford, Director of Operations, Mayor's Office  
Margaret Wittgens, Deputy General Manager, Strategy & Planning, Engineering Services  
Taryn Scollard, Deputy General Manager, Safety & Operations, Engineering Services

FROM: Lon LaClaire  
General Manager, Engineering Services

SUBJECT: 2023 Vaisakhi Parade

RTS #: N/A

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This memo provides an update on the status of the 2023 Vaisakhi Parade taking place on April 15.

Special events play an important role in Vancouver, contributing to arts, culture, sports and promoting economic vitality and community building in neighborhoods. Vaisakhi is a significant cultural event in Vancouver drawing tens of thousands of people to celebrate each year.

Film and Special Events (FASE) staff are working with Vaisakhi Parade organisers to support them to obtain a permit for their event. This year marks the first full parade since before the pandemic and the organisers have expressed challenges with the process. Significant time has elapsed since this event was last held; in addition the parade organizers made some last minute route changes.

The City's permitting process for events of this scale focus on ensuring public safety requirements for mass gatherings are met. Permits are issued after review by public safety staff including traffic plan reviewers, VPD, Vancouver Fire Rescue, TransLink, Vancouver Coastal Health and BC Emergency Health Services.

We continue to work with Vaisakhi on critical pieces such as traffic management and emergency planning; some of the necessary documents from organisers are outstanding. These include:

- Documentation for stages and structures (required for safety purposes)
- Event planning documents such as site maps and production schedules for the permit)
- Permits from Vancouver Coastal Health for food served to event attendees
- Parks Board permits (for portion of event taking place in a park)

Given the scope of this important cultural event, the challenges organisers have indicated, and the time elapsed since the last time this event was held, staff are reaching out to offer the Vaisakhi organizers supplemental support for this year to assist towards a successful and complete event application. This support is similar to that provided to other event organisers who held events in 2022 after a long event hiatus due to the pandemic. Staff are currently working to address the Council Motion related to events with the intention to make hosting special events like this easier for event organisers. An update on this work will be given to Council before the end of Q2 and will include input from local event organisers (professional and grass roots).

If you have any questions or would like more information on this project, please do not hesitate to contact me directly.



Lon LaClaire, M.Eng., P.Eng.  
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