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To: ["Direct to Mayor and Council - DL"](#)
Date: 11/27/2023 5:21:44 PM
Subject: Memo - Update on Council Motion "Making It Easier to Host Outdoor Festivals and Events in Vancouver" - RTS 15308
Attachments: Memo - Update on Council Motion "Making It Easier to Host Outdoor Festivals and Events in - RTS 15308.pdf"

Dear Mayor and Council,

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

- This memo provides a second update on work underway to address the July 20, 2022 Council motion "Making it Easier to host events and festivals in Vancouver".
- Staff have made progress on a variety of improvement projects related to this motion including:
 - Current call for applications for the Events Advisory Task Force.
 - Creation of a traffic management plan library for event organisers.
 - Implementation of a low complexity event permit.
 - Continued conversations amongst the three permitting jurisdictions at the city to explore opportunities to improve alignment opportunities amongst policies, procedures, technology and practises.

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)
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Sk̓w̓x̓w̓ú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.

MEMORANDUM

November 27, 2023

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Sandra Singh, Deputy City Manager
Katrina Leckovic, City Clerk
Maria Pontikis, Chief Communications Officer, CEC
Teresa Jong, Administration Services Manager, City Manager's Office
Mellisa Morphy, Director of Policy, Mayor's Office
Trevor Ford, Interim Chief of Staff, Mayor's Office
Steve Jackson, General Manager, Vancouver Park Board

FROM: Lon LaClaire
General Manager, Engineering Services

SUBJECT: Update on Council Motion "Making It Easier to Host Outdoor Festivals and Events in Vancouver"

RTS #: 15308

Following the memo to Mayor and Council dated July 9, 2023, this memo provides a further update on the work underway to address the July 2022 Council motion "Making it Easier to Host Outdoor Festivals and Events in Vancouver".

Background

This past spring staff engaged with external event stakeholders via a survey and focus groups. The initial engagement results illustrated that there are three common themes for improvement:

1. The permitting process is complex;
2. Costs are a barrier; and,
3. Enhanced communication is required.

In response to these initial concerns raised by stakeholders, a number of initiatives were identified for implementation or development:

- *The Event Advisory Task Force is being established.* A call out for interest in this group will begin this week via direct outreach as well as more broadly via a City media release and social media. Staff have hired a third party consultant to work with the City on the Task Force, which will include determining the group membership. The membership will represent the diverse types of events that are hosted in Vancouver, which may include:

- BIPOC events
- Host Nations
- Grassroots organizers
- Cultural events
- 2SLGTBQIA+-led events
- BIA events
- Sporting events
- Music based events
- High complexity events
- Accessibility in Events Groups/ representative

This advisory task force will play an important role in providing feedback on processes and policies related to Special Events in Vancouver. We expect the first meeting to take place in late January 2024 with continued dialogue throughout the year and possibly beyond.

- *Low Complexity Event Permitting Program (introduced Spring 2023).* Overall the low complexity program has been well received. Plans for expansion of the program will include additional locations (e.g. small street closures). Insurance coverage (provided by the City for low complexity events) has eased the requirements for small event organisers.

BIAs have offered key feedback including requests for:

- A Shared calendar for ease of information on bookings.
 - Booking options for BIAs in “home” plazas.
 - Clarity on types of events permitted.
- *Development of site maps for popular locations that can be used by event organisers when planning events (underway).*
 - *Overall streamlining of events processes between departments.* Staff from Engineering Services (Film and Special Events), the Park Board, and the License Office have been discussing short and long-term initiatives for increased consistencies amongst permitting offices. A major point of concern has been the use of three different software programs for permitting. Staff are exploring the integration of some or all of these programs. In the meantime staff are working to improve integration, reduce the redundancy of three permit applications and to increase the number of commonalities amongst guidelines.
 - *Traffic Management Plan (TMP) Library.* The special events office has developed 35 TMPs for popular event locations available for event organisers to use. Additional TMP generation will be ongoing throughout the season based on areas in high demand.
 - *Ongoing review of the special event policy.* Staff have identified a number of adjustments that can be made to the special event handbook including “housekeeping” amendments, inclusion of the low complexity permits, more information regarding Park Board applications and processes, additional information on TMPs and expanded resources for related permits (for example electrical permits). More substantial changes to the policy itself will be presented in Council in mid to late 2024 following discussions with the Special Event Advisory Task Force.

Events and festivals are an important part of liveability and vibrancy in our community. Work is underway and will be ongoing throughout 2024 to make hosting these events and festivals easier in Vancouver.

If you have any questions please contact me directly.



Lon LaClaire, M.Eng., P.Eng.
General Manager, Engineering Services

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