



REQUEST FOR DECISION

File # 00031/22

Report To: Mayor and Council
From: Director of Community Services
Presenter: Karin Carlson
Subject: Administration Report No. 0031/22
Energetic County Fair Progress Update
Meeting: Regular Council
Meeting Date: 09 May 2022

RECOMMENDATION:

- 1. "THAT, Council receive Administration Report No. 0031/22 Energetic County Fair Progress Update for information."

CAO'S COMMENTS:

This update provides clarity on the approval and administrative processes which our staff are undertaking to support the event organizer towards a successful event.

ALTERNATIVE RECOMMENDATION:N/A

KEY ISSUES(S)/ CONCEPTS DEFINED:

Staff are providing a progress report, for Council information, on the special event application submitted by Mr. Plourde due to the high profile and complex nature of the event. The event is a 3-day music festival to be held on City lands.

Special Event Permit Application

On March 13, 2022, Mr. Plourde submitted a special event application for use of two vacant City-owned lots located at 100 Avenue and 102 Street with legal description L B PLEPP2397

and the adjoining lot on 102 Street and 101 Avenue with legal description L A PL EPP2397. Staff distributed the application to City departments for referral.

On March 28th, Council passed Resolution No. 79/22

“THAT, upon receipt of all required documentation, that Council direct staff to proceed with the special event application process submitted by Dale Plourde to host the Energetic County Fair music festival in July 2022, on two vacant City owned lots located at 100 Avenue and 102 Street with legal description L B PLEPP2397 and the adjoining lot on 102 Street and 101 Avenue with legal description L A PL EPP2397;

AND THAT, as part of the special event process, Staff notify the neighbours within a 1km radius of the subject event location in advance of approving the special permit;

AND THAT, Council direct Staff to charge a \$5000 deposit to cover costs of potential cleanup and remediation if the property is not restored to its pre-event state, or expenses related to potential RCMP or Bylaw call-outs due to any disruption; any unused portion will be returned after the event is over;

AND FURTHER THAT, Council direct Staff to determine a daily fee for use of the lot and base the rate on the Civic Facilities Rental / Lease Council Policy No. 113/16 whereby Mr. Plourde is considered to be an organization using City land under section 5(1) and Rationale for the Delivery of Public Leisure Services Council Policy No. 118/12 whereby under the benefits approach, a private organization will be responsible for 100% of costs associated with the event.”

Staff Meeting with Mr. Plourde

On April 4, 2022, Staff met again with Mr. Plourde to review progress, reaffirm deadlines and requirements, and to discuss department feedback received through the special event application process. The following deadlines were agreed to with Mr Plourde. Staff have provided notice that the requirements must be met at each stage to move forward to the next stage.

Stage 1 - May 20th

- | Finalized site map
- | Appropriate business license
- | Traffic control plan
- | Merchant vendor requirements (business license, insurance)
- | Food vendor requirements
- | Food truck vendors

Stage 2 - June 15

- | BC Liquor / City of Fort St John Special Occasion License
- | Noise Bylaw
- | Socan License
- | Festival Insurance

- | Emergency Response Plan
- | Security Fencing Permit
- | Electrical & Gas Operating Permit

Stage 3 - July 5

- | Last-minute changes

Stage 4 - July 12

- | Fire Dept & Building Inspection Walkthrough

RELEVANT POLICY:

N/A

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC GOALS:

Goal No. 1 - Enhance community economic development to provide opportunities and sustainability for Fort St. John.

Goal No. 2 - Demonstrate leadership in environmental responsibility through sustainable and effective practices for municipal operations.

Goal No. 3 - Build and manage civic assets and human resources that support the current and future needs of the community.

Goal No. 4 - Initiate and foster partnerships that will benefit Fort St. John. Advocate to decision makers on issues that impact the community to ensure our northern voice is heard.

Goal No. 5 - Continue to invest in community social, cultural and recreational assets and programs to provide an inclusive, vibrant, livable Fort St. John.

COMPLIANCE WITH STRATEGIC PRIORITIES:

5.4 Foster community pride and sense of belonging through instigation, participation and support of community events.

GENERAL:

On April 4, 2022, staff met with Dale Plourde. The following staff members were in attendance:

- | Eryn Griffith
- | Karin Carlson
- | Marco D'Agostino
- | Kim Ward
- | Victoria Butler
- | Cheryl Batten
- | Shellie Gordey – Recording Secretary

The following items were discussed:

1. Festival Planning Update:

- a. Discussion about the new proposed site on 102nd Street.
- b. Mr. Plourde:
 - i. Emergency Response Plan (ERP) is in progress, updates are required for the new site plan.
 - ii. Event will have a weather monitoring station, security staff, generator, fencing, porta-potties and power/water washroom facilities with wheelchair accessibility.
- c. Question was raised regarding footpaths and on-site parking. Mr. Plourde advised he's spoken with Pomeroy Hotel for permission to use their parking lot and plans to have shuttle service from the hotel to the event to reduce parking issued and vehicle traffic in the area. Mr. Plourde spoke to several surrounding businesses who've agreed to make their parking spaces available for the event after business hours.

2. Special Event Application Requirements and Submission Expectations (Staff):

- a. Road closure cannot be approved for the event due to summer construction project in the area.
- b. RCMP patrols will require extra members and overtime, costs for this will be the responsibility of the event organizer.

- c. Parking plan is required for the application, to prevent negative impact to local businesses.
- d. Vendor list of all merchandise, food, services etc. is required.
- e. Public Works will do grading and gravelling of site, as it is a City owned property.
- f. Number of public washroom facilities required will be determined by number of attendees.
- g. Egress around fence area must be provided for the Fire Department for their emergency management, exits and entrances must be noted and marked on the map
- h. Accurate dimensions of the event area, number and sizes of entrances/exits, access for emergency services to be provided to Staff for Mainstage, Green Room, Dressing Room, all tent/trailers, vendor tents/trailers, tables, chairs and all temporary structures. The Building and Fire inspection is the last step, after the stage is erected and all structure are complete.
 - i. All structures and installers must be certified, including trailer units. Specs will be required for the portable stage platform.
 - ii. Mr. Plourde advised the engineered stage will be erected by a certified team, and the stage utilizes hydraulic jacks to stabilize the unit.
 - iii. Kim Ward advised a Technical Safety BC (Tech Safe BC) permit will be required for any generators, food truck vendors.
 - iv. A cable management plan will be required, sound and lighting techs for the event should be able to provide information.
 - v. Fencing will be erected by Rentco, a scale map will be required.
- i. There will be no variance provided for Noise Bylaw 2507.
- j. A waste management plan is required.
- k. Staff discussed the number of washrooms required for the expected attendance to the event, and requirements for accessibility.

3. Lot Use Parameters and Review of Updated Site Map (Staff):

- a. Recommended changes to the original map plan were discussed. Most changes are to accommodate foot traffic flow, emergency access, parking for busses, adding more gates.
- b. Staff asked if any accommodation was planned in the case of extreme heat during the event. A cooling station or access to free water was suggested.
- c. Discussion about Capacity concerns
 - i. All space taken up by structures, tents, trailers, seating, tables, lawn chairs, coolers etc affect the capacity limits

allowed for the event and number of required exits, and must be calculated into the event space.

ii. Having picnic tables near food vendor area was discussed.

4. Permit Requests and Submission Processes (Staff)

- a. The event requires a temporary structure permit for the fencing and tents. Mr. Plourde has arranged for 6-foot construction fence with blow through banners.
- b. The Fire Department requires an ERP in case of a fire, emergencies. Fire requires access all around the event, there should be a coordination plan with the event security.
- c. Energetic Traffic Services will assistance with parking. Staff requested written permission from the businesses involved, as well as parking capacity at their lots.
- d. LCB has requirements for the number of people allowed in a beer garden.
- e. First Nations will have a teepee erected, it does not require a permit.

5. Communication Expectations Going Forward (Staff):

- a. Moving forward, Cheryl Batten will be the main contact for Mr. Plourde.
- b. After any changes are made, they must be approved and the plan will be updated.
- c. Progress reports to be communicated between Staff and Mr. Plourde.
- d. Communication will be streamlined going forward. After applications are submitted, Mr. Plourde will be contacted when they are ready, Staff will not have that information for Mr. Plourde.
- e. Eryn Griffith is the main contact for this process, Cheryl Batten should be contacted for all allocations processed.

6. Timeline (Mr. Plourde & Staff):

- a. Staff requested that Mr. Plourde provide his timelines for his planning process regarding ticket sales, vendors, and drop-dead date should the timeline not be achievable.
- b. Staff requested a schedule for the entertainment.
- c. Staff stated that all due dates provided and agreed upon in the special event requirement schedule, provided by allocations staff, must be met and followed in order for the event application to be successful.

ORGANIZATIONAL:

- | Based on the size and scope of the special event application, all proposed deadlines must be met by Mr. Plourde in order for staff to follow through with the approval of the special event application

FINANCIAL: N/A

FOLLOW UP ACTION:

- | Staff is in the process of overseeing the special application timelines and has scheduled regular meetings with Mr. Plourde to ensure progress of these deadlines
- | Staff is following up on the notice to residents regarding noise
- | Staff is in the process of determining a fee for use for the lot

COMMUNITY CONSULTATION:

- | Staff will be issuing a notice to residents and businesses within a 1km radius of the event regarding potential noise created by the festival before approving the special event permit to gather citizen feedback.

COMMUNICATION: N/A

DEPARTMENTS CONSULTED ON THIS REPORT: N/A

Attachments:

Energetic County Fair Progress List Updated April 4

RESPECTFULLY SUBMITTED:
Eryn Griffith, Arts and Culture Manager
29 Apr 2022



Due Date:	Item:	Item Details:	Notes:	Status:
April 22	Timeline	Event Timelines	<ul style="list-style-type: none"> - Set up times - Gate times - Beer garden times (prior to approval is fine) - Event end times each night 	Outstanding
NA	Special Event Application Edits/Change orders	NA	NA	Application Complete
May 20	Site Map	Re-submitted with changes and location updates	We require a detailed site map, including traffic flow, power setup, stage set up, parking plan, vendor tent/trailer area, first aid/safety/event staff area, etc.	Updated maps provided to Dale on April 4 2022 Dimensions for each structure required by May 20 2022 for all temporary structures
May 20	City of Fort St John Business License	Ensure to communicate to Louise that this is for a Festival/Concert	You are required to apply for a business license through our planning department. Your event will fall under the festival/concert category and the insurance requirements are more significant, please work with your insurance	Received home- based business license

		to obtain the proper licensing	<p>provider to ensure you meet the requirements prior to applying.</p> <p>https://www.fortstjohn.ca/assets/Documents/Bylaws/Planning~Development/Business-Licence-Bylaw.pdf</p> <p>https://www.fortstjohn.ca/assets/Documents/Bylaws/Planning~Development/Business%20Licence%20Bylaw%202563%202021.pdf</p>	Market Business License Required: Dale to connect with Louise to get the proper business license.
May 20	Traffic Control Plan	Traffic Control Plan	<p>Please provide us with the company as soon as possible that you will be hiring to provide your traffic control during the event. Typically they create the traffic plan in accordance to City bylaw's and Ministry of Transportation regulations – if not, that would be your responsibility.</p>	<p>Dale confirmed Energetic Traffic Control. Traffic Safety Plan still pending.</p> <p>Dale confirmed on April 4 2022, Energetic Traffic Control is building the traffic control plan for the event. Final Document needs to be submitted by May 20 2022.</p>

Due Date:	Item:	Item Details:	Notes:	Status:
May 20	Vendor Requirements Merchandise ONLY vendors	<ul style="list-style-type: none"> - Business license - Copy of Insurance (City of Fort St John listed as additional insured) 	This is for any vendor who is only selling tshirts, trinkets, homemade crafts, etc. Please see other section(s) for different types of vendors.	Outstanding
May 20	Food Vendor (cart/tent) Non Profit Example: Girl Guides selling popcorn from a tent.	<ul style="list-style-type: none"> - Copy of Insurance - Non Profit Business License (free of charge) - Food safe 	The rules for non-profit vendors are slightly different, their business license requirements vary, please review their requirements in the Business License bylaw (link is above) to ensure they provide you with the proper documentation (that you then will provide us).	Outstanding
May 20	Food Truck Vendors (Business)	<ul style="list-style-type: none"> - Copy of Insurance (City of Fort St John listed as additional insured) - Copy of Business license - Food Safe Permit - WCB Clearance - Copy of Fire Inspection 	These requirements would apply to Food Truck vendors, or local restaurants preparing food on our property (such as Mr. Mikes for example).	Outstanding

Due Date:	Item:	Item Details:	Notes:	Status:
June 15	BC Liquor License and City of Fort St John Special Occasion License Application	Confirm Liquor Licensing Governing Council Policy – https://www.fortstjohn.ca/assets/Documents/Council~Policies/128%20-%20Special%20Occasion%20Licence%20Policy.pdf	<p>BC Liquor License Application Information:</p> <p>https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits</p> <p>City of Fort St John Special Occasion License Application: (please submit to City Hall for payment):</p> <p>Application –</p> <p>https://www.fortstjohn.ca/assets/Documents/Forms/Special%20Event%20Licence%20Application%20Form.pdf</p>	Outstanding
June 15	Noise Bylaw Communication	Written communication	Required for everyone in 100M Radius	Outstanding

Due Date:	Item:	Item Details:	Notes:	Status:
June 15	SOCAN License	Provide copies of SOCAN/Entandum License Certificate(s)	Eryn noted that this license/tariff is being done after ticket sales have been completed.	Dale confirmed that Socan/Entandum will bill after the ticket sales are completed.
June 15	Festival Insurance	Provide 5 million liability insurance certificate listing the City of Fort St John as an additional insured	Your standard business insurance coverage likely doesn't cover special events/concerts. Please work with your insurance provider to extend your insurance (or purchase new insurance) to cover special events/festivals/open air concerts. As always, please ensure the City is an additional insured on the policy.	March 28 2022 – Insurance pending. Awaiting final copy from Dale

Due Date:	Item:	Item Details:	Notes:	Status:
June 15	Emergency Response Plan	<ul style="list-style-type: none"> - Missing Child - Risk Management - Traffic Control - First Aid (consider Medic/First Aid on site) - Beer Garden Safety - COVID 19 Plan (if required) - Washroom and Accessibility - Overnight and Event security - Road closure map - Fire Safety Plan - Violence/Damage Safety Plan - Waste Management - *Parking Management Plan -Heat Exhaustion - Cable Safety Management 	<p>Your Emergency Response Plan must be an inclusive document that includes all the variables that “could” go wrong. You must account for all the items in the left column as part of your plan.</p> <p>You will provide details on mitigating risks, hazard controls, and response plans for each of the sections. Be sure it include safety measures that you are taking as well.</p>	<p>Outstanding</p> <p>*Add Parking Management Plan</p> <p>This comprehensive plan is completed by event planners, staff are not able to complete this.</p> <p>Resources for other safety precautions to be taken.</p> <p>Parking Plan must include any surrounding lots providing written approval</p>

Due Date:	Item:	Item Details:	Notes:	Status:
June 15	Security Fencing Permit	Apply via Economic Development	<p>Building Bylaw – (for information purposes)</p> <p>https://www.fortstjohn.ca/assets/Documents/Bylaws/Planning~Development/Builing-Bylaw.pdf</p> <p>Security Fence Application (submitted to Planning/Economic Development) -</p> <p>https://www.fortstjohn.ca/assets/Documents/Forms/Form%20G%20-%20Security%20Fence,%20Deck%20or%20Shed%20Permit%20Application.pdf</p>	Outstanding. Please follow up via link to apply through the Planning Department

Due Date:	Item:	Item Details:	Notes:	Status:
June 15	Electrical & Gas Operating Permits	Permits from Technical Safety BC	This is required for any electrical power and gas power that may be present during the event. https://www.technicalsafet ybc.ca/	Outstanding
July 5	Last Minute changes		This is for minor and small changes only, not large permit/license pending changes as it won't get completed in time.	Ongoing
July 12 th	Fire Department and Building Inspection Walk through		This is an onsite, in person inspection, generally done prior to your event opening.	Not due

Resources/ Considerations:

<https://accessibilitycanada.ca/wp-content/uploads/2016/06/Festivals-and-Events-Guide-EN.pdf>

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/majorplannedeventsguidelines.pdf>

<https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/major-planned-events/factsheet3-sanitation.pdf>

<https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pes-mpes/major-planned-events?keyword=event&keyword=planning>

April 4th 2022: City Responsibilities

Due Date:	Item:	Item Details:	Notes:	Status:
April 8	Deadline Meetings Booked and Invites sent	Booked in ActiveNet and Send out Invites	VB to complete	As of April 4 – Activenet booked and outlook for Vic’s Calendar only (double check and then add other participants)
May 1	RCMP Costs	Confirmation of cost associated for Dale to have 2 RCMP members on shift due to his event	Email sent April 1 2022	Donna responded, waiting on final confirmation from Staff Sergeants
May 1	Grate/Gravel	Confirmation of costs associated for Dale to have site graveled and grated		Ongoing
TBD	Capacity Limits	How many people can attend.	Once dimensions are submitted by Dale for all temporary structure and scales indicating Egress – we will be able to provide permission for requested 3000 people during event	Unable to complete without to scale map with dimensions included