

Riverview Lands

Special Events Protocol

Rev 2 – October 2018

INTRODUCTION

The Riverview Lands are a site of public, municipal, and provincial importance. In considering the use of the Riverview Lands for special events a number of factors are to be considered including; the safety of all users of the Land, the continued protection of the Riverview Lands and its Heritage, the respect for current leasees and their tenants on the Lands; and the continued respect by all visitors and users of the Lands of the site’s community significance.

This **Riverview Lands – Special Events Protocol** (“Special Events Protocol”) serves to outline BC Housing’s process and submission protocol regarding special events at the Riverview Lands.

This protocol is to be read in conjunction with the Riverview Lands Rules and Regulations and, as applicable;

- BC Housing’s Film Policy
- Riverview Lands Sign Protocol
- Riverview Lands Tree and Plant Protection Protocol
- Riverview Lands Archeological Process Flow
- City of Coquitlam Festivals & Special Events permits and policies
- City of Coquitlam Noise Bylaw (No. 1233, 1982)
- City of Coquitlam Noise Bylaw Exemption permits and policies

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1. DEFINITIONS

- **“APPLICANT”** means an individual, organization and or entity applying to hold a Special Event on the Riverview Lands.
- **“BC HOUSING EVENT COORDINATOR”** means a BC Housing designated representative to coordinate with the Applicant prior to and during the Special Event to provide services (ie. security, janitorial etc.) required by BC Housing and access to the Special Event area. The BC Housing Event Coordinator will act as BC Housing’s designated representative during the Special Event and will enforce all of BC Housing’s Riverview Lands Rules and Regulations, Policy and Protocol.
- **“FIRST DEPOSIT”** means a \$525 deposit payable to “BC Housing” required at the time of Special Event Application submission.
- **“LICENSE AGREEMENT”** means a License Agreement signed by both BC Housing and the Applicant permitting a Special Event on the Riverview Lands. A copy of the License Agreement is required to be available during the time of the Special Event.
- **“REMAINING DEPOSIT”** means facility use fees, services and supplies charged by BC Housing, at no mark-up, to the Applicant to recover BC Housing’s costs to administer, process and host the Special Event.
- **“RIVERVIEW LANDS”** means all of the property legally described as:
Civic Address: 2601 Lougheed Highway, Coquitlam, BC V3C 4J2
Legal Description: Lot 1, District Lot 470 & 305, Group 1, NWD Plan LMP22802
PID: 023-052-716
- **“PRINTED MATERIALS”** means materials to be distributed by the Applicant at the Special Event.
- **“SPECIAL EVENT”** means any event that could be defined as;
 - An organized gathering of people for primary purpose of supporting a community, cultural, recreational or sport experience within a limited period of time and available to the public;
 - A recreational, cultural, or sport competition activity that is sanctioned by a recognized authority;
 - Any such activity that would have a significant impact on the Riverview Lands property, facilities, and/or public safety; and
 - Any such event that would actively promote itself to invite members of the general public to the Riverview Lands property and/or facilities.
- **“SPECIAL EVENT APPLICATION”** means an application form received from BC Housing’s Filming & Special Events Manager, completed and submitted a minimum of 25 business days prior to the event date with payment of the First Deposit.

- **“SPECIAL EVENT CANCELLATION POLICY”** means BC Housing’s policy for Special Events cancelled following the signature of a License Agreement by an Applicant.

2. OVERVIEW

BC Housing requires all Special Events to follow the Riverview Lands Special Events Protocol. No Special Events are permitted on the Riverview Lands without a License Agreement being entered into by the Applicant.

This Riverview Lands Special Events Protocol document outlines the process for Applicants seeking to host a Special Event on the Riverview Lands.

3. USE OF THE RIVERVIEW LANDS FOR SPECIAL EVENTS

BC Housing will not permit the use of the Riverview Lands for any Special Event that negatively portrays mental health or religion.

The Riverview Lands are considered an area of high archeological potential. There are significant penalties under the Heritage Conservation Act for disturbance of an archaeological site. Applicants for Special Events held at the Riverview Lands hereby acknowledge that any disturbance of soil shall comply with the requirements of the *Heritage Conservation Act* and *Kwikwetlem First Nation Heritage Policy* and regulations, policies, standards and applicable permits issued thereunder.

As per the Riverview Lands Rules and Regulations, photography is only permitted on the Riverview Lands with the written consent from BC Housing. Requests to permit photography in association with proposed Special Events must be requested at the time of completion of a Special Event Application.

As per the Riverview Lands Rules and Regulations, the flying of unmanned aircraft (ie. drones etc.) is only permitted on the Riverview Lands with the written consent from BC Housing. Requests to permit the flying of unmanned aircraft in association with proposed Special Events must be requested at the time of completion of a Special Event Application.

4. SPECIAL EVENTS APPLICATION PROCESS

STEP 1: Contact BC Housing’s Film & Special Events Manager to discuss your proposed Special Event.

BC Housing’s Film & Special Events Manager is available at;

604-433-1711
specialevents@bchousing.org

BC Housing’s Film & Special Events Manager will discuss your proposed Special Event with you and will review it’s conformity to BC Housing’s applicable policy for the Riverview Lands and site availability.

Applicants are encouraged to be in touch with BC Housing's Film & Special Events Manager as far in advance as possible to ensure maximum availability. At a minimum, you must reach out to BC Housing's Film & Special Events Manager to discuss your proposed Special Event 40 business days (8 weeks) in advance of your event date.

STEP 2: Submit a Special Event Application

Should your requested Special Event area be available on your proposed event date and your Special Event conforms to BC Housing's Special Events Protocol for the Riverview Lands, BC Housing's Film & Special Events Manager will forward a Special Event Application for completion.

Applicants must submit a signed Special Event Application 25 business days (5 weeks) in advance of the event date. Special Event Applications are encouraged to be submitted as far in advance as possible to ensure their timely review.

Proposed Special Events require a number of supporting documents as detailed in the Special Event Application that may include, but are not limited to the following;

- Site plan;
- Activity agenda;
- Traffic management plan;
- Proof of insurance – commercial general liability insurance with a minimum of coverage of \$5,000,000 per occurrence is required for all Special Events; and
- First Deposit – the Applicant shall submit a \$525 certified cheque payable to “BC Housing” with the Special Event Application.

Only completed Special Event Applications with all required supporting documentation will be reviewed.

STEP 3: Application Review & License Agreement

BC Housing's Film & Special Events Manager will review your submitted Special Event Application and supporting documentation.

Should your proposed Special Event be permitted, BC Housing's Film & Special Events Manager will forward a License Agreement for signing by the Applicant and a letter advising of the Remaining Deposit that will be due once a License Agreement is signed.

STEP 4: License Agreement, Payment of the Remaining Deposit & Review of Special Event Printed Materials

A License Agreement is required to be signed by the Applicant and forwarded to BC Housing's Film & Special Events Manager 20 business days (4 weeks) in advance of the event date. The Applicant is required to forward the Remaining Deposit at the time of signing the License Agreement.

BC Housing requires all Printed Materials proposed to be distributed at Special Events by Applicants to be pre-approved by BC Housing's Film & Special Events Manager. Applicants are required to submit all Printed Materials at the time of submission of the signed License Agreement.

A License Agreement signed by both BC Housing and the Applicant is required to permit the Special Event. BC Housing will not countersign License Agreements that are forwarded without the required Remaining Deposit and BC Housing's approval of all Printed Materials.

STEP 5: Contact BC Housing Event Coordinator

Once a License Agreement is signed and provided to BC Housing's Film & Special Events Manager, the Applicant shall contact BC Housing's Event Coordinator.

BC Housing's Event Coordinator will be the Applicant's contact for gaining access to the Special Event location and mandatory and optional services provided by BC Housing, at the cost of the Applicant, for day-of event services. Day-of services are not limited to but may include security and janitorial services.

5. KWIKWETLEM FIRST NATION INVOLVEMENT AT SPECIAL EVENTS

Kwkwetlem First Nation (kʷikwəʔləm) is situated along the Coquitlam River in southwestern British Columbia. kʷikwəʔləm have always occupied and used the slopes known today as the Riverview Lands. kʷikwəʔləm's cultural history is to be recognized, honoured and respected by all users on the Riverview Lands.

BC Housing's Film & Special Events Manager provides monthly notifications to Kwkwetlem First Nation of upcoming permitted Special Events within a 3-month horizon.

Large-scale Special Events deemed to be public in nature by BC Housing and Kwkwetlem First Nation require Kwkwetlem First Nation involvement and representation. Involvement and representation by Kwkwetlem First Nation shall occur/be required at the Nation's discretion. Examples of such Special Events may include, but are not limited to;

- Grand opening ceremonies;
- On-site ceremonies/celebrations;
- Media events;
- Public engagement /on-site events/tours;
- Public Announcements;
- Dignitary site visits; and
- Historical tours.

Requests or invitations for Kwkwetlem First Nation participation in such Special Events should be forwarded to;

- Chief Giesbrecht: ron@kwkwetlem.com; and
- Andrea Aleck, Special Projects Lead: andrea@kfnbusiness.ca.

Media inquiries relating to Kwikwetlem First Nation should be forwarded to communications@kwikwetlem.com.

At other Special Events, Applicants may acknowledge the territory as part of opening activities.

Examples of respectful acknowledgement:

- *To begin, I wish to acknowledge that we are on the traditional territory of Kwikwetlem First Nation.*
- *We wish to acknowledge the ancestral, traditional, and unceded territories of Coast Salish peoples, and in particular, the Kwikwetlem Nation on whose territory we gather today.*

6. SPECIAL EVENTS CANCELLATION POLICY

BC Housing maintains the following Cancellation Policy for Special Events confirmed by way of a License Agreement signed by the Applicant and cancelled;

- Special Events cancelled with 10 business days (2 weeks) or more notice from the Special Event date will have their Remaining Deposit refunded less a cancellation fee of \$500.
- No refunds will be issued for Special Events cancelled with less than 10 business days (2 weeks) notice from the Special Event date, both the First Deposit and Remaining Deposit will be held by BC Housing.

Documentation Control:

Revision	2
Date for Reference	October 9, 2018

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