

**District of Barriere**  
**REPORT TO COUNCIL**

<b>Date:</b> June 20, 2022	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> B. Payette, CAO
<b>Re: Event Guidelines and Procedures - Discussion</b>	

**Background:** At the June 6<sup>th</sup> Council meeting staff provided an up to date presentation regarding emergency plans, procedures and issuing of a State of Local Emergency (SOLE). Council requested that staff consider criteria and information for event organizers, in case of an emergency situation that could have an impact of the hosting of the event, and what to do for the organizers.

**Discussion:** The following information is provided to assist with event hosting in preparation of an emergency situation. This information can be provided to event coordinators and posted on the DOB web site:

**Event Guidelines and Procedures**

References

- Events Bylaw No. 0021
- BC Major Planned Events Guidelines

General Information

The DOB Special Events Bylaw No. 0021 sets out the regulations for holding “events” (“event” size and other criteria as defined in the bylaw indicate whether or not an event would apply to this bylaw) both indoors or outdoors in the District of Barriere. The Bylaw provides the authority to set conditions on the issuance of a permit. Conditions may include provisions for parking, litter and crowd control, security, insurance, protective services and costs.

The DOB maintains an up to date Emergency Response and Evacuation Plan that meets the requirements set out in the BC Emergency Programs Act. This document establishes set procedures in the event of an emergency situation that may occur and provides for the steps to take and the authority for DOB Council and staff to place restrictions, up to and including cancellations, on any planned event that has been permitted, as per the Bylaw 0021. Normally, Council will communicate potential or eminent emergencies via an Alert and/or a State Of Local Emergency (SOLE) and event organizer will be responsible to follow through with the directives of these official orders.

## Items for Consideration

The best course of action for any event organizer is to have their own emergency event plan, in case of an emergency. There are many examples available on-line. The following items should be taken into consideration for any event of any size that involves hosting of people such as:

- ❖ Environmental - conditions, fire, flooding, heat waves,
- ❖ Manmade emergencies, derailments, MVA, amber alerts
- ❖ Communication plans
- ❖ Contact lists
- ❖ Emergency Responder Contacts
- ❖ Site plans
- ❖ Emergency access plans
- ❖ Major routes and evacuation plans
- ❖ Volunteer and participate safety and security
- ❖ Event facilities and structural safety

## Responsibilities

The responsibility for the safety and security of any event is incumbent upon everyone involved from the organizers to the participants, to review the host plan and procedure in the event that a local emergency occurs prior, or during, a gathering of any kind.

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In addition to guidelines and procedures, the following wording shall be included into the District of Barriere Emergency Plan that covers ***all*** events, including those not applicable to the Special Events Bylaw:

***"In the event of an Evacuation Alert being placed on the District of Barriere, in whole or in part, the Notice of Alert will include a recommendation to all residents, organizations and businesses to postpone any planned, public or private, gathering or event until the Notice is formally rescinded."***

and

***"In the event of a Declaration of a Local State of Emergency, the Declaration shall include a requirement for all public and/or private events to be postponed until all Emergency Notices are lifted."***

Prepared by: Bob Payette, CAO