New Westminster

Community Events Workshop 2026

January 14th, 2026



Agenda

- Presentation on Events in New Westminster
  - Event Planning & Application
  - Protocols & City Guidelines
  - Community Engagement
  - Event Operations

- Brief break for refreshments
- Q & A with staff subject matter experts

Event Planning & Application

Community Events Office

Contacts:

Jen Arbo, Manager, Community Partnerships

Jen Bolcsfoldi, Special Events & Film Coordinator

Melissa Flintoff, Special Events & Film Coordinator

Milcah Mulatu, Special Events & Film Coordinator

Carina Reilich, Special Events & Film Coordinator

Email: specialevents@newwestcity.ca

Online Request Form: https://www.newwestcity.ca/hosting-an-event

Application Process

1. Fill out the Outdoor Request Form
2. The event team will tentatively book a space for you and assign an event contact
3. Fill out the Community Event Application
4. Your contract will be finalized and payment (a deposit or in full) will be required to secure it
5. Provide a copy of your Site Map and/or Transportation Management Plan
6. Provide a copy of your Certificate of Insurance naming the City as additional insured
7. Receive your event permit (this may be a contract, a letter of agreement, or a street occupancy permit depending upon what type of event)

Planning for your event is an ongoing, dynamic process!

Application Deadlines

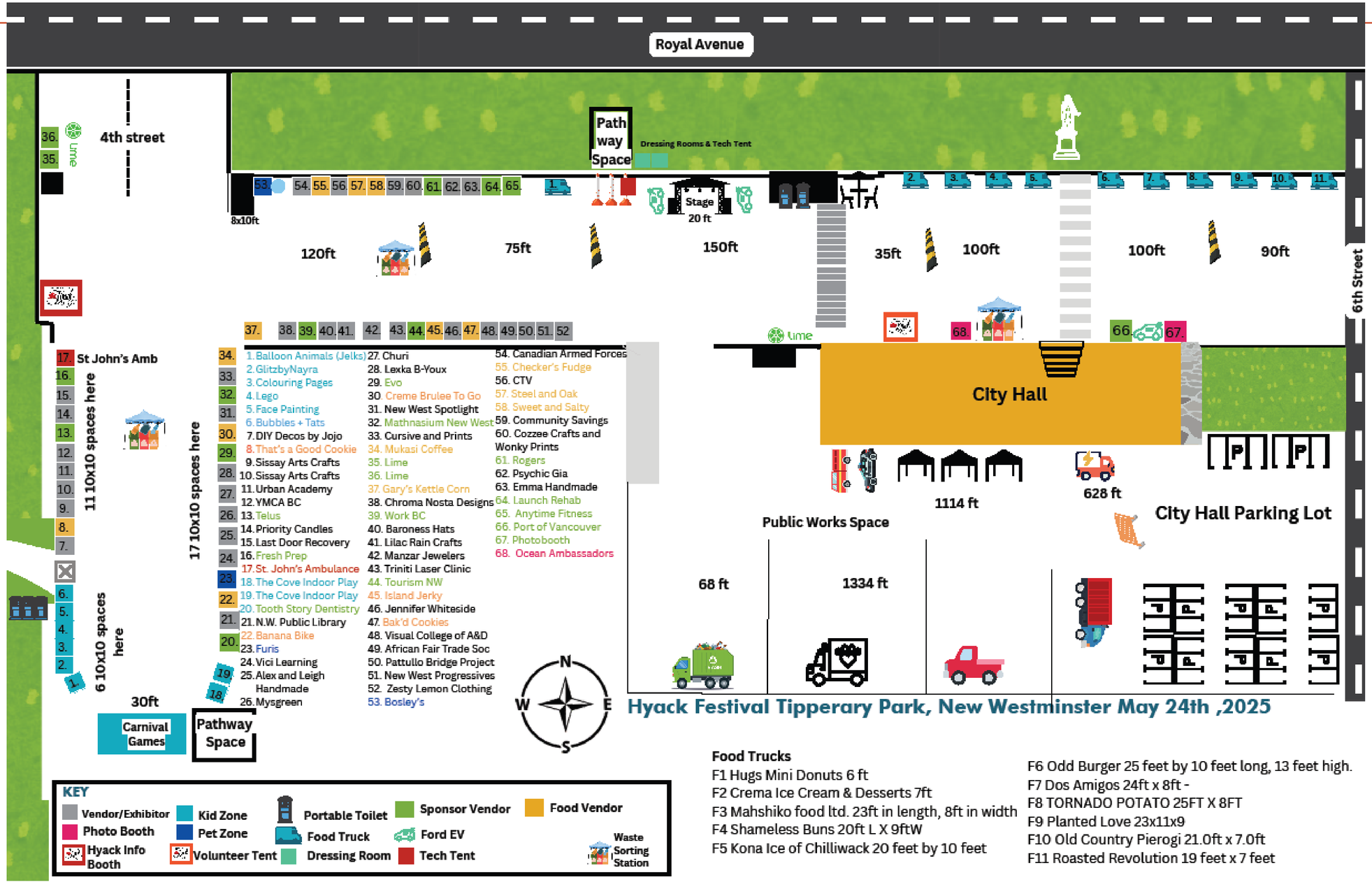
Type of Event	Details	Timeline
Small Scale Event	No food, no liquor service, no road closures	**Minimum** of 30 days prior
Larger Scale Event	Food and/or liquor service and/or road closure	**Minimum** of 60 days prior
Parade or Festival	Food and liquor service and multiple road closures	**Minimum** of 180 days prior

Site Maps

Your map can be hand drawn, and doesn't need to be to scale, however it should include the following information:

- An arrow indicating the north direction
- Dimensions between the various elements
- An outline of the entire event site, including the names of all streets (if applicable)
- Layout of all proposed non-fixed structures (i.e. stages, tables/chairs, booths, tents, etc.)
- Location of all vendors (food vendors and food trucks identified)
- Entrance and exit locations for any events that are fenced or enclosed
- Gated access points for emergency vehicles
- Location of all waste receptacles (City provided or event organizer provided)
- First Aid station and Information Booth clearly marked
- Portable washrooms with wheelchair accessibility
- Location of fire hydrants and fire department connections indicating a 4 feet (1.22 meter) clearance
- The location of any fencing, barriers and/or barricades
- The location of any handwashing and/or hand sanitizing stations
- Traffic flow arrows indicating load in and load out

Site Map Examples

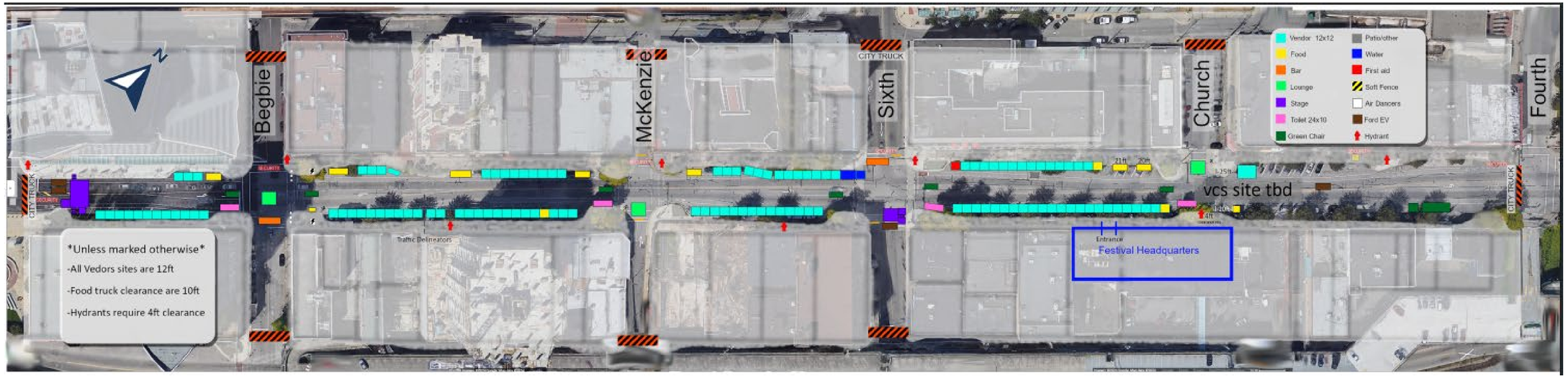


Hyack Festival Tipperary Park, New Westminster May 24th ,2025

Food Trucks

F1 Hugs Mini Donuts 6 ft
F2 Crema Ice Cream & Desserts 7ft
F3 Mahshiko food ltd. 23ft in length, 8ft in width
F4 Shameless Buns 20ft L X 9ftW
F5 Kona Ice of Chilliwack 20 feet by 10 feet
F6 Odd Burger 25 feet by 10 feet long, 13 feet high.
F7 Dos Amigos 24ft x 8ft -
F8 TORNADO POTATO 25FT X 8FT
F9 Planted Love 23x11x9
F10 Old Country Pierogi 21.0ft x 7.0ft
F11 Roasted Revolution 19 feet x 7 feet

Site Map Examples



One method for submitting large documents is to upload them to a cloud storage service (such as Dropbox or Google Drive) and provide a sharing link instead.

Protocols & City Guidelines

Land Acknowledgements & Welcomes

Not sure where to start? Here are some basics.

- Land acknowledgement and/or the inclusion of Indigenous Knowledge Keepers in event opening or welcomes signals a commitment to Truth and Reconciliation - it should be meaningful and not just a checkbox
- Not every event will be a good fit. IE, if there are no remarks being given or no PA it may not work. You know your event.

What Nations should we be inviting to our event in New Westminster?

- Kwantlen First Nation, Kwikwetlem First Nation, Musqueam Indian Band, Qayqayt First Nation, Squamish Nation and Tsleil-Waututh Nation
- Learn more at www.yearoftruth.ca.

In what order should First Nation representatives be invited to speak?

- This is for you to decide, but the City does alphabetical confirmed guests, and then unconfirmed guests are welcome if they show up. They are added at the end. We do communicate this in our invitation that this will be the speaking order if the remarks are requested in the invite.
- When introducing them, practice the pronunciations!

Land Acknowledgements & Event Welcomes

When inviting a Nation to an event, what would an appropriate role be to invite them to do?

- They could offer a cultural performance, speak, witness, or share a story.
- Be clear in your invitation what you are asking for, and give lots of notice.

Should we pay an honorarium for this participation and what would be appropriate?

- Yes! It is considered labour. Many Nations will have a recommended honorarium. You can ask them what is considered standard.

What land acknowledgement should be used?

- You may use any that is meaningful to you and your organization. Personalize it! What are you acknowledging?
- You can use the City's if you'd like:
  - *We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. e acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.*
- If an Indigenous person provides the welcoming, another acknowledgement is not required. Only one acknowledgement should be given at an event–make sure your dignitaries know their order in the agenda so that they can edit their comments appropriately.

Event Protocols

Do you need to invite dignitaries?

- Not always. You know your event and can decide.
- However, for City grant-funded events, it is expected that the Mayor will be provided an opportunity to speak if there are remarks being made.
- It is always a good idea to ensure Mayor and Council are aware of your event – they may choose to help spread the word if they would like.

What local dignitaries should we invite?

- Mayor, Council (6), Member of Parliament (MP), Members of Legislative Assembly (MLA)
- In New West there is currently one MP and three MLAs based on the electoral districts – this can change if Elections Canada makes changes to the districts based on population growth.

What is the best way to invite dignitaries to our event and how early should we send the invitation?

- Send by email at least three weeks ahead of your event date.
- Send invitations to MP and MLA's offices directly
- For Mayor and Council, please email to clerks@newwestcity.ca

Event Protocols

If we are also inviting dignitaries to speak at our event, is there an order that they should speak in? Do we need to invite them all to speak?

- If the Mayor speaks, Councillors do not also give remarks
- It is your choice to invite our local MP and MLAs to speak if there are remarks being made. If you have received funding from the Federal or Provincial governments, those funding requirements should be met.
- Speaking order is often: Indigenous representatives, host City Mayor, then Federal and Provincial government representatives.

Grant Recipient Obligations

Acknowledging the City's contribution

- The City of New Westminster logo should appear on all program or event communication and promotional material. This includes posters, website, news releases, signage, etc.
- The financial support of the City should be acknowledged in verbal remarks.
- A high quality version of the City logo can be provided by the communications team communications@newwestcity.ca
- Use of the City of New Westminster logo must adhere to our graphic standards guide
- Make sure you use the new logo!
    - **Grant Reporting**

- Grant reports are submitted through the online grants platform. To access your report:
    - Log in to your account https://newwestcity.grantplatform.com/
    - Locate the Grant Report Form on the left-hand menu
    - For assistance accessing or completing your report, please email grants@newwestcity.ca

Grant approval confirms funding only. Event date and location are not yet approved

Photo Consent at Public Events

The City requires written or recorded consent for images and video when the subject(s) are clearly identifiable (e.g. close-up, posed shots), especially for minors.

- Signage should be displayed at the event indicating a photographer or videographer is on-site capturing images.
- If the event permits, the emcee should make an announcement at the start of the event to let guests know a photographer or videographer is present.
- Event photographers and videographers should be identified as official photographers on behalf of the organization with clothing or a lanyard.
- Large, wide-angle shots can be taken without requiring individual consent.
- When taking close-up, posed, or individual shots, photographers should obtain written or recorded consent. If the subject is a minor, the parent or guardian must provide consent.
- Photographers and videographers should carry copies of a photo consent form – this can be a digital form and should also name the City as being permitted to use the photos.
- If an individual asks for their photo or video not to be taken, photographers and videographers should oblige and delete any photos that may have been taken.
- Remember that when you submit photos to complete your Grants reporting, you affirm we have permission to use these photos. We may ask for a copy of the consent form if the image is used to promote the Community Grants program.

Marketing Support

City Support for Marketing

- Online event calendar – newwestcity.ca/events
- Active Living Guide Community Page – newwestcity.ca/community-page
  - **Deadline is Jan 15th, but we have extended it until Friday the 16th at noon**

Helpful tips on promotion in the community

- Utilize your social media accounts and consider paid/boosted posts
- Leverage online community groups and other online event calendars (e.g. Tourism New West, Uptown Business Association or Downtown New West BIA etc.)

New this year

- Once a month, the City will post to Instagram a list of grant recipients that are being highlighted.
- This is a new offering, and we will attempt to highlight event-based grant recipients in the month their event takes place.

Community Engagement

Business Engagement

Involving local businesses with your event

- Reach out early, and provide opportunities that will benefit their bottom line.

Why engage with local businesses?

- Businesses may be impacted from events that are different from the day to day operations of the area.
- This can be can be positive or negative and it is important to acknowledge this and work with them to develop a relationship.
- Businesses face many costs to operate, including the commercial space they occupy.

Business Engagement

Ways to engage impacted businesses

- In person! Invite them to be a part of it, at a reduced fee.
- If they aren't part of the event, ensure they are kept up-to-date on event logistics (road closures, parking, etc.)
- Acknowledge the event will change how the street/area functions for the day and you want to see them benefit from the event.

How to deal with an impacted business not in support of the event

- Try to work with the business and address their concerns where possible.

Good Neighbour Policy

What is the Good Neighbour Policy?

A City Policy the provides guidelines for minimizing the impact of projects. By using Good Neighbour practices, projects and events can ensure the most benefits with the least possible disruption.

- What are the Good Neighbour Practices?

- Communicating with affected neighbours.
- Obtaining all required permits and approvals.
- Respecting existing residential, commercial and public-space areas.
- Respecting hours of work, noise, vibration and light intrusion regulations.
- Respecting the environment.
- Not blocking driveways to parking and keeping sidewalks, streets and lanes passable except where City-approval has been granted.
- Keeping the site, roadways and adjacent sidewalks safe at all times.

Event Operations

FEST (Festivals and Events Staff Team)

Comprised of internal and external stakeholders supporting events.

- Police
- Fire
- Several City departments
- Fraser Health

- Other stakeholders join on an as-needed basis:

- Economic Development/Business Licensing
- Parks
- Facility Managers
- Ministry of Transportation and Infrastructure

Volunteers

We can support your event by sharing your volunteer opportunity with the 500+ special event volunteers in our database.

Please send in a way that can be copied and pasted into an email:

- Event details – Date, time, and location of the volunteer shift(s).
- Volunteer roles – Tasks to be performed, and any qualifications required.
- Application process – Clearly explain how people can apply to become volunteers. If you have an online application form or a specific contact person, please provide those details.
- Additional info – Things like dress code, age restrictions, if a meal will be provided, etc.

This would be for recruitment purposes only, not for suitability, scheduling, or training of the volunteer(s) – the City assumes no liability for volunteers you select.

- Email volunteer@newwestcity.ca

Transportation

Role of Transportation at Events

- Traffic Management Plans
- Public Safety
- Regulatory authority

What do event organizers do?

- Remind vehicles to park in direction of traffic, including food trucks
- Provide vehicle barricades as directed by the Traffic Management Plan
- Avoid erecting signage or structure that may block site lines
- Remind staff and guests to follow event signage
- Periodically check that signs and devices are in place
- Report any concerns to City Staff
- Remember that vehicles must be:
  - 5 meters from either side of a hydrant
  - 6 meters away from a crosswalk
  - 6 meters away from the approach of a stop sign

Road Closures and Traffic Control

Traffic Management Plan

A traffic management plan (TMP) is a detailed, specific document that outlines the strategies used for protecting event guests while safely and efficiently moving road users through or around the closure area. TMPs are event-specific and tailored to the unique requirements of each situation, often including traffic control, incident management and implementation.

Traffic Control Plan

Advance Signs Plan

Parking Restrictions Plan

Engineering Operations and Public Works

Role of Public Works at Community Events

- Manufacture and installation of advanced signage
- Provide barricades for civic events and small events
  - Larger events are required to obtain a third party traffic management company and they will supply barricades and delineation as needed
- Provide fleet vehicles as barricades when required
- Street Sweeping
- Parks & Field Maintenance
- Waste management services
  - Garbage collection
- Parking & Towing
  - Rules related to the towing of cars
    - How to report issues on the event site on event day
- Contact your Events office contact on the day of and they will support.
- Be prepared with a backup plan!

Waste Management

Responsibility of Event Organizers

- Leave the event site as you have found it, remove all equipment and supplies.
- Provide and facilitate an organics and recycling plan and ensure that waste is disposed of without contamination in the appropriate bins.
- For major events, the waste management plan should be fully managed by the Event Organizer. This can include but is not limited to the removal and disposal of all recyclables (cardboard or returnables) and organic materials.
- The City promotes a circular economy and as such event organizers should consider having “green stations” to prevent contamination in bins and look into options for reusable products whenever possible.

    - The City’s role

- Provide collection carts as requested
- Remove any garbage and recycling that is inside a City bin.
- Maintain the waste management that is already available at parks and on sidewalks.



Police Services

Role of the police for events

- Public Safety
- Traffic Control Support
- Support NWFD/EHS
- Support the City/Event



Police Services

How are risk assessments conducted?

- A preliminary assessment is done by Police at the time of event application so feedback can be provided and incorporated into planning. Ongoing feedback as details are solidified is available
- A more thorough assessment is done by Police closer to the event date as local, provincial, and national current circumstances are taken into account
- The risk assessment considers/approves what event organizers propose – making the plans to reduce risk and liability is the responsibility of the event organizer to protect their attendees
- Police work collaboratively with FEST and the organizer, however Police ultimately have the authority of deciding what services are required to ensure public safety is maintained
- If additional Police services are required, the event organizer is billed. The fee for Police services is specified in the Community Services Fees and Charges Bylaw at $150.15/hour per officer
  - Services are a minimum 4 hour shift
  - For safety, officers must work in pairs
  - This may also include police vehicles or other resources

Food & Beverage at Events

Food & Beverage Vendor Obligation

- Complete Fraser Health Temporary Food Premises Application and send to hpnewwest@fraserhealth.ca or contact 604-777-6740
- Hold a valid mobile permit from one of the five BC Health Authorities or First Nations Health Authority
- If vendor does not hold valid mobile permit, vendor to complete health application form
- Must remove all of their own waste

Event Organizer Obligation

- Ensure vendors hold valid Health Authority permit for the event
- Ensure vendors completed Temporary Food Premises Application with Fraser Health
- Support on event day and in time leading up that no health hazards are created (adequate hot/holding, hand washing stations, power and potable water access etc.)
- All advance food preparation must take place in an approved facility or on-site during the day of the event

Note: A list that includes the full name of all food vendors must be provided to the Events Office a minimum of 60 days prior to the event. A minimum of 30 days prior to the event, the events office must receive the appropriate applications and approvals for each vendor.

Food Trucks at Events

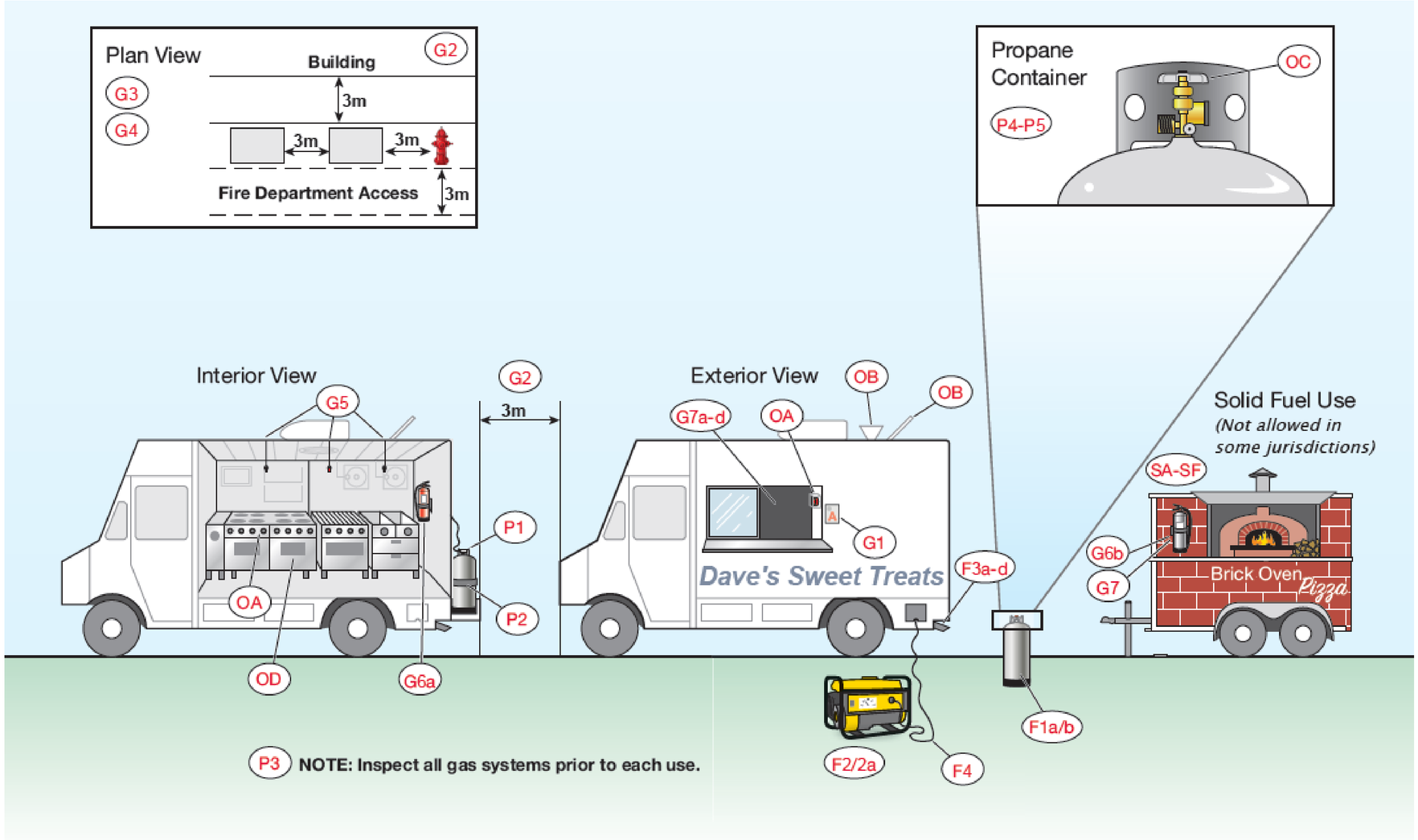
All food trucks attending the event must have

- A New Westminster annual food truck Business Licence **OR**
- A digital document package, provided by the event organizer, with the following information for **each truck**:
  - Health Approval
  - Lower Mainland Food Vendor Decal
  - A valid certificate of insurance naming the City as additional insured
  - A business licence from any municipality





NWFD: Food Trucks at Events



Liquor Service at Events

Options

- Beer Garden
  - A small area within your event where alcohol is permitted
  - Event organizer must apply for SEP (liquor Special Event Permit).

- Extended Patio
  - Extension of a businesses existing licensed patio for the event.
  - The business must apply for the SEP.

- Site-wide
  - Whole site licensing will only be considered for events that have an established track record of two or more years hosting the event with a Beer Garden area and has abided by their Letter of Agreement with no issues.
  - Event organizer must apply for the SEP, even if a company will be contracted to run it.



Fire Services

Community Vendor Fire Safety Declaration

- The Community Vendor Fire Safety Protocols bulletin has been updated and it is now a signed declaration

Vendor Responsibilities

- Complete and sign the declaration, if applicable
- Submit a copy to the event organizer

Event Organizer Responsibilities

- Complete and sign the declaration
- Collect and retain the form with other vendor documentation
- Send documents with other documentation to Events Office

Event Safety

First Aid

- Include your plan for First Aid on site in your Community Events Application Package.
- Ensure that your First Aid station is clearly noted on your site map.

Lost Vulnerable People

- Event organizers are responsible for developing a protocol that all events staff and volunteers are trained to follow when there is a lost vulnerable person at an event.
- https://www.newwestcity.ca/database/files/library/Info_Bulletin_for_Event_Organizers___Lost_Child_At_Events.pdf

Emergency Plan

- Plans for crowd management.
- Communication methods with your volunteers/staff/attendees in the event of an emergency.
- Manage the security for the event site to ensure only authorized vendor vehicles enter during set up and take down. Consider lanyards, window placard, etc.

Community Liaison Officer Program

What are Community Liaison Officers (CLOs)

- CLOs can address a variety of issues. Some examples include calls related to sheltering or a blocked doorway.
- They are a good first point of contact if you are a resident or a business owner experiencing some of the impacts related to the three crises.
- Events staff work with the CLOs to ensure they're aware of events that are planned to try to proactive mitigate any concerns.

    - How to Connect with CLOs?

- Please call the One Number to Call: Community Support Line at 604-527-4502. This number is operational 24/7.
- You can also email crisisresponse@newwestcity.ca. Emails are monitored Monday to Friday, 8am to 4pm.

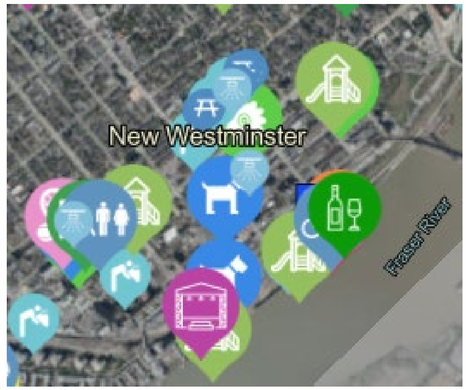
    - How are Park Liaison Officers different than CLOs?

- PLOs have an emphasis on Parks Regulation and other related Bylaws more specific to the usability of Parks spaces to ensure the City parks are welcoming and enjoyable for all community members.

Park Regulations & Amenities

Common Park Bylaws at Events

- No vehicles are allowed in the park
- No vehicles are permitted to drive on grass, sports field, running track, flowered area and/or pathway without expressed permission
- Distributing ads, handbills, or posters in the park is not allowed
- No person shall distribute or deliver any advertisement, handbill, poster or advertising material to any park.
- No ground staking allowed
- Temporary concessions



- Park Amenities Map (PAM)

Check out Park Amenities Map (PAM) to see what amenities are available when selecting a proposed location.

Event Inspections

On the day of your event, City and agency staff may visit your event at anytime for an inspection.

- The event organizer must provide a contact phone number for an on-site contact.
- Adequate staffing / volunteers must be scheduled to manage all of the proposed activities: City staff are there to support you, but are not responsible for the set up and tear down of your event.
- For major events, the on-site event manager must be available 2 hours prior to the event start time for a check-in with staff.
- The event cannot start until you have met all of the requirements within your permit or letter of agreement including:
  - All vendors and food trucks must be in place – late entry is not permitted.
  - All barricades and signs must be in place.
  - Adequate emergency preparedness is in place.

New this year, you will be provided only one contact for the day of, not a long list.

New Westminster

Questions?

Community Events Office

specialevents@newwestcity.ca