



City of Victoria
Councilor Marianne Alto
Councilor Sarah Potts
1 Centennial Square
Victoria, BC

September 26, 2019

Re: Request for Motion – Grove of Lost Souls Labyrinth

Dear Councilors,

Further to my recent correspondence, we have reviewed our Event Permit Application with the department, and we have resolved the various questions and concerns regarding the Labyrinth event space. The Labyrinth is scheduled to be in place from October 30 to Dec 22. I am completing notification to adjacent businesses and discussing the event space with the Bastion Square Merchant Association. I will update city staff on any significant concerns.

I was directed by city staff to request a motion to authorize the appropriate departments to issue the permit as it falls out of their normal scope. It is understood at this time that this would be a street and sidewalk occupancy permit in conjunction with the event permit.

This is our formal request that the City of Victoria Council pass a motion to direct staff to proceed with the required permit(s). I have filed a request to address council at the next available date of October 10, 2019.

Please let me know if anything further is required.

Sincerely,

ChrYs Tei

Rainbow Health Co-operative is BC's largest trans organization. We are a volunteer based, not-for-profit, community services cooperative registered in BC in 2015. We are centered on southern Vancouver Island and provide services across BC. We wish to thank our hosts, the various First Nations whose relationship with these lands and seas remains unbroken to this day.

Our mission is the promotion of gender wellness through education. Gender wellness is the set of personal strategies and public policies that makes gender a beneficial part of our lives, families and communities. With our partners, the University of Victoria and the Victoria Native Friendship Centre, we engage in Community-Based Participatory Research to develop Community Projects of Innovation. This include new sustainable, training programs, workshops, community events, and wellness services.





Grove of Lost Souls LabYrinth

The voice of your sister cries to me from the ground. Genesis 4:10

**The Season of Samhain
Nov 1 - Dec 21**

The Grove of Lost Souls LabYrinth is a temporary event space that reflects on the intersectionality in women's Indigenous, trans, disabled and sex-worker communities.

Stakeholders are invited to join us for our preparation retreat at Providence Farm, Duncan on Saturday Oct 26.

The event space is made up of temporary event fencing, 6' and 8' high, covered with solid weather proof fabric that creates a LabYrinth **20 meters in diameter**. For 2019, we are planning a single corridor in the LabYrinth. Art panels face each other along the walls of the LabYrinth, each side reflecting the common issues in the communities.

The art panels are envisioned as vinyl panels of graphics, information, or photographs of art pieces for durability. Artwork cost is a one time cost, panels would be available for reuse in following years. The art panels are produced by the different communities and lead the viewer through contemplation and consideration of Truth, Remembrance, Intersectionality, Reconciliation.

The final passage reflects a strengths based call to action.

Event tents are set up inside the Labyrinth for specific events and taken down after the event. The main centre tent may stay in place for the duration of the event space. For 2019, due to funding, access to the LabYrinth will be limited to only the times events are held.

The exhibit would run from Samhain (Nov 1) until the Winter Solstice (Dec 21) with events on these days

Preparation Retreat – October 26

Samhain – Site Cleansing Ceremony – Nov 1

Day of the Dead – Nov 2

Community Art Project – Nov 6-7

Telling of the Treaties – First Nations Nov 9

The Calls to Justice – Nov 15

Telling of the Treaties – Settlers - Nov 16

Trans Day of Remembrance - Nov 20

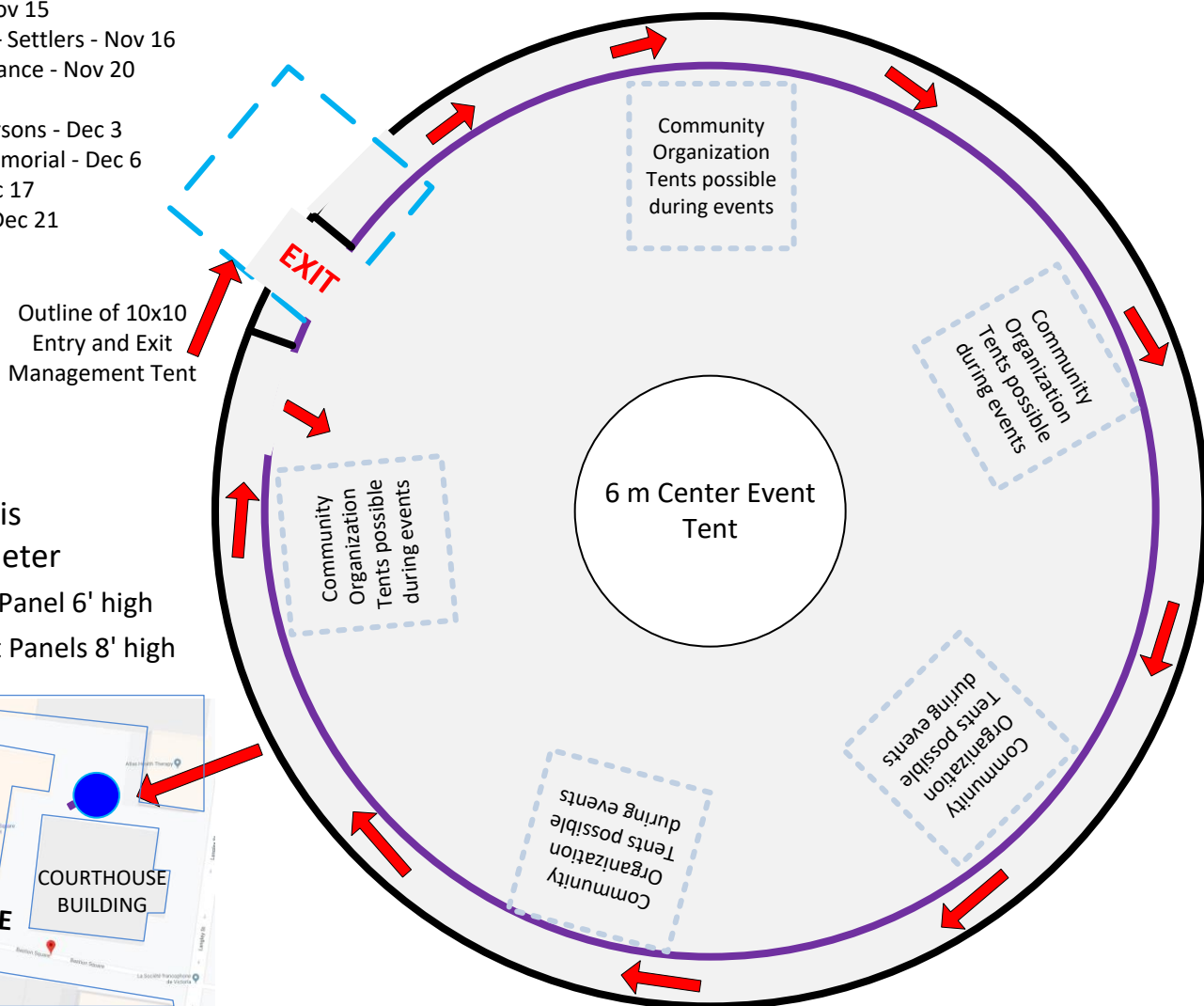
World Aids Day - Dec 1

Int. Day of Disabled Persons - Dec 3

Montreal Women's Memorial - Dec 6

Red Umbrella Day - Dec 17

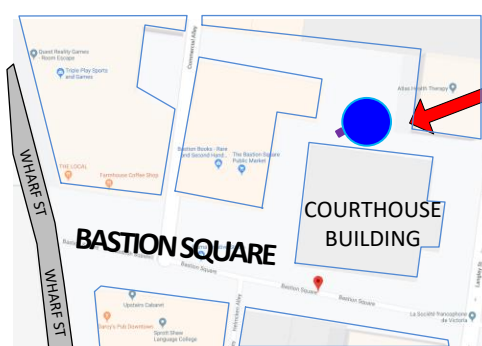
Settling of Accounts – Dec 21



LabYrinth is
20 m in diameter

— Fence Panel 6' high

— A — Exhibit Panels 8' high





Arts, Culture & Events office T: 250.361.0246
720 Douglas St E: culture@victoria.ca
Victoria, BC V8W 3M7

Special Event Permit Application

This application form must be completed for any event held on City streets, sidewalks or in any other public space. Applicants are required to carefully follow the Application Guidelines and sign the statement on the bottom of the application form.

APPLICATION FOR SPECIAL EVENT PERMIT

Completed application forms must be submitted by email, mail or in person to the address above. The permit holder will be responsible for ensuring that all conditions are met, and there is a designated on-site contact person for the duration of the event.

1. EVENT INFORMATION

Event Name _____

Event Description _____

Event Location(s) _____

Event Date(s) _____

Is this an annual event? ☐ Yes ☐ No If yes, describe changes from previous year(s): _____

2. APPLICANT INFORMATION

Organization Name _____ Applicant Name _____

Address _____ City _____ Postal Code _____

☐ Registered Non-Profit (BC Society No _____) ☐ Other (specify) _____

☐ Commercial/Business _____

Work/Home _____ Cell Email _____ Website _____

On site Contact Person _____ Position/Title _____ Cell No

3. ☐ SITE PLAN ATTACHED

Must be clear, to scale and contain all details as set out in this Application.

4. EVENT SCHEDULE

Venue request:

Set-up date/time	
Event start date/time	
Event end date/time	
Tear down finish date/time	

Will your event involve multiple performances? ☐ Yes ☐ No

Will your event be held over multiple days? ☐ Yes ☐ No

If yes to either question above, please also attach a separate schedule or program outlining these times.

5. EVENT INFORMATION

- a) Total number of people expected in attendance, including staff, volunteers and performers: _____
- b) Temporary Structures Will any temporary structures be set up (e.g. tents, canopies, stage, generators, portable washrooms, etc.) ☐ Yes ☐ No

If yes, describe _____

- c) Food and Beverage ☐ Yes ☐ No

Please note all food vendors must have valid VIHA certification. Please submit a list of VIHA-certified food vendors and their power requirements.

If yes, describe _____

- d) Alcohol ☐ Yes ☐ No

Special Occasions License required for sales of alcohol

If yes, describe _____

- e) Sales of any kind (e.g. merchandise, services) ☐ Yes ☐ No

If yes, describe _____

- f) Amplified Sound (e.g. announcements, music) ☐ Yes ☐ No

Noise Bylaw Exemption required

If yes, describe _____

- g) Use of an Unmanned Aerial Vehicle (UAV)/Drone: ☐ Yes ☐ No

If yes, describe: _____

h) Sponsorship:

Sponsor Identification ☐ Yes ☐ No

If yes, describe: _____

Signage or banners ☐ Yes ☐ No (If yes, types: _____ number _____ locations _____)

Distribution of promotional material ☐ Yes ☐ No

i) Notification: How and when will notification of affected businesses/residents take place? _____

6. PERSONNEL

Describe number, roles and responsibilities for volunteers or coordinators

Number	Role	Responsibilities

Describe orientation and training program _____

7. WASTE MANAGEMENT AND ENVIRONMENTAL PLANS

Describe waste management plan for garbage, recycling, compost, and washrooms (if applicable)

Waste Type	Management Plan
Garbage	
Recycling	
Compost	
Grey Water	
Washrooms	

8. TRAFFIC MANAGEMENT

a) Describe anticipated traffic effect and planned mitigation:

Roads _____

Event Site _____

b) What provisions have been made for parking of participants, vendors, organizers or performers?

Describe _____

c) How will you encourage alternate transportation (e.g. transit, taxi, bicycle)?

Describe _____

9. SAFETY AND SECURITY

- a) Have you identified the Emergency Access Points on the Site Plan? ☐ Yes ☐ No
- b) What first aid requirements have you identified and how will you address them?

Describe _____

- c) What safety risks have you identified and how will you address them?

Describe _____

- d) What provisions will be made for persons with disabilities (e.g. access, parking, pathways, washrooms, viewing areas)?

Describe _____

10. CITY SERVICES:

Describe any of the following supports you expect to require and/or request.

- a) Police: _____
- b) Fire: _____
- c) Street Occupancy: (e.g. road closure, parking spaces) _____
- d) Use of City Traffic Control Equipment: Lane Divider (Bean) Poles (4') No. _____
Safety Vests No. ____ Cones (12") No. _____ Cones (18") No. _____
- e) Access to Water: _____
- f) Access to Power: _____

For festival equipment rentals, please fill out the Festival Equipment Loan application.

11. CENTENNIAL SQUARE REQUIREMENTS:

Please select all applicable equipment or support you request from the City of Victoria for your event held in Centennial Square.

a) Equipment

On-site service and equipment available to organizers. Please check if required and indicate number requested. Brackets identify quantity available

☐ Sound System and Operator (\$31 – 40/hour depending on tech needs. Includes Noise Bylaw

Exemption and sound equipment rental)

☐ Podium

☐ Chairs (50) # _____

☐ Rope and Stanchions # _____

☐ 8' Tables (8) # _____

☐ 10x10 Pop-Tents (1) # _____

☐ Garbage Cans (3) # _____

Seasonally available:

☐ Umbrellas (10)

☐ Bistro Tables (30)

☐ Bistro Chairs (100)

b) **Access to Water or Power**

Describe your need for water. Describe how much power is required and how you intend to distribute it. If you need power for other than stage requirements please identify that information here as well.

☐ **Water** _____

☐ **Power** _____

Please return completed application form to:

City of Victoria
Arts, Culture & Special Events
Office Location: Victoria Conference Centre
720 Douglas St, Victoria, BC V8W 3M7
Phone: (250) 361-0246 or visit www.victoria.ca/culture@victoria.ca

The applicant agrees to the conditions they have specified in this application, to the conditions of any required supporting permits and to changes made by the Special Events Office necessary to approve the final special event permit. If the applicant does not agree with the terms specified in the permit, they will notify the Special Event Clerk within 48 hours after receiving the permit.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and agree to comply with them.

I/we acknowledge that I/we have received a copy of, read and understood the City of Victoria's Access to Public Facilities Policy and agree to be bound by and comply with the terms and conditions.

I/we acknowledge that I/we have read and understood the conditions in the Guidelines for Sponsor Identification at Special Events and agree to comply with them.

Please note that the City of Victoria is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

Authorized Signatory of Applicant

Printed Full Name

Date

ATTACHMENTS: Have you attached the following?

Required Attachments:

- ☐ Insurance
- ☐ Site Plan
- ☐ Notification Letter

If Applicable:

- ☐ Technical stage plot (if using City of Victoria sound tech)
- ☐ Event Schedule
- ☐ UAV Use Permit (from Nav Canada/Transport Canada)
- ☐ Noise Bylaw Exemption Application
- ☐ Special Occasions Licence/Permit from LCLB