

**DATE:** April 1, 2019**FILE:** 3120-20 / TUP 2C 19**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative Officer**R. Dyson****RE: Temporary Use Permit  
4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road (Griessel)  
Puntledge – Black Creek (Electoral Area C)  
Lot A, Township 9, Section 5, Comox District, Plan VIP80212,  
PID 026-537-206****Purpose**

To consider a Temporary Use Permit (TUP) for an event organized by the Jeepapalooza Association of BC to be held from May 17 – 20, 2019 on the subject property (Appendix A).

**Recommendation from the Chief Administrative Officer:**

THAT the board approve issuance of a Temporary Use Permit (TUP 2C 19) to John Kevin Richard Griessel to allow an event organized by the Jeepapalooza Association of BC to be held from May 17 to 20, 2019 (with event setup starting May 15, 2019 and cleanup complete by May 21, 2019) with the expiry date of May 21, 2019, on the property described as Lot A, Township 9, Section 5, Comox District, Plan VIP80212, PID 026-537-206 (4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road);

AND FINALLY THAT the board authorize the Corporate Legislative Officer to execute the Temporary Use Permit subject to the receipt of proof that the event insurance has been renewed to cover this year's event.

**Executive Summary**

- The subject property is approximately 17.3 hectares and zoned Rural Twenty (RU-20) (Appendix B).
- The owner has given permission to the Jeepapalooza Association of BC to organize an event from May 17 to 20, 2019, with setup starting May 15, 2019 and cleanup complete by May 21, 2019, to fundraise for the BC Cancer Foundation. They are selling up to 300 vehicle registrations, so the number of attendees, including volunteers and vendors is approximately 600 people (Appendix C).
- The RU-20 zone does not permit “special events,” a TUP is required to address the land uses.
- As the estimated number is over 400 people, a Special Events Permit, along with the TUP, is required pursuant to Bylaw No. 395, being “Comox Valley Regional District Special Events Bylaw No. 395, 2016” (Special Events Permit Bylaw). The organizer has submitted a separate Special Events Permit application, and the approval of this permit has been delegated to Comox Valley Regional District (CVRD) officers. The Special Events Permit addresses health, sanitation, safety and liability matters.
- On this property, the proposed event will include food trucks, evening BBQs, Recreational Vehicle (RV) camping, and live music until 11:00 pm.

- In support of their application, the organizer has submitted responses from the RCMP, Island Health (VIHA), City of Courtenay Fire Chief and St. John Ambulance to indicate their awareness, support or participation in this event (Appendix D).
- The organizer will also renew their \$5,000,000 liability insurance from last year by April 26, 2019. Proof that the insurance has been renewed to cover this year's event is a subject condition for the issuance of the TUP.
- The proposed event is consistent with the tourism and recreational policies of the Regional Growth Strategy (RGS) and Official Community Plan (OCP).
- As this will be an outdoor event only for pre-registered participants, it is not anticipated that there will be any lasting changes to existing land uses. The event is temporary in nature; therefore, it is not expected to detract from the rural character of the community.
- Subject to the noise conditions (quiet after 11:00 pm) and pending the outcome of public notification, staff recommends issuance of the TUP.
- Also, in consideration of the neighbours, staff recommends conditions include no parking within 1.5 metres of the property lines and no lighting be directed at neighbouring properties.

Prepared by:

**B. Labute**


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 Brianne Labute, MSc.  
Planner

Concurrence:

**T. Trieu**


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 Ton Trieu, MCIP, RPP  
Manager of Planning Services

Concurrence:

**S. Smith**


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 Scott Smith, MCIP, RPP  
General Manager of Planning  
and Development Services  
Branch

### Stakeholder Distribution (Upon Agenda Publication)

Applicant	✓
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### Background/Current Situation

An application has been received to consider a TUP for an event at 4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road in Puntledge – Black Creek (Electoral Area C) (Figures 1 to 3). The property owner has agreed to allow the Jeepapalooza Association of BC to run an event from May 17 to 20, 2019, with setup starting on May 15, 2019 and cleanup completed by May 21, 2019, to fundraise for the BC Cancer Foundation.

On the subject property, the proposed event will include food trucks, evening BBQs, RV camping, and live music until 11pm (Figure 4). As this will be their sixth annual event, the organizer plans to sell 300 vehicle registrations and expects approximately 600 attendees, including volunteers and vendors. As the number of expected attendees is over 400, a Special Events Permit, along with this TUP, is required. The organizer has submitted a separate Special Events Permit application (File: SE 1C 19). The consideration and issuance of special events permits has been delegated to CVRD officers as per the Special Events Permit Bylaw. The Special Events Permit addresses health, safety, sanitation and liability; whereas, the TUP addresses land use.

Appendices C and D contain information submitted in support of the Special Events Permit and TUP applications. The information addresses concerns related to fire safety, emergency access, potable water supply, wastewater management, food safety, security, first aid and parking.

### Official Community Plan Analysis

Bylaw No. 337, being the “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014” (OCP) designates the subject property within Rural Settlement Area (RSA). Section 46(3) enables the

issuance of TUP in the RSA. Section 17(8) recognizes the importance of active recreational pursuits such as outdoor activities to the economy of the Comox Valley. Section 19(4) identifies the responsible use of the natural areas of the Comox Valley to promote recreational activities that rely on a healthy natural environment. It is confirmed that the subject property is outside of the Comox Lake Watershed, so policies to protect the drinking water quality and environment of the Comox Lake Watershed are not applicable for this subject property.

#### Zoning Bylaw Analysis

The subject property is zoned RU-20 (Appendix B), and the zone does not permit “special events” as a permitted land use. Therefore, a TUP is needed for this event. The TUP can include conditions to ensure the health and safety of the attendees and nearby residents. Appendix D contains responses from various agencies, such as the RCMP, Island Health and City of Courtenay Fire Chief, in support or in awareness of this event. In addition, the organizer plans to renew their \$5,000,000 liability insurance from last year by April 26, 2019. The renewal of this insurance is a subject condition prior to the issuance of the TUP. This insurance includes commercial general liability, personal injury, tenants legal liability, medical payments and firefighting expenses.

Currently, the subject property is being used as a private aerodrome, which is a federally regulated land use. The owner has provided support to the organizer to have this event, so there will not be any conflicts between the aerodrome uses and the land uses during the event. Further, the proposed event is an outdoor event on a cleared property. It is anticipated that the proposed uses, such as RV camping and food trucks, will not have any lasting changes or damages to the existing land uses and surrounding community.

#### Temporary Use Permits Analysis

In addition to a Special Events Permit, a TUP is required because the TUP addresses land uses while the Special Events Permit protects the health, safety and sanitation of the attendees, as well as addresses liability. Additionally, the TUP provides opportunities for the public to comment, as notification will be sent to adjacent property owners prior to the Electoral Areas Services Committee (EASC) meeting and a newspaper ad will be published at least three days but not more than 14 days prior to the CVRD Board meeting.

A TUP allows a land use, on an identified property, which is not otherwise permitted in the property’s zone for a specific amount of time. That specified time may be up to a maximum of three years and the property owner may apply for a renewal before the lapse of the permit. As this proposed TUP is for a four-day event, the term of the permit is valid until the end of the cleanup day, which is May 21, 2019. If this event were to be well run with no community concerns or impacts, the organizer may consider submitting another TUP application at a later date to cover future years.

A TUP may specify conditions under which the temporary use may be carried on, such as relating to the scale of use, setbacks, buffering, etc. Special events are exempt from the Bylaw No. 102, being the “Electoral Areas Noise Control Regulations Bylaw No. 102, 2010,” however, noise control remains of utmost importance. As such, it is recommended that the TUP contain a condition that no music shall be played after 11 pm and all other noise should be kept to a minimum after 11 pm. In addition, in consideration of the neighbours, other conditions include no parking within 1.5 metres of property lines and no lighting be directed at neighbouring properties.

In line with the board’s policy concerning TUPs (Appendix E), consideration should be given to periodic monitoring reports and/or a post-activity report. The organizer has submitted \$5,000 as security deposit for the Special Events Permit application. Once the event is over, the CVRD can

hold the security deposit up to 120 days to ascertain whether there are any costs related to damage, cleanup, repair, reconstruction or replacement of any public place or services, such as fire services.

### **Policy Analysis**

Section 493 of the *Local Government Act* (RSBC, 2015, c. 1) (LGA) enables a local government to issue a TUP to allow a use not otherwise permitted in a particular zone. The board can establish conditions under which the use be carried on and, as a condition of permit issuance, may require the land owner to restore land to a condition specified in the permit by a date specified in the permit. Policy 47(1) of the OCP enables the CVRD to consider applications for TUPs within the RSA.

### **Options**

The board may approve or refuse to issue the TUP. If the board opts to approve issuance of the TUP, the board may also place terms and conditions on approved use. Staff recommends approving the issuance of the TUP with the conditions of keeping noises to a minimum after 11 pm, no parking within 1.5 metres of property lines and no lighting be directed at neighbouring lots.

### **Financial Factors**

In accordance with Bylaw No. 328 being the “Comox Valley Regional District Planning Procedures and Fees Bylaw No. 328, 2014”, applicable fees have been collected for the TUP application. This fee covers the costs of public notification via adjacent owners letter and a newspaper ad prior to the April 30, 2019 CVRD Board meeting.

### **Legal Factors**

This report and the recommendation contained herein are in compliance with the LGA and CVRD bylaws.

### **Regional Growth Strategy Implications**

Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010” (RGS) designates the subject property within RSA. The proposed event may increase tourism and showcase backcountry recreational opportunities to the Comox Valley (Supporting Policy 3B-9).

### **Intergovernmental Factors**

Appendix D indicates that the RCMP, Island Health and the Fire Chief for the City of Courtenay are aware of this event and has provided their comments.

### **Interdepartmental Involvement**

This TUP application was circulated to relevant departments within the CVRD for comment. The fire chief has no outstanding concerns. The bylaw compliance department was aware of last year’s Jeepapalooza and noted that noise was kept to a minimum after 11 pm. For this year’s event, the main concern continues to be noise, which is why it is recommended that the TUP contain a condition that noise be kept to a minimum after 11 pm. The Comox Valley Emergency Program Coordinator indicates that as first responders and Island Health have been informed and offered support letters, they have nothing to add from emergency programs.

### **Citizen/Public Relations**

As of the preparation of this staff report, an Advisory Planning Commission for Electoral Area C has been formed, but their next meeting will be at the end of April, after the EASC meeting.

A notice of the proposed TUP has been mailed to property owners and tenants within 100 metres of the subject property. The mailing was sent no fewer than 10 days prior to the April 15, 2019, EASC

meeting. Citizens have an opportunity to provide written comments or attend the EASC meeting to provide verbal comments.

Section 494 of the LGA requires the notice be published in the newspaper at least three days and not more than 14 days before the adoption of the resolution to issue the permit. Consequently, should the application advance to the April 30, 2019, board meeting for consideration of issuing the permit, the notice will be published sometime between April 16 – 26, 2019.

Attachments: Appendix A – “Draft permit TUP 2C 19”  
Appendix B – “RU-20 Zone”  
Appendix C – “Written Brief for the Special Event”  
Appendix D – “Responses from Agencies”  
Appendix E – “Board Approved Policy: Temporary Use Permit”

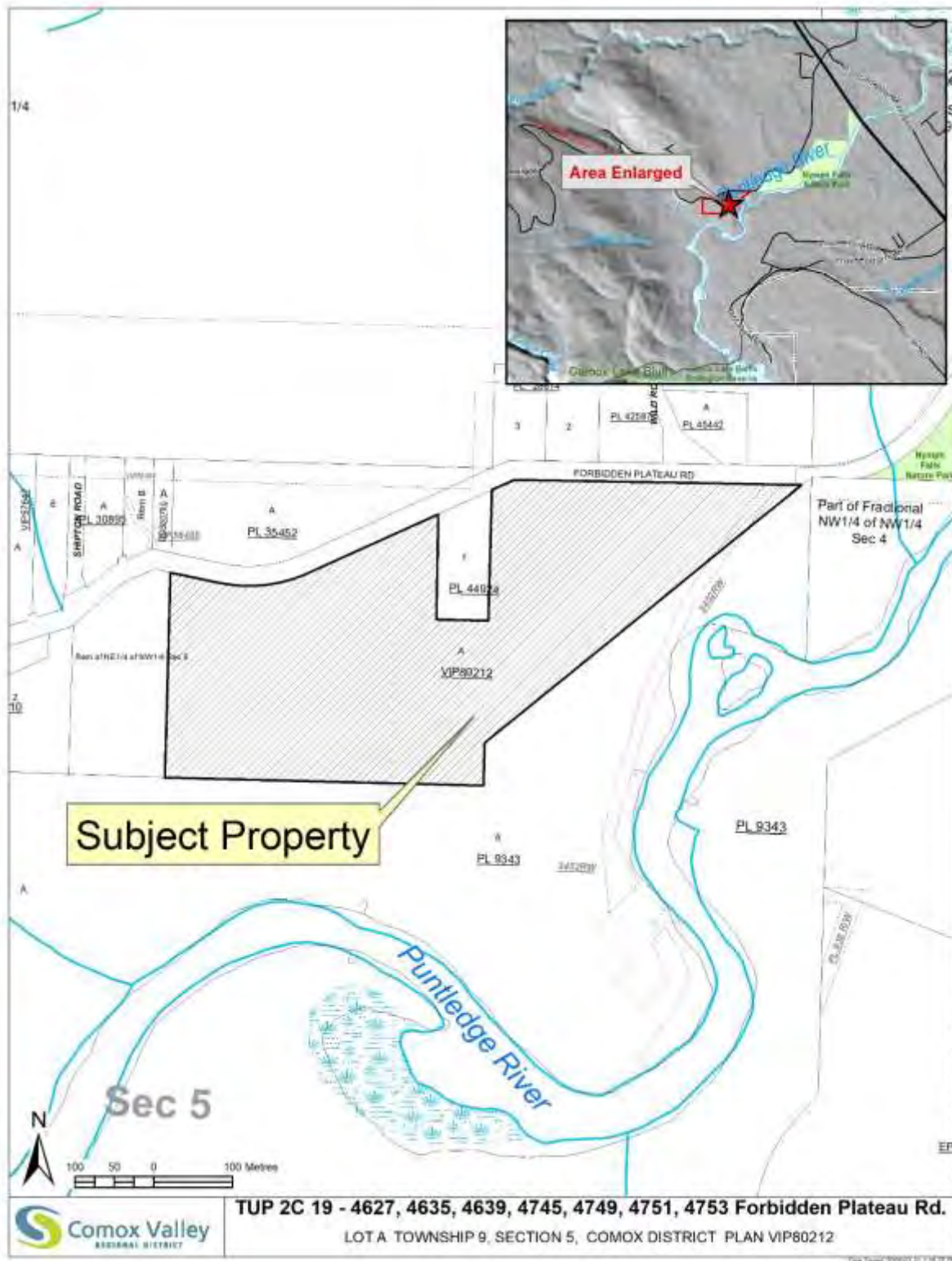


Figure 1: Subject Property Map





Figure 2: Air Photo

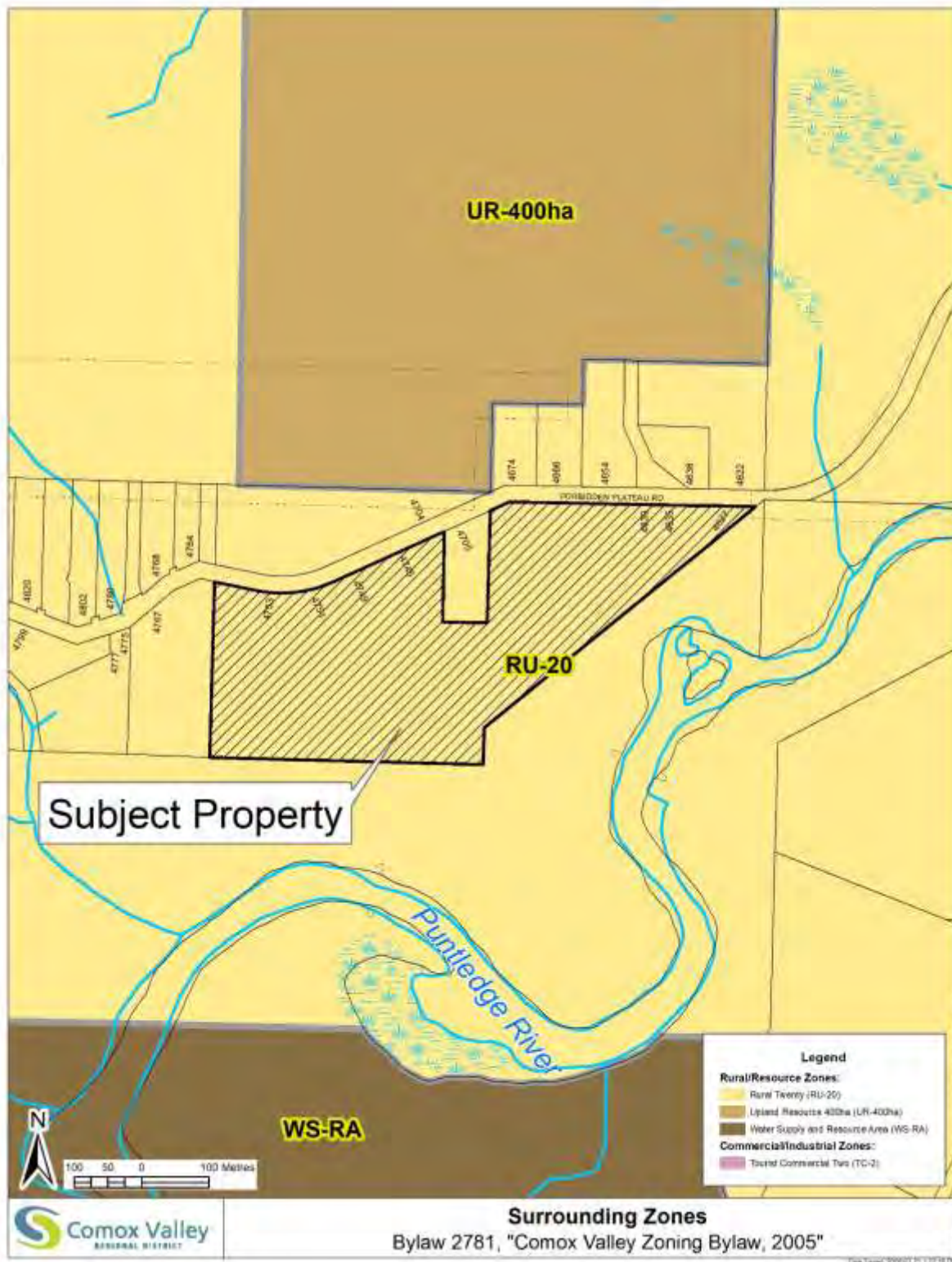


Figure 3: Zoning Map





Figure 4: Site Plan

**TUP 2C 19**

**TO:** John Kevin Richard Griessel

1. This Temporary Use Permit (TUP 2C 19) is issued subject to compliance with all of the bylaws of the Comox Valley Regional District applicable thereto, except as specifically varied or supplemented by this permit for the **Jeepapalooza 2019, a Special Event to be held from May 17 to 20, 2019, with event setup starting May 15, 2019 and cleanup completed by May 21, 2019.**
2. This Temporary Use Permit applies to, and only to, those lands within the Comox Valley Regional District described below:  

<b>Legal Description:</b>	<b>Lot A, Township 9, Section 5, Comox District, Plan VIP80212</b>		
<b>Parcel Identifier (PID):</b>	<b>026-537-206</b>	<b>Folio:</b>	<b>771 05733.300</b>
<b>Civic Address:</b>	<b>4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road</b>		
3. The land described herein shall be used for the following temporary purposes in addition to those permitted by the zoning applicable to the property:
  - a. Special Event from May 17 to 20, 2019, with event setup starting May 15, 2019 and cleanup completed by May 21, 2019.
4. Conditions under which the temporary use must be carried out are as follows:
  - a. No music shall be played after 11 pm and all other noise should be kept to a minimum after 11 pm.
  - b. There shall be no parking of vehicles within 1.5 metres of any property lines.
  - c. No lighting shall be directed at neighbouring properties.
  - d. The land will be restored to the same or improved condition than prior to when the Special Event has taken place.
  - e. This Temporary Use Permit will be posted on site for its duration.
5. All terms and specifications referred to above are subject to any changes required by the officials of the Comox Valley Regional District where such terms and specifications do not comply with any duly enacted law or bylaw and such noncompliance is not specifically permitted by this Temporary Use Permit.
6. This Temporary Use Permit (TUP 2C 19) shall expire on May 21, 2019, being the last day of the event cleanup.
7. Renewal of this Temporary Use Permit (TUP 2C 19) will require an application to the Comox Valley Regional District Board prior to this permit expiry. Pursuant to the *Local Government Act* (RSBC, 2015, c. 1), a Temporary Use Permit can be only renewed once.
8. This Temporary Use Permit is **not** a Special Event Permit.

9. This Temporary Use Permit is ***not*** a Development Permit.
10. This Temporary Use Permit is ***not*** a Building Permit.

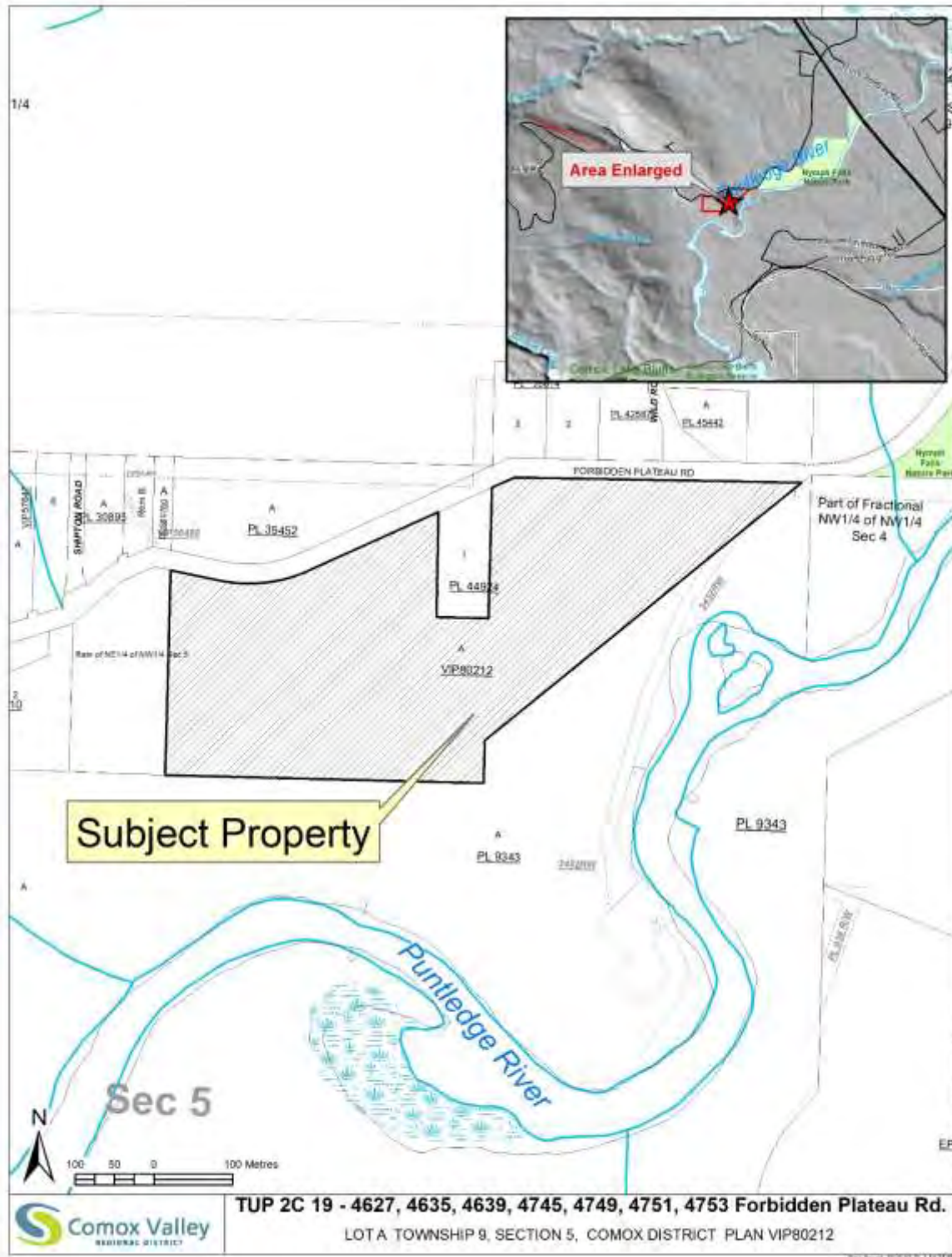
CERTIFIED as the **TEMPORARY USE PERMIT** issued by resolution of the board of the Comox Valley Regional District on \_\_\_\_\_.

\_\_\_\_\_  
James Warren  
Corporate Legislative Officer

Certified on \_\_\_\_\_

Attachment: Schedule A – “Subject Property Map and Site Plan”

## Schedule A Subject Property Map





# Site Plan



**802****Rural Twenty (RU-20)****1. PRINCIPAL USE**

- i) **On any lot or portion of any lot zoned Rural Twenty (RU-20) only the following principal uses are permitted:**
  - a) Agricultural use;
  - b) Fish Hatcheries;
  - c) Residential use;
  - d) Garden nurseries;
  - e) Vet clinics;
  - f) Silviculture.
- ii) **On any lot 2.0 hectares (4.9 acres) or larger:**
  - a) Animal kennels;
  - b) Riding academy.
- iii) **On any lot 4.0 hectares (9.9 acres) or larger:**
  - a) Wood processing;
  - b) Sawmills including portable sawmills;
  - c) Gravel, mineral or peat extractions, gravel crushing and screening, but no manufacturing or sales of concrete or concrete products.
- iv) **On any lot 4.0 hectares or larger and which is classified as private managed forest land or farm pursuant to the *Assessment Act* or is within a licensed area under the *Forest Act*:**
  - a) Research and teaching facility;
  - b) Rural resource centre to a maximum floor area of 300.0 square metres.

**2. ACCESSORY USES**

**On any lot or portion of any lot zoned RU-20 only the following accessory uses are permitted:**

- i) Accessory buildings;
- ii) Bed and breakfast;
- iii) Home occupations;
- iv) Domestic business;
- v) Domestic industrial use; and
- vi) Retail and wholesale sales of agricultural and forestry products to a maximum floor area of 100.0 square metres (1076.4 square feet).

**3. CONDITIONS OF USE**

**Wood processing, gravel, sand and mineral extraction (including crushing and screening of aggregate extracted onsite), research and teaching facilities, and rural resource centres shall be subject to the following conditions:**

- i) A minimum setback of 15.0 metres (49.2 feet) along all lot lines.

- ii) A minimum setback of 30.0 metres (98.4 feet) from any lot line abutting a lot zoned Residential or Country Residential.
- iii) No loading or storage areas shall be located in any required yards.
- iv) Screening of not less than 2.0 metres (6.6 feet) in height shall be provided for wood processing uses and a rural resource centre abutting a lot zoned Residential.
- v) Screening of not less than 1.5 metres (4.9 feet) in height shall be provided for wood processing uses and a rural resource centre abutting a lot zoned Country Residential.
- vi) Fences of 3.0 metres (9.8 feet) shall be permitted for agricultural, forestry, silviculture and wood processing uses.

#### 4. **DENSITY**

##### **Residential use is limited to:**

- i) **On any lot:** One single detached dwellings dwelling and secondary suite, or one single detached dwelling and one carriage house, or one single detached dwelling and one secondary dwelling limited in area to 90.0 metres<sup>2</sup> (968.8 feet<sup>2</sup>).
- ii) **On any lot 1.0 hectare (2.5 acres) and over:** Two single detached dwellings.

#### 5. **SITING OF BUILDINGS AND STRUCTURES**

The setbacks required for buildings and structures within the Rural Twenty zone shall be set out in the table below.

Type of Structure	Height	Required Setback				
		Front yard	Rear yard	Side yard		Side yard abutting road
				Frontage <31m	Frontage >31m	
Principal	10.0m (32.8ft)	7.5m (24.6ft)	7.5m (24.6ft)	1.75m (5.8ft)	3.5m (11.5ft)	7.5m (24.6ft)
Accessory	4.5m-or less (14.8ft)	7.5m (24.6ft)	1.0m (3.3ft)	1.0m (3.3ft)	1.0m (3.3ft)	7.5m (24.6ft)
Accessory	6.0m-4.6m (19.7ft)	7.5m (24.6ft)	7.5m (24.6ft)	1.75m (5.8ft)	3.5m (11.5ft)	7.5m (24.6ft)

Except where otherwise specified in this bylaw, no building or structure shall be located in any required front and side yard setback areas. [Note: Part 400, Siting Exceptions, of this bylaw and Bylaw No. 2782 being the "Floodplain Management Bylaw, 2005" may affect the siting of structures adjacent to major roads and the natural boundaries of watercourses and the sea, respectively.]

#### 6. **FLOOR AREA REQUIREMENTS**

- i) The maximum combined gross floor area of all buildings shall not exceed 15% of lot area.

#### 7. **SUBDIVISION REQUIREMENTS**

- i) Minimum lot area: 20 hectares (49.4 acres)



Comox Valley Regional District,  
(re: Special Events License)

Feb 10 2019

Jeepapalooza Association of BC is a registered non-profit business who raises money for BC Cancer Foundation. The Comox Valley Jeep Club in partnership with Four Wheel Drive Association of BC and supported by Timberwest to hold our 6<sup>th</sup> annual Jeepapalooza event on May 17-20 2019. This event is a family-friendly, 3 days/nights affair filled with great food, full days of wheeling off-site on Timberwest Private Property, a free evening BBQ for all participants and campfire (weather dependent). Fundraising is done by raffles, auctions and donations.

Year 1 (2014) – 36 vehicles & 100 participants/volunteers raised \$3500  
 Year 2 (2015) – 98 vehicles & 175 participants/volunteers raised \$8700  
 Year 3 (2016) – 100 vehicles & 180 participants/volunteers raised \$3300 (ran by different volunteers in group)  
 Year 4 (2017) – 180 vehicles & 290 participants/volunteers raised \$17,000  
 Year 5 (2018) – 250 vehicles & 350 participants/volunteers raised \$31,000

This year we are looking to sell 300 vehicle registrations and expect approx. 500-600 participants including volunteers and vendors.

#### Itinerary:

- \* Wed May 15 2019 – Volunteers start setup
- \* Thurs May 16 2019 – Volunteers & Vendor setup
- \* Fri May 17 2019 – 12noon Gate opens for participants (tent setup and Meet & Greet at event tent)  
 Evening: 50/50 Raffle, Awards & games, Live Band until 11pm quiet time. Food Trucks open.
- \* Sat May 18 2019 – participants leave in groups to Timberwest Private Properties for off-road wheeling (9am-4pm)  
 Evening: Free BBQ, Raffles and Live Auction until 11pm quiet time. Food Trucks open until free BBQ time.
- \* Sun May 19 2019 - participants leave in groups to Timberwest Private Properties for off-road wheeling (9am-4pm),  
 Group photo, BC Cancer Foundation Rep and Cheque presentation on stage.  
 Evening: Possible 2<sup>nd</sup> band entertainment (not confirmed at this time). Food trucks open.
- \* Mon May 20 2019 – participants pack up campsites and head home. Food trucks open morning only. Volunteers take down event area and cleanup.
- Tues May 21 2019 – Volunteers & Vendors finalize cleanup and takedown of event area. No food trucks available.

**BC Society Incorporation # 73480 2085 RR 0001 - JEEPAPALOOZA ASSOCIATION OF BC**

Sophie Humphries  
 President/Volunteer/Promoter

Mailing Address: Jeepapalooza Association of BC -

Email: [JeepapaloozaBC@shaw.ca](mailto:JeepapaloozaBC@shaw.ca)

Website: [www.JeepapaloozaBC.com](http://www.JeepapaloozaBC.com)

Social Media: Jeepapalooza BC (Facebook) & #JeepapaloozaBC (Instagram)



Event Location: 4745 Forbidden Plateau Rd, Courtenay, BC V9J 1R3  
 Property Owner: Dan Annan & John Kevin Richard Griessel

Plans in place:

#### Fire concerns

Courtenay Fire Dept/Chief Dan (ph 250-334-2513/Courtenay Fire Dept email contact: [dbardonnex@courtenay.ca](mailto:dbardonnex@courtenay.ca)) aware of event and of plans as listed in application (Letter attached). Fire extinguishers will be on-board multiple volunteer/trail leader vehicles to have on trails in case of fire and will be readily available for use on-site as well. Campfire will only be if allowed and licensed by fire chief (weather & fire ban dependent). Non-smoking area near event tent & food areas. Multiple cigarette butt cans available for use. Owner has water truck on site in case of emergency with trained volunteers in case of emergency.

#### Access/Egress

Property has 3 entrances/exits for our use. This will make for easy access for participants and emergency vehicles should they need to come onto the property. Entrance at yellow gate (shared BC Hydro access gate) used for arrival mostly, 2<sup>nd</sup> entrance beside large green shop/home building and 3<sup>rd</sup> entrance at 4745 Forbidden Plateau Rd. main residence driveway goes directly to event area (shortest route off main road)

Multiple volunteer flaggers to direct traffic from the main road onto the property promptly as to avoid hold ups on the main Forbidden Plateau Rd. during arrival Friday May 17 2019. Participants leave and return as groups lead and followed by volunteers.

#### Land Disturbance/Dust/Sediment Control

Have use of property owner's water truck to water down driveway to keep dust down in past and available again this year (only needed if dry weather). Owner and Volunteers trained to use.

#### Water Supply

Pallet of cases of potable water bottles will be donated once again this year from Natural Waters Inc for participants to use for drink on-site, in vehicles while on trails and to use for cooking/dishes if needed.

Handwashing stations; 2 to be distributed with toilets and one for event tent/food area (3 total as discussed with Health Dept Pooja Kumar)

Certified fresh water holding container to be donated & brought in from Nick at Glacier Water Hauling (Comox, BC) [1-250-218-6353](tel:250-218-6353). for event use of dishes, wash stations, coffee/tea etc.

Approval of plans & recommendations from Pooja Kumar at VIHA to be attached to event license request.

#### Food

Food trucks/vendors on site: Knokananne Grill (<https://www.knockanannagrill.com>), VI Mini Donuts & dips (<https://www.facebook.com/viminisanddips>) 1 250-701-3996. All self-sustained food and power.

#### Washrooms

15 Portable Units to be rented (Coast Environmental) with pump out planned on Saturday May 18 2019 in afternoon while most participants are off property. Same company has been used for years now. They will also supply the 3 wash-stations.

Toilets will be distributed amongst event grounds for easy access by all. 3 will be near the tent area, 7 will be half way

between event area and tent area, 4 by gravel pit near dumpsters and one path down the runway for further tents.

BBQ ran by Volunteers: We will offer Free Hamburgers (pre-cooked) purchased from Thrifty Foods, Courtenay (contact Belinda Matsuda, retail admin coordinator). Buns and produce also purchased/partially donated and prepared by Thrifty Foods. Onions, tomatoes and lettuce will all be pre-washed, cut and sorted into bins and brought in specifically for our event. Items will all be kept in deep freezer in back of truck or trailer until transported to event grounds. Meat to be kept in freezer and vegetables/buns to be refrigerated until use. Refrigerators and deep freezer to be kept in "airport hangar/shop" near event tents and be monitored as requested by health dept (Cold Food  $\pm 4^{\circ}\text{C}$ , Frozen  $\pm -18^{\circ}\text{C}$  and hot  $\pm 60^{\circ}\text{C}$  and cook and reheat foods to  $\pm 74^{\circ}\text{C}$ )

Two Pigs/Pork (to be confirmed) Being donated by Craig Gagne at Fountain Tire, Courtenay BC. Purchased from Gunther Brothers Meat Co. Ltd. (6200 Ledingham Rd, Courtenay, BC V9J 1M5). To be prepped & cooked on BBQ on site and served immediately by Craig Gagne (Fountain Tire) for the 3<sup>rd</sup> year and Jason from JK's Local Meat Cave (Campbell River) 1-250-204-0977. He has foodsafe. Cooked on professional, certified roasting BBQ & smoker. Cooking meat and testing with internal thermometer to thickest area. All meat should be to  $180^{\circ}$ . It says it should take 4-5 hours to cook an entire pig but we did it slow roast all day from morning to dinner time last year and it was perfect. Supervised by Food Safe certificate holders.

Coffee/Tea to be sold/served by volunteers from coffee carafe & machines for espresso/lattés and water boiled in kettle for tea & hot chocolates. Individual or container creamers kept on ice at all times. Ice cream bars may be offered as well for a fee as well. They will be kept near event tent in deep freezer. Money and food will not be cross contaminated either by individuals wearing gloves or different volunteers for each task.

Food Safe names & certificates to be included in application package. We have on hand right now Ryan Woodward and Jesse Robinson and mine and Tracy's have not been completed.

#### Garbage/Recycle

Company "Waste Connections" (of 4624 Cumberland Rd, Courtenay, BC V9N 5N5) is donating garbage/recycle bins for our event use including delivery, pickup and dump fees. Bins will be located near gravel pit behind event tent area (see map - far enough away from all food but easy for drop off and pickup). Participants and volunteers to add full garbage bags and recyclables to bin throughout weekend and for final cleanup Monday & Tuesday.

#### Security Concerns

We allow pre-registered participants only, no walk-ins. This helps keep our event from getting out of control and we have contact info for everyone in attendance. All participants sign liability disclaimer forms upon arrival onto property. This is done by our volunteers at entry gate area. They are given itinerary and rules & regulations to abide by. No tolerance policy will be enforced. Anyone being found in violation of these terms will be removed immediately with no refund. Head of security will be one of our volunteers Dustin Charron (ex-military and bouncer) with team of volunteers if needed (Liz Jackson-Lynes MMA Fighter, Chris H, Craig G, Stephen M, Steve D, Ryan W, Glen C, Oleg M Military personnel). RCMP/Police to be notified of the event as per special events license requirements and approval letter to be attached to application (contact: Detachment Commander Inspector Mike Kurvers). Emergency personnel welcome at any time during our event.

#### Power

Temporary subpanel from "airplane hangar/shop", installed by certified electrician (Chris Humphries, Arcs 'n' Sparks Services Ltd. Courtenay, BC 250-650-4044) by donation. Power to run event tent lights, cash register, entertainment stage lights & band equipment. No heat required (outdoor events).

#### First Aid

St. John's Ambulance (Courtenay) Contact Brian Chow, Community Services Coordinator, (work contact CVRD 250-334-6017 [bchow@comoxvalleyrd.ca](mailto:bchow@comoxvalleyrd.ca) or [div1053@sjabcy.ca](mailto:div1053@sjabcy.ca) St. John's) has confirmed they will be available during operating hours. Friday May 17 2019 (12noon-11pm), Saturday May 18 2019 (8am-11pm), Sunday May 19 2019 (8am-11pm) and Monday May 20 2019 (8am-12noon). The First Aid tent to be visible, labelled and accessible part way between camping and event area.

Outside St. John's Ambulance times: We will have sober camp caretakers staying on-site with well labelled RV's and phone numbers displayed in case of any emergencies Glen Crichton & Chris Humphries 11pm-4am and Amanda & Jamie Richardson 4am-8am. Standard First Aid & other levels of skills held by some volunteers (ie: Tracy SFA, Sophie SFA with previous expired Ambulance attendant experience, Oleg Military Marine basic first aid etc) Certifications available upon request. No issues in past 5 event years (\*knocks on wood). Radio & cell contact between volunteers on-site and on trails. First aid kits and oxygen tank on premises with trained individuals

### Wastewater

There is no need for greywater disposal as most participants are either eating at our food vendors or do not do dishes at their campsite. Our setup is like Courtenay Fish & Game or Cumberland side of Comox Lake Campsites as well as MusicFest held in the Comox Valley annually. Event food which is served is already cleaned and cut off-site and serving utensils will not be reused as we only have one meal to serve. Therefore, there is no need for wastewater from dishes. The hand washing stations will have their own grey water catching and disposal done by company.

### Parking

Participants will be parking at their campsites when on-site. General parking also available near event tent for emergency vehicles and in/out traffic such as volunteers. Parking in front of "airport hangar/shop near main residence.

**\*\*Limited anticipated community impact** such as extra traffic in neighborhood to/from event only. No disturbance or excess noise complaints expected by neighbors as most participants will be on site in evenings and quiet time to be observed is 11pm to 7am. No generators, microphones, auction or band playing past 11pm. Most will be at their campsite by this time.

Sophie Humphries  
President/Volunteer/Promoter



January 8, 2019

To Whom It May Concern,

This letter is to advise you that the BC Cancer Foundation has once again partnered with Jeepapalooza as the benefiting charity of their jeep club fundraising event which is happening May 17-20, 2019. We are very pleased to be working with the organizers of this event and with your support we hope significant funds will be raised to help support the immunotherapy research program being conducted at the Deeley Research Centre here on Vancouver Island. Last year the event raised an amazing \$31,000 and 100% of those funds supported the above program.

The goal of immunotherapy: to collect, activate and expand a patient's own T cells (immune cells that circulate through the body searching for diseases to eliminate) and infuse large numbers of them back into the bloodstream. Once the tumour is under control, the T cells will form a "memory" population that will remain in the bloodstream for many years, ready to mount a response if the cancer reoccurs. Clinical trials are set to begin this year.

If you have any questions regarding the BC Cancer Foundation or our relationship with the organizers and the Jeepapalooza event benefiting the BC Cancer Foundation, please do not hesitate to call or email me at 250.519.5552 or [debbie.greenway@bccancer.bc.ca](mailto:debbie.greenway@bccancer.bc.ca). Our charitable business number is 11881 8434 RR0001.

Sincerely,

A handwritten signature in blue ink, appearing to read "Debbie Greenway".

**Debbie Greenway**  
**Development Officer, Community Events - Vancouver Island**

BC CANCER FOUNDATION  
 2410 Lee Ave. Victoria, BC V8R 6V5  
 D: 250.519.5552  
 TF: 1.888.906.2873  
[Debbie.Greenway@bccancer.bc.ca](mailto:Debbie.Greenway@bccancer.bc.ca)  
[bccancerfoundation.com](http://bccancerfoundation.com)







Courtenay RCMP  
Attn: Inspector Mike Kurvers (Detachment Commander)

Jan 14/2019

Please see the attached letter and documents to support our Special Events License from the Comox Valley Regional District. Our event is held on May 17-20 2019 at 4745 Forbidden Plateau Rd, Courtenay, BC V9J 1R3. Our event continues to grow year after year which also means that our donation to the BC Cancer Foundation in Victoria is also growing. That's the good news, however, we are now requiring extra plans and licenses in place and that brings us to contacting the Courtenay RCMP Detachment. Because we are expecting more than 400 people, we must have Police, Fire and other contingencies in place. I have attached all the information on our event and requirements from the CVRD pertaining to Police Dept's role are in the bylaws attached. We have pre-emptily answered what we think will be your key concerns and welcome any questions or comments you may have. We did have police presence last year at our event because of concerned neighbors that were not aware of the event. Everything went well and you are welcome to visit the site anytime during the event.

We are looking for an approval email or letter for us to include in our package to the CVRD to let them know you are aware of our event and that there are no concerns. This permit takes minimum 2 months to get from them so we would appreciate a timely response. If you are unable to offer us this for any reason, please do not hesitate to contact me so we can discuss potential issues.

Thank you for taking the time to review our request.

Sophie Humphries  
President/Volunteer  
Jeepapalooza Association of BC  
cell or by email [jeepapaloozabc@shaw.ca](mailto:jeepapaloozabc@shaw.ca)

**From:** "Michael KURVERS" <Mike.J.Kurvers@rcmp-grc.gc.ca>  
**To:** jeepapaloozabc@shaw.ca  
**Sent:** Monday, January 28, 2019 1:05:20 PM  
**Subject:** Jeepapalooza 2019

KEMP ✓

Sophie,

The plan has been reviewed and have support. There are no concerns from a policing perspective.

Regards

Insp. M.J.(Mike) Kurvers

OIC Comox Valley Detachment

OIC Détachement de Comox Valley

800 Ryan Road

Courtenay, B.C. V9N 7T1

Tel/Tél.: (250)334-5909

Fax/Télec.: (250)338-6781

[mike.j.kurvers@rcmp-grc.gc.ca](mailto:mike.j.kurvers@rcmp-grc.gc.ca)

Shaw Webmail

jeepapaloozabc@shaw.ca

**RE: Jeepapalooza Event May 17-20 2019 - Letter requested for CVRD Special Events License**

**From :** Bardonnex, Donald <dbardonnex@courtenay.ca> **Mon, Jan 14, 2019 09:57 AM**  
**Subject :** RE: Jeepapalooza Event May 17-20 2019 - Letter requested for CVRD Special Events License **1 attachment**  
**To :** 'Jeepapalooza Association of BC - Comox Valley Jeep Club' <jeepapaloozabc@shaw.ca>

Good Morning Sophie

I have read your proposal and the Fire Department has no objections subject to the following:

- All entrance and exit routes to be kept clear at all times
- All gates to be kept unlocked at all times
- All food trucks to have up to date fire suppression capabilities.

Wishing you a successful weekend.

Sincerely

**Donald A. Bardonnex**

Fire Chief, City of Courtenay

Tel. 250-334-2513

[dbardonnex@courtenay.ca](mailto:dbardonnex@courtenay.ca) | [www.courtenay.ca](http://www.courtenay.ca)

**From:** Jeepapalooza Association of BC - Comox Valley Jeep Club [mailto:jeepapaloozabc@shaw.ca]

**Sent:** Monday, January 14, 2019 12:15 AM

**To:** Bardonnex, Donald

**Cc:** jeepapaloozabc@shaw.ca

**Subject:** Jeepapalooza Event May 17-20 2019 - Letter requested for CVRD Special Events License

Hello Dan/ Fire Chief at the Courtenay Fire Dept,

As per our discussion on Friday, I have forwarded you all of our Jeepapalooza Event information that I can think of. We are looking for either an email or formal letter approval to add to our Special Events License request to the Comox Valley Regional District. Our event is being held on May 17 -20 2019 at 4745 Forbidden Plateau Rd. in Courtenay which we confirmed is in your jurisdiction area. If you have any questions or concerns please feel free to contact me anytime on my cell or email [jeepapaloozabc@shaw.ca](mailto:jeepapaloozabc@shaw.ca) which goes directly to me.

Thank you for taking the time to review our request and I look forward to hearing from you.

Sophie Humphries

President/Volunteer

Jeepapalooza Association of BC

St.John's Ambulance Acceptance

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**From:** "div1053" <div1053@sjabcy.ca>

**To:** jeepapaloozabc@shaw.ca

**Sent:** Wednesday, January 16, 2019 10:58:46 AM

**Subject:** St. John Ambulance First Aid Services Request for Jeepapalooza 2019

Hi,

Thank you for your request of our first aid service for the above-noted event. We will be there as requested.

Thank you.

- Brian Chow

Community Services Coordinator





HEALTH PROTECTION

# PERMIT

to

## OPERATE A TEMPORARY FOOD PREMISES

Name of Operator: Sophie Humphries

Name of Event: Jeepapalooza 2019

Location of Event: 4745 Forbidden Plateau Rd.

Date(s) of Event: 18 May 2019

### CONDITIONS OF PERMIT:

1. All food must come from an approved source. All prepackaged food must be individually labeled with the name and address of the person who packaged it, or the place where it was packaged.
2. At all times during the event at least one FOODSAFE certified food handler must be present.
3. An approved Food Safety Plan and Sanitation Plan for the event must be available on-site and in use.
4. Food, utensils, and work surfaces must be protected from contamination at all times.
5. Food contact surfaces must be smooth, non-absorbent, easily cleanable, and sanitized.
6. An approved sanitizer must be provided onsite, used in accordance with manufacturer's instructions, and be regularly tested for concentration using appropriate test strips.
7. Hot food must be kept hot (60°C/140°F or hotter) and cold food kept cold (4°C/40°F or colder).
8. Probe-style thermometers must be provided on site in order to monitor and record food temperatures.
9. Food handlers must practice good personal hygiene, wear clean garments, and refrain from smoking and eating within the food preparation area.
10. A hand wash sink with warm potable/running water with liquid soap and paper towels is required.
11. Waste water must be disposed of into a sanitary sewer directly or via a waste holding vessel. No discharge onto the ground or into a storm sewer will be permitted.
12. Water must be potable and from an approved source.
13. Covered, lined, garbage containers must be conveniently available.
14. Only food handlers are to dispense food items. No self-service is permitted with the exception of pre-packaged food. Self-service condiments shall be individually packaged or dispensed from squeeze/pump-style dispensers.
15. Only single service (i.e. disposable) dishes and cutlery are to be used by customers unless otherwise approved.
16. No animals permitted on site (excluding Guide dogs).

### EHO COMMENTS / ADDITIONAL CONDITIONS:

17. Keep logs of hot/cold holding temperatures and cooked temperatures.

EHO SIGNATURE: Pogo X

Special event approvals are provided to food vendors operating less than 14 days in the calendar year (no fee required). If you operate more than 14 TOTAL days in a calendar year, a Permit to operate a foodservice establishment may be required. Full compliance with BC Food Premises Regulation and an annual Permit fee may apply to your operation.

**THIS PERMIT MUST BE DISPLAYED IN A CONSPICUOUS PLACE DURING THE EVENT**

## APPLICATION TO OPERATE

A TEMPORARY FOOD PREMISES (*for SPECIAL EVENT FOOD SERVICE*)

- Submit completed application to the local Health Protection Office **AT LEAST 14 DAYS PRIOR TO EVENT**.
- Refer to TEMPORARY FOOD SERVICE INFORMATION sheet, and retain for reference with a copy of your application.
- Incomplete or late applications may not be processed. Any questions- contact your local EHO.
- No food service is to occur without a permit or written approval from an Environmental Health Officer.

DATE(S) OF FOOD SERVICE: **Sat May 18 2019**TIME OF FOOD SERVICE: **5pm-7pm**

## EVENT INFORMATION

NAME OF EVENT:

**Jeepapalooza 2019**

LOCATION OF EVENT (e.g. NAME OF PARK):

**Private Property - Owner Dan Annan**

EVENT PHYSICAL ADDRESS (STREET / CITY):

**4745 Forbidden Plateau Rd, Courtenay, BC**

NAME OF EVENT COORDINATOR:

☐ N/A

PHONE NUMBER/ E-MAIL:

**Sophie Humphries****/ jeepapaloozabc@shaw.ca**

## APPLICANT INFORMATION

APPLICANT NAME (INDIVIDUAL and ORGANIZATION, where applicable):

**Sophie Humphries/ Jeepapalooza Association of BC**

PHONE NUMBER:

EMAIL:

**jeepapaloozabc@shaw.ca**

MAILING ADDRESS:

## FOOD PREMISES SET UP (check/complete all that apply)

☐ INDOORS or ☒ OUTDOORS☐ ONSITE KITCHEN☒ ONSITE KIOSK☐ OFF SITE PREP KITCHEN- Specify:CONTACT FOR KITCHEN/KIOSK: **Sophie Humphries**

PHONE NUMBER:

☐ No Permit/Approval☒ SELF-CONTAINED MOBILE UNIT☐ Permit/Approval from a BC Health Authority \*\* Attach copy of current permit/approval\*\*

## FOOD PREPARATION AND SERVICE

List Foods & Beverages	List Supplier / Producer	Where is the item Prepared?	Item is served:
<b>Hamburgers</b>	Thrifty Foods/Crown Isle, Courtenay	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
Possible 2 Whole fresh pigs roasted	Gunther Butchers, Courtenay	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
Possible Coffee/Tea	Purchased from Costco, prepared by volunteers	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
<b>Cake</b>	Costco, Johns Independant or Thrifty Foods	<input type="checkbox"/> At event <input checked="" type="checkbox"/> In permitted Kitchen	<input type="checkbox"/> Hot <input checked="" type="checkbox"/> Cold
		<input type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input type="checkbox"/> Hot <input type="checkbox"/> Cold
		<input type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input type="checkbox"/> Hot <input type="checkbox"/> Cold



<b>VENDOR NAME:</b> Jeepapalooza Fundraiser	<b>DATE OF EVENT:</b> May 17-20 2019
--	---

OPERATIONAL PLAN (*Also serves as Food Safety Plan for 1 day events with a limited menu and minimal preparation*)		
	REQUIREMENT	SPECIFY <u>HOW</u> THIS WILL BE ACCOMPLISHED, LIST EQUIPMENT USED
General Food Protection	Protected from contamination (off ground, covered)	Food kept in original packaging in fridge & freezers until cooked (ie: burgers, produce etc)
Temperature Monitoring	Record temp before/after transport and every 2 hours (use accurate probe thermometer)	Volunteers to record temps as requested
Cooking and Reheating	To required internal temperature (e.g., Chicken and all reheated foods to 74°C)	Volunteers to test burgers and pork to be at proper temperature as requested
Hot-holding	Hold hot food at 60°C or hotter	To be serve when temp reached
Cold-holding	4°C or colder-Mechanical refrigeration generally required	Kept cold in fridge until used.
Food Contact Surfaces	Smooth, non-porous and easily cleanable (e.g., stainless steel)	plastic washable tables. Sanitizer solution to clean before and after use for serving
Hand Washing	Warm water dispensed from non-self-closing valve. Soap in a dispenser and paper towels	3 handwashing stations supplied by porta pottie rental company to be cleaned out on the saturday same as toilets. One near event tent for volunteers & participants in food area to use, 2 others to be with the two large porta pottie areas.
Sanitizer	Approved sanitizer (e.g. 1 teaspoon bleach/ litre water), use test strips	Sanitizer supplied by porta pottie rental placed in each toilet and handwashing station. Approved sanitizer to be used to wash serving tables
Water Supply	From an approved water supply system via potable water hoses	Bottled water supplied for participant use.
Ware Washing	3 sinks for onsite food prep	No food prep on site. Produce to come washed and cut by store.
Wastewater Disposal	Into sanitary sewer (not ground surface/storm drain)	Not required. No dishes done on site re: purchased & Courtesy: Fish/Garage Club (Campground). Mess done by food truck or participants to bring own food

FOODSAFE CERTIFIED FOOD HANDLERS:		**1 certified person required at all times- <u>attach copies of certificates</u> **
NAME: Jesse Robinson	PHONE NUMBER:	
NAME: Sophie Humphreys (to be done)	PHONE NUMBER:	
NAME: Tracy Holbrook (to be done)	PHONE NUMBER:	
NAME: Ryan Woodward	PHONE NUMBER:	

IF APPROVED, HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT?

☐ Pick up in HPES office      ☐ Fax to: \_\_\_\_\_      ☐ Mail      ☒ Email

<b>VENDOR NAME:</b> Jeepapalooza Fundraiser	<b>DATE OF EVENT:</b> May 17-20 2019
--	---

**SCALE DRAWING OF LAYOUT:**

- Refer to the example in the information sheet.
- A separate page can be used if necessary.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are approximately 20 columns and 20 rows of squares across the entire page. The background is white, and the grid covers almost the entire area, leaving a small margin at the top and bottom.[illegible]

The information enclosed is true and accurate to the best of my knowledge. I understand that providing safe food is my responsibility and I will follow all requirements. **I will not provide food service without written EHO Approval.**

**Applicant Signature:**

Date: \_\_\_\_\_

Applicant Signature: Received via email by applicant on Sat Feb 9/19 Date: Pg. 2

**—INTERNAL USE ONLY—**

☒ **Application Approved and Permit Issued**

☐ **Application Rejected**      **Applicant Informed by EHO:** ☐ **By Phone** ☐ **By Email** ☐ **In Person**


☐ Submissions were incomplete

☐ Submissions did not demonstrate an adequate understanding of required safe food handling practices.

☐ Submission date did not allow sufficient time for EHO review in advance of event (min 14 days required).

☐ The applicant (individual or organization has already operated for 14 days this calendar year so is not eligible for further temporary permits.

☐ Other: \_\_\_\_\_

EHO Signature: 	Date: Feb 15/19
--	-----------------





# ICATION TO OPERATE

## TEMPORARY FOOD PREMISES (for SPECIAL EVENT FOOD SERVICE)

- Submit completed application to the local Health Protection Office **AT LEAST 14 DAYS PRIOR TO EVENT.**
- Refer to TEMPORARY FOOD SERVICE INFORMATION sheet, and retain for reference with a copy of your application.
- **Incomplete or late applications may not be processed. Any questions- contact your local EHO.**
- **No food service is to occur without a permit or written approval from an Environmental Health Officer.**

DATE(S) OF FOOD SERVICE: Sat May 18 / 2019 TIME OF FOOD SERVICE: 5pm - 7pm.

### EVENT INFORMATION

NAME OF EVENT: Jeepapalooza 2019. LOCATION OF EVENT (e.g. NAME OF PARK): Private Property: Dan Arnan

EVENT PHYSICAL ADDRESS (STREET / CITY): 4745 Forbidden Plateau Rd. Courtenay, BC V9J 1R3

NAME OF EVENT COORDINATOR: Sophie Humphries ☐ N/A PHONE NUMBER/ E-MAIL: jeepapaloozabc@shaw.ca

### APPLICANT INFORMATION

APPLICANT NAME (INDIVIDUAL and ORGANIZATION, where applicable): Sophie Humphries PHONE NUMBER: EMAIL: jeepapaloozabc@shaw.ca

### MAILING ADDRESS:

STREET CITY POSTAL CODE

### FOOD PREMISES SET UP (check/complete all that apply)

☐ INDOORS or ☒ OUTDOORS

☒ ~~ONSITE KITCHEN~~ Serving tables for BBQ. CONTACT FOR KITCHEN/KIOSK: Sophie Humphries  
☒ ONSITE KIOSK Condiments, burgers & pork hot off the grill PHONE NUMBER:  
☐ OFF SITE PREP KITCHEN- Specify:

☒ SELF-CONTAINED MOBILE UNIT Food trucks present. ☐ No Permit/Approval

☐ Permit/Approval from a BC Health Authority \*\* Attach copy of current permit/approval\*\*

### FOOD PREPARATION AND SERVICE

List Foods & Beverages	List Supplier / Producer	Where is the item Prepared?	Item is served:
Hamburgers	thrifty. Crown Isle Courtenay.	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
possible Pigs/pork (2)	Gunther Butcher cooked on BBQ.	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
possible coffee/tea	Costco. made by volunteer	<input checked="" type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input checked="" type="checkbox"/> Hot <input type="checkbox"/> Cold
Cake	Costco, Superstore or thrifty.	<input type="checkbox"/> At event <input checked="" type="checkbox"/> In permitted Kitchen <u>Store.</u>	<input type="checkbox"/> Hot <input checked="" type="checkbox"/> Cold
		<input type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input type="checkbox"/> Hot <input type="checkbox"/> Cold
		<input type="checkbox"/> At event <input type="checkbox"/> In permitted Kitchen	<input type="checkbox"/> Hot <input type="checkbox"/> Cold



R NAME:

Seepapalooza Fundraiser

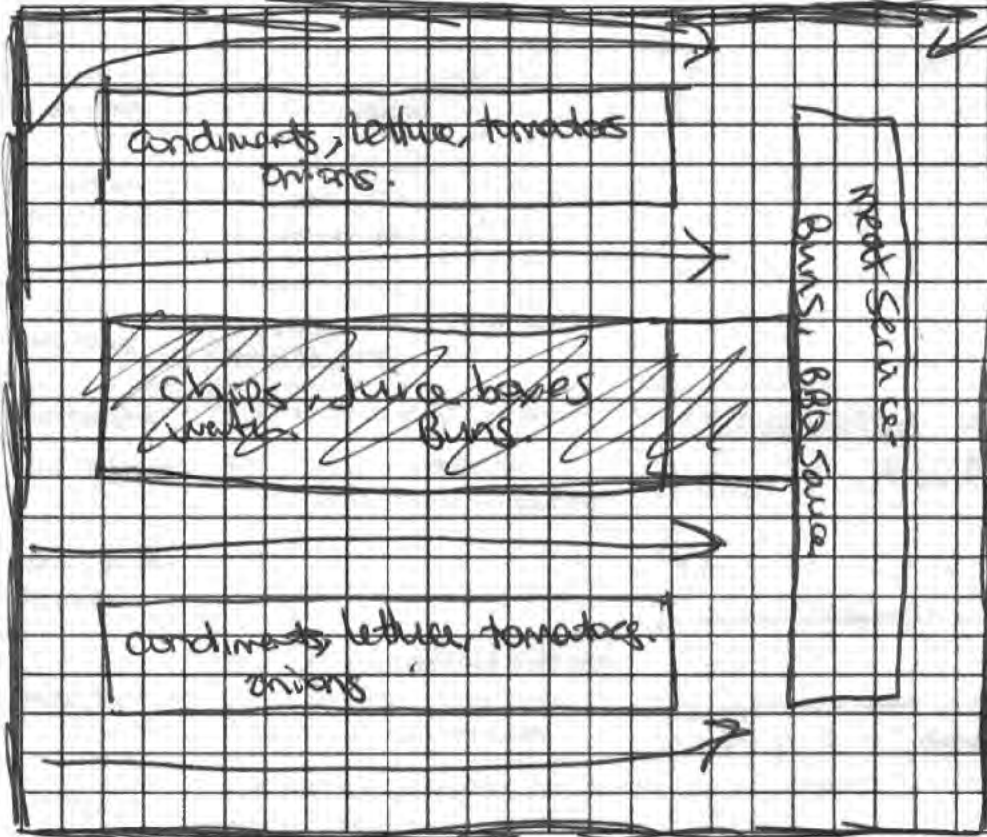
DATE OF EVENT:

May 17-20/2019

**SCALE DRAWING OF LAYOUT:**

- Refer to the example in the information sheet.
- A separate page can be used if necessary.

see attached map FoodService.net.



#	List of Facilities/Equipment
①	Airport Hanger / Shop
②	Food tent
③	Food vendors
④	Toilets
⑤	Wash stations
Food kept cold in refrigerators in Airport Hanger & Deep freezers until used.	

The information enclosed is true and accurate to the best of my knowledge. I understand that providing safe food is my responsibility and I will follow all requirements. I will not provide food service without written EHO Approval.

Applicant Signature:

Date:

Jan 14/2019

**—INTERNAL USE ONLY—**

- ☐ Application Approved and Permit Issued
- ☐ Application Rejected      Applicant Informed by EHO: ☐ By Phone ☐ By Email ☐ In Person
- ☐ Submissions were incomplete
- ☐ Submissions did not demonstrate an adequate understanding of required safe food handling practices.
- ☐ Submission date did not allow sufficient time for EHO review in advance of event (min 14 days required).
- ☐ The applicant (individual or organization) has already operated for 14 days this calendar year so is not eligible for further temporary permits.
- ☐ Other: \_\_\_\_\_

EHO Signature:

Date:



NAME:

Peepapalooza Fundraiser

DATE OF EVENT:

May 17-20/2019

**OPERATIONAL PLAN** (\*Also serves as Food Safety Plan for 1 day events with a limited menu and minimal preparation\*)

	REQUIREMENT	SPECIFY <u>HOW</u> THIS WILL BE ACCOMPLISHED, LIST EQUIPMENT USED
General Food Protection	Protected from contamination (off ground, covered)	Food kept in original packaging in fridge & freezers until cooked.
Temperature Monitoring	Record temp before/after transport and every 2 hours (use accurate probe thermometer)	Volunteer to record temps as requested.
Cooking and Reheating	To required internal temperature (e.g., Chicken and all reheated foods to 74°C)	"
Hot-holding	Hold hot food at 60°C or hotter	Serve when temp reached.
Cold-holding	4°C or colder-Mechanical refrigeration generally required	Kept cold in fridge until used.
Food Contact Surfaces	Smooth, non-porous and easily cleanable (e.g., stainless steel)	plastic tables, washable, <del>antibacterial</del> sanitizer.
Hand Washing	Warm water dispensed from non-self-closing valve. Soap in a dispenser and paper towels	handwashing station <del>on site</del> at event tent #2 with porta potties.
Sanitizer	Approved sanitizer (e.g. 1 teaspoon bleach/ litre water), use test strips	Supplied by Portapottie/handwashing station Rental Place
Water Supply	From an approved water supply system via potable water hoses	Bottled water and boiled water if well is not tested.
Ware Washing	3 sinks for onsite food prep	No food prep on site. produce to come & wash & cut by site.
Wastewater Disposal	Into sanitary sewer (not ground surface/storm drain)	Not required. No dishes done on site. See musicfest & Courtney Road & Sun Club for example. meals by food truck.

**FOODSAFE CERTIFIED FOOD HANDLERS:**

\*\*1 certified person required at all times- attach copies of certificates\*\*

NAME: Jesse Robinson	PHONE NUMBER:
NAME: Sophie Humphries (to be done)	PHONE NUMBER:
NAME: Tracy Holbrook (to be done)	PHONE NUMBER:
NAME: Ronda Crichton	PHONE NUMBER:
Ryan Woodward	phone #

IF APPROVED, HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT?

- ☐ Pick up in HPES office
 ☐ Fax to: \_\_\_\_\_
 ☐ Mail
 ☒ Email



# SPECIAL EVENT COORDINATOR APPLICATION

To be completed for events with 10 or more food or personal service vendors.



- Coordinators must submit this application to the local Health Protection Office at least **14 DAYS PRIOR TO THE EVENT**. 28 days is strongly recommended to ensure adequate processing time.
- If approved, a copy of this application will be returned to be retained onsite for reference.

**OTHER SUBMISSIONS** to be included with this application:

1. Application to Operate a Temporary Food Premises (for Special Event Food Service) for each temporary food vendor.
2. Site plan (with vendor locations, food storage areas, water supply, wastewater, garbage disposal, activities, etc.)

## EVENT INFORMATION

NAME OF EVENT

Jeepayak 2019

EVENT LOCATION (E.G. NAME OF PARK) Courtney  
445 Furber Rd. Plateau Rd.

ADDRESS (STREET / CITY)

☐ INDOORS  
☒ OUTDOORS

EVENT DATE(S)

Nov 17, 18, 19 / 2019

HOURS EVENT WILL BE OPERATING

Camping overnight

OPENING TIME

From 11pm + Camping

ESTIMATED DAILY ATTENDANCE

500

PETTING FARM ONSITE? ☒ NO ☐ YES

If Yes, Describe:

TATTOO/PIERCER/BODY MODIFICATION ONSITE? ☒ NO ☐ YES

If Yes, Describe:

BATHING BEACH, POOL/HOT TUB/SLIP & SLIDE ONSITE? ☒ NO ☐ YES

If Yes, Describe:

## COORDINATOR INFORMATION

NAME OF COORDINATOR

Sophie Humphries

TELEPHONE NUMBER

CELL PHONE NUMBER

MAILING ADDRESS

FAX NUMBER

E-MAIL ADDRESS

jeepayak@islandhealth.gov

NAME OF PERSON IN CHARGE ON DAY OF EVENT

Sophie Humphries

TELEPHONE NUMBER

CELL PHONE NUMBER

## APPLICANT SIGNATURE

The information enclosed is true and accurate to the best of my knowledge. I understand that requirements must be met in accordance with Section 6 of the B.C. Food Premises Regulation or the event will not receive approval to operate.

Date

Feb 7/2019

Signature

[Signature]

NAME OF EVENT

K-12 Palooza

EVENT DATE(S)

Mar 13, 14, 15 / 2019

Name of Vendor

		Sub	Att	St	Cont
1	Knock Knock Call	www.knockknockcall.com			
2	VI MINE BOWTSS OPS	www.facebook.com/viminesops			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

## EVENT AND VENUE DETAILS- The Coordinator will provide the following:

- ☒ Power Supply      ☒ Sanitizer Solution      ☒ Booth construction  
☐ Hot water      ☒ Liquid collection/disposal      ☒ Garbage collection/disposal  
☒ Food storage/refrigeration      ☒ Washrooms (toilet and sink)

☒ Potable water supply (describe source): water meters provided by Natural Waters Inc.

☒ Handwashing station (number, location): 10 stations to be set up by K-12 Palooza

☒ Water distribution (describe, list hose type): water delivery by K-12 Palooza

☒ Other (describe/explain): K-12 Palooza will provide all necessary sanitizers for hand washing

ENO Approval:

Date:

Feb 21/19



# SPECIAL EVENT COORDINATOR APPLICATION

Appendix D Page 14 of 19

island health

To be completed for events with 10 or more food or personal service vendors

- Coordinators must submit this application to the local Health Protection Office at least **14 DAYS PRIOR TO THE EVENT**. 28 days is strongly recommended to ensure adequate processing time.
- If approved, a copy of this application will be returned to be retained onsite for reference.

**OTHER SUBMISSIONS to be included with this application:**

1. Application to Operate a Temporary Food Premises (for Special Event Food Service) for each temporary food vendor.
2. Site plan (with vendor locations, food storage areas, water supply, wastewater, garbage disposal, activities, etc.)

**EVENT INFORMATION**

NAME OF EVENT

Jeepapalooza

EVENT LOCATION (E.G., NAME OF PARK) Courtnay  
4745 Forbidden Plateau Rd.

ADDRESS (STREET / CITY)

☐ INDOORS  
☒ OUTDOORS

EVENT DATE(S)

MAY 17, 18, 19 / 2019

HOUR(S) EVENT WILL BE OPERATING

Camping overnight

OPENING TIME

7am - 11pm + Camping

ESTIMATED DAILY ATTENDANCE

500-

PETTING FARM ONSITE? ☒ NO ☐ YES

If Yes, Describe:

TATTOO/ PIERCER/BODY MODIFICATION ONSITE? ☒ NO ☐ YES

If Yes, Describe:

BATHING BEACH, POOL/HOT TUB/ SLIP & SLIDE) ONSITE? ☒ NO ☐ YES

If Yes, Describe:

**COORDINATOR INFORMATION**

NAME OF COORDINATOR

Sophie Humphries

TELEPHONE NUMBER

CELL PHONE NUMBER

←

MAILING ADDRESS

FAX NUMBER

E-MAIL ADDRESS

jeepapalooza5cc@shaw.ca

NAME OF PERSON IN CHARGE ON DAY OF EVENT

Sophie Humphries

TELEPHONE NUMBER

CELL PHONE NUMBER

←

**APPLICANT SIGNATURE**

The information enclosed is true and accurate to the best of my knowledge. I understand that requirements must be met in accordance with Section 6 of the B.C. Food Premises Regulation or the event will not receive approval to operate.

Date:

Feb 7/2019

Signature:





Jeepapalooza

May 17, 18, 19 / 2019

	Name of Vendor	Mobile Unit	Caterer	Booth	Other
1	Knocknanna Grill - www.knockannagrill.com	✓			
2	VI mini Donuts & Dips - www.facebook.com/viminisadips	✓			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**EVENT AND VENUE DETAILS- The Coordinator will provide the following:**

<input checked="" type="checkbox"/> Power Supply	<input checked="" type="checkbox"/> Sanitizer Solution	<input checked="" type="checkbox"/> Booth construction
<input type="checkbox"/> Hot water	<input checked="" type="checkbox"/> Liquid collection/disposal	<input checked="" type="checkbox"/> Garbage collection/disposal
<input checked="" type="checkbox"/> Food storage/Refrigeration	<input checked="" type="checkbox"/> Washrooms (toilet and sink)	
<input checked="" type="checkbox"/> Potable water supply (describe source): water bottles donated by Natural Waters Inc.		
<input checked="" type="checkbox"/> Handwashing station (number, location): 1 @ event, 2 to add to large Potline sections by tent		
<input checked="" type="checkbox"/> Water distribution (describe, list hose type): Water Delivery / Glacier Water Hauling		
<input checked="" type="checkbox"/> Other (describe/explain): 15 portapotties w/ pump out scheduled & all have sanitizer in the		

EHO Approval:

Date:

for hand wash





Leftover, canned onions kept in fridge in  
airpot longer until used. No prep  
area needed as they are purchased  
pre-washed & cut from thickly foods.

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Craig, in charge of ~~BBQ~~ does not  
have food safe, other volunteers will  
be supervising & testing for him



**LEADERS Insurance Agencies** (A Division of Intertec Equity Corporation)  
 - 3003 ST. JOHN'S STREET, FORT MOODY, B.C. V3H 2C4 TEL: (604) 469-1799 FAX: (604) 469-1884

**CERTIFICATE OF INSURANCE**

This is to certify to Who it may concern  
 that the policies of insurance as herein described have been issued to the Insured named below and are in force at this date.

**INSURED** Four Wheel Drive Association of  
 British Columbia  
 PO Box 284  
 Surrey, BC V3T 4W8

**EXPIRY DATE** April 26, 2019 12:01 am *to be renewed shortly*

**INSURER** Lloyds of London as represented by Beacon Underwriting Ltd  
 (Contract No: NA2010BN03)

**POLICY NO** C518260

**LOCATION** Jeepapalooza, Date range: May 18-21, 2018  
 Location: 4745 Forbidden Plateau Road, Courtenay BC V9J 1R3

**COVERAGES** **COMMERCIAL GENERAL LIABILITY-**  
 Occurrence/ Aggregate-\$2,500. Deductible

\$5,000,000 on Commercial General Liability-Occurrence  
 \$5,000,000 on Personal Injury & Advertising Liability-per occurrence  
 \$ 100,000 on Tenants Legal Liability  
 \$ 5,000 on Medical Payments-each person  
 \$25,000 -per occurrence  
 \$ 500,000 on Fire Fighting Expenses Endorsement

*-Including Liquor Liability*  
*-Including Volunteers as Additional Insured's*  
*-Including Injury to Participants*

*to be increased to  
 \$1mil as per timberwest's  
 request*

**SUBJECT TO** Speed, Time or Hill Climb Events Exclusion, Data Exclusion, Terrorism Exclusion, Total  
 Pollution Exclusion, Abuse / Molestation/Harassment Exclusion, Products and  
 Completed Operations Exclusion, Punitive & Exemplary Damages Exclusion, Fireworks  
 Exclusion and all other Terms, Conditions and Exclusions of this Beacon Underwriting Ltd.  
 Policy  
*-Release of Liability / Waiver of claims and registration documents  
 must be used and signed by or on behalf of all members and  
 participants*

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a  
 matter of information only and confers no rights on the holder unless otherwise specified and imposes no liability on the  
 Insured.

**LEADERS INSURANCE AGENCIES**  
 E&OE

DATE May 17, 2018

## Four Wheel Drive Association of BC Event Insurance

**Who:** Policy from Can-Sure Underwriting, Leaders Insurance is broker, and policy is with Lloyd's of London.

**What:** This Liability insurance policy is for 5 million dollars per occurrence. Specific details will be available as separate documents.

The policy covers up to 800 members, supporters, volunteers, participants and attendees for Association events or for Member Clubs of the Association who have 'Opted In' on this policy by paying \$250 per year on top of the regular \$50 annual club membership cost.

For a Club who has Opted In to use this insurance policy, the 4WDABC must also be on the event title. For example, Coastal Cruiser Days show n shine with the Four Wheel Drive Association of BC or 4WDABC. This makes our insurer ask fewer questions. The member club must also have attendees and volunteers sign waivers which we can supply. The member club must also submit a club membership list with contact information for the Association to share with our insurer. We also require an 'event scoping' document to roughly define what activities will take place at the event.

**NOTE:** Excluded activities from this Event Insurance Policy are 'speed' and 'timed' activities. So, this is NOT a competition insurance policy and cannot be used as such.

**Where:** this insurance policy can be used anywhere in the province of BC by the Association and member clubs who have opted in.

**When:** This insurance policy can be used anytime during the year and is renewed the 3<sup>rd</sup> week in April every year.

**Why:** This insurance policy is scoped specifically for our member clubs use to host events without worry of liability. This will translate into more clubs hosting more events as well as more insured events hosted by the Association.

**How to use:** Gather the details mentioned above in the 'What' section and send to [secretary@4wdabc.ca](mailto:secretary@4wdabc.ca) who will arrange for the correct materials/documentation to use as well as notifying our insurer through our broker.



Four Wheel Drive Association of BC Event Insurance Policy Waiver utilized by:

**COMOX VALLEY JEEP CLUB and WEST COAST JEEPS**  
(Including Land Ownership/ Permission through John Kevin Richard Griesel and Dan Annen)

**Release of liability, waiver of claims, assumption of risks and indemnity agreement**  
**By signing this document you will waive certain legal rights, including the right to sue.**  
**Please read this document carefully.**



THE "EVENT"

**NAME** JEEPAPALOOZA  
**DATE** MAY 17-21 2018  
**LOCATION** 4745 FORBIDDEN PLATEAU RD., COURTENAY, BC, V9J 1R3  
**DESCRIPTION** OVERNIGHTS WITH OFF-ROADING ACTIVITIES

**In full or partial consideration for allowing me to participate in all related events and activities of the EVENT, I hereby warrant and agree that:**

1. I am familiar with and accept that there is the risk of serious injury and death in participation, whether as a competitor, student, official or worker, in all forms of motor sport and in particular in being allowed to enter, for any reason, any restricted area; and
2. I have satisfied myself and believe that I am physically, emotionally and mentally able to participate in this EVENT, and that my protective clothing, gear and equipment is fit and appropriate for my role as a participant in this EVENT; and
3. I understand that all applicable rules for participation must be followed, regardless of my role, and that at all times during the EVENT the sole responsibility for my personal safety remains with me; and
1. I will immediately remove myself from participation, and notify the nearest official, if at any time I sense or observe any unusual hazard or unsafe condition or if I feel that I have experienced any deterioration in my physical, emotional or mental fitness, or that of my protective clothing, gear or equipment for continued safe participation in the EVENT.

**I understand and agree, on behalf of myself, my heirs, assigns, personal representatives and next of kin that my execution of this document constitutes:**

1. An unqualified assumption by me of all risks associated with my participation in the EVENT even if arising from the negligence or gross negligence, including any compounding or aggravation of injuries caused by the negligent rescue operations or procedures, of the Releasees, as that term is defined below, and any persons associated therewith or otherwise participating in the EVENT in any capacity; and
2. A full and final release and waiver of liability and all claims that I have, or may in the future have, against any person(s), entities or organizations(s) associated in any way with the EVENT including the track owners and lessees, promoters, sanctioning bodies, racing associations, or any subdivision thereof, track operators, sponsors, advertisers, car owners and other participants, rescue personnel, event inspectors, underwriters, consultants and others who give recommendations, directions or instructions or engage in the risk evaluation and loss control activities, regarding the EVENT or event premises, or any one or more of them and their respective directors, officers, employees, guides, contractors, agents and representatives (all of whom are collectively referred to as "the Releasees") from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my use of or my presence at the event facilities or my participation in any part of, or my presence in any capacity at, the EVENT, due to any cause whatsoever, including negligence, gross negligence, breach of contract, or breach of any statutory or other duty of care, including any duty of care owed under the relevant occupiers liability act on the part of the Releasees.
3. An agreement not to sue the Releasees for any loss, injury, costs or damages of any form or type, howsoever caused or arising, and whether directly or indirectly from my participation in any aspect(s) of the EVENT; and
4. An agreement to indemnify, and to save and hold harmless the Releasees, and each of them from any litigation expense, legal fees, liability, damage, award or cost, of any form or type whatsoever, they may incur due to any claim made against them or any one of them by me or on my behalf, or that of my estate, whether the claim is based on the negligence or the gross negligence of the Releasees or otherwise as stated above.
5. An agreement that this document be governed by the laws and in the courts of the Province in which the EVENT occurs.

**I have read and understand this agreement and I am aware that by signing this agreement I am waiving certain substantial legal rights which I and my heirs, next of kin, executors, administrators and assigns may have against the Releasees.**

**I sign this document voluntarily and without inducement:**

PRINTED FIRST AND LAST NAME OF PARTICIPANT	SIGNATURE OF PARTICIPANT	DATE	SIGNATURE OF WITNESS

Date Waiver was Received by Member Club Rep.	Printed Name of Member Club Rep.



<b>Subject:</b> Temporary use permit	
<b>Branch:</b> Planning and Development Services Branch	
<b>Department:</b> Planning Services	<b>Policy Reference:</b> 3120-00

### Purpose

To provide a framework for administering and monitoring applications for temporary use permits.

### Scope

The *Local Government Act* (RSBC, 2015, c. 1) (LGA) enables a regional district to issue temporary use permits to; (a) allow a use not permitted by a zoning bylaw; (b) specify conditions under which the temporary use may be carried on; and (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

The official community plan designates areas where temporary use permits may be issued.

### Guiding principle

Where enabled by the official community plan, temporary uses will be considered in light of public input, anticipated impacts, and the temporary nature of the proposal.

### Policy statement

1. The applicant of a temporary use permit must provide a written statement explaining the temporary nature of the proposal, a rationale for the requested duration, any expected phases that will involve a change in the intensity or scale of the use, anticipated alterations to land, buildings or structures, and the condition of land expected following the expiration of the proposed permit.
2. During consideration of an application for a temporary use permit, the board will consider factors that may form part of periodic monitoring reports and/or a post-activity report. A condition for reporting must specify the required content of the report, the required reporting dates, financial securities relating to conditions within the permit and reporting requirements, and the means for determining the release or forfeit of financial securities.
3. If approved by the board, the property owner or an authorized agent of the property owner will sign an acknowledgement of the permit conditions prior to the permit's registration on title.
4. A request to modify the terms of a temporary use permit will only be considered if the request involves no new land being subject to the permit. A request to extend the duration of the permit will be considered a renewal of the temporary use permit.

5. An application to renew a temporary use permit will involve public notification via mailed notices to owners and tenants, as specified in the Comox Valley Regional District planning procedures and fees bylaw.

**Approval history**

Policy adopted:	May 31, 2016
Policy amended:	