

**ADMINISTRATIVE ORDER NUMBER 2014-010-ADM  
RESPECTING  
Special Events Task Force Process for Events, Parades & Street Closures**

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:**

**Short Title**

1. This Administrative Order may be known as the *Special Events Administrative Order*.

**Application**

2. This Administrative Order applies to special events being held on municipal land, and to the municipal services provided to special events held on non-municipal land.

**Interpretation**

3. In this Administrative Order,
  - (a) “applicant” means a person applying for a review of a proposed special event on behalf of the organizer in accordance with this Administrative Order;
  - (b) “CAO” means the Chief Administrative Officer of the Municipality;
  - (c) “Council” means the Council of the Halifax Regional Municipality;
  - (d) “Department” means an administrative department of the Municipality;
  - (e) “Director” means a Director of a Department of the Municipality;
  - (f) “Engineer” means the Engineer as defined in section 3(ac) of the *Halifax Regional Municipality Charter, R.S.N.S. 2008, c. 39*;
  - (g) “Municipality” means the Halifax Regional Municipality;
  - (h) “municipal lands” means real property owned or leased, in whole or in part, by the Municipality, and includes streets as defined in section 3(bu) of the *Halifax Regional Municipality Charter*;
  - (i) “municipal services” means any service provided by the Municipality to support a special event that exceed regularly scheduled service, including electrical services, grounds maintenance, infrastructure delivery and pick up, police services, traffic and right of way services, fire and emergency services, transit services, and solid waste services;

- (j) “municipal services quotations” means an estimated amount within 5% of the actual final costs of municipal services;
- (k) “municipal services estimates” means an estimated amount within 20% of the actual final costs of municipal services;
- (l) “organizer” means the person responsible for hosting the special event;
- (m) “SETF application” means an application submitted to the Special Event Task Force by an applicant for review of a special event;
- (n) “special event” means a sporting, cultural, business or other type of activity, that may be one-time or annual but occurs for a limited or fixed duration, and is presented to a live audience, that has an impact on the Municipality by involving the use of, or having impact on, municipal lands, or requiring municipal services’ support; and
- (o) “temporary street closure” means any permit issued by the Engineer to allow a special event on a street pursuant to the *Halifax Regional Municipality Charter*.

#### **Purpose**

- 4. The purpose of this Administrative Order is to:
  - (a) establish clear and comprehensive protocol to be employed by the Special Events Task Force in the review of potential special events based on an assessment of the risk for the Municipality and on which it may make recommendations based on findings; and
  - (b) provide a clear and comprehensive protocol for applicants to acquire financial information concerning municipal services.

#### **Part I - Special Events Task Force**

- 5. The Special Events Task Force created by Council on July 2, 1996 is hereby continued.
- 6. The purpose of the Special Events Task Force is:
  - (a) to review potential special events based on a set of accepted criteria, assess risk management for the corporation and to make recommendations to staff and Council on the feasibility and potential success of new special events;
  - (b) to act as an advisory body to existing and potential special event organizers in the areas of municipal services, property, logistics, and regulations;
  - (c) to provide special event organizers with a mechanism for acquiring accurate financial information concerning municipal services; and

(d) to act as an expert forum on the development of long term strategic planning and policy as it pertains to special events within the Municipality.

7. The membership of the Special Events Task Force will consist of staff appointed by the Director of each of the following service areas, with the CAO able to determine whether staff appointed by a Director is within a service area:

- (a) Event Services;
- (b) Halifax Regional Police;
- (c) Fire & Emergency Services;
- (d) Real Property Services;
- (e) Parks & Open Spaces;
- (f) Traffic and Right of Way Services;
- (g) Solid Waste Services;
- (h) Electrical Services;
- (i) Halifax Transit;
- (j) Legal, Insurance and Risk Management Services;
- (k) Office of the CAO; and

may include representatives of provincial or federal government department or agencies as required as determined by the CAO.

8. With respect to review of potential special events, the Chair of the Special Events Task Force, or his or her delegate, shall:

- (a) schedule the organiser to present at a Special Events Task Force meeting if required within sixty (60) days of date of receipt of a SETF application;
- (b) ensure applications for special events that require a temporary or rolling road closure are sent directly, or forwarded, to the Engineer for approval;
- (c) schedule subsequent meetings when necessary with the organizer during the months before the event in order to resolve any outstanding logistical issues and to finalize any Department specific concerns identified at the initial Special Events Task Force meeting; and

- (d) ensure any issues with street closure requests or event logistics are elevated to the senior manager of the relevant Departments;
9. With respect to SETF applications, Departments participating in the Special Events Task Force shall :
- (a) ensure municipal service costs quotes are provided by each Department involved in the event no later than thirty (30) days following the Special Events Task Force meeting;
  - (b) ensure all quotes for costs associated with the provision of municipal services are reviewed and approved in writing by the event organizer;
  - (c) ensure all final operations plans, permits, maps and other material are sent to the event organizer seven (7) business days prior to the event;
  - (d) ensure proof of notification to abutters is provided to Community & Recreation Services at least twenty-one (21) days before the date of the event;
  - (e) assist the applicant in understanding the applicability of laws to their event site and their duty to comply therewith;
  - (f) review final municipal service costs with relevant Departments and Finance;
  - (g) ensure final invoices are sent out no later than ninety (90) days after the final date of the event; and
  - (h) ensure any municipal service costs not reconciled within ninety (90) days that are not the result of an on-site change to services or emergency, are assumed by the Department providing the municipal service.

## **Part II – Applications to the Special Events Task Force**

### **Requirement for Application**

10. Any special event being held on municipal lands that intends to make use of municipal services and is referred to the Special Events Task Force shall make an application to the Special Events Task Force.
11. Any special event being held on non-municipal lands that intends to make use of municipal services and is referred to the Special Events Task Force shall make an application to the Special Events Task Force.
12. An application shall be filed with the Special Events Task Force no less than one hundred and twenty (120) calendar days in advance of such special event, which application shall:
- (a) be in writing;

- (b) be signed by the organizer or person authorized to do so on its behalf; and
- (c) include:
  - (i) the date;
  - (ii) the place and hour of assembly, if applicable
  - (iii) the hour of starting;
  - (iv) the proposed location and route, if applicable;
  - (v) the proposed return route, if applicable;
  - (vi) the place and hour of disassembly;
  - (vii) the estimated number of participants;
  - (viii) the purpose;
  - (ix) the proposed presence of vendors
  - (x) the number and type of vehicles, including floats and displays, if applicable; and
  - (xi) other information as the Special Events Task Force may deem appropriate in the circumstances.

13. Where SETF applications are received less than one hundred and twenty (120) days prior to the special event, the Special Events Task Force shall assess the SETF application on a case-by-case basis as permitted within the Special Events Task Force's schedule.

14. The applicant shall present details of the proposed special event to the Special Events Task Force if requested by the Special Events Task Force.

15. The Special Event Task Force shall review SETF applications for special events proposed for the same date on a first come first served basis and shall approve succeeding SETF applications in the order received only if:

- (a) the proposed time and location, and route, if applicable, do not conflict; and
- (b) the required police supervision does not exceed available resources.

### **Part III – Special Events on Municipal Lands**

16. Where the special event is being held on municipal lands, the organizer shall:

- (a) be present on site at the event for the duration of the event;
- (b) observe all applicable laws;
- (c) ensure that an approved event starts and ends on time; and
- (d) ensure the municipal lands are returned to their original state and cleaned of all debris and waste after the special event is over.

17. Organizers are responsible for all damage to municipal lands and associated infrastructure, as assessed by municipal staff, at that organizer's special event.
18. Where the special event involves a temporary street closure, the applicant shall:
  - (a) provide notification of the event to all properties abutting the route of the street closure, a minimum of twenty-one (21) days prior to the event, such notification being reviewed by the Engineer prior to being circulated;
  - (b) provide proof to Community & Recreation Services that the notification to abutters has been circulated no less than twenty-one (21) days before the date of the special event;
  - (c) work with business representatives to minimize inconvenience; and
  - (d) negotiate a schedule with affected residents and businesses for essential deliveries.

### **Insurance**

19. The organizer shall provide and maintain General Liability insurance subject to limits of not less than Two Million (\$2,000,000.00) dollars inclusive per occurrence for incident, bodily injury, death and damage to property. The policy will be held with an insurer acceptable to the Municipality and the policy shall contain a cross liability clause, waiver of subrogation and include coverage for Tenant's legal liability and personal injury.
20. The organizer shall provide a Certificate of Insurance within 10 business days of the Event date, evidencing proof of required insurance with the Municipality named on the policy as Additional Insured.
21. Dependent on the scope and nature of the special event and as determined by HRM Risk & Insurance Services, the organizer may be required to provide additional insurance coverage in excess of Two Million (\$2,000,000.00) dollars.
22. If the special event involves sale of liquor or if liquor is consumed as part of the special event, the required General Liability limits are increased to Five Million Dollars (\$5,000,000) per occurrence, with liquor not excluded from the policy and the special event must comply with the requirements of Administrative Order 53, the *Municipal Alcohol Policy*.
23. The organizer must complete and sign a Statement of Indemnification, in the form provided by the Municipality.

### **Part IV – Municipal Services**

24. This part applies to all special events, whether or not they take place on municipal lands, which make use of municipal services.

### **Municipal Services Quotations and Estimates**

25. Financial cost information for municipal services will be provided to applicants, upon request, as follows:

(a) SETF applications received one hundred and twenty (120) calendar days prior to the date of the event will be provided with municipal services quotations;

(b) SETF applications received less than one hundred and twenty (120) calendar days but before thirty (30) calendar days before the date of the event will be provided with municipal services estimates;

(c) SETF applications received less than thirty (30) calendar days before the date of the event may be assessed on a case by case basis, with no guarantee of municipal services or estimates delivered in time for the event date.

24. Municipal services quotations shall be estimated within five per cent (5%) of the actual final costs of municipal services, subject to on-site changes to municipal service requirements or emergency.

25. Applicants who receive a municipal services quotation shall be required to acknowledge receipt of quotation and acceptance of the amount thereof, in writing, no later than seven (7) days prior to the event. Failure to do so may result in municipal services not be provided.

26. The Municipality may request a deposit against the cost of the municipal services up to, and including, the full amount of the municipal services quotation. The deposit will be applied against outstanding invoices for the special event.

27. Invoices for municipal services for special events will be sent to the event organiser no later than ninety (90) calendar days after the final date of the event.

28. Any municipal service costs not reconciled before ninety (90) days that are not the result of an on-site change to services or emergency will be assumed by the business unit providing the municipal service.

### **Police Services for temporary street closures**

29. Special events involving temporary street closures shall be required to use members of the Halifax Regional Police for traffic management.

30. All costs associated with the provision of police resources, both human and vehicular, will be charged to the event organizer.

31. The extent of police resources required for safe traffic management shall be determined by the Halifax Regional Police.

32. A special event may be subject to cancellation if adequate police supervision is not secured before the commencement of the event.

**Cancellation of Event**

33. Where a special event is cancelled by the Municipality, municipal services costs will be borne by the Municipality. Where a special event is cancelled by the event organizer, the municipal services costs will be borne by the event organizer.

**Part V – General**

**Failure to Comply**

34. Failure by the applicant or organizer to comply with the requirements of this Administrative Order may be considered by Departments and the Special Events Task Force in evaluating future SETF applications.

**Effective Date**

35. This Administrative Order shall come into effect on hundred and twenty (120) days from the date it is adopted by Council.

Done and passed by Council this 5<sup>th</sup> day of August, 2014.

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Mayor

\_\_\_\_\_  
Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on August 5, 2014.

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Cathy Mellett, Municipal Clerk



Notice of Motion:  
Approval:  
Effective Date:

July 29, 2014  
August 5, 2014  
December 3, 2014