

# A Guide to Planning Events in HRM

## Prepared by:

Events | Parks & Recreation  
Halifax Regional Municipality  
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# PART ONE

## ***Introduction***

Every year numerous special events are held across Halifax Regional Municipality (HRM). These events often organized by community groups and volunteers greatly enrich our cultural lives and communities. HRM recognizes special events as an important part of HRM's quality of life and that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the HRM. This manual has been produced by HRM to provide Event Organizers with information about what is required, who to talk to and where to seek further guidance or to even answer your questions before you have to ask them. Whether you are planning an arts celebration, a children's festival, a sporting event, a music festival, or a fun run, it is our hope that this guide can make your job easier.



## ***Purpose***

The purpose of the Special Events Guide is to incorporate, into one document, the guidelines used by the various departments and business units with the Halifax Regional Municipality when assisting Event Organizers plan their events. It also includes contact information from various departments within the federal and provincial government, which depending on the event, may need to be contacted. This manual is designed and intended to assist a special event coordinator effectively plan and execute a safe and successful event for all involved.

This guide is intended to ensure consistency, convenience and safety of the Event Organizer and event patrons. All efforts have been made to ensure the information contained within the guide was correct at the date of completion, however, no representations or warranties, expressed or implied, are made as to the accuracy of information contained herein. Although a number of Provincial Regulations, Municipal By-Laws, administrative orders, policies and procedures are addressed within this manual, the Event Organizer should be reminded that they are responsible for complying with all applicable Federal, Provincial and Municipal legislation and regulations. Also, Event Organizers may need to seek additional clarifications outside the information provided within this guide.

## ***Special Events Task Force (SETF)***

In order to assist Event Organizers to plan their events, HRM has formed the Special Events Task Force (SETF). It is comprised of representatives from various Municipal and Provincial Departments and can provide valuable information and assistance on policies, procedures, and best practices concerning events within the Halifax Regional Municipality. The SETF meets monthly to review all special event applications. Depending on the scope of the event, the Event Organizer could be asked to attend an SETF meeting and give a detailed presentation/overview on their event. This provides both the Event Organizer and the SETF an opportunity to have any questions or concerns addressed.

## ***Special Events Administrative Order***

As of December 5, 2014, Regional Council has implemented Administrative Order Number 2014-010-ADM respecting Special Events Task Force Process for Events, Parades, & Street Closures (Special Events Administrative Order). This administrative order clearly outlines timelines, costs, procedures and responsibilities of the event organizer and the municipality to ensure the delivery of safe, efficient and accountable events.

### **Special Events Administrative Order Highlights:**

- Applies to special events being held on municipal land and to municipal services provided to special events held on non-municipal land.
- Applies to parades and moving & static events. Does not apply to block parties.
- Applications must be submitted, in writing, no less than 120 calendar days in advance of the start of the event.
- Any applications received after the 120 days will be assessed on a case-by-case basis as and if scheduling permits. Applications received 30 days or less prior to the event date are unlikely to be accepted for review.
- Event organizers will receive a detailed quote for municipal services (+/- 5%) and must approve the expenses in writing. Quotes will be provided to organizers within 30 days following presentation and/or review at the Special Events Task Force.
- Invoices for municipal services will be issued no later than ninety (90) calendar days after the final day of the event.
- Municipal Traffic Services/Right of Way must approve all street closure requests. Abutter approval is no longer required for street closures, however all successful street closure applicants must inform affected citizens of an approved closure no later than 21 days prior to the start of the event.

## PART TWO – Planning an Event in HRM

Whether the event is a small, one day community event or a weeklong International Festival, careful planning is key to the success of any event. The information provided in this manual will assist all Event Organizers and make the planning process as easy and as straight forward as possible. The first step should be completing an HRM Special Event Application form. The information provided in this form will assist HRM staff in providing guidance to Event Organizers and ensuring that each event is run successfully.

### ***Application for Special Events***

Event Organizers as per the Special Events Admin Order are required to submit an Special Events Application Form a minimum of four (4) months or one hundred twenty (120) working days prior to the event. Failure to submit an application prior to the four (4) month deadline results in no guarantee that municipal services will be provided with accurate quotes. Applications received 30 days or less before an event will not be considered. All applications can be submitted to:

Andrew Cox, Senior Events Coordinator  
Parks & Recreation  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: (902) 490-4729  
Fax: (902) 490-4912  
Email: [coxa@halifax.ca](mailto:coxa@halifax.ca)

The application can also be found online at [www.halifax.ca/events](http://www.halifax.ca/events)

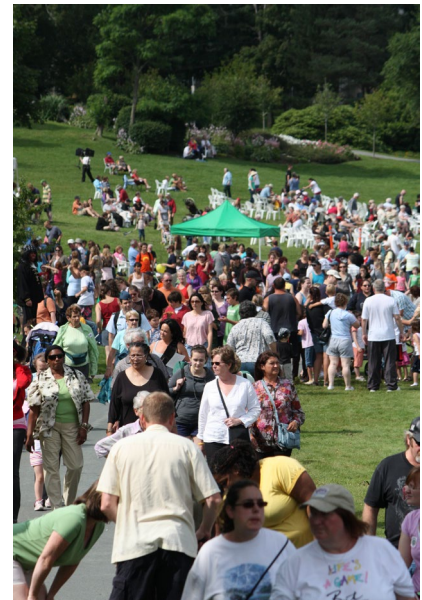
The SETF will review the application and provide assistance to the Organizer in meeting all policies and requirements. The following chart is a guideline showing the approximate times it would be best for events to be presented to the SETF. It is based on anticipated attendance.

1,000 to 3,000 people	3,000 to 5,000 people	5,000 to 15,000 people	15,000+ people National/International
3 Months prior to event	5 Months prior to event	6 Months prior to event	12 Months prior to event
Type of Event – Road Race	Type of Event - Parade	Type of Event - Large Concert	Type of Event - Tall Ships

## ***HRM-Owned Parks and Open Spaces***

HRM has many parks and open spaces that are available (at a nominal rate) for special events. The most commonly used event spaces within HRM include the following:

- DeWolf Park – Bedford
- Fish Hatchery Park – Bedford
- Sullivan’s Pond – Dartmouth
- Ferry Terminal Park – Dartmouth
- World Peace Pavilion - Dartmouth
- Dartmouth Common – Leighton Dillman Park
- Graham’s Grove – Dartmouth
- Shubie Park - Dartmouth
- Central Common – Halifax
- Africville Park – Halifax
- Sir Sandford Fleming Park – Halifax
- Victoria Park - Halifax
- Granville Mall - Halifax
- Grand Parade\* - Halifax
- Emera Skating Oval - Halifax
- Halifax Public Gardens\* - Halifax
- Point Pleasant Park\* - Halifax
- Sackville Landing - Halifax Waterfront
- Chebucto Landing - Halifax Waterfront
- Nathan Green Square - Halifax Waterfront



Each one of these open spaces offers spectacular venues for special events. All reservations or bookings must be made through the HRM Outdoor Sport and Community/Special events Scheduling Office. The Event Organizer must also complete one or both of the following applications. Each of these are included in this guide as appendices but can also be found online (<https://www.halifax.ca/recreation/facilities-fields/bookings-rentals>)

\*Grand Parade, Halifax Public Gardens and Point Pleasant Park are unique municipal properties and have very specific guidelines and restrictions pertaining to their use.

The application form(s) can be submitted to:

HRM Facility Scheduling  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: 3-1-1  
Fax: (902) 490-4585  
Email: [facilityscheduling@halifax.ca](mailto:facilityscheduling@halifax.ca)

Once the applications are reviewed, all of the necessary information is confirmed, and the intended use is deemed appropriate by HRM staff, a Facility Rental Contract will be issued to finalize the agreement. All regulations outlined in the application forms and the permit must be adhered to.

### ***Event Infrastructure available from HRM***

The Halifax Regional Municipality has limited event infrastructure available for Event Organizers to use at their events. There is no rental fee involved, instead Event Organizers will be charged on a 'Cost Recovery' basis, usually including labour for delivery, set-up (if required) and return. Availability is on a first come, first served basis; however, HRM managed events take precedence. The infrastructure that is available includes:



1. Eight (8) foot metal French Barricades (400+)
2. Ten (10) Picnic Tables
3. 20' x 30' mobile platform stage (no roof)

To inquire about the availability of this infrastructure, please contact:

Andrew Cox, Senior Events Coordinator  
Parks & Recreation  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: (902) 490-4729  
Fax: (902) 490-4912  
Email: [coxa@halifax.ca](mailto:coxa@halifax.ca)



## ***Event Site Plan***

One of the most important logistical tools that an Event Organizer should have is a 'drawn to scale' site plan of the event. A site plan is required for a number of different applications and permits that must be obtained before the event.

These include but, are not limited to:

- HRM Outdoor Facility Permit Application
- Tent Permit Application
- Liquor License (if selling or serving alcohol)
- Electrical Inspection Permit (NSPI)
- Fireworks – Firing Site



The following should be included on the site plan but are not limited to:

Tents/ Trailers	Buildings	Backstage Requirements
Portable Toilets	Vehicles	Licensed Area
General & Accessible	Entry & Exit Points	Seating area/bleachers
Parking		
Stage	Perimeter Fencing/Property Lines	Underground pipes/wires
Food Vendors	Surrounding Streets	VIP/Hospitality Area
<i>Generators/Transformers</i>	Accessible viewing area (if needed)	Emergency Access
	Waste Management requirements	Route(s)
EHS/First Aid		Street Closures



## ***HRM Regional Fire & Emergency – Fire Prevention Division Tent Permit and Inspection***

All tents over 10' x 10' used at special events require a permit and most tents must be inspected by the Halifax Regional Fire and Emergency Service. The need for an inspection is based on the type of event, anticipated audience/occupant load, length or duration of event and history of the event. Tent Permit Applications can be picked up and paid for at any HRM [Customer Service Centre](#), Monday to Friday 8:30 am to 4:30 pm. Completed applications can be dropped off to the Fire Prevention Division office at 7 Mellor Ave, Suite 10, Dartmouth, or faxed to (902) 490-5228 with proof of payment, or email [webbco@halifax.ca](mailto:webbco@halifax.ca).

When the application is picked up, an application fee must be paid (there are no exceptions), this will ensure that each event that has applied for a permit will be assigned an inspector. The completed application can be dropped off at 7 Mellor Ave, Suite 10. Please allow for ten (10) business days to review and approve the application. Please ensure that the following information is included with the completed application form:

- Receipt as proof of payment to HRM
- The Completed Application
- A Site Plan including: tent size(s), entry and exit points, location of property lines, distance between structures, cooking appliances, fuel storage, any stationary motor vehicles and expected occupancy load. (Official Occupancy Load will be determined by the Inspector)
- Tent plan showing tent size, exit locations and size, location of fire extinguishers, location of emergency lighting and exit signs, size and location of all other related fixtures and furniture within each tent
- Documentation of Fire Rating for all tenting material
- Certificate of Liability Insurance Coverage



When developing either the Site Plan or the Tent Plan for the permit application, here are some regulations that must be adhered to:

- Tent material shall meet the requirements of the National Fire Protection Association Standard #701 (NFPA 701), “Standard Method of Fire Tests for Flame-Resistant Textiles and Films” or CAN/ULS-S109-M, Standard for Flame Test of Flame Resistant Fabrics and Films.
- Smoking is not permitted in any tents. “No smoking” signs shall be posted
- Open Flame devices shall not be permitted in a tent while it is occupied by the public. Approved open flame cooking equipment must be located a minimum of 1.5 meters away from any tent
- Portable fire extinguishers, minimum of one (1) 5 lb multipurpose ABC type shall be mounted in a visible and accessible location at each exit. Additional fire extinguishers may be required depending on the size of the tent and type of equipment bring used.
- All exits and access to exits shall be fully maintained at all times while tents are occupied by the public.
  - One exit at 15 meters or less travel distance to exit
  - Two exits over 15 meters or more travel distance to exit
- All electrical equipment and wiring shall be in a safe condition and meet the Canadian Electrical Code. (See section on Electrical Requirements and Installation)
  - The electrical system in a tent shall be maintained and operated in a safe manner
  - Portable electrical equipment shall be inspected for fire hazards and defects shall be corrected before a tent is occupied by the public
  - The electrical system and equipment in a tent including electrical fuses and switches shall be inaccessible to the public
  - Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers
- If interior lighting is installed, emergency lighting shall be installed at each exit
- All tents on site must be a minimum of 10 feet (3 meters) in distance from each other
- No motor vehicles should be parked within 10 feet (3 meters) of a tent
- A minimum 20-foot Emergency Access Route must be maintained throughout the event. Emergency vehicles must be able to reach ALL areas of the event site
- It is the responsibility of the vendors and event organizers to ensure that all requirements of the Provincial Acts and Municipal By-Laws are maintained throughout the event.

For further assistance, or for additional information, contact HRM Fire and Emergency Services at:

Cory Webb  
Scott Burgess  
HRM Regional Fire & Emergency  
Fire Prevention Division  
7 Mellor Ave. Suite 10  
Dartmouth (Burnside), NS

Phone: (902) 222-8881  
Phone: (902) 719-7165  
Fax: (902) 490-5228

### ***HRM Regional Fire and Emergency Fireworks***

Anytime fireworks are part of an event, a permit and approval must be obtained from the HRM Fire and Emergency Services. The applicant must indicate that a certified pyrotechnician will be on site at the event and provide a valid card and number with an expiry date in conformance with the Fireworks Manual of the Explosive Division, Department Natural Resources.

The Event Organizer is responsible for obtaining all necessary permits and will provide copies to the HRM Fire Services at least two (2) weeks prior to the event. [For more info on the permit please go to the website.](#)

HRM Fire Services will determine the requirements of fire equipment and personnel from the Department on site before, during and after the display, the cost of which will be the responsibility of the Event Organizer. For information on the safe use of “consumer” fireworks please visit [www.halifax.ca/events](http://www.halifax.ca/events). For further assistance, or for additional information, contact HRM Fire and Emergency Services at:



Cory Webb  
Scott Burgess  
HRM Regional Fire & Emergency  
Fire Prevention Division  
7 Mellor Ave. Suite 10  
Dartmouth (Burnside), NS

Phone: (902) 222-8881  
Phone: (902) 719-7165  
Fax: (902) 490-5228

### ***Police Services/ Security Plan / Sound Bylaw***

Specific types of security are required for certain events; be sure to check with Halifax Regional Police to confirm that your security plan is sufficient. Adequate security must be in place for the issuance of any liquor license and could possibly affect insurance requirements. Some activities that require HRP include road closures, crowd control,

protected persons, when liquor is served and to prevent theft or damage at the event site.

Each Event Organizer that applies to the Special Events Task Force (SETF) for assistance in planning their event will be assigned a liaison officer from the Halifax Regional Police Service, if necessary. Once the logistics of the event are confirmed, this officer will work with the Event Organizer to determine if any police services are required. Each event is assessed on a case by case basis with public safety being the top priority. Whether or not police services are required depends on the following criteria:



- type of event
- location of event- indoors or outdoors
- is alcohol being served?
- size of the crowd
- demographics of the crowd
- are street closures required?
- traffic escort required?
- any known threats?

If it is determined that a particular event requires the services of the Police, the specific requirements will be reviewed with the Event Organizer and an Operation Plan will be drafted and provided to the Event Organizer. All shifts will be a minimum of a four hour call out. Included in the Operations Plan will be a breakdown of the costs associated with having the Police on site at the event.

All arrangements and costs for HRP services are the sole responsibility of the Event Organizer and must be negotiated in advance.

The Halifax Regional Police can be contacted at the non-emergency phone number: (902) 490-5020 or by email to Sgt. Sean Martin via [martinse@halifax.ca](mailto:martinse@halifax.ca).

### ***Private Security***

If it is determined that the event requires private security for the protection of persons and/or property at your event, the security business and the security personnel contracted for hire by the event organizer must hold valid licenses in accordance with the Private Investigators and Private Guards Act.

A list of licensed security companies in the Province can be found at <http://novascotia.ca/just/> select Private Security and Special Constables from the Programs Menu (on the left).



The following lists some examples (but not limited to) of the types of security roles which are likely to require a security license under the Private Investigators and Private Guards Act during a special event if their primary role consists of:

- Controlling the access to the event being protected.
- Providing security within or at the entrances to premises licensed under the Liquor Control Act
- Protecting an area from spectators or others with the intention of preventing damage to property or persons.
- Guarding property and/or equipment during the setup and breaking down of an event.
- Escorting individuals from an event or designated area e.g. concert pit or backstage areas.
- Patrolling the perimeter of an event to prevent unauthorized entry by individuals, through the climbing or breaching of any fences or barriers, or through being let in via an access point.

To help ensure a special event is successful, the Department of Justice, Security Programs Office likes to be proactive and work with the event organizer as much as possible to ensure compliance with the Private Investigator and Private Guards Act/Regulations. For assistance, additional information or if you have questions related to Security Services, contact the Department of Justice at:

Karen Forsyth-McNeil  
Security Programs Office  
1681 Granville St, Halifax  
P.O. Box 7, Halifax, NS B3J 2L6

Phone: (902) 424-2124  
Fax: (902) 424-0700  
[karen.forsyth-mcneil@novascotia.ca](mailto:karen.forsyth-mcneil@novascotia.ca)

### ***By-Law N-200 – Respecting Noise – Exemption Application***

For more information regarding By-law N-200 Respecting Noise, please visit the following website: <http://www.halifax.ca/legislation/bylaws/hrm/documents/By-lawN-200.pdf>. To obtain more information regarding a possible exemption, please contact Tanya Phillips, Manager By-Law Standards, Municipal Compliance at (902) 490-4491 or [phillit@halifax.ca](mailto:phillit@halifax.ca).

### ***Beer Gardens/ Alcohol Tents***

All events that are either selling or serving alcohol must apply for license(s) from the NS Provincial Alcohol and Gaming Division. The Event Organizer must adhere to the rules and regulations of the Alcohol and Gaming Division. There are a variety of licenses that depending on the event must be applied for, but the two main ones are:

1. Place of Amusement Application (if admission is charged)
2. Special Occasion Liquor License – Class I, II or III

Both of these applications can be found online at the following link: <https://novascotia.ca/sns/access/alcohol-gaming/forms-permits.asp>. They are also included in this guide as appendices.

There are a number of documents that must accompany the Special Occasion Liquor License Application. These include:

- Detailed Site Plan, including the enclosed/licensed area, washrooms, etc.
- Letter of Acknowledgement from the Halifax Regional Police, recognizing the intent of having alcohol on site.
- Letter of Acknowledgement from the Halifax Regional Fire and Emergency Service, recognizing the intent of having alcohol on site.
- Letter of Acknowledgement from the owner of the venue, recognizing the intent of having alcohol on site, this includes land and venues owned by HRM.
- Application fee(s)

The complete application must be received at least ten (10) days prior to the event. Other helpful hints:

- The Licensed area must be enclosed with a minimum four foot high type of fencing or equivalent that is securely installed around the complete area. All openings in the fencing must be established to facilitate exits from the tented structure and to provide efficient evacuation of the event site.
- A Health Permit is to be secured from the Department of Agriculture: Food Safety Section. The Department also inspects the site to ensure enough washrooms are in place for the event. (See section on Department of Agriculture)
- All policies from HRM Fire and Emergency Services regarding tents apply here if a tent is being used. (See section on Tent Permit and Inspection)
- Halifax Regional police maybe required on site for the times the beer tent is open to the public. The number of officers required will be determined by the Police based on the scope of the event. All costs associated with police services are the responsibility of the Event Organizer.
- Event Organizers must follow the liquor regulations in regard to age restrictions, ie: consumers must be nineteen (19) years of age or older.
- Alcohol must be served in plastic cups and bottles kept away from the public for safety reasons.

The Alcohol and Gaming Division can be contacted at:

Greg MacDonnell  
Alcohol and Gaming Division  
Service Nova Scotia Municipal Relations  
780 Windmill Road, 2<sup>nd</sup> Floor

Phone: (902) 424-6636  
[greg.macdonnell@novascotia.ca](mailto:greg.macdonnell@novascotia.ca)  
Fax: (902) 424-6313  
Toll Free: 1-877-565-0556

PO Box 545  
Dartmouth, Nova Scotia B2Y 3Y8

### ***HRM Electrical Requirements***

Typically, anything more than a minimal electrical installation (as explained in the NS Labour & Workforce Development section) would require a wiring permit from NSPI. This will require the services of a NS certified construction electrician to obtain the permit and install all of the power distribution equipment necessary for the event. If the event is occurring on HRM owned property, and HRM is supplying electrical power, an HRM electrician must be on site for the initial 'tie in' of wiring. The Event Organizer can then continue with the HRM electrician, or a contractor can be hired to finish the electrical installation. If an outside electrician is hired, it is the responsibility of the Event Organizer to pay the costs incurred for both electricians. Depending on the scale of the work necessary, both the HRM and the contracted electricians could be required. For venues not owned by the HRM, it is the responsibility of the Event Organizer to hire a NS certified construction electrician and to coordinate access to electrical power.

Anytime there is a new electrical installation or there are modifications to an existing electrical installation a wiring permit and inspection by NSPI are required.

**For additional electrical requirements from the Nova Scotia Department of Labour and Workforce Development see Appendix 1.**

For more information, please contact:

Provincial Chief Electrical Inspector Office  
<https://novascotia.ca/lae/electricalsafety/>



## ***Insurance Requirements***

The Halifax Regional Municipality requires that special Event Organizers, whether all or part of the event takes place on, or passes over HRM/public property, during setup, the event, and /or breakdown, carry third party liability insurance at a level of not less than \$2,000,000, inclusive Bodily Injury and Property Damage, and in the case of the event serving or selling liquor, not less than \$5,000,000. The HRM shall be named as “Additional Insured” and again where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A copy of all required insurance coverages shall be forwarded at least seven (7) working days prior to the event. For further assistance, or additional information, please contact HRM Risk and Insurance Services at:

Michelle Brier  
HRM Risk and Insurance Services  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: (782) 640-9142  
Email: [michelle.briar@halifax.ca](mailto:michelle.briar@halifax.ca)  
Fax: (902) 490-7413

## ***Water Requirements***

Water Supplied from fire hydrants is usually reserved for firefighting purposes only. Whenever any person, other than HRM Fire and Emergency Service, desires to use a fire hydrant for the supply of water, written permission must be obtained from the Halifax Regional Water Commission. For further assistance or for additional information, please contact the Halifax Water Commission at:

Halifax Water Commission  
PO Box 8388, Station A  
Halifax, NS B3K 5M1

Phone: (902) 490-4820  
Email: [cust\\_inq@hrwc.ca](mailto:cust_inq@hrwc.ca)  
Website: [www.halifaxwater.ca](http://www.halifaxwater.ca)

## ***Recycling, Organics & Garbage***

Developing a proper waste management plan helps your organization/group reduce its environmental impact, stay compliant with regulations, lower disposal costs, reduce logistical burden and ensure worker safety.

Pursuant to Halifax Regional Municipality [Solid Waste By-Law S-600](#), event organizers are required to have a waste management plan in place, and as an organization, it is an essential tool when you are planning an event.

It is the sole responsibility of the event organizer(s) to secure a contractor to supply proper bin(s) for garbage, organics, recyclables, paper and cardboard, as well as collection services for these bin(s).

**Halifax Regional Municipality does not supply bin(s) or waste collection services for special events.**

An event organizer (s) should address the following question when putting together a special event waste management plan:

- Are there food/drink-related catering/booth/vendors at the event?
- Are there other types of booth/vendors at the event?
- Are people allowed to bring food/drink to the event?
- Do I need to hire a waste hauling company for waste collections services for this event?
- Do I need signages for the waste bin(s)?
- Are there public bins on-site?
- Do I anticipate litters during and after the event?

If you answered yes to one of the above questions, you must complete and submit a [Special Event Waste Management Plan](#) to [Solid Waste Resource – Special Event](#).

The Special Event Waste Management Plan helps the organizer(s) and our department ensure you have considered your waste-related needs for your upcoming event. Completed plan can be submitted by email at [wasteless@halifax.ca](mailto:wasteless@halifax.ca) or by mail at Solid Waste Resources - Special Event, Halifax Regional Municipality, PO Box 1749, Halifax, NS B3J 3A5.

Upon submission, a diversion officer may reach out to review these with you if a revision is necessary.

For more information on Solid Waste in HRM, go to [Halifax Recycles Website](#). Halifax Solid Waste Resource staff can be contacted for advice on 'What Goes Where,' assist with signage and suggestions on proper bin placement.

## ***Flyers/ Advertisements – Litter Abatement***

From the Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act S.N.S. 1994-95, c. 10.I.C. 96-79 (February 6, 1996), N.S. Reg. 25/96, as amended up to O.I.C. 2007-102 (February 22, 2007), N.S. Reg. 61/2007

### **Part III- Litter Abatement**

**Flyers/advertisements 24 (1)** No person, including a sponsor, organizer, or promoter of an event or thing, shall attach or cause to have attached a flyer, brochure, advertisement or other literature on a utility pole, structure, fence, or other thing;

- (a) without the prior approval of the owner of the utility pole, structure, fence, or other thing; and
- (b) without the prior approval of the municipality, city or town where the utility pole, structure, fence, or other thing is located.

(2) Subject to subsection (1), no person, including a sponsor, organizer or promoter of an event or thing, who attaches or causes to be attached a flyer, brochure, advertisement or other literature on a utility pole, structure, fence, or thing shall:

- (a) fail to put the posting date on the flyer, brochure, advertisement or literature;
- (b) fail to remove the same within 30 days after the event; or
- (c) fail to dispose of the same as prescribed in these regulations.

(3) No person, including a sponsor, organizer or promoter of an event or thing, shall distribute or cause to have distributed a flyer, brochure, advertisement or other literature by placing the same on a parked vehicle

For more information on HRM Solid Waste and By-Law S-600, please contact Alonzo MacDonald at [macdonalo@halifax.ca](mailto:macdonalo@halifax.ca).

## ***Parades, Marathons, Marches, Road Races, Walks, etc.***

The Special Event Admin Order states that all “temporary street closure” permits will be issued by the Traffic and Right of Way Engineer for all special events held on streets pursuant to the Halifax Regional Municipality Charter. All Section 90(7) of the Motor Vehicle Act provides that “No parade, procession or walkathon shall march, occupy or proceed along any highway within the boundaries of a city or town unless a permit has been granted by the Traffic Authority of the city or town prescribing the route to be followed and the time when the parade, procession or walkathon may take place.”

Every year, HRM Traffic Services receives hundreds of requests for on-street events and is committed to working with Event Organizers in facilitating all events. However, in order to minimize the congestion and delay caused by numerous marches, processions and parades in the Downtown Business Districts, the Traffic Authority may request that marches and processions be restricted to sidewalks and/or limited to less busy streets and off-peak times. Representatives from HRM Police, Traffic Services and Halifax Transit will work in collaboration with the Event Organizer to develop the best possible route and times for the event.



Currently, HRM Traffic Services does not charge for a parade permit, however, any costs associated with a Police escort (required for all on-street events for safety reasons) or the closing of streets for an event are the sole responsibility of the Event Organizers. Events on streets within the HRM Core Service Area must obtain a parade permit from HRM Traffic Services.

If parking restrictions are deemed necessary, HRM Traffic Services will install and remove “No Parking Special Event” signs along the permitted route, with all associated costs charged to the Event Organizer.

For further assistance, or additional information, please contact HRM Traffic & Right of Way Services at:

HRM Traffic & Right of Way Services  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: (902) 490-6133  
Email: [doylep@halifax.ca](mailto:doylep@halifax.ca)

For information on Permits for Provincially controlled streets and roads, please go online to <https://novascotia.ca/sns/paal/trans/paal299.asp> or call the District Office at (902) 424-5328.

### ***Street Closures for Special Events***

It is the responsibility of the Event Organizer once they have received permission from HRM to close a street or right of way to notify affected business and residents (abutters) within the closure. Event Organizers must provide them with the following information:

- Reason(s) for the proposed street closure and a brief explanation of the event
- Dates and times of closure(s)
- Whether or not abutters will be given vehicle passes to get through the barricades.
- Contact name and number of the Event Organizer to address any additional questions or concerns.

### ***Street Closures for Neighbourhood Block Parties***

To apply for a street closure, and to receive a permit, send the request with the following information to the address below (Special Event Admin Order does not apply to Block Parties):

- The name of the proposed street where the closure is to take place. Include the starting point and ending point of the affected area. Closures are to start and stop at intersections wherever possible.
- The date and time of the event and rain date if desired.
- Contact name, address, email, phone, fax for the event.
- Written agreement to the closure from abutting residents and property owners.



### **Additional Information**

- Street Closures must still allow for people to walk through.
- Emergency vehicles must have access to the area.
- All provincial and Municipal By-Laws and statutes still apply.
- The closure of streets with Halifax Transit routes cannot occur without direct consultation with Halifax Transit, and is not encouraged or guaranteed.
- <https://www.halifax.ca/home-property/building-development-permits/streets-services-permits>

HRM requires at least two (2) weeks' notice to process each request. Once the request is approved, an authorization letter will be sent providing additional details.

### **Street Banners**

HRM does allow the placement of over-the-street banners for non-profit events. The following are locations that are acceptable for banner placement:

- Spring Garden Road between Tower Road and Summer Street (200' from Summer Street)
- South Park Street between Sackville Street and Spring Garden Road (at YMCA)
- Bell Road between Robie Street and Summer Street (50' east of the old QEH)
- Bell Road between Ahern and Sackville Street (100' east Ahern Avenue)
- Inglis Street between Tower Road and Robie Street (Mid-block)
- Cunard Street between Robie Street and North Park Street (200' east of Robie Street)
- Cogswell Street between Robie Street and North Park Street (200' east of Robie)

### **Conditions for the Installation of a Banner**

- *HRM does not install banners.* Installation agreements and costs are the sole responsibility of the Event Organizer
- Banners must be for non-profit advertising only.
- HRM owned street lighting poles, standards or other street hardware, and poles owned by NSPI, Bell Aliant and other utilities cannot be used for suspending banners.
- Trees can be utilized for suspending banners but banners are to be fastened with cord or rope; wire &/or spikes are not permitted.
- Banners are to be removed by the date specified; torn or damaged banners must be removed or repaired immediately.
- Banners must be suitably perforated to reduce the sail-effect; canvas is not recommended.
- Banners are to be suspended **no less than 16'** from the bottom edge of the banner to the crown of the road.

To receive an application or for additional information, please contact HRM Traffic Services and Right Of Way Services at:

HRM Traffic & Right of Way Services  
PO Box 1749  
Halifax, NS B3J 3A5

Phone: 3-1-1  
Email: [rowpermits@halifax.ca](mailto:rowpermits@halifax.ca)

## ***Street Lamp Banners***

The hanging and placement of street pole banners are under the management of the formalized Business Districts throughout the HRM. For additional information, please contact each Business District directly at:



- The Downtown Halifax Business Commission at 902-423-6658 or [info@downtownhalifax.ca](mailto:info@downtownhalifax.ca)
- The Spring Garden Area Business Association at 902-423-3751 or [info@springgardenarea.com](mailto:info@springgardenarea.com)
- Quinpool Road Mainstreet District Business Association at 902-209-2210 or [Karla@QuinpoolRoad.ca](mailto:Karla@QuinpoolRoad.ca)
- The Downtown Dartmouth Business Commission at 902-466-2997 or [info@downtowndartmouth.ca](mailto:info@downtowndartmouth.ca)
- The Village on Main at 902-407-3533 or [welcome@villageonmain.ca](mailto:welcome@villageonmain.ca)
- Spryfield Business Commission 902-406-7444 or [bruce@discoverspryfield.ca](mailto:bruce@discoverspryfield.ca)
- Porters Lake Business Association at [porterslakebusinessassociation@gmail.com](mailto:porterslakebusinessassociation@gmail.com)
- The Halifax Dartmouth Bridge Commission manages the hanging of banners on the Macdonald Bridge. For additional information contact Allison MacDonald (902) 463-2481 or [bridges@hdbc.ns.ca](mailto:bridges@hdbc.ns.ca)

Please note that fees will most likely apply for the installation and removal of banners.



## **Halifax Transit/Event Bus & Ferry Service**

Transporting large numbers of people to and from an event may require a bus service. Depending on the size, timing and the location of the event, event organizers may want to consider using Halifax Transit services to transport staff, clients, volunteers and event attendees. If the event location is outside the downtown core, or if parking is limited at or near the event, or if traffic congestion could be an issue, are all reasons to consider having Halifax Transit on board.

The municipality is pleased to offer two programs for discounted fares:

### **Event Transit Fares Program**

We are pleased to offer this great opportunity for event organizers to demonstrate their commitment to environmental sustainability, responsible choices when drinking and supporting local culture and economic development, while helping to alleviate event-related traffic congestion downtown. The *Event Transit Fares Program* is designed for events with greater than 100 attendees. Event organizers can apply to purchase discounted fares for \$1 per every event ticket/attendee, to include free round trip Halifax Transit service on buses and ferries for the event. [Click here for this program agreement.](#)

### **Non-Profit Organization & Registered Charity Transit Fares Program**

*The Non-Profit Organization & Registered Charity Transit Fares Program* permits these organizations to purchase transit tickets at a 50 per cent discount when purchasing more than five sheets of 10 transit tickets. [Click here for this program agreement.](#)

In addition to these two new discounted bulk fare programs, if operationally feasible Halifax Transit may be able to provide free transit service to volunteers in support of a special event that is deemed to have significant social or economic benefits to the municipality.

As we near completion of our transit network redesign, our system of 72 bus routes and 2 ferry routes are moving passengers faster than ever before, especially in the downtown core.

Our frequent service spanning the region can help your clients reach local attractions and major shopping destinations such as:



- Halifax & Dartmouth waterfronts & downtown business areas
- Halifax Stanfield International Airport
- Point Pleasant Park, Citadel Hill and other major parks
- Historic Properties, downtown Halifax
- Maritime Museum of the Atlantic
- Museum of Natural History
- Art Gallery of Nova Scotia
- Bayers Lake & Dartmouth Crossing shopping areas
- Eastern Passage and the Fisherman's Market



- Alderney Landing Farmers Market
- Discovery Centre
- Historic Graveyards
- Halifax Public Gardens
- Shopping Malls
- Pier 21
- Hotels

Please contact the program coordinator or consult Appendix 3 for more detailed information regarding Halifax Transit Fare Programs.

Anthony Grace, Program Coordinator - Event Transit Fares & discounted ticket purchases, Phone: (782) 640-4676, Email: [TransitFares@halifax.ca](mailto:TransitFares@halifax.ca)



In limited cases, where the municipality is an event sponsor, Halifax Transit may collaborate with the event organizer to provide special shuttle services and/or extend bus/ferry service. Halifax Transit has provided this service in the past for large events such as the G7 Summit for World Leaders and a variety of sporting World Championships. During special events, Halifax Transit has transported up to 40,000 people a day on the ferry alone.

Please contact Halifax Transit Bus Operations at:

Natasha Nordin, Supervisor, Bus Operations  
Phone: (902) 490-6222, Email: [nordinn@halifax.ca](mailto:nordinn@halifax.ca)

Robin Kirkbright, Supervisor, Bus Operations  
Phone: (902) 490-8656, Email: [kirkbrr@halifax.ca](mailto:kirkbrr@halifax.ca)

Halifax Transit Administration Office  
PO Box 1749, Halifax, NS B3J 3A5



### ***Vending/ Health Permits at Events***

Almost all events have vending in some form or another. It is the responsibility of the Event Organizer to see that each individual vendor has the proper permits and licenses. If the event is being held on HRM owned property, all vendors must adhere to [By-Law C-500, Respecting Commerce and Vending on Municipal Lands](#). If the event is being held on private property, vending concerns should be negotiated with the landowner, the Event Organizer and maybe even the vendors. Vendors either on or off HRM owned property must also adhere to [By-Law S-600, the Solid Waste Resource Collection and Disposal](#).

It is up to the Event Organizer to determine what, if any vending fees will be charged to each vendor. Just be careful not to set the price too high that vendors cannot expect to receive a reasonable rate on return on their investment in the event.

The Event Organizer should contact a Food Safety Specialist from the Dept. of Agriculture, Food Safety Division and provide them with a list of vendors and the products that are being sold for their approval. The Food Safety Division contact is:

Kristin Macintyre, Food Safety  
NS Dept of Environment  
P.O. Box 488  
Halifax, NS B3J 2R8

Phone:(902)483-3329  
Fax:(902)424-0569  
Email: [kristin.macintyre@novascotia.ca](mailto:kristin.macintyre@novascotia.ca)

### ***Temporary Signs for a Special Event***

A license is required for Sandwich Boards, Mobile Signs and banners erected temporarily on a commercially, industrially, or institutionally zoned or used property and on public property owned by HRM. They can only be used for the purpose of notifying the public of the special event or festival. The sign shall not be placed for a period longer than 30 consecutive days within a 60 day period. No license fee is required for this type of temporary sign



license. Applications can also be picked up at anyone of the HRM [Customer Service Centres](#), Monday to Friday 8:30 am to 4:30 pm.

For more information go online to [http://www.halifax.ca/customer\\_service/index.html](http://www.halifax.ca/customer_service/index.html).

## ***Diversity & Inclusion***

Halifax Regional Municipality recognizes that special events should be reasonably inclusive for all residents volunteering, attending or participating in any other form. Event organizers are encouraged to take positive actions towards this recognition.

### **Prohibition against Discrimination**

Special events are required by the Nova Scotia Human Rights Act to be free from harassment and discrimination.

### **Individuals with Disabilities**

When at all possible all special events should strive to be barrier free. Such inclusion should include a duty to accommodate for persons with disability. The following are the requirements and recommendations of the Halifax Regional Municipality Special Events Task Force to ensure that events are as accessible as possible.

The Accessible Events Checklist, found in Appendix 2, contains a list of accessibility considerations for special events. It is divided into two categories: Requirements, which are non-negotiable, and Recommendations, which are optional steps that the organizers can consider based on available resources. The requirements and recommendations are placed in the following categories:

- Planning
- Choosing Accessible Venues
- On-Site Operations and Assistance
- Displays and Exhibits
- Food and Beverage
- Staff and Volunteer Training
- Event Materials, Presentations and Attendees
- Service Animals/Support Animals
- Promotion and Invitations

Additionally, the guide provides resources for booking Communication Access Real-Time Translation (CART) and American Sign Language (ASL) for events.

To learn more about accessibility services, please contact the Accessibility Advisor: [myersme@halifax.ca](mailto:myersme@halifax.ca)  
902-292-4574.

## **Indigenous Community Recognition**

When possible, all special events in Halifax should include at a minimum a land acknowledgment for the Mi'kmaw Territory<sup>1</sup> that Halifax is located in. A land acknowledgement is considered a respectful statement that acknowledges the colonial context of the Indigenous territory where a gathering is taking place. It recognizes the relationships between land and people, and in particular the Mi'kmaw Nation's historical and continued presence on the lands we call Kijipuktuk also known as Halifax.

Land acknowledgements are formal statements usually performed at the beginning of a gathering by the host of the gathering, to insert awareness of history of land into daily life. Over the past decade, land acknowledgements have become more mainstream as awareness of reconciliation and Indigenous issues has grown.

## **Sample Land Acknowledgement Statement**

"I/we would like to begin by acknowledging that we are in Mi'kma'ki (MEEG-MA-GEE), the traditional (or ancestral) territory of the Mi'kmaq people."

## **Procedure for Land Acknowledgment**

The land acknowledgment should be the first item on an events schedule. If possible, a land acknowledgment should be done by an Indigenous Elder or knowledge holder from this territory. It is important to note that if an indigenous person is not available, it is acceptable for a non-Indigenous person to do the land acknowledgment.

## **Mi'kmaq Language & Translations**

When hosting an event, it is respectful to include language of the first people of this territory, the Mi'kmaw Nation. Here are some sample words that can be included in a welcome & land acknowledgement.

<b>Kwe'</b> (G-Way)	Hello
<b>Weli eksitpu'k</b> (Well lee exit-sit-boog).	Good Morning
<b>P'jilasi</b> (Jill Law See )	Welcome
<b>Kjipuktuk</b> (Ja buuck duk)	Halifax (Great Harbour)
<b>Mi'kma'ki</b> (Meeg-ma-gee).	Mi'kmaq Territory
<b>Wela'lin</b> (Well Law Lynn)	Thank you
Welcome (P'jilasi) to Halifax (Kjipuktuk) in the Mi'kmaq Territory (Mi'kma'ki)	

If you would like to learn more about land acknowledgement, Mi'kmaq language or working with Indigenous Elders/knowledge holders, please contact the Urban Indigenous Community Engagement Advisor: [copagec@halifax.ca](mailto:copagec@halifax.ca), (902) 229-4601

## **Multilingual Services:**

When languages constitute a barrier for the public to participate in a special event, it is recommended that the event organizer(s) consider offering translation and/or interpretation services in languages other than English.

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<sup>1</sup> We refer to the area as Mi'kma'ki, which covers off Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland & parts of Quebec and Maine. In Mi'kma'ki Territory we have 8 Districts (Epekwitk aqq Piktuk, Eskikew'kik, Kespek, Kepukwitk, Sikniht, Sipekne'katik, Unama'kik.). Halifax is located in the Mi'kmaq District of Sipekne'katik. Three first nations have reserve lands in the Halifax region: Millbrook First Nation, Sipekne'katik First Nation and Acadia First Nation.

The following factors are recommended to be considered when determining priorities for multilingual services:

- The local population as identified by home language in the most recent census data<sup>2</sup>.
- Language needs of the targeted communities.
- Language needs of the targeted geographic area or neighbourhood.
- Nature of the content (priority given to content related to people's health, safety and security).
- English and French are the two official languages of Canada and English-French bilingualism is a defining characteristic of the Canadian identity. (Learn more in [Guide to Successful Bilingual Event](#).)
- Recognition of the Mi'kmaq language (the most common indigenous language in Halifax) demonstrates efforts to truth and reconciliation.

To inquire about resources available to support French services for special events, please contact the French Services Advisor: [yangz@halifax.ca](mailto:yangz@halifax.ca), 902-233-6930

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<sup>2</sup> According to the [2016 Census](#), non-English languages with more than 1000 native speakers (who identify the language as their mother tongue) in Halifax are as follows: French (10140), Arabic (6430), Chinese (5480), Tagalog (1420), Spanish (1375), German (1205), Russian (1150), Farsi (1145). Non-English languages with more than 1000 speakers who identify the language as the most spoken language at home in Halifax are as follows: Arabic (3845), French (3665), Mandarin (2935).



## PART THREE

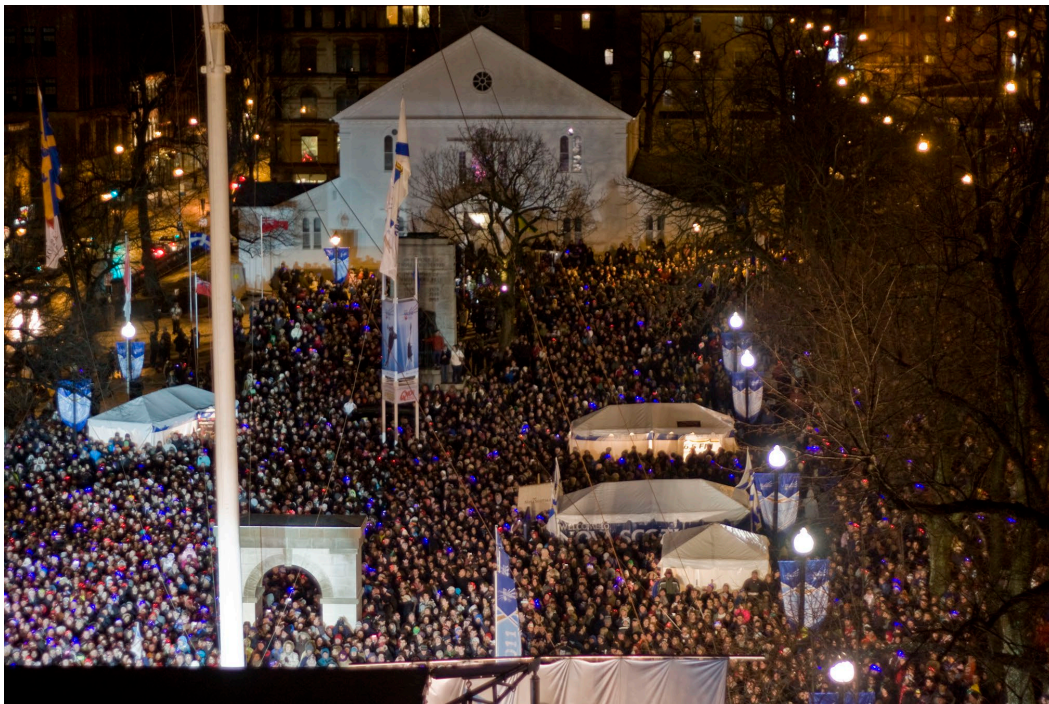
### ***Event Grant Programs***

HRM financially supports events that build community, foster good community relations, develop local economy and tourism industry, and enrich the quality of life of all residents and visitors.

Further information regarding these grant programs or the application process, please go online to [www.halifax.ca/events/grants](http://www.halifax.ca/events/grants) or contact the Events Office at:

Shari Dillman  
Events | Parks & Recreation

Phone: (902) 497-3729  
Email: [dillmas@halifax.ca](mailto:dillmas@halifax.ca)



## PART FOUR

### ***Fees and Costs – At A GLANCE***

<b>DIVISION/DEPARTMENT</b>	<b>FEE</b>
<b>Parks &amp; Open Spaces</b>	
Application Fee	Yes
Usage/rental/tent Fees	Yes/ per day
<b>Traffic and Right of Way Services</b>	
Parade Permit	No
No Parking Signs (if required)	Yes
Street Closure Signage	Yes
Removal or bagging of parking meters	Yes
Over-Street Banner Permit	No
<b>Police Services</b>	
On Site Policing	Yes
<b>Fire Services</b>	
Tent Inspection Application Fee	Yes
Fire Watch – Fireworks	Yes
<b>Municipal Operations - Infrastructure</b>	
Stage	Yes
French Barricades	Yes
Picnic Tables	Yes
<b>Electrical</b>	
Hook up, disconnect & service	Yes
Electrical Permit Application (NSPI)	Yes
<b>Halifax Transit</b>	
Special Shuttle Service	Yes
Extended Ferry Service	Yes
Re-routing of Normal routes	Yes
<b>Water</b>	
Hook up & service	Yes
<b>Temporary Sign</b>	
Permit/License	No
<b>NS Dept. of Agriculture: Food Safety</b>	
Food Establishment Permit	Yes
Temporary Event Permit	Yes
<b>NS Alcohol and Gaming Division</b>	
Place of Amusement License	Yes
Special Occasion Liquor License	Yes
<b>Emergency Health Services</b>	
On Site Support	Yes
<b>Royal Canadian Mounted Police</b>	
On site Policing	No

## PART FIVE – AFFILIATE SPONSORS

### ***Nova Scotia Department of Environment: Health & Food Safety Division***

Anyone in Nova Scotia who wants to operate a foodservice facility such as: restaurant, food take-out, mobile canteen, temporary food establishment, or a grocery store or push carts or any facility from which foods are sold, whether on a permanent basis or only occasionally must apply for a food establishment permit. [Applications](#) from event organizers must be submitted at least 60 days before the event and [applications](#) from food vendors must be submitted 14 days before the event.

A temporary permit is required for the sale of foods at Temporary events, fairs and festivals (as defined in the Nova Scotia Food Safety Regulations). It is required for a booth or other structure operated for fourteen consecutive days or less per year and also includes food booths set up by community organizations to raise funds. Note: Not for profit (recognized charity) does not require a fee. Click here for [temporary event guidelines](#).

For additional information regarding these and more permits or policies, please visit the Department's Web site at <http://novascotia.ca/nse/food-protection/>

For further assistance, contact the Food Safety Division at

Kristin Macintyre, Food Safety  
NS Dept of Environment  
P.O. Box 488  
Halifax, NS B3J 2R8

Phone: 902-424-7773  
Fax: 902-424-0569  
Email: [kristin.macintyre@novascotia.ca](mailto:kristin.macintyre@novascotia.ca)

### ***Nova Scotia Alcohol, Gaming, Fuel and Tobacco***

In addition to the information found under the "Beer Garden" section of this manual, there are additional policies, regulations and application forms that all Event Organizers must be aware of or adhere to. Most of this information can be found online at: <http://gov.ns.ca/lwd/agd/>

For further assistance, contact the Alcohol and Gaming Office at:

Greg MacDonnell  
NS Alcohol, Gaming, Fuel and Tobacco  
Service Nova Scotia Municipal Relations  
780 Windmill Road, 2<sup>nd</sup> Floor  
PO Box 545  
Dartmouth, Nova Scotia B2Y 3Y8

Phone: (902) 424-6636  
[greg.macdonnell@novascotia.ca](mailto:greg.macdonnell@novascotia.ca)  
Fax: (902) 424-6313  
Toll Free: 1-877-565-0556



## ***Emergency Health Services***

As events grow larger and larger, just having Volunteer First Aiders or even dedicated Medical First Responders on site may no longer be sufficient to handle the number or type of emergencies that may arise. Like the Police, EHS takes many factors into consideration when they are evaluating an event. These include, but are not limited to:

- Size of anticipated audience
- Nature & type of event
- Nature & type of audience
- Location & size of the venue
- Duration of the event; hours or days
- Seasonal/weather factors
- Availability of experienced first aiders

After a review of each SETF application, Emergency Health Services may feel that a stronger presence than Medical First Responders is required and they will discuss this with the Event Organizer. This extra presence may include dedicated ambulance and paramedic coverage, to a comprehensive medical system including physicians and nurses. The presence of EHS at any event is negotiated on a case by case basis and paying the cost arising from having EHS on site is the sole responsibility of the Event Organizer. For further assistance or for additional information contact Emergency Health Services at:

Emergency Health Services  
239 Brownlow, Suite 300  
Dartmouth, NS B3B 2B2

Phone: (902) 832-8320  
Email: [specialevents@ecmi.ca](mailto:specialevents@ecmi.ca)

## ***Royal Canadian Mounted Police (RCMP)***

Some areas of the Halifax Regional Municipality are patrolled by the RCMP instead of the Halifax Regional Police; this all depends on the jurisdiction of where the event will be taking place. The RCMP will provide all of the same police services that the Regional Police would. The cost for the services of the RCMP is negotiated directly with the specific detachment on a case by case basis. It is the responsibility of the Event Organizer to contact the correct detachment. There are several RCMP detachments within the HRM.

Sgt. Deepak Prasad  
RCMP Cole Harbour Attachment

Phone: (902) 456-5607  
Email: [deepak.prasad@rcmp-grc.gc.ca](mailto:deepak.prasad@rcmp-grc.gc.ca)

## **SOCAN/ RESOUND**

If the event includes live or recorded music of any kind, there is a requirement to pay a license fee to SOCAN and RESOUND. Both licenses are now managed by Entandem which handles licensing for Canadian businesses that use recorded and/or live music.

Visit the Entandem website at <https://www.entandemlicensing.com/> to determine the applicable license and fee for the event that is being planned.

## ***Parks Canada: Halifax Citadel National Historic Site of Canada***

For information on holding events either inside the Fort on the Parade Square or outside the Hill on the Garrison Grounds, please contact:

Kyle McKinnon, Parks Canada

Phone: (902) 210-2637

Halifax Defence Complex

Email: [kyle.mckinnon@canada.ca](mailto:kyle.mckinnon@canada.ca)

Parks Canada / Government of Canada

(Citadel Hill, Garrison Grounds & George's Island)

## ***Develop Nova Scotia (formerly WDCL)***

For events along the Halifax Waterfront, with the exception of Nathan Green Square, Chebucto Landing and Sackville Landing, please contact the Develop Nova Scotia at [info@developns.ca](mailto:info@developns.ca), (902) 422-6591, or [www.developns.ca](http://www.developns.ca).

# APPENDIX 1 – Electrical Bulletin

## Labour and Workforce Development

PO Box 697  
Halifax, Nova Scotia  
B3J 2T8

# ELECTRICAL BULLETIN 2009-03

**From:** David MacLeod, C.E.I., P.Eng.  
Provincial Chief Electrical Inspector  
**Date:** December 14, 2009  
**Subject:** Electrical requirements for outdoor concerts, special events and events of a similar or temporary nature

This bulletin is intended to clarify when electrical permits and inspections are required for outdoor concerts, special events and events of a similar or temporary nature and to provide the general requirements to ensure a safe electrical installation.

All installations are to comply with the applicable sections of the Canadian Electrical Code Part 1 (CEC) and as indicated in this bulletin. The following is not all inclusive in direction and where any subject is unclear it is the responsibility of the person performing the electrical installation to clarify with the electrical inspection department what is required.

## Permits and Inspections

Unless the electrical installation is exempt, as indicated below, all electrical installations for concerts, stage shows, special events and events of a similar or temporary nature **require a wiring permit** prior to any electrical work being performed.

A wiring permit shall only be issued to a person holding a Nova Scotia certificate of qualification as a construction electrician.

Permits and inspections are to be obtained from the local electrical inspection department.

Some of the events, activities or items, but not limited to, that are intended to be covered under this bulletin are outdoor concerts, stage events, tent events, exhibits, bazaars, food and beverage concessions, food trucks, office trailers involved in the event, or any other similar outdoor activity of a temporary nature that requires electrical power in order to operate.

Where more than one event or activity is occurring on the site a single permit may be issued to cover all the electrical installations on the site otherwise individual permits shall be obtained for each specific electrical installation or activity.

**Any event or activity that does not obtain a wiring permit, where a permit is required, may have its power disconnected or the equipment ordered disconnected by an electrical inspector.**

The following electrical work is exempt from requiring a wiring permit:

- a) the connection of six (6) pieces of certified cord connected electrical equipment or less for an entire site, to receptacles rated not more than 240 V, 30 A. The receptacles can be either part of or supplied from one portable generator that has a rating not more than 10 KW or those supplied by utility power (**see note 7**); **or**
- b) where all of the wiring for the event is contained within the stage area and the power is obtained from existing power supplies (ie: receptacles or camlock connectors) located within the stage area.

For clarity the following is **not exempt** from requiring a wiring permit:

- a) where any combination of utility power and generator power is used or where more than one portable generator is used even where six (6) or less pieces of certified cord connected equipment is used; **or**
- b) any portion of the electrical wiring that extends beyond the stage area; **or**
- c) where the general public general will be using any of the electrical equipment on the stage on a regular basis. ( ie open talent event where those involved do not have any input or general knowledge of the setting up of the electrical equipment being used ). The general public is defined as any individual who is **not** part of the event set up or the organizing event staff, a guest or person invited briefly onto to the stage or performers that provide and set up their own equipment.

## **General Electrical Requirements**

Where an electrical inspector considers any electrical installation to be unsafe, the inspector may require corrective action be taken to ensure compliance to the CEC.

Metal structures (staging, towers, bleachers, metal barriers and possibly fencing etc.) that may become energized shall be bonded to ground and inspected.

When new, additional wiring or modifications are made to an existing electrical system after an inspection has already been performed, the installer is required to apply for a re-inspection by the electrical inspection department.

Any wiring or electrical equipment outside of the stage area will be inspected inclusive of generator installations, distribution equipment and associated cables and the bonding of remote installations.

Any time a portable generator is used to supply power it should be of the neutral grounded type or arrangements made to ensure it is properly grounded per the manufacturer's recommendations.

Where more than one power supply is used on the site, they may be required to all be bonded together.

All electrical equipment must be properly certified for its use and application and be in good operating condition.

Where cables are run on the ground, they shall be protected from pedestrian and vehicular traffic and any other possible damage by use of mechanical protection, barrier or location.

Access to electrical equipment such as, but not limited to, generators, transformers, lighting, disconnects and panels shall be restricted to the public either by barrier or location and such equipment shall be protected from the weather unless approved for outdoor use.

Where practicable, 15 A or 20 A, 120 V cord connected equipment that is readily accessible to the general public shall be protected by a **GFCI** of the class A type under the following conditions:

- a) where electrical equipment or the associated power supply cords are located in a possible wet area ,environment or in direct contact with the earth; **or**
- b) where anyone operating the electrical equipment can be exposed to a wet area or environment while in contact with the equipment; **or**
- c) the person while operating the electrical equipment can come in contact with a grounded structure or metal item which is in direct contact with the earth.

The above requirements for GFCI protection do not apply for stage equipment unless the stage is being used by the general public and applies even when the electrical equipment is installed in a tent or a similar type structure where the cords or equipment are in direct contact with the earth or the receptacles that supply power are located outside of the sheltered area.

Equipment and cords located outside of any sheltered area are considered to be in a wet environment.

Acceptable GFCI protection could be of any of the following, GFCI receptacles, GFCI breakers or in line GFCI cord sets or any combination of these.

A wet area or environment is typically where significant water or moisture can occur, pool, flow or accumulate and it cannot be controlled by staff and is not typically accidental in nature.

Lighting for areas where the general public can gather shall be protected from damage by use of a suitable shade on the lights or by location.

Larger events may require more than one inspection and require more interaction with the electrical inspection department.

Electrical equipment that has been modified from its original condition may not be accepted.

It should be noted that the inspection required by any Fire Inspector for a tent event does not preclude the requirement for a separate wiring permit to be obtained, unless exempt, and an electrical inspection to be performed by the electrical inspection department.

**Notes:**

- 1) NS construction electricians applying for permits within NSPI's jurisdiction should be previously registered with NSPI to obtain permits, this will facilitate a more efficient process for obtaining inspections of the event.
- 2) Those applying for a permit should make it very clear to the inspection department the work for which the permit is to cover and if there are requirements to inspect after normal hours, weekends or holidays. Permit cost are determined by the inspection departments.
- 3) Event organizers should coordinate to ensure that a single or individual permit has been obtained for all electrical work associated with each event where multiple activities are occurring at the site.
- 4) It is the responsibility of the person performing any electrical work to ensure a permit has been obtained, unless exempt, prior to starting.
- 5) Electrical safety to the general public is a priority responsibility of the event organizer and all those involved in the installation of any electrical system. All electrical wiring and electrical equipment shall be kept inaccessible to the general public by barriers or location.
- 6) All of the above requirements apply even where portable generators are used.
- 7) The total of 6 pieces of certified cord connected electrical equipment does not include any connections of equipment that may occur **on** a stage unless the stage is being used by the general public.

In many instances the production services provider or the host of the event take responsibility for the installation for all or most of the electrical systems for the stage show.

The electrical systems on stage may include portable stage and studio lighting, sound, audio and visual effects equipment, power distribution equipment and all the associated cabling.

The installation of such systems shall be installed in a manner so as to ensure safety and minimize the risk of fire or electric shock.

Any questions regarding this bulletin contact:

Provincial Chief Electrical Inspector at Ph. No. 424-8018



## APPENDIX 2 – Accessible Events Checklist

### Individuals with Disabilities

When at all possible, all HRM Special Events should strive to be barrier free. Such inclusion should include a duty to accommodate for persons with disability. The following are the requirements and recommendations of the Halifax Regional Municipality Special Events Task Force to ensure that events are as accessible as possible.

This checklist is derived from the [City of Vancouver's Accessible Events Checklist](#).

### Planning

- Provide any contractors with a copy of these accessibility guidelines and clearly communicate that, although it is not a legal term of the contract, you expect that contractors will adhere to the guidelines wherever possible.
- Consider accessibility requirements for a variety of needs, including sensory, communications, chemical sensitivity, and mobility needs.
- Consider accommodation of a variety of needs, including assistance dogs, walkers, wheelchairs, scooters, and strollers.
- Plan your event as far ahead as possible (especially large events), preferably four weeks or more, to:
  - Allow enough time for attendees to arrange Access-A-Bus transportation and accompanying assistants. Access-A-Bus users require at least a week's advance notice to book a trip. It can take from at least one week for individuals to arrange for assistants.
  - Arrange any on-site services needed, such as American Sign Language (ASL) interpretation. It takes at least two weeks to arrange for on-site assistance such as ASL.
  - Arrange for Braille transcription and large-text reading materials (at least 14-pt font) at least 4 weeks before your event.
- Check that emergency evacuation procedures are in place for all individuals, including people with disabilities and seniors (when possible, try to have visual alarms and a tactile version of the evacuation plan available).
- Book American Sign Language (ASL) interpreters, especially for events with more than 100 people. ASL interpreters are important for individuals who are deaf or hard of hearing, whose first language is ASL.
- Book real-time captioning services (CART), especially for events with more than 100 people, and ensure your site has technology to support this. CART is important for individuals who are deaf or hard of hearing who do not use sign language.
- Reserve space on the stage and a microphone for ASL interpreters.

- If the event location has multiple entrances, an indication of which entrances are accessible to be included in the media materials so that Access-a-Bus has a drop off and pick up point.

## **Choosing Accessible Venues**

- Schedule an on-site visit before you reserve the venue.
- Consider the timing of your event, avoiding early morning and late evening, if possible. Many seniors/elders and people with disabilities need assistance, which is often difficult to arrange early and late in the day.
- Consider the impact of ambient noise for people hard-of-hearing.

### Entrances, exits, pathways, hallways, corridors, and surfaces

- Clearly marked.
- Turning space with a six-foot diameter.
- Accessible pathways, hallways and corridors are a minimum of 39 inches wide.
- Free of any impediments or tripping hazards.
- Preferably no lip or a maximum lip of one-half inch beveled.
- Smooth, level surface with no stairs.
- Avoid slopes where possible (no more than 5% slope for accessible slopes).
- Well-marked paths at entrances with information about accessibility throughout the trail or path (for example, identify any interruptions of the accessible surface, such as steps, steep slopes, and so on).
- Flooring is level and smooth, and made of any of the following: Concrete, asphalt, compacted crushed granite or limestone, linoleum, or tight-weave carpets without underlay. Keep in mind that grass, wood chips, bark mulch, and drain rock are not accessible surfaces.
- Pathways to displays, stages, speaker's podium should be minimum 39 inches wide, and include turning circle space with a diameter of 6 feet.
- Consider tripping hazards, obstacles, stairs, curbs, and bumps that would prevent people using wheelchairs, walkers, or canes from navigating the pathway

### Doors

- Ensure automatic door openers are activated (otherwise, wedge the door open if allowed by fire regulations).

### Elevators

- Minimum 36-inch opening.
- Large enough to accommodate a person with motorized wheelchair or scooter, and an attendant or assistance dog.
-

### Lighting

- Avoid dark and muted venues.
- Ensure adequate lighting in parking locations, venue, and so on.
- Avoid use of strobe lighting (it can trigger a seizure for people with epilepsy) or provide advanced notice if an area will have strobe lighting.

### Washrooms

- Scent-free soap and flowers.
- Signage asking attendees to not use scented products.
- Washrooms and change rooms are universally designed.
- At least one washroom large enough to accommodate a person with a motorized wheelchair and their attendant, and that has an adult changing table.
- For outdoor events, provide wheelchair-accessible portable toilets and ensure that people using motorized or manual wheelchairs can get to them on accessible surfaces.

### Stages

- Stage entrance must be level, gently sloping, ramped, or have a lift.
- Accessible ramp slopes no more than 5%.
- Provide a stand-alone microphone (wireless or with an adjustable stand) for people who need to sit or use mobility devices.
- Podiums are at least one metre away from the stage edge, to prevent accidents and falls for speakers who are blind or partially sighted, who may not be able to see the end of the stage.
- Lecterns and podiums can adjust to different heights for people who need to sit or use mobility devices, or use two lecterns/podiums with different heights.

### Parking, pick-up and drop-off

- Designated accessible parking, if controlled by the event organizer.
- Minimum 2% of total parking available should be accessible and at least 4 spaces more than anticipated.
- Spaces should be at least 8.5 feet wide with adjacent side and rear access of at least 6.6 feet wide.
- Two accessible parking spaces may share a common access aisle

### Signage

- Clearly and visibly signed accessible entrances, parking, washrooms, public phones, transit points, and other conveniences.
- Install standard universal signage (paper signage if necessary) in single-user washrooms, change booths, and other spaces.
- Avoid using gender symbols of bodies and focus on function symbols.
- Use high contrast colours – light text on dark background or dark text on light background.

- Use a text size of at least 14 point and sans serif font, such as Arial.
- Provide signage in three formats if possible – tactile graphics, tactile lettering, and Braille.
- Place signage at eye level for people seated in mobility devices.
- Ensure signage does not block sidewalks or create a trip hazard.

### **On-Site Operations and Assistance**

- When booking ASL interpreters and real-time captioning, provide them with prior information on program content and length, copies of speaker notes, and PowerPoint presentations, titles, and any technical language or unique features.
- Arrange escorts to the stage for attendees who are blind or partially sighted. Escorts should communicate where the edge of the stage is and stay with the attendees to escort them to and from the stage.

### **Seating**

- Accessible viewing areas provided to view the event or performance.
- Seating for the attendant accompanying those that require the accessible viewing area.
- Avoid designating a single area “for wheelchair use” – this segregates and stigmatizes individuals using wheelchairs, prevents them from having the same choices as other attendees, and prevents them from being seated with friends and colleagues.
- Provide sufficient places with no seats for people in wheelchairs or scooters to use. If possible, scatter these throughout the venue.
- Where seats are movable, provide areas by the aisles with no chairs so people with mobility aids can maneuver into these spaces.
- Ensure aisles between seating rows are wide enough for people using mobility aids – a minimum 36 inches of clear space.
- Provide seats near the front of the room for people with visual or hearing needs with clear access to ASL interpreters and speakers.
- Ensure there are chairs directly in front of the real-time captioning screen for people who are deaf or hard of hearing.

### **Tables**

- Provide sufficient space between tables for people using mobility devices and service animals and support animals to go between.
- Ensure the space between occupied chairs from adjacent tables is at minimum 36 inches.
- Have one chair missing from each table for people using mobility aids.

### **Counters and Reception Desks**

- Ensure desks are 29 to 34 inches from the floor, to ensure people using mobility aids can access the desks.

## **Displays and Exhibits**

- Consider the display height so they're accessible to people using wheelchairs or scooters.

## **Food and Beverage**

- Accommodate food sensitivities and dietary requests.
- Label accommodated meals.
- Clearly label meals which contain common allergens (nuts, dairy, etc.).
- Communicate dietary accommodations to caterers, and ensure they follow through.
- If food is served buffet-style, ensure that food ingredients are well labelled or that staff and volunteers know the ingredients.

## **Staff and Volunteer Training**

- Provide orientation to all staff and volunteers, including ushers on accessibility features of the event venue.

## **Event Materials, Presentations and Attendees**

- Encourage Free Admission to an attendant who accompanies a person with a disability to look after their attendant needs during the event or performance.
- Use high contrast colours – light text on dark background or dark text on light background.
- Use a text size of at least 14 point and sans serif font, such as Arial.
- Offer materials and agendas in advance, in digital, large print or Braille formats if requested.
- Consider using captions and audio descriptions for videos.
- Ask speakers and presenters to verbally describe any visual content in their presentations.
- Ask speakers and attendees to identify themselves by name each time they speak for the benefit of visually-impaired individuals.

## **Service Animals/Support Animals**

- Access to all event areas by service animals.
- Designate an outdoor toilet space.
- Provide a waste bin.

## **Promotion and Invitations**

- The inclusion of the international symbol of accessibility on print media and electronic media for the event to show that inclusion is being respected and offered.
- Contact information (phone, email, and TTY when possible) on all materials where further information may be obtained or assistance may be requested.
- When providing accessibility features at your event (ASL, real-time captioning, dietary accommodations, etc.), include this information in event promotions.

- Include a map on how to get to the event with pick-up/drop-off locations.
- Communicate your event broadly using multiple methods, such as email, radio, website, social media, direct mail, posters at public buildings, and circulation to specific groups such as seniors and disability groups.
- Website conforms to WCAG 2.1 accessibility standards.
- Use a text size of at least 14 point and sans serif font, such as Arial.
- Notify attendees at least four weeks in advance so they can arrange for transportation and attendants.
- Ask attendees to not wear scented products.
- Avoid embedding essential information in graphic formats because they can't be read out to people using assistive technology such as screen readers. Consider providing this information in a Word document format instead.
- Use captions and audio descriptions for videos.

### **Resources for ASL and CART**

ASL Interpreters are not booked through procurement, as there is no standing offer. You can contact the **Society for Deaf or Hard of Hearing Nova Scotia** ([sdhhs@ns.sympatico.ca](mailto:sdhhs@ns.sympatico.ca)) and provide payment by cheque once an invoice is emailed after the fact.

In order to book CART services, you will need to reach out to your procurement representative - **please follow your specific procurement process as outlined on the intranet.**

### **Recommendations**

The following, when at all possible, are recommended by the Halifax Regional Municipality Special Events Task Force:

#### **Planning**

- Involve individuals such as persons with disabilities and trans\* and gender-variant individuals in the early stages of your event planning.

#### **Choosing Accessible Venues**

- Invite individuals with various needs, such as mobility and sensory needs, in your on-site visit.
- Limit external noise.

#### Ventilation

- Ensure ventilation of fresh outside air so people with chemical sensitivities are more comfortable.
- Be aware of any ongoing construction or remodeling that could impact the circulation of air-borne allergens such as dust, paint fumes.

#### Parking, pick-up and drop-off

- Clearly marked location for Access-A-Bus and taxi.

- Ensure there is clear access to the Access-A-Bus pick-up location after the event ends, until all attendees waiting for Access-A-Bus have been picked up.

### Signage

- Translate existing signage with multiple languages to increase understanding and avoiding confusion among users.

### **On-Site Operations and Assistance**

- Consider language translation.
- Consider assistive hearing devices, Vocal Eye described audio, and accessible outdoor surface, such as Mobi-Mats (portable mats that make the ground more accessible and smooth).
- If a support person will be accompanying an individual, offer the support person free admission.

### **Food and Beverage**

- Consider serving accommodated meals first in case a correction is needed, however, be mindful that all attendees want to enjoy their meals at the same time.
- Offer non-plastic containers and bendable straws.
- Provide water and provide help pouring.
- Avoid sharp objects such as toothpicks.

### **Staff and Volunteer Training**

- Designate a person trained on accessibility issues as a resource to staff, volunteers, and attendees for any questions, issues, or emergencies both before and during the event.
- Provide training on assisting seniors/elders and people with disabilities about seating, mobility, food, drink, getting items, and escorting to the stage.
- Ensure emergency evacuation procedures are known and assign specific individuals to assist people with disabilities and seniors.

### **Event Materials, Presentations and Attendees**

- Use non-toxic materials, such as unscented markers and non-plastic name badges.

### **Service Animals/Support Animals**

- Provide water bowls.