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**Halifax Regional Council**  
**July 4, 2006**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

A handwritten signature in cursive script, reading "Carol Macomber", written over a horizontal line.

Carol Macomber, Acting Director  
Community, Culture and Economic Development

**DATE:** June 23, 2006

**SUBJECT:** HRM Float Procedure

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## INFORMATION REPORT

### ORIGIN

Staff

### BACKGROUND

The HRM Civic Events and Festivals Division has been responsible for building, upgrading, and maintaining the HRM float since 1996. In addition, Civic Events and Festivals is responsible for scheduling and coordinating the appearances of the HRM float at municipal parades throughout the year.

**DISCUSSION**

In recent years, as an increasing number of parades have been staged in various communities throughout HRM, there has been an increased occurrence of scheduling conflicts for the HRM float. As a result, staff have been unable to accommodate a number of requests for participation of the float in community parades. This is especially true in cases when a number of parades occur on the same date. In these cases, staff have had no procedure to determine which parade(s) the float will attend. Therefore, staff has developed and intend to implement the attached procedure starting with the 2007 parade season.

**BUDGET IMPLICATIONS**

There are no budget implications as a result of the material discussed herein.

**FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**ALTERNATIVES**

Halifax Regional Council could suggest a different method for dealing with parade conflicts.

**ATTACHMENTS**

1) HRM Float - Procedure for Participating in Parades within HRM

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Mike Gillett, HRM Civic Events & Festivals Co-ordinator, 490-4740



Financial Review : Barb Palmet, Financial Consultant, 490-7221



## **HRM Float Procedure for Participating in Parades within HRM**

**June 27, 2006**

1. Civic Events and Festivals staff will be responsible for maintaining a schedule of known parades that take place within the Halifax Regional Municipality (HRM).
2. All parade organizers interested in having the HRM float participate in their parade should contact the HRM Civic Events office by May 31. Staff will undertake a yearly review of known parade details to confirm dates, times and location.
3. Information required for each parade will include:
  - A. Name of the Parade
  - B. Marshalling Time
  - C. Parade start time
  - D. Directions to marshalling area
  - E. Parade route
  - F. Parade Organizer's name and contact information
  - G. Name of Councillor representing the area
  - H. Crowd estimate
  - I. Any additional pertinent information
4. A parade being listed on the schedule does not confirm the HRM float's participation in that parade.
5. The first priority for the HRM float will be to participate in the Regional parades on the schedule. Presently these Regional parades include: the Natal Day parade, the Holiday Parade of Lights parade, the Spryfield Christmas parade, the Sackville Patriot Days parade, and the Pride parade. Staff will add or delete parades from the Regional parade list based on attendance. A Regional parade is defined as having a large attendance (10,000 or more people) as compared to the other parades on the schedule. This large attendance indicates that there is a regional interest in the parade from citizens. That is, these parades are attended by HRM citizens from all areas of the municipality not just the community in which the parade is being held.

6. If on any date during a given year there is more than one parade scheduled, every effort will be made to participate in all of the parades on that day. If the parade start/finish times and/or distance between the parades results in a scheduling conflict that doesn't allow the HRM float to participate in all the parades on that date, the conflict will be resolved by the following method:

**Regional Parade Scheduling Conflict**

The HRM float will participate in the regional parade and not the other parade(s) that have conflicting timing on that date. If there are more than one regional parade on a given date, and those regional parades have a scheduling conflict, the alternating schedule outlined below will be implemented. That is, the HRM float will alternate between the parades from year to year.

**Parade Schedule Conflicts without a Regional Parade Involved**

If there is no regional parade involved in the scheduling conflict, scheduling of the HRM float will be based on an alternating basis. The float will participate in the parade that it **did not** attend the previous year. The following is an example of the float being requested to attend three parades in HRM on the same date with conflicting start/finish times resulting in the situation where the float can only attend one parade on that date.

eg.     2006 HRM float attends the parade in Community A  
          2007 HRM float attends the parade in Community B  
          2008 HRM float attends the parade in Community C  
          2009 HRM float attends the parade in Community A  
          (alternating schedule repeats)

7. The schedule will be forwarded to the following:
  - A. Mayor's Office
  - B. Council's Office
  - C. Parks Operations Staff
  - D. Civic Events and Festivals Staff
8. If there is a parade that is not on the HRM float schedule the Civic Events Division should be notified by May 31 each year and the parade can be added to the master list.
9. One week prior to any parade, civic events staff will re-confirm all details regarding the upcoming parade(s) with the specific parade organizer(s).
10. Civic events staff will then confirm all details with the necessary staff members from each department involved to ensure that the float arrives at each parade.

11. Drivers will then be scheduled from either the West Region or East Region depending on the location of the parade. These drivers will be responsible for the safe operation of the float and to ensure that the number of people on the float does not exceed its limit.