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Halifax Regional Council
June 27, 2006

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Carol Macomber
Carol Macomber, Acting Director
Community, Culture & Economic Development

DATE: June 12, 2006

SUBJECT: Grand Parade & Scheduling Use
Information Report

ORIGIN

- Regional Council Meeting, June 28/05 Petition - Councillor Sloane - Item 10.1.4
- Regional Council Meeting, January 18/05 - Parking Grand Parade - Item 9.2.2
- Regional Council Meeting, Dec 14/04 - Item 10.1.10

BACKGROUND

The Grand Parade has a long standing tradition as a focal point in the City used to inform and to entertain. The Grand Parade is one of the most sought after park locations in the HRM. The attraction to this site is not only its physical beauty and layout but its central location and its proximity to City Hall and Province House. Province House, the Grand Parade Square and City Hall are important historic landmarks that represent the centre of government for the Province and the Region. They play an important role in civic life, providing public gathering places for civic events, while projecting the external image of our Province and its Capital City.

The Grand Parade generates requests from many organizations for use of the site to host special events, rallies, demonstrations, and open air concerts. With the continued emergence of Halifax as

a destination and major event host, the Grand Parade's role is becoming more crucial in larger events, such as the CIAU National Basketball Championships, the Memorial Cup, Tall Ships, the Juno Awards, the HRM Christmas Tree Lighting, and HRM New Year's Eve Celebrations.

In recent years, conflict and confusion have arisen related to the scheduling of the Grand Parade and associated parking restrictions during events. Whether due to inconvenience or a misunderstanding of event schedules, it is an opportune time to circulate the Grand Parade Policies and Procedures for scheduling and use (attached as Appendix I).

DISCUSSION

Capital District staff are leading the development of a management plan for Grand Parade. The Plan will promote and guide future development within the study area toward the creation of a vibrant legislative precinct that integrates governmental uses with pedestrian and civic uses. To achieve these goals, the Plan will include land use recommendations, public facility needs assessment, urban design guidelines, and long term operational guidelines for the enhancement of the civic open space.

Capital District's Public Lands Plan for this area has been, and continues to be, highly consultative in nature. Workshops have been held with a wide variety of citizens and stakeholders, including HRM Regional Council. Among other deliverables, this plan will address options to address the existing on-site surface parking situation. A recommendation report for this plan is expected Fall 2006.

In the interim, the intent of this report is to inform Council of the current policies and procedures related to scheduling and use of Grand Parade for events. The attached policies and procedures were established a number of years ago, and refined to reflect the proper procedure for booking the Grand Parade, as well as clarify policies to guide its use.

BUDGET IMPLICATIONS

N/A

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

None

ATTACHMENTS

Grand Parade Policies & Procedures

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: Ann Wambolt, Coordinator Sport & Community Events, 490-4096



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

GRAND PARADE POLICY & PROCEDURES

Historical Reference

The Grand Parade has a long standing tradition as a focal point in the City used to inform and to entertain the citizens of Halifax. In its early history, the Grand Parade was the location where people gathered to meet, to be entertained by a variety of military bands, and to participate in church services. The Grand Parade was the site where important visitors to the City (Town then) were greeted, and flags raised in welcome, by the Governor, ranks of military personnel and the citizens. In addition, the site was where people gathered to learn of the most recent news from abroad.

Over its life span, the Grand Parade has been altered in its appearance many times. However, the basic layout of the site and the two ‘anchors’, City Hall (formerly Dalhousie College) and St. Paul’s Church, have remained unchanged in appearance and in their position to the citizens of Halifax.

The Grand Parade is one of the most sought after park locations in the Halifax Regional Municipality. The attraction to this site is not only its physical beauty and layout. It’s central location and the proximity of Province House and City Hall make it a perfect fit for use as a public forum. The familiarity of this site attracts a multitude of organizations to request its use to host special events, hold rallies and demonstrations, and open air concerts to entertain visitors and tourists with the emergence of Halifax as a destination location, the Grand Parade’s role is becoming more crucial in larger events, such as the G7, CIAU Basketball, the Memorial Cup and Tall Ships.

Site Availability

The area within the site that is available to regularly be scheduled for use is the area between the Cenotaph and the bollards set by the flag pole on the City Hall Side (see attached map). The **remaining areas** of the site (area in front of City Hall and area in front of St. Paul’s Church) may be scheduled, but special permission must be granted by all of the following parties: Coordinator of Sport and Community/Special Events, Representative of the Mayor’s Office, Representative of the Councillor’s Office, Representative of the CAO’s Office, and Representative of St. Paul’s Church.

At all times, unless special permission has been granted, there is to always be vehicular access to the site off of Argyle Street.

Parking is not permitted anywhere in the Grand Parade unless special permission has been granted and a parking pass has been obtained from the City Hall Commissionaire. Vehicles may unload and load only. Vehicles may not be parked in the vicinity of the cenotaph.

Usage Parameters

The Grand Parade is for the use and enjoyment of all citizens and guests of HRM. However, it is not to be used for any events that fall into the following categories:

- Distribution of hate literature.
- Militant group demonstrations.
- Racist organizations.
- Commercial Product Demonstrations.
- Exclusive events that only the event organizer and participants gain benefit from. Event must be for the enjoyment of all.
- Exclusive use of site so as to bar non-participating citizens from accessing a portion of the Grand Parade.
- Generate revenue for the sole purpose of benefiting the event organizer or participants. Only those events looking to raise funds for the benefit of a charitable organization will be considered. Proof must be provided in writing from the Charity to which the money will be turned over.
- Knowingly endangers the lives or well being of the public or surrounding property.
- Are not family oriented in nature.

The Halifax Regional Municipality does not condone any activity which promotes hatred, violence or racism. The Halifax Regional Municipality does respect the rights and freedoms guaranteed under the Canadian Charter of Rights and Freedoms and relies on “the reasonable limits prescribed by law as can be demonstrably justified in a free democratic society”. Therefore, all activities in the Grand Parade will respect the Canadian Charter of Rights and Freedoms, and in particular:

- Freedom of thought , belief, opinion and expression
- Freedom of peaceful assembly

All events and assemblies must obey the Federal, Provincial and Municipal laws and/or by-laws including but not limited to the Criminal Code, Protection of Property act, or HRM Parks By-Law. It is the responsibility of the users of the Grand Parade to ensure that they are compliant with all appropriate laws and regulations. Any charter, law or by-law may supercede these policies and procedures.

Unscheduled demonstrations or activities in the square shall respect the scheduled events of others. If an unplanned event causes a disturbance to participants enjoying an authorized activity, the unplanned activity may be required to cease activity or move to another location in order to not disturb the planned event.

Any vending or supply of food must be approved and receive the appropriate licensing from HRM. The user must also notify the site vendors who have year-long permits for this site and explain the user’s intentions for food. A list of vendors is available upon request.

Users must adhere to all safety codes as outlined by the Nova Scotia Public Safety Act.

No scheduled user of the Grand Parade is permitted to:

- Use the park on Tuesday afternoons after 12:30 pm (Noon) and Tuesday evenings when Council is scheduled to be in session unless the user was booked into the site with permission.
- Release balloons or throw confetti.
- Erect banner or display advertising.
- Erect carnival type rides/games except by special permission (ie bouncy castles)
- Use any grassed area as part of their formal set up
- Include livestock/wild animals of any type except by special permission
- Restrict all traffic (vehicular or pedestrian) except by special permission
- Use the area of Grand Parade closest to City Hall during normal working hours (Monday to Friday, 7:30 am to 6:00 pm) except by special permission
- Tether hot air balloons
- Operate any event during Sunday mornings prior to 1:00 pm and during a scheduled church service (ie Wednesday AM from 10:30am-12:00)
- Block or adorn the Cenotaph in any way
- Block access to the Grand Parade stairs on Argyle Street
- Block vehicular access to the front doors of City hall and/or to St. Paul's Church
- Drive any stakes into the ground
- Cause damage to the Grand Parade
- Erect a tent (other than a canopy open on three sides)
- Amplify music of any type except by special permission

Booking/Scheduling Procedures

- All bookings for the Grand Parade are to be approved through the staff of the Facility Scheduling Office at 490-7100.
- Requests are to be made in writing by using the Grand Parade Request for Usage Facility Application Form and attach a site map of the event set up and layout for approval.
- Use of the Grand Parade is not confirmed until the site map is approved and the contract is signed by all parties and any applicable usage fees paid in advance and/or at time of signing.
- After review and clarification of any issues, an Outdoor Facility Rental Contract confirming permission for use must be signed by the event organizer.
- All applicable fees are to be paid at the time the contract is signed and prior to event going ahead (ie start date/time).

Fees

All users will be charged the fees for the use of the site as follows; all prices are per day, regardless of the length of the event. **Please note that fees for use of the Grand Parade are currently under review for the 2006 season.**

All Groups	\$ 96.00/day
Filming	\$ 150.00/day
Electrical Use	\$ 10.00/day*

*This fee must be charged all users who are accessing power at the site. If the event is of a large nature or is using the site for an extended period of time, their electrical usage will be metered and charged accordingly.

Any other services required for any event are the responsibility of the user to arrange. If the user is using HRM services, the user is financially responsible and is required to pay for said services as per the procedures set forth by the Sport and Community/Special Events Scheduling Office.

Civic events and Services of Remembrance shall be exempt from fees.

Insurance Requirements

The user group must provide in advance, proof of insurance covering the event and indemnifying the Halifax Regional Municipality. Such insurance must satisfy the needs and requirements of HRM.

In order to schedule the site a user must:

- Complete the Grand Parade Request for Usage Facility Application Form and provide a detailed site map of the set-up for approval prior to permission being granted to use the site.
- Receive permission by way of a signed contract.
- Pay all applicable fees at the time of approval.
- Provide a name for a contact person that will be on site during set up and during the duration of the event must be provided along with a contact number.
- No tents are permitted to be erected in the space being scheduled in the Grand Parade. Any canopies to be set up are to meet the guidelines of the Halifax Regional Fire Services and can only be set up using water barrels - no stakes are to be driven into the ground.
- Any vending or supply of food must be approved and the appropriate licensing must be provided. The user must also notify the site vendors with a year long permit for this site and explain the groups intentions for food. (A list of vendors is available upon request.)
- Adhere to all safety codes as outlined by the Nova Scotia Public Safety Act.
- Comply with security requirements deemed necessary by the Outdoor Facility Scheduling Staff. Any associated costs will be the responsibility of the User.

Communication Process

In order to ensure effective communication of event information, the Facility Scheduling Office will notify all parking permit holders, Commissionaire at City Hall, identified staff in the CAO's and HRM offices, Mayor's, and Councillor's office of the events by E-mail and/or fax every Monday morning during the spring and summer months. A two week schedule will be provided along with any necessary changes or updated information. During the fall and winter , updates will be provided as bookings are requested. Each office must provide any changes to the contact list as they are made to the Facility Scheduling Office.

In addition, information regarding any events or circumstances that may be scheduled within the building that are of a significant nature that would impact on the use of the Grand Parade must be provided with as much notice as possible to the Facility Scheduling Office.

In the event that special permission has been granted and parking must be restricted to all, the notice will be E-mailed to all, as per the above list of personnel, a minimum of three (3) working days in advance so that appropriate alternatives can be made by those affected.

The Sport and Community/Special Events Facility Scheduling Office is to maintain the scheduling of this site following all guidelines as outlined. Staff will endeavour to maintain or improve upon communication as described and will work closely with City Hall Staff.