



Festivals and Special Events Policy
F-045-21

Effective Date:
June 23, 2021

Part 1 Purpose

- 1.1 This policy is intended to demonstrate a welcoming tone toward prospective festival and special event promoters to our area, in the pursuit of economic development and in delivering cultural, artistic and social opportunities for our residents and visitors. In doing this, we also want to balance these activities with the respect and safety of our residents in the communities that are directly impacted by festival and event activities.
- 1.2 The purpose of this policy is to assist festival and special event promoters in organizing and executing their plans through a deliberate, considered process. The Municipality has four objectives in relation to this policy initiative:
 - 1.2.1 The safety of the participants;
 - 1.2.2 Minimizing inconvenience and intrusion on neighbouring residents;
 - 1.2.3 Support and promotion of entrepreneurial and business initiatives that seek to deliver economic activity and services of value to the Municipality and region generally;
 - 1.2.4 To define activities that are excluded from this policy.

Part 2 Definitions

- 2.1 **“CAO”** means Chief Administration Officer
- 2.2 **“Commercial Intent”** means there is a motivation to make a financial profit or is revenue generating
- 2.3 **“Family Event”** means a non-profit private event that consists of members of the family or families (for example weddings, family reunions, graduation parties)
- 2.4 **“Festival”** means shall be synonymous with “Special Event”
- 2.5 **“MODY Sponsored Event”** means an event that is planned or organized by the Municipality of the District of Yarmouth
- 2.6 **“Municipality”** mean the District of the Municipality of Yarmouth
- 2.7 **“Special Event”** means a gathering of persons at a specific outdoor location, and those events that impact municipal residents, generally lasting a few hours to a few days.



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Part 3 Application

- 2.1 This policy shall apply to certain festivals and special events within the Municipality (not withstanding exclusions).
- 2.2 No special events shall take place within the Municipality of the District of Yarmouth in whole or in part except in conformity with the provisions of this policy.
- 2.3 Nothing in this policy shall be construed to exempt any persons from complying with the requirement of any by-law of the Municipality or from any law of the Province of Nova Scotia or Canada, or from obtaining any license, permission, permit, authority, or approval required by this or any other by-law of the Municipality.

Part 4 Exclusions

- 4.1 Family Events
- 4.2 MODY Sponsored Events
- 4.3 Parades
- 4.4 Fire Department Fundraising Events
- 4.5 Events Hosted at Community Halls
- 4.6 Organized Sporting Events Sanctioned by Sport Nova Scotia

Part 5 Process


- 5.1 Individuals or groups planning a festival or special event within the Municipality shall use the attached checklist (Appendix A) to assess whether this policy applies to their event. If the answer is yes to any of the questions on the checklist, the applicant should contact the Municipal Economic Development Officer to review the application. The purpose of the information package is to help guide event planners so they will provide for appropriate services and protections based on their event. Staff from the Municipality's Economic Development program is available to assist individuals and groups in determining whether the policy applies to their event.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	June 10, 2021
Date of Passage of current Policy	June 23, 2021
I certify that this Festivals and Special Events Policy F-045-21 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>June 29, 2021</u> Date

Date last reviewed by Council:
Date last amended:

Amendment Log

Date	Amendment Description



APPENDIX “B “
MUNICIPALITY OF THE DISTRICT OF YARMOUTH
FESTIVALS AND SPECIAL EVENTS APPLICATION FORM

Application should be received not less than **sixty (60) days prior to the commencement of a **Special Event**.**

*After we receive the package we will contact you within three (3) business days, and once MODY deems the application complete, they will have a decision within five (5) business days. If the application is received later than **sixty (60) days** prior to the event the Municipality makes no guarantee that it will be processed in time.*

Disclaimer

If substantive elements of the event change during the planning, after the documents have been submitted, it is the responsibility of the event planner(s) to notify the Municipality of Yarmouth.

Responsibilities under this Policy and application form remain with the applicant and cannot be delegated.

SECTION 1 – General Information

Event Organizer Information:

Name: _____
First Last

Organization: _____

Registry of Joint Stock Number (if applicable) _____

Address: _____
Street Address RR # / P.O. Box

_____ Town Province Postal Code

_____ E-mail address

Home Phone: () _____ Alternative Phone: () _____

Alternate / Emergency Contact Information:

Name: _____
First Last

Address: _____
Street Address RR # / P.O. Box

_____ Municipality Province Postal Code

_____ E-mail address

Home Phone: () _____ Alternative Phone: () _____

Description of Event (example: Music Festival, Outdoor BBQ, Concert Performance, etc.):

Event Location:

Event Name:

SECTION 2 – Activities

Will your special event involve/require any of the following?

Amplified Sound	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Food/Beverages	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sale of Alcohol	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Vendors	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Lottery/Fundraising	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Admission Fee	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Road Closure	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Water Activities/Access	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Municipal Facilities Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Fireworks / Pyrotechnics	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fires	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Stage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tents / Canopies	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Water Connection(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Access	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Compressed Gas <i>(i.e. helium, propane)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	On-site Camping	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please describe ALL other proposed activities not captured above (use additional pages if required):

No other activities

Please describe the purpose of the proposed special event:

Will the proposed special event benefit a charitable organization? YES NO

If yes, which charitable organization will the special event benefit? _____

Demonstrate the economic and cultural benefit to the community (use additional pages if required):

- Hotel Nights
- Excursions
- Number of participants
- Gross Revenue
- Jobs Created
- Other

Please describe the intended hours of operation for your proposed special event (use additional pages if required):

Event Set-up: _____
Date (dd/mm/yy) Time

Event Take-down: _____
Date (dd/mm/yy) Time

Event Hours of Operation: _____

SECTION 3 – Health, Safety & Security

Please indicate maximum anticipated number of participants and volunteers: _____
Number

Please indicate the total number of:

Bathroom facilities _____ Hand washing facilities _____
Number Number

Accessible Bathroom facilities _____
Number

Will your event be fully barrier free? YES NO

If no, what is your plan to accommodate participants of varying abilities?

Please specify the number and type of security:

Private For-Hire Security _____ Other _____
Number Describe Number

Please check: *I have read and agree to comply with Noise By-law N-053-03.*

SECTION 4 – Waste Management

The Municipal Solid Waste Collection & Disposal By-Law states specific requirements for the separation of waste from recyclable material, and the storage and disposal of such. It is the responsibility of the Event Organizer to manage all recyclables and waste in a responsible and safe manner. Please show how you will be sorting and removing waste.

Please check: *I have read and agree to comply with the Solid Waste Resource Collection and Disposal By-law S-088-20.*

SECTION 5 – On-Site Vending

The purpose of this By-Law is to regulate the sale, or offering for sale, of food, beverages, goods or merchandise not in an enclosed permanent structure, whether on Municipal property, private property, or public property within the *Municipality of Yarmouth*. Please describe what vending will be taking place.

Please check: *I have read and agree to comply with the Vending By-Law V-1048-25.*

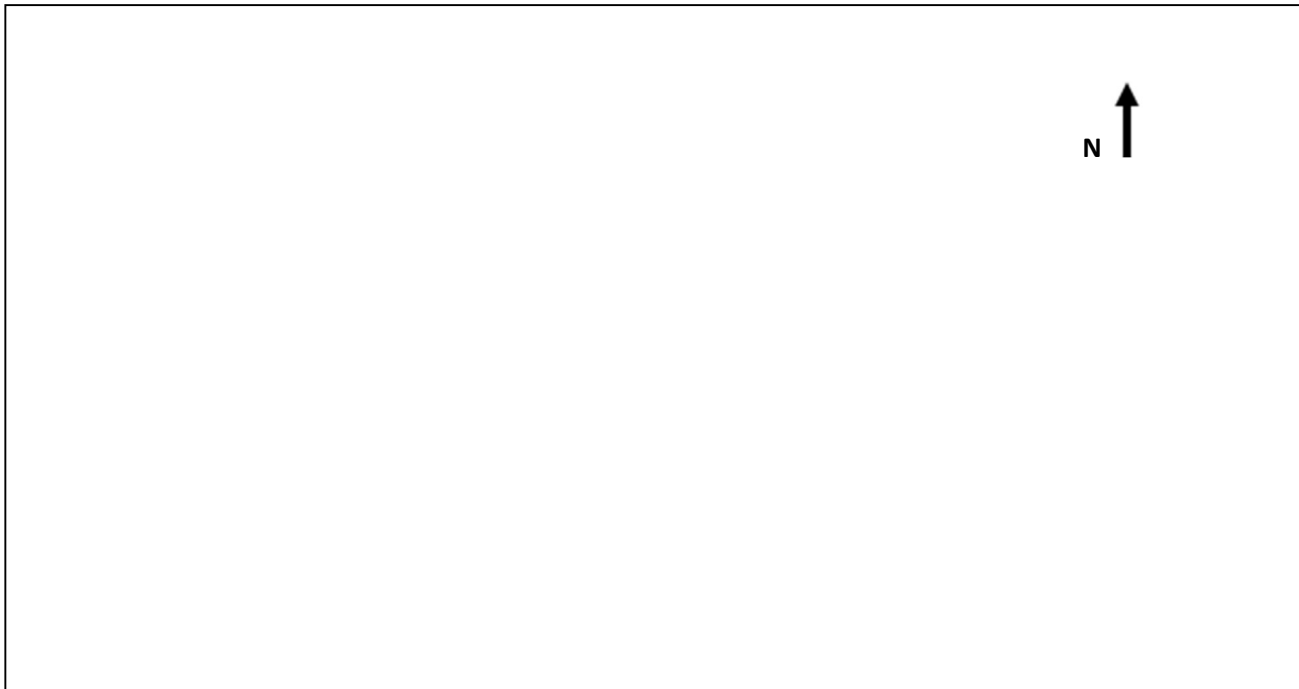
SECTION 6 – Parking Management

Please indicate the anticipated number of vehicles:

Day 1 _____ Day 2 _____ Day 3 _____
Number Number Number

Please provide your plan for managing parking:

Please include a drawing/image to highlight your parking area, to ensure access for emergency vehicles:



SECTION 7 – Permits

It is the responsibility of the Event Organizer to supply to the C.A.O. with sufficient information about the special event.

Have you attached any of the following information?	Yes	To Be Submitted	Not Applicable
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate(s) of Insurance naming the “Municipality of Yarmouth” as additionally insured <i>(if on MODY owned property)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Licence Permit <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Facility Rental Terms and Conditions contract <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written confirmation certified first-aid service providers will be on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed building permit applications <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation that RCMP has been informed of the special event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation that Yarmouth County Mutual Aid, EHS and local Emergency Room Administrator have been notified (for events where 100+ people are expected)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification to inform residents who are affected by special event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lottery License <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Letter(s) of approval (*for the use of property – if applicable*)

Any permits (*to dig, to build, to work, to burn – if applicable*)

 | |

Any TIR permits for road closures

 | |

SECTION 8 – Emergency Management

How do you intend to address an emergency situation, should one arise (*i.e. extreme weather, medical emergency*)? (*Please detail communication and coordination with authorities*) (*Use additional paper if required*)

Emergency communications will be dealt with by use of the following procedures and devices:

If an emergency evacuation is required, describe your emergency plan and description and location of evacuation centre:

SECTION 9 – Site Plan

Please provide a site plan illustration of your proposed special event. Include all information as disclosed in Section 2 (Activities). Please include as much information as possible, ensuring/demonstrating barrier free access for emergency vehicles (*use additional pages if required*).

N
↑

SECTION 10 (a) – Road Closure(s)

All permits for detours are the responsibility of the applicant.

Please describe all road closures required for your special event (use additional pages if required):

Road Name 1: _____

Close Road on: _____
Date (dd/mm/yy) Time - From (hh:mm) Time - To (hh:mm)

Road Name 2: _____

Close Road on: _____
Date (dd/mm/yy) Time - From (hh:mm) Time - To (hh:mm)

Road Name 3: _____

Close Road on: _____
Date (dd/mm/yy) Time - From (hh:mm) Time - To (hh:mm)

Detour(s):

Please describe all proposed detours for your special event (use additional pages if required):

Detour 1

Road Name 1: _____

Road Name 2: _____

Road Name 3: _____

Road Name 4: _____

Detour 2

Road Name 1: _____

Road Name 2: _____

Road Name 3: _____

Road Name 4: _____

Detour 3

Road Name 1: _____

Road Name 2: _____

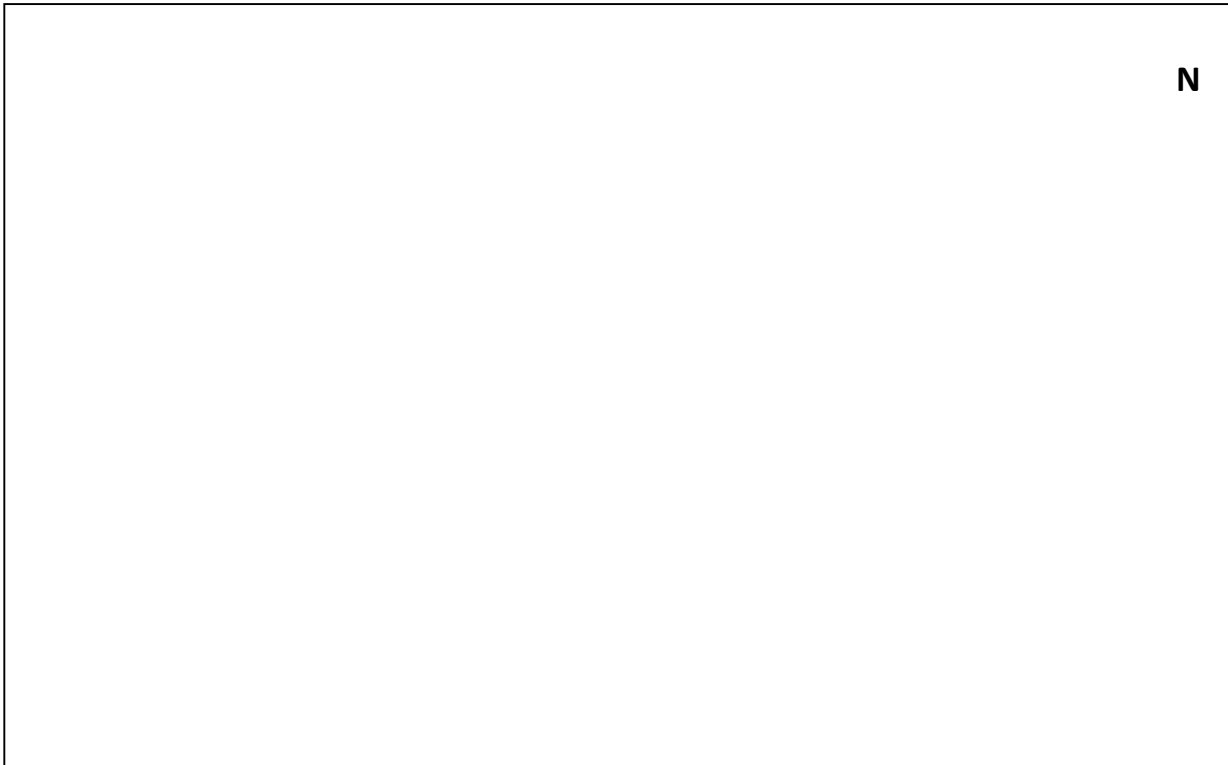
Road Name 3: _____

Road Name 4: _____

Will detour signs and barricades be erected and taken down appropriately? YES NO

SECTION 10 (b) – Road Closure Plan (*Illustration*)

Please provide an illustration of your proposed Road Closure and Detour plan below:



SECTION 11 – Signage Plan

If you plan to install event advertising or directional signage, please provide a plan indicating quantity of signs, sign dimensions, and proposed installation locations. (Organizers must ensure they have appropriate permissions to install signage)

It's the responsibility of the applicant to remove all signage after the event.

SECTION 12 – Indemnification

By signing and submitting this application to hold a special event within the Municipality of the District of Yarmouth, I _____ **THE EVENT ORGANIZER**, affirm that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

I further acknowledge, agree and understand that:

1. *Any and all costs related to this special event including but not limited to; clean up, road detours, staff time, permits, etc., and any disbursements, are my responsibility and that they may be recovered from me (the Event Organizer), by the Municipality, if incurred;*
2. *Non-compliance by special event participants with Municipal staff directions will result in closure of the special event and/or the denial of future special event approvals;*
3. *Obtaining the necessary approvals, certificates, inspections and permits from outside stakeholders for the use of their infrastructure and/or property is my sole and absolute responsibility;*

I further acknowledge and agree:

1. *To adhere and cooperate with any and all emergency service requirements;*
2. *To report any and all health and safety incidents immediately after they happen;*
3. *That the Municipality of the District of Yarmouth is granted the right to:*
 - a) *Review any facet of the special event as deemed necessary;*
 - b) *Request additional information and/or insurance;*
 - c) *Revoke or change a permit without prior notice based on conditions that may be deemed hazardous or unsafe.*
4. *That the special event will comply with all Municipal By-Laws as amended.*
5. *To notify all residents affected by the special event. (See Schedule 1)*
6. *That all cycling events will be in compliance with the governing body’s guidelines where applicable.*
7. *To protect Municipal property from vandalism, crowd damage or excessive use during that special event.*
8. *All sewage waste, including sink waste, will be disposed of in a clean and sanitary manner.*
9. *That there will be minimal disruption to the public, surrounding properties and property owners*

I further understand that:

1. *A road closure does not authorize the consumption of alcoholic beverages thereon, or exempt the special event from any Municipal by-laws.*
2. *Completing this application does not absolve the applicant of any requirement under federal or provincial laws or regulations.*

LIABILITY: In consideration of the right to hold a Special Event within the Municipality of the District of Yarmouth, all participants, volunteers and representatives, by execution of this application form, release and discharge the Municipality of the District of Yarmouth and its representatives, which include but are not limited to; its officers, directors, employees, agents, licensors and other representatives, from any and all known or unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by any participant, volunteer or representative, to his person or property.

❖ **I have read, agree to and understand the preceding:** _____ (please initial)

Event Organizer	Date	Received by: Chief Administrative Officer	Date
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On behalf of _____
Business/Organization if applicable

SECTION 13 – Decision

I, _____, C.A.O. for the Municipality of the District of Yarmouth, having received and reviewed the information in this Application for a Special Event to be held in the Municipality, hereby:

Approve

Approve with the following conditions

Deny

The Applicant's request for a Permit to hold a Special Event.

Chief Administrative Officer

Date

**SCHEDULE 1
FESTIVALS AND SPECIAL EVENTS POLICY
EXAMPLE NOTIFICATION LETTER
(EVENT PROMOTER LETTERHEAD)**

ATTENTION RESIDENTS OF _____

The _____ annual _____ will be taking place on the following dates _____ to _____.

The location is _____, Yarmouth County.

This event will not impact any of the public roads in your community.

OR

For the safety and convenience of the residents and participants in the area the following road closures and detour options will be established and clearly marked with signage:

Road(s) affected: _____ Times: _____

Detour routes: _____

We are pleased to be able to bring this event to the community of Yarmouth County and we are proud to be able to draw visitors to our area from abroad to experience and enjoy this event and what the entire region has to offer. Our goal is to bring people together to celebrate and to experience alternative arts and culture in a safe and respectful open air environment.

This event is authorized under the authority of the **FESTIVALS AND SPECIAL EVENTS POLICY** of the Municipality of the District of Yarmouth.

For more information please contact _____ (*title & org name*)

Phone # _____

e-mail address _____