

# **A Guide to Planning Events in Cape Breton- Unama'ki (Working Draft)**

## **Special Events Task Force COVID-19 Guidelines**

2020 was a challenging year for organizers of public events within our region and beyond. Many traditional programs and events were unable to proceed in light of COVID-19 during the 2020 season. Events are now adapting and working within COVID-19 protocols and requirements to deliver their experiences. Due to the ever changing and fluid COVID-19 environment, please go to the Government of Nova Scotia website for the most up to date information on COVID-19 Guidelines for events within the province.

### **Introduction**

Every year numerous special events are held across Cape Breton-Unama'ki. These events, often organized by community groups and volunteers, greatly enrich our cultural lives and communities. Special events are an important part of Cape Breton-Unama'ki's quality of life and they enhance tourism, culture, recreation, and education as well as providing an economic benefit to businesses. This manual has been produced by the Special Events Task Force Pilot Project Working Group to provide Event Organizers with information about what is required for planning events, 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.

### **Special Events Task Force**

In order to assist Event Organizers to plan their events, the municipalities in Cape Breton-Unama'ki have formed the Cape Breton Special Events Task Force (CB SETF). It is comprised of representatives from various Municipal, Provincial, and Federal Departments who can provide valuable information and assistance on policies, procedures, and best practices concerning events across Cape Breton-Unama'ki. The SETF meets periodically 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.

### **Planning an Event**

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 questions and contacts provided in this document will assist all Event Organizers and make the planning process as easy and as straightforward as possible. The first step should be completing a Special Event Application Form. The information provided in this form will assist SETF staff in providing guidance to Event Organizers and ensuring that each event is run successfully. During the pilot phase of the CB SETF, the Special Event Application Form may not be available, in which case the first step should be to contact the SETF Chair or a Municipal Representative (see below).

### **Application for Special Events**

Event Organizers should submit a Special Events Application Form a minimum of four (4) months or one hundred twenty (120) working days prior to the event. Applications submitted inside this 4-month

window may not be able to fully benefit from the SETF's ability to support the event proactively. All applications can be submitted to one of the following:

Erin Flynn, SETF Chair

Krista Dove, Municipal Representative, Cape Breton Regional Municipality

Charlotte MacDonald, Municipal Representative, Municipality of the County of Inverness

Laurier Samson, Municipal Representative, Municipality of the County of Richmond

Lydia Kerr, Municipal Representative, Municipality of the County of Victoria

Paula Davis, Municipal Representative, Town of Port Hawkesbury

**Things to consider as you plan your event and draft your application:**

- Do you plan to host your event in public parks or open spaces?
- Do you require Event Infrastructure available from a municipality?
- Have you drafted an Event Site Plan?
- Have you considered fire prevention?
- Are you using a tent?
- Do you plan on having fireworks?
- Have you considered your needs for Police Services/Security Plan/Sound Bylaw compliance?
- Do you require Private Security?
- Will your event include Beer Gardens/Alcohol Tents?
- Have you considered electrical, insurance, and water requirements?
- What is your plan for Recycling, Organics & Garbage?
- Will you be using or closing roads (e.g., Parades, Marathons, Marches, Road Races, Walks, etc.)?
- Do you require a Street Closure for a Special Event?
- Will there be transit implications?
- Will you require Vending/Health Permits at Events?
- Will you require Temporary Signs for a Special Event?

If you have answered yes to one or more of the preceding questions or your event will be taking place in more than one municipality, then your event could benefit from working with the SETF. We would encourage you to apply to one of the SETF contacts listed above. They will convene a meeting with you and the committee to discuss and assist you in identifying the regulatory requirements for your event and help make your planning process as streamlined as possible.

If you have any questions at all, please do not hesitate to contact the chair, Erin Flynn, for additional information.