

Northern Lights Lantern Festival Operational Policies

Approved by the Board of Directors: April 23, 2018

Article 1: Preface

- 1.0** The Northern Lights Lantern Festival Society, referred to subsequently as the “Society” is a non-profit society registered with the Nova Scotia Joint Stocks.
- 1.1** The Northern Lights Lantern Festival, referred to subsequently as the “Festival” is a free community festival held annually in North End Halifax, Nova Scotia at Merv Sullivan Park organized by the Society.
- 1.2** The Festival aims to provide a free, fun community festival, with no charge for admission, BBQ or activities.
- 1.3** The Society is governed by a voluntary board of directors, referred to subsequently as the “Board”
- 1.4** The Board is the governing and operational body responsible for organizing the Festival.
- 1.5** An up to date version of this document shall be made available on the Festival’s website.
- 1.6** The Board from time to time may create, amend or rescind policies governing the Festival and activities of the society, with a 2/3 majority vote at a normal Society Board meeting where quorum is present.

Article 2: Program Activities Policy

- 2.0** The Society is the sole entity permitted to make decisions on festival programming.
- 2.1** Individuals or entities carrying out unauthorized program related activities on the grounds of Merv Sullivan Park during the Festival will be asked to stop their unauthorized activities and/or leave by either a member of the Board (or their designate) and/or the Halifax Regional Police (or another legal authority).
- 2.2** Unauthorized activities include: soliciting, selling, vending or advertising, unless prior permission is granted by the Board.

Article 3: Cancellation Policy

- 3.0** No later than one month prior to each festival, the Board will strike a Cancellation Committee. This committee shall be comprised of:
 - (a) The Chair of the Board (or Vice Chair when acting as Chair)
 - (b) A member of the Board who in preparation of festival has liaised with the Halifax Regional Municipality in securing the supply of municipal services.
 - (c) One additional member of the board.
- 3.1** In advance of the festival, the Cancellation Committee will in collaboration with the Board create an Emergency Contact List. This list will consist of contact information for vendors, performers, volunteers, supplier of the Festival and other partners. The list will be kept up to date in advance of the festival.

- 3.2** The Cancellation Committee will meet (in person or virtually) the week of the Festival, at times to be determined on a year to year basis, after consultation with suppliers, vendors and partners to determine the required notice to postpone or cancel the Festival resulting in the lowest possible financial penalty and to ensure the preservation of vendor, supplier and partner relationships.
- 3.3** The committee will decide based on weather forecasts, the risk of thunder or lightning and observed field conditions released by the Halifax Regional Municipality, whether to proceed with the Festival or to postpone. In the event there is inclement weather or unfavourable field conditions on the rain date, the Cancellation Committee may cancel the festival.
- 3.4** After a decision has been made, the Cancellation Committee and the Board will contact those on the Emergency Contact list, letting them know about the status of the festival.
- 3.5** The decision to cancel or postpone will be made via social media and other platforms/mediums as determined by the Cancellation Committee.
- 3.6** Cancellation for reasons other than inclement weather or unfavourable field conditions must be made by a majority vote of the Board, unless an order/directive to cancel the festival is received from the Halifax Regional Municipality or another government or law enforcement agency. If Merv Sullivan Park is closed due to poor field conditions, the festival will be postponed or cancelled.

- 3.7 The fireworks show may be cancelled at the discretion of the supplier and/or the Halifax Regional Fire & Emergency. If winds are too high and/or there is a municipal imposed ban on fireworks due to dry weather conditions.
- 3.8 Should fireworks be cancelled, they will not be rescheduled for later in the calendar year, due to logistical constraints of rescheduling.

Article 4: Capital Assets Loaning Policy

- 4.0 The Society may own capital assets. Requests to loan the assets can be made through completion of a request submitted to the Board.
- 4.1 The terms 'asset' and 'equipment' may be used interchangeable and refer to capital assets owned by the Society
- 4.2 The Board will give consideration to loan requests from the following categories, on a first come, first serve basis from registered non-profit organizations/societies and volunteer groups, subject to scheduling availability. Preference will be given to organizations, groups or events operating in North End Halifax, specifically operating those operating in Halifax Peninsula North - District 8.
- 4.3 Proposals from groups outside of those groups as described in 4.1 will be accessed on a case by case basis.
- 4.4 When a request to loan a capital asset is received, it will be presented to the Board, through discussion and a vote at a meeting of the Board or virtually.

- 4.5 Organizations/groups must sign a loan contract before loaning any assets.
- 4.6 A deposit of \$50 in cash or business cheque (payable to the Northern Lights Lantern Festival Society; personal cheques are not accepted) will be assessed to the group/organization loaning assets. The deposit will be returned upon return of assets and review for damage (beyond normal wear and tear) or improper cleaning. Any damage upon pickup of the equipment will be noted on the loan contract.
- 4.7 When a request is approved, pick-up and return of the asset will be the responsibility of the loaner.
- 4.8 When a BBQ is a propane tank must be provided by the loaner, at their own expense.
- 4.9 When a canopy tent is loaned, mental tent pegs must be used. The loaner is responsible to property secure the tent when erected. The tent shall be returned clean and dry after use.
- 4.10 When a BBQ is loaned, it must be returned clean. If returned dirty, the deposit will be forfeited. Cleaning may only be cleaned with the provided wood bristleless scraper. A BBQ cleaning brush with metal bristles may not be used under any circumstances.
- 4.11 Any damages to assets loaned by the society are the responsibility of the loaner. The loaner will be responsible for the replacement value in the event of loss or damage beyond repair, up to the replacement value of the

particular asset. Replacement value of the equipment loaned will be prescribed in the rental contract signed.

- 4.12** The loaner is subject to any terms as prescribed in the rental contract, as approved by the Board of Directors.