

# Northern Lights Lantern Festival Operational Policies

Approved by the Board of Directors: July 23, 2024

## 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, inclusive community festival, for all ages, 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 Unauthorized activities include: soliciting, handing out materials (paper or otherwise), selling, vending, advertising, or protesting, unless prior written permission is granted by the Board.

2.2 Individuals or entities carrying out unauthorized 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).

2.3 Sponsors and supporters are not permitted to hand out materials (paper or otherwise) to festival participants, unless prior written 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, at a minimum:

- 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 Additional members of the Cancellation Committee may be appointed by the Board, through a simple majority vote at a regular board meeting.

3.2 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.

- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 The decision to cancel or postpone will be made via social media and other platforms/mediums as determined by the Cancellation Committee.
- 3.7 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.
- 3.8 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.

3.9 Should fireworks be cancelled, they will not be rescheduled for later in the calendar year, due to logistical constraints of rescheduling.

#### **Article 4: Volunteers**

4.0 The Festival is made possible through the generous support of volunteers to support the operation of the Festival.

4.1 Volunteers will report to the individual or individuals appointed by the Board to coordinate volunteers, also referred to as “Volunteer Coordinator(s)”.

4.2 While volunteering, volunteers may be asked to wear a designated volunteer uniform (including but not limited to, name tag, lanyard, hat, t-shirt).

4.3 While volunteering, volunteers may not wear buttons, clothing, hats or other apparel that may be considered offensive in nature.

4.4 Volunteers who are also political candidates or a sitting politician may not wear identifying or promotional clothing, buttons or apparel while acting in the capacity of a volunteer.

4.5 Volunteers shall follow all instructions pertaining to health and safety from the Volunteer Coordinator, the Board, their respective designate or other authority (including, but not limited to police, fire or other agency).

4.6 Volunteers shall follow all laws (including by-laws) pertaining to the event location (Halifax; Nova Scotia; Canada).

4.7 The Festival prioritizes the health and safety of its volunteers and participants. Should a volunteer feel that a task is beyond their capacity, or the task is unsafe, they are asked to let the Volunteer Coordinator know to facilitate appropriate accommodation, if needed.

4.8 Volunteers shall raise any concerns or safety issues to the Volunteer Coordinator (or their designate) as soon as they arise.

4.9 The Volunteer Coordinator (or their designate) may terminate a volunteer from their position, shall an issue arise that harms the health or safety of the festival, festival participants or other volunteers.