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# **Special Events Task Force (SETF)**

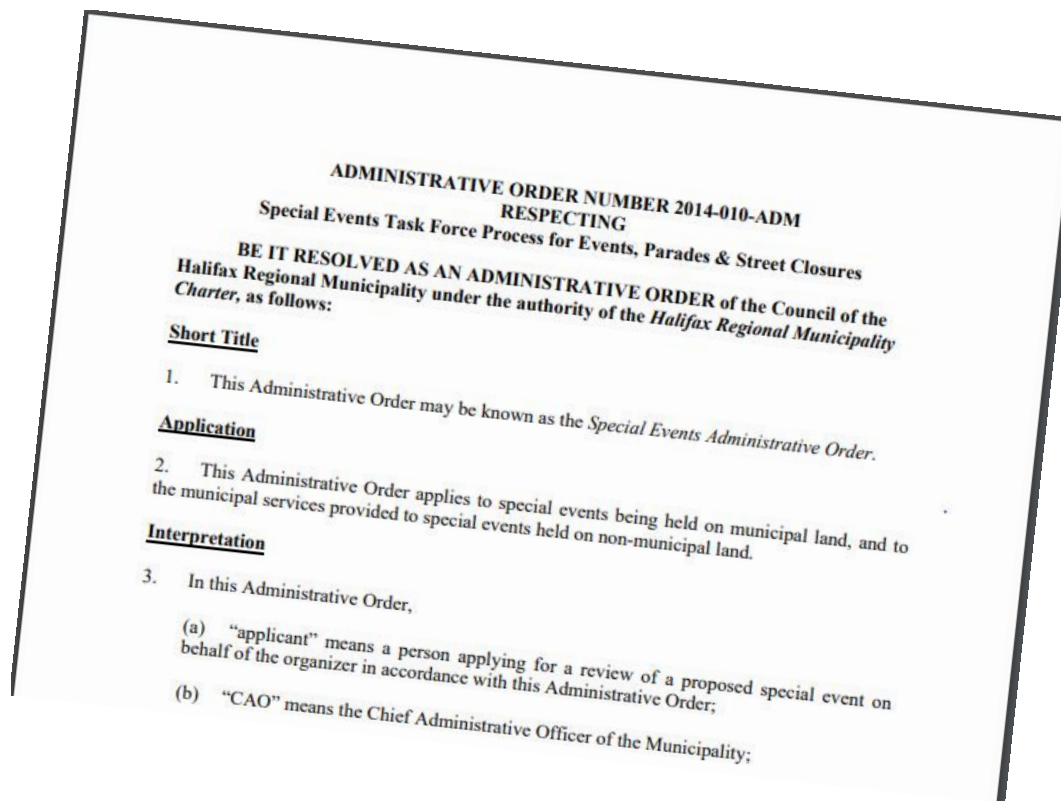
March 13, 2019

# History

- Special Events Task Force (SETF)
  - Approved July 2, 1996
- The SETF is comprised of reps from various Municipal, Provincial & Federal Depts
- Provide info & assistance on policies, procedures, and best practices concerning events
- Special Events Admin Order - 2014-010-ADM
  - Approved August 5, 2014

# SETF Documentation

- Admin Order
- Application
- Event Planning Guide
- Membership List



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# SETF Process

- Application received from Event Organizer
  - 120 days prior to event
- Assess Event's request level of complexity and determine which B.U. will take the lead
- SETF Meeting may be required with the Event Organizer if multiple B.U. are affected
- SETF works with Event Organizer to finalize event logistics
  - May include special arrangements and/or alternate location(s)

# SETF Process (Cont'd)

- Review Risk & Safety to the general public, both vehicular and pedestrian
- B.U. issues appropriate permits and/or operation plans outlining municipal services required
- B.U. & Events Staff communicate the associated costs of services
  - Quote vs Estimate

# SETF Process Cont'd

- B.U. continue to communicate with Event Organizer until delivery of the event
- B.U. charge the appropriate work order for municipal services rendered
- Event Staff with Finance Staff settles municipal costs and invoices are issued
- Admin Order includes timeline of processes

# Example Timeline (as per Admin Order)

- Holiday Parade of Lights
  - Organizer submits application prior to 120 day deadline
  - SETF's B.U. reviews application & communicates to Event Staff on any issues that should be identified
  - Event Staff invites organizer to Sept. SETF meeting
  - Organizer presents at SETF meeting and affected B.U. have opportunity to address potential issues/ opportunities
  - Event Staff provides municipal costs following the SETF meeting (~\$30,000)

# Example Timeline Cont'd (as per Admin Order)

- Organizer confirms understanding and obligation of costs
- Final meeting with organizer is held in October/ November to trouble shoot any outstanding issues
- B.U. submits operations plans, permits, maps and other material to Event Organizer prior to the event
- Ongoing communication with Event Organizer continue up to and through out the event, dealing with any issues that arise in a coordinated effort



# Example Timeline Cont'd (as per Admin Order)

- Follow up meeting is held in December with the SETF to review the event to discuss possible areas of improvement
- Event Staff settles the account with Finance
- Event Organizer is invoiced
- Event Organizer pays the invoice
- Process completed



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# Questions



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