



House of Assembly Operations
Nova Scotia

In-House Events Policy

The Speaker of the Nova Scotia House of Assembly has authority over all events and functions that take place within the areas defined as the Legislative precinct including Province House, located at 1726 Hollis Street, Halifax, N.S.

The *Rules and Forms of Procedure of the House of Assembly* outline this authority:

Jurisdiction of Speaker

7 The Speaker shall have jurisdiction over all matters concerning Province House and its environs as defined by the public streets immediately adjacent thereto. 1980 R. 7; am. 1996; am. 2014.

Under the authority of the Speaker, House of Assembly Operations coordinates all in-house functions such as meetings, press conferences, receptions, ceremonies, and training sessions. House of Assembly Operations is responsible for the oversight and application of the In-House Events policy and has the authority to accept or reject requests and for the assignment of an appropriate space. Requests to use the Legislative Library are approved or rejected in consultation with the Legislative Librarian.

Meetings or events at Province House must not disrupt or impede legislative staff from fulfilling their duties and responsibilities, nor may they disrupt or impede general operations.

The number of occupants in any space within Province House may not exceed the capacity determined by the Office of the Fire Marshal.

Priority

The Nova Scotia House of Assembly meets at Province House and has priority over all other requestors to use any space within Province House. When the House of Assembly is sitting, requests to hold non-official events within Province House are declined unless otherwise authorized by the Speaker.

Official meetings of the House of Assembly include the following:

- Sittings of the House of Assembly and all supportive gatherings of key stakeholders such as bill briefings, caucus meetings, press conferences and legislature-related support
- Standing Committees:
 - Assembly Matters
 - Community Services
 - Health
 - Human Resources
 - Internal Affairs
 - Law Amendments
 - Natural Resources and Economic Development
 - Private and Local Bills
 - Public Accounts
 - Veterans Affairs
- Committees of the Whole House
- Select or Special Committees
- House of Assembly Management Commission

Requests by the Lieutenant Governor of Nova Scotia to use space within Province House or on the grounds of Province House for official meetings and events also have priority consideration.

Requests by the Premier of Nova Scotia and other Members of the Executive Council to use space within Province House or on the grounds of Province House, for official meetings and events hosted by them on behalf of the Government of Nova Scotia, also have priority consideration.

Requests to use space within Province House or on the grounds of Province House from Members of the House of Assembly, including Members of the Official Opposition, Members of other recognized parties and independent Members are also given priority consideration.

Criteria

To request to use space within Province House or on the grounds of Province House, the following criteria must be met:

- The meeting or event will be hosted in-person by the Lieutenant Governor of Nova Scotia
- The meeting or event will be hosted in-person by a Member of the Nova Scotia House of Assembly
- The meeting or event has been authorized by the Speaker as being of significant benefit to Nova Scotia from an educational, promotional, reputational or engagement perspective.

Requests from political campaigns for partisan events will be rejected, as will requests from the private sector. Exceptions may be granted by the Speaker such as for the use of space within Province House or the grounds as a site location for film or television projects under specific conditions.

If a non-legislative or non-government public notice or media release is desired to promote an approved meeting or event at Province House, the Speaker must review and grant approval of the notice or release prior to its publication whether in-print or online. The approval of a request to



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use space at Province House does not demonstrate or imply an endorsement of the purpose of the meeting or event. Any type of promotional material to be displayed within the building or distributed to participants, including signage or printed materials, requires the prior approval of House of Assembly Operations on behalf of the Speaker.

Meetings or events requiring the payment of an admission fee will be rejected.

The Speaker reserves the right to change the In-House Events policy at any time and cancel any previously approved meetings or events without providing rationale for the decision.

Wedding/Engagement/Graduation Photography

Wedding, engagement, or graduation photography is not permitted inside Province House.

Requests to use the South Garden for photoshoots may be submitted to kyle.connolly@novascotia.ca

How to submit a request

Requests to book an in-house meeting or event must be arranged through House of Assembly Operations. The requestor must submit a detailed description for the purpose and scope of the request including the day of week, date, start and end time, number of participants, and desired physical setup.

House of Assembly Operations will direct requestors to contact Legislative Television for all audio/visual requirements and any associated costs will be the responsibility of the requestor.

House of Assembly Operations will provide direction if food or beverage service is desired, and any associated costs will be the responsibility of the requestor.

If the meeting or event is scheduled outside of normal operational hours, any extra security costs will be the responsibility of the requestor. Security requirements are at the discretion of the Sergeant-at-Arms.

Each request will be evaluated to ensure it adheres with the In-House Events Policy. Please send the request in writing by email to the House of Assembly Operations Coordinator, Kyle Connolly, at kyle.connolly@novascotia.ca.