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| The Corporation of the Town of Perth | | | |
| Special Events Road Use Policy | | Effective: | April 25, 2023 |
| | | Replaces: | By-law No. 4119 |
| Issued by: | Director of Community Services | Approval: | By-law No. 2023-5094 |
| Applicable Policy and Legislation | <i>Municipal Act, 2001, S.O. 2001 c.25, as amended</i> | | |

1. Policy Statement

1.1 The Town of Perth is committed to continuous improvement in order to succeed at our Strategic Plan’s Mission:

The Corporation of the Town of Perth is a dedicated team who serves its community and partners by delivering exceptional services and supports in a consistent and professional manner.

1.2 Effective service delivery requires providing services in a fair, timely, respectful, and transparent fashion. This policy provides the framework for Special Events that require the use of a municipal road or parking lot.

2. Purpose

- 2.1 The purpose of this Policy is to ensure:
 - 2.1.1 An effective and efficient administrative process is established;
 - 2.1.2 The responsibilities of all parties are agreed to and understood;
 - 2.1.3 All Applications for Special Events Road Uses are processed consistently;
 - 2.1.4 All guidelines are followed in order to ensure that Special Events operate in a safe, legal and orderly manner;
 - 2.1.5 Every Application under this Policy is reviewed by all relevant Authorized Personnel and affected parties, specific to each event, to enable coordination with other activities on Town property and to minimize disruption to the daily users of the property and other residents of the Town of Perth;
 - 2.1.6 The Applicant has sufficient property damage and public liability insurance coverage;

- 2.1.7 All direct fees, costs and/or damages incurred by the Town as a result of the Special Event are recovered from the Applicant;
- 2.1.8 The length of time that an Application shall be submitted in advance of the Special Event is established.

3. Scope

- 3.1 This Policy applies to any Special Event within the geographic limits of the Town of Perth occurring on Town roads or parking lots. For example, temporary road closures, temporary road use or occupation, control or detouring of vehicular traffic, on-street or in-lot parking lots.

4. Definitions

For the purposes of this policy, the following definitions shall apply:

- 4.1 **Applicant:** means a person proposing to stage a Special Event on municipal property within the Town.
- 4.2 **Authorized Personnel:** means the Chief Administrative Officer, any Town Director, the Fire Chief, the Ontario Provincial Police (OPP), Lanark County Officials or designates, or any official of any government or legislative body required for the event.
- 4.3 **Municipal Fees and Charges:** means fees and charges prescribed by the Town of Perth by-law.
- 4.4 **Special Event Road Use Permit:** means the approval of the Special Event Road Use and related documents such as the Permit, Certificate of Insurance, maps, and other documents deemed necessary.
- 4.5 **Parking Lot:** means a parking lot under the ownership of the Town.
- 4.6 **Police:** means the Ontario Provincial Police (OPP).
- 4.7 **Road Closure:** means a temporary closure of one (1) or more lanes such that a diversion of traffic to another road is required.
- 4.8 **Road Toll:** means solicitation of donations from anyone in a motor vehicle.
- 4.9 **Road:** includes but is not limited to a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, easement or public right-of-way, any part of which is intended for use by the general public for the passage of vehicles and includes the area between the property lines thereof, under the jurisdiction/ownership of the Town of Perth.
- 4.10 **Special Event:** means an event within the geographic Town of Perth occurring on a Town road(s) or parking lot(s). It includes but is not limited to: a parade, procession, march, walk, run, race, ceremony, street dance, street party, beer garden, road toll, street sale, vendor events, fireworks, concerts, film

production, festival, carnival, bicycle race or tour, car show or rally, walk-a-thon.

4.11 **Town:** means The Corporation of the Town of Perth.

5. Authority

- 5.1 The Special Events Road Use Policy is established under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 8.
- 5.2 As per the Town of Perth Delegated Authority By-law No. 3818, authority is granted to the Director of Community Services, or designate, to execute this Policy and any related Permits or support letters required by the Alcohol and Gaming Commission of Ontario, subject to all conditions of the Policy being satisfied.
- 5.3 Any use of roads within the Town of Perth limits but owned and operated by another entity (e.g. Lanark County) must be approved by that entity.
- 5.4 This Special Events Road Use Policy is written in collaboration with several other policies including, but not limited to the Facility Rental, Open Air Burning, Fireworks or Master Grant Policy.
- 5.5 Town Staff shall be responsible for creating the required documentation such as application forms and permits.

6. Guidelines

- 6.1 Anyone wishing to organize a Special Event must submit an Application to Town staff. Once approved, the Town will process and issue a permit.
- 6.2 All Special Event Applications must be submitted no less than sixty (60) days in advance of the event.
- 6.3 Applicants shall pay all applicable Municipal Fees and Charges.
- 6.4 Applicants who are eligible for a Class Exemption must compile and submit the documentation required in the Master Grant Policy, prior to the event.
- 6.5 Applicants shall provide proof of valid liability insurance, no less than 30 days in advance of the event. Applicants shall provide a COI (Certificate of Insurance), which names The Corporation of the Town of Perth as “Additional Insured” and “Certificate Holder;” listing out the CGL Limits of Liability, indicating that insurance is on an occurrence basis and includes a cross-liability; and including a 30-day notice of cancellation clause. The COI must include the date(s), time(s), civic address(es) where appropriate, as well as the full name of the individual, business or entity making the Application.
- 6.6 A detailed map of the event is required as part of the Application submission.
- 6.7 Temporary accessible parking spaces may be authorized at the discretion of the Director of Community Services, with approval from the relevant

Authorized Personnel.

- 6.8 Any requirement for towing shall comply with the Town's Traffic & Parking By-law.
- 6.9 The Applicant may be required:
 - 6.9.1 to source, deliver, erect and remove, oversee or "man" any or all barricades, barriers, jersey barriers, construction or event fencing, snow fencing or other, should it be necessary to logistically secure an area.
 - 6.9.2 to prepare and deliver notification and/or correspondence to all affected homes, businesses and institutions, outlining the type, purpose, location, date and time of the Special Event, and provide the deadline for comments to be submitted to the designated Director. The Director may also require the Applicant to source, deliver, erect and remove temporary signage in the affected area (which may include basic signage, parking meter bags, memos, billboards or any similar notification) during a pre-determined length of time and in select areas, as a means of sufficient notification.
 - 6.9.3 to source and hire Crossing Guards, should it be necessary to protect pedestrians as they cross busy streets.
- 6.10 Should it become necessary as part of the management of the road closure, the Town of Perth will pre-determine and take responsibility for any detours.
- 6.11 Any request for fireworks or Open Air Burning on a road or parking lot, must comply with the Town's Fireworks By-law and be approved by the Fire Chief.
- 6.12 Any other necessary logistical arrangements not listed in this policy may be discussed with the Director of Community Services or designate, with decisions made on a case-by-case basis.
- 6.13 The Director of Community Services may grant, or refuse to grant, the Special Event Permit. Once the permit is issued the Director or designate will circulate the package to the Applicant and all Authorized Personnel, regardless of who has signed, as notification of the details of the event.
- 6.14 Road Tolls:
 - 6.14.1 Road Toll events require restrictions to ensure they do not become a nuisance to residents, motorists and visitors in the Town of Perth.
 - 6.14.2 A maximum of four (4) Road Tolls may be permitted per calendar year, with a maximum of two (2) per month, and not on consecutive weekends, or weekends when larger community events would cause traffic congestion or public nuisance.
 - 6.14.3 Road Tolls may be held for a maximum of four (4) hours at a time.
 - 6.14.4 All Road Toll participants must be outfitted with reflective clothing for safety and identification purposes.

6.14.5 All other logistical arrangements, including use of pylons and signage, are at the discretion of the Director of Community Services.

7. Review

7.1 This Policy shall be reviewed once during each term of Council.