



TOWN OF MINTO

POLICY

SPECIAL EVENTS PERMIT – (ROADS)

Purpose

The Town of Minto supports community events such as parades, walkathons and charitable fundraising events (toll booths) by non-profit organizations that are conducted on municipal roads. The Special Events Permit (Roads) Policy is designed to set out a variety of measures to minimize the risk to the Town of Minto while at the same time increasing a safe, enjoyable event for participants, surrounding properties or residents and motorists.

Objectives

To ensure that community events along Town of Minto roads are conducted in a safe manner and to reduce the risk of liability to event organizers, participants, volunteers and the Town of Minto and its staff.

Permit Required

Special Event Permits (Roads) are required for any organized event such as parades, athletic events (foot races or walks, cycling events, street dances, community celebrations, charitable fundraising activities [toll booths] etc.) that take place along Town of Minto roads. A Special Events Permit (Roads) is required regardless of the time factor involved on being on a Town of Minto road, part thereof, or an intersection under the jurisdiction of the Town of Minto, including County of Wellington Roads, even if it is for a matter of a few minutes.

A Special Events Permit can be obtained from the Town of Minto office or on the Town's Web site at www.town.minto.on.ca. The Special Events Permit must be signed by an authorized representative of the organization requesting the Special Events Permit.

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A Special Events Permit must be submitted to the Town of Minto at least two weeks prior to the event.

Permits are issued free of charge.

Conditions for Special Events Permit - (Roads)

Any organization that wishes to hold a special event on Town of Minto or County of Wellington roads must complete the Special Events Permit Application Form. (Attached as Schedule A to the Policy.)

In addition, the following must be forwarded to the Clerk's Office at least two weeks prior to the event taking place:

- a. Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the Town of Minto as an additional insured; where the event is to take place on a County of Wellington Road or a Town of Minto road,
- b. A map outlining the route of the event or the location of the toll booth,
- c. A letter from the County of Wellington Ontario Provincial Police (OPP) acknowledging the event. The Palmerston Detachment of the OPP is:
250 Daly Street, Palmerston, Ontario N0G 2P0
- d. A letter from the local detachment of the Town of Minto Fire Department (Harriston, Palmerston or Clifford) acknowledging the event.
- e. A letter from the local Emergency Measures Services acknowledging the event. Royal City Ambulance, 355 Elmira Road, Unit 134, Guelph, Ontario, N1K 1S5.
- f. A letter from the Director of Public Services acknowledging that he is aware of and will supply any barricades (if necessary) for the event.

The Town of Minto reserves the right to refuse a Special Events Permit Application and to impose on the event whatever restrictions it deems appropriate in the circumstance.

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Other

The Town of Minto will work with event sponsors and the organization requesting the Special Events Permit to try to accommodate their requests. However, the Town of Minto reserves the right to deny permits if it feels that the event sponsors or the organization requesting the Special Events Permit have not adequately planned for the safety and well being of the participants.

The Town of Minto reserves the right to introduce other conditions from time to time at its discretion.

Temporary Road Closings

The Council by by-law has the power to temporarily close any highway under the municipality's jurisdiction for social, recreational, community or athletic purposes or a combination of such purposes.

The Council of the Town of Minto by by-law has the power to issue Special Events Permits for social, recreational, community or athletic purposes or a combination of such purposes, including charitable fundraising events (toll booths) on municipally owned roads (upper tier and lower tier).

Such approvals shall only be granted when it is deemed to be in the interest of public safety.

Special Events Taking Place on County of Wellington Roads

The County of Wellington by By-law 4923-07 has delegated the authority to the Town of Minto to approve special events and associated road closures. The County of Wellington has also delegated authority to the Town of Minto to approve toll booths on County of Wellington Roads. The Council is hereby delegated the authority to authorize special events taking place on County of Wellington roads, if upon reviewing the completed Application and related information (e.g., map of parade route), he/she deems it appropriate to issue such permit. A copy of the permit shall be provided to the Town of Minto.

The Council of the Town of Minto is hereby delegated the power to temporarily close any County of Wellington Roads within the limits of the Town of Minto for social, recreational, community or athletic purposes or a combination of such purposes.

Passed by The Council of the Town of Minto
September 19, 2007