



# POLICY & PROCEDURE MANUAL

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|--------------------|---|-----------------------|-----------------|
| <b>SECTION</b>     | Public Works                                | <b>EFFECTIVE DATE</b> | October 8, 2019 |
| <b>SUB-SECTION</b> | Roads                                       | <b>REVISION DATE</b>  |                 |
| <b>SUBJECT</b>     | Temporary Road Closures for Special Events  |                       |                 |
| <b>APPROVAL</b>    | Town of Grand Valley Resolution # 2019-10-9 |                       |                 |

## PURPOSE

To state the policy and permit process for temporary road closures for special events in the community, to facilitate advanced planning for these special events, to protect public safety and to manage risk to Organizers, participants and the Town of Grand Valley.

## POLICY

The Town of Grand Valley Public Works department acknowledges that, from time to time, community organizations wish to hold events that require the temporary closure of Town roads. Such events include parades, community street parties, car shows open to the public, toll booth fundraisers, races/runs, etc. Through a permitting process, the Town will be able to provide logistical assistance to Event Organizers to ensure that municipal interests are met, improve service to the Event Organizers and ensure that road closures are conducted safely, legally and in a manner to manage risk to all parties.

Temporary road closures for special events shall not be permitted without obtaining a written permit from the Town.

Permits and approvals are issued with no fee.

Fundraisers for private individuals/corporations will not be approved under this policy. Individuals and Corporations requiring Road Occupancy permits must refer to the Traffic and Parking By-law and the Road Occupancy Permit process.

Event Organizers must contact the Dufferin County Ontario Provincial Police detachment to make arrangements for police assistance, if required. Should such assistance be required, the organizers must provide the Town with information on the arrangements that have been made with the police.

Event Organizers shall be responsible for notifying police, ambulance and fire services about the road closure, at least 48 hours in advance of the closure, and shall copy the Town on such correspondence in a manner agreed upon between the Organizer and the Public Works Superintendent.

## PROCESS

- Requests shall be submitted to the municipal office no later than one (1) month and no earlier than three (3) months prior to the event. Event Organizers must contact the Public Works Superintendent in advance of submitting the request to get assistance completing the necessary road closure maps and traffic control plans.
  - The Public Works Superintendent can be reached by leaving a message at the Town office (519-928-5652) or by sending an email requesting contact to [mail@townofgrandvalley.ca](mailto:mail@townofgrandvalley.ca)
- Every request for a temporary road closure must be submitted individually for a specific date.
- Requests shall be submitted on the request form attached as Appendix A. Forms are available at the municipal office or can be printed off the Town's website at <https://www.townofgrandvalley.ca/en/town-hall/road-closures.aspx>.
- The completed and signed Request Form must be accompanied by a route map, and a traffic control plan per the Ontario Traffic Control Manual (latest applicable version). The Town encourages Event Organizers to work with the Public Works Superintendent to create the map and the plan before submitting the completed application package.
- A Certificate of Insurance must also accompany the Request Form. The Certificate shall confirm that the organizer has comprehensive general liability insurance in the amount of \$2,000,000.00 and shall name the Corporation of the Town of Grand Valley as an "additional insured."
- If applicants require special assistance from the Public Works Department (barricades, etc.), the request for this assistance must be noted on the application and discussed in advance.
- A Request shall not be processed unless it is a complete submission.
- The Town will provide the Event Organizer with a signed copy of their Request form as the permit to conduct the activity.

## ENFORCEMENT

The Town reserves the right to refuse an application or to impose on the event whatever restriction it deems appropriate.

Organizers who choose to conduct an event without a temporary road closure permit shall be denied future permits until they provide verification of proper event management satisfactory to the Town, and organizers without a permit may be fined in accordance with provisions under the law.

## EVALUATION

The Policy will be reviewed from time to time, as deemed necessary.



# The Corporation of the Town of Grand Valley

5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652

## Appendix A:

### Request for Road Closure for Special Event

#### General Conditions:

1. The Applicant agrees and accepts full responsibility for the protection of all utilities, private property and persons affected by their operations.
2. The Applicant agrees to provide proof of liability insurance with a limit of not less than \$2,000,000.00, through a **Certificate of Insurance** naming the Corporation of the Town of Grand Valley as additional insured.
3. The Applicant shall indemnify and save harmless the Town from any form of claim, action, suit or lien whatsoever caused by the actions or works performed by the Applicant, including without limiting the generality of the foregoing, claims for harm to utilities by the actions or works of the application. The rights to indemnity contained herein shall survive the termination or expiry of the application.
4. It is prohibited to work on any Town-owned property without the proper permit from the Town. Non-compliance will be subject to additional permit fees or penalties deemed necessary by the Town.
5. Permit may be denied if unresolved claim(s) or any performance issues exist between the Town and Applicant.
6. The Applicant is encouraged to collaborate with the Public Works Superintendent to create a Traffic Control Plan satisfactory to the Town, including determining responsibility for the provision, maintenance and placement of barricades, warning signs, delineators and flashing lights necessary for the protection of the public. At the Superintendent's discretion, the Applicant may be required to pay for services that are deemed "over and above" the normal requirements for an event, to compensate the Town for the expense related to these services.
7. The Town may proceed to take the necessary action stated in clause 6 above, and all costs will be charged to the Applicant, should the Applicant not be able to satisfy the Town with respect to the required actions.
8. The Applicant shall notify Emergency Services at least 48 hours prior to the road closing.

|   |                               |
|---|-------------------------------|
| Event/Organization Name   |                               |
| Address   |                               |
| Applicant Name  | Phone No.                     |
| Alternate Contact Name  | Phone No.                     |
| Location of Closure Request – Road Name _____   |                               |
| From Intersection at  | To Intersection at            |
| Start Date and Time of Closure:   | End Date and Time of Closure: |
| Description of Event and Special Requests (if any)  |                               |
| Additional Documents attached: Route Map <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> |                               |
| Applicant Signature   |                               |
| Approved By:  | Date of Approval:             |

Personal information contained on this form is collected and maintained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing the application. Questions about this collection should be directed to the Clerk's office.