

Section: Administration	Policy Number: 1.22
Policy: Special Events Permit	Effective Date: 09/19/2007
Date Last Revised: 03/17/2015	Current Revision Date: 03/17/2015



Special Events Permit

Purpose

The purpose of this policy is to support and facilitate advance planning for charitable special events to protect public safety and manage risk to organizers, participants and the Town.

Objectives

The specific objectives of the policy are as follows:

- Provide logistical assistance to organizers of special events on Town property, streets and roadways.
- Facilitate successful events and fundraising activities
- Ensure municipal interests are met and services required by event organizers are provided so as to assist with a successful event.
- Ensure Town road closures are conducted safely, legally and in a manner to manage risk to all parties.

Permit Required

Special Event Permits are required for all organized events, which take place along Town roadways, streets or parkland. A Special Events Permit is required even if the event is occupying only a small part of a roadway including a sidewalk or, an intersection and even for a short period of time. This includes parades, charitable walks or bike rides, tolls, as well as street dances, car shows and similar. This applies to any road under the jurisdiction of the Town of Minto, County of Wellington or connecting link Provincial Highways (Highway 9).

Special event organizers must advise emergency services personnel of their event, through the permit application process, and forwarded supporting documents with the special events permit application to the Clerk's Department at least sixty (60) days prior to the event. Town staff will provide email contacts to help with the notification process

Submission Requirements

Special Event Permit applications are available at the following locations:

- 5941 Highway 89, Harriston, ON N0G 1Z0
- Town of Minto Website at www.town.minto.on.ca

The Special Events Permit must be signed by an authorized representative of the organization requesting the Permit. Supporting documents necessary to process the application may be requested by the Town and/or emergency services personnel.

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The Special Events Permit Application Form is attached as Schedule A to this policy.

The following supporting documents must be forwarded to the Clerk's Office with the Special Events application:

- Proof of Certificate of Liability Insurance in the amount of \$3,000,000 naming the Town of Minto as an additional insurer; where the event is to take place on a County of Wellington Road or a Town of Minto road;
- A map outlining the route, location, toll both or other activities to occur on a Town property, roadway or sidewalk and the maximum time for the event ;
- Name of individuals taking part in a road toll;
- Site plan or sketch detailing the layout of the event and any required equipment being requested from the Town including picnic tables, waste receptacles, traffic barriers and similar
- A letter of confirmation from the following emergency personal:
 - County of Wellington Ontario Provincial Police (OPP) acknowledging the event. The Centre Wellington Detachment of the OPP is: 470 Wellington Road 18, RR# 1 Fergus, N1M 2W3
 - Emergency Measures Services acknowledging the event. Emergency Medical Services (EMS), 160 Clair Road West, Guelph, N1L 1G1
 - Town of Minto staff are aware of event and forward pertinent information to the Public Works Director (or designate) and Minto Fire Department.

Special Considerations

The Town reserves the right to refuse or to impose on the event whatever conditions/restrictions it deems appropriate in the circumstance to protect public safety including event organizers. If an organization requesting a Special Events Permit has not adequately planned for the safety and well-being of the participants and public, a permit will not be issued.

If there are reports that proper controls are not in place for which a permit has been issued, the Town accepts no responsibility or liability with respect to the event and may, at its sole discretion, determine that an event must be cancelled, stopped or postponed until required conditions of the permit are met and the event is safe to proceed.

Temporary Road Closings

Where a roadway is to be blocked in whole or in part, or traffic or pedestrian movement restricted, Town of Minto Council must pass a By-law to temporarily close a highway under the municipality's jurisdiction prior to the event occurring.

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A comprehensive by-law closing the roadways in whole or in part for the following special events will be approved the period beginning March 3rd, 2015 and concluding to December 31, 2018:

- Palmerston Agricultural Fair Parades August;
- Harriston Agricultural Fair Parades September;
- Town of Minto Santa Claus Parades December;
- Palmerston Remembrance Day Parade November 11th;
- Harriston Remembrance Day Parade November 11th;
- Harriston Kinsmen Cystic Fibrosis Road Toll September
- Clifford Recreation Association the second weekend of August Road Toll;
- Terry Fox Run Palmerston September;
- Harriston Touch a Truck June
- Heart and Stroke Big Bike rides in Harriston and Palmerston month

If the above noted event does not take place in the month designated the event organizer must advise the Town so that a new road closure by-law can be passed. This can be stated in the special event permit application submitted no less than 60 days before the event.

Special Events Taking Place on County of Wellington Roads

County of Wellington By-law 4982-08 delegates the authority to the Town of Minto to approve special events and temporarily close any County of Wellington Roads within the limits of the Town of Minto.



The Corporation of the Town of Minto
5941 Hwy 89, RR 1, Harriston, Ontario NOG 1Z0
Phone 519-338-2511 or Fax 519-338-2005

Special Events Permit Application
Special Events Permit – Road By-law No. (2015-28)
Special Event applications are to be submitted to the Clerk's
Department sixty (60) days prior to the Event.

1. Applicant: _____
2. Address: _____
3. Phone: _____ Email: _____
4. Sponsoring organization: _____
5. Name of Event: _____
6. Type of Event: _____
(e.g., parade, march, foot race or walk, cycling, street dance, road toll booth, etc.)
7. Date of Event: _____
8. Start time: _____ Finish time: _____
9. Location of Event: _____
10. Estimated number of people expected to attend this event? _____
11. Expected number of participants? _____

Please provide written confirmation to the Town, from the following agencies with the submission of your Special Events Permit application.

12. The Emergency Medical Services (EMS) has been notified of the Event? ☐ yes ☐ no

13. The Wellington County OPP has been notified of this Event? ☐ yes ☐ no

14. Does the event use municipal property? ☐ yes ☐ no

Please provide a site plan sketch

15. Is this a licensed event? ☐ yes ☐ no

16. Does this event include a parade? ☐ yes ☐ no

If yes, please provide a map with route directions

17. Temporary road closing required? ☐ yes ☐ no

18. Does the event require the installation of road closure barriers? ☐ yes ☐ no

If yes, please contact Director of Public Works or Road Foreman to receive a copy of the Traffic Control Plan and arrange for pick-up of the roadway barricades. Should you require Town staff to setup/takedown the barricades an hourly fee will be invoiced to the community organization, as per the Town of Minto Fees and Charges By-law.

19. Fundraising Road Toll ☐ yes ☐ no

If yes, please contact Director of Public Works or Road Foreman to receive the Traffic Control Plan to assist you with roadway signage. Also attach a list of individual's names that are participating in the Road Toll.

20. Please submit with this application the Certificate of Liability Insurance in the amount of \$3,000,000.00 naming the Town of Minto as an additional insured.

Please Print Name of Insurance Company: _____

21. _____ accepts full responsibility for traffic control, crowd control barricades, safety precautions and clean up associated with this event.

22. _____ also accepts the responsibility of any lawsuits, actions, causes of action or damages that may arise or be taken against the Corporation of the Town of Minto and/or County of Wellington by reasons of or in connection with this event.

Please ensure that you have submitted all additional documents with the submission of your Special Events Permit application. (e.g sketch, site plans, proof of insurance) An application is not complete unless all additional documents are included with the application.

I hereby confirm that I have received a copy of By-law (2015-28) and a copy of the Special Event Permit-Road Policy and agree to abide by the terms and conditions set out therein.

I have the authority to sign this Special Events Permit Application which binds the Event Sponsor named herein to the terms and conditions within.

Please check if you would like to have your Special Event added to the Blanket By-law.

- 2018-2022 term of office ☐

Signature of Applicant

Date

Print Name: _____

Title: _____

Emergency Email Contacts:

Town of Minto Contacts: annilene@town.minto.on.ca mike@town.minto.on.ca and c.harrow@mintofiredept.on.ca

Emergency Medical Services: EMS.Supervisor@guelph.ca

Wellington County OPP: to adam.vranic@opp.ca



Town of Minto authorization:

Permission is hereby granted ☐ denied ☐ subject to the description of the event specified in this form and subject to the applicant's acceptance of the terms and conditions set out herein.

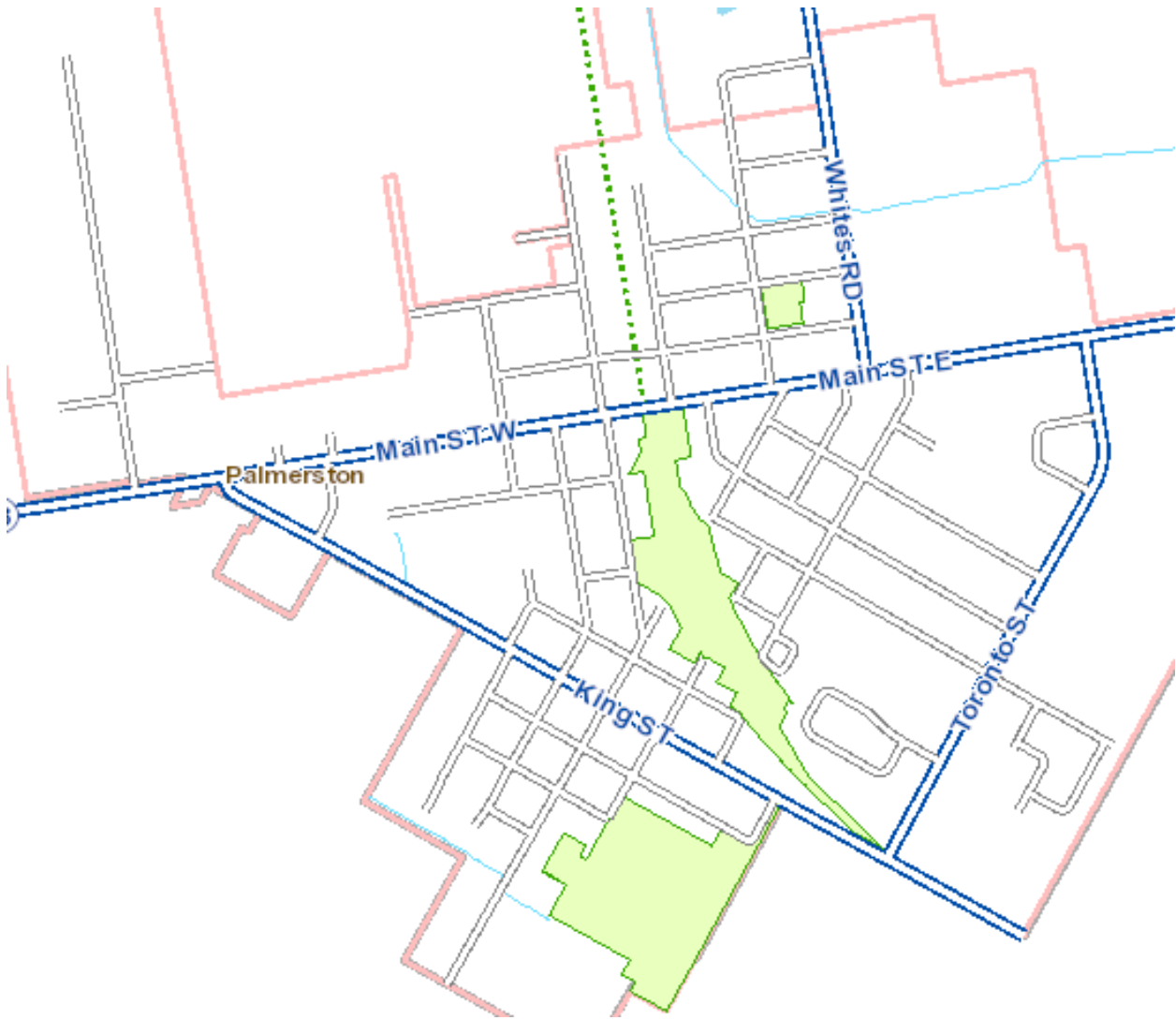
Additional conditions/restrictions:

C.A.O. Clerk or Designate

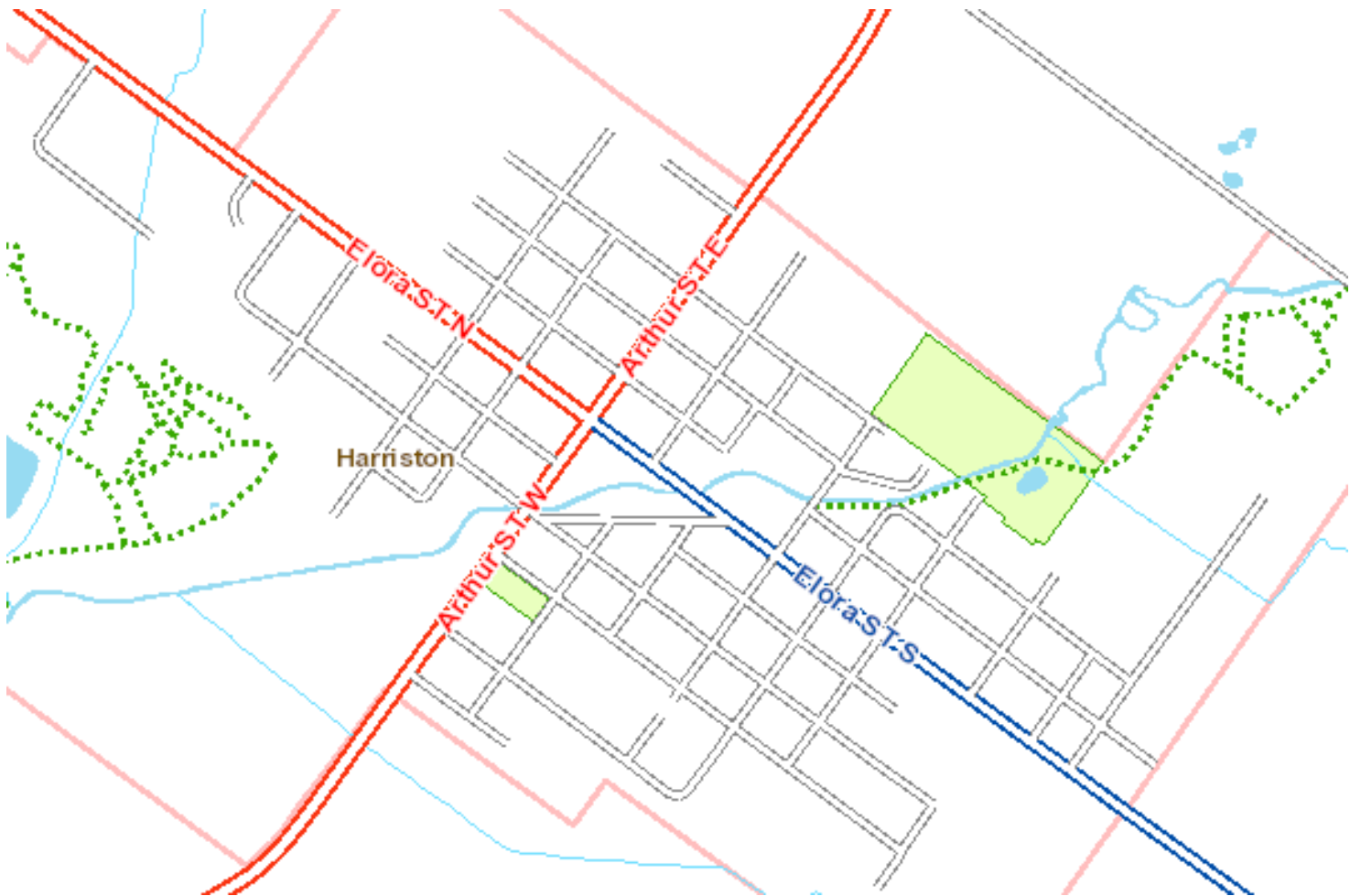
Date of Issue

Date of Council Approval (if Road Closure By-law required)

Special Events Permit Palmerston Map



Special Events Permit Harriston Map



Special Events Permit Clifford Map

