

## Grey County Roads Special Event Permit

**Approved by:** County Council

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**Scheduled for Review by:** 2021

**Procedure Number:** MS-TS-010-001

**Author:** Transportation Services

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**Replaces:** By-Law 4064-03

**Parent Policy:** MS-TS-010

### References and Related Documents

[Special Event Permit Policy](#)

### Forms

[Special Event Permit Printed Version](#)

## Purpose and Scope

This procedure lists the requirements for Special Events Permit on Grey County roads, and helps County staff process the requests consistently.

### 1.0 Definitions

- 1.1 “Applicant” The contact person who completes the special event permit application. The applicant has the permission of the Organization to act on behalf of the Organization.
- 1.2 “Organization” The group or business requesting the special event permit

### 2.0 Special Events

- 2.1 A Special Event Permit is needed for each special event:
  - a) Parade
  - b) Street event/block party
  - c) Festival
  - d) Group walk/cycle
  - e) Cycling or running race
  - f) Other

## 3.0 Applicant Responsibilities

### 3.1 Application

It will take about eight weeks to coordinate a special event. Start your Special Event Permit Application as soon as possible.

Online: April 13, 2016

Paper: [Special Event Permit Printed Version](#)

### 3.2 Event Map

Attach an event map identifying:

- a) The event location and route;
- b) County road(s) to be closed/partially closed;
- c) Signage [see 3.3 c)]
- d) Off-street vehicle parking for any related start, finish or staging areas for the event;
- e) Comfort station locations; and
- f) Detour details [see 3.3 b)].

### 3.3 Road Closure

If the special event will have a full road closure (where the whole road is closed to regular traffic), partial road closure (where only one lane is closed), or rolling closure (where sections of the road are closed as the event passes through) the Applicant must:

#### a) Arrange Traffic Control

All traffic control needed for the special event is the responsibility of the Applicant.

- i) Traffic control must follow legislation set by the Ontario Ministry of Transportation Ontario Traffic Manual Book 7 Temporary Conditions;
- ii) Police traffic control must be provided for all locations where the participants are not conforming to the Highway Traffic Act, such as not stopping at stop signs;
- iii) Traffic Control can be provided by a municipality, a local police detachment or a person trained in Ontario Traffic Manual Book 7; and
- iv) At least two weeks before the special event, the traffic controller completes the Traffic Control Declaration Form. [Traffic Control Declaration Grey County Roads Special Event Permit](#)

b) Choose a Detour Route

The event map must also:

- i) Outline the detour route;
- ii) Ensure the detour route is at least 7.0 m wide, is capable of accommodating trucks turning at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal County road traffic;
- iii) Show the related signage to be used; and
- iv) Include a list of all equipment and personnel that will be used to properly mark and enforce the detour.

c) Signage

- i) The traffic controller is responsible for signage for all road closures and detours. The traffic controller will consider road design and sight lines when choosing signage location.
- ii) Signage must comply with Book 7 legislation.
- iii) Signage Placement

The event or detour signage may be placed on the County right-of-way if:

- 01 It is less than 3.0 m<sup>2</sup> in size;
- 02 It is freestanding;
- 03 It does not interfere with an official sign, traffic signal or safety device;
- 04 It is in place for less than one week;
- 05 It is removed by three days after the event;
- 06 It is at least 10 m away from a driveway;
- 07 Signs less than 0.7 m<sup>2</sup> may be placed at least 8 m away from the edge of pavement;
- 08 Signs greater than 0.7 m<sup>2</sup> will be placed at the outer edge of the County road right-of-way; and
- 09 Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road but may be used on private property if they meet the County's requirements for portable read-o-graph signing.

### 3.4 Maintenance

- a) Remove any markings to County road surfaces or County structures (example: signs, guiderails, bridges, etc.) within three days of the event.
- b) Remove all trash and rubbish as a result of the event immediately after the event.

### 3.5 Insurance

The Organization will obtain and keep in force until ten days after the special event, commercial general liability insurance including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) Grey County is named as an additional insured;
- c) Confirmation that the policy contains a provision for cross liability in respect of the named insured and a severability of interests clause;
- d) Non-owned automobile coverage with a limit of at least \$2,000,000 including SEF96 (contractual liability);
- e) Products and completed operations coverage (Broad Form) with an aggregate limit of not less than \$2,000,000;
- f) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage will be given in writing to the County.

### 3.6 Other

#### a) Alcohol

No alcoholic beverages are permitted on County property.

#### b) Road Conditions

Grey County roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event.

#### c) Risk

Immediately notify the County in writing of any occurrence, incident or event which may reasonably be expected to expose it and/or the County to material liability of any kind in relation to the special event.

d) Organization Consent

Inform the Organization that by providing the certificate of insurance, the Organization implies that:

- i) It approves of the special event permit application; and
- ii) It authorizes the Applicant to act on behalf of the Organization.

e) Advertising/Notice (for an event with a road closure)

- i) Best practice is to advise property owners bordering the event location at least two weeks before the event.
- ii) Advertise the event at least one week before the event on local municipal website(s) and at least one of the following:
  - Local Newspapers
  - Websites: [visitgrey.ca](http://visitgrey.ca), local radio
  - Social Media
  - Local radio stations' current events
  - Free local publications
- iii) The County reserves the right to require additional notice and advertising for certain events.

f) Event Plan

- i) Provide an event plan if requested.

g) Health and Safety

- i) Give consideration to appropriate first aid and comfort stations.

## 4.0 Grey County Responsibilities

4.1 Grey County staff will advise:

- a) The local municipality(ies),
- b) The police authority that has jurisdiction within the event area,
- c) The paramedic service that has jurisdiction within the event area, and
- d) The fire department that has jurisdiction within the event area.

4.2 Grey County will post your event on the County's website, [grey.ca](http://grey.ca).

4.3 Grey County may cancel the Special Event Permit issued for the special event if the County determines that the traffic movement will be/is being negatively impacted or there is a public safety risk.

Have questions? [roads@grey.ca](mailto:roads@grey.ca) 519 376-7337, Extension 1217.