



COUNTY OF PERTH
POLICY FOR
SPECIAL EVENTS ON COUNTY ROADS

1. INTRODUCTION

1.1 Purpose

The purpose of the Special Event Policy is to ensure that the responsibilities of all parties are agreed to and understood and that all special events occurring on highways are processed in a uniform fashion. Guidelines are necessary to ensure that special events operate in a safe and orderly fashion.

1.2 Goals

The goals of the Special Event Policy are as follows:

1. To ensure that every special event is reviewed by all affected agencies to enable co-ordination with other activities on the highways and to minimize disruption to the normal users of the highways.
2. To confirm that the applicant has sufficient property damage and public liability insurance coverage thereby ensuring that, in the event of an accident or other loss, all persons including participants are protected in the event of a claim or suit arising from the special event.
3. To ensure that the costs incurred by the County for the purchase, installation and maintenance of any temporary traffic control devices, including but not limited to traffic signs and barricades as a result of the special event are recovered from the applicant.
4. To establish a desirable length of time that an Application for a Special Event Permit shall be submitted in advance of the special event taking place. This will provide an opportunity for the applicant to discuss the special event with County staff and the Police to establish the conditions and arrangements under which the special event will be permitted, including but not limited to police protection, traffic control, legal requirements and insurance requirements.
5. To establish an administrative process that is effective, efficient and adaptable.

2.0 DEFINITIONS

Area Municipality means any of the lower tier municipalities being Township of Perth East, Township of Perth South, Town of North Perth or the Municipality of West Perth.

Director means the Director of Public Works, County of Perth or designate.

Highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Police means the Ontario Provincial Police detachment having jurisdiction in the area..

County means the County of Perth.

Special Event includes a parade, procession, race, marathon, walk-a-thon, or other similar event but does not include the following:

- Funeral Procession
- Wedding Procession
- Motor Vehicle Rally
- Picketing

3.0 ADMINISTRATION

3.1 Authority

A Special Event Permit is required by any person or organization wishing to hold a special event on any highway or part of a highway under the jurisdiction of the County of Perth.

The authority to close a road has been delegated to the Director of Public Works or designate under By-law 2760 passed under Section 42 of the municipal Act, 2001, R.S.O. c.25, s.42.

3.2 Application To Obtain A Special Event Permit

For any special event that takes place on any highway or part of highway under the jurisdiction of the County, a Special Event Permit is required.

An application to conduct a special event on County Roads can be obtained from the

County of Perth or on the website at www.perthcounty.ca.

3.3 Processing Procedure For Applications/Permits

The applicant is advised to make the application well in advance of the proposed commencement of the event. Table 1.0 summarizes the notification time for various types of special events.

TABLE 1.0: Minimum Notification Required By Regional Staff

TYPE OF SPECIAL EVENT	MINIMUM NOTIFICATION
Event NOT Requiring Road or Lane Closure	4 WEEKS in Advance of Event
Event Requiring Road or Lane Closure	6 WEEKS in Advance of Event

Upon receipt of the application, County staff will work with the applicant to obtain all the necessary approvals and coordinate with the effected agencies to ensure that the special event will be safe, well planned and successful.

THE APPLICANT MUST BE AWARE THAT ALL APPLICATIONS ARE ON A FIRST COME FIRST SERVED BASIS. COUNTY STAFF WILL NOT RESERVE ANY HIGHWAY OR PART OF A HIGHWAY FOR A SPECIAL EVENT UNLESS THE APPLICATION HAS BEEN RECEIVED AND A PERMIT ISSUED.

4.0 CONDITIONS OF APPROVAL

For the protection of the applicant and the organization as well as the County all requests to hold a special event on any highway or part of a highway under the jurisdiction of the County shall be subject to the following conditions:

4.1 Insurance

The applicant shall provide a completed Certificate of Insurance evidencing a comprehensive policy of public liability and property damage insurance, providing insurance coverage in respect to any one accident in the **minimum amount of \$2,000,000.00**, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property. Such policy shall name the County insured thereunder, and shall contain a cross liability endorsement and shall indemnify the County against all claims for all damages resulting from or arising out of any act or

omission on the part of the applicant or any of the applicant`s servants or agents. The proof of insurance must be received and approved by the County prior to the commencement of the special event.

The applicant`s insurance shall state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after (30) days prior written notice by certified mail to the County. Any deductibles or self-insured retention must be declared to and approved by the County and any such deductible or self-insured retention shall be the sole responsibility of the applicant in the event of a claim.

The applicant`s insurance coverage shall be considered primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be in excess of the applicant`s insurance and shall not contribute with it.

Unless otherwise specified, the terms of the insurance shall be from the commencement of the special event until the date of completion of all related activities on the County Road System.

The County reserves the right to modify the insurance requirements and limits as deemed suitable to the special event at hand.

4.2 Indemnify and Save Harmless

Through the applicant`s signature on the Special Event Permit, the applicant will be required to indemnify and save harmless the County from any actions, loss, costs, claims or damage costs arising from the use of or the physical closing of the highway or any part thereof.

4.3 Costs

Signing and Barricade Service:

Public Works will determine required signage and barricades and installation will be provided by the PW staff.

Upon completion of the special event, the County will invoice the applicant for the actual costs that County staff incurred to provide the signing and barricade service. If the advent is for a non-profit organization and the lower tier municipality endorses the event no costs will be invoiced to the organization provided the erection and removal of the barricades for event is completed by the lower tier municipality (detour route and signage handled by Perth County).

Damage and Repair Costs:

The applicant shall assume the cost of repair for any damage to property incurred as a

result of the special event and any clean-up performed by or on behalf of the County.

4.4 Area Municipalities

Where a special event is being held partly on roadways under the jurisdiction of other area municipalities, approval from the area municipalities is required and any additional conditions set forth in writing shall also be adhered to. All special events must be approved by the Police and any resultant additional conditions set forth in writing shall be adhered to.

4.5 Additional Conditions for Specific Special Events

All special events must be supported by the police and any additional conditions set forth in writing shall be adhered to.

5.0 CANCELLATION PROVISIO

The Director, O.P.P. or their designate may cancel or re-route any special event in an emergency situation or for the preservation of public safety of the participants.

6.0 APPEAL PROCESS

Any conditions of approval or a decision to refuse to grant a Special Event Permit by the Director can be appealed to County Council.