



Responsible Dept.: Public Works	Effective Date: March 19, 2001
Author:	Next Review:
Approved by: Director of Public Works	Relevant Corporate Policy/By-law:

1. PURPOSE

- 1.1. The Municipality, when asked by a local charity, group or organization for permission to use a municipal road for an event, establishes the following policy.

2. TEMPORARY USE OF MUNICIPAL ROAD OR RIGHT-OF-WAY POLICY

- 2.1. All requests for the use of Municipal roads for a specific event will be in writing, and will include the following information:

- 2.1.1. the group or organization making the request;
- 2.1.2. the name and telephone number of a contact person;
- 2.1.3. the date, location and duration of the event

- 2.2. Staff will review the request, and if there are no objections to the proposal, Staff may grant preliminary approval. Prior to final approval, the organizers will be asked to:

- 2.2.1. provide written notification of the event, including full details, to the Ontario Provincial Police, appropriate Fire Department and ambulance service, and furnish the Municipality with a copy of the correspondence.
- 2.2.2. place an advertisement in the local paper notifying residents of the event, and specifying the hours of the event
- 2.2.3. sign the agreement, copy attached, which outlines the safety precautions that the organizers will take
- 2.2.4. notify all the businesses that front on the portion of the road to be closed of the event

- 2.3. Committees and organizations, other than Municipal Council sub-committees, shall be required to hold the Municipality harmless in the event of an accident or any other claim that may arise.

3. APPROVAL AUTHORITY

CAO	Date
Amended/Modified/Replaced	Date: March 19, 2001