

The Municipality of Lambton Shores

Policy: # 82

Effective Date: June 28, 2016
Replaces Policy # 15

Temporary Use of a Municipal Road or Right of Way for a Special Event or Boot Toll

The Municipality, when asked for permission to use a municipally controlled road, for a special event or boot toll, establishes the following policy:

- 1a. All requests for the use of Municipal roads for a special event or boot toll from a charity, group or organization operating within Lambton Shores are to be in submitted in writing at least 30 days in advance of the event, and will include the following information:
 - a) the group or organization making the request;
 - b) the name and telephone number of a contact person;
 - c) the date, location and duration of the event, and including a map of the area showing location of the toll
- 1b. No requests for the use of Municipal roads for a special event or toll by national agencies or organizations operating outside of the Municipality will be considered.
2. Staff will review the request, and if there are no objections to the proposal, Staff may grant preliminary approval.

Council permission will be required for any request that falls on a long weekend, or where the requested area is perceived to be high traffic and could pose a risk to participant safety.

Before final approval is granted, the organizers will be required to:

- a) Provide written notification of the event, including full details, to the OPP, appropriate Fire Department and ambulance service, and furnish the Municipality with a copy of the correspondence.
- b) Place an ad in the local paper notifying residents of the event, and specifying the hours of the event
- c) Agree to take appropriate safety precautions during the event; including:
 - Participants must wear orange vests or reflective material on clothing
 - Intersections should be well marked with cones
 - Post banners/signage ahead of the location to ensure oncoming traffic is aware of the road toll
 - Parked apparatus must be highly visible, with emergency lights on
 - All collections must be initiated from the roadside or median
 - Participants are not permitted to stop traffic, and must only approach stopped vehicles
 - Only members of the organization should collect in the streets – no spouses, children, etc.

All necessary equipment (with the exception of traffic cones and barricades) must be supplied by the event organizer.

d) Provide a copy of its liability insurance policy and certificate of insurance in the amount of \$2 million limit on a per occurrence basis which includes the Municipality of Lambton Shores as an additional insured.

Insurance policies must be underwritten by an insurer licensed to conduct business in the Province of Ontario.

e) Special events are subject to Policy 067 Outdoor Events.

Administered by: Director of Community Services