



Owen Sound

STANDARD POLICY

S.P. NO: O65

PAGE NO. 1 OF 2

DATE: Mar 23 2009

SUBJECT:

TEMPORARY CLOSURE OF STREETS FOR PARADES AND EVENTS

**DEPARTMENT:
Operations**

**DIVISION:
Engineering**

COUNCIL AUTHORITY OR STAFF APPROVED:

NEW: X

REVISED:

DATE:

1. This policy forms **Schedule "B" to By-law 2009-040** and is a guideline to deal with various requests for the temporary closures of streets for certain parades and certain events. The request may include such events as parades, street dances, flea markets, street sales or other occurrences Council deems appropriate to be conducted on municipal streets.
2. If the applicant has not obtained permission from City Council permission for the stated event previously, the applicant must obtain permission from Council before this application can be processed. The intent of this application is to streamline the process for annual recurring events.
3. Municipalities or organizations wishing to temporarily close a portion of a City Street must contact the Director of Operations and obtain written permission at least six (6) weeks in advance in order to stage such an event. A map outlining the locations of the City street(s) to be temporarily closed must be submitted with the request.
4. The placement of barricades and detour signs will be the responsibility of the municipality.
5. The Director of Operations or his/her designate will notify all emergency services of the temporary street(s) closure a minimum of five (5) days prior to the event. The notification listing includes others as set out under the street closure procedure.
6. A notification shall be provided to the City Clerk whose responsibility is to advise Council through the Council Information Package included with each Council Agenda.
7. Events requiring the temporary closing of any portion of 10th Street East or 10th Street West between 9th Avenue East and 9th Avenue West shall not be permitted unless permission has been obtained from City Council. (Refer to Policy O15 – Parade Routes on 10th Street)



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8. Organizations are strongly encouraged to **not** hold an event on the Friday or Monday of a holiday weekend when traffic congestion will cause major concerns.
9. If requested, the event should be advertised in the local papers at least one week in advance.
10. The cleanup of rubbish and debris is the responsibility of the organization.
11. Liability Insurance shall be carried by the event organizer in the amount of \$2,000,000 (Two Million dollars) naming The Corporation of the City of Owen Sound as an additional named insured. The applicant accepts full responsibility for any suits, action, damages that may arise or be taken against the municipality from the temporary street(s) closures.
12. The municipality may, at any time, withdraw the permission granted for the planned temporary street closure should traffic movement be badly impeded or the safety of the public is at risk.
13. This policy applies only to the travelled portion of a street and does not apply to the use of a City sidewalk, roadway in a park or pathway in a park.
14. This policy nor the City of Owen Sound By-law 2009-040 does not apply to the temporary closure on a Grey County road within the City of Owen Sound. Permission must be obtained from the County of Grey for such temporary closures.



Owen Sound

SCHEDULE "A" TO BY-LAW 2009-040

**THE CORPORATION OF THE CITY OF OWEN SOUND
OPERATIONS DEPARTMENT**

City of Owen Sound, Engineering Services
1900 20th Street East,
OWEN SOUND ON N4K 5N3
Phone: 519-376-4530 Fax: 519-372-1209

TEMPORARY STREET CLOSURE APPLICATION

APPLICANT (Contact person)

ORGANIZATION

Name: _____

Name: _____

Address: _____

Address: _____

Municipality: _____

Municipality: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

NAME OF EVENT: _____

TYPE OF EVENT: (i.e. parade, etc.) _____

Did you conduct this event in a previous year, if so when? _____

Date and time of commencement of temporary street closure required:

Date: _____ Time: _____

Date and time of end of temporary street closure:

Date: _____ Time: _____

Streets to be Temporarily Closed: _____

Location/Route of event on City street(s) – (if parade, please include map outlining route): _____

TERMS AND CONDITIONS:

- 1. A Certificate of Liability Insurance in the amount of \$2,000,000 naming The Corporation of the City of Owen Sound as co-insured must be attached to this application.
- 2. The applicant accepts full responsibility for an suits, actions or damages that may arise or be taken against The Corporation of the City of Owen Sound by reasons of, or in connection with this event and accepts the responsibility for clean up associated with this event.

Signature of the Applicant

Date of Application

I have the authority to sign this form which commits the above mentioned organization to the above Terms and Conditions. I also acknowledge that if the Terms and Conditions of this permit are not fulfilled, the City will assume that the event will not take place.

CERTIFICATION – TEMPORARY STREET CLOSURE

Certification by the Director of Operations (or his/her designate) for The Corporation of the City of Owen Sound authorizing the temporary closing of streets for parades or other events

I, _____ certify that the temporary closure outlined in this application may be undertaken pursuant to the City of Owen Sound By-law 2009-040.

The following additional terms and conditions must also be met by the applicant:

Signature of Director or Designate
Owen Sound Operations Department

Date of Approval