

Corporate Policies

SECTION: GENERAL		
SUBJECT: Special Event Road Closures	DEPT: Works and Transportation	
POLICY NO. 14.13.0	SUPERCEDES POLICY DATED: N/A	PAGE: 1 OF 8
EFFECTIVE DATE: Dec 12 05	APPROVED BY: C319-2005	APPROVAL DATE: Dec 12 05

POLICY STATEMENT:

The Corporation supports special events as a vital and integral part of sustaining a vibrant attractive community. Special events are a means to promote community events, attract tourism and for organizations to promote their cause.

No person(s) or organization(s) will be granted permission to use any public roadway under the control of the City without first obtaining a Road Occupancy and Access Permit, issued by the Commissioner of Works and Transportation, pursuant to this policy. Additionally, the Commissioner shall ensure that proper coordination occurs among necessary City departments to facilitate the use of City streets for special events.

PURPOSE:

The Special Event Road Closure Policy ensures the responsibilities of all parties are agreed to and understood, that special events operate in a safe and orderly fashion and that all special event road closures are processed uniformly.

It is the policy of the Corporation to:

- Define the responsibilities of both the applicant and the City to ensure the special event road closure is carried out in a safe and orderly manner with the least negative impacts to the public as possible.
- Ensure that every special event is reviewed by all affected agencies to facilitate co-ordination with other activities on the roadways and to minimize disruption to the normal users of the roadways.
- Confirm the applicant has sufficient property damage and public liability insurance coverage thereby ensuring that, in the event of an accident, all persons including participants are protected from any possible claim or suit arising from the special event.
- Establish an appropriate timeframe for an application for a special event road closure to be submitted in advance of the event, to provide the applicant and the City sufficient opportunity to discuss 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.



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SCOPE:

This policy applies to staff involved in the review, planning and approval process for the closure of a roadway under the jurisdiction of the City of Brampton for the purpose of a special event. It sets out the responsibilities of both the applicant and the City with respect to the application requirements, the approval process, and the carrying out of a special event road closure.

PROCEDURE:

1. Definitions:

“Applicant” includes a person, group of persons, agency, corporation, or government desiring to stage a special event on a roadway.

“City” means the Corporation of the City of Brampton.

“Commissioner” means the Commissioner of Works and Transportation for the City of Brampton or designate.

“Council” means the Mayor and members of Council.

“Roadway” includes a common and public roadway, 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, except as otherwise provided, includes a portion of a roadway.

“Police” refers to the Peel Regional Police.

“Special Event” includes a parade, procession, block party, street dance, festival, race, marathon, walk-a-thon, demonstration, outdoor market or other similar event, but does not include the following:

- a) Funeral Procession
- b) Wedding Procession
- c) Moving Motor Vehicle Rally
- d) Picketing

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2. Application

For any special event taking place on any roadway or part of roadway under the jurisdiction of the City of Brampton, applications must be made on the forms provided by the Commissioner and forwarded to the Works and Transportation Department. Written applications for a special event road closure may be requested at the discretion of the Commissioner and shall contain, but not be limited to, the following information:

- a) Name, address and telephone number of the applicant;
- b) The type of activities, purpose, and nature of the event;
- c) The roads to be used;
- d) Number of participants and/or spectators; and
- e) Date, time, and duration of closure

For street parties within residential neighbourhoods, the applicant must obtain and include with the application the signatures and agreement from all those directly affected by the road closure.

3. Minimum Notification Required

The amount of time required to process each application varies with the complexity of the request. Depending on this complexity, the applicant is advised to submit the application as far in advance as possible. Applications must be submitted to the Works and Transportation Department a minimum of six weeks in advance of the proposed closing.

4. Authority

The Commissioner is empowered with the authority to temporarily close a roadway under Part III, Section 42 of the Municipal Act 2001 where it states:

42. A municipality may delegate to a committee of council or to an employee of the municipality, subject to any conditions which the municipality may impose, the power to close a highway temporarily for any purpose specified in the by-law. 2001, c. 25, s. 42.

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Section 9 of By-law 93-93 provides that the Commissioner may issue permits to permit a temporary highway closure provided certain conditions are satisfied. This satisfies the requirement in Section 42 of the Municipal Act, 2001.

The procedure for granting approval of a special event road closure include the following:

- a) Applications for road closures of less than 24 hours may be approved by the Commissioner provided the Council member(s) whose ward in which the event will take place is made aware and is in concurrence with the said road closures.
- b) Approval of a special event road closure is required by Council under any one of the following conditions:
 - The proposed road closure exceeds 24 hours in duration or occurs on multiple days
 - The existence of irresolvable objections to the special event
 - At the discretion of the Commissioner of Works and Transportation

5. Approval Considerations

In approving or recommending an application for approval, the Commissioner shall take into account the following:

- a) Past performance by the applicant in abiding to the conditions of a special event permit
- b) Conflicts with previously scheduled special events, road or utility construction or road maintenance
- c) Undue disruption of traffic in the immediate and surrounding areas especially during peak periods
- d) Impacts to Brampton Transit and other public transportation
- e) Impacts to Fire and Emergency Services
- f) Provision to provide adequate Police control, monitoring, and the impacts to the Police therein
- g) Provision for pedestrian accessibility and safety

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- h) Failure to comply with the provisions within this policy
- i) Any other relevant conditions as deemed applicable by the Commissioner

If, through the consideration of the above, the Commissioner deems an event to negatively impact the community, its citizens or the Corporation, and after communicating the concerns to the applicant in an effort to resolve them, approval may be denied.

6. Road Occupancy Permit

Any person or organization wishing to hold a special event on any roadway or part of a roadway under the jurisdiction of the City of Brampton requires a Road Occupancy and Access Permit, issued by the Commissioner of Works and Transportation. The requirements for occupancy of a roadway and the permits required are established within Traffic By-law 93-93 as amended.

7. Insurance

The applicant shall provide a completed Certificate of Insurance confirming a comprehensive policy of public liability and property damage insurance providing insurance coverage in respect to any one accident to the limit of at least \$2,000,000 inclusive, 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 Corporation of the City of Brampton as insured thereunder, and shall contain a cross liability endorsement and shall indemnify the City against all claims for all damages resulting from, or arising out of any act or omission on the part of the applicant(s).

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 City. Any deductibles or self-insured retention must be declared to and approved by the City and any such deductible or self insured retention shall be the sole responsibility of the applicant in the event of a claim.

The City of Brampton reserves the right to modify the insurance requirements and limits as deemed suitable to the special event.

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8. Indemnify and Save Harmless

Through the applicant's signature on the road closure application and road occupancy permit, the applicant will be required to indemnify and save harmless the City from any claims, actions, causes of actions, losses, costs, charges and expenses which the City may sustain or incur or be liable for arising directly or indirectly as a consequence of granting permission to hold the event and subsequent road closure.

9. Signs and Barricades

The TC-53A or 53B barricades shall be used for short-term road closures to prevent vehicular traffic from entering the designated area.

The Road Closed (RB-92) sign shall be used where a roadway must be temporarily closed and traffic must use an alternate route.

Barricades and signs for closing the road will be delivered and picked up by the Works and Transportation Department during normal working hours. The organizers will be responsible for the security of the signs and barricades upon delivery by the Works and Transportation department. The organizers will be responsible for the repair or replacement of any signs or barricades that are damaged or missing.

The City, at their discretion, may use alternative sources to install and maintain all signs and barricades required as a result of the special event.

10. Dispute Mechanism

Subject to Section 5.0 of these Procedures, the Commissioner may approve a special event application to close a roadway, or the Commissioner may refer the application to City Council through Council Committees. Council is the final decision body in the event of a dispute between the applicant and the Commissioner.

11. Cancellation Provision

The City of Brampton, at the request from the Mayor (on behalf of Council), or Emergency Management Centre, or Fire Chief, or Police Chief, may cancel or re-route any special event in an emergency situation or for the preservation of public safety and the participants.

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12. Applicant's Responsibilities

- a) To provide the City of Brampton with proof of insurance prior to the commencement of the special event and approval of the submitted documentation must be obtained from the City.
- b) To ensure the event is carried out in accordance to all laws, regulations, and municipal By-laws
- c) For larger events such as, but not limited to, parades, marathons and outdoor markets, the applicant must inform the public of the road closure two weeks in advance of the proposed closure. Notice of the road closures is to be provided by means of local advertising and/or notification letters delivered directly to the property owners or tenants at the discretion of the Commissioner in conjunction with Business Development and Public Relations staff. The City may administer the placement of a notice, in which case the applicant will incur all associated costs.
- d) To secure the approval and supervision of the Police as deemed necessary by the Police and/or the Commissioner.
- e) To ensure the roadway is physically closed in a safe manner and in accordance to the instructions and satisfaction of the Commissioner.
- f) The applicant must make provisions for access to properties on the closed portion of the roadway for emergency purposes.
- g) To clean the road in a thorough manner satisfactory to the Commissioner immediately following the completion of the event.

13. City's Responsibilities

- a) Work with the applicant, when required, to obtain all the necessary approvals and co-ordinate with the affected agencies to ensure a safe, well planned and successful special event.
- b) Circulate the request to the City Councillors, Peel Regional Police, Brampton Fire and Emergency Services, Brampton Transit and the City's Road Maintenance Division for their review and comment.
- c) Receive comments and if required under s.4(b), prepare a report for consideration by Council.

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- d) Advise applicant of approval or disapproval.
- e) Upon approval of application, issue a road occupancy permit.
- f) Provide notification of approval to all Councillors and the Office of the Mayor
- g) Arrange for the supply of barricades and signs.
- h) Consider the impacts to traffic and, if deemed necessary, put in place appropriate detour signage as to minimize congestion and delay. If deemed necessary, information signs may be installed prior to the event advising the public of the date, time and limits of the pending road closures.
- i) When deemed necessary by the Commissioner in conjunction with Business Development and Public Relations staff, notify the public of the road closure through local newspapers and the City of Brampton Website.

ACCOUNTABILITY:

The Traffic Engineering Services section of the Works and Transportation Department is responsible for ensuring all special events road closures are administered in accordance to this policy.

ADMINISTRATION:

The Traffic Engineering Services section of the Works and Transportation Department is responsible for keeping this policy up to date.

CONTACT:

Any questions regarding this Policy should be directed to Works and Transportation Department.