

Report CCR-TAPS-13-16

To: Chair Bell and Members of the Transportation and Public Safety Committee
From: Sharon Vokes and Mike Kelly
Meeting Date: March 17, 2016
Subject: **Recommendations to Streamline the Special Event Process**
Status: Recommendation adopted by Committee as presented per Resolution TAPS41-16; Endorsed by County Council April 5, 2016 per Resolution CC45-16;

Recommendation(s)

WHEREAS County Council has directed that the special event process for using County roads be streamlined;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-TAPS-13-16 be received;

AND THAT Procedure MS-TS-010-001 as presented in Report CCR-TAPS-13-16 be endorsed.

Background

At the May 5, 2015 Council Session a new policy and procedure with respect to special event permits that utilize County roads was passed. Councillors quickly began to receive comments from the public on the length and scope of the procedure resulting in the Committee passing the following resolution at its May 21, 2015 committee meeting:

“THAT staff be requested to look at opportunities to streamline the special event policy.”

The policy and permit as endorsed by County Council had been drafted with the best of intentions to provide as much protection to the County as possible from potential litigation. The discussion of the Committee and the direction given to staff was to review the policy and procedure through the lens of understanding that an effective policy and procedure balances both risk and the need to be responsive and provide an “open for business” approach. It was recognized that many special events are run by

community volunteers who simply want to help their community thrive. Additionally, some special events have a significant beneficial financial impact on the region.

Staff established a cross departmental team from the Transportation Services Department, Clerk’s Department and Information Technology. The approach taken was threefold. The team first addressed some quick wins which were considered administrative in nature which could be implemented without going back through committee and council. The second review included reviewing the procedure to see if it could be simplified and adjusted to recognize that it isn’t feasible to entirely remove risk from the County. Finally, the Information Technology staff developed a process that will enable applicants to submit their applications online making the process easier and more in keeping with the County’s smart community initiative.

Before proceeding, staff sought input from two applicants who had gone through the special event permit process to better understand the issues.

Prior to finalizing the process and drafting this report to Committee, staff once again sought the input from a former applicant. In this instance, the applicant reviewed the procedure as well as “test drove” the on line application process.

Step 1 – Quick Wins

The team quickly identified some quick wins which were implemented in the summer of 2015 as follows:

Item	Procedure Approved May 2015	Changes Made Summer 2015
Approval of Local Municipality and Police	Applicant to take form to municipality and police and obtain approval and sign off	County now circulates to municipality and police. Municipality and police able to email approval.
Approval of agencies (ie Fire, Paramedic Services)	Applicant to take form to agencies to obtain approval and sign off	Fire and Paramedic Services indicated they didn’t need to approve, but needed to be informed. County to circulate to agencies for information.
Permit Deposits		Online payment option implemented

Early in the review it became apparent that having the applicant physically obtain sign offs was an arduous and labour intensive task that most certainly didn’t utilize technology. It was also realized that some of these agencies struggled with the concept of approving a certain event. The real crux of the issue for municipalities and the agencies was that they needed to know when an event was taking place. Particularly

for emergency services there is a need to know where there are potential road closures in the event there is an emergency which needs to be attended to.

Step 2 – Procedural Changes

The procedure underwent a detailed review to determine what items are essential and those items important to an event but not necessarily relevant to the road. Considerable time was also spent reviewing insurance requirements as well as what the applicant was being asked to sign off on. At the end of this process, the procedure was written in clear language that will be easily understood by the public. These changes highlighted below have been included in a revised procedure attached to this report. The streamlining has resulted in a procedure which is five pages in length from one of seven pages.

Item	Current Procedure	Revised Procedure	Reason
Security Deposit	\$500 deposit cheque required which is returned following the event if the applicant is full compliant.	No deposit required.	There were no cases in the past several years where the full deposit was not returned. Simplifies the process for the applicant.
Approval	Applicants must get permission from local municipalities and police	Grey County advises local municipality(ies) and police	Not necessary to approve; however need awareness. Notification is now an automated process done through online application which reduces staff and applicant time.
Deadline	Application required eight weeks prior to event.	Suggested that it takes at least eight weeks to organize a special event. Provided a checklist to guide timelines.	Repeat events won't likely need eight weeks. Applicants are familiar with what is necessary to organize a special event.
Notice	Prescriptive Notice to bordering businesses/home owners two weeks before the event, local newspaper and municipal website	Notice to adjacent landowners suggested as a best practice. Applicant to provide County with ways of giving notice and advertising. Grey County has option to require additional notice.	There is no one size fits all approach to providing awareness of special events. Event organizers can choose the methods best suited for their event. County staff can still require additional notice and advertising if warranted. (ie notification

Item	Current Procedure	Revised Procedure	Reason
			to landowners where a road is closed for a bike race)
Permission	Required that affected home-owners and businesses submit permission in writing for the event which the applicant submits to Grey County	Removed	High risk that applicants acknowledge this has been done when it hasn't just to complete the application.
Participant Waiver	Each participant must sign a waiver before they may participate	Removed	Legal opinion is that participant waivers are the responsibility of the organizer
Type of Event	Included municipal and non-municipal special events	Removed. Event types were modified to be more easily understood	It was intended to show which events would fall under municipal insurance, but was confusing.
Type of Event	Group motorcycle/vehicle ride was an event type	Removed	Licensed vehicles are using the travelled portion of the road. This is normal road use.
Application	13-page paper application	Online application process. Paper alternative is now five pages. The online application prompts for information only when necessary depending on whether or not a road closure is required. Applicants may use on-line signature.	Simplify the process for the applicant. Improve the flow so it follows a logical order. With no deposit cheque and online submission of application, applicants can complete the application from anywhere. Required forms such as traffic control declaration and event map are uploaded.
Participant	Applicant must ensure least experienced participant can complete the route	Removed.	This is not appropriate for certain events. Additionally, event organizers would not necessarily know the experience of participants.
Health and Safety	Applicant must provide adequate on-site	Removed. Consideration of first	This is an event organizer responsibility, not

Item	Current Procedure	Revised Procedure	Reason
	sanitary facilities.	aid and comfort stations is suggested in the procedure.	something Grey County has jurisdiction over.
Law	Applicant is responsible to ensure that all participants abide by Highway Traffic Act	Removed	Unnecessary. Everyone is responsible to follow the law.

Step 3 – On Line Application Form

An on line application form has been developed which enables applicants to complete the application on line, including the use of electronic signatures. Applicants create a login with user name and password. The form can then be saved and completed in steps. Additionally, the tombstone data of the applicant are retained so that if the person submits an application annually, the information from the previous application is brought forward. A demonstration of the on line application will be provided to the Committee.

Financial/Staffing/Legal/Information Technology Considerations

While the review has been time consuming, the end result is a procedure which is less labour intensive for both the applicant and County staff.

The waiver for participants has been removed based on a legal opinion received from the County’s solicitor. The insurance requirements have also been reviewed by the County’s insurance broker. It is acknowledged that the current procedure, while arduous to complete, is comprehensive and extends significant protection to the County. The revised procedure before the Committee for consideration is not as extensive. It is hoped that the “balance” that the Committee was striving for has been achieved.

There are no financial considerations with this report. While the application fee has been removed, its loss does not impact the levy as the fee was returned after the event. Staff are unaware of any situation where the fee was not returned.

The streamlining of the special events permit and movement to an on line application is supportive of the County’s objective of being a smart community.

Link to Strategic Goals/Priorities

Updates to the special events procedure reflect Goal 5 of listening and working together. The streamlining of this process specifically addresses goals 5.2 and 5.3.

Attachments

Grey County Roads Special Event Permit and Procedure

Respectfully submitted by,

Sharon Vokes
Clerk/Director of Council Services

Mike Kelly
Director of Transportation Services

Grey County Roads Special Event Permit

Approved by: County Council

Last Modified Date: February 8, 2016

Date Approved:

Replaces: By-Law 4064-03

Scheduled for Review by: 2021

Procedure Number: MS-TS-010-001 **Parent Policy:** MS-TS-010

Author: Transportation Services

References and Related Documents

[Special Event Permit Policy](#)

Forms

[Special Event Permit Printed Version](#)

Purpose and Scope

This procedure lists the requirements for Special Events Permit on Grey County roads, and helps County staff process the requests consistently.

1.0 Definitions

1.1 “Applicant” The contact person who completes the special event permit application. The applicant has the permission of the Organization to act on behalf of the Organization.

1.2 “Organization” The group or business requesting the special event permit

2.0 Special Events

2.1 A Special Event Permit is needed for each special event:

- a) Parade
- b) Street event/block party
- c) Festival
- d) Group walk/cycle
- e) Cycling or running race

- f) Other

3.0 Applicant Responsibilities

3.1 Application

It will take about eight weeks to coordinate a special event. Start your Special Event Permit Application as soon as possible.

Online: [Available once approved by Council](#)

Paper: [Special Event Permit Printed Version](#)

3.2 Event Map

Attach an event map identifying:

- a) The event location and route;
- b) County road(s) to be closed/partially closed;
- c) Signage [see 3.3 c)]
- d) Off-street vehicle parking for any related start, finish or staging areas for the event;
- e) Comfort station locations; and
- f) Detour details [see 3.3 b)].

3.3 Road Closure

If the special event will have a full road closure (where the whole road is closed to regular traffic), partial road closure (where only one lane is closed), or rolling closure (where sections of the road are closed as the event passes through) the Applicant must:

- a) Arrange Traffic Control

All traffic control needed for the special event is the responsibility of the Applicant.

- i) Traffic control must follow legislation set by the Ontario Ministry of Transportation Ontario Traffic Manual Book 7 Temporary Conditions;
- ii) Police traffic control must be provided for all locations where the participants are not conforming to the Highway Traffic Act, such as not stopping at stop signs;
- iii) Traffic Control can be provided by a municipality, a local police detachment or a person trained in Ontario Traffic Manual Book 7; and
- iv) At least two weeks before the special event, the traffic controller

completes the Traffic Control Declaration Form. [Traffic Control Declaration Grey County Roads Special Event Permit](#)

b) Choose a Detour Route

The event map must also:

- i) outline the detour route;
- ii) ensure the detour route is at least 7.0 m wide, is capable of accommodating trucks turning at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal County road traffic;
- iii) show the related signage to be used; and
- iv) Include a list of all equipment and personnel that will be used to properly mark and enforce the detour.

c) Signage

- i) The traffic controller is responsible for signage for all road closures and detours. The traffic controller will consider road design and sight lines when choosing signage location.
- ii) Signage must comply with Book 7 legislation.
- iii) Signage Placement

The event or detour signage may be placed on the County right-of-way if:

- 01 It is less than 3.0 m² in size;
- 02 It is freestanding;
- 03 It does not interfere with an official sign, traffic signal or safety device;
- 04 It is in place for less than one week;
- 05 It is removed by three days after the event;
- 06 It is at least 10 m away from a driveway;
- 07 Signs less than 0.7 m² may be placed at least 8 m away from the edge of pavement;
- 08 Signs greater than 0.7 m² will be placed at the outer edge of the County road right-of-way; and
- 09 Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road but may be used on private property if they meet the County's requirements for portable read-o-graph

signing.

3.4 Maintenance

- a) Remove any markings to County road surfaces or County structures (example: signs, guiderails, bridges, etc.) within three days of the event.
- b) Remove all trash and rubbish as a result of the event immediately after the event.

3.5 Insurance

The Organization will obtain and keep in force until ten days after the special event, commercial general liability insurance satisfactory to the County including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) Grey County will be named as an additional insured;
- c) The policy will contain a provision for cross liability in respect of the named insured and a severability of interests clause;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000 including SEF96 (contractual liability);
- e) Products and completed operations coverage (Broad Form) with an aggregate limit of not less than \$5,000,000;
- f) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage will be given in writing to the County.

3.6 Other

- a) Alcohol

No alcoholic beverages are permitted on County property.

- b) Road Conditions

Grey County roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event.

- c) Risk

Immediately notify the County in writing of any occurrence, incident or event which may reasonably be expected to expose it and/or the County to material liability of any kind in relation to the special event.

d) Organization Consent

Inform the Organization that by providing the certificate of insurance, the Organization implies that:

- i) it approves of the special event permit application; and
- ii) it authorizes the Applicant to act on behalf of the Organization.

e) Advertising/Notice (for an event with a road closure)

i) Best practice is to advise property owners bordering the event location at least two weeks before the event.

ii) Advertise the event at least one week before the event on local municipal website(s) and at least one of the following:

Local Newspapers

Websites: visitgrey.ca, local radio

Social Media

Local radio stations' current events

Free local publications

iii. The County reserves the right to require additional notice and advertising for certain events.

f) Event Plan

i) Provide an event plan if requested.

g) Health & Safety

i) Give consideration to appropriate first aid and comfort stations.

4.0 Grey County Responsibilities

4.1 Grey County staff will advise:

- a) the local municipality(ies),
- b) the police authority that has jurisdiction within the event area,
- c) the paramedic service that has jurisdiction within the event area, and
- d) the fire department that has jurisdiction within the event area.

4.2 Grey County will post your event on the County's website, grey.ca.

4.3 Grey County may cancel the Special Event Permit issued for the special event if the County determines that the traffic movement will be/is being negatively impacted or there is a public safety risk.

Have questions? roads@grey.ca 519 376-7337 x 1217