

Section: <b>Administration</b>	Policy Number: <b>1.22</b>
Policy: <b>Special Events Permit</b>	Effective Date: <b>09/19/2007</b>
Date Last Revised: <b>15/07/2019</b>	Current Revision Date: <b>06/07/2022</b>



## Special Events Permit

### Purpose

The purpose of this policy is to support and facilitate advance planning for charitable special events to protect public safety and manage risk to organizers, participants and the Town.

### Objectives

The specific objectives of the policy are as follows:

- Provide logistical assistance to organizers of special events on Town property, streets and roadways.
- Facilitate successful events and fundraising activities
- Ensure municipal interests are met and services required by event organizers are provided so as to assist with a successful event.
- Ensure Town road closures are conducted safely, legally and in a manner to manage risk to all parties.

### Permit Required

Special Event Permits are required for all organized events, which take place along Town roadways, streets or parkland. A Special Events Permit is required even if the event is occupying only a small part of a roadway including a sidewalk or, an intersection and even for a short period of time. This includes parades, charitable walks or bike rides, tolls, as well as street dances, car shows and similar. This applies to any road under the jurisdiction of the Town of Minto, County of Wellington or connecting link Provincial Highways (Highway 9).

Special event organizers must advise emergency services personnel of their event, through the permit application process, and forwarded supporting documents with the special events permit application to the Roads and Drainage Manager. Town staff will provide email contacts to help with the notification process.

### Submission Requirements

Requests shall be submitted no later than one (1) month and no earlier than three (3) months prior to the event.

Every request for a temporary road closure must be submitted individually for a specific date.

Requests shall be made by using the form attached hereto as Schedule A. Forms are also available at the municipal office or on the municipal website.

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Fundraisers for private individuals/corporations will not be approved.

The following supporting documents must be forwarded to the Roads & Drainage Manager with the Special Events application:

- Proof of Certificate of Liability Insurance in the amount of \$3,000,000 naming the Town of Minto as an additional insurer; where the event is to take place on a County of Wellington Road or a Town of Minto road;
- A map outlining the route, location, toll both or other activities to occur on a Town property, roadway or sidewalk and the maximum time for the event;
- Name of individuals taking part in a road toll;
- Site plan or sketch detailing the layout of the event and any required equipment being requested from the Town including picnic tables, waste receptacles, traffic barriers and similar;
- A letter or email of confirmation from the following emergency personal:
  - County of Wellington Ontario Provincial Police (OPP) acknowledging the event. The Wellington Detachment of the OPP is: 6725 Wellington Rd 109, Palmerston, ON NOG 2P0
  - Emergency Measures Services acknowledging the event. Emergency Medical Services (EMS), 160 Clair Road West, Guelph, N1L 1G1
  - Town of Minto Fire acknowledging the event - Minto Fire Department. 5941 Highway 89, Harriston NOG 1Z0

**Special Considerations**

The Town reserves the right to refuse or to impose on the event whatever conditions/restrictions it deems appropriate in the circumstance to protect public safety including event organizers. If an organization requesting a Special Events Permit has not adequately planned for the safety and well-being of the participants and public, a permit will not be issued.

If there are reports that proper controls are not in place for which a permit has been issued, the Town accepts no responsibility or liability with respect to the event and may, at its sole discretion, determine that an event must be cancelled, stopped or postponed until required conditions of the permit are met and the event is safe to proceed.

**Special Events Taking Place on County of Wellington Roads**

County of Wellington By-law 4982-08 delegates the authority to the Town of Minto to approve special events and temporarily close any County of Wellington Roads within the limits of the Town of Minto.



The Corporation of the Town of Minto  
5941 Hwy 89, RR 1, Harriston, Ontario NOG 1Z0  
Phone 519-338-2511 or Fax 519-338-2005

Special Events Permit Application  
Special Event applications are to be submitted to the Roads and  
Drainage Manager

No later than one (1) month or no earlier than three (3) months prior  
to the Event.

1. Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Sponsoring organization: \_\_\_\_\_
5. Name of Event: \_\_\_\_\_
6. Type of Event: \_\_\_\_\_  
(e.g., parade, march, foot race or walk, cycling, street dance, road toll booth, etc.)
7. Date of Event: \_\_\_\_\_
8. Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_
9. Location of Event: \_\_\_\_\_
10. Estimated number of people expected to attend this event? \_\_\_\_\_
11. Expected number of participants? \_\_\_\_\_

**Please provide written confirmation to the Town, from the following agencies with the submission of your Special Events Permit application.**

12. The Emergency Medical Services (EMS) has been notified of the Event?  yes  no

13. The Wellington County OPP has been notified of this Event?  yes  no

14. The Town of Minto Fire Department has been notified of this Event?  yes  no

15. Does the event use municipal property?  yes  no

**Please provide a site plan sketch**

16. Is this a licensed event?  yes  no

17. Does this event include a parade?  yes  no

**If yes, please provide a map with route directions**

18. Temporary road closing required?  yes  no

19. Does the event require the installation of road closure barriers?  yes  no

**If yes, please contact the Roads and Drainage Manager to receive a copy of the Traffic Control Plan and arrange for pick-up of the roadway barricades. Should you require Town staff to setup/takedown the barricades an hourly fee will be invoiced to the community organization, as per the Town of Minto Fees and Charges By-law.**

20. Fundraising Road Toll  yes  no

If yes, please contact the Roads and Drainage Manager to receive the Traffic Control Plan to assist you with roadway signage. Also attach a list of individual's names that are participating in the Road Toll.

21. Please submit with this application the Certificate of Liability Insurance in the amount of \$3,000,000.00 naming the Town of Minto as an additional insured.

Please Print Name of Insurance Company: \_\_\_\_\_

22. \_\_\_\_\_ accepts full responsibility for traffic control, crowd control barricades, safety precautions and clean up associated with this event.

23. \_\_\_\_\_ also accepts the responsibility of any lawsuits, actions, causes of action or damages that may arise or be taken against the Corporation of the Town of Minto and/or County of Wellington by reasons of or in connection with this event.

Please ensure that you have submitted all additional documents with the submission of your Special Events Permit application. (e.g sketch, site plans, proof of insurance) An application is not complete unless all additional documents are included with the application.

I have the authority to sign this Special Events Permit Application which binds the Event Sponsor named herein to the terms and conditions within.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Emergency Email Contacts:

Town of Minto Contacts:

Roads and Drainage Manager Mike McIsaac [mike@town.minto.on.ca](mailto:mike@town.minto.on.ca) and

Director of Fire Services Chris Harrow [c.harrow@mintofiredept.on.ca](mailto:c.harrow@mintofiredept.on.ca)

Emergency Medical Services: [Sherry.Hoysa@Guelph.ca](mailto:Sherry.Hoysa@Guelph.ca)

Wellington County OPP: to [adam.vranic@opp.ca](mailto:adam.vranic@opp.ca)





Town of Minto authorization:

Permission is hereby granted  denied  subject to the description of the event specified in this form and subject to the applicant's acceptance of the terms and conditions set out herein.

Additional conditions/restrictions:

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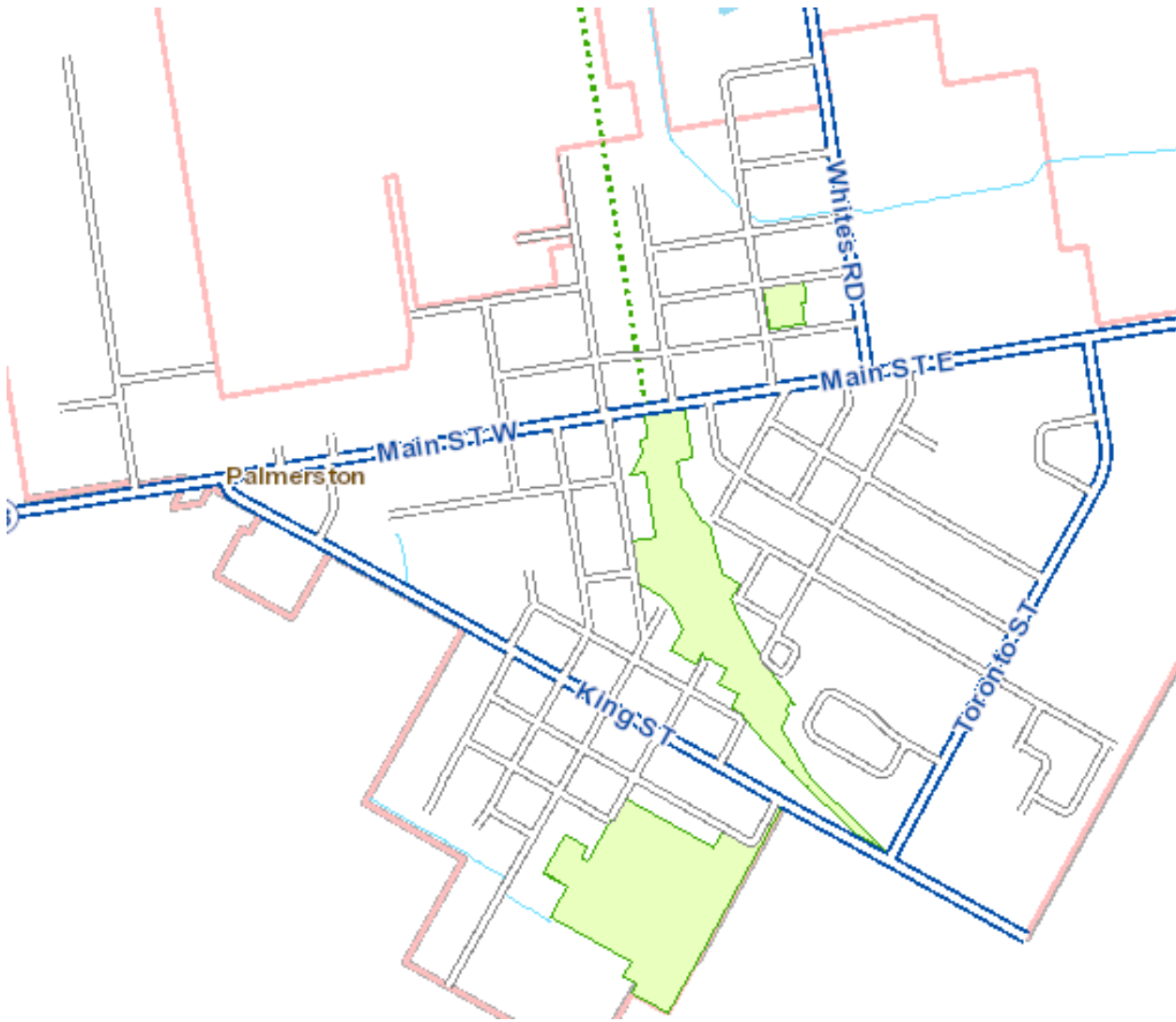
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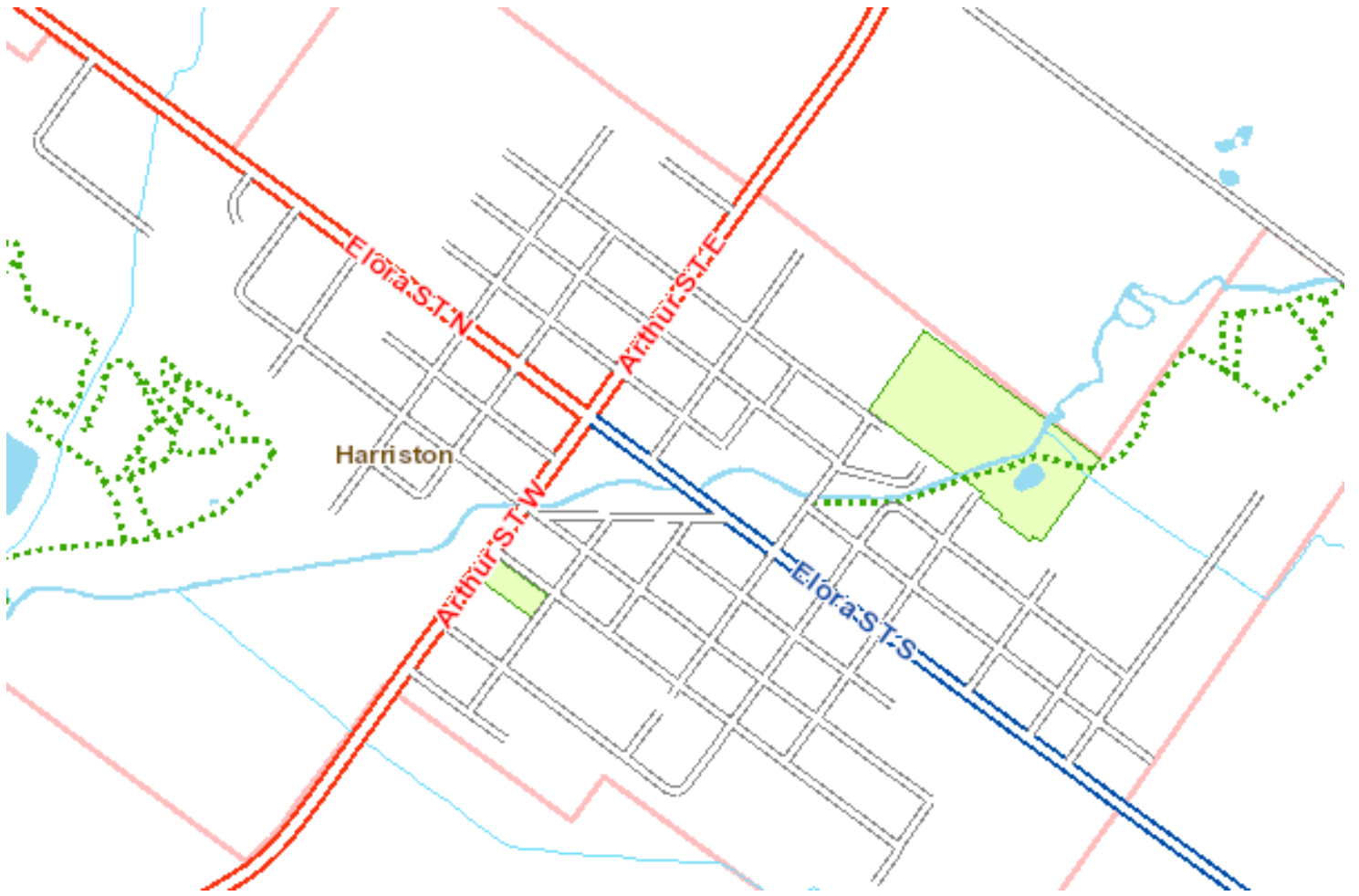
\_\_\_\_\_  
Roads and Drainage Manager or Designate

\_\_\_\_\_  
Date of Issue

# Special Events Permit Palmerston Map



# Special Events Permit Harriston Map



# Special Events Permit Clifford Map

