

EVENT TEMPORARY ROAD CLOSURE POLICY AND MANUAL

The Municipality of Bluewater receives many requests for special events that need temporary road or sidewalk closures on municipal streets or properties.

To keep everyone safe and traffic moving, all events must go through our application process. This process allows staff to communicate requirements, support organizers, and uphold municipal standards.

Special events play a vital role in promoting tourism, culture, recreation, education, and local economic activity.

In this manual, **Event** means any parade, march, procession, or activity that needs a temporary road or sidewalk closure.

This manual explains what you need to do, how we review applications, and the rules you must follow. Hosting an event often requires a significant investment of time and effort, but with proper preparation, these efforts can yield meaningful benefits for both organizers and the community.

Successful events are the result of:

- Strong leadership
- Careful planning
- Clear organization
- Being prepared for the unexpected

The purpose of this manual is to consolidate the policies and procedures used by various municipal departments to process event applications. It also outlines the approved framework for hosting events on municipal property, streets, and roadways, and for coordinating related municipal services.

Objectives of the Manual:

- Proactively support and attract events to the Municipality
- Provide logistical guidance for events held on municipal streets and roadways
- Ensure fair and consistent treatment of all event applicants
- Safeguard municipal assets and interests
- Promote public safety through appropriate safety measures

DEFINITION OF AN EVENT ROAD CLOSURE OR PARADE

Events are one-time, annual, or occasional activities that use a road or sidewalk and require an Event Temporary Road Closure Permit. The travelled portion may include the roadway (right-of-way), lanes, sidewalks, or boulevards.

During a temporary closure, only event organizers, staff, and participants may use the closed area.

A rolling closure moves along the route (for example, a small parade) and stops traffic only as the event passes.

The primary characteristics of an Event that requires a temporary road closure are:

- Celebrate or display a specific theme;
- Have set start and end times;
- May include activities in parks or municipal buildings together with the road closure.

Types of closures

- **Full Road Closure:** All vehicle access is blocked within the posted limits for the event time.
- **Lane Closure:** One or more lanes are closed while some traffic continues as determined by the Municipality.
- **Rolling Road Closure:** A moving closure for parades/processions; traffic stops only as the event passes.
- **Sidewalk Closure / Sidewalk-Only Closure:** Pedestrian access to a sidewalk is temporarily restricted; can be approved on its own or with a road closure.
- **Temporary Road Closure:** Authorization from the Municipality to restrict vehicles, lanes, sidewalks, or boulevards for a set time to run an approved event.

GENERAL POLICIES AND PROCEDURES

1. All legislation, bylaws and regulations must be adhered to by the Event Applicant.
2. The Event Applicant shall adhere to all temporary road closure policies and procedures. In the interest of public safety, failure to comply may result in closure of the event and will negatively impact future applications.
3. The Event Applicant agrees to comply with all statutory requirements, municipal by-laws and to acquire all necessary licenses and to provide copies of such licenses to the Manager of Public Works.
4. If multiple events request the same location/time, the Manager of Public Works may prioritize based on safety, timing, and community impact. Except for extenuating circumstances, events that reserve the use of a road or street will be given preference, at the discretion of the Manager of Public Works. An application will still be required.
5. Applicants requesting a Event Temporary Road Closure Permit will need to complete an **"Event Temporary Road Closure Application Form"**. The Form is part of this manual.
6. Apply at least **30 days** before the event and no more than **365 days** in advance. Exceptions may be approved by the Manager of Public Works (or designate).
7. Public Works Department is your main contact. We will circulate your application to other divisions and to Fire, EMS, and O.P.P.
8. The applicant or a delegate must be on site for the entire event temporary closure.
9. If nearby residents or businesses are affected, the applicant will deliver a letter or hand delivered memo at least **10 business days** before the event. Include closure details and detours.
10. The Applicant must inform all **local public residential transportation service providers** (e.g., transit services, accessible transit, and community shuttle programs) that may be affected by the event road closure and work with them to arrange any required detours. The Applicant must then confirm with the Municipality that this communication has occurred. (The Municipality will notify school bus operators.)
11. Follow the Accessibility for Ontarians with Disabilities Act (AODA) requirements and show how the event accommodates people with disabilities.
12. **Portable toilets** placement locations must have prior municipal approval.
13. If alcohol is served, follow the Municipal Alcohol Policy (By-law 77-2025). Alcohol is not allowed in parks or on closed roads/sidewalks unless the Municipality authorizes it.
14. Keep a clear, 6-metre radius around all **fire hydrants**. (no tents, stages, or vehicles within this area)
15. **Road Closure signs** must be installed at the point of the closure and in advance of the location in both directions. Detour signs must be installed around the location of the closure. Install "Road Closed" and detour signs as per Ontario Traffic Manual Book 7 (OTM Book 7).

16. Always maintain emergency access to the satisfaction of Fire, EMS, O.P.P., and municipal staff. Barricades must be easy to remove. The Public Works Department will place and remove supplied barricades. The Municipality may request an emergency response plan for larger/higher-risk events.
17. The Municipality is not responsible for loss, theft, injury, or damage. The applicant must pay for any damage to municipal property related to the event.
18. **A map of the event route must be submitted with the application.** The map must clearly show the road closure area, street names, detours, barricade/sign locations (per OTM Book 7), emergency access points, transit stops (if affected) and event infrastructure (portable toilets, stages, tents). Include a legend and north arrow. Provide proof that you consulted the transit agency if routes are affected.
19. **Sidewalks** will stay open unless closed for safety reasons approved by the Municipality.
20. No staking into municipal asphalt or concrete if the Applicant is requesting permission to erect a tent or tarp.
21. If **serving food** at the event, notify the Public Health Officer at the Health Unit.
22. The Applicant must remove all garbage and clean the site after the event.
23. The Municipality provides normal maintenance only. Any additional maintenance required by the Applicant prior to, during or following the Event shall be at the cost and responsibility of the Applicant.
24. The Municipality may cancel, postpone, or change the event for safety, emergencies, weather, or if conditions are breached.

SECURITIES

The Applicant agrees to indemnify and hold harmless the Municipality from any claims, losses, damages, or costs (including legal fees) arising from the event or from the Applicant's use of municipal property.

1. The applicant is solely responsible for any personal injury, property damage, loss, or theft involving themselves, their organization, or any individuals attending the event at their invitation.
2. The Applicant must pay for all damage to municipal property however caused, arising out of or during the use of the facilities under this application.
3. The Applicant agrees to carry \$5,000,000 commercial general liability insurance, acceptable to the Municipality, in force for the event dates. The **Municipality of Bluewater** shall be named as **"additional insured"** on the policy, and the Applicant shall provide the Municipality of Bluewater with proof of insurance. There will be no exception to this policy. Proof of insurance must be provided to the Manager of Public Works or designate no later than **7 days** prior to the event.
4. If applicable, the Applicant shall **pay for the cost of advertising** for the event temporary road closure, as invoiced by the Municipality of Bluewater.
5. No permits will be issued without proof of insurance listing the Municipality of Bluewater as "additional insured".
6. Events that are officially designated as *Municipally Sponsored* through a Council-approved resolution are covered under the Municipality of Bluewater's insurance policy. These events do **not** need to provide separate insurance. To be considered municipally sponsored, an event must be formally recognized by Council through an approved resolution. This designation is different from being deemed *Municipally Significant*. Events labeled municipally significant **must still provide proof of liability insurance**, as outlined in the application requirements. All other events must also provide proof of liability insurance.
7. The Municipality reserves the right to require higher insurance coverage limits based on the nature of the event activities - such as the inclusion of amusement rides or the sale and service of alcoholic beverages.

8. **Fireworks:** If your event includes fireworks, you must indicate this on your application and obtain **written approval** from the Fire Chief.

For **display fireworks** or **special-effect pyrotechnics**, a certified pyrotechnician must be on site and provide a valid Fireworks Operator Certificate (Supervisor or Display Assistant) issued by Natural Resources Canada's Explosives Regulatory Division. The certificate number and expiry date must be included.

All required documents and approvals must be submitted **at least 14 days before the event** for the fireworks display to proceed.

Municipal-Wide Fire Ban: If a fire ban is in effect at the time of your event, fireworks are **not permitted**, even if previously approved.

☐ I have read and agree to follow the **General Policies and Procedures** and **Securities** for Event Temporary Road Closures.

Signature of Applicant

Date



EVENT TEMPORARY ROAD CLOSURE APPLICATION

- Send the completed application to pwfassistant@municipalityofbluewater.ca
- Submit applications **at least 30 days** before the event and **no more than 365 days** in advance
- Applications must be submitted to the **Public Works Department** for review and circulation. Only applications received by the applicant will be accepted for approval.
- If approved and all requirements are met, the **Event Temporary Road Closure Permit** will be issued **14 days before** the event. The applicant must have this permit with them for the entire event

Name of Organization: _____

Name of Event: _____

Name of Applicant/Primary Contact: _____

Phone: _____ **Email:** _____

Date(s) of Event: _____ **Start Time:** _____ **End Time:** _____

Type of Road Closure: ☐ Full Road ☐ Lane ☐ Rolling Road ☐ Sidewalk Only
☐ Road & Sidewalk

Parade? ☐ Yes ☐ No **Fireworks?** ☐ Yes ☐ No

Parade details (if applicable): # of Vehicles: _____ # of Bands: _____ # of Participants: _____

Event Type (check all that apply):

Harvest/Agriculture ☐ Commemorative ☐ Cultural ☐ Sports ☐ Theatrical ☐

Festival ☐ Commercial ☐ Cinematographic ☐ Neighborhood Celebration ☐

Briefly explain how this event will benefit Bluewater.

List funding sources and how any revenue will be used.

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Tell us your preferred road closures or lane reductions. The Municipality may adjust the route if needed. If transit routes are affected, include the transit details and confirmation that you consulted with the regional transit service(s).

Your application must include a detailed sketch, diagram, or map of the proposed route. The map should show:

- ☐ The road closure area
- ☐ Detour routes
- ☐ Any event infrastructure.
- ☐ Traffic control plan (including barricades & signage)
- ☐ Emergency access points

Road: _____ Closed from: _____ Closed to: _____

Time from: _____ Time to: _____

Road: _____ Closed from: _____ Closed to: _____

Time from: _____ Time to: _____

Road: _____ Closed from: _____ Closed to: _____

Time from: _____ Time to: _____

Road: _____ Closed from: _____ Closed to: _____

Time from: _____ Time to: _____

Attachments (check all that apply):

- ☐ Insurance certificate (\$5M; Municipality named additional insured)
- ☐ Route map (closures, detours, barricades/signs, emergency access, infrastructure)
- ☐ Transit coordination confirmed (if routes affected)
- ☐ Fire Chief approval (if fireworks)

*An Event Temporary Road Closure Permit will **not** be issued until:*

1. The applicant signs a Hold and Save Harmless and Indemnity Agreement with the Municipality.
2. A \$5,000,000 liability insurance certificate naming the Municipality of Bluewater as additional insured is submitted to the Manager of Public Works at least 14 days before the event.
3. The Manager of Public Works approves this application - once approved, this form becomes the official Event Temporary Road Closure Permit.

Signature of Applicant

Date

Approved By (Manager of Public Works)

Date

Personal Information Disclosure Statement:

Personal information collected on this form is gathered under the authority of the Municipal Act and is managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information is used solely to administer the Event Temporary Road Closure Permit. Questions? Contact the Municipal Clerk at clerk@municipalityofbluewater.ca or 519-236-4351 ext. 223.