



## **Staff Report PW2021-058**

**Title of Report:** PW2021-058 Southgate Special Public Event and Road Closure Policy  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** December 15, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2021-058 for information; and  
**That** Council consider approving the Southgate Special Public Event and Road Closure Policy No. 91 as presented; and  
**That** Council consider approval of the Policy #91 by municipal By-Law 2021-185

### **Background:**

Staff received a request for a Block Party in the Summer of 2021. Staff responded at the time with COVID restrictions to contact the Grey Bruce Health Unit for direction and the streets at this time, for this event location are unassumed in a subdivision development.

With staff discussions knowing that this and other requests will be coming forward in the future, and other Township annual events, that adopting a Special Public Events & Road Closure Policy should be updated and created.

### **Staff Comments:**

The Southgate Special Public Event and Road Closure Policy No. 91 includes processes, other contacts, legislation, licencing and bylaws that may be applicable for a special public event.

Special Public Events includes a demonstration, parade, sports event, festival, carnival, donation station, street dance, residential block party, sidewalk sale, outdoor mass and other like events where municipal property use is required.

An application form Schedule "A" is required to be submitted 45 days in advance of the event, a larger event over 1,000 attendees will require Southgate Council approval for the event.

Consideration for other Southgate department approvals and inspection could involve the Fire & Building Departments for the application. The policy also requires proof of insurance, written notification of the event to Grey Bruce Ontario Provincial Police Detachment and Operational Plan if required. Other agencies may also be required for notification if triggered such as Grey Bruce Health Unit for food handling or alcohol licencing as some examples.

For events that are reoccurring annually, Schedule "A" will be resubmitted for a permit to be issued.

The Southgate Special Public Event and Road Closure Policy No. 91. will come into effect on January 1, 2022.

**Financial Implications:**

A non-refundable application fee of \$50.00 will be submitted to the Township with the event form for administration fees. Those community groups that have a charitable not-for-profit status may apply to the Township Council for a application fee exemption.

**Communications & Community Action Plan Impact:**

Goal 2 - Revitalizing Downtown Dundalk

**Strategic Initiatives:**

**2-E** - The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2021-058 for information, and that Council consider approving the Southgate Special Public Event and Road Closure Policy No. 91 by municipal by-law

Respectfully Submitted,

**Dept. Head:** Original Signed By  
Jim Ellis, Public Works Manager

**Human Resources:** Original Signed By  
Kayla Best, HR Coordinator/ Assistant to the CAO

**CAO Approval:** Original Signed By  
Dave Milliner, CAO

**Attachments:**