



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-1375

## TOWN OF AURORA

Temporary Road Closure Application & Policy for Parades  
and Processions

### SCHEDULE "A" TO BY-LAW 4750-05.P

#### POLICY ON TEMPORARY ROAD CLOSURES FOR PARADES AND PROCESSIONS

##### **Application:**

A policy to permit temporary road closures for parades and processions.

##### **Application Procedure:**

1. The following shall be submitted to the Town Clerk via Customer Services, 1<sup>st</sup> Floor at least 4 weeks prior to the event:
  - completed application form with hold harmless agreement
  - administration fee in the amount of \$300.00
  - confirmation of notification of affected properties
  - detailed route plan
  - certificate of insurance
  - request for services
  - deposit of a certified cheque in the amount of \$500.00 for damages and clean-up
  
2. The application form shall be circulated to the following officials and agencies for comments:
  - Members of Council
  - Chief Administrative Officer
  - Director of Operational Services
  - Fire Chief
  - Director of Community Services
  - York Regional Police
  - Alectra
  - Region of
  - Ambulance Service
  - GO Transit (if necessary)



**APPLICATION FOR TEMPORARY ROAD CLOSURE PERMIT  
PARADES AND PROCESSIONS**

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (Bus) \_\_\_\_\_ (Home) \_\_\_\_\_

Road(s) to be Temporarily Closed: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Time: (start) \_\_\_\_\_ (finish) \_\_\_\_\_

Type of Event: \_\_\_\_\_

- Fee Paid \_\_\_\_\_
- Hold Harmless Agreement \_\_\_\_\_
- Insurance Certificate \_\_\_\_\_
- Notification to Affected Properties \_\_\_\_\_
- Deposit for Clean Up \_\_\_\_\_

- CIRCULATION:**
- Members of Council
  - Chief Administrative Officer
  - Director of Operational Services
  - Fire Chief
  - Director of Community Services
  - York Regional Police
  - Alectra
  - Region of York
  - Ambulance Service
  - GO Transit (if required)

I/We hereby undertake and agree to at all times, save harmless and indemnify and keep the Town indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Town in respect of any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of the Town issuing this permit or the use of any of the Town's streets.

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

Permit Approved \_\_\_\_\_

Town Clerk

This permit is issued solely for the locations herein specified and is subject to the applicant complying with all applicable regulations and by-laws and the terms set out in accordance with the permit. It shall be subject to cancellation at anytime without advance notice if in the opinion of the Town Clerk the applicant has failed to comply with any of the provisions of the governing by-law and policy.

Personal information on this form is collected under the authority of the *Municipal Act*. The information on this form will be used by the Town to administer temporary road closure permits under Town By-law Number 4750-05.T. Questions about this collection of personal information should be directed to the Manager of Customer Service, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1

## RESPONSIBILITIES OF THE ORGANIZERS

1. The applicant shall adhere strictly to the start and finish time of the parade and the approved route.
2. The organizers shall appoint an appropriate number of parade marshals as recommended by the Director of Operational Services.
3. The applicant is responsible for obtaining either a police escort or assistance from the York Regional Police Dept. and shall submit proof that the York Regional Police have been contacted, and further that the York Regional Police are committed to providing traffic control as required throughout the duration of the event.
4. The organizers shall pay the cost of providing all signs, barricades, delineators and other traffic control devices as required.
5. At the time of the application, the applicant must submit a detailed route map, for the approval of the Operational Services. This plan shall include:
  - details of the proposed route
  - proposed timing
  - placement of marshals on duty
  - location and description of traffic control signs and barriers
6. Subject to the Town's request, the applicant may be required to submit proof that the occupants and owners of property abutting the event site have been notified of the event at least 14 days prior to the event.
7. The applicant shall obtain any necessary approvals from the Region of York or any other agencies, if required, depending on the location of the parade or procession route.
8. The applicant shall comply with any other conditions established by the Director of Operational Services and Town Clerk.
9. The applicant shall provide a liability disclaimer/hold harmless agreement with the application.
10. Town Clerk shall refer the application to Council if the Town receives objections to the proposed road closure or for any reason the Town Clerk deems appropriate.
11. Town Clerk may withdraw the permit at any time for non-compliance with the York Regional Police or any other policy requirements.
12. The applicant must make provisions for access to properties on the closed portion of the roadway for emergency purposes and must not block fire hydrants, driveways, or emergency access to buildings.
13. The applicant shall make the necessary arrangements to accommodate occupants and owners of property whose access will be affected by the closure.
14. A certified cheque in the amount of \$500 shall be deposited with the Town Clerk to cover the Town's costs associated with clean-up after the event. If in the opinion of the Director of Infrastructure & Environmental Services the location is not properly cleaned, the Town shall undertake to do the work and the associated costs shall be deducted from the applicant's deposit.
15. The applicant shall provide a certificate of liability insurance in the amount of \$2.0 million naming the Town as an additional insured. I/We hereby undertake and agree to at all times, save harmless and indemnify and keep the Town indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Town in respect of any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of the Town issuing this permit or the use of any of the Town's streets.

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Signature of the Applicant

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Date

**SCHEDULE "E" TO BY-LAW NUMBER 4750-05.T**

**Fees**

1.	Parades and Processions events	\$500
2.	Street parties and Social/Community Events	NONE
3.	Athletic Events	\$550
4.	Filming	\$350

Note: These fees are only for the road closure permit. Additional fees may be charged by the Town for any additional services that may be required for the event.