

Town of Antigonish: Parade and Marches Guide

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GENERAL INFORMATION

The definition of an **ON-STREET EVENT** is defined as *a scheduled event held within the street right of way by a recognized organization such as a school, municipality, charitable or sporting organization, or by an individual(s) for fundraising, public awareness campaign, survey, parade, etc.* Some of these events include: walkathons, bikeathons, parades, sporting competitions, bicycle races, and various fund-raising events.

Approval Requirements for Staging Events on Town Streets

In the interest of safety, the Town of Antigonish Traffic Authority must be advised of all events that are planned to take place on Town streets.

Event organizers are required to contact the Traffic Authority and complete the required permitting requirements to receive permission prior to conducting an event in the Town right-of-way.

Approvals for events will be granted provided that all pertinent criteria covered in these guidelines are satisfied.

The approval for the event will include the specific conditions that must be followed. The approval will also require that the organizer of the event agree to assume the entire responsibility and liability for all damages or injury to all persons and property, resulting from or, in any manner, connected with the operation of the event.

The organizer must agree to indemnify the Town, its agents and employees from all such claims including, without limiting the generality of the preceding, claims for which the Town may be held liable and legal fees and disbursement paid or incurred to enforce the provisions of this paragraph.

See the **LIABILITY** section for more information on insurance requirements.

The applicant will review the proposed route with the Town Traffic Authority to ensure that there is no planned road work or other conflicts on the date of the event. Street maintenance or construction will not typically be adjusted to accommodate an event. The Town may require the event be cancelled or rescheduled if work is scheduled on any roads that the event encompasses.

No persons other than a peace officer or a person working under the direct authority of a peace officer on site shall direct or attempt to control street traffic during an on-street event. Participation from the town's By-law Enforcement Office and RCMP must be arranged by the applicant prior to submission of the permit application.

General Guidelines

When considering an application for events held on-street, the Traffic Authority will consider the following points in the review process:

- Potential for interruption/inconvenience to local traffic.
- Potential for interference with scheduled street maintenance and construction activities.
- Weather conditions.
- Date and time of the event - typically only events taking place during daylight hours (i.e. between sunrise and sunset) will be permitted.
- Size of the event and its impact on safety.
- Participants' age and whether responsible adult supervision is required and planned to be provided.
- Provision of an acceptable traffic accommodation plan for the event. This could be a very simple strategy or a very complex strategy where a detailed signing and traffic control strategy needs to be in place.
- Provision for adequate detour routes if a road closure is to take place. Detour signing, advance notices and publications are the responsibility of the event organizer.

- Provision for liability insurance to be included and required.
- Provision of contact information for the organizer (e.g., name of person in charge, phone, cell and/or pager numbers, on-site contact person name and cell number).
- Provision of an emergency plan may be required should the event need to be suspended due to mishaps or inclement weather.
- The participation of local police agencies in the event. For any event requiring police to provide traffic control, or other services, the applicant must ensure that police are able to participate thirty (30) days prior to submitting the application.
- Other traffic or safety related issues or concerns. For example, the Traffic Authority may issue conditions to encourage safe events, such as prohibiting the throwing of candy during a parade, participants crossing the center line during a procession, etc.

The Town Traffic Authority has the right to request that the organizer supply more information, additional resources, etc. than is stipulated in the individual event guidelines.

Upon completion of the Traffic Authority's evaluation, the Traffic Authority will either approve the event identifying the conditions under which the event can be held or indicate why the event cannot be held.

Please see [APPENDIX A](#) for the application, which includes Permit Conditions.

Application Process

To ensure that the application is reviewed properly and on time, the organizer of the event shall submit the application for approval at least forty-five (45) days before the date of the event. For major events, a longer time frame may be required. If the application is received less than forty-five (45) days in advance, the event may not be approved.

The organizer must use the "[Parade/March/Run Permit Application](#)" form for this purpose.

Event Audit

The Town may audit any event and reserves the right to deny requests for similar events in the future should the applicant not comply with the requirements of their permit or if safety concerns that cannot be mitigated are noticed or brought forward.

Events are subject to suspension by Town if, in their opinion, the events present a hazard to the participants and/or the general public. Following the event, a meeting with the organizer and any other stakeholders may be requested by the Town. Failure by the organizer to attend this meeting may result in the Town denying requests for similar events in the future.

Site Conditions

The event organizer is responsible for ensuring that the site of the event is left in the same or better condition than it was before the event took place. All litter generated by the event must be collected. Signs erected for the event must be removed and any infrastructure that was altered, returned to its pre-event condition (signs uncovered/re-erected, added paint marks removed from road surface, etc.). the Town may recover any costs for reinstatement from the event organizer if items are not reinstated to the satisfaction of the Traffic Authority, in consultation with the Director of Community Development and/or the Director of Public Works.

Liability

The Town assumes no responsibility for whatever may occur during or as a result of the event. The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the Town requires the organizer provide, at minimum, proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims; and,
- Name the Town as an “Additional Insured”

WALKATHONS, PEDESTRIAN PROCESSIONS AND FUN RUNS

Walkathons, pedestrian processions and fun runs are generally non-competitive events commonly organized as community exercises, fund-raising projects, demonstrations, etc. The presence of a large number of pedestrians on the road may have a significant impact on local traffic. In the interest of safety for participants and other road users, organizers of such events must contact the Town Traffic Authority to confirm that the use of certain streets and routes through Town are acceptable and that appropriate safety measures are in place.

Route Selection Event

The route should be planned such that the need for traffic control measures and impacts on local traffic are minimized.

Notices must be provided by the organizers to local emergency response agencies, such as EHS and Fire, regarding the route selected.

The safety of both participants and street users will be a major consideration in issuing approval.

The start and finish areas must be located off street. The area should be spacious enough to accommodate all participants. Spectators and participants are not permitted to congregate on the roadside or obstruct traffic.

Advice to Organizers

Whenever event participants use a street there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. *Non-street events or venues are encouraged.* When the Traffic Authority or local RCMP believe that the nature of the event, the conditions of the street, traffic impacts, etc. create unacceptable risks, the event request will be denied.

Dress Code

For their own safety, participants should wear brightly-colored clothing or reflective vests. The Traffic Authority may issue a condition of the permit to require participants to wear reflective vests.

Rules of Operation

Events should be held during daylight hours whenever possible. Event requests to be held during evening hours will be subject to additional permitting conditions to ensure the safety of participants and motorists.

Event participants have the same rights and responsibilities as other pedestrians. All rules of the road and traffic control devices must be obeyed. The participants must walk on the right side of the road. Appropriate signage should be considered, and signage requirements may be recommended or required by the Traffic Authority. The costs associated with the installation and removal of these signs are the responsibility of organizers.

Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure event requirements are followed. Depending on the size of the event and whether the activities of participants and spectators interfere with traffic, a traffic accommodation strategy will need to be developed and submitted to Traffic Authority for acceptance.

The cost of providing traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control street traffic during the event.

RCMP participation must be arranged by the applicant prior to submission of the permit application. An email or other proof of confirmation of RCMP participation must be supplied at the time of submission.

Escort Vehicles

Escort vehicles may be required to safely guide the event on the street. Vehicles leading and trailing the event must be equipped with flashing light units.

The RCMP must serve as the lead vehicle.

Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve. Events are subject to suspension by the Traffic Authority if, in their opinion, the event presents a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Street is not substantially clear of ice or snow.
- Street does not provide adequate traction for the participants.
- Visibility restricted due to snow (falling or blowing) fog or rain.

Liabilities

The Town assumes no responsibility for whatever may occur during or as a result of the event. The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the Town requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Naming of the Town of Antigonish as an “Additional Insured”;
- All support vehicles involved, excluding the RCMP, must carry liability insurance. Participants are advised to exercise due care at all times.

PARADES

The Town allows parades, festivals, or other community events to be held, with prior permission, within the downtown core. In the interest of safety of the participants and road users, the organizers of such events must contact the Town Traffic Authority to confirm that the use of certain streets and planned routes are acceptable and that appropriate safety measures are in place.

Approval Conditions

Event organizers must supply a copy the rules and guidelines for the event, such as registration forms, etc. and provide information pertaining to:

- event schedule
- location of event
- road closure requirements
- expected number of participants and spectators
- content of the parade (floats, pedestrians, animals, etc.)
- level of traffic activities and the degree of traffic disruption
- traffic control strategy

- any other traffic and safety related issues concerns.

The Town Traffic Authority has the right to request that the organizer supply more information, additional resources, etc. than is stipulated in the individual event guidelines.

Upon completion of the Traffic Authority's evaluation, the Traffic Authority will either approve the event identifying the conditions under which the event can be held or indicate why the event cannot be held.

Advice to Organizers

Whenever event participants use a street there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. When the Traffic Authority, RCMP, or emergency first responders believe that the nature of the event, the conditions of the street, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

Site and Route Selection

Event sites and/or routes should be carefully selected to minimize interruption to traffic.

Generally, closure of a street will not be allowed during peak traffic periods. Additional conditions may be placed on the permit to accommodate event requests that may interrupt traffic at peak periods.

Rules of Operation

Parades should be held during daylight hours and under adequate visibility conditions. Additional restrictions may be applied to parades held during non-daylight hours.

These events should be planned in such a manner so as to minimize inconvenience and delays to motorists.

Parades may be conducted only when the road is closed. This may be accomplished either by:

- the RCMP leading and following the parade such that no vehicles other than parade vehicles may drive on the roadway where the parade is taking place,
OR
- the roadway being completely closed to traffic for the entire length of the parade route. In either case, no non-parade traffic, including local traffic, is permitted on the parade route.

If the roadway must be completely closed for the entire length of the parade route, a traffic accommodation strategy must be developed and submitted for review with the application. Motorists shall be guided along the detour by signs, law enforcement personnel or a combination of the two.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control street traffic during the event. RCMP participation must be arranged by the applicant prior to submission of the permit application.

The organizer is responsible to provide, and assume expenses for, detour signing, traffic control, advance notice and/or publication that may be deemed necessary as well as any costs associated with additional permits or licenses.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Liabilities

The Town assumes no responsibility for whatever may occur during or as a result of the event. The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the Town requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims.
- Name the Town as an “Additional Insured”

Contact Information

Director of Community Development

Steve Scannell

Email: sscannell@townofantigonish.ca; Ph.: 902-318-1378

Manager of Recreation & Special Events

Tricia Cameron

Email: tcameron@townofantigonish.ca; Ph.: 902-863-7612

By-law Enforcement / Traffic Authority

Enforcement Officer/Traffic Authority

S./Cst. Shaun Smith

Email: ssmith@townofantigonish.ca; Ph.: 902-870-0881

Enforcement Officer/Animal Control/Deputy Traffic Authority

S./Cst. John Pellerin

Email: jpellerin@townofantigonish.ca; Ph.: 902-870-7503

Appendix A: Parade/March/Run Permit Application

THE TOWN OF
ANTIGONISH

Parade/March/Run Permit Application

Name of event: _____

Applicant Name: _____

Applicants Position: _____

Email address: _____

Organization Name: _____

Mailing Address: _____

Contact Phone # _____ Fax # _____

Date of Event: _____ Length of Route: _____

Beginning Time: _____ Ending Time: _____

Expected Number of Participants: Walkers _____, Runners _____, Floats _____

Number of Cyclists: _____ Number of Supervisors: _____

DESCRIPTION ROUTE:

Application's Signature: _____

Date: _____

(Conditions continued on next page)

PERMIT CONDITION REQUIREMENTS:

1. Whenever possible, parade marshaling and dispersal activities shall be conducted off public streets.
2. When the local Traffic Authority deems it is necessary that certified Traffic Control Persons be used, it will be the responsibility of the organizers to cover all associated costs (ie: RCMP, By-law Enforcement Staff, or Certified Traffic Control Person(s)).
3. The entrants must obey all applicable provisions of the Motor Vehicle Act at all times, this permit does not convey any special privileges or rights to exempt any portion of the above not Act.
4. It shall be the responsibility of the applicant to ensure that all necessary safety precautions are taken to ensure the safety of entrants and all other road users.
5. Children under the age of 8 walking or cycling in the parade shall be accompanied by an adult.
6. Each applicant must submit proof of insurance for the event with a minimum of \$2 million-dollar liability coverage naming the Town of Antigonish as a 2nd party covered under the event insurance policy.
7. Emergency vehicles participating in the parade must not use sirens (unless leaving event to respond for emergency purposes).
8. Participants on floats are not permitted to throw items from their floats (e.g. candy)
9. Where it is deemed that events can be held on the sidewalk rather than out on the street, events will be moved to the sidewalk.
10. Applications for Parades, Runs, and or Marches must be received by the office of the Traffic Authority at least forty-five (45) days in advance of the event.

OTHER CONDITIONS:

Approved, subject to the above conditions:

Local Traffic Authority

Date: _____

Application Valid Until _____