



## Purpose:

The purpose of this policy is to establish provisions for the circumstances in which the Township will provide approval for a Block Party(s) within the Township. The policy may allow an event to close a specific street(s) and prohibit general vehicular traffic and parking by the public, with the exemption of all emergency vehicles, including but not limited to ambulance, police, fire, by-law enforcement, public works or public utility vehicles.

## Definitions:

**“Applicant”** shall mean the person(s) who made the Block Party Application.

**“Township”** shall mean the Corporation of the Township of Zorra.

**“Village”** shall mean Embro, Thamesford, Harrington, Lakeside

## Policy:

### 1.0. General

- 1.1. Applicant must complete the required Block Party Application Form (Appendix “A”) and submit a map showing the exact location of the road closure request.
- 1.2. The applicant must submit a certificate of insurance in the amount of \$2 million, naming the Township of Zorra as an additional insured, no later than seven days prior to the event. No applications will be approved without proof of insurance. The applicant must agree to indemnify, hold, and save harmless the Township of Zorra from and against any liability, loss, claims, demands, costs, and expenses, including legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of Township property.
- 1.3. The application must be submitted to the Township for approval six weeks prior to the event with a signed petition showing 80 per cent of the households directly affected by the road closure are in support of the event. Residents that are directly affected include households along both sides of the street to be closed.
- 1.4. The applicant can request to borrow certain Township owned equipment and materials such as snow fencing, signs, and traffic barriers. Applicant must fill out and sign the “Agreement to Borrow Township Owned Equipment” form. Applicant is responsible for any loss or damage to materials on loan and to the property of the municipality and shall be charged the actual replacement or repair cost to the Township. Borrowed equipment will not be delivered for the event, the Applicant must pick up and return the items at the appropriate Township facility. The applicant will be responsible for the security of the signs and barricades upon pick-up. The applicant will also be responsible for the set up prior to the function and for the dismantling after the event.



- 1.5. Notice must be given at least six weeks prior to the event to residents directly affected regarding the details of the event and the exact road closure details.
- 1.6. Only one block party per village will be permitted on the same date.
- 1.7. The application will be circulated to Department Heads and affected Ward Councillor for comment and approval.
- 1.8. The applicant to ensure that all residents have access to their driveway, where required.
- 1.9. The applicant must install the necessary barrier to ensure the roadway is properly barricaded to vehicular traffic.
- 1.10. The applicant must be present on site at the event for the duration of the event.
- 1.11. The applicant must notify Southwestern Public Health if serving food.
- 1.12. The applicant is responsible for the clean-up and/or removal of all garbage upon completion of event.
- 1.13. The applicant shall undertake any required restoration and clean-up to return the street to the condition which existed prior to the event and to meet any other requirements of the Director of Public Works.
- 1.14. Applicant must apply to the Building Department for a permit if erecting a tent larger than 10'x10'.
- 1.15. The Township shall not be responsible for personal injury or damage or for the loss or theft of an articles of clothing or equipment of the application, organization or anyone attending.
- 1.16. Exceptions to this policy will be solely at the direction of the Chief Administrative Officer and the Chief Administrative Officer may withdraw the application at any time for non-compliance of the policy by the applicant.

## **2.0 Fire**

- 2.1 Barricades shall not be placed in front of fire hydrants and fire hydrants shall be kept unobstructed for emergency access.
- 2.2 One lane of the road must be unobstructed at all times to allow for emergency access.
- 2.3 Approval is contingent upon ensuring adequate emergency access at all times and barricades must be easy to remove to allow emergency vehicles to access the closed portion of the road.

## **3.0 By-law Enforcement**



- 3.1 All block party events must conclude not later than 9:00 p.m.
- 3.2 Block Party events are authorized under the Township's Noise By-law 69-12, as amended under section 4.1.4.7.
- 3.3 The Township's Firework by-law applies to all block party events.
- 3.4 Township Staff will make the Ontario Provincial Police aware of any approved block party events.

#### **4.0 Public Works**

- 4.1 All road closures will be approved by the Director of Public Works.
- 4.2 All sidewalks shall be unobstructed and shall remain open to the public throughout the road closure.

#### **Departments affected:**

Corporate Services, Building, Public Works, Fire, Recreation, and By-law Enforcement.

#### **Next revision date: (every five years)**

March 2028.

#### **Accessible Formats:**

If you require this document to be in an accessible format, please contact the Director of Corporate Services at [clerk@zorra.ca](mailto:clerk@zorra.ca) or 519-485-2490 ext. 7228.



**POLICY 200-24**  
**Schedule "A"**  
**Block Party Application**

Applicant Name: \_\_\_\_\_

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

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Road(s) to be Temporarily Closed (attach a map): \_\_\_\_\_

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

Start time: \_\_\_\_\_ Finish (not later than 9:00 p.m.): \_\_\_\_\_

Hold Harmless Agreement Provided: ☐ Yes ☐ No Date provided: \_\_\_\_\_

Petition/Notification of Properties Provided: ☐ Yes ☐ No Date provided: \_\_\_\_\_

➤ 80% of affected neighbours show support: ☐ Yes ☐ No

*I/We hereby undertake and agree to at all times, save harmless and indemnify and keep the Township indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Township 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 Township issuing this permit or the use of any of the Township's streets.*

*I/We hereby undertake and agree to follow all requirements and responsibilities as outlined in the Block Party Policy.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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 any time without advance notice if in the opinion of the Township Clerk the applicant has failed to comply with any of the provisions of the governing by-laws and policy.

**For Office Use**

By-law Enforcement: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Corporate Services: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Fire Department: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Public Works: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Recreation: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Ward Councillor: Approved ☐ YES ☐ NO Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Permit Approved: ☐ Yes ☐ No Signature of Township Clerk: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Act*. The information on this form will be used by the Township to administer approval under the Block Party Policy. Questions about this collection of personal information should be directed to the Director of Corporate Services/Clerk, Township of Zorra.