



A Natural Attraction

City of Quinte West Charity Road Toll Policy

Purpose

The City of Quinte West recognizes that Road Tolls conducted by charitable /non-profit organizations are beneficial to the community as a whole. The City of Quinte West also recognizes that such Charitable Road Tolls present apparent safety hazards and concerns. It is the intent of this policy to regulate the number of Charitable Road Tolls within the City of Quinte West and to ensure that organizations are properly trained and equipped to ensure that Charitable Road Tolls are conducted in a responsible and safe manner.

Definitions

Aggressive manner- means a manner that is likely to cause a reasonable person to be concerned for his or her safety or security.

Charitable organization - means an organization registered under the *Income Tax Act* (Canada).

City, City of Quinte West or Quinte West- means The Corporation of the City of Quinte West.

City Clerk- means the person appointed by Council to carry out the duties of the clerk described in section 228 of the *Municipal Act, 2001*;

Non-Profit - describes an applicant who meets one or more of the following requirements:

- a) It is registered in Ontario as a non-profit corporation by the applicable Provincial or Federal authority or Ministry;
- b) It is certified by an Accountant (to the satisfaction of the Clerk) as a person that makes no profit and intends to make no profit in its day to day business operations;
- c) It files no income tax return as a commercial or for profit business;
- d) It is a minor sports association or organization;
- e) It is a Community Betterment Organization or Group that returns 100% of its net proceeds to the community for the community's benefit.

Police or O.P.P.- means a police officer in the Quinte West Ontario Provincial Police service which is responsible for enforcing the by-laws of the City;

Roadway- means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively;

Solicit- means to request, in person, the immediate provision of money or another thing of value, regardless of whether consideration is offered or provided in return, using the spoken, written or printed word, a gesture or other means.

Vehicle- includes automobile, motorcycle, van, truck, trailer, bus, mobile home, traction engine, farm tractor, road-building machine, bicycle, motor-assisted bicycle, motorized snow vehicle, streetcar and any other vehicle drawn, propelled or driven by any kind of power, including muscular power.

Process

In an effort to control Charitable Road Tolls within the City of Quinte West the City has established that a maximum of 6 Charitable Road Toll requests may be granted within a calendar year. Requests are to be submitted to the City Clerk through the attached Road Toll Application form no later than April of the calendar year of the requested event. After April 1st, requests will be considered on a "first come, first served" basis in accordance with this policy. Requests will be reviewed by the City Clerk in consultation with the City's Public Works, Economic Development & Tourism and Fire departments as well as the Quinte West Police (O.P.P.).

Preference will be given to organizations that have received approval and have held a charitable road toll event in previous years within the City of Quinte West. Eligibility will be reconfirmed and, subject to staff review, approval may be granted subject to the Terms and Conditions as outlined within this policy.

Any requests received from organizations which have not previously been approved and have not held a charitable road toll event in previous years within the City of Quinte West, will require staff review to confirm eligibility. Staff will then compile a report to be forwarded to the Corporate and Financial Services Committee for their consideration. The Corporate and Financial Services Committee, and ultimately Council, may determine to either approve or deny any request.

Eligibility

In order for an organization to be eligible for approval to conduct a Charitable Road Toll they must meet the following:

- Provide proof of charitable status, as registered under the Income Tax Act; or
- Provide proof of Non-Profit status
- Have not previously held a Charitable Road Toll event within the City of Quinte West during the current calendar year.
- Proceeds of the road toll are for charitable activities within the City of Quinte West.
- Are willing to meet and adhere to all terms and conditions as outlined in this policy.

Requests will be considered to a maximum of 6 per calendar year. Only 1 (one) Charitable Road Toll shall be permitted on any given weekend within the City. Road Tolls shall not be permitted to be held on weekdays or during long weekends.

Terms and Conditions

The City Shall:

1. Subject to review by the City Clerk in consultation with the City's Public Works and Fire departments as well as Quinte West Police (O.P.P.), approve Charitable Road Toll requests.
2. The municipality reserves the right to refuse to grant a request for a charity road toll if, in its opinion, granting the request would create a public safety hazard, or will be in conflict with municipal policies.
3. Approve the locations on municipal roadways, where the maximum speed limit is 50 kilometers per hour, in which Charitable Road Tolls may be held.
4. Provide a training session with an "Authorized Group Representative" as determined by the Charitable organization.
5. Provide safety vests, safety information and training, traffic cones and any other safety equipment as deemed necessary.

The Charitable Organization Shall:

6. Appoint or select an "Authorized Group Representative" to act on behalf of the group.
7. Attend, or ensure that the "Authorized Group Representative" attends a safety meeting provided by the City and, in turn, supply safety training to the participants.

8. Review safety procedures with the participants prior to arrival at the location.
9. Ensure that participants know what to do in the case of an emergency.
10. Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the municipality.
11. Ensure required equipment is available and supplied and properly used.
12. Ensure participants wear a municipally provided safety vest at all times and any additional appropriate safety apparel during the Charity Road Toll.
13. Ensure that no individual under the age of sixteen (16) participates in the Charity Road Toll.
14. Suspend the Charity Road Toll when weather conditions become inclement (i.e. fog, rain, drizzle, high wind, lightning *storms*, etc.)
15. Pursuant to the Safe Streets Act, 1999, participants shall not solicit any person in a vehicle in an aggressive manner. Any of the following activities shall be deemed to be aggressive:
 - a. Threatening the person solicited with physical harm, by *word*, gesture, or other means during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - b. Obstructing the path of the person solicited during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - c. Using abusive language during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - d. Proceeding behind, alongside or ahead of the person solicited during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - e. Soliciting while intoxicated by alcohol or drugs;
 - f. Continuing to solicit a person in a persistent manner after the person has responded negatively to the solicitation.
16. Immediately cease all charitable road toll activities if so directed, at any time, by the City's Public Works department or the Quinte West Police (O.P.P.).
17. Clean and return safety equipment to the City Public Works Yard.

18. Assume full responsibility for traffic control, safety precautions and clean-up associated with this event.
19. Provide the City with proof of general liability insurance, naming the City as "additional insured", to an amount as approved by the City.
20. The Charitable organization and its participants agree to indemnify and save harmless the City of Quinte West of any injuries or damages that they may cause or suffer as a result of participation in the Charitable Road Toll.

Requirements

Upon receiving approval to hold a Charitable Road Toll in the City of Quinte West, each charitable/ non-profit organization is responsible for reading, understanding, executing and adhering to the attached City of Quinte West "Charitable Road Toll Acknowledgement" and "Road Toll Safety Steps" forms.



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CHARITY ROAD TOLL APPLICATION

Name of Applicant:	
Mailing Address (include 911 Number/Street):	
Postal Code:	Telephone Number:
Name of Organization:	
Proof of Charitable / Non-Profit Status:	
Date and Time of Requested Road Toll:	
Location of Road Toll:	
Number of People Operating Toll:	
_____	_____
Signature of Applicant	Date
If you have any questions, please do not hesitate to contact the City Clerk's office at (613)392-2841. If you are sending your application by mail, please send to: City of Quinte West P.O. Box 490 Trenton, Ontario K8V 5R6	



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Charitable Road Toll Acknowledgement

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9. Ensure that participants know what to do in the case of an emergency.
10. Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the municipality.

11. Ensure required equipment is available and supplied and properly used.
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 - c. Using abusive language during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - d. Proceeding behind, alongside or ahead of the person solicited during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - e. Soliciting while intoxicated by alcohol or drugs;
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17. Clean and return safety equipment to the City Public Works Yard.
18. Assume full responsibility for traffic control, safety precautions and clean-up associated with this event.
19. Provide the City with proof of general liability insurance, naming the City as "additional insured", to an amount as approved by the City.

20. The Charitable organization and its participants agree to indemnify and save harmless the City of Quinte West of any injuries or damages that they may cause or suffer as a result of participation in the Charitable Road Toll.

I acknowledge that I have read and understand the Terms & Conditions as outlined above and agree to be bound by the same.

Print Name

Signature

Charitable Organization

Date

Date of Road Toll Event

CITY OF QUINTE WEST
Voluntary Road Toll
SAFETY STEPS

The City has safety concerns relating to road tolls and such is implementing the following protocols. The goal is to protect all involved, participants and vehicles from liability.

The identified location of the road toll is _____

Requirements for conducting the road toll;

1. No more than 8 participants shall be actively participating in the Road Toll at any one time
2. Traffic lanes must be marked with pylons
3. "Men at Work" signs must be posted 100 feet ahead in all directions
4. All participants must wear safety vests
5. No children under the age of 16 allowed on the roadway
6. Participants are not allowed to be in "live lanes" of traffic (green light lanes)
7. Participants must not walk up lane of traffic on bridge (Trenton location)

Trenton Location:

The participants are only to enter the lanes on a red light and be sure to exit the lanes before the lights turn green.

Due to traffic backing up onto the bridge during the red light, participants are not allowed to walk up the bridge lane as they may become stranded when the light changes to green.

Participants are not to be in the merge lane exiting North on Front Street at any time.

The City will provide participants with the following safety compliant equipment;

1. safety vests - must be worn on the outside of clothing
2. pylons – 5 per lane spaced out
3. "men at work" signs - to be placed 100 Feet ahead in all directions

These items can be picked up at the Public Works Yard on Pelham Street Monday to Thursday 7:00 am to 4:30 pm or Friday 7:00 am to 11:00 am.

IMPORTANT in the event of a **CRITICAL INJURY**

It is requested that if any participants are critically injured they must contact Chris Angelo, Director of Public Works & Environmental Services as soon as possible as per Health & Safety Regulations. 613-961-9264

Chris Angelo can be reached at 613-961-9264 (cell)

Richard Anderson
Health & Safety Officer
City of Quinte West
613-921-5739
richarda@quintewest.ca

Coordinator's Name: _____

Signature: _____

Date: _____