



# TOWN OF SHELburne

## Street Activity Policy

### 1. Introduction

The Town of Shelburne values community connection and cultural expression and actively encourages events and festivals that enhance the vibrancy and public life of our town. With a unique and picturesque network of streets, laneways, and public spaces, Shelburne offers an ideal setting for a wide range of activities that bring people together.

For the purposes of this policy, “*Street Activity*” is defined as any organized activity taking place in a public space, including but not limited to parades, fundraisers, demonstrations, community celebrations, and festivals. This *Street Activity Policy* provides a clear and consistent framework for the safe and responsible use of public streets and spaces. It ensures that such activities are planned and carried out in a way that supports community engagement while prioritizing public safety, accessibility, and operational coordination.

### 2. Purpose

The purpose of this policy is to promote and regulate street activities, such as community events, festivals, and public gatherings, that contribute to the social, cultural, and economic vitality of the Town of Shelburne. These activities are intended to complement existing community, retail, and commercial functions while maintaining a respectful balance between public enjoyment and the needs of local residents and businesses.

By clearly outlining roles, responsibilities, and expectations, this policy aims to support the safe and effective use of public streets and spaces. It is designed to enhance safety, minimize disruption, and enrich the overall experience for participants, spectators, and the broader community.

### 3. Definitions

“Block Party” – an event organized by individuals in a neighbourhood which involves closing off a section of their street to vehicular traffic for a set amount of time.

“Event” and/or “Festival” – any activity, private or community, organized for a particular location or series of places at a particular time with a considerable number of persons attending.

“Fun Runs and Walkathons” – a run or walk that involves a number of participants walking or running along a prescribed route via public thoroughfares.

“Fundraising Activity” – refers to any activity that aims to collect money for, or on behalf of a Registered Charity Organization.

“Parades, Processions, Demonstrations, and Marches” – usually involve a number of participants walking along a prescribed route via public thoroughfares. These events may involve oversized vehicles, non-registered vehicles, floats, and a large number of participants.

#### 4. Scope

This policy applies to:

- a) All requests for permission to hold a Street Activity within the Town of Shelburne boundaries, including Street Activities that do not require an official Street Closure;
- b) All Town-organized Street Activities occurring within the Town of Shelburne.

#### 5. Responsibilities

- 5.1 This policy will be provided online and at Town Hall to any Street Activity organizers and must be adhered to.
- 5.2 Event organizers must meet with Town Staff to review event details and complete a “Temporary Street Closure / Street Activity Application Form”. The form must include a map identifying the proposed activity area, barricade locations, and route (if applicable).
- 5.3 The completed application must be submitted to the Executive Coordinator and approved by the Public Works Supervisor. Once approved, the Executive Coordinator will distribute the approved application to the local RCMP detachment, EHS, and the Fire Department for information purposes.
- 5.4 Organizers, Town or Individual, will ensure that all participants comply with this policy and any rules or regulations outlined for the Street Activity. Street Activities must also comply with all other applicable municipal, provincial, and federal regulations.
- 5.5 Organizers, Town or Individual, will ensure that the event is advertised to the public at least one (1) week in advance of the Street Activity.
- 5.6 Organizers, Town or Individual, will make arrangements with the Executive Coordinator to have barricades available, when needed, prior to submitting their application for the Street Activity.
  - 5.6.1 For all Street Activities requiring a street closure, the Event Organizer shall be responsible for the setup, takedown, and active manning of all barricades for the duration of the event. The Town may provide barricades upon request and subject to availability; however, Town staff will not be responsible for onsite deployment or staffing unless otherwise approved.
  - 5.6.2 A Barricade Staffing Plan must be submitted as part of the Temporary Street Closure / Street Activity Application. This plan must clearly outline how barricades will be managed and staffed throughout the event, and by whom. All barricades must be staffed by an accredited Traffic Control Person (TCP),

in accordance with the *Nova Scotia Temporary Workplace Traffic Control Manual*.

- 5.7 Organizers, Town or Individual, should consider operational matters such as but not limited to, safety, traffic, noise, and waste.
- 5.8 The host/organizer must provide advance notice of any planned street closure or event to neighbouring properties to ensure residents and businesses are informed and to help minimize disruption.

## 6. Criteria

- 6.1 Those wishing to obtain permission for a Street Activity, road closure or otherwise, must complete the “Temporary Street Closure / Street Activity Application Form” available online at [www.shelburnens.ca](http://www.shelburnens.ca) and/or in person at the Town Office located at 162 Mowatt St, 2<sup>nd</sup> Floor, Shelburne, NS.
- 6.2 Applications must be submitted to the Executive Coordinator at least fourteen (14) days prior to the scheduled event and must include all required documentation.
- 6.3 Applicants are responsible for the clean-up and removal of all equipment and materials related to the Street Activity. If the Town is required to intervene for cleanup or removal, the applicant will be invoiced for the associated costs.

## 7. General Standards and Regulations

- 7.1 The Town of Shelburne assumes no responsibility for claims, damages, or injuries that may arise from the planning, execution, or outcomes of a Street Activity.
  - 7.1.1 The Town’s liability coverage related to Street Activities is strictly conditional upon full compliance with all provisions of this policy. This includes, but is not limited to, the requirement for event organizers to manage barricades in accordance with Sections 5.6.1 and 5.6.2, and to ensure appropriate supervision by certified personnel.
- 7.2 The Town of Shelburne reserves the right to decline any application for a Street Activity if, in the opinion of the Town, the activity presents undue risk, lacks sufficient planning, or does not align with the intent of this policy.
- 7.3 Eligibility for approval will not be granted to Street Activities that:
  - a) Are discriminatory in nature or incite hatred toward any individual or group;
  - b) Are unlawful or in contravention of any municipal, provincial, or federal legislation;
  - c) Are contrary to the Policies and/or By-Laws of the Town of Shelburne;

- d) Have previously failed to meet policy obligations, including but not limited to cleanup, safety compliance, or notification requirements.

## 7.4 **Block Party**

- a) All residents of the street area to be blocked off must be informed of the party and in agreement with the closure.
- b) Barricades must be put up to prevent motorized vehicles from entering the activity space.
- c) Alcoholic beverages and other controlled substances are forbidden on any public space during a Street Activity.

## 7.5 **Event or Festival**

- a) Where the street becomes part of the festival or event grounds, the street must be blocked off to vehicle traffic using barricades.
- b) Due to safety considerations, barricades may also be used to block off areas of Town due to an event with heavy pedestrian traffic.
- c) There must be an unobstructed route for emergency services vehicles.
- d) Alcoholic beverages are forbidden on any public space during a Street Activity unless the Event has the appropriate licenses and insurance.

## 7.6 **Fun Runs and Walkathons**

- a) If Street Activity requires street closures, barricades must be in place for the duration of the run or walk.
- b) If street closure is unnecessary and participants are using sidewalks or bike lanes, advertisement of event should still take place and participants must follow regular traffic regulations.
- c) Proper use of crossings is a must. If large groups are using a crossing, it is the responsibility of the organizer to arrange for crossing guards to help with visibility for drivers.

## 7.7 **Fundraising Activity**

- a) If Street Activity requires street closures, barricades must be in place for the duration of the activity.
- b) If Street Activity does not require street closures but will slow down the regular flow of traffic, it is advised that the applicant arrange a police escort and advertise diligently (e.g. big bike).

- c) Any collected money or goods must be delivered hand-to-hand and not thrown into vehicles or the street.

7.8

## **Parades, Processions, Demonstrations, and Marches**

- a) Due to safety considerations, the throwing of any item, including candy or promotional items, from floats is not allowed during a Parade. Individuals may walk alongside the float to distribute these items person-to-person.
- b) Alcoholic beverages and other controlled substances are forbidden on any public space during a parade, procession, demonstration, or march.
- c) Barricades must be in place on any street that intersects the parade route for the duration of the parade.
- d) Children under 10 years of age must be accompanied by an adult at all times.
- e) Due to safety considerations, those who are riding on a float must remain on the float for the duration of the parade, unless there is an emergency situation.
- f) It is recommended that drivers leave a minimum of 2 car-lengths between themselves and the float, or persons, ahead of them for safety.
- g) Failure to abide by these regulations will result in the violator being advised that they will not be permitted to participate in future parades.

Passed by Motion of Council: October 6<sup>th</sup>, 2025

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Chief Administrative Officer, Sarah Mattatall