

**COUNCIL POLICY C-PW24****Staging Bikeathons**

Prepared By: Public Works Department
Effective Date: November 24, 2015
References: N/A
Function: Infrastructure Management

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LAS Review Date: November 13, 2015

PURPOSE

The purpose of this policy is to provide the standards for permitting the use of Parkland County roads for bikeathon events.

POLICY STATEMENT

Parkland County recognizes that bikeathons are special events commonly organized as community recreational programs, fundraising projects or for other purposes, and the presence of a large number of cyclists on the road may have a significant impact on road operation. Therefore, in support of community events, and in the interest of the participants and other road users, the organizers of such events should contact the Manager of Public Works to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

DEFINITIONS

1. "Bikeathon" means an organized event involving a number of cyclists utilizing Parkland County roads.
2. "Organizer" means the person, agency, or group that is asking permission to conduct a bikeathon on Parkland County roads.
3. "Parkland County roads" means roads that are under the jurisdiction of Parkland County pursuant to the Municipal Government Act.

SCOPE

This policy applies to all bikeathons to be held on Parkland County roads.

MANAGEMENT RESPONSIBILITIES

The Manager of Public Works is responsible for implementing, monitoring and evaluating this policy, in consultation with the Manager of Community and Protective Services.

STANDARDSRoute Selection

1. Bikeathons should normally not be staged on high speed, high volume roadways.

2. Roadways having a marked shoulder are best suited for this type of event. A large number of participants may require a wider shoulder.
3. The route should be selected to avoid U-turns in returning to the starting point. Left turns across on-coming traffic should also be kept to a minimum. Traffic control is required when either of these conditions exist.
4. The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants should not congregate on the roadside or obstruct traffic.
5. Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulder or ditches of any roadway is not permitted.
6. Checkpoints, rest areas or repair locations should be located off the roadway.
7. If the route of an event involves roadways that are under the jurisdiction of another municipality, approval from that municipality must be obtained.
8. Flag people certified under the Alberta Construction Safety Association will be necessary whenever conditions warrant.

Rules of Operation

9. Cyclists enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.
10. Cyclists must ride in single file (except for overtaking), keeping to the right edge of the road as much as practical.
11. Cyclists should not stop on the highway surface for rest, repair or other purposes.

Escorting and Signing

12. A vehicle, with four-way warning signals flashing, may be used as an escort vehicle.
13. A sign relating to the event may also be placed on the escort vehicle.
14. All other support vehicles must be separated from the cyclists and the escort vehicle.
15. Support vehicles should not be traveling at slow speed, stopping or waiting along the route.

Marshalling

16. The Organizer must have responsible persons on hand to provide guidance to the participants and to ensure that participants follow the approved conditions of the event.
17. No persons other than peace officers or flag persons certified under the Alberta Construction Safety Association shall direct or attempt to control highway traffic during the event.
18. When flag persons are used, special signing arrangements will be required. Contact Parkland County's Public Works Department for more details.

Safety

19. Volunteers/individuals with first aid training and appropriate supplies should be at all check points and rest stops. There should be appropriate provisions in place to deal with minor injuries should they occur.

Suspension of Event

20. Events should be held during daylight hours and only under adequate visibility conditions.
21. In case of inclement weather or poor visibility, events will be suspended until conditions have improved.
22. Events are subject to suspension by the R.C.M.P. or County Enforcement Services if, in their opinion, the events present a hazard to the participants and/or the general public.

Liability

23. Parkland County assumes no responsibility for whatever may occur during, or as a result of, such events.
24. Participants are advised to exercise due care at all times.
25. The Organizer must sign an Indemnifying Release provided by Parkland County, as provided in Schedule A to this policy.
26. The Organizer shall provide proof of Comprehensive General Liability insurance (for no less than \$2M), further naming Parkland County as Additional Insured.
27. All participants (and the parents or guardians in the case of minors) must sign a waiver (i.e., Acknowledgement of Risk Statement provided by Parkland County, as provided in Schedule B to this policy). When advertising the event, the Organizer should advise that all participants will be required to sign a waiver.

SCHEDULE A

INDEMNIFYING RELEASE

I, THE UNDERSIGNED ORGANIZER¹, wish to organize and facilitate a Bikeathon² which will be taking place in Parkland County on the ____ day of _____, 20 ____.

In acceptance of this application to take organize a Bikeathon, I hereby agree as follows:

- 1. I CONFIRM that I have reviewed Parkland County’s “Staging Bikeathons” Council Policy C-PW24 and that I understand my obligations under it;
- 2. I HEREBY RELEASE, INDEMNIFY AND SAVE HARMLESS PARKLAND COUNTY, including its successors, assigns, servants, agents, employees, contractors, officers, elected officials, or volunteers from and against all claims, actions, causes of action, costs, expenses, damages, demands, or proceedings in respect of the death, personal injury, loss, or damage related to or resulting from a Bikeathon organized by myself, my group or my agency, or any damages, costs, expenses, claims, proceedings or actions caused thereby or related thereto, notwithstanding that the same may have been contributed to or occasioned by the negligence of Parkland County, its successors, assigns, servants, agents, employees, contractors, officers, elected officials, or volunteers; and
- 2. I HEREBY ACKNOWLEDGE that there are inherent risks associated with this activity and that a participant, spectator, or property owner could sustain personal injury, loss or property damage relating to a Bikeathon.

IN WITNESS WHEREOF, I confirm that I have read the above consent, waiver, release and indemnification and have voluntarily executed the same this ____ day of _____, 20 ____.

SIGNED IN THE PRESENCE OF:

ORGANIZER:

WITNESS

(Name of Organizer)

Authorized Signing Officer
I have authority to bind the Corporation/
Charity/Agency.

¹ As defined in Parkland County’s “Staging Bikeathons” Council Policy C-PW24.
² As defined in Parkland County’s “Staging Bikeathons” Council Policy C-PW24.

SCHEDULE B

ACKNOWLEDGEMENT OF RISK STATEMENT

I, _____, the undersigned, wish to participate in _____ (event/activity) on _____ (date), which activity/event is being sponsored and/or arranged by _____ (Organizer). In pursuance of my desire to participate in this activity/event, I make the following statement:

I do understand and acknowledge that there are hazards/risks which are either associated with this activity/event and/or are inherent in their nature, any one of which could result in my sustaining personal or bodily injury through my participation in this activity/event. I also believe that the hazards/risks that are associated with this activity/event are conditions over which the Organizer named above has no control. Accordingly, due to my desire to participate in this activity/event, I willingly accept these hazards/risks in full and I agree not to hold Parkland County and/or any of its successors, assigns, servants, agents, employees, contractors, officers, elected officials, or volunteers responsible, or financially accountable, for injuries, or the consequences of injuries which I might sustain through these hazards and risks.

Date

Signature of Participant
(or, in the case of a minor,
Signature of Parent or Guardian)