



POLICY TITLE: ROAD CLOSURE POLICY
POLICY #: E-003-001
EFFECTIVE DATE: September 22, 2003
ADOPTED BY COUNCIL ON: September 22, 2003
RESOLUTION #: 364.09.03
SUPERCEDES: 3210

POLICY STATEMENT:

This policy will provide a process to provide for approval of road closure requests.

THE PURPOSE OF THIS POLICY IS TO:

Allow the Town of Sylvan Lake to provide a standard for road closure requests, provide for the safety of special function participants and the general public, and to ensure that all agencies such as fire, police and ambulance have been notified in advance of closure and any concerns have been addressed.

1. DEFINITIONS:

Block Parties: parties arranged by residents of an individual block, for those residents, which utilize the public roadway for the party and require same to be closed to general traffic for a limited amount of time.

Special Events: parades or similar functions, occurring in the Town which are open to or intended to attract the general public and will take place in/on publicly owned facilities.

Event Coordinator: The contact person, or the person making the application to hold a special event.

2. RESPONSIBILITIES:

- 2.1 The Council is responsible to permit or deny special events within the Town.
- 2.2 The Chief Administrative Officer may designate a member of staff who shall be responsible to act as a liaison with the Event Coordinator.
- 2.3 The Chief Administrative Officer or his designate is responsible to permit or deny block parties within the Town.
- 2.3 The Director of Operations or his designate is responsible for the safe rerouting of pedestrian and vehicular traffic when a contractor, utility company or internal forces require a road closure or detour for works within a public roadway.

3. PROCEDURES:

• SPECIAL EVENTS

- 3.1 For special events within the Town of Sylvan Lake, an application (attached as Schedule A) must be completed and forwarded to the Municipal Office. The application shall include;
 - a) site plan or map detailing location of the special event and location of any barricades requested by the Event Coordinator;
 - b) Written description of any/all signs, banners to be erected in relation to the special event with installation locations.
- 3.2 A copy of the road closure request shall be forwarded to Municipal Enforcement, Public Works, Sylvan Lake Fire Department, RCMP and the Ambulance Provider for the Town, for their comments.
- 3.3 If time permits, the application will be forwarded to the Operational Services Committee for their consideration and recommendation to Council.
- 3.4 Following approval of Town Council, copies of the approval will be distributed to Municipal Enforcement, Public Works, Sylvan Lake Fire Department, Sylvan Lake RCMP, Sylvan Lake Ambulance Provider and School Divisions that provide regular bus service to their facilities within the Town boundaries.

• BLOCK PARTIES

- 3.5 Upon receipt of an application for a Block Party, the Chief Administrative Officer or his designate shall forward the application to Municipal Enforcement, Public Works, Sylvan Lake Fire Department, RCMP and the Ambulance Provider for the Town, for their comments.

3.6 Following approval, copies of the approval will be distributed to Municipal Enforcement, Public Works, Sylvan Lake Fire Department, Sylvan Lake RCMP, Sylvan Lake Ambulance Provider and School Divisions that provide regular bus service to their facilities within the Town boundaries.

- UTILITY CLOSURES

3.7 The Director of Operations shall advise Municipal Enforcement, Public Works, Sylvan Lake Fire Department, Sylvan Lake RCMP, Sylvan Lake Ambulance Provider and School Divisions that provide regular bus service to their facilities within the Town boundaries of any street closures required for utility works.