

## **POLICY NO. 05/04**

**POLICY TITLE:** Road Closure Policy

**DATE ADOPTED:** May 25<sup>th</sup>, 2004

**POLICY STATEMENT:** This policy will provide a process to provide for approval of road closure requests.

### **PURPOSE OF POLICY:**

To allow the Town of Bentley to provide a standard for road closure requests, provide for the safety of special function participant 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**

- 1.1 **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.
- 1.2 **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.
- 1.3 **Event Coordinator** - the contact person, Applicant or the person making the application to hold a special event.

### **2. RESPONSIBILITIES**

- 2.1 The Council is responsible to permit or deny 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 designate is responsible to permit or deny block parties within the Town.
- 2.3 The Public Works Foreman or 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 events within the Town of Bentley, an initial application (Schedule A) must be completed and forwarded to the Municipal Office no less than one month prior to the scheduled event. 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 Public Works, Fire Department, R.C.M.P. and the Ambulance provider for the Town of Bentley.
- 3.3 The application will be forwarded to Council for their consideration.
- 3.4 Following approval of Town Council, copies of the approval will be distributed to Public Works, Fire Department, RCMP and the Ambulance provider for their comments.

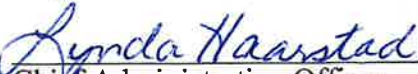
#### Block Parties

- 3.5 Upon receipt of an application for a Block Party, the Chief Administrative Officer or designate shall forward the application to Public Works, 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 Public Works, Fire Department, RCMP and the Ambulance provider for the town.

#### Utility Closures

- 3.7 The Public Works Foreman shall advise the Municipal Office, Fire Department, RCMP and the Ambulance provider for the Town of any street closures for utility works.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**TOWN OF BENTLEY  
POLICY 05/04**

**Road Closure Application Form**

**APPLICANT INFORMATION:**

Name of Group \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Name (& position, if applicable) \_\_\_\_\_

Contact Phone (home) \_\_\_\_\_ (business) \_\_\_\_\_

Contact Address \_\_\_\_\_ Postal Code \_\_\_\_\_

\*\*\*\*\*

**CLOSURE INFORMATION:**

Name of Event/Reason for Closure \_\_\_\_\_

Description \_\_\_\_\_ # of Participants (approx.) \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Barricades Required? \_\_\_\_\_ Yes \_\_\_\_\_ No Location \_\_\_\_\_

\_\_\_\_\_

The applicant, on its own behalf and on behalf of its officers, agents and employees waives the right to bring any claim against the Town of Bentley and its officers, agents and employees for any matter arising out of or in any way connected with the Special event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Bentley, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

\_\_\_\_\_

Group Name

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Specify name & title if different from above)

The personal information on this form is collected under the authority of the Municipal Government Act for the purpose of processing a Special Events Application. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIPP coordinator for the Town of Bentley at (403) 748-4044.

**PLEASE READ ATTACHED FOR CONDITIONS OF APPROVAL**

## CONDITIONS OF APPROVAL

1. The Applicant shall contact the Sylvan Lake R.C.M.P. detachment a minimum of thirty (30) days prior to the road closure with regard to any Police assistance required.
2. No less than fourteen (14) days prior to the event, the Applicant is to submit to the Town:
  - a) Map clearly outlining the route or location of the closure and any other pertinent details (i.e. start and finish locations, barricade locations, etc.);
  - b) Societies Act registration number (if applicable);
  - c) Written description of any/all signs, banners to be erected in relation to the event with installation locations. Any signage must comply with bylaws for the Town of Bentley
4. The Applicant shall comply with all applicable laws, including bylaws and policies of the Town of Bentley.
5. The Applicant is to ensure adequate traffic control through consultation with the Town of Bentley Public Works Department.
6. The Applicant is to ensure that adequate first aid service is available.
7. The Applicant is to ensure that the participants provide right-of-way to emergency vehicles.
8. The Applicant is responsible for any resulting clean up of the route or location at which the event occurs.
9. Failure to comply with these conditions could result in the approval being withdrawn, denial of future applications and/or prosecution for breach of Town bylaws.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### FOR OFFICE USE ONLY

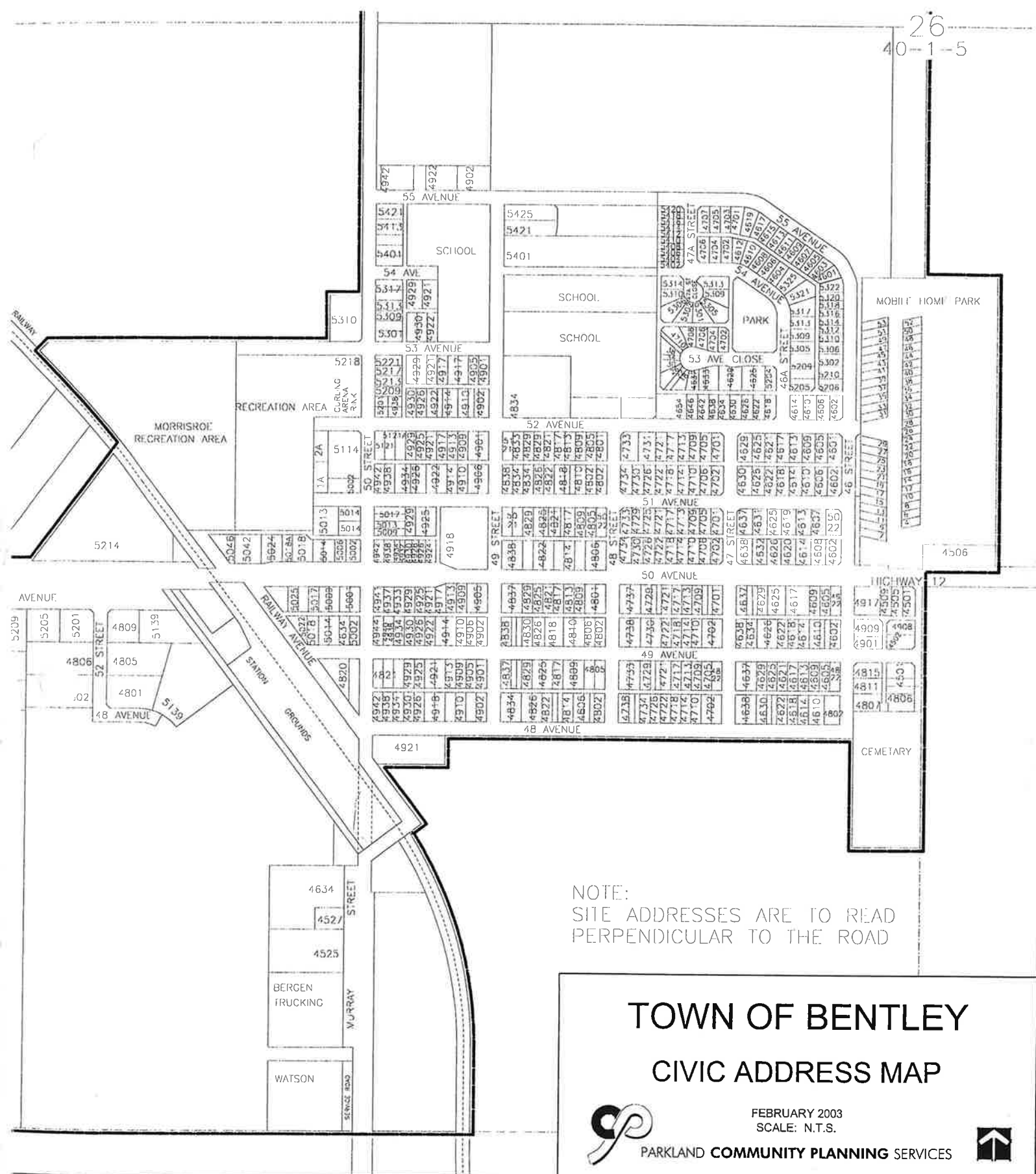
Approved by \_\_\_\_\_

Date \_\_\_\_\_

Copies Distributed to

- Public Works Foreman
- Fire Department
- RCMP
- Ambulance

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# TOWN OF BENTLEY

## CIVIC ADDRESS MAP



FEBRUARY 2003  
SCALE: N.T.S.  
PARKLAND COMMUNITY PLANNING SERVICES

