



Temporary Road Closure

POLICY NUMBER: 101-OP-08

Approval Date: April 8, 2008

Repeal Date:

Motion Number: 2008-106

Revise Date:

Supersedes Number:

Review Date:

1.0. Policy Statement

The City of Cold Lake is committed to providing opportunities to temporarily close public roadways for the utilization of block parties, special events and construction activities.

2.0. Purpose

Section 25 of the Municipal Government Act (MGA) states that a council by resolution or a designated officer if authorized by resolution of council may temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

This Policy delegates council's authority to the administration to allow for the temporary closure of roads for functions acceptable to the City of Cold Lake.

This policy also provides a standard process for temporary road closure requests, ensuring all agencies such as fire, police, and ambulance have been notified, providing for the safety of participants and the general public.

3.0. Policy Statement

3.1. Definitions

- 3.1.1. "Block Party" means a party held on City streets among residents of a given block or area.
- 3.1.2. "Special Event" means an event held on City streets for a recreational, sport or cultural purpose which is intended to appeal to the residents of the City or a neighborhood as a whole rather than a particular block or area.
- 3.1.3. "Construction Activities" means the major installation, rehabilitation and/or repair of roadways and/or public utilities including but not limited to phone, cable, fiber optics, storm sewer, sanitary sewer, water main and gas lines.

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4.0. Managerial Guidelines**4.1. Block Parties**

Application for block parties may be approved by the Chief Administrative Officer or his/her designate provided that the following have been met:

- 4.1.1. The application for a permit has been received no later than two (2) weeks before the date on which the proposed block party is to be held;
- 4.1.2. An application fee is paid in accordance to the City's fee bylaw;
- 4.1.3. The applicant has provided proof that the majority of the residents of the block desire to have such a block party;
- 4.1.4. The applicant posts a damage deposit in the amount of \$250.00 which will be released within thirty (30) days after the temporary road closure if no outstanding fees are owed to the city;
- 4.1.5. The block party does not require closing any intersecting streets; and
- 4.1.6. At the opinion of the Chief Administrative Officer or his/her designate, the closing of the street does not constitute a significant disruption or hazard to vehicle or pedestrian traffic.

4.2. Special Events

Applications for special events may be approved by the Chief Administrative officer or his/her designate provided that the following have been met:

- 4.2.1. The application for a permit has been received no later than two (2) months before the date on which the proposed event is to be held;
 - 4.2.2. An application fee is paid in accordance to the City's fee bylaw;
 - 4.2.3. The applicant has agreed to pay all costs including, but not limited to any traffic controls, emergency services assistance, traffic light alterations or other such costs;
 - 4.2.4. The applicant has provided a certificate of insurance showing that the special event has at least \$2,000,000.00 in public liability insurance;
 - 4.2.5. The application has successfully been advertised for one (1) week in the local news paper with no significant objections;
 - 4.2.6. At the opinion of the Chief Administrative Officer or his/her designate, the closing of the streets for the special event does not constitute a significant disruption or hazard to vehicle or pedestrian traffic into consideration the following factors;
 - 4.2.7. The applicant posts a damage deposit in the amount of \$500.00 which will be released within thirty (30) days after the temporary road closure if no outstanding fees are owed to the city;
 - 4.2.7.1. the roadway classification;
 - 4.2.7.2. the length and time of the intended closure;
 - 4.2.7.3. the effect on traffic;
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- 4.2.7.4. whether alternate routes are available for vehicle and pedestrian traffic;
- 4.2.7.5. what will be the effect and restrictions to access for property owners immediately adjacent to the roadway;
- 4.2.7.6. what will the effect on and what accommodations can be made for pedestrians; and
- 4.2.7.7. no significant objections are received.

4.3. Construction Activities

Applications may be approved by the Chief Administrative officer or his/her designate provided that the following have been met:

- 4.3.1. The application for a permit has been received no later than two (2) weeks prior to the date of which the roadway will be temporarily closed;
- 4.3.2. the application has been advertised for one (1) week in the local newspaper;
- 4.3.3. the applicant has signed a Type 2 Development Agreement; with the Planning and Development Department; (if necessary)
- 4.3.4 Under emergent conditions the Chief Administrative Officer or his/her designate, may authorize a temporary road closure to complete necessary construction activates at anytime without notice.

5.0. References

6.0. Persons Affected

The City of Cold Lake Public Works and Infrastructure Services, Emergency Services, and Planning and Development.

7.0. Revision/Review History

April 22, 2008
Date

Cordoba
Chief Administrative Officer

April 23, 2008
Date

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Mayor