

---

## NEIGHBOURHOOD EVENT ROAD CLOSURE POLICY

---

Date Originally Approved: February 23, 2017

Motion: That Council approves the Neighbourhood Event Road Closure Policy as presented.  
Motion Carried.

## Municipality of Colchester

### Neighbourhood Event Road Closure Policy

#### **PURPOSE**

The purpose of this policy is to provide a process whereby residents can request the temporary closure of a Local Road owned by the Municipality of the County of Colchester (“County”) for the purpose of holding a neighbourhood event. This Policy will provide guidance to the Director of Public Works with respect to temporary road closures for neighbourhood events, and does not apply to temporary road closures for any other reason.

The *Motor Vehicles Act* is enforced by the Local Traffic Authority through regulation of traffic and management of municipal roads, and the Director of Public Works for the County has the authority under sections 311 and 322 of the *Municipal Government Act* to temporarily close a road for purposes beneficial to the public interest.

#### **Definitions**

County Council – means the Council for the Municipality of the County of Colchester

Director of Public Works – means the person who has been appointed by County Council to serve as Director of Public Works and who serves as the Local Traffic Authority.

Local Road – means a road owned by the County

#### **POLICY**

No individual or organization shall close any road or part thereof for the purpose of holding a neighbourhood event without first obtaining an authorization letter from the County.

All applications for the closure of a road for the purpose of holding a neighbourhood event must be received by the Public Works Office at least 30 calendar days prior to the planned event.

Closures are to start and stop at intersections wherever possible and shall exclude intersections. Only Local Roads may be considered for closure. Closures shall not exceed 6 hours and will end by 10 pm, at the latest.

The individual or organization requesting the temporary road closure shall submit an application to the Public Works Office which shall include the following information:

- Applicant’s name and contact information, including address, phone number and email address;
- General purpose of closure;
- Proposed date, start time and end time for event;

- Proposed rain date;
- Description of area to be closed, listing specific intersections and/or civic numbers; and,
- A list of names and signatures from at least 80% of households with driveway access in the proposed closure area. For apartment buildings, each unit will be considered a household, and the owner must also provide a signature.

Where an application for a road closure is approved under this Policy, the Director of Public Works must:

- Issue an authorization letter to the applicant within 14 days of receipt of the application;
- Provide details of the authorized road closure to the respective fire department, police service, EHS and other emergency response agencies having jurisdiction;
- Install barricades one (1) hour prior to the event; and,
- Dismantle barricades one (1) hour following the event.

Where an application for a street closure is approved under this policy, the applicant must:

- Ensure that access for emergency vehicles and for deliveries that cannot be conveniently rescheduled is available at any and all time;
- ensure there is no encroachment upon the road of any structures not easily dismantled;
- allow pedestrian traffic through the closed area at all times;
- ensure all dogs attending the event are kept on a leash at all times;
- not utilize more than five (5) barbecues within the closure area;
- Observe all laws and bylaws; and,
- Clean up all debris and waste after the activity is over.

By approving the temporary closure, the County is not approving the details of the event and does not assume any responsibility for any aspect of the event, including the safety and security, and the County and its employees are not liable for any injury or property damages that may arise from negligence or deliberate conduct that may occur at the event.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council Members of Intent to Consider (7 days minimum):	February 4, 2017
Date of Passage of Current Policy:	February 23, 2017
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u> Municipal Clerk	<u>February 27, 2017</u> Date



## Neighbourhood Event Road Closure Application Municipality of Colchester

<b>APPLICANT INFORMATION:</b>	
Applicant Name:	
Mailing Address:	
Phone Number:	Email Address:
<b>AFFECTED STREET INFORMATION:</b>	
Street Name:	Starting Point:
Civic Numbers:	Ending Point:
Intersecting Street Names:	
<b>EVENT INFORMATION:</b>	
Date:	Rain Date:
Start Time:	End Time:
Description of Event:	
Requests or Special Considerations:	
<b>ATTACHMENTS</b>	
List of Affected Residents <input type="checkbox"/>	
Flyer for the Event (if applicable) <input type="checkbox"/>	
Applicant's Signature:	Date:

\_\_\_\_\_

Director of Public WorksDate

<b>FOR OFFICE USE ONLY</b>				
Date:		Road:		Distributed To: <input type="checkbox"/> Fire Service
Start Time:	End Time:	Closure Start Point:		
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>		Closure End Point:		<input type="checkbox"/> RCMP <input type="checkbox"/> EHS

*By approving the temporary closure the County is not approving the details of the event and does not assume any responsibility for any aspect of the event, including the safety and security, and the County and its employees are not liable for any injury or property damages that may arise from negligence or deliberate conduct that may occur at the event.*