

TOWN OF SMOKY LAKE

Policy Number
R/S - 001

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Date Issued
October 17, 2012

Policy Manual – Roads/Streets

TITLE	STREET CLOSURE PERMITS POLICY
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Legislation Reference	Municipal Government Act
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Purpose: To establish processes to ensure fair assessment of the need for a street or a portion of a street to be closed for special events.

Definition: Street Closure – for the purpose of this policy, street closure means closing a street, to all but specifically authorized motor vehicles for a short period of time (4 to 6 hours) for the protection of pedestrians.

Policy Statement and Guidelines:

Provide a consistent and efficient method of processing and issuing street closure permits.

Procedure:

1. An association or organization that wishes to have a street or streets closed for a special event (excluding closures necessary to public works repairs and/or maintenance), will complete a request application in the form outlined in Schedule "A" of this policy.
2. Applications for street closure must be received at the Town Office 21 days in advance of the proposed closure date.
3. Permits (Schedule "B" of this policy) will be issued at the sole discretion of the Chief Administrative Officer (CAO) or designate in consultation with the Public Works Foreman.
4. The following streets and roadways will not be considered in an application for street closure:
 - a) 50th Street (Highway 855)
 - b) 55th Avenue from the west most entrance to the Hospital to West Railway Drive
 - c) West Railway Drive from the Fire Hall to Highway 28
 - d) 44th Avenue from the RCMP Station to Highway 28
 - e) East Railway Drive from 48th Avenue West
5. Once the applicant has the permit in hand, it will be his/her responsibility to advertise proposed closures in at least one issue of the local paper prior to the event. A copy of the advertisement is to be provided to the Town.
6. A Permit may be cancelled if:
 - a) If the applicant is found to have made false or misleading statements on the application form, or
 - b) If the applicant fails to provide for their advertising responsibilities.
7. Permits are not transferable to another person, organization or association.

8. Permits are not extendable and only the locations identified on the original application are covered by the permit.
9. The fee for the permit shall be: \$35.00.
10. Town of Smoky Lake shall provide set up and removal of barricades required for the closure.
11. Town of Smoky Lake shall forward a copy of all street closure permits to Emergency Service Providers (Fire Department; EMS.; RCMP and Bylaw Officer).

SCHEDULE "A"

APPLICATION FOR A STREET CLOSURE PERMIT

Date of Application: _____ Permit #: _____ Fee: _____

Name or association or organization _____

Name of Contact: _____ Telephone No. _____

Date for Closure: _____ Time of Closure: _____

Length of Closure: _____ Date of Advertising: _____

Event: _____ Identify Vehicular Traffic to be Allowed _____

Map of Town highlighting the street to be closed.

SCHEDULE "B"

STREET CLOSURE PERMIT

Date Permit Approved: _____ Permit #: _____

Date of Event: _____ Time of Closure: _____

Name of Permit Holder (Association or Organization) _____

Name of Contact Person: _____ Contact Persons Telephone #: _____

Event: _____ Vehicles Allowed: _____

Map highlighting street being closed to be attached.

	DATE	RESOLUTION NUMBER
Approved	<i>October 17, 2012</i>	<i>687/12</i>
Amended		
Amended		


Chief Administrative Officer


Chief Elected Official