



**Policy Number:** 2017-06

**Date of Issue:** December 20, 2017

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**Motion Number:** 2017- 343

**Policy Subject/Title:** EVENT ROAD CLOSURE

**Signature of Approval by Authorized Personnel:**

  
Ed Chow, CAO

**POLICY STATEMENT:**

The purpose of this policy is to adopt a program for event road closure requests in the Town of Wainwright.

**PROCEDURES:**

**1. APPLICATION PROCESS**

Any person desiring to hold an event which requires closure of a roadway within the Town shall prior to the event, make application in writing to Town Council and in such application furnish the following information:

- a) The name and address of the applicant; if such application is an organization, the names and addresses of the executive,
- b) The nature of the roadway event,
- c) The day, date and hours during which event will be held,
- d) The location of the road closure,
- e) The approximate size i.e. number of persons attending and/or taking part in the event,
- f) The approximate road closure barricades, waste receptacles needed for the event,
- g) Signature and address of the person who will be in control of such roadway event and who undertakes to be responsible for the good order and conduct thereof.

**2. NOTIFICATION PROCESS**

- a) Prior to Council consideration of the road closure request, the Town will notify the subscribed public of the road closure request via road closure e-newsletter.

**3. APPROVAL PROCESS**

- a) Council may approve to close all, or any portion, of a roadway requested for an event for all, or any portion, of the anticipated time of the event and for such additional time as necessary to again clear the roadway for normal traffic.
- b) Council may temporarily suspend parking and loading privileges on all, or any portion, of a roadway on the proposed event location.

**4. APPROVAL PROCESS**

- a) After Council approval and prior to the event, the Town will notify the subscribed public of the road closure by the following means:
- Road closure e-newsletter to subscribed public
  - In Council minutes posted on Town of Wainwright website