

Note that Delegation of Authority Bylaw 2000-254 gives staff the sole responsibility of approving temporary street closures therefore Council approval no longer required except for first time events requiring the closure of a street carriageway as per section 3 of this policy.

POLICY STATEMENT AND REGULATIONS

Number: 400.7

POLICY FOR TEMPORARY ROAD CLOSURES

The District of Summerland will consider approval of the temporary closure of a municipal road or roads for the purpose of holding a special community event.

REGULATIONS AND PROCEDURES

1. Temporary road closures will only be considered for *community events* which are sponsored by a *recognized organization*.
2. The Director of Engineering and Public Works or his authorized designate is granted the authority to approve the Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events involving the closure of a street carriageway must be approved by Municipal Council.
3. A completed Schedule A, 'Application for Temporary Road Closure', shall be submitted to the Engineering and Public Works Department a minimum of twenty-one days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first time events requiring Council approval must be submitted two months prior to the closure.
4. The organizer of the event requiring a temporary road closure shall obtain approval from the business owners and residents adjacent to the proposed road closure and must submit this sign-off as part of their application for the temporary closure a minimum of 21 days prior to the proposed closure. A majority of the business owners must be in agreement for the road closure to take place. This sign-off approval may be in the form of letters of support signed by representatives of the businesses or property owners affected by the closure or a signature of the businesses or property owners on the map of the proposed closure which is submitted as part of the Temporary Road Closure Application.
5. Prior to approval of a Temporary Road Closure Permit, the Engineering and Public Works Department shall ensure that the closure has been coordinated with appropriate District Departments and outside agencies.
6. The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in an amount of at least Two Million dollars, in a form acceptable to the District.
7. Temporary road closures shall be a maximum of eight hours duration in any one day.
8. The applicant shall be responsible for all set up and removal of signs and barricades on the same day as the road closure.
9. The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.
10. The closure of parking stalls along roads in the downtown area shall meet the requirements of a temporary road closure but are not required to comply with the 21day deadline outlined in section 3 of this policy, and may be approved by the Engineering and Public Works Department whether they are a first time event or not.

Adopted: February 9, 2004 Amended June 25, 2007

Submit Application to:	Engineering and Public Works Office 9215 Cedar Avenue, Summerland
Mailing Address:	Box 159, Summerland, BC V0H 1Z0
Telephone:	(250) 494-0431
Fax:	(250) 494-3399

**SCHEDULE A - POLICY NUMBER 400.7
APPLICATION FOR A TEMPORARY ROAD CLOSURE**

NAME OF SPONSORING ORGANIZATION: _____

Mailing Address of Sponsoring Organization: _____

Name of Contact Person (please print): _____

Phone: _____ Fax: _____ Cell: _____

Name of Event: _____

Date of Closure(s): _____

Location of Closure(s): _____

_____ (attach map
showing closure and emergency access through the closure)

Start of Closure: _____ (a.m./p.m.) **Finish of Closure:** _____ (a.m./p.m.)

INDEMNITY: The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the District of Summerland from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the application, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities or services of the District.

INSURANCE REQUIREMENTS: If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in joint names of the District of Summerland and the applicant as their interests may appear, comprehensive general liability insurance against claims for person injury, death or property damage occurring upon or in or about the licensed area in an amount not less than \$2,000,000 per accident or occurrence and otherwise with an insurer and deductible and on terms satisfactory to the District. (See attached Schedule 1 – Insurance Certificate). The applicant must deliver to the District of Summerland the Certificate of Insurance giving evidence of such coverage.

Agreed to and accepted by:

Authorized signatory of the Applicant
(Sign and Print Name)

Date: _____

Temporary Road Closure Permit* approved by: _____

Authorized Signatory of the District of Summerland

*See attached letter for any conditions which form part of this permit.

