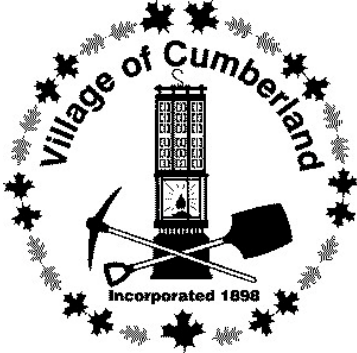


COUNCIL POLICY



<p>Title: Street Closures for Special Events Policy</p> <p>Authority: Adopted Date: October 27, 2014 Amended Date: November 9, 2020</p>	<p>No. 9.2</p> <p>Section: Legislative and Regulatory Services</p>
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Policy Statement

The Village of Cumberland recognizes the value of special events to enhance the quality of life, tourism, culture, recreation and economic development of the Village. The Village also recognizes that special events that close or restrict traffic on public streets has a direct impact on residents and businesses.

Purpose

The purpose of this policy is to balance the benefits and impacts of street closures and traffic restrictions for special events. This policy is intended to provide staff with uniform guidelines in working with organizations and businesses wishing to close or restrict traffic on public streets for special events, and to communicate requirements and guidelines clearly to applicants.

Policy

1. In this policy,

Long Term Closure means a closure of a street for more than three hours, including set up and tear down.

Short Term Closure means a parade or street closure for three hours or less, including set up and tear down.
2. Applicants wishing to close or restrict traffic on public streets must submit a Street Closure application in addition to a Community Event application at least six weeks prior to the event.

3. Applicants must adhere to Village bylaws and other applicable Village policies and guidelines, including but not limited to those concerning fire, traffic, noise, waste management, fees, park use and recreation use.
4. Where the Village receives more than one street closure application for the same date, and the two events are not compatible as determined by the Manager of Operations, the Village will give priority to a regularly occurring event, provided the Village received the application at least six weeks prior to the event, after which time the Village will address the applications on a first come, first served basis.
5. The Manager of Operations may approve applications for
 - (a) a long term closure for an event that has taken place the previous year,
 - (b) a short term closure, and
 - (c) a residential block party.
6. The Manager of Operations will present applications for a new event with a long term closure to Council for consideration of approval.
7. The Manager of Operations may seek Council direction for any application.
8. The Manager of Operations may
 - (a) require additional information for an application depending on the type of event, including forms, plans, licenses or permits,
 - (b) require modifications to a traffic management plan or site plan,
 - (c) require certified traffic control personnel and/or volunteer road marshals at key transportation locations,
 - (d) reduce the length of street closure to mitigate impacts on residents and businesses or if the applicant has not demonstrated economic or social benefits to the community.
9. Staff will receive and review the initial application, issue internal and external referrals and/or notification to
 - Cumberland Fire Rescue
 - Cumberland Manager of Operations
 - Cumberland Public Works Foreman
 - BC Transit
 - BC Ambulance
 - RCMP
10. The Manager of Operations may deny an application for a street closure
 - (a) if the applicant has not provided information required under this policy or met any requirement of the Manager of Operations,
 - (b) if, in the opinion of the Manager of Operations or the Manager of Protective Services, the closure poses a risk to the health and safety of the public or event participants, based on the information provided by the applicant,

- (c) where, in the opinion of the Manager of Operations, the applicant has not sufficiently demonstrated nor attempted to quantify the benefits to the community, both economic and social.

10.1 An applicant may appeal a decision by the Manager of Operations to deny a street closure to Council by delivering a written appeal to the Corporate Officer.

11. For applications brought to Council, the Council will consider applications on a case by case basis and is not obliged to approve any application. The council may deny an application for any reason, including
- (a) contravention of a condition of a previous approval,
 - (b) risk to health and safety of the public,
 - (c) the application is not generally supported by residents and businesses, or the applicant has not sufficiently mitigated the negative social or economic impacts to residents and businesses.
 - (d) if the closure is not in the general public interest.

Mitigation of Impacts

12. Long Term Closures

- (a) For a long term closure the applicant **must** demonstrate and attempt to quantify the benefits to the community, both economic and social.
- (b) For an application for a new event with long term closure, an applicant must provide written notice of the proposed closure in a form prescribed by the Manager of Operations to property owners and occupiers within the proposed closure area inviting comments and concerns to be submitted to the Village.

Traffic Management Plan

13. An application must include a traffic management plan, showing
- Closed streets, detours and alternate routes
 - The hours of the proposed closure and start and finish times of the event each day
 - Barricade and “road closed”, “detour” or other signage
 - Locations of road marshals and certified traffic control persons
 - Emergency access points

14. Emergency Access

A minimum 4.2m/14 feet emergency access lane must be available within the closure area at all times.

15. Parades and Short Term Closures

Short term closures of Dunsmuir Avenue must provide vehicle crossing at First Street, Fourth Street, and Sixth Street when the event is not in progress.

16. For Long Term Closures

- (a) First Street, Fourth Street, Fifth Street, and Sixth Street should remain open to vehicle traffic. If the applicant proposes to close any of these routes, a suitable alternative route must be proposed and certified traffic control provided satisfactory to the Manager of Operations
- (b) Access to neighbourhoods must not be significantly impacted, e.g. south of Dunsmuir Avenue; west of Egremont Road.
- (c) Dunsmuir Avenue must not be closed to residential traffic from Fifth to Seventh Street
- (d) Dunsmuir Avenue must not be closed between First Street and Egremont/Sutton Road unless approved by the Manager of Protective Services.

17. Applicants are responsible for providing signage, barricades, and traffic control.

18. Barricades are required at each closure area/intersection. Each barricade location requires a road marshal in attendance during the road closure. Road marshals must wear high visibility vests and must be supervised by the applicant. Road marshals must not direct traffic.

19. Traffic control personnel and/or road marshals must remain in place until pedestrians have cleared an area. Only qualified traffic control persons and RCMP may direct traffic within a closure area.

20. Sidewalks must remain open at all times and must not be obstructed unless specifically permitted to be closed.

21. Vehicles may not be moved or driven within a closure area when there are event participants on the roadway.

Site Plan

22. An application must include site plan for each location used for the event. This plan should be clearly presented, drawn to scale and include the date of the event and the date it was prepared.

The plan must include the location of all aspects of the event, such as stages, tents, cables, hoses, sound systems, portable toilets, waste receptacles and water holding tanks. All fencing gates, entrances and exits, including emergency exits and fire lanes (minimum 4.2 m/14 feet), and fire hydrants must also appear on the site plan. Fire hydrants cannot be obstructed and their location must be shown.

For parades, walks, runs and cycling events, the route as well as the assembly and dispersal areas must be identified on the map.

Fees and Damage Deposits

23. Applicants must pay any fees and damage deposits imposed by bylaw a minimum of 14 days prior to the event in order for the event to proceed.

Notification and Parking Restrictions

24. For long term closures, written notification must be provided to all businesses and residents likely to be affected by sound, parking or street closures. Notification must include phone numbers for contacts before, during and following the event. A copy of the notice must be provided to the Village and the Village may require approval of the content of the letter and written proof of delivery.
25. Where parking restrictions have been approved, the applicant will post written notices in the closure area at least 36 hours before the closure, and remove notices immediately after the closure period.
26. Where towing of parked vehicles in the closure area by applicant has been approved, vehicles must be towed to an approved location and that location must be included in the parking notice along with the contact information of the towing company and event organizer.
27. Any dispute arising from a towed vehicle must be resolved by the applicant. The applicant must indemnify the Village from any liability arising from the towing of vehicles.