



**Policy Number:** 2022 – 09

**Date of Issue:** June 21, 2022

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**Motion Number:** 2022-186

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

**Signature of Approval by Authorized Personnel:**

  
Karrie Gau, CAO

**Supersedes:** December 20, 2017  
Date of Last Update

Policy #2017 – 06 Motion #2017-343  
Title & No. of Previous Policy if Applicable

#### **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
- 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 and waste receptacles needed for the event
- g) Name and contact information for 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. 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.

## **3. PUBLIC NOTIFICATION PROCESS**

After Council approval and prior to the event, the Town will notify the public of the road closure by the following means:

- a) Whenever possible, a road closure announcement will be posted on social media one (1) week before the planned event, with an additional posting one (1) day before the planned event. In cases where time does not allow for one (1) weeks' notice, as much notice as possible will be provided, with an additional posting one (1) day before the planned event.
- b) In Council minutes posted on the Town of Wainwright website