

**Street and Parking Space Closure Policy**

**Policy No. 5.2.2**

**Date of Policy:** Sept. 24, 2018

**Revision:**

**Motion Number:** 2018-551

**Purpose**

The use of roadways is extended to all members of the public, therefore the Town of Nipawin has an obligation to prioritize public safety when closing streets and roads to ensure the rest of the public can safely keep moving/operating while various events are taking place.

The Town will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event); or a lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

**Street/Lane/Road Closure**

**Process for Street Closure Authorization:**

- Any person or group requesting closure of a street must make formal application in writing, identifying the type, date, and time the event and the portion(s) of streets requested to be closed.
- The applicant must provide with the application, in writing, proof of contact with all affected property owners indicating agreement/disagreement with the application.
- The initial street closure shall be approved by resolution of Council and subsequent closures may be approved by the Chief Administrative Officer in accordance with the current Repetitive Requests Policy (policy no. 1.1.6).

**Notification to Emergency Services**

When a street closure has been approved, Administration shall advise all affected Town Departments, the RCMP, EMS, and Fire Department.

**Parking Space Closure**

Closure of parking spaces shall be allowed for community events only and shall be approved only by resolution of Council or by the Chief Administrative Officer in accordance with the current Repetitive Requests Policy (policy no. 1.1.6).

Closure of parking spaces only for community events may be approved subject to seven (7) days advance notice and on the understanding that only those spaces in front of the business applying for the closure shall be approved.

Authorization for closure of parking spaces shall follow the same process as the Street Closure authorization outlined above.