

Policy Title	Effective Date	Updated to	Policy Number
Temporary Street, Lane and Parking Space Closure Policy	September 24, 2018	January 8, 2024	5.2

Purpose

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

Policy

A. Streets and Lanes

The CAO, or designate, may consider requests for temporary closure of streets, lanes, or parking spaces for community events subject to the provisions of this policy.

The CAO 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), a lane closure (occupying one lane of a roadway while maintaining traffic in all directions), or a parking space closure (one or more parking spaces on a specific roadway).

1. Closure for Maintenance

Streets and lanes, within the Town may be temporarily closed without prior approval to allow for scheduled or unscheduled maintenance, repair or enforcement activities, or where the road remaining open would present a hazard to traveling public. This shall include, but not be limited to, such situations as water or sewer main breaks, urgent street or utility repairs, closure due to police, fire or medical emergency, or severe degradation of the road subgrade or road surface whereby advance notice is not typically available.

2. Closure for Special Events

The CAO may consider requests to temporarily close streets, or lanes, to accommodate special events within the Town of Nipawin. Special events may include, but not be limited to, parades, festivals, block parties, street events or similar functions occurring in the Town which are open to or intended to attract the general public and/or privately invited groups, which will take place in/on publicly owned facilities.

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B. Application Procedure

Any person or group requesting closure of a street for a special event must make formal application in writing to the Town. Application requirements are outlined below.

Applications for temporary closures must contain the following:

1. Name/type of event;
2. Date of Event;
3. Times of closure requested;
4. Location of streets, or lanes, requested to be closed; and
5. Contact Information;
6. Proof of contact with all affected property owners indicating agreement/disagreement with the application.


C. Notification to Council, Emergency Services and the Public

All closures approved in accordance with this policy shall be posted on the Town’s website and social media platforms with details sent to emergency services (RCMP, EMS, and Fire Department), and local media resources.

When a street, lane, or parking space closure has been approved in accordance with this Policy, the CAO shall ensure front office staff, all affected Town Departments, members of Council, emergency services, and local media resources are informed.

In the case of a closure for the purposes of maintenance, repair or enforcement activities, the Department Head responsible for the closure shall ensure front office staff, all affected Town Departments, emergency services, and local media resources are informed.

An organizer of a special event shall inform residents, business owners, and other people affected by the temporary closure of the roads of the upcoming special event and its’ duration.



Mayor



Chief Administrative Officer