



**THE CORPORATION OF THE CITY OF DAWSON CREEK**

**Temporary Road Closure and Event  
Manual**

**(with Applicable Application Form)**

## PURPOSE

Each year the Corporation of the City of Dawson Creek (the “City”) receives requests from individuals and groups seeking to operate special road closure events on City streets or other City property. These events vary in scope, purpose, size and complexity.

It is important to coordinate all events in the City in order that municipal staff can communicate policies, guidelines and provide support to these event organizers and ensure public safety is preserved during operation.

The City recognizes that special events enhance tourism, culture, recreation, education and provide opportunities for businesses in and around the City. For ease of reference this manual will refer to parades, processions, marches and other activities that require a temporary road closure collectively as Events.

These policies and procedures are designed to help an Event applicant effectively use the City resources to plan and hold a successful Event.

Most Events represent a major investment of time and money. When well planned, they bring rewarding dividends to the organizers and the City. Successful Events do not just happen, they are the result of:

- Responsible leadership
- Careful advance planning
- Good organization
- Provisions against the unexpected.

The purpose of the Temporary Road Closure and Event Manual (the “Manual”) is to incorporate into one manual, policies and procedures used by various divisions within the City to process applications for Events. It will also outline an approved policy regarding the operation of Events on City property, streets, roadways and services provided by the City.

- To be pro-active in bringing Events to the City;
- To provide logistical assistance to Event operations on City streets and roadways;
- To ensure the Event applicant is treated fairly and in an equitable manner;
- To ensure all City interests are met to protect the assets of the City; and
- To use its best efforts to establish safety precautions to protect the citizens of the City.

## Definition of a Road Closure or Parade Event

Events are a one-time, annual or infrequently occurring activity, that utilize a road or street, thus requiring a temporary road closure and event permit. The municipal lands affected by a temporary road closure take place on what is referred to as the “traveled portion” of a public road/street. The traveled portion may include the right-of-way, or paved portion for vehicles, or the sidewalk or boulevard. During a temporary road closure only those parties organizing the event have access to the traveled portion of the road/street. A rolling road closure, managed by the RCMP, is one type of temporary road closure and is used to permit a small parade or procession. A rolling closure interrupts the flow of traffic for a shorter period of time than a temporary road closure.

The primary characteristics of an Event that requires a temporary road closure are:

- The main purpose is to celebrate or display a specific theme;
- Have predetermined opening and closing dates/times;
- The Event may consist of several separate activities in which parks or municipal buildings may be rented in conjunction with a road closure event.

## GENERAL POLICIES AND PROCEDURES

### Rules and Regulations

1. All legislation, bylaws and regulations must be adhered to by the Event applicant.
2. The Event applicant shall adhere to all temporary road closure policies and procedures. In the interest of public safety, failure to comply may result in closure of the event and will negatively impact future applications.
3. The Event applicant is required to provide evidence to the Director of Development Services or designate of all necessary licenses/permits required to operate the Event.
4. If an Event operates successfully, the Event operator will be given first priority to reserve the use of the road or street for the same date next year (extenuating circumstances may apply). **An application will still be required.**
5. Applicants requesting a Temporary Road Closure and Event Permit will need to complete a “Temporary Road Closure Event Application Form”. The Form is part of this manual.
6. Applications must be received no less than 30 days in advance of the Event. Applications may be received no more than 365 days in advance of the Event. Exceptions to this policy will be solely at the discretion of the Director of Development Services or designate.

7. The Approving Officer's office is the principal contact for the application for a Temporary Road Closure and Event Permit. They will initiate the process to approve a temporary road closure with other divisions of the City and the local Fire Department and RCMP.
8. The applicant, or designate, must be present on site at the event for the duration of the temporary road closure event.
9. The applicant shall inform all businesses and residents in the area of the closure, by letter or hand-delivered memo at least 10 business days in advance of the Event, or the particulars of the approved temporary road closure and any detour route available to them.
10. Possession and/or consumption of alcoholic beverages in a park or on the closed portion of a road or street is prohibited unless authorized by the issuance of a Special Occasion Permit by the RCMP.
11. Fire hydrants must not be obstructed; there must be a clear view from all directions, leaving a **6m radius** around each hydrant.
12. Approval is contingent upon ensuring adequate emergency access at all times to the satisfaction of the Fire Department, RCMP and City staff who have the right to determine the adequacy of same. Barricades must be easy to remove to allow emergency vehicles to access the closed portions of the road or street. The Parks & Recreation Department will supply barricades to locations required and remove/pick up as supplied.
13. The City of Dawson Creek shall not be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such applicant or organization.
14. The Applicant must pay for all damage to City property however caused, arising out of or during the use of the facilities under this application.
15. Sidewalks will remain open to the public throughout the closure except for safety reasons.
16. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any City asphalt or concrete surfaces.
17. The applicant must notify the Public Health Officer if serving food.
18. The applicant is responsible for the clean up and/or removal of all garbage upon completion of the event.

19. The City will provide all normal maintenance services. Any additional maintenance required by the applicant prior to, during or following the Event shall be at the sole cost and responsibility of the applicant.

## Securities

1. The successful applicant must maintain public liability insurance of at least \$2,000,000. This insurance policy must include the City of Dawson Creek as an added insured. There will be no exception to this policy. Proof of insurance must be provided to the Director of Development Services or designate no later than 7 days prior to the event. No permits will be issued without proof of insurance. The applicant must agree to indemnify, hold and save harmless the City of Dawson Creek from and against any liability, loss, claims, demands, costs and expenses, including legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of City property. **Please Note: "City-sponsored" events will not require insurance as they will be covered by the City of Dawson Creek insurance policy. A "City-sponsored" event is an event that has been declared by resolution of City Council.**
2. The City reserves the right to set higher insurance limits depending on the type of activity planned during the Event (ie. amusement rides and/or sales of alcoholic beverages).
3. Fireworks are not permitted, as per The Fire Protection and Control Bylaw No. 2686, 1988 (Part 3.9 s. 3.9.2).