

ADMINISTRATION POLICY

NAME: ROAD CLOSURES	POLICY NUMBER INF – A – 01
DEPARTMENT: INFASTRUCTURE	SUPERSEDES: N/A
DATE APPROVED: November 23, 2023	REVISION DATE: N/A

1. POLICY STATEMENT

Section 22 of the *Municipal Government Act (MGA)* states that a council may temporarily close or authorize a designated officer to temporarily close the whole or a part of a *Road* at any time if the council considers that a construction or maintenance project on or adjacent to the *Road* may create a hazard.

The *CAO Bylaw* of the Town of Drumheller, grants the Chief Administrative Officer, or their designate, the authority to temporarily close, in whole or in part, any *Road* at any time where an activity on or adjacent to the *Road* may cause a hazard.

2. PURPOSE

Establish guidelines for the temporary closure of *Roads* and Town-owned parking lots

3. SCOPE

In accordance with Section 22 of the *Municipal Government Act (MGA)*, this policy does not apply to permanent *Road Closures*.

4. DEFINITIONS

- 4.1. “*Authorized Employee*” means the person appointed as Chief Administrative Officer by Council, or their designate.
- 4.2. “*Downtown Road*” means:
 - a) All the roads lying between Highway 56 (2 Street W), forming the western boundary, and 1st Street E, forming the eastern boundary; and,
 - b) All the roads lying between and including Riverside Drive E, forming the northern boundary, and Railway Avenue E, forming the southern boundary.
- 4.3. “*Night Time*” means the hours between 10:00 PM and 7:00 AM of the next day, on weekdays, and between the hours of 10:00 PM and 9:00 AM of the next day, on weekends;
- 4.4. “*Roadway*” means any part of a *Road* intended for use by vehicular traffic.

- 4.5. “*Road*” means any thoroughfare, *Road*, highway, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
- a) a sidewalk, including a boulevard adjacent to the sidewalk;
 - b) if a ditch lies adjacent to and parallel with the *Roadway*, the ditch; and
 - c) if a *Road* right of way is contained between fences or between a fence and one side of the *Roadway*, all the land between the fences, or all the land between the fence and the edge of the *Roadway*, as the case may be, but does not include a place declared by provincial regulation not to be a highway.
- 4.6. “*Road Closure*” means the temporary closure of *Roads* and Town-owned parking lots.
- 4.7. “*Special Event*” means any organized gathering of people with the primary purpose of supporting a community, cultural, recreational or sport experience, and:
- a) that would have a significant impact on public property and/or public safety, in the opinion of the Manager of Recreation, Arts and Culture;
 - b) that requires temporary structures installed in a public space;
 - c) is in a private space that generate any impact on pedestrian or vehicular traffic or parking in excess of that which is considered normal for the community, in the opinion of the Manager of Recreation and Culture; or,
 - d) that involves temporary changes to the activities or access in a public space, including road closures and noise bylaw exemptions, and;
 - e) which will require a *Special Events License*, in accordance with the *Business License Bylaw*;
- 4.8. “*Temporary Road Closure Permit*” means a permit issued by the *Authorized Employee* to temporarily close any portion of a *Road* or Town-owned *parking lot*.
- 4.9. “*Town*” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

5. RESPONSIBILITIES

- 5.1. The Administrative Assistant - Infrastructure Services is responsible for:
- a) the collection and administration of all forms and documents related to a *Temporary Road Closure Permit Application*; and,
 - b) notifying all stakeholders in accordance with *Section 7* and *Schedule A* of this Policy.
- 5.2. The Capital Projects Manager is responsible for:
- a) reviewing and approving all *Temporary Road Closure Permit Applications*, in conjunction with the *Director of Infrastructure*;

- b) preparing and issuing a *Notice of Decision*, signed by the Director of Infrastructure, in accordance with *Section 8* of this Policy.

5.3. The Director of Infrastructure is responsible for:

- a) reviewing and approving all *Temporary Road Closure Permit Applications* in conjunction with the Capital Projects Manager; and,
- b) updating and administering this Policy and attached Schedules, as required.

5.4. The Communications Officer will be responsible for:

- a) Issuing notification to the general public after receiving notice from the Infrastructure Department, in accordance with *Section 7* and *Schedule A* of this Policy;

6. GENERAL PROCEDURES

6.1. No Person may undertake a *Road Closure* without a *Temporary Road Closure Permit* issued by an *Authorized Employee*, unless:

- a) the Director of Emergency and Protective Services is imposing a *Road Closure* in the event of an emergency, in accordance with *Section 9* of this Policy;
- b) A person is closing a privately-owned road, in accordance with *Section 10* of this Policy; or,
- c) The Director of Infrastructure considers it reasonable and appropriate to do so.

6.2. A Person undertaking a *Road Closure* must ensure that

- a) Any signage and protective barriers required by the *Authorized Employee* are
 - i) in place prior to commencement of the proposed activity;
 - ii) are adequately maintained, and;
 - iii) removed upon completion of the proposed activity, to the satisfaction *Authorized Employee*
- b) Access for ambulance, fire, police and other emergency vehicles is maintained, unless an exemption is granted by the *Authorized Employee*; and,
- c) The *Road* or parking lot is returned to its original condition, to the satisfaction of the *Authorized Employee*, unless otherwise specified.

6.3. Any expense associated with a *Road Closure* shall be incurred by the Permit Holder. Any expense incurred by the Town in respect to a *Road Closure* is a debt to the Town by the Permit Holder

6.4. A *Downtown Road* will not be subject to a *Road Closure* for any of the following purposes between the hours of 9:00 AM to 6:00 PM, from Monday to Friday unless otherwise required by an *Authorized Employee*, subject to section 6.5 below:

- a) *Special Events*;

- b) *Road* sweeping;
 - c) line painting;
 - d) snow ploughing or sanding;
 - i) but does not include snow removal;
 - e) unless deemed necessary to be completed during these times by the *Authorized Employee*.
- 6.5. If an Authorized Employee imposes a Road Closure on a Downtown Road during the period described in Section 6.4 above, the Authorized Employee, in the case of:
- a) a parade, procession or other event,
 - i) must be satisfied that the Person proposing the Road Closure has consulted with Affected Parties, and that the Affected Parties support the Road Closure;
 - b) street sweeping, line painting, snow ploughing or sanding,
 - i) may impose a Road Closure only in unusual or extenuating circumstances; and
 - c) snow removal,
 - i) may impose a Road Closure if it is impractical to undertake snow removal prior to or after the period described in Section 6.4.

7. PERMIT APPLICATION

- 7.1. A *Temporary Road Closure Permit* is required to undertake any of the following activities on any portion of a *Road* or *Town* owned *Parking lot*.
- a) a *Special Event*;
 - b) right-of-way construction, repair or maintenance;
 - c) utility construction repair or maintenance; or,
 - d) general improvements.
 - e) storage of construction items within a right-of-way
- 7.2. An applicant must apply for a *Temporary Road Closure Permit* no later than:
- a) Five (5) business days, if the proposed activity will take twelve (12) hours or less.
 - b) Seven (7) business days, if the proposed activity will take between twelve (12) and seventy-two (72) hours.
 - c) fourteen (14) business days, if the proposed activity will take seventy-two (72) hours or more.
- 7.3. Every applicant for a *Temporary Road Closure Permit* must provide the following information, in the form required by the *Authorized Employee*

- a) A Traffic Accommodation Strategy (TAS) indicating the location of:
 - i) affected *Roads* and parking lots;
 - ii) the proposed activity;
 - iii) pedestrian and traffic detour route(s);
 - iv) proposed signage, barricades and warning devices;
 - v) affected back lanes, if applicable;
 - b) The date(s) and time(s) the *Temporary Road Closure Permit* is required;
 - c) A description of the proposed activity;
 - d) The full name, mailing address and telephone number of the applicant;
 - e) Any noise associated with the proposed activity;
 - f) Any excavation work associated with the proposed activity; and,
 - g) Any other information the *Authorized Employee* may reasonably require;
- 7.4. If the proposed activity may disturb the peace of the general public, or involves the use of sound amplifying equipment during the *Night Time*, the applicant must apply for a *Noise Exemption Permit*, in accordance with the *Community Standards Bylaw*, which must:
- a) be made at least five (5) business days in advance of the proposed activity and must contain sufficient information pertaining to the activities for which the exemption is sought; and,
 - b) be approved by the Chief Administrative Officer, with attached conditions deemed appropriate by the CAO.
- 7.5. If the proposed activity requires excavation work, the applicant must apply for a *Municipal Right of Way Works & Excavation Permit*, in accordance with the *Right-of-Way Excavation Policy*
- 7.6. If the proposed activity requires filming on municipal property, the applicant must complete a film permit application for the Town of Drumheller.
- 7.7. If the proposed activity is a Special Event, the applicant must complete a Special Event License Application, in accordance with *RAC –A – 01, Special Events Policy*

8. NOTICE OF DECISION

- 8.1. After receipt of a complete application, The *Authorized Employee* will issue a written Notice of Decision:
- a) If the application is denied,
 - i) the Notice of Decision will include the reasons for the refusal.
 - b) if the application is approved,

- i) the Notice of Decision will include the conditions of the *Temporary Road Closure Permit*, deemed appropriate by the Authorized Employee

8.2. The conditions of the Notice of Decision may include, but are not limited to:

- a) work zone setup, traffic control and temporary traffic signage for *Roadway* work sites,
- b) safety programs, work procedures and worker, pedestrian and public safety,
- c) authorized apparel, equipment, barricades, channelization devices, and signage,
- d) confirmation of comprehensive liability and accreditation of workers, and
- e) incident and emergency procedures including procedures respecting collisions, *Roadway* obstructions, water ponding and incidents involving dangerous goods and hazardous materials,
- f) the form and content of notification for affected residents in the vicinity of the proposed work;

9. NOTIFICATION – TOWN OF DRUMHELLER

9.1. Upon issuance of A *Temporary Road Closure Permit*, the Permit Holder is required to notify the public in accordance with *Schedule A – Temporary Road Closure Notification Schedule*, via:

- a) Signage, as outlined in the application and the Notice of Decision; and,
- b) Written Notice, delivered to all stakeholders within 60m of a Town-owned parking lot, if:
 - i) A Parking Closure affects that parking lot and the lot provides public parking for customers, or employees of businesses, or for residents of mixed-use developments, and
 - ii) The Parking Closure of the parking lot is for a period that exceeds 72 hours.

9.2. A Communication Plan detailing the required consultation with affected parties, the general public and adjacent landowners, will be required when:

- a) deemed appropriate by the Authorized Employee; and
- b) will generally be required when a Road Closure exceeds seventy-two (72) hours.

10. NOTIFICATION – PERMIT HOLDER

10.1. Upon issuance of A *Temporary Road Closure Permit*, the *Authorized Employee* is required to **seek feedback** from the following parties, prior to the issuance of a *Temporary Road Closure Permit*, in accordance with *Schedule A – Temporary Road Closure Notification Schedule*:

- a) Town of Drumheller Fire Department;
- b) Town of Drumheller Municipal Enforcement;
- c) Local Transportation Providers; and,

- d) Any other applicable stakeholders as deemed appropriate by the *Authorized Employee*.

10.2. Upon issuance of a *Temporary Road Closure Permit*, the *Authorized Employee* is required to **notify** the following parties, prior to the issuance of a *Temporary Road Closure Permit*, in accordance with *Schedule A – Temporary Road Closure Notification Schedule*:

- a) the General Public;
- b) Town of Drumheller Managers, Directors and CAO;
- c) Town of Drumheller Communications Department;
- d) Town of Drumheller Fire Department;
- e) Town of Drumheller Municipal Enforcement;
- f) Utility Providers;
- g) School Divisions;
- h) Regional Emergency Services Providers;
- i) Royal Canadian Mounted Police;
- j) Local Transportation Providers; and,
- k) Any other applicable stakeholders as deemed appropriate by the *Authorized Employee*.

10.3. Notification intended for the General Public may be issued via:

- a) the Town Website;
- b) Social Media;
- c) Newspaper;
- d) Radio;
- e) Other means deemed reasonable and appropriate in the opinion of the *Authorized Employee* or specified in the *Communications Plan*.

10.4. A Communications Plan will be brought to Council for information when:

- a) The magnitude and scope of the project is deemed to have a significant impact on the community, as determined by the Director of Infrastructure.

11. EMERGENCY SERVICES

11.1. In the event of an Emergency, the Director of Emergency and Protective Services or the Director of Infrastructure Services may temporarily issue a Road Closure and may notify the general public through:

- a) The Town's emergency notification system;

- b) Electronic media, including television, radio, social media or the Town's Website; or
- c) Any other means deemed reasonable and appropriate by the Director of Emergency and Protective Services.

12. PRIVATE ROADS

- 12.1. An owner of a private road shall consult with the Director of Infrastructure when the closure of the private highway may:
- a) Involve the detour of regular traffic
 - b) Equipment or traffic control measures will be located on the Road; or,
 - c) There are safety or liability concerns regarding the closure of the Road.

13. ATTACHMENTS

- 13.1. *Schedule A - Temporary Road Closure Notification Schedule*
- 13.2. *Schedule B - Temporary Road Closure Permit Application*

14. RELATED DOCUMENTS

- 14.1. *Special Events Policy*
- 14.2. *CAO Bylaw*
- 14.3. *Community Standards Bylaw*
- 14.4. *Traffic Bylaw*
- 14.5. *Town of Drumheller Traffic Control Guide.*
- 14.6. *Fire Bylaw*

15. TRANSITIONAL

- 15.1. This policy comes into effect on the day it is signed by the Chief Administrative Officer.



CHIEF ADMINISTRATIVE OFFICER

REVISIONS



SCHEDULE A – NOTIFICATION & APPLICATION TIMELINES

APPLICATION DEADLINE				
Deadline to submit application (days prior to the start of road closure, as per Section 7.2)		Road Closure Duration		
		12 Hrs or Less	12 Hrs to 72 Hrs	72 Hrs or More
		5 days	7 days	*14 days
NOTIFICATION SCHEDULE				
Responsibility	Notification	Road Closure Duration		
		12 Hrs or Less	12 Hrs to 72 Hrs	72 Hrs or More
Permit Holder	Written Notice (to residents within 60m of Road Closure)	N/A	48 hrs	4 days
Permit Holder	Signage (as per Notice of Decision)	24 hrs	24hrs	24 hrs
Communications	Electronic Media (Website, Social Media, etc.)	48 hrs	72 hrs	5 days
Infrastructure	Stakeholders (via email)	48 hrs	72 hrs	5 days
Infrastructure	Essential Services (via email)	N/A	48 hrs	4 days
OTHER NOTIFICATION REQUIREMENTS				
Emergency Road Closure		See Section 11		
Communications Plan		See Section 9.2		

* required notification and stakeholder review for Road Closures in duration of 72 hours or more is project dependent.



SCHEDULE B – STAKEHOLDERS

PRIOR to final approval of the <i>Road Closure</i> , The Capital Projects Manager and Director of Infrastructure will SEEK FEEDBACK from the following parties, in accordance with Section 13 of this Policy:	
Essential Services	Fire Chief
	Director of Emergency and Protective Services
	Road Data
AFTER final approval of the <i>Road Closure</i> , The Capital Projects Manager and Director of Infrastructure will NOTIFY the following parties, in accordance with Section 13 of this Policy:	
Essential Services	EMS Wheatland
	EMS Drumheller
	Fire Chief
	Director of Emergency and Protective Services
	Municipal Enforcement
	RCMP Sergeant
	RCMP Watch Clerk
	Utility Services APEX
	Utility Services ATCO
	Utility Services GFL
Stakeholders	Road Data
	School Division CRSD
	School Division GHSD
	ToD CAO
	ToD Flood Mitigation Office
	ToD Infrastructure Director
	ToD Communications/Media
	ToD Capital Project Manager
	ToD Utilities Manager
	ToD Operations Manager
	ToD Facilities Manager
	ToD Community Events Coordinator



SCHEDULE C – ROAD CLOSURE APPLICATION

FOR COMPLETION BY THE APPLICANT

External _____ Internal, Dept. _____

Name:		Event / Project Location
Contact No.:		
E-mail:		

Closure Start Date and Time:	Closure End Date and Time:
------------------------------	----------------------------

Affected Roadways: (e.g. 2nd Street. from 3rd Avenue to 4th Avenue)
Include a map/drawing to show detour route(s) and/or a traffic accommodation plan.
Town of Drumheller Temporary Traffic Control Guide is available to assist.

Are any parking lots or back lanes affected? Yes _____ No _____ If Yes, state which ones?

Is Excavation Required? Yes _____ No _____ If Yes, please fill out Right-of-Way & Excavation Permit.

Is there any noise associated with the event/project? Yes _____ No _____	What will be the cause/source of the noise?	During what hours will the noise be occurring?
-----------------------------------------------------------------------------	---------------------------------------------	------------------------------------------------

If Noise exists outside Weekday hours of 10:00 PM – 7:00 AM AND/OR Weekend hours of 10:00 PM – 9:00 AM please fill out Noise Exemption Permit.

Town Department Working For (if applicable):	Town Department Project Manager Name:
	Cell No:
	Temporary Traffic Control Reviewed by Project Manager: Yes _____ No _____
	Project Manager Signature:

Additional Project Information:

Submit completed application including map/drawing to:

infrastructure@drumheller.ca

Incomplete applications will be rejected and re-submittal with proper information will be required



FOR COMPLETION BY DRUMHELLER INFRASTRUCTURE SERVICES

Sponsor's Name

Is this Downtown? (between Highway 56 (2 Street W) and 1st Street E and between Riverside Drive E and Railway Avenue E). Yes _____ No _____

Is this a Private Highway? Yes _____ No _____

Is this a Scheduled Special Event? Yes _____ No _____

Check all that apply

Road will be closed to all vehicular traffic

Yes _____

No _____

will remain open for event traffic

Yes _____

No _____

one lane will remain open

Yes _____

No _____

Road will be closed to pedestrians

Yes _____

No _____

Road will be closed to public parking

Yes _____

No _____

Parking lot will be closed

Yes _____

No _____

Description or Comments:

CONSULTATION REQUIREMENTS – CHECK THE APPLICABLE – SEE SCHEDULE “A”

_____ 12 Hrs or Less

_____ 12 Hrs to 72 Hrs

_____ 72 Hrs or More

_____ Communications Plan Required

Sponsor is responsible for complying with consultation requirements.

Reviewed By:

Recommendation: _____ Approve _____ Approve with Conditions

Approved by Director: _____ Date: _____ Conditions Attached _____ Yes _____ No