

### **District of Summerland Road Closures – Special Events**

The District of Summerland recognizes that events are an important part of community economic and social development. Staff are committed to working with the public to create safe, enjoyable events for the benefit of our citizens.

A number of things are required by the District of Summerland in order to consider your application for a road closure.

If this is your first time running your event, your application package will be submitted to Council for consideration of your request. If you are running a recurring event, you will not need a Council resolution every year but you will still be required to submit proof of your event insurance along with other relevant permits and documentation. There are three (1-3) basic steps to take before you fill in your application. Additional permits may be required depending on your event plans (4-5).

- 1) Canvas the neighbourhood which will be impacted by the closure. All businesses and neighbours within the proposed road closure, as well as those within a block of the closure must be notified by letter, reviewed and approved by the District. Notification may be added to by door-to-door visits. Provide your contact information and ask people to tell you their concerns, if any. This will enable you to develop a plan to mitigate the inconvenience that may be caused by your event. Get letters of support from neighbours who think your event and the road closure are a good idea, and submit them with your application. Showing Council that the community likes the event will assist them to make their decision.
- 2) The District of Summerland requires acknowledgement by your group in all advertising and promotions, to be reviewed and approved by the District. District logo will be provided to you upon approval of your event. The District of Summerland banner must be displayed prominently at your event.
- 3) Proof of Insurance documents must be provided for every occurrence of your event if it includes use of District property including District roads. District of Summerland must be listed as additional insured on insurance documents. District staff can assist you to determine the levels of insurance coverage you should have as different types of events have different suggested minimums. Please contact Community Services at 250-494-0447 for further information.
- 4) Liquor permits are required by the Province of British Columbia if you intend to serve alcohol at your public event. District of Summerland requires that you comply with this regulation.
- 5) Food trucks must carry current BC Safety Authority licensing and IH Food Safe Permits.



## TEMPORARY ROAD, SIDEWALK OR PARKING STALL CLOSURE APPLICATION

### EVENT CONTACT INFORMATION

Application Date:				
Organization Name:		Registered Non-Profit No.		
Signing Authority:		Event Coordinator:		
Phone:		Phone:		
Email:		Email:		
Mailing Address:				
Participating Sponsors:				
<b>Event Name:</b>			<b>Event Location:</b>	
<b>Proposed Date(s):</b>			<b>No. of years the event has taken place:</b>	
<b>Attendance:</b>	Participants	Spectators	Volunteers	Total expected
<b>Event Category:</b>	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Commercial Event	<input type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Community Event

Please list all roads / intersections / cross streets to be closed (attach map of closures):

  
  

What measures will you take to ensure the neighbours know about your event?

  
  

Road Closure Schedule	Date	Time
Start of Set up		
Event Start		
Event Finish		
Takedown		

\_\_\_\_\_  
Authorized Signatory of the Applicant (*sign and print name*)

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY			
	RCMP: janine.hoffart@rcmp-grc.gc.ca kiki.longstreet@rcmp-grc.gc.ca		BC Transit: transit@berryandsmith.com
	BC Ambulance: wayne.smith@bcehs.ca denver.tomlin@bcehs.ca peter.killick@bcehs.ca		Fire Department: sfd@summerland.ca
	SCEDT: visitors@summerlandchamber.com		Bylaw Services: bylaw@summerland.ca
	Waste Connections of Canada: csr-penticton-osoyoos@wasteconnections.com		Council / Management
			Applicant

\_\_\_\_\_  
Authorized Signatory of the District of Summerland

\_\_\_\_\_  
Date

## INVENTORY CHECKLIST

For all unpaid road closures, the District of Summerland requires recognition of its support with the display of its vinyl banner with District logo on it. The sign should be mounted in a prominent position at your event.

Many of the materials required for a road closure can be obtained free of charge as a loan from Summerland Works and Infrastructure. However, the District reserves the right to use any/all of its road closure equipment for its own purposes. In case of emergency there will be no advance warning to event organizers. In such cases event organizers must make arrangements to secure alternate road closure materials from other local suppliers.

Small items such as the District of Summerland banner, traffic safety vests and traffic control signs must be picked up prior to your event between 7am – 3pm Monday to Friday at Works and Infrastructure, 9215 Cedar Avenue, Summerland, BC and returned on the next business day after your event.

All large traffic control equipment such as barricades and delineators will be dropped off by Works and Infrastructure staff the day before your event begins. Materials for all downtown closures will be dropped off on Wharton at Kelly at the Telus vacant lot unless otherwise arranged.

Quantity	Description
1	<b>District of Summerland 6' vinyl banner (MUST BE DISPLAYED AT ALL FREE ROAD CLOSURES)</b>
	Traffic control paddles
	Traffic control vests
	Traffic control delineators
	Sawhorse style barricades

## POLICY STATEMENT AND REGULATIONS

### Number: 400.5

### TEMPORARY ROAD, SIDEWALK, OR PARKING STALL CLOSURE

#### POLICY OBJECTIVE

To outline the process to temporarily close a road, sidewalk, or parking stall for a use that is allowed under this policy.

#### POLICY

##### **General**

1. The Director of Works and Infrastructure (the 'Director'), or their authorized designate, is hereby authorized to issue, alter, or cancel permits in accordance with this policy.
2. The permits shall be in a form as approved by the Director and may contain provisions, specifications, and requirements the Director deems necessary to protect the interests of the District.
3. Liability insurance in the amount of not less than \$2,000,000 is required with each application and the District must be identified as an additional insured.

##### **Construction**

4. Temporary road, sidewalk, or parking stall closures for construction do not require the approval of Council.
5. There is no fee for a permit to temporarily close a road, sidewalk, or parking stall for construction.

##### **Special Events**

6. Temporary road, sidewalk, or parking stall closures will only be considered for community events which are sponsored by a recognized organization.
7. Notwithstanding Article 2, first time temporary road closures for special events must be approved by Council.
8. There is no fee for a permit to temporarily close a road for a community event.

##### **Sidewalks and Parking Stalls**

9. Applications may be made to use a portion of a sidewalk or parking stalls in the Town Centre Development Permit Area provided that the proposed use does not compromise safety, unnecessarily restrict vehicular or pedestrian movement, and is adjacent to the business for which the application is being made.
10. The Director cannot issue a permit until the applicant obtains the necessary licensing from the Ministry of Health, the Liquor Inspector, or any other applicable regulatory agency.
11. Applications are non-recurring and must be re-applied for each calendar year.
12. The annual application fee shall be \$100.00 for use of a public parking space and \$50.00 for use of a portion of public sidewalk.

Adopted: November 10, 2014