

Town of Truro – Policy & Procedure Manual

Subject:	Neighbourhood Event Street Closure Policy
Policy Number:	P180-004
Approval Date:	October 1, 2012
Departments:	Public Works, Planning and Parks, Recreation & Culture

PURPOSE

A policy to facilitate and regulate the temporary closure of part of a municipal street for the purpose of neighbourhood events.

As an action toward implementation of the Community Sustainability Plan, and in the interest of building sense of community and nurturing vibrant town life, it is beneficial to temporarily close a part of a street in order to allow local communities to host events.

The *Motor Vehicles Act* is enforced by the Local Traffic Authority through regulation of traffic and management of municipal streets, and the Town of Truro Director of Public Works has the authority under section 322 of the *Municipal Government Act* to temporarily close a street for purposes beneficial to the public interest.

POLICY

The Council of the Town of Truro therefore makes the Neighbourhood Event Street Closure Policy as follows:

1. No individual or organization shall close any street or part thereof for the purpose of holding a neighbourhood event without first obtaining from the Town a Neighbourhood Event Street Closure Permit.
2. All applications for a Neighbourhood Event Street Closure Permit received less than 14 calendar days before the date of the event will be assessed on a case by case basis, with no guarantee of a decision being arrived at in time for the event.
3. Closures are to start and stop at intersections wherever possible. Only local and local collector streets may be considered for closure, as identified in the Town Street Class Map. Where a proposed event is perceived to have a town wide benefit collector or arterial roads may be considered for closure through an alternate process.
4. The individual or organization requesting the temporary street closure shall:

- (4.1) Provide a written agreement to the closure from at least 80% of affected households, and indicate where a written agreement to the closure cannot be obtained with an explanation;
 - (4.2) Ensure that access for emergency vehicles and for deliveries that cannot be conveniently rescheduled is available at any and all time;
 - (4.3) Ensure no encroachment upon the road of any structures not easily dismantled;
 - (4.4) Adhere to the requirements set forth in the Neighbourhood Event Street Closure Permit and Neighbourhood Event Street Closure Guide;
 - (4.5) Observe all laws and bylaws; and
 - (4.6) Clean up all debris and waste after the activity is over.
5. Applications for Neighbourhood Event Street Closure Permits and the other documentation and information required by this Policy must be forwarded to the Deputy Traffic Authority or their delegate, who must:
- (5.1) Consult with the Departments of Public Works, Planning, and Parks, Recreation and Culture, the Fire and Police Services, and any other individuals or organizations the Deputy Traffic Authority or their delegate considers necessary;
 - (5.2) Make a recommendation to the Director of Public Works as to whether to grant the Permit, and whether any conditions or restrictions should apply to the Permit in addition to or place of any of the conditions set out in the “Guide to Neighbourhood Events Street Closures”.
6. Upon receiving the recommendation from the Deputy Traffic Authority or their delegate, the Director of Public Works must:
- (6.1) Obtain any other information they feel is necessary to decide whether to grant the Permit, and whether any conditions or restrictions should apply to the Permit;
 - (6.2) Taking into account the recommendation of the Deputy Traffic Authority or their delegate and any other information or factors the Director of Public Works considers relevant, including, but not limited to, the extent

of the inconvenience and disruption that the closure may have on businesses or households within the closed area, decide whether to grant the Permit, and if the Permit is granted, set any conditions or restrictions on the Permit in addition to or place of any of the conditions set out in the “Guide to Neighbourhood Events Street Closures”;

- (6.3) Inform the Deputy Traffic Authority or their delegate of their decision regarding the Permit.
- 7. Upon receiving the decision from the Director of Public Works, the Deputy Traffic Authority or their delegate must inform the applicant of the decision.
- 8. This Policy is to provide guidance to the Director of Public Works and other Town staff with respect to temporary street closures for neighbourhood events, and does not apply to temporary street closures for any other reason.

APPENDICES

“Guide to Neighbourhood Event Street Closures”

“Neighbourhood Event Street Closures Permit Application”

Residents of Truro can get together with neighbours and family for an event in the street. With a permit from the Town the street can be closed off to vehicle traffic so you can enjoy your event in a fun and safe manner. There is no fee for the permit, and event planning is up to you and your friends.



An Empty Street is a Blank Slate.

- potluck barbeque
- water balloons
- ball hockey
- sparklers
- chalk art
- bicycles
- guitars
- bingo
- kites
- yoga

For more information:

Truro Deputy Police Chief

897-3273

jflemming@truro.ca

Special Events and
Culture Coordinator

893-6094

cvonkintzel@truro.ca

To drop-off an application:

Planning Department

Second Floor

Town Civic Building

695 Prince Street



Guide to Neighbourhood Event Street Closures In the Town of Truro



Requesting a Permit

Complete a Neighbourhood Event Street Closure Application including the following information to receive a neighbourhood event street closure permit.

The Street

Provide the starting point and ending point of the affected area, including civic numbers and/or intersecting streets.

The Event

The date, time and rain date. A short description of what activities are planned. If a flyer has been created for the event please provide a copy.

The Applicant

A contact name, address, e-mail and phone number.

The Neighbours

Please provide a written agreement to the closure from at least 80% of affected households. Include all civic numbers and residents' signatures. If an apartment building is included in the area of the closure, each unit is considered a household. A signature from each unit and the property owner should be sought.

Please indicate where a written agreement to the closure cannot be obtained and provide an explanation.

What You Need to Know

In order to fulfill a permit request, the Town of Truro requires at least two weeks of notice from the date the application is submitted to the date of the event. More time is appreciated when possible.

If the permit is approved, an authorization letter will be sent out.

Closures are to start and stop at intersections wherever possible. Please contact the Traffic Authority before pursuing application for closure of an intersection.

Only local and some local collector streets may be considered for closure. Please see the Street Classification map to determine if a certain block is eligible. Closures may take place any day of the week, but some busier streets may not be eligible on weekdays.

Closures should be no more than 6 hours in duration, and end by 11:00 p.m.

Barricades are provided by the Town of Truro, and will be dropped-off and picked-up by Town staff.

If you have any questions while preparing your application please contact the Traffic Authority or Special Events and Culture Coordinator.

The application form and Street Classification map are available at truro.ca/TBD

Notes for a Successful Event

Adhering to the following regulations and expectations will ensure your event is a success!

- The closure must still allow for people to walk through.
- Emergency services must have access to the area of the closure at all times. To maintain clear access for emergency service vehicles, no encroachment upon the road is permitted, and the street must remain free of any structures not easily dismantled (eg. pop-up canopies are ok).
- Fundraising activities are only permitted for charity groups or non-profit organizations.
- Maximum allowance of 5 BBQs.
- Dogs must be on leash.
- Clean-up must occur at the end of the event (not the day after) and is required to include all three streams of waste (organics, recyclables and garbage).
- No consumption of liquor is permitted in the street.
- Neighbourhood event participants must adhere to the Town Noise By-law, and loud music is not permitted after 11 p.m.
- Any open air burning requires a permit, available at the Truro Fire Station.
- A temporary event food permit and related requirements may be needed if food will be provided to the public. Please contact the Dept. of Agriculture at 893-7473 for information.
- All other provincial and municipal by-laws and statutes apply. Information about Town bylaws is available on the Town's website at truro.ca



Neighbourhood Event Street Closure Application
Town of Truro

FOR OFFICE USE ONLY. Do not write in this space.			
Date:		Street:	Distributed to:
Start time:	End time:	Closure start point:	<input type="checkbox"/> Director of Public Works <input type="checkbox"/> Truro Planning Department <input type="checkbox"/> Truro Parks, Recreation and Culture <input type="checkbox"/> Truro Fire Service <input type="checkbox"/> EMS <input type="checkbox"/> Police supervisors
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>		Closure end point:	

Please refer to the Guide to Neighbourhood Event Street Closures for more information about requesting a permit.

Applicant Information	
Applicant name:	
Mailing Address:	
Phone number:	Email address:
Affected Street Information	
Street name:	Starting point:
Civic numbers:	Ending point:
Intersecting street names:	
Event Information	
Date:	Rain date:
Start time:	End time:
Any requests or special considerations:	
Attachments	
List of affected residents <input type="checkbox"/>	
Flyer for the event (if applicable) <input type="checkbox"/>	
Applicant's signature:	Date:

 Town of Truro Traffic Authority

 Date