

TOWN OF WOODSTOCK
2009-01 Closure of Streets for Special Events
Adopted Date: October 13, 2009
Amended Date: September 10, 2024

Policy Statement

The Town of Woodstock recognizes the value of special events to enhance the quality of life, tourism, culture, and economic development of Woodstock. The Town also recognizes that special events that close or restrict traffic on public streets has a direct impact on residents and businesses.

Purpose

The purpose of this policy is to balance the benefits and impacts of street closures and traffic restrictions for special events. This policy is intended to provide staff with uniform guidelines in working with organizations and businesses wishing to close or restrict traffic on public streets for special events, and to communicate requirements and guidelines clearly to applicants.

Policy

1. In this policy, **Long Term Closure** means a closure of a street for more than three hours, including set up and tear down. **Short Term Closure** means a parade or street closure for three hours or less, including set up and tear down.
2. Applicants wishing to close or restrict traffic on public streets must submit a Street Closure application in addition to a Special Event application at least six weeks prior to the event.
3. Applicants must adhere to Woodstock bylaws and other applicable policies and guidelines, including but not limited to those concerning fire, traffic, noise, waste management, fees, park use and recreation use.
4. Where Woodstock receives more than one street closure application for the same date, and the two events are not compatible as determined by the Chief Administrative Officer, the Town will give priority to a regularly occurring event.
5. The CAO may approve applications for
 - (a) a long-term closure for an event that has taken place the previous year,
 - (b) a short-term closure.
6. The CAO may present applications for a new event with a long-term closure specifically or for any application in general to Council for consideration of approval.

7. The CAO may
 - (a) require additional information for an application depending on the type of event, including forms, plans, licenses or permits,
 - (b) require modifications to a traffic management plan or site plan,
 - (c) require certified traffic control personnel and/or volunteer road marshals at key transportation locations,
 - (d) reduce the length of street closure to mitigate impacts on residents and businesses or if the applicant has not demonstrated economic or social benefits to the community.
8. Staff will receive and review the initial application, issue internal and external referrals and/or notification as applicable to:
 - Woodstock Police Force
 - RCMP
 - Woodstock Fire Department
 - Director of Public Works
 - Ambulance New Brunswick
9. The CAO may deny an application for a street closure
 - (a) if the applicant has not provided information required under this policy or met any requirement of the CAO,
 - (b) if, in the opinion of the CAO or the Chief of Police, the closure poses a risk to the health and safety of the public or event participants, based on the information provided by the applicant,
 - (c) where, in the opinion of the CAO the applicant has not sufficiently demonstrated nor attempted to quantify the benefits to the community, both economic and social.
10. For applications brought to Council by the CAO, the Council will consider applications on a case-by-case basis and is not obliged to approve any application. The council may deny an application for any reason, including
 - (a) contravention of a condition of a previous approval,
 - (b) risk to health and safety of the public,
 - (c) the application is not generally supported by residents and businesses, or the applicant has not sufficiently mitigated the negative social or economic impacts to residents and businesses.
 - (d) if the closure is not in the general public interest.

Mitigation of Impacts

11. Long Term Closures
 - (a) For a long-term closure, the applicant should demonstrate and attempt to quantify the benefits to the community, both economic and social.
 - (b) For an application for a new event with long term closure, an applicant must provide written notice of the proposed closure in a form prescribed by the CAO to property owners and occupiers within the proposed closure area inviting comments and concerns to be submitted to the Town.

Traffic Management Plan

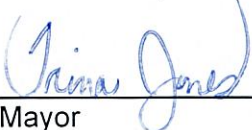
12. An application must include a traffic management plan, showing
 - Closed streets, detours and alternate routes
 - The hours of the proposed closure and start and finish times of the event each day

- Barricade and “road closed”, “detour” or other signage
 - Locations of traffic control persons
 - Emergency access points
13. Emergency Access: A minimum 4.2m/14 feet emergency access lane must be available within the closure area at all times.
 14. Applicants are responsible for signage, barricades, and traffic control. Woodstock Events may assist providing barricades, and signage for organizers to use.
 15. Barricades are required at each closure area/intersection. Each barricade location requires a traffic control person in attendance during the road closure who must wear high visibility vests.
 16. Traffic control personnel must remain in place until pedestrians have cleared an area. Only qualified traffic control persons and Woodstock Police Force may direct traffic within a closure area.
 17. Sidewalks must remain open at all times and must not be obstructed unless specifically permitted to be closed.
 18. Vehicles may not be moved or driven within a closure area when there are event participants on the roadway.

Notification and Parking Restrictions

19. For long term closures, written notification must be provided to all businesses and residents likely to be affected by sound, parking or street closures. Notification must include phone numbers for contacts before, during and following the event. A copy of the notice must be provided to Woodstock and may require approval of the content of the letter and written proof of delivery.
20. Where parking restrictions have been approved, the applicant will post written notices in the closure area at least 36 hours before the closure, and remove notices immediately after the closure period.
21. Where towing of parked vehicles in the closure area by applicant has been approved, vehicles must be towed to an approved location and that location must be included in the parking notice along with the contact information of the towing company and event organizer.
22. Any dispute arising from a towed vehicle must be resolved by the applicant. The applicant must indemnify Woodstock from any liability arising from the towing of vehicles.
23. For designated highways closures for events, a copy of the street closure application to be sent to Department of Transportation and Infrastructure, for their information.

Effective September 10, 2024.



 Mayor



 Clerk



SPECIAL EVENT ROAD CLOSURE APPLICATION FORM

Date of Application: _____

Applicant Name: _____ Primary Phone #: _____

Email Address: _____ Secondary Phone #: _____

Mailing Address: _____

Purpose of Road Closure: _____

Roads to be Closed: _____

Attach detailed map

Date(s) of Road Closure: _____

Time(s) of Road Closure: _____

Copy of Public Liability Damage Insurance Certificate Enclosed?

- YES
- NO

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I/We hereby undertake and agree to at all times, save harmless and indemnify and keep Woodstock indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Woodstock in respect of any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of Woodstock issuing this permit or the use of any of the Town's streets.

The Applicant agrees that they have familiarized themselves with the Special Events Street Closure Policy and agrees to comply with all of the conditions.

Applicant Signature: _____

Office Use Only

Temporary Road Closure Permit Approval

- This permit application is approved, meeting all requirements.
- This permit application is approved with the following conditions:

- This permit application is not approved based on the following:

CAO Signature: _____

Copy sent to: ___WPF ___WFD ___Woodstock Public Works___ RCMP ___ ANB ___DTI