



CITY OF MEADOW LAKE

POLICY

SECTION:	Public Works & Utilities	NUMBER: 800-17-002	RESOLUTION: 255/17, 338/22
TITLE:	Temporary Street Use	EFFECTIVE DATE: January 1, 2023	
ORIGIN/AUTHORITY:	Council	LAST REVISED: December 12, 2022	
DEPARTMENTS:	Administration, Public Works, Bylaw Enforcement		

1. PURPOSE:

This policy is created to ensure emergency service organizations are made aware of activities being undertaken on City streets, to set guidelines for temporary use of City streets and sidewalks, and to ensure consistency in responding to temporary street use requests. This policy is to be read and applied in conjunction with the City's Traffic Bylaw 5/2015.

2. SCOPE:

This policy applies to all requests to use public roadways, sidewalks, boulevards, and other public property within the City of Meadow Lake for the following purposes:

- a) Requests to close part or all of certain streets to vehicular traffic for the purpose of an organized procession, march, walk or parade;
- b) Major temporary street uses - involving the closure of an alleyway or roadway for commercial purposes, such as building construction or demolition
- c) Minor temporary street uses - involving the use of a street parking lane for purposes other than parking a vehicle, but not impacting pedestrian or vehicular traffic;
- d) Temporary sidewalk closures; and
- e) Temporary street uses for community purposes, including block parties.

3. RESPONSIBILITY:

- a) The City Manager is responsible for issuing Temporary Street Use Permits under this policy. The City Manager may delegate this responsibility to another City employee.
- b) The Applicant is responsible for providing all applicable details of their temporary street use request to the City with sufficient time for review.

- c) The Permit Holder is responsible for ensuring compliance with this policy as well as all relevant municipal bylaws and provincial regulations, including appropriate safety regulations.
- d) The Bylaw Enforcement Department is responsible for enforcement of the Traffic Bylaw 5/2015 as it relates to this policy.
- e) City Council is responsible for the review and updating of this policy as required.

4. COMMERCIAL TEMPORARY STREET USES:

4.1 General Regulations

- a) Commercial Temporary Street Use Permits shall be restricted to situations involving major deliveries and the construction, repair, demolition or relocation of a building or other large object. A Major Use permit is required if the application involves closing all or part of one or more streets to vehicle traffic. A Minor Use permit is required if the application involves the use of a parking lane for placement of items other than a vehicle, including temporary placement of equipment or commercial waste bins. A Sidewalk Use permit is required if the application involves closing part or all of a sidewalk to pedestrian traffic.

Application Process

- b) The Applicant must submit a completed temporary street use application form (as attached to this Policy as Appendix A) at least three full business days before the commencement of the temporary street use. If the request involves the closure of a provincial highway, the request must be submitted at least thirty days in advance.
- c) The Applicant is responsible for obtaining any other necessary permits or approvals for the activity or area where the work is to be undertaken, including approvals from any public utilities or building or demolition permits from the City.
- d) The City Manager or designate will review the application and issue a permit, if approved, once the City has received the application fee and the City is satisfied that the proposed activity will not unduly interfere with the movement of traffic or cause a hazard to public safety.

Permit Contents and Criteria

- e) A site plan is required for all temporary street uses and must include a description of the project, desired street use, justification of the need for the street to be used, project schedule, and locations of any traffic control devices to be used.
- f) The City has the right to impose additional conditions on a permit as required to provide safety and convenience to the surrounding area. Failure to meet any conditions of the permit may result in fines under the Traffic Bylaw 5/2015.

- g) The City has the right to revoke or suspend the operation of a Temporary Street Use Permit when the applicant fails to observe conditions of permit issuance or where in the opinion of the City Manager the activity of the applicant has proven to unduly interfere with the movement of traffic or constitutes a threat to public safety.
- h) It is the Applicant's responsibility to bear all costs associated with the temporary street use, to carry insurance in amounts acceptable to the City, to indemnify the City from and against third party claims, and to repair or pay costs of repairing any damage done by the Applicant to City property or to public streets, sidewalks and boulevards due to work occurring at the site.
- i) The Applicant is responsible for supplying sufficient traffic control devices for the site. If the Applicant does not install traffic control devices, the City may install them with the cost being billed back to the Applicant. The Applicant must also provide for the safe passage of pedestrians past the site, with a clear travel path of at least 1.5 m in width being maintained.
- j) The permit is only valid for the dates and locations reported in the application. Any changes to the permit must be reported to the City for prior approval.

4.2 Major Temporary Street Use – Specific Requirements

In addition to the above requirements in Section 4.1, the following apply to any applications for a major temporary street use:

- a) The impact on adjacent businesses and/or residents including any loss of parking, reduction of business, interruption to solid waste services and delivery disruptions must be noted and best efforts made to minimize impacts. When negative impacts are unavoidable to adjacent property owners, owners shall be notified by the permit holder.
- b) A traffic accommodation plan must be submitted along with the application if requested by the City because main traffic routes will be impacted.
- c) The maximum duration of the permit will be at the discretion of the City, with consideration given to the scope of the project and the impact of the road closure location.

4.3 Minor Temporary Street Use - Specific Requirements

In addition to the above requirements in Section 4.1, the following apply to any applications for a minor temporary street use:

- a) The object or use must not be placed in a way that prevents access to any adjacent private or public property, such as blocking driveways, and must not cause any hazardous conditions for the surrounding area.

- b) If a suitable location exists within the project site, permission will not be granted to place objects on the City street.
- c) Permits issued during the winter months are subordinate to the City's snow removal schedule. If no parking signs are placed for snow removal, the object or use must be removed from the street.
- d) The maximum permit duration approved by the City will be three weeks. Any renewals of the permit will be at the discretion of the City Manager, and may be referred to Council for further consideration if required.

4.3 Sidewalk Use - Specific Requirements

In addition to the above requirements in Section 4.1, the following apply to any applications for a sidewalk use:

- a) Where deemed necessary by the City, additional overhead protection for the safe passage of pedestrians may be required.
- b) The maximum permit duration approved by the City will be three weeks. Any renewals of the permit will be at the discretion of the City Manager, and may be referred to Council for further consideration if required.

5. COMMUNITY TEMPORARY STREET USES:

Community Temporary Street Use Permits shall be restricted to fundraising events for charitable organizations, and special or community uses.

5.1 Parades

Application Process

- a) The Applicant must submit a completed parade permit application form (as attached to this Policy as Appendix B) at least three weeks before the proposed event. The application must include the parade route, proposed times, and proposed placement of barricades and other traffic control devices.
- b) The City Manager or designate will review the application, considering factors including:
 - i) the impact on emergency services;
 - ii) the impact on residents or businesses;
 - iii) whether another parade has already been approved for a similar date and location; and
 - iv) whether any road or utility improvements have been scheduled in the requested area during the proposed parade time.

In approving the permit, the City may impose additional conditions or restrictions it deems fit to provide for the safety and convenience of the surrounding area.

Permit Contents and Criteria

- c) The Applicant is responsible to ensure that all event participants comply with the conditions of the parade permit, as well as all applicable municipal, provincial and federal regulations.
- d) The City assumes no responsibility for any claims, damages or injuries that may arise out of the conduct of the event.
- e) If the parade will take place during business hours, the Applicant is responsible for notifying all businesses along the parade route of the road closure and potential business interruptions.
- f) The applicant is responsible for the cleanup and removal of equipment left from the parade, including the return of any barricades or signs loaned by the Public Works Department.
- g) The City reserves the right to restrict or limit access to parades on main traffic routes within the City in order to promote the safety of its residents and unobstructed movement of emergency vehicles. Main traffic routes are considered to be Highway 4, Highway 55, Centre Street, 9th Avenue, 3rd Street East and 5th Street West. If required, the City will work with the Applicant to determine a safe alternative road.
- h) The City reserves the right to allow an exception to 5.1(g) for the annual Stampede Parade, as approved on an annual basis.
- i) Parade permits will not be granted for parades that are:
 - i) commercial in nature;
 - ii) discriminatory or incite hatred toward any group;
 - iii) unlawful or contrary to City policies;
 - iv) from organizations that have not fulfilled their obligations during previous parades;
 - v) scheduled to occur before 9:00 a.m., during the noon hour, or after 10:00 p.m.
- j) Applicants who have been denied a parade permit may appeal the decision to Council, by contacting the City Clerk to make arrangements to do so.

5.2 Other Community Uses:

Application Process

- a) The Applicant must submit a completed temporary street use application form (as attached to this Policy as Appendix A) at least three full business days before the commencement of the temporary street use.
- b) The City Manager or designate will review the application and issue a permit, if approved, once the City is satisfied that the proposed activity meets all requirements and will not unduly interfere with the movement of traffic or cause a hazard to public safety.

Permit Conditions and Criteria

- c) A site plan is required for all temporary street uses and must include a description of the project, desired street use, justification of the need for the street to be used, project schedule, and locations of any traffic control devices to be used.
- d) The City has the right to impose additional conditions on a permit as required to provide safety and convenience to the surrounding area. Failure to meet any conditions of the permit may result in fines under the Traffic Bylaw 5/2015.
- e) The City has the right to revoke or suspend the operation of a Temporary Street Use Permit when the applicant fails to observe conditions of permit issuance or where in the opinion of the City Manager the activity of the applicant has proven to unduly interfere with the movement of traffic or constitutes a threat to public safety.
- f) It is the Applicant's responsibility to bear all costs associated with the temporary street use, to carry insurance in amounts acceptable to the City, to indemnify the City from and against third party claims, and to repair or pay costs of repairing any damage done by the Applicant to City property or to public streets, sidewalks and boulevards due to the activity occurring at the site.
- g) Emergency vehicle access must be maintained for all streets closed to vehicle traffic. All fire hydrants are to remain visible and unobstructed. All objects to be placed on the street must be able to be removed quickly for emergency equipment.
- h) The Applicant must allow all property owners and residents within the barricaded area access to their own properties at all times and must not impede pedestrian access to any establishment.
- i) The Applicant shall not allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the temporary street use event.
- j) Any music or other amplified noise shall conform to the City's Noise Bylaw.

5.3 Block Parties - Specific Requirements:

In addition to the above requirements in Section 5.2, the following apply to any application for a Block Party:

- a) Applications to close a street for a block party will only be considered in residential areas.
- b) Signatures from 75% of all residences and businesses within the block party area or whose property is adjacent to or solely accessible through the area to be closed, indicating their consent, must be submitted with the block party application. The Applicant must also be able to demonstrate through obtaining signatures that at least 90% of all residences have been contacted. Only one signature per building will be counted.

- c) The City will allow any residents opposed to the block party to appeal their case to the City Manager or designate and indicate how the proposed block party will unusually inconvenience them.
- d) Block parties will not be approved to occur between the hours of 11:00 p.m. and 9:00 a.m. If street closures are to be in place after daylight hours, the participants and barricades used must be highly visible.
- e) The Applicant must submit a copy of their homeowners insurance with the block party application and will assume all liability. The City of Meadow Lake will assume no responsibility for claims, damages or injuries that may arise out of the conduct of the event.

6. FEES:

The following fees shall apply and must be submitted before a Temporary Street Use Permit will be issued:

Commercial Uses	
Major Street Use – Full Street Closure	\$100.00
Minor Street Use – Parking Lane	\$50
Sidewalk Use	\$50
Community Uses	No charge

Where a permit has expired and needs to be renewed, a new application fee will need to be submitted.

Appendix A – Temporary Street Use Permit Application



**City of Meadow Lake
Application for Temporary Street Use Permit**

Applications must be submitted at least three business days prior to the proposed use in order to allow sufficient time for review.

A. Application Information			
APPLICANT	Name of Organization:		Type of Organization:
	Mailing Address:	City:	Province: Postal Code:
	Applicant / Contact Person Name:		Alternate Contact (if applicable):
	Phone Number(s) - Please provide at least one cell phone number:		Email Address:
REQUEST DETAILS	Purpose of Closure:		
	Type of Closure (i.e. full street closure, use of parking lane, sidewalk closure, boulevard closure, other)		
	Reason the Street Closure is Required:		
	Street Address:	Area to be Temporarily Closed / Barricaded:	
	Proposed Start Date & Time:	Proposed End Date & Time:	

*If additional space is required, please attach another sheet

Required: Include a site plan showing the whole work zone, with lane closure signage and locations of traffic control devices to be used. Include proof of sufficient insurance.

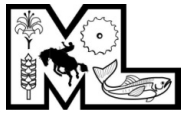
B. Application Terms and Conditions	
I hereby agree:	
<ul style="list-style-type: none"> a) To indemnify the City from all claims which might be made against the City as a result of the use of the street and/or sidewalk for the above described purpose; b) To keep the City of Meadow Lake harmless and free from all claims for damages or injuries to any person animal or property in any way arising from the use of the street and/or sidewalk during the closure; c) To abide by any additional conditions included by the City in this permit; d) To abide by all applicable provincial and federal laws and City bylaws, including the Noise Bylaw; e) To be responsible for contacting any businesses along the road to discuss and mitigate the impact of the road closure on their business operations; f) To be responsible for any costs resulting from any damages to the City street, curb or sidewalk, removal of debris, or other costs to the City that occur as a result of the activities under this permit; and g) That as the permit holder I am responsible for providing sufficient barricades, pylons, and other traffic control devices that may be required by the City. 	
Name and Title (please print): _____	
Signature of Applicant _____ Date _____	

NOTE: For community events, the City will provide barricades upon request. In such cases, the applicant is responsible for any damages or replacement costs for any signs, barricades or cones lost during an event. This option is provided only for not-for-profit community events or fundraisers. All contractors are required to provide their own traffic control. If a commercial site is found to have insufficient traffic control, signs and barricades may be posted by the City with the cost billed to the applicant.

For requests involving Highway 4 or 55, this application must be submitted at least thirty days before the requested date.

C. For Office Use Only	
Application Received By:	Date of Receipt:
Application Approved By:	Approval Date:
Signature of Approving Official:	
<input type="checkbox"/> Copy forwarded to the Meadow Lake Public Works, RCMP, EMS and Fire Department.	
Additional Conditions (if applicable):	

Please note that the City of Meadow Lake retains the right to cancel this permit and/or issue fines against the permit holder if the above listed conditions are not complied with, or if the temporary street use is found to be hazardous to vehicle or pedestrian safety.



Appendix B - Parade Permit Application
City of Meadow Lake
Application for Parade Permit

Applications must be submitted at least three weeks prior to the proposed use in order to allow sufficient time for review.

A. Application Information			
APPLICANT	Name of Organization:		Type of Organization:
	Mailing Address:	City:	Province: Postal Code:
	Applicant / Contact Person Name:		Alternate Contact (if applicable):
	Phone Number(s) - Please provide at least one cell phone number:		Email Address:
	Contact Person on Event Date:		Cell Number:
REQUEST DETAILS	Date and Hours of Parade:		
	Starting Point:		
	Ending Point:		
	Route:		
	Types of Transportation Involved (floats, walking, etc):		
	Estimated Participation:	Estimated Time to Pass a Given Point:	

*If additional space is required, please attach another sheet

Required: Attach a map of the proposed parade route, including details of street closures and any additional information.

B. Application Terms and Conditions	
I hereby agree:	
<ul style="list-style-type: none"> a) To indemnify the City from all claims which might be made against the City as a result of the use of the street for the above described purpose; b) To keep the City of Meadow Lake harmless and free from all claims for damages or injuries to any person animal or property in any way arising from the activities undertaken during the parade; c) To abide by any additional conditions included by the City in this permit; d) To abide by all applicable provincial and federal laws and City bylaws, including the Noise Bylaw; e) To be responsible for contacting any businesses along the road to discuss and mitigate the impact of the road closure on their business operations if applicable; f) To be responsible for removal of traffic control devices, litter or debris, or other costs to the City that occur as a result of the activities under this permit; and g) That as the permit holder I am responsible for ensuring sufficient barricades, pylons, and other traffic control devices that may be required by the City are in place for the event. 	

Name and Title (please print): _____	
Signature of Applicant _____	Date _____

NOTE: For community events, the City will provide barricades upon request. In such cases, the applicant is responsible for any damages or replacement costs for any signs, barricades or cones lost during an event. This option is provided only for not-for-profit community events or fundraisers.

C. For Office Use Only	
Application Received By:	Date of Receipt:
Application Approved By:	Approval Date:
Signature of Approving Official:	
<input type="checkbox"/> Copy forwarded to the Meadow Lake Public Works, RCMP, EMS and Fire Department.	
Additional Conditions (if applicable):	

Please note that the City of Meadow Lake retains the right to refuse future permits and/or issue fines against the permit holder if the above listed conditions are not complied with, or if the parade is found to be hazardous to vehicle or pedestrian safety.