
TITLE: Street Closure Procedure for a Festival or Special Event
DEPARTMENT: Community Living
PROCEDURE NO: 72220-2P

APPROVAL DATE: March 4, 2024

CAO Signature: 

PURPOSE:

This procedure will outline the process and staff responsibility of notifying the public when a decision is made to close a street(s) for the purposes of a festival/event.

PROCEDURE:

There are two scenarios involving a decision to close a street for a festival/event:

- 1) Festival/Event organized by the Town; or
- 2) Festival/Event organized by a community group supported by the Town.

In both scenarios 1 and 2, the festival organizer would complete an application for street closure and submit it to the Amherst Police Department. The APD designate will check with the Community Living Department on the proposed dates to ensure other events are not booked. Once approval has been granted by the Chief or his designate the event organizer will be informed.

- I. The Chief of Police or his designate will forward a copy of the approved application to the Corporate Communications Officer and the Community Living Department.
- II. The Corporate Communications Officer will share details of the upcoming closure on social media.
- III. The Corporate Communications Officer (in collaboration with Community Living Department staff) will identify who in the affected area should be notified, and prepare notices to be delivered by Community Living Department staff.
- IV. The Corporate Communications Officer will notify the CAO, Mayor and Council of the street closure via the Clerk's office.
- V. The Corporate Communications Officer will notify EHS, RCMP and Fire Department of affected streets (Police approved closure in this scenario).
- VI. Events staff will prepare posters and share on social media regarding the event.
- VII. Events staff will work collaboratively with all departments (police, public works, communications) to ensure logistics are carried out as needed.

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ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director of Community Living | Ensure procedure is followed, that all staff members are aware of procedure and works cooperatively with other departments |
| APD designate | Ensures events are not duplicating dates and brings application to APD Chief for approval. Communicates street closure to Communications officer and CL staff |
| Corporate Communications Officer | Ensures all critical communications are circulated |
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For Administrative Use Only:

VERSION LOG

| Amendment Description | Procedure Owner | Approved By | Approval Date |
|-----------------------|----------------------------------------|---------------|---------------|
| New Procedure | Director of Community Living - Bristol | CAO MacDonald | March 4, 2024 |
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