

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	15
Section:		Issued:	May 19, 1981
Subject:	Block Party Policy	Effective:	Effective immediately following the approval of City Council
Council Resolution # and Date:	Council Resolution No. 0383 of May 12, 2008	Page:	1 of 5
		Replaces:	Council Resolution No. 0759
Issued by:	Keri Sapsford, Transportation Project Manager	Dated:	May 19, 1981
Approved by:	Colin Innes, Director of Public Works		

1 POLICY

- 1.01 A request to the City for the temporary closure of a street for block parties will be referred to the City Engineer for investigation and approval through a block party permit application.
 - 1.02 A block party permit will be given to block parties that have been approved.
 - 1.03 A request to the City for temporary closure of a street for other special events that require temporary street closure, but are not defined as a parade or block party and do not involve construction or maintenance activities, will be referred to City Council for approval.
 - 1.04 The City Engineer will determine feasibility of the requested closing by checking with the Department of Public Works, Police, and Fire. All emergency services will be notified of temporary street closures
 - 1.05 Applications will be routed to the Fire, Police and Community Services Departments for consultation. The City Engineer reserves the right to reject applications based on their recommendations
 - 1.06 The criteria for approval for the closure of a street for a block party should relate to:
 - 1.06.1 The general convenience of the affected residents on the street.
 - 1.06.2 Traffic safety aspects involved.
 - 1.06.3 Street Designations. (i.e. Block parties will not be approved on arterials, collectors and/or bus routes; block parties will only be approved on local residential streets).
 - 1.06.4 Any unusual impact on traffic within neighborhood (i.e. Block party will not be approved if street is main entrance or exit to neighborhood)
 - 1.06.5 Any complications with scheduled street affected improvements such as gas, electricity, water, re-surfacing, etc.
 - 1.06.6 Any unusual or additional street maintenance or other public works cost incurred because of the street closure.
 - 1.06.7 Any unusual impacts in terms of provision of refuse collection service.
 - 1.06.8 Any unusual impact on operation of education facilities, businesses and places of worship.
 - 1.06.9 Approval will be subject to all other City ordinances and governmental restrictions.
 - 1.06.10 The majority of residents of the block or street concerned consent to the closure (as detailed in 1.15.3 of this policy), and no extreme hardship shall be
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imposed on any resident, to be determined by the Public Works Department (as detailed in 1.15.4 of this policy)

- 1.07 The City reserves the right to deny temporary street closure requests where other previous requests have been approved in the past
 - 1.08 Barricades for the Temporary Street Closure event may be obtained, if they are available, through the Public Works Department. If the barricades are not returned, the organizer will be billed for the cost of replacement. If barricades are not available through the City of Prince Albert the organizer will be responsible for obtaining the proper barricades from another jurisdiction or company.
 - 1.09 The event organizer/applicant will be responsible for all clean up and removal of equipment. If the City of Prince Albert is called to clean up or remove equipment left from the block party, the organizer will be responsible for the cost to do so.
 - 1.10 Applicants and all event participants must comply with all other applicable municipal, provincial and federal regulations.
 - 1.11 Applicants and all event participants must comply with the rules and regulations as outlined in the application for a block party. Any special conditions imposed by the City specific to each block party must also be followed.
 - 1.12 Applications must be submitted at least one week prior to the event. If applications are not received within one week they will be approved on a case-by-case basis.
 - 1.13 Incomplete or improperly completed applications will not be processed. Only events that have completed the proper applications and process will be permitted to hold their block party.
 - 1.14 The City of Prince Albert Public Works Department will provide barricading necessary for a temporary street closure. A standard fee of \$50.00 per barricade will be charged to the applicant for any misplaced or damaged barricades.
 - 1.15 Animals will be allowed to participate in and block parties if:
 - 1.15.1 Owner or operator of animal remain in full control and ensure the safety of both pedestrian and vehicular traffic on the street
 - 1.15.2 The organizer agrees to indemnify and save harmless The City of Prince Albert, its officials, employees and agents from any and all actions, causes of action, claims and demand for, upon or by reason of any claim, loss, damage or injury to person or property which may arise in consequence of or block party approval.
 - 1.16 The criteria for approval for block parties should relate to:
 - 1.16.1 The closing of a street for a block party should pertain only to local residential streets.
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- 1.16.2 No street shall be closed for a block party more than once in a three-month period.
- 1.16.3 Signatures from 75% of all households and businesses within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed, indicating their consent, and must be submitted with the block party application. Only one adult signature per household is required. Multiple signatures from the same residence will not be counted. It must also be demonstrated that all households in the area have been contacted by obtaining 90% of all household's and businesses signatures within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed. If it can be demonstrated that each household has been contacted but 90% of adult signatures cannot be reached, the Cities Public Works Department will determine on a case-by-case basis if the application should go through. In the case of multiunit residences in the area all residents should be notified of street closure and of appeal process if necessary by the applicant, however only one signature is required per building.
- 1.16.4 If there is opposition to the block party the appellant should be given the chance to appeal their case to the Public Works Department. The Public Works Department will determine whether the block party will unusually inconvenience them. Inconveniences such as noise or parking will not be considered as a reason to deny the block party permit unless there are extenuating circumstances
- 1.16.5 The applicant must supply a copy of their homeowners insurance with the block party application and will assume all liability. The City of Prince Albert will assume no responsibility for claims, damages, or injuries that may arise out of the conduct of this event.
- 1.16.6 Block Parties will not be approved if they are scheduled to occur in the hours after 11p.m and before 9:00 a.m. If block party is to occur after daylight hours, provisions must be made to ensure that participants or street closures are highly visible.
- 1.16.7 Any unusual form of entertainment that is not covered under the Cities insurance policy (i.e. Mechanical rides, motor vehicle rodeos etc...) Approval will depend on SGI authorization in this matter.

2 PURPOSE

- 2.01 To establish guidelines to give permission to close off certain streets to vehicular traffic

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for block parties.

3 SCOPE

- 3.01 All requests for permission to close off certain streets to vehicular traffic for block parties.

4 RESPONSIBILITY

- 4.01 The authority for granting permission of a block party within the City of Prince Albert shall go to the Public Works Department.

5 DEFINITIONS

- 5.01 "Temporary street closure" is when a portion of the street is closed to vehicular traffic for block parties and parades Bylaw 16 of 2005 4(a).
- 5.02 "Block party" is a social gathering whereby the residents of a particular neighborhood desire the street to be closed to vehicular traffic.
- 5.03 "Parade " means any group of pedestrians marching or walking along a public highway and numbering twenty-five (25) or more (not counting members of the Armed Forces) or any group of vehicles numbering ten (10) or more and proceeding on a public highway under a common leadership, except funeral processions and military parades.
- 5.04 "Special event" is an event that requires the temporary street closure but it is not defined as a parade or block party and does not involve construction or maintenance activities and is referred to City Council for approval.
- 5.05 "Block party permit" is a written legal proof of permission to allow an organized block party to temporarily use and function on City streets intended for vehicular traffic. This permit pertains when only one block of one street is to be used for an event.
- 5.06 "Local residential streets" are a public road used by vehicular traffic to access abutting land zoned residential
- 5.07 "Arterial roadway" An arterial road is a moderate or high-capacity road, which is immediately below a highway level of service.
- 5.08 "Collector roadway" is a low or moderate-capacity road, which is below a highway or arterial road level of service. Collector roads tend to lead traffic from local roads or sections of neighbourhoods to activity areas within communities, arterial roads
- 5.09 "Households affected" are residents whose property is directly adjacent to or have access from the area to be closed. In the case of multiunit residences in the area all residents should be notified of street closure and of appeal process if necessary by the applicant, however only one signature is required per building.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Traffic Bylaw No. 16 of 2005 as amended

7 PROCEDURE

7.01 Those wishing to obtain permission for temporary street closure to vehicular traffic for block parties will be required to fill out either a block party permit application or a permit application.

7.01 Procedure for obtaining a permit has been attached

Planning A Block Party?

The City of Prince Albert supports the efforts of residents to organize neighborhood block party events. However, since holding a block party requires that the affected street(s) be closed to traffic for the duration of the event, advance notice to the City is required. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses.

Step One – Obtain A Block Party Permit

- Visit the City of Prince Albert website at www.citypa.ca
- Call or visit Prince Albert City Hall, Public Works Department
1084 Central Avenue
Prince Albert, Saskatchewan S6V 7P3
(306) 953-4900– business hours M-F, 8:00 a.m. – 4:45 p.m. (excluding holidays)

Step Two – Complete & Return Block Party Application With

Pick up your application for a block party permit at the Public Works office at City Hall or at the City webpage at www.citypa.ca.

Applications for block party permits must be submitted no less than 1 week from the date of the event along with the petition page with at least 75% signatures of the owners/residents showing their consent in writing.

As a condition of the permit, the applicant will assume all liability for the block party event by submitting a copy of their homeowners insurance along with the Block Party Application. The applicant may choose to purchase insurance through a commercial insurance agent.

Step Three – Receiving Your Block Party Permit

Once City Staff receives your block party application, signature page, and the insurance requirements have been satisfied, the application will be forwarded to the Prince Albert Police Department, Fire and Emergency Services, Traffic Department and other affected public utility agencies for review.

Once approved, City Staff will notify the applicant via telephone to stop by City Hall to sign the block party permit and receive a copy.

Block party organizers are required to obtain all regulation traffic control devices from the Public Works Department.

HAVE A SAFE AND FUN EVENT!

BLOCK PARTY RULES AND CONDITIONS

1. Petition

- a. Signatures from 75% of all households and businesses within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed, indicating their consent, and must be submitted with the block party application. Only one adult signature per household is required. Multiple signatures from the same residence will not be counted. It must also be demonstrated that all households in the area have been contacted by obtaining 90% of all household's and businesses signatures within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed. If it can be demonstrated that each household has been contacted but 90% of adult signatures cannot be reached, the Cities Public Works Department will determine on a case-by-case basis if the application should go through. In the case of multiunit residences in the area all residents should be notified of street closure and of appeal process if necessary, by the applicant, however only one signature is required per building.
- b. If there is opposition to the block party they should be given the chance to appeal their case to the Public Works Department. The Public Works Department will determine whether the block party will unusually inconvenience them. Inconveniences such as noise or parking will not be considered as a reason to deny the block party permit unless there are extenuating circumstances.

2. Block Party Hours/Excluded Dates

- a. A block party may be held between the hours of 9:00 a.m. – 11:00 p.m. If block party is to occur after daylight hours, provisions must be made to ensure that participants or street closures are highly visible
- b. Block party permit requests may be denied where other previous requests have been approved in the vicinity for the same time period.

3. Approval

- a. The criteria for approval for the closure of a street for a block party should relate to:
 - i. The general convenience of the affected residents on the street.
 - ii. Traffic safety aspects involved.
 - iii. Street Designations. (i.e. Block parties will not be approved on Arterials, collectors and/or bus routes; block parties will only be approved on local residential streets).
 - iv. Any unusual impact on traffic within neighborhood (i.e. Block party will not be approved if street is main entrance or exit to neighborhood)
 - v. Any complications with scheduled street affected improvements such as gas, electricity, water, re-surfacing, etc.
 - vi. Any unusual or additional street maintenance or other public works cost incurred because of the street closure.
 - vii. Any unusual impacts in terms of provision of refuse collection service.
 - viii. Any unusual impact on operation of education facilities, businesses and places of worship.
 - ix. Approval will be subject to all other City ordinances and governmental restrictions.
 - x. The majority of residents of the block or street concerned consent to the closure (as detailed in 1.15.3 of the block party policy), and no extreme hardship shall be imposed on any resident, to be determined by the Public Works Department (as detailed in 1.15.4 of block party policy)
 - xi. Applications will be routed to the Fire, Police and Community Services Departments for consultation. The City Engineer reserves the right to reject applications based on their recommendations
 - xii. The closing of a street for a block party should pertain only to local residential streets.

4. Insurance

- a. Any unusual form of entertainment that is not covered under the Cities insurance policy (i.e. Mechanical rides, motor vehicle rodeos etc...) Approval will depend on SGI authorization in this matter.

5. **Access**

- a. As a condition of the Fire Department, all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants are to remain readily visible, accessible and unobstructed. All booths, tables, or other objects shall be placed so that they may be removed quickly for emergency equipment. It is the applicant's responsibility to ensure the enforcement of the aforementioned conditions.
- b. Organizers must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all times.
- c. Organizers may not impede pedestrian right-of-way nor block access to any establishment in any manner.
- d. Organizers will need to provide adequate parking to accommodate all attendees.

6. **Safety**

- a. Block parties should be planned for cul-de-sacs or other local streets, which will not obstruct through traffic flow and emergency services routes.
- b. Organizers must comply with any direction of any sworn public safety officer whenever there is an emergency that requires action to protect public safety.
- c. From the time of closure of the street to the time of reopening, the site will need to be secured and monitored by the applicant or the individual designee responsible for the event.
- d. Organizers shall not allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the block party event.
- e. Any music, live or recorded, should be at a level as not to disturb the peace and shall conform to the City's Noise Bylaw. Should complaints be received, a Police Officer may direct the music be turned off and may result in the issuance of a citation.

7. **Animals**

- a. Owner or operator of animal remain in full control and ensure the safety of both pedestrian and vehicular traffic on the street
- b. The organizer agrees to indemnify and save harmless The City of Prince Albert, its officials, employees and agents from any and all actions, causes of action, claims and demand for, upon or by reason of any claim, loss, damage or injury to person or property which may arise in consequence of or block party approval.

8. **Barricades**

- a. Organizers will be responsible to contact The City of Prince Albert's Transportation Department to arrange for the delivery of barricades for your block party.
- b. If barricades are not available through the City of Prince Albert the organizer will be responsible for obtaining the proper barricades from another jurisdiction or company
- c. A standard fee of \$50.00 will be charged to the applicant for any misplaced or damaged barricades

9. **Clean Up**

- a. Organizers shall be held responsible for the return of all public and private property in the immediate vicinity of the venue, to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of this event. Any clean up that has to be completed by The City of Prince Albert will be billed to the applicant.
- b. Organizers will need to provide adequate trash containers for waste that may be generated by the event.

Block Party Application

Applicant Information:

Name: _____

Address: _____, Prince Albert, SK _____

Daytime #: _____ Evening #: _____ Cell #: _____

Contact Person And Number On Site The Day Of The Event:

Name: _____ Address: _____

Daytime #: _____ Evening #: _____ Cell #: _____

Date & Hours Of Block Party: Maximum hours are 9:00 a.m. – 11:00 p.m.

Date: _____ Day: Sun ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___

From: _____ am/pm To: _____ am/pm

Block Party Location:

Street Name: _____

Between: _____ & _____
(cross street) (cross street)

Of Affected Properties:

Number of occupied houses or businesses within proposed block party boundaries: _____

Estimated Attendance:

of residents and guests: _____

Entertainment will consist of: _____

<p>Have read and agree to block party rules and conditions: _____ Signature of Applicant</p>

Petition

At least 75% of the property owners/residents on the street within the affected area must show their consent in writing on this petition. **Only one adult signature per household is required.** Multiple signatures from the same residence will not be counted. A demonstrated effort to contact every affected household or business must be made. The Public works department may require 90% residents signatures with 75% giving consent.

Block Party Date: _____ Time: (from) _____ am/pm (to) _____ am/pm

Street Name: _____

Between: _____ & _____
(cross street) (cross street)

Please draw in ink or attach a sketch showing the street layout, block party boundaries & proposed barriers.

	House #	Name-Please Print	Signature	Approval		If No, Why?
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