

\*This is a sample of a simple traffic management plan that provides basic information for a small to medium sized event. A more comprehensive traffic management plan may be required depending on the type, size, and location of your event. Please contact the Film & Events Department (events@squamish.ca) to confirm what is required for your event.

# EVENT NAME – EVENT DATES

## Event Traffic Management Plan\*

Location of Event: \_\_\_\_\_ Estimated # of event attendees: \_\_\_\_\_

Event Organizer's Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 1. Traffic Management Commitment

- Every effort will be made to encourage event attendees to use designated parking areas and to ensure the safety of vehicular and pedestrian traffic during the event. Furthermore, the event will ensure that all event requirements outlined in the District of Squamish *Traffic Regulation Bylaw* and in the approved Work Permits are adhered to including access at all times by first responder emergency vehicles to the event site and parking areas.
- Event attendees will be encouraged to park in assigned parking areas in pre-event communications. Furthermore, the general public and local residents and businesses will be directly notified of changes to traffic management during the event, including detours and business/resident-only access provisions.
- All traffic control devices will be removed immediately following the event.
- There will be a sufficient number of traffic control personnel (TCP) to ensure the safety of vehicles and pedestrians.

### 2. Road Closure(s)

The following road(s) are to be closed during the event:

Location of Closure	Time of Closure
a. Cleveland Ave between Victoria Street and Main Street (include name of road closed and names of intersecting roads where closures will occur)	e.g. 8:00 am to 4:00 pm
b.	
c.	

The following safety measures will be taken to ensure these road closures are safe:

- Barricades with reflective materials will be placed at each closure location at least 30 minutes before the start of the event and removed immediately following the end of the event
- Closures will occur at intersecting roads to avoid vehicles from entering a partially closed road
- Traffic control personnel equipped with high visibility vests and flashing traffic wands (required at night) will be positioned at each road closure to help direct traffic
- Vehicles parked inside the closed area will be provided with safe egress during the closure

### 3. Event Parking

With the event anticipating XX attendees, parking is being provided for XX vehicles at the following locations (based on an average of 2 attendees per vehicle):

- a. Public street parking (approx. XX spaces within four blocks of the event location)
- b. XX parking spots at location (also marked on Site Map)
- c. XX parking spots at location (also marked on Site Map)

### 4. Traffic Control Personnel

The following safety arrangements have been made to minimize risk to attendees and the general public:

- All traffic control personnel must meet *Worksafe BC Traffic Control* requirements.
- Appropriate numbers of traffic controllers will be in place for the event to restrict/direct traffic to and from the event
- All traffic controllers will be equipped with high visibility vests, enclosed footwear as well as Stop/Slow signs and flashing wands (required at night) where appropriate.
- In addition to road closures and event parking, traffic control personnel will also be placed at the following locations:
  - Pedestrian crossings located along the main ingress/egress route to and from the event

### 5. Signage & Notifications

- Road closure, sidewalk closure, parking closure and event parking signage will be placed in advance to ensure safety of the general public and event attendees.
- Nearby businesses and residents will be notified in writing at least one week before the event of any traffic management impacts. Allowances will be made, where safe and possible, to provide residents and businesses with access to their properties during the event.
- “Temporary No Parking” signs will be installed on the section of road that will be closed during the event at least 48 hours prior to the event. Signs will state: “Temporary No Parking from 00:00 to 00:00 on DATE for Special Event”.

### 6. Work Permit(s)

Refer to the attached *Traffic Regulation Bylaw Work Permit* application forms requesting permission from the District of Squamish to close the road(s) and implement other temporary changes to roadways and/or sidewalks for the event.

### 7. Event Site Map

Refer to the attached site map for the location of all road closures, signage, parking and other traffic management devices and impacts.

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This Event Traffic Management Plan will be implemented by:

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Event Organizer Signature

DD / MM / YYYY  
Date Signed

**Event Site Map**

Insert site map here

SAMPLE