ROAD CLOSURE COMMUNICATION GUIDELINE

Special Event Holders

START

1.1 Initiate request through Road Occupancy Permit process

1.2 Review request

1.3 Revisit request and discuss with applicant

Is the need and timing justified?

NO   **YES**

LEGEND

- Road permit applicant activity
- Transportation Corridor Control and Safety activity
- Decision

Note: road closures with significant impact may require additional communication or approval in principle

INITIATE FIRST WAVE NOTIFICATIONS

1.4 Check for conflicting permits and impacts

1.5 Notify municipal staff

1.6 Notify York Region Transit and Student Transportation Services (as applicable)

1.7 Prepare road closure memo (if applicable) and obtain approval

Approval received?

NO   **YES**

1.8 Circulate road closure memo internally (if applicable)

1.9 Provide permit to applicant via Corridor Control and Safety

1.10 Engage Traffic Signal Operations (real time traffic monitoring, bluetooth travel time messaging as applicable and available)

INITIATE SECOND WAVE NOTIFICATIONS (INTERNAL, EXTERNAL, PUBLIC)

1.11 Deploy portable message signs

1.12 Arrange for paid duty officers

1.13 Book advertisement

1.14 Notify residents and businesses

1.15 Email to stakeholders

1.16 Post to social media

1.17 Post to york.ca

END

York Region

ROAD CLOSURE COMMUNICATION GUIDELINE

External - e.g. Development, Rail Authorities or Utilities

START

1.1 Initiate request through Road Occupancy Permit process

1.2 Review request

Is the need and timing justified?

NO → **1.3** Revisit request and discuss with applicant

YES →

LEGEND

- Road permit applicant activity
- Transportation Corridor Control and Safety activity
- Decision

Note: road closures with significant impact may require additional communication or approval in principle

INITIATE FIRST WAVE NOTIFICATIONS

1.4 Notify municipal staff

1.5 Notify York Region Transit and Student Transportation Services (as applicable)

1.6 Prepare road closure memo (if applicable) and obtain approval

Approval received?

NO →

YES →

1.7 Circulate road closure memo internally (if applicable)

1.8 Provide permit to applicant via Corridor Control and Safety

1.9 Engage Traffic Signal Operations (real time traffic monitoring, bluetooth travel time messaging as applicable and available)

INITIATE SECOND WAVE NOTIFICATIONS (INTERNAL, EXTERNAL, PUBLIC)

1.10 Deploy portable message signs

1.11 Notify media

1.12 Book advertisement

1.13 Notify residents and businesses

1.14 Post to social media

1.15 Email to stakeholders

1.16 Email to the Chair's Office

1.17 Post to york.ca

END

York Region