

Special Events Guide

**July 2007
(2nd Edition – Public Version)**

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FOREWORD TO THE SECOND EDITION

This Special Events Guide has been developed to provide guidance to the public and Alberta Infrastructure and Transportation District offices in handling requests for special events that take place within the highway right-of-way. The goal is to ensure that special events are staged in a safe manner and that highway motorists are not inconvenienced.

This second edition of the Guide updates the guidelines in the November 2003 Special Events Guide to reflect current practice. Significant changes have been made to the guideline for livestock / trail drives and crossings to make the application process easier for herders doing routine livestock crossings for the purposes of grazing.

Based on the department's re-engineered process, the District offices are responsible for handling public inquiries, reviewing and approving applications pertaining to the usage of highways or highway right-of-way for special events. For special events not covered in this guide, the Director of Highway Operations, Technical Standards Branch should be consulted.

Ongoing comment is essential for regular updates of this guide and practice in general. Any feedback is welcomed and may be sent to the Director of Highway Operations, Technical Standards Branch, Alberta Infrastructure and Transportation, 2nd Floor, 4999-98 Avenue, Edmonton, Alberta, T6B 2X3.

Moh Lali, P.Eng.
Director – Highway Operations
Technical Standards Branch

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SPECIAL EVENTS

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INTRODUCTION

Staging Special Events on Provincial Highways

In the interest of safety, Alberta Infrastructure & Transportation should be advised of all special events that take place on a provincial highway. Some of these events include: walkathons, bikeathons, municipal parades, relay races, bicycle races, commercial filming, snowmobile rallies, and various fund-raising events. Event organizers are required to contact the appropriate Alberta Infrastructure & Transportation District office for permission prior to conducting an event in the highway right-of-way. Alberta Infrastructure & Transportation authorization will be granted, through the District approval process, if all pertinent criteria covered in these guidelines are satisfied.

Definition of a Special Event

A Special Event is defined as a scheduled event held by a recognized organization such as a school division, a municipality, a charitable or sporting organization, a film production company or by an individual(s) for fundraising, public awareness campaign, survey, parade, filming, etc.

Note: Special events that are designed to stop or direct traffic to a site on a provincial highway for the purpose of soliciting donation for any cause are not permitted.

District Office Responsible for Issuing Approval

The Alberta Infrastructure & Transportation District office for the District in which the proposed special event originates will review the application and issue the permit with inputs from other District offices, where applicable (i.e., if the proposed event is province-wide). The office issuing the approval shall inform and provide copies of the approval to all affected Districts.

All inquiries pertaining to special events should be directed to the appropriate District office for the submission of their application. A listing of District offices is provided in Appendix A.

Use of Highway Right-of-Way for Special Events

The approval for the special event shall include the specific conditions. The approval shall also identify that the organizer of the special event agrees to assume the entire responsibility and liability for all damages or injury to all persons and property, resulting from or, in any manner, connected with the operation of the special event. The organizer shall agree to defend and indemnify Alberta Infrastructure & Transportation, its agents and employees from all such claims including, without limiting the generality of the preceding, claims for which Alberta Infrastructure & Transportation may be held liable and legal fees and disbursement paid or incurred to enforce the provisions of this paragraph.

The organizer may request Alberta Infrastructure & Transportation's highway maintenance contractor(s) provide traffic accommodation for the special event. However, this arrangement is between the organizer and

the highway maintenance contractor and costs incurred will be the organizer's responsibility.

The organizer should review the proposed route with the highway maintenance contractor and understand that the highway maintenance schedule will not typically be adjusted to accommodate a special event.

Where flagpersons are used to control traffic during a special event, the flagpersons must be adequately trained. Event organizers may solicit the services of adequately trained R.C.M.P., municipal or military police, or maintenance contractor staff as flagpersons. Individuals may become certified flagpersons by taking the appropriate course(s) from the Alberta Construction Safety Association or other institute/training program recognized by the department.

Special Events Requiring Ministerial Orders

Under the Traffic Safety Act (TSA), the Minister may, by order, authorize persons to carry out the following activities within the highway right-of-way:

- to drive off-highway vehicles along any portion of a provincial highway (Section 120(4)(a) of the TSA);
- to conduct motor vehicle surveys on any provincial highway and during the course of conducting a survey the person so authorized may stop motor vehicles for the purpose of questioning the occupants with respect to the survey (Section 75 of the TSA);
- to use a vehicle to race along any portion of a highway and/or to close any portion of a provincial highway (Section 115(3) of the TSA).

The Minister may also, by order, establish temporary speed limits and/or road closures to facilitate special events in a safe manner.

Under Ministerial Order No. 25/03, the Minister has delegated the duties, powers, and functions conferred to him under the Traffic Safety Act to the Regional Directors for the establishment of temporary speed limits, to authorize motor vehicle surveys, to authorize operation of off-highway vehicles and to authorize road races within the highway right-of-way. This includes any road closure required for the staging of a special event.

Notification of Other Authorities

In the approval process, the Organizer may be asked to notify other authorities or agencies and make specific arrangements for assistance where required. Other authorities or agencies that may be involved are:

- Municipality
- R.C.M.P. detachment and/or local police
- Military police
- Emergency services such as ambulance and fire departments
- Other government department such as Inspection Services for use of vehicle inspection stations

Signs, Banners, and Decorations

Signs, banners and decorations promoting special events are normally not permitted along the provincial highways. On special occasions, however, for community special events like municipal parades or fairs, small banners or flags may be permitted along the highway within municipality corporate limits on a temporary basis to promote the event. The community event banners or flags should be in place for a limited duration (e.g., installed 2 weeks prior to event and removed within 3 days after the event ends).

In addition, for major provincial, national or international special events that are of interest to a greater number of the travelling public, special event signs may be granted on a temporary basis. Generally, major special event signs shall not be in place longer than 30 days prior to the event and shall be removed within one week after the last day of the event. These signs shall not be longer than 3 square metres and only the following information is allowed:

- Name of the Event
- Event Logo as Applicable
- Event Venue
- Date and Time

The number of signs and their locations will be determined on a case-by-case basis by the District Operations Manager.

General Guidelines for Reviewing Special Events

All requests to stage a special event should be forwarded in writing to an Alberta Infrastructure & Transportation District office and to the attention of the Operations Manager. The Alberta Infrastructure & Transportation District

where the special event is held should be the approving authority. If the proposed event is province-wide or affecting more than one Alberta Infrastructure & Transportation District, the submission should be directed to the District office where the event will originate. The District that is responsible for issuing the approval should coordinate with other affected Districts when reviewing the application to stage the special event based on these guidelines.

The District will consider the following points in the review process:

- Potential for interruption/inconvenience to highway traffic.
- Potential for interference with scheduled highway maintenance and construction activities.
- Highway closures will not be allowed on freeways or expressways. Generally, on high-speed high volume two lane two-way highways (i.e., > 80 km/h and > 3000 AADT), highway closures are not permitted. The District office will only allow highway closure to occur when the highway closure is deemed safe.
- Weather conditions (only events organized during daylight hours will be permitted).
- Size of the event and its impact on safety.
- Date and time of the event.
- Participants' age (minimum 10 years old is recommended) and whether responsible adult supervision is required and available.
- Provision of an accepted traffic accommodation plan for the event. This could be a very simply strategy with an escort vehicle with flasher lights activated (e.g., an individual walkathon) or a very complex strategy where a detailed signing and traffic control strategy needs to be in place (e.g., a cycle race).

- Provision for adequate detour routes if a road closure is to take place. Detour signing, advance notices and publications are the responsibility of the event organizer.
- Provision for liability insurance as necessary.
- Provision of contact information for the organizer (e.g., name of person in charge, phone, cell and/or pager numbers, on-site contact person name and cell number).
- Provision of an emergency plan should the event need to be suspended due to mishaps or inclement weather.
- Notification to a local RCMP detachment and other authorities as necessary.

District offices have the right to request that the organizer supply more information, etc. than is stipulated in the individual special event guidelines.

Upon completion of the District's evaluation, the Operations Manager will either approve the special event identifying the conditions under which the event can be held or indicate why the event cannot be held. For special events that require a Ministerial Order, the Regional Director's approval will be required.

To ensure that the application is reviewed properly and on time, the organizer of the event shall submit the application for approval at least 30 days before the date of the event. For major events, a longer time frame may be required. If the application is received less than 30 days in advance, the event may not be approved.

The organizer may use the "Application to Hold a Special Event on Highways" form in Appendix B for this purpose. If the organizer submits the application by a separate letter, all of the required information on the application form must be included.

Liability

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event and its impact to the general public and the department's infrastructure, Alberta Infrastructure & Transportation recommends the organizer provide liability insurance coverage as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Individual Special Event Guidelines

The following special event guidelines are for organizers to use when planning their event (see next section):

- Walkathons
- Footraces
- Bikeathons or Bicycle Tours
- Cycle Races
- Cycle Time Trials
- Relay Runs
- Triathlons or Biathlons
- Car Rallies
- Vehicle Convoys
- Municipal Parades, Country Fairs, etc.
- Commercial Filming
- Use of Highways by Off-Highway Vehicles
- Roadside Traffic Surveys
- Livestock/Trail Drives & Crossings
- Landing Crop Spraying Aircraft on Highway
- Miscellaneous Events

SPECIAL EVENT GUIDELINES

- D2.1 Walkathons
- D2.2 Footraces
- D2.3 Bikeathons or Bicycle Tours
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- D2.16 Miscellaneous Events

D2.1 WALKATHONS



Preamble

Walkathons are special events commonly organized as community exercises, fund-raising projects, etc.

The presence of a large number of pedestrians on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Event organizers are encouraged to hold walkathons on local roads rather than high speed, high volume highways (e.g., freeways, expressways and divided highways). The safety of both participants and highway users will be a major consideration in issuing approval.

Roadways having a separate sidewalk or a footpath should be considered. However, if such a facility is not available, organizers should select a road or highway with marked shoulders

(2 metre suggested minimum width). Pedestrians may walk on the road surface but should keep to the edge as much as practical.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start/finish area. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas or refreshment stations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Dress Code

For their own safety, participants should wear brightly-coloured clothing or reflective vests.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Pedestrians enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

On two lane roadways where a separate walk facility is not available, the participants should walk on the left side of the road, facing the on-coming traffic. If an escort vehicle is used, participants should walk on the right side of the road in the same direction as the traffic flow.

On multi-lane roadways, participants should walk on the right side of the road, in the same direction as the traffic flow.

Escorting and Signing

On multi-lane roadways where participants walk in the same direction as the traffic flow, escort vehicles are recommended. The four-way warning signals of the escort vehicles must be operating at all times.

A sign, as shown below, regarding the event may be placed on the rear of the trailing escort vehicle. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with the highway traffic, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions improve.

Events are subject to suspension by the R.C.M.P. municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to the participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.2 FOOTRACES



Preamble

Footraces are special events commonly organized as community exercises, fund-raising projects, etc.

The presence of a large number of runners on the road may have a significant impact on highway operations.

In the interest of safety of the participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Approval Conditions

Event organizers should hold footraces on local roads rather than high speed, high volume highways (i.e., freeways, expressways, and divided highways). The safety of both participants and highway users will be a major consideration in issuing approval.

Ideally, footraces should use a facility separated from the vehicular traffic, such as a sidewalk, a footpath, a stadium or a sport field. However, if such a facility is not available, organizers should select a road or highway with marked shoulders

(2 metre suggested minimum width). Runners using the highway must keep as close to the edge of the roadway as practical.

The start/finish area must be located off the highway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking space should be available as close as possible to the start/finish area. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas and refreshments stations should be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Dress Code

For their own safety, participants should wear brightly-coloured clothing or reflective vests.

Rules of Operation

Events should be held during daylight hours and under adequate visibility conditions.

Runners enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

A mass start of runners on the road should be avoided. Runners should start the race and run a few laps in a stadium or a school ground, so they can enter the road race portion in a single file. This will minimize conflicts with vehicular traffic.

On two lane roadways where a separate facility is not available, the participants must run on the left side of the road, facing the on-coming traffic.

On multi-lane roadways, the participants must run on the right side of the road, in the same direction as the traffic flow.

Escort and Signing

On two lane roadways, when running is on the left side of the road, it is not feasible to have a vehicle escorting the runners.

On multi-lane roadways, where the participants run in the same direction as the traffic flow, escort vehicles are recommended. The four-way warning signals of the escort vehicles must be operating at all times.

A sign, as shown below, regarding the event may be placed on the rear of trailing escort vehicles. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with the highway traffic, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions improve.

Events are subject to suspension by RCMP, municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to the participants and/or to the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

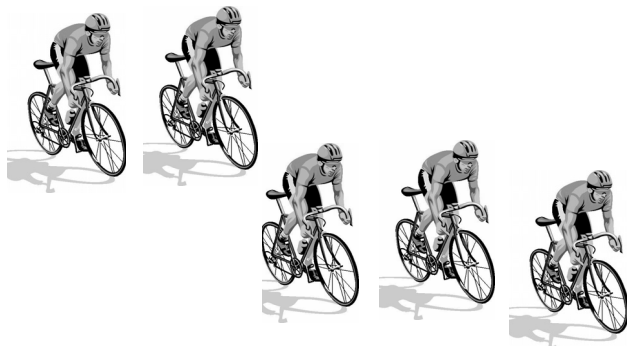
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.3 BIKEATHONS (OR BICYCLE TOURS)



Preamble

Bikeathons or bicycle tours are special events commonly organized as community recreational programs, fund-raising projects, etc.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, the organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Bikeathons should not be staged on high speed, high volume roadways (i.e., freeways, expressways, and divided highways).

Roadways having a marked shoulder (2 metre suggested minimum width) are best suited for this type of event. A large number of participants may require a wider shoulder.

The route selected should avoid U-turns in returning to the starting point. Left turns across on-coming traffic should also be kept to a minimum.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

Events should be held during daylight hours and under adequate visibility conditions.

Cyclists enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

The participants should always use the right-hand road shoulder for cycling and escorting. Cyclists must ride in single file (except for overtaking) and keep as close to the right edge of the road as practical. Cyclists should not stop on the highway surface for rest, repair or other purposes.

Dress Code

For their own safety, it is mandatory for participants to wear Canadian Standards Association approved bicycle helmets. Use of reflective vests is optional but encouraged.

Escorting and Signing

Only one vehicle, with four-way warning signals flashing, may be used as an escort vehicle. All other support vehicles must be separated from the cyclists and the escort vehicle. Support vehicles should not be travelling at low speed, stopping or waiting along the route.

Signs, as shown below, regarding these events may be placed on the escort vehicles. Refer to Appendices C for the sign patterns.



Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators would be interfering with the highway traffic, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by RCMP, municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

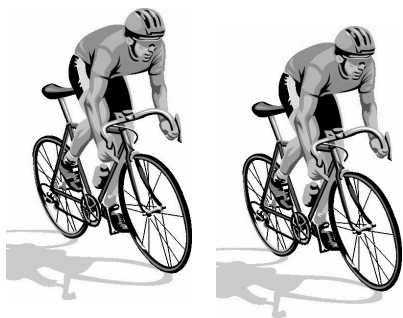
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.4 CYCLE RACES



Preamble

Cycle races are special events commonly organized for the promotion of recreational exercise, training of athletes, etc.

Section 115 (3) of the Traffic Safety Act indicates that the Minister of Infrastructure and Transportation or a road authority may authorize a race to be held on a highway, subject to conditions that the Minister or the road authority considers appropriate.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and appropriate safety measures are in place.

Route Design

Bicycle races should not be staged on high speed, high volume roadways (i.e., freeways, expressways, and divided highways).

Roadways having a marked shoulder (2 metre suggested minimum width) are best suited for

this type of event. Races with a large number of participants may require a wider shoulder.

The route selected should avoid U-turn manoeuvres in returning to the starting point. Left turns across oncoming traffic should also be kept to a minimum.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

There will be no closure of any portion of roadway for the staging of bicycle races unless otherwise specified.

Cyclists enjoy the same rights and responsibilities as other road users. Participants must obey all rules of the road and traffic control devices.

The number of cyclists in a race category should be limited to a manageable size. A gap of at least 15 minutes between the start of any multi-stage cycling event is recommended. Cyclists are to ride as close to the right edge of the roadway as practical.

Cyclists should not stop on the road for rest, repair or other purposes.

Dress Code

For their own safety, it is mandatory for participants to wear Canadian Standards Association approved bicycle helmets. Use of reflective vests is optional but encouraged.

Escort and Signing

Where escorting is feasible, escort vehicles should be used. Four-way hazard warning signals must be operating at all times when an escort vehicle is used.

Advance event information signs as shown below must be set up at strategic locations along the race course one week in advance to inform the regular road users of the upcoming event. The signs must be removed after the completion of the event.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers. Refer to Appendix D for the sign pattern.



Alternatively, a sign (as shown below) relating to the event may be placed on the escort vehicle. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure participants follow the requirements for the event.

Depending on the size of the event and whether the activities of participants and spectators would interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Alberta Bicycle Association

For additional information on organizing cycle races, sanctioning and insurance coverage, organizers may contact:

**Alberta Bicycle Association
11759 Groat Road
Edmonton, Alberta T5M 3K6
Phone: (780) 427-6352
Fax: (780) 427-6438**

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

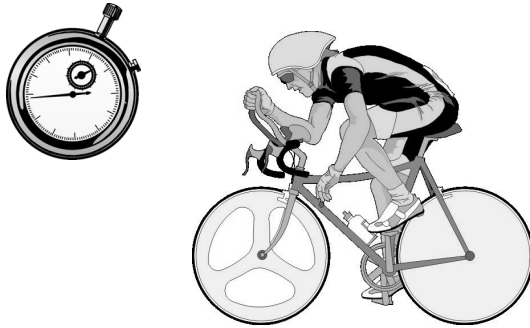
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.5 CYCLE TIME TRIALS



Preamble

In a bicycle time trial, an individual or a team of cyclists rides over a fixed distance. Cyclists start at regular intervals. The fastest cyclist or team completing the course wins the event.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, the organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Cycle time trails should not be staged on high speed, high volume roadways (i.e., freeways, expressways and divided highways).

Roadways having a marked shoulder (2 metre suggested minimum width) are best suited for this type of event.

The route selected should avoid U-turns in returning to the starting point. Left turns across oncoming traffic should also be kept to a

minimum. Avoid situations where cyclists travel on both sides of a roadway.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulder or ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

There will be no closure of any portion of roadway for the staging of cycle time trials unless otherwise specified.

Cyclists enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

Cyclists should always use the road shoulder for cycling and keep as close to the right edge of the road as practical.

In a timed team trial, the cyclists must ride in single file.

Dress Code

For their own safety, it is mandatory for participants to wear Canadian Standards Association approved bicycle helmets. Use of reflective vests is optional but encouraged.

Escorting and Signing

Where escorting is feasible, escort vehicles should be used. Four-way hazard warning signals must be operating at all times when an escort vehicle is used.

Under circumstances when an event involves a large number of participants, additional escort vehicles may be used. In addition, a sign as shown below relating to the event may be placed on the rear of the trailing escort vehicle. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

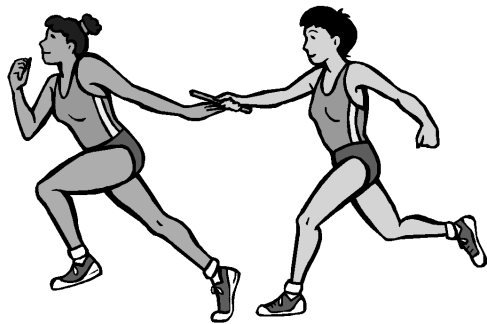
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.6 RELAY RUNS



Preamble

Relay runs are special events commonly organized as community recreational exercises, fund-raising projects, etc.

The constant rotation of runners, the dropping off and picking up of participants along the route, and the presence of a large number of participants on the road may have a significant impact on road operation.

In the interest of safety for participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Event organizers should hold relay runs on local roads rather than high speed, high volume highways (i.e., freeways, expressways, and divided highways). The safety of the participants and highway users will be a major consideration in issuing approval.

Roadways having a separate sidewalk or a footpath should be considered. If such a facility is not available, but the road has a marked

shoulder (2 metre suggested minimum width), participants may run on the road surface, keeping to the edge as much as practical.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants should not congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulders or ditches of any roadway is not permitted.

Check points or rest areas must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Dress Code

For their own safety, participants should wear bright clothing or reflective vests.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Runners enjoy the same rights and responsibilities as other road users. Participants must obey all rules of the road and traffic control devices.

On two lane roadways where a separate walk facility is not available, participants must run on the left side of the road, facing on-coming traffic. If an escort vehicle is used on a two lane roadway, participants should run on the right side of the road in the same direction as the traffic flow.

On multi-lane roadways, participants should run on the right shoulder and keep as close to the edge of the road as practical. Runners must run in a single file, except for overtaking.

Stopping on the road for rest or other purposes is not permitted.

Escorting and Signing

On roadways where escorting is feasible, a maximum of two escort vehicles may be used. The four-way warning signals of the escort vehicles must be flashing at all times while escorting.

A sign, as shown below, relating to the relay run may be placed on the escort vehicles. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure participants follow event requirements.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

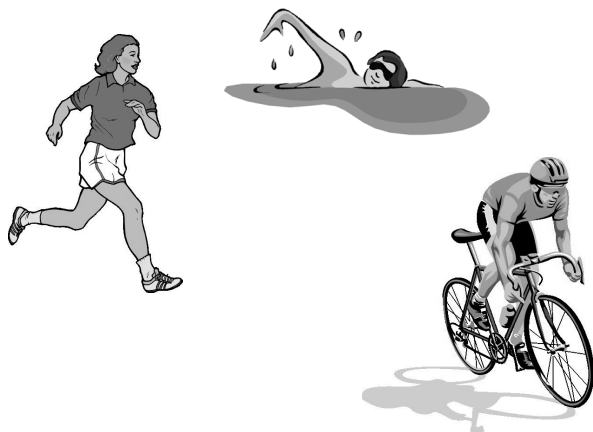
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.7 TRIATHLONS (OR BIATHLONS)



Preamble

A triathlon or a biathlon usually includes swimming, cycling and/or running. The cycling and running portions of these events may have an impact on highway operations.

In the interest of safety of participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Triathlons or Biathlons should not be staged on high speed, high volume roadways (i.e., freeways, expressways, and divided highways).

Roadways having a marked shoulder (2 m suggested minimum shoulder width) are best suited for this type of event. If a large number of participants is anticipated, a wider shoulder would be required.

The route selected should avoid U-turn manoeuvres. Left turns across oncoming traffic should also be kept to a minimum.

The cycling portion should not be arranged as the first event of a biathlon or triathlon in order to avoid road congestion caused by the race start.

The running portion of the event should be on a different course from the cycling to avoid a dangerous mix of cyclists and runners. A roadway having a separate sidewalk or footpath is preferred.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start/finish area. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Cyclists and runners enjoy the same rights and responsibilities as other road users. Participants of the event must obey all rules of the road and traffic control devices.

Cyclists must ride in a single file as close as practical to the right hand curb or the edge of the road.

On two lane roadways where there is no separate facility for running, runners must run on the left side of the road, facing on-coming traffic.

On multi-lane roadways, participants must run on the right side of the road in the same direction as the traffic flow.

Dress Code

For their own safety, it is mandatory for participants to wear Canadian Standards Association approved bicycle helmets for the cycling portion of the event. Use of reflective

vests is optional but encouraged for the running and cycling portions of the event.

Escorting and Signing

An escort vehicle, with four-way warning signals flashing, may accompany the cyclists.

If there is a large number of cyclists on the road and the cyclists have spread out down the road, an additional escort vehicle may be used.

It is not feasible to have vehicles escort runners on two lane roads since running is on the left of the road, facing the oncoming traffic. On multi-lane roadways, where runners share the road and travel in the same direction as traffic, escort vehicles may be used.

Signs, as shown below, relating to the event may be placed on the escort vehicles. Refer to Appendix D for the sign patterns.



Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the requirements for the event are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Alberta Triathlon Association

For additional information relating to organizing a biathlon or triathlon, sanctioning and insurance coverage, organizers may contact:

Alberta Bicycle Association
11759 Groat Road
Edmonton, Alberta T5M 3K6
Phone: (780) 427-6352
Fax: (780) 427-6438

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.8 CAR RALLIES



Preamble

Car rallies are commonly organized for the promotion of motor sports, tourism, etc.

Section 115 (3) of the Traffic Safety Act indicates that the Minister of Infrastructure and Transportation may authorize a race to be held on a highway, subject to conditions the Minister considers appropriate.

In the interest of safety for participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or proper road authorities to confirm that the use of certain highways is acceptable and that appropriate safety measures are in place.

Route Selection

Generally, car rallies occur on several courses and may also involve transits. The actual competition takes place on winding and challenging roadways, whereas the transit portion of the event involves moving the cars from site to site. In any case, car rallies are not permitted on high speed, high volume highways (freeways, expressways, and divided highways).

For safety reasons, the routes selected for a car rally must be closed to the public during the event. Adequate provisions must be made to

accommodate residents and local users during the highway closures.

The highway routes should be pre-examined by organizers to ensure they are safe for the nature of the rally.

If pre-rally and post-rally activities are contemplated, the area should be spacious enough to accommodate all participants, spectators and the media. Adequate off-road parking space should also be provided.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

As a general rule, events should be held during daylight hours and under adequate visibility conditions.

Competitors of a car rally enjoy the same rights and responsibilities as other road users.

On the transit sections, all rules of the road and traffic control devices must be obeyed.

On the stage sections, normal rules of the road may not apply, hence, a road closure is required. Under the Traffic Safety Act, only the Minister has the authority to grant permission for a closure of any section of a provincial highway. A

traffic accommodation strategy needs to be developed and submitted to Alberta Infrastructure & Transportation for acceptance.

Barricades should be set up at both ends of each race stage. This should be done when the stage is ready to begin racing. Each control station must be manned by experienced race officials or trained flagpersons. The barricades must be removed as soon as the event on that stage is completed.

Emergency services (i.e., ambulance, fire truck) must be provided on-site for car rallies.

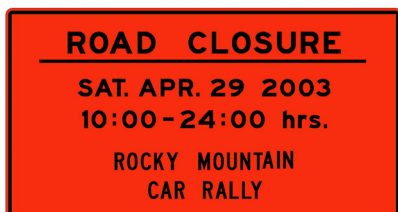
Signing

Typical advance event information signs, as shown below, must be set up at strategic locations along the selected routes one week in advance to inform the regular road users of the upcoming event.

For each stage section, "Barricade Ahead" and "Flagperson Ahead" signs should be located at least 200m and 300m respectively in advance of the barricade locations.

All signs related to the event should be removed at the completion of the event.

The costs associated with the fabrication, installation and removal of traffic control devices are the responsibility of the organizers. Refer to Appendix D for the sign pattern.



Escorting

While certain roadways are closed for the staging of a race, local traffic must be accommodated as needs arise. Such traffic shall be escorted by the race marshal through the stage route when it is safe to do so. The four-way warning signals on the escort vehicle must be turned on during escorting.

Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure event requirements are followed.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Specific events requiring nighttime operation will be considered on an individual basis.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

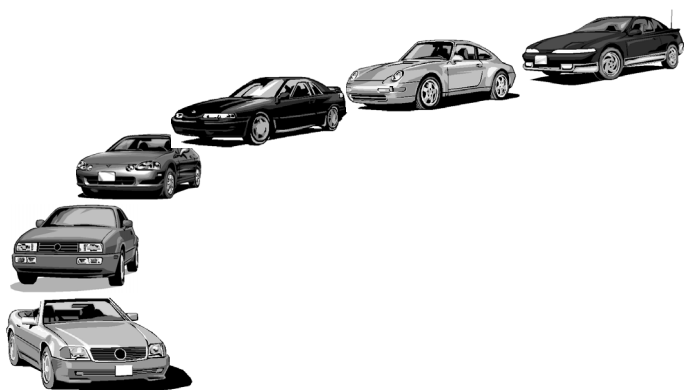
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.9 VEHICLE CONVOYS



Preamble

A planned event involving the movement of a group of vehicles in the form of a convoy along provincial highways may be permitted. This could be a group of motor cycles, antique or vintage cars, military vehicles, semi-trailer trucks, etc.

Generally, a convoy special event would bring people of similar interests or natures together. It is an opportunity for people to join in celebrating an event or holiday, or to express their common concerns and show their solidarity. These gatherings also offer an opportunity for enjoyment and recreation.

In the interest of safety of the participants and road users, organizers of such event must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Approval Conditions

In reviewing the venues of these special events, the following factors should be carefully evaluated:

- event schedule
- location of event
- expected number of participants and spectators
- animal involvement
- level of traffic activities and disruption
- traffic control strategy
- convoy travelling speed
- any traffic related issues
- the conduct of the event is not likely to cause injury to persons or property, to result in or to provoke disorderly conduct, or create a disturbance.

Site and Route Selection

Sites and routes should be carefully selected to minimize interruption to traffic. It is advisable to use highways where traffic volumes are low. Highway closure will not be allowed.

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

A convoy of vehicles should be travelling at the posted speed limit of the roadway when it is practical.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Vehicles travelling in a convoy enjoy the same rights and responsibilities as other road users. Participants of the event must obey all rules of the road and traffic control devices must be obeyed.

These special events should be planned in such a manner so as to minimize inconvenience and delays to the other motorists.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants should be advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.10 MUNICIPAL PARADES AND COUNTRY FAIRS



Preamble

Alberta Infrastructure & Transportation allows municipal parades, country fairs, festivals or carnivals, street dances, etc., to be held with prior permission, on select roadways within the provincial highway system. Generally these activities occur within the municipal boundaries of towns and villages.

Parades and similar gatherings bring people of similar natures together. They are an opportunity for people to join in celebrating an event or holiday. These gatherings also offer an opportunity for enjoyment and recreation.

In the interest of safety of the participants and road users, the organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Approval Conditions

In reviewing the venues of these special events, the following factors should be carefully evaluated:

- event schedule

- location of event
- road closure requirements
- roadway geometrics
- expected number of participants and spectators
- animal involvement
- level of traffic activities and the degree of traffic disruption
- traffic control strategy
- any traffic related issues
- the conduct of the event is not likely to cause injury to persons or property, to result in or to provoke disorderly conduct, or create a disturbance

Site and Route Selection

Event sites and/or routes should be carefully selected to minimize interruption to traffic. It is advisable to use roadways where traffic volumes are low. Closure of a highway shall not be allowed during peak traffic periods unless authorized. The period of time for which a highway will be closed for a parade should not exceed four hours. Municipal parades, fairs, etc. are not permitted along high speed, high volume highways (i.e., freeways, expressways and divided highways).

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

These special events should be planned in such a manner so as to minimize inconvenience and delays to motorists.

If the roadway must be closed, a traffic accommodation strategy must be developed and submitted for review with the application. An adequate detour route shall be provided. Motorists shall be guided along the detour by signs, traffic control personnel, law enforcement personnel or a combination of the three.

Removal or modification of any highway facilities (e.g., signs, posts, guardrails, etc.) must be approved in writing by the District Operations Manager.

The organizer is responsible for any expense to obtain other permits and licenses necessary for conducting these types of events within a municipality.

Detour signing, traffic control, advance notices and publications are the responsibility of the organizer.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events

present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during or resulting from the event. Regardless of the size of the event the department recommends the organizer provide liability insurance as follows:

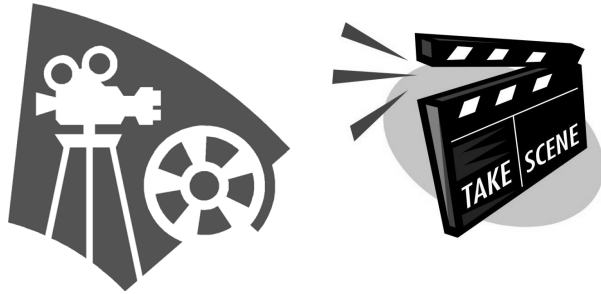
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Participants should be advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2-11 COMMERCIAL FILMING



Preamble

Alberta Infrastructure & Transportation allows production companies to film, with prior permission, on select routes and facilities within the provincial highway system.

Alberta supports film production in the province and the utilization of the province's scenic background. This includes Alberta's highway landscape. However, in the interest of safety, production companies are required to contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Approval Conditions

In reviewing the itinerary of the filming event, the following factors should be carefully evaluated:

- event schedule
- location of the production
- road closure requirements
- roadway geometrics
- size of crew involved
- animal involvement

- special effects or stunts involved
- level of traffic activities
- traffic control strategy
- any traffic related issues

Site and Route Selection

Sites and routes should be carefully selected to minimize interruption to traffic. It is advisable to use roadways where traffic volumes are low. If filming requires that the traffic be stopped, it should be of short duration. Generally, such an interruption to traffic should not exceed five (5) minutes on a low volume road. Filming along freeways, expressways and divided highways is discouraged and road closures of these roadways will not be allowed.

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

Rules of Operation

Generally, approval will only be granted for filming during daylight hours and under adequate visibility conditions.

Filming operation should be planned in such a manner so as to minimize inconvenience and delays to motorists.

If the roadway must be closed or traffic disrupted for an extended period (several hours), a traffic accommodation strategy must be developed and submitted for review with the application.

Use of Highway Rules of the Road Regulation and the Traffic Safety Act will apply unless specific permission has been granted otherwise.

All production and support vehicles must be parked off the road surface unless absolutely necessary for the specific filming.

Removal or modification of any highway facilities (e.g., signs, posts, guardrails, etc.) must be approved in writing by the District Operations Manager.

The production company should keep themselves fully informed of, and comply with all applicable Federal, Provincial, and Municipal Legislation, regulations and bylaws in effect during the term of the filming. Granting of permission by Alberta Infrastructure & Transportation for this event does not excuse violation of any legislation, regulation, bylaw or act that may affect the film production.

The production company is responsible for any expenses associated with traffic control, and obtaining permits and licenses necessary for conducting a film event along provincial highways.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure &

Transportation if, in their opinion, the events present a hazard to the actors, production crew and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Actors and production crews are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.12 USE OF HIGHWAYS BY OFF-HIGHWAY VEHICLES



Preamble

These special events involve participants travelling in a group from one location to another using any kind of off-highway vehicle.

Where such travelling occurs within the highway right-of-way it is under the administration of the Minister of Infrastructure and Transportation and requires the Minister's approval.

"Off-highway vehicles" is defined to include the following:

- four-wheel drive or low pressure tire vehicles
- motorcycles and related two-wheel vehicles
- amphibious machines
- all terrain vehicles
- miniature motor vehicles
- snow vehicles
- minibikes

- any other means of transportation which is propelled by any power other than muscular power or wind (not including motor boats or any other vehicle exempted from the provisions of the Traffic Safety Act).

Organizers must apply to Alberta Infrastructure & Transportation for a Ministerial Order to stage such an event along provincial highways.

Operator and Off-Highway Vehicle Registration

All off-highway vehicles used for the event must be properly registered under the Traffic Safety Act.

The operator of the off-highway vehicle must be at least 16 years of age and, preferably, hold a valid license to operate a motor vehicle.

Route Selection

These events should not be staged along ditches of high speed, high volume roadways (i.e., freeways, expressways and divided highways).

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants must not congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start/finish area. Parking on the shoulders or side ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the highway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

The operator of an off-highway vehicle may not cross any roadway, including the parking lane or sidewalk portion of the roadway, unless:

- the operator stops the vehicle before entering or crossing the roadway.
- all passengers get out of vehicle and any vehicle or thing attached to it before the operator commences to cross.
- the operator yields the right-of-way to all other vehicles and persons on the roadway.
- the operator crosses over the roadway, or portion of the roadway, by the most direct route available.

Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the approved conditions of the event are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

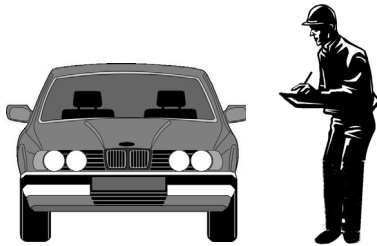
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.13 ROADSIDE TRAFFIC SURVEYS



Preamble

These are special studies during which motorists are stopped for interviews.

Roadside traffic surveys are not permitted along provincial highways unless approved by Alberta Infrastructure & Transportation.

Section 75 of the Traffic Safety Act states that the Minister may authorize persons to conduct surveys on any provincial highway under the Minister's direct control and management and during the course of conducting a survey, the person so authorized may stop motor vehicles for the purpose of questioning the occupants with respect to the survey.

As the highway traffic flow will be interrupted, causing inconvenience to the motorists, these guidelines are used to determine if the event should be permitted.

In the interest of safety for the survey crew and other road users, organizers of such events must contact Alberta Infrastructure & Transportation to confirm that the use of certain highways is acceptable and that appropriate safety measures are in place.

K14.1 Approval Conditions

In reviewing the itinerary of such an event the following factors are considered:

- type of event and government involvement
- event schedule
- number of participants and their training requirement
- nature of the study (degree of complexity, duration of interview, etc.)
- site selection and layout
- highway geometry (i.e., shoulder width, sight distances, intersection, etc.)
- traffic condition, method of control
- any other traffic-related issues

Site Selection

A survey site should be carefully selected to minimize disruption to traffic and to be safe.

If a survey requires only interviewing of selected motorists, a site where there is a roadside turnout or an off-highway facility (such as a vehicle inspection station that is not in use) may be the most suitable location. This will allow motorists who are not interviewed to bypass the study site.

Generally speaking, a suitable study location should have the following characteristics:

- located on a straight alignment, away from the influence of horizontal or vertical curves.
- clear sight lines for highway traffic approaching the study site.
- away from major intersections or cross streets to avoid interfering with sight distances for cross street traffic.

- the interview site should be on the right side of the highway to avoid motorists having to turn left into and out of the interview site.

Rules of Operation

The event must be held during daylight hours only and under adequate visibility conditions.

To minimize inconvenience and traffic delays, all interviews should be designed for timely and efficient disposition.

It should be emphasized that motorists' participation in a traffic survey is voluntary. Organizers should ask for the cooperation of motorists.

Dress Code

For their own safety, survey crew must wear hard hats and reflective vests. An identification tag with the name of the individual and the name of the company conducting the survey should be visible.

Signing and Traffic Control

Advance warning and regular signs, such as Speed Zone Ahead, Maximum Speed Limit, Flagperson Control, etc., may be required to regulate traffic during the event. Traffic control set-up may vary, depending on the nature of the survey and/or highway operating conditions. Therefore, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

All signs should be removed at the completion or suspension of the event.

Marshalling

Organizers should have responsible persons on hand to provide guidance to participants and ensure event requirements are followed.

No persons other than peace officers (including military police) and trained flagpersons should direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, the event should be suspended until conditions have improved.

The event shall be subject to suspension or termination by the R.C.M.P., the municipal police or Alberta Infrastructure & Transportation if, in their opinion, the event presents a hazard to participants or the public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.14 LIVESTOCK / TRAIL DRIVES & CROSSINGS



Preamble

Section 37(2) of the Stray Animals Act states that no person shall permit or allow any livestock owned by him or in his possession to be on a highway unless it is in his or another person's direct and continuous charge and he or that other person is competent to control the livestock.

Livestock on highways is a concern due to their unpredictable nature. The organizers of cattle or trail drives/crossings must ensure that the safety of motorists is not jeopardized during the event.

In the interest of safety for those involved and other roadway users, all persons wishing to move livestock within the highway right-of-way must contact Alberta Infrastructure and Transportation to obtain a special event permit.

The event permit application must be submitted at least 10 business days prior to the event date.

There are two types of livestock/trail drive/crossing events:

1. the routine moving of livestock between pastures for grazing purposes, and
2. the herding of livestock for promotional, fundraising, or heritage demonstration events.

Special event permits are required for the routine moving of livestock between pastures; however, applicants may obtain a single permit for multiple crossing events valid for a maximum of 5 years. After 5 years, a new permit is required. A new permit must also be obtained if there is a change to the approved conditions (i.e., change in crossing location, herd size, traffic control, etc).

All other events will require a permit for each occasion.

Approval Conditions

In reviewing the application, the department will consider the following:

- event schedule
- size of the herd to be driven, type of animals and their characteristic
- distance travelled, number of highway or railway crossings involved
- roadway geometrics
- level of traffic activities
- traffic control along the route
- any other traffic related issues

Route Selection

Routes should be selected to minimize disruption to traffic and to be safe. It is advisable to use roadways where traffic volumes are low.

Locations where the livestock will be crossing any highways should be kept to a minimum. If crossings can not be avoided, the organizer should plan crossings well in advance of the event, and have an acceptable traffic control strategy in place. The crossing should be

planned to avoid blocking the roadway for a long period of time.

If the route involves roadways under other jurisdictions, a separate approval may be required.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Livestock crossings of and drives along freeways and expressways are not permitted. This includes all four-lane divided highways.

No livestock shall be permitted on the road surface unless absolutely necessary. These situations will typically involve crossing a highway from one side of the road to another, crossing over a bridge, etc.

When such crossings are anticipated, organizers should have an adequate number of herders in place to control the cattle during the manoeuvre. A trained flagperson for each direction should be positioned at least 300 metres from the crossing point. This is to ensure that motorists have adequate distance to stop and to minimize the chances of livestock being startled by a vehicle approaching. The flagperson should remain at the crossing location until the manoeuvre is complete.

At high traffic volume locations, additional advance flagpersons should be present to slow traffic.

Escort and Signing

Adequate traffic signs are to be provided in advance of the livestock crossing/drive. A typical "Flagperson Ahead" sign and "Reduced Speed Ahead" sign positioned 100 metres and

200 metres respectively from the flagperson location are the minimum requirement for signage.

A pilot and a trail vehicle may also be required.

A sign relating to the event may be placed on these vehicles. Examples of the possible signs are shown below.

A pilot vehicle may be necessary to safely guide motorists through the event area where:

- livestock is traveling adjacent to the highway for a significant distance;
- sight distances are poor;
- geometric constraints exist; or
- the herd size would create a motorist delay in excess of 30 minutes.

Messages such as "Trail Drive", "Cattle Drive", "Horses on Highway Ahead" or similar wording are satisfactory for pilot or trail vehicle signage. These signs should have black lettering on a fluorescent orange background. Refer to Appendix D for the sign patterns.



Each vehicle should have its four-way hazard warning signals flashing at all times.

All other support vehicles should be separated from the event to avoid congestion.

The cost to provide traffic control is the responsibility of the organizer.

Depending on the size of the event and whether activities interfere with highway traffic, a more complex traffic accommodation strategy may be

required. The department will provide advice on additional requirements.

The R.C.M.P. or municipal police should be notified of non-routine events. It is desirable that police or military police be present to assist and lend authority to the operation when the crossing of a major roadway occurs.

Please note that the escort assistance by the R.C.M.P., municipal police or military police is discretionary and will depend on their availability. This will be determined by the specific police unit.

Marshalling

Organizers must have responsible persons on hand to provide assistance.

Depending on the size of the event and whether activities interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

The R.C.M.P. or municipal police should be notified of the event. It is desirable that police be present to assist and lend authority to the operation when the crossing of major roadway occurs. When trained flagpersons are used, special signing arrangements may be required.

Please note that the escort assistance by the R.C.M.P. or municipal police is discretionary and will depend on their availability. This will be determined by the specific police unit.

Suspension of Event

In case of inclement weather or poor visibility conditions, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police, military police or Alberta Infrastructure and Transportation if, in their opinion, the event presents a hazard to participants and/or the general public. Clean up action and additional conditions may be imposed where required.

Liabilities

Alberta Infrastructure and Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure and Transportation District office. A listing of District offices is provided in Appendix A.

D2.15 LANDING CROP SPRAYING AIRCRAFT ON HIGHWAYS



Preamble

There are special situations where public roadways are closed temporarily to allow crop spraying aircraft to land on the closed roadway to refill spray tanks or for other purposes. In the interest of safety for participants and other highway users, the organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain highways is acceptable and that appropriate safety measures are in place.

Approval Conditions

In reviewing the application, the following factors will be carefully evaluated.

- roadway selected for aircraft landing
- availability of air fields and other landing areas
- suitability of the road for landing
- road top width, adjacent ditches, creeks, power lines, trees or bushes along the road, cross road, etc.
- time of operation and visibility condition
- traffic accommodation must be in place for landing operation

K16.1 Roads for Landing

No provincial highways are permitted to be closed for such an operation.

For roadways under the jurisdiction of a municipality, the municipal authority must pass a bylaw to close the roads for such an undertaking. Farmers and other individuals do not have the authority to close public roads.

Adequate provision must be made to redirect traffic, which normally uses the road, including residents along the closed portion.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Proper safety procedures must be followed.

Barricades must be set up at both ends of the road to be closed.

Properly trained flagpersons may be required at barricade locations.

Signs advising of the road closure and the duration of the landing operation must be set up at strategic locations along the roadway network in the area.

The closure of a roadway must be publicized through local media. Roads should be closed only for the period when the landing operation is in effect. All barricades must be removed as soon as the operation is completed or suspended.

Additional conditions may be imposed where required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P. or municipal police if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

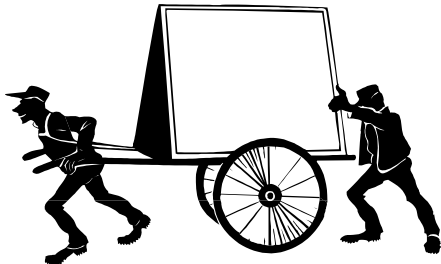
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.16 MISCELLANEOUS EVENTS



Preamble

The heading "Miscellaneous Events" on roadways includes situations where participants:

- push an object along a roadway (such as beds, bathtubs, etc.)
- move a number of horse-drawn wagons and/or horseback riders along a roadway
- stage a single person marathon for charity or other reasons (such as the Rick Hansen Man-in-Motion Tour or the Terry Fox Marathon of Hope) not fitting under any of the preceding guidelines

In the interest of safety of the participants and other highway users, the organizers of such events must contact the road authorities and/or Alberta Infrastructure & Transportation to confirm that the use of certain highways is acceptable and that appropriate safety measures are in place.

Approval Conditions

In reviewing the itinerary of such an event the following factors will be considered:

- event schedule

- expected number of participants and spectators
- animal involvement
- distance, direction of travel, roadway geometry
- level of traffic activities and traffic control along the route
- potential traffic conflicts
- any other traffic related issues

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Route Design

These events should not be staged on high speed, high volume roadways (i.e., freeways, expressways and divided highways).

Roadways having a marked shoulder (2 metre suggested minimum width) are best suited for this type of event. A large number of participants may require a wider shoulder.

The route selected should avoid left turns across on-coming traffic.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and

participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible.

Parking on the highway shoulders or ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Participants must obey all rules of the road and traffic control devices.

Participants must use the right shoulder portion of the highway for the event and keep as close to the edge of the road as practical.

Escort and Signing

An escort vehicle may travel behind participants. While escorting, a vehicle must use the right shoulder of the highway and have the hazard warning signals on at all times.

Alberta Infrastructure & Transportation may also require that adequate signs relating to the event be provided to inform motorists of what is happening.

Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure participants follow the requirements for the event.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P., municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

D2.17 USE OF HIGHWAYS BY SPECIAL INTEREST & CUSTOM BUILT VEHICLES



Preamble

Special interest and custom built vehicles may be solar/alternative energy powered vehicles, two and three wheeled vehicles of novel size or operating characteristics, vehicles designed and built from one or more donor vehicles (vehicles whose parts were used), or homebuilt vehicles.

A special interest or custom built vehicle is a vehicle the Registrar of Motor Vehicles considers may present a hazard to other highway users because of its novel size or operating characteristics. These vehicles will not have registration, and will be of a new or unique vehicle design.

Special interest and custom built vehicles may be used as a part of a special event of one of the previously described event types. The guidelines for special events of that type will apply. However, vehicles operated beyond the fixed dates and fixed routes of a special event are not eligible for a special event permit.

Testing and long term use of a special interest or custom built vehicle is not a special event. In recent years there have been an increasing number of requests to operate special interest and custom built vehicles on roadways. Vehicles used beyond a fixed date or a fixed route must

request an equipment and registration exemption from the Vehicle Safety Section of Alberta Transportation. The application form is available by request from the contact address below, or by emailing to: vehicle.safety@gov.ab.ca. The Vehicle Safety Section will review the completed application for possible temporary vehicle equipment, registration and conditions for use exemptions.

In the interest of safety of the participants and road users, organizers of such vehicle use must still contact the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place. This information should be provided to the Vehicle Safety Section of Alberta Transportation with the exemption application for review.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Transportation District office. A listing of District offices is provided in Appendix A.

For more information regarding vehicle equipment standards, and extended vehicle use, or to obtain an exemption application form, please contact:

Alberta Transportation
 Transportation Safety Services Division
 Vehicle Safety and Carrier Services
 Branch
 Vehicle Safety Section
 Attn: Howard Greenway
 Main Floor, Twin Atria Building
 4999 – 98 Avenue
 Edmonton, Alberta
 T6B 2X3
 780-427-7573
 Fax: 780-422-2721

APPENDICES

APPENDIX A

Listing of Alberta Infrastructure & Transportation District Offices

APPENDIX A – Listing of Alberta Infrastructure & Transportation District Offices

District	Address	Phone	Fax
Lethbridge	3rd Floor, Administration Building 909 - 3 Avenue N. Lethbridge, AB T1H 0H5	(403) 381-5426	(403) 382-4412
Calgary	2nd Floor, Willowglen Business Park 803 Manning Road N.E. Calgary, AB T2E 7M8	(403) 297-6311	(403) 297-7682
Hanna	Provincial Building 401 Centre Street Hanna, AB T0J 1P0	(403) 854-5550	(403) 854-3086
Red Deer	4 th Floor, Provincial Building 4920 - 51 Street Red Deer, AB T4N 6K8	(403) 340-5166	(403) 340-4876
Vermilion	Provincial Building 4701 - 52 Street Vermilion, AB T9X 1J9	(780) 853-8178	(780) 853-8270
Stony Plain	2 nd Floor, Provincial Building 4709 - 44 Avenue Stony Plain, AB T7Z 1N4	(780) 963-5711	(780) 963-7420
Edson	2 nd Floor, Provincial Building 111 - 54 Street Edson, AB T7E 1T2	(780) 723-8250	(780) 723-8387
Athabasca	Unit #2 Jewell Building 3603 - 53 Street Athabasca, AB T9S 1A9	(780) 675-2624	(780) 675-5855
Grande Prairie	1 st Floor, Provincial Building 10320 - 99 Street Grande Prairie, AB T8V 6J4	(780) 538-5310	(780) 538-5384
Peace River	3 rd Floor, Provincial Building 9621 – 96 Avenue Peace River, AB T8S 1T4	(780) 624-6280	(780) 624-2440

APPENDIX B

Application to Hold a Special Event on Highways

APPLICATION TO HOLD A SPECIAL EVENT ON HIGHWAYS

<p>_____ Name of Organization / Event</p> <p>_____ _____ _____ _____ Address</p> <p>_____ Application Date</p>	<p>_____ Requesting Agency / Organizer</p> <p>_____ Contact Person</p> <p>_____ Title</p> <p>1. _____ 2. _____ Phone # (including cellular, if available)</p> <p>_____ Pager # Fax #</p> <p>For urgent communication during event:</p> <p>_____ On-site (day of) contact person</p> <p>_____ Phone # (on-site cellular)</p>
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The above noted organization requests the use of _____
(Highway Name and Nos.)

between _____ and _____
(landmark) (landmark)

Dates for event: _____
Times for event: From: _____ To: _____

Approval received from other municipality and/or agency:
(Provide conditions if applicable)

Description of Proposed Special Event:

The following information may be provided on separate sheets and attached to this application form:

- Describe the event and outline its purpose and/or scope.
- Describe the capabilities and the age range of participants.
- Provide a traffic accommodation strategy for the event.
- Provide details on traffic control person/devices, expected size of crowd/spectators, animal involvement and their experience in traffic if relevant, number of escort vehicles, etc.

I/We hereby apply for permission to conduct a special event on a provincial highway(s) in accordance with the particulars, plan, and traffic accommodation strategy submitted herewith. I/We understand that a submission of this form constitutes an application only and the event may not commence until approval is issued. I/We understand that Alberta Infrastructure and Transportation assumes no responsibility for whatever may occur during or as a result of the event.

Signature of Applicant

Date

APPENDIX C

Sign Patterns

1. CAUTION WALKATHON IN PROGRESS Sign Pattern
2. CAUTION FOOTRACE IN PROGRESS Sign Pattern
3. CAUTION BIKEATHON IN PROGRESS Sign Pattern
4. CAUTION BIKE TOUR IN PROGRESS Sign Pattern
5. Advance CYLCING Event Sign Pattern
6. CAUTION CYCLE RACE IN PROGRESS Sign Pattern
7. CAUTION CYCLE TIME TRIAL IN PROGRESS Sign Pattern
8. CAUTION RELAY RUNS IN PROGRESS Sign Pattern
9. CAUTION TRIATHLON IN PROGRESS Sign Pattern
10. CAUTION BIATHLON IN PROGRESS Sign Pattern
11. ROAD CLOSURE Sign Pattern
12. TRAIL DRIVE Sign Pattern
13. CATTLE DRIVE Sign Pattern
14. HORSES AHEAD Sign Pattern


**CAUTION WALKATHON
IN PROGRESS SIGN**

1



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION FOOTRACE
IN PROGRESS SIGN**

2



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	

**CAUTION BIKEATHON
IN PROGRESS SIGN**


3



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE		
DIMENSIONS (mm)		1000 x 800
ENLARGEMENT FACTOR		6 x
COLOUR		
BACKGROUND	BORDER	MESSAGE / SYMBOL
ORANGE	BLACK	BLACK




**CAUTION BIKE TOUR
IN PROGRESS SIGN**

4



Lettering:


150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	



Lettering:

125 mm C Series
 80 mm Em Series
 60 mm Em Series

SECTION REFERENCE			
DIMENSIONS (mm)		1200 x 1000	
ENLARGEMENT FACTOR		10 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION CYCLE RACE
IN PROGRESS SIGN**

6



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION CYCLE TIME TRIAL
IN PROGRESS SIGN**

7



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION RELAY RUNS
IN PROGRESS SIGN**

8



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION TRIATHLON
IN PROGRESS SIGN**

9



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	


**CAUTION BIATHLON
IN PROGRESS SIGN**

10



Lettering:

150 mm / 125 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		1000 x 800	
ENLARGEMENT FACTOR		6 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	

ROAD CLOSURE

SAT. APR. 29 2003

10:00 - 24:00 hrs.


**ROCKY MOUNTAIN
CAR RALLY**

Lettering:

125 mm Em Series


100 mm Em Series

100 mm C Series

SECTION REFERENCE			
DIMENSIONS (mm)		2250 x 1200	
ENLARGEMENT FACTOR		13 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	




150 mm C Series Lettering

SECTION REFERENCE			
DIMENSIONS (mm)		750 x 600	
ENLARGEMENT FACTOR		5 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	




150 mm C Series Lettering

SECTION REFERENCE			
DIMENSIONS (mm)		750 x 600	
ENLARGEMENT FACTOR		5 x	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
ORANGE	BLACK	BLACK	



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