Date: February 12, 2019

Report No.: 2019-58

To: Chair and Members
Committee of the Whole – Operations and Administration

From: E. (Beth) Goodger, General Manager
Public Works Commission

1.0 Type of Report

Consent Item [X]
Item For Consideration []

2.0 Topic    Temporary Road Closures – February 2019 [Financial Impact - None]

3.0 Recommendation

That Report 2019-58 titled “Temporary Road Closures – February 2019”, which outlines the following events, BE RECEIVED for information:

A. Frosty Fest (Saturday, February 16 – Monday, February 18, 2019)
B. Coldest Night of the Year Walk-a-thon (Saturday, February 23, 2019)
C. Chili Cook Off (Sunday, February 24, 2019)

4.0 Purpose and Overview

To provide Council with an update on temporary road closures approved by the Engineering Services Department associated with community events approved by the Special Events Advisory Team (SEAT).
5.0 Background

Special events in the City are reviewed and approved by SEAT. When SEAT determines a lane/road closure is necessary, the Engineering Services Department reviews, approves and coordinates the closure as outlined in Public Works Policy-015. The Temporary Road Closures Policy (PW-015) for Social, Recreational, Athletic, Community and Cinematographic Events was last updated in Report No. PW2018-029 in May, 2018. The Policy update was completed to reflect the current organizational structure and provide the ability to delegate authority in an effort to increase efficiency. Event organizers are required to provide written notification to abutting property owners to comply with the policy.

6.0 Corporate Policy Context

To promote and support community organizations in providing programs and services for Brantford area residents.

7.0 Input From Other Sources

Applications to hold special events on City property are reviewed by SEAT. When SEAT decides a lane/road closure is necessary, Engineering Services is responsible for the technical coordination of traffic logistics.

Where temporary road closures are required, Ward Councillors and the Mayor are notified by memo following receipt of the request from the organizations. The Ward Councillors had no objections to the temporary road closures in their respective Wards.

While not all the following events require road closures because they are moving events on public roads or sidewalks, there will be some impact to vehicular and pedestrian traffic due to the number of participants in the event. Where applicable, the Police may elect to implement full closures on the day of the event for security reasons.

8.0 Analysis

<table>
<thead>
<tr>
<th>A. Frosty Fest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: Saturday, February 16 – Monday, February 18, 2019</td>
</tr>
<tr>
<td>Time: 6pm on Saturday to 8pm on Monday</td>
</tr>
<tr>
<td>Cost: $1,750 (%1,450 from Operational Services, $300 from</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
</tbody>
</table>
| Engineering Services (Dalhousie Street)    | February 23, 2019     | 5pm to 8pm  | $300 ($200 from Operational Services, $100 from Engineering Services) | Harmony Square                                                          | Dalhousie Street from George Street to Queen Street  
|                                             |                       |              |                                           |                                                                          | Market St from Darling Street to Dalhousie Street  
|                                             |                       |              |                                           |                                                                          | Southbound George Street from Darling St to Dalhousie Street          |
| Coldest Night of the Year Walk-a-thon      | February 23, 2019     | 5pm to 8pm  | $300 ($200 from Operational Services, $100 from Engineering Services) | West Street, Henry Street, Brock Street, Elgin Street, Murray Street, Colborne Street and Market Street | None – Event takes place on sidewalks |
| Chili Cook Off                             | February 24, 2019     | 7am to 4pm  | $1,050 ($800 from Operational Services, $250 from Engineering Services) | Harmony Square                                                          | Dalhousie Street from Market Street to Queen Street  
|                                             |                       |              |                                           |                                                                          | Southbound Market Street from Darling Street to Dalhousie Street      |

### 9.0 Financial Implications

Processing the applications, preparation of reports to Council, coordinating and obtaining approvals from various departments, attending coordination meetings and creating work orders are required for all proposed right-of-way occupancies. Costs to Engineering Services Department for the administration of events can range from $100 for events requiring sidewalk closures to $1,200 for large scale events requiring multiple road closures.

Barricades, portable road closed signs, traffic cones, and temporary no parking signs are required for the proposed road closures. For smaller events, the cost to Operational Services for delivery and retrieval of barricades, portable signage, traffic cones, and labour, ranges from $500 to $2,000 for each event, depending on the magnitude, location and timing of the road closure.
With respect to the number of temporary Road Closures required for larger events such as the Rotary Brantford Classic Run or Santa Claus Parade, the cost to Operational Services for making, installing, and ultimately removal of the advisory, detour and no parking signs, as well as, deliver and pick-up the barricades and portable road closed signs is approximately $4,000 - $7,500.

In accordance with Public Works Policy-015 there are no fees collected for temporary road occupancies for social, recreational, athletic, or community social events.

Internal operating costs for these three (3) events outlined in this report are estimated at $3,100 and will be funded from the operating budgets of both Operational Services and Engineering Services. The total estimated costs included in Reports to Council to date in 2019 for temporary road closures related to special events, including the estimated costs in report 2019-58, are $3,100.

10.0 Conclusion

The above noted temporary road closures have been approved by the Engineering Services Department, subject to the following:

- Provision of a Certificate of Insurance with Commercial General Liability coverage in the minimum amount of $2,000,000 per occurrence and naming “The Corporation of the City of Brantford” as an Additional Insured. Note: For events with fireworks, insurance coverage must be $5,000,000 per occurrence;

- Provision of written notification to all residents and businesses on abutting streets advising of the road closure;

- Provision of a copy of notification to the Police and Fire Departments, Brantford Transit, the Ambulance Service and other City Services;

- Provision of a copy of notification for Business Improvement Area (BIA) (required for events held in Downtown area);

- Provision of a Fire Route Plan (6.0m wide traffic aisle included) approved by the Brantford Fire Department that details the use/layout of the street section to be closed for the event;
• Provision of an approved Special Events Permit Application from the Brantford Police Service for events requiring the removal of on-street parking.

R. Loukes, P. Eng., PTOE  
Director, Engineering Services

E. (Beth) Goodger  
General Manager, Public Works Commission

T. Ku, P. Eng., PTOE  
Manager, Transportation Services

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required  [ ] yes  [X] no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk  [ ] yes  [X] no

Is the necessary by-law or agreement being sent concurrently to Council?  [ ] yes  [X] no