Date May 14, 2019

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 – May/June 2019 [Financial Impact – None]

3.0 Recommendation

That Report 2019-270 titled “Temporary Road Closures – May/June 2019”, which outlines the following events, BE RECEIVED for information:

A. Sikh Association Khalsa Day Parade (Sunday, May 12, 2019)
B. Brant United Way Giant Warehouse Sale (Saturday, May 25, 2019)
C. Glenhyrst Family Arts Day (Sunday, May 26, 2019)
D. Jim Walsh Bike Ride for Help a Child Smile (Sunday, May 26, 2019)
E. Maria SS Della Libera Street Procession (Sunday, May 26, 2019)
F. Walter Gretzky Street Hockey Tournament (Friday, May 31 – Sunday, June 2, 2019)
G. Runner’s Den Phlox Run (Sunday, June 9, 2019)
H. Heart and Stroke Bid Bike Ride (Monday, June 10, 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 objection to the temporary road closures in their respective Wards.

While not all of 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>Event Description</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
<th>Location</th>
<th>Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sikh Association Khalsa Day Parade</td>
<td>Sunday, May 12, 2019</td>
<td>1:30pm to 4pm</td>
<td>$430 ($250 from Operational Services, $180 from Engineering Services)</td>
<td>Parade starts and ends at 483 Park Road North</td>
<td>Rolling closure along Park Road North (Dunsdon St to West St); West Street (Park Road N to Fairview Dr); Fairview Drive (West St to Memorial Dr); Memorial Drive (Fairview Dr to Dunsdon St); Dunsdon Street (Memorial Dr to Park Rd N); No Parking will be posted along route</td>
</tr>
<tr>
<td>B. Brant United Way Giant Warehouse Sale</td>
<td>Saturday, May 25, 2019</td>
<td>6am to 6pm</td>
<td>$2,740 ($2,560 from Operational Services, $180 from Engineering Services)</td>
<td>Lion’s Park</td>
<td>No Road Closures; No parking will be posted throughout neighbourhood.</td>
</tr>
<tr>
<td>C. Glenhyrst Family Arts Day</td>
<td>Sunday, May 26, 2019</td>
<td>11am to 4pm</td>
<td>$180 ($90 from Operational Services, $90 from Engineering Services)</td>
<td>Glenhyrst Art Gallery</td>
<td>No Road Closures; No Parking will be posted along Ava Road</td>
</tr>
<tr>
<td>D. Jim Walsh Bike Ride for Help a Child Smile</td>
<td>Sunday, May 26, 2019</td>
<td>8am to 1pm</td>
<td>$725 ($500 from Operational Services, $225 from Engineering Services)</td>
<td>Ride starts and ends at Knights of Columbus Hall</td>
<td>Ballantyne Drive Closure and shared use trail to be coned off along Oakhill Drive &amp; Kerr Shaver Terrace</td>
</tr>
<tr>
<td>E. Maria SS Della Libera Procession</td>
<td>Sunday, May 26, 2019</td>
<td>2:30pm to 4pm</td>
<td>$380 ($200 from Operational Services, $180 from Engineering Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Walk starts and ends at St. Mary’s Church</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closures:</td>
<td>Rolling Closure along Murray Street (Colborne St to Dalhousie St); Dalhousie Street (Murray St to Alfred St); Alfred Street (Dalhousie St to Colborne St); Colborne Street (Alfred St to Murray St); No Parking will be posted along route</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**F. Walter Gretzky Street Hockey Tournament**

| Date: | Friday, May 31 – Sunday, June 2, 2019 |
| Time: | 12pm on Friday until 8pm on Sunday |
| Cost: | $2,440 ($2,260 from Operational Services, $180 from Engineering Services) |
| Location: | Lion’s Park |
| Closures: | No Road Closures; No parking will be posted throughout neighbourhood |

**G. Runner’s Den Phlox Run**

| Date: | Sunday, June 9, 2019 |
| Time: | 7am to 1pm |
| Cost: | $410 ($320 from Operational Services, $90 from Engineering Services) |
| Location: | All runners start and end at Brant Park |
| Closures: | No Road Closures; Bike lane on south side of Hardy Road will be coned off from the SC Johnson Trail to the Grand Valley Trail |

**H. Heart and Stroke Big Bike Ride**

| Date: | Monday, June 10, 2019 |
| Time: | 11:30am to 8pm |
| Cost: | $90 ($0 from Operational Services, $90 from Engineering Services) |
| Location: | 84 Lynden Rd (Montana’s Restaurant) |
| Closures: | No Road Closures; |

### 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 eight (8) events outlined in this report are estimated at $7,395 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 2019-270, are $19,155.

10.0 Conclusion

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

- 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
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