Date: November 12, 2019

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

From: Russ Loukes, P.Eng., Acting General Manager
Public Works Commission

1.0 Type of Report

Consent Item [X]
Item For Consideration [ ]

2.0 Temporary Road Closures – November 2019 [Financial Impact – None]

3.0 Recommendation

THAT Report 2019-686 titled “Temporary Road Closures – November 2019” BE RECEIVED, which outlines information on the following events:

A. HOPE Fundraising Walk (Saturday, October 5, 2019)
B. Five Oaks Walk-a-thon (Saturday, October 5, 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. Special Events Advisory Team (S.E.A.T): A team of City staff representing various departments, working together to provide support and guidance for Event Organizers, while ensuring public safety and adherence to applicable City policies and procedures. 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

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<thead>
<tr>
<th>A. HOPE Walk for Mental Health</th>
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<tr>
<td>Date</td>
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<td><strong>B. Five Oaks Walk-a-thon</strong></td>
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| Date: | Saturday, October 5, 2019 |
| Time: | 10am to 1pm |
| Cost: | $680 ($500 from Operational Services, $180 from Engineering Services) |
| Location: | Mohawk Chapel to Five Oaks Centre |
| Closure: | Ballantyne Dr from Colborne St W to Spalding Dr |

All of the above events have already taken place. The information was not available at the time to include in the report that went to the 8 October 2019 Committee of Whole –Operations and Administrations meeting

### 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 two (2) events outlined in this report are estimated at $950 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 2019-686, are $35,500.

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.

Inderjit Hans, P. Eng., Acting Director
Engineering Services

Russ Loukes, P. Eng., PTOE
Acting General Manager, Public Works Commission

Ting 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