SUBJECT: Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009a) - (City Wide)

RECOMMENDATION:

(a) That Item 18 of Committee of the Whole Report 02-001, approved by Council on January 9, 2002, respecting Delegated Authority to Close Roadways for Special Events within the City of Hamilton, be amended by removing conditions (d), (f), and (g) which read as follows:

"(d) The event does not exceed a one-day duration;
(f) No alcohol will be served as part of the event;
(g) No fireworks are associated with the event;"

(b) That the General Manager of Public Works, or his designate, be delegated the authority to approve all full road closures related to special events, including those that exceed a one-day duration and involve alcohol and/or fireworks, provided the event was approved by Council in its first year, and comply with all other conditions (other than those noted in sub-section (a)), as outlined in Report TOE02009 (attached as Appendix "A" to Report TOE02009a).

EXECUTIVE SUMMARY:

Staff are required to submit a report to the Public Works Committee for any first time event that requires a road closure, and to submit reports for any events with a road closure that involves alcohol or fireworks as part of the event or for those events that
have made a significant change to their location. Staff have delegated authority to authorize all other repeat events that require road closures. This procedure is as per the requirements set out in the report dated December 21, 2001, entitled "Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009)". Preparation of reports requires both Public Works and Clerks staff time, as well as the attention of the Public Works Committee. The process of preparing a report and submitting it for approvals also has a five to six week minimum lead time. In order to simplify and expedite the process, staff are recommending that added authority be extended to the General Manager of Public Works to authorize the road closure for non-controversial repeat events that take place in the same location as the previous year, even if alcohol or fireworks are involved as the current policy requires a new report be submitted year after year.

The delegation of such authority would only occur when events meet the following conditions:

- events have been approved by the Special Events Advisory Committee (SEAT) and conform to the policies and procedures contained in the City’s Guidelines for Special Event Planning.
- a Council report has been approved in the first year of the event granting the event organizers permission to close the roadway.
- no problems associated with the event were reported in the previous year.
- the location of the event has not changed from the previous year.
- a positive response is received from the Ward Councillor(s) affected by the event.

In any other case, a report will be presented to Committee and Council for approval.

**BACKGROUND:**

The information/recommendations contained within this report have city-wide implications.

Currently, committee reports are required for any first time special event that takes place on a city roadway that requires a full closure of a road. Events with road closures that have changed their location significantly or that involve alcohol or fireworks as part of the event also require the preparation and approval of a Council report each subsequent year. The lead time required to prepare a report is a minimum of five to six weeks.

To improve the quality of service, and to streamline the administrative process for Council, staff recommend that formal reports not be prepared for repeat events with a road closure if they have been previously successful without any complaints and the location has not significantly changed even if alcohol or fireworks are part of the event structure. Instead, staff propose to formally poll, in advance, the affected members of Council about the events taking place in their respective Wards, by e-mail or memorandum, prior to the event.

Reports will continue to be submitted respecting all first time events with a road closure and those that have significantly changed their location or have experienced operational issues in previous years.
ANALYSIS/RATIONALE:

The proposed change would transfer a minimum of seven reports annually (see examples listed below) from report status to delegated authority, expedite the approval of events and improve overall service delivery:

- Slainte St. Patrick’s Day (March)
- Westdale BIA Event (June)
- Hess Village Events (June, July, September)
- Mustard Festival (August)
- Cactus Festival (August)
- Locke Festival (September)
- Westitalia Street Festival (September)

ALTERNATIVES FOR CONSIDERATION:

One alternative would be to do nothing. However, streamlining the approval process through delegated authority provides a higher level of service to the public and less burden on Council and staff as special event road closure approvals can be implemented more efficiently.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The changes will not impact on current staffing levels, but should help to reduce the response time on other projects and requests.

POLICIES AFFECTING PROPOSAL:

This report amends the report dated December 21, 2001 entitled “Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009)".

This incentive supports the “Innovate Now” Public Works Strategic Plan. The community will experience a higher level of service due to greater efficiency and a streamlined process, as outlined in the vision goals. The goal of “mutually beneficial charters with external customers” is supported.

This report generally supports the objection of Focus Area No. 1 (Skilled, Innovative & Respectful Organization) within the Corporate Strategic Plan.

RELEVANT CONSULTATION:

The Special Events Advisory Team (SEAT) has approved this change in procedure and will update their policy and procedures accordingly.

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, and economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Community Well-Being is enhanced. ☑ Yes ☐ No
Public services and programs are delivered in an equitable manner, coordinated, efficient, effective and easily accessible to all citizens.
Services would be delivered in a more efficient manner.

Environmental Well-Being is enhanced. ☐ Yes ☑ No
Economic Well-Being is enhanced.  ☐ Yes  ☑ No

Does the option you are recommending create value across all three bottom lines?
  ☐ Yes  ☑ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants?
  ☐ Yes  ☑ No
CITY OF HAMILTON

- RECOMMENDATION -

DATE: December 12, 2001
Author: G. Kirchknopf

REPORT TO: Mayor and Members
Committee of the Whole

FROM: Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

SUBJECT: Delegated Authority to Close Roadways for Special Events
Within the City of Hamilton (TOE02009) - (Affects Entire City)

RECOMMENDATION:
That the General Manager of Transportation, Operations & Environment, or designate,
be delegated the authority to implement full road closures related to special events on
roadways, as long as:

a) The event conforms to the policies and procedures contained in the City's
Guidelines for Special Event Planning.

b) The event is in the same basic location as the previous year.

c) The event takes place during the same time of day/day of week as
previously.

d) The event does not exceed a one day duration.

e) No problems were reported with the event in the previous year.

f) No alcohol will be served as part of the event.

g) No fireworks are associated with the event.
CORPORATE IMPLICATIONS:

All financial aspects of special events requiring road closures have been consolidated in the grants program.

Legal Services advises that, under the Municipal Act, Council is empowered to delegate the authority for road closures, as long as specific conditions have been placed on the applicant.

ANALYSIS:

N/A

SUSTAINABLE DEVELOPMENT:

(Vision 2020, adopted by Regional Council as its vision for the future of Hamilton-Wentworth and endorsed by the Transition Board as the basis of a vision for the "New" City of Hamilton, embodies the concept of a sustainable community which is an equal balance of the economy, the environment, and social/health factors in all municipal decision-making.)

The City of Hamilton recognizes the importance of special events in enhancing quality of life, tourism, culture, recreation, and education and in providing economic benefits to local businesses.

BACKGROUND:

The information/recommendations contained within this report have City wide implications.

At present, all special events requiring a full road closure are referred to Committee of the Whole and Council for approval. In an effort to streamline the approval process, and provide a better level of service to the residents of the New City of Hamilton, it is recommended that the authority for approval of a limited group of routine special events road closures be delegated to staff.

Approximately 40 special events requiring full road closures occur in the City of Hamilton each year. The implementation of the proposed delegated authority would affect about one-half of these events.

Previously, the reports served the dual purpose of securing Council authority to close a road and authorizing the expenditure of civic funds on support activities such as barricades, information signs, HSR rerouting, and lost parking revenue. With the consolidation of all financial aspects of special events under the grants process for 2002, future reports will be strictly for the purpose of authorizing the closure of roads.

All applications that are to be approved using the delegated authority method will be required to follow the Guidelines for Special Events on Roadways. These guidelines were in place for the former City of Hamilton and Region of Hamilton-Wentworth, and ensure that events are conducted properly and that the interests of the City and adjacent residents and businesses are protected. As per the advice from Legal Services, this will ensure that clear conditions have been placed on the event.

For each special event that will receive approval for a road closure through delegation of authority, a copy of the application will be forwarded to the Council member(s), representing the ward(s) in which the event will occur.
Any new or first time special events requiring a full closure of a roadway within the City of Hamilton will be brought to Committee for approval. The process for designating the authority will only apply to special events on roadways that have very similar conditions to previous years. This should ensure that the events reoccur without controversy. It is suggested that delegated authority apply only to events that meet all of the following conditions:

- Events conforming to the policies and procedures contained in the City’s Guidelines for Special Event Planning
- Events of one day duration or less
- Located in the same basic location as previous events
- Held during the same time period as in the previous year
- No problems associated with the event reported in the previous year
- No alcohol to be served
- No fireworks to be used

In any other case, a report will be presented to Committee, as is now the process.

G. Kirchknopf (Extension 4577)