



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
**Engineering Services Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	January 16, 2017
<b>SUBJECT/REPORT NO:</b>	Delegated Authority to Temporarily Close Roadways for Special Events (TOE02009b) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Rich Shebib (905) 546-2424, Extension 3909
<b>SUBMITTED BY:</b>	Gary Moore, P.Eng. Director, Engineering Services Public Works
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the General Manager of Public Works, or his designate, be delegated the authority to approve all temporary full road closures related to special events;
- (b) That this report replace “Delegated Authority to Close Roadways for Special Events (TOE02009a)” approved by Council on January 21, 2009.

**EXECUTIVE SUMMARY**

Currently staff are required to submit a report to the Public Works Committee for any first time event that requires a road closure as per Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009a).

Staff have delegated authority to authorize all other temporary road closures related to repeat special events, filming and construction.

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 all temporary road closures.

The delegation of such authority would only occur when events are approved by the Special Events Advisory Team, and the local area councillor has been made aware of the temporary road closure.

**Alternatives for Consideration – See Page 3**

*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: All other City of Hamilton costs associated to road closures for special events are recovered through permit fees and external billing.

Staffing: N/A

Legal: N/A

**HISTORICAL 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 temporary full closure of a road. 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 required for first time special events with a temporary road closure as long as they have been approved by the Special Event Advisory Team, and that the area councillor is made aware of the temporary road closure.

Delegated Authority Letters as approved by the General Manager of Public Works, or designate, will continue to be conditional upon the following,

- a) That the city may revoke this temporary road closure at any time to gain access for emergency services.
- b) That no property owner or resident within the barricaded area be denied access to their property upon request.
- c) That all warning boards and detour signs manufactured and installed by the City of Hamilton in advance of the closure be at the expense of the applicant.
- d) That the applicant notify all property owners and tenants affected by the closure a minimum of 2 weeks in advance. The notice must be in a form acceptable to the General Manager of Public Works or designate and contain a 24-hour contact name and telephone number.
- e) That a Traffic Control Plan be submitted in advance of the closure in a form acceptable to the General Manager of Public Works or designate. The plan must conform to “Ontario Traffic Manual Book 7 – Temporary Conditions” with all costs the responsibility of the applicant.
- f) That the applicant pay the required full road closure fee made payable to “The City of Hamilton” prior to road closure.
- g) That the applicant provide proof of \$2,000,000 public liability insurance naming the City of Hamilton as an added insured party with a provision for cross liability,

and holding the City of Hamilton harmless from all actions, causes of action, interests, claims, demands, costs, damages, expenses and loss.

- h) That the applicant ensure that clean-up operations be carried out immediately before the re-opening of the roads, to the satisfaction of the General Manager of Public Works or designate at the expense of the applicant.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

This report amends the report dated January 21, 2009 entitled “Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009a)”.

This report aligns with the Public Works Strategic Plan by being a leader and steward of community events and is mutually beneficial with external customers and enhancing tourism.

### **RELEVANT CONSULTATION**

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

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The proposed change would allow for events to take place that may not have the required lead time, reduce staff time, and expedite the approval of events and improve overall service delivery.

### **ALTERNATIVES FOR CONSIDERATION**

Council may elect to deny the delegated authority and maintain the status quo.

### **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

#### **Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

#### **Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

#### **Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

#### **Clean and Green**

*Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.*

#### **Built Environment and Infrastructure**

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*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

**Culture and Diversity**

*Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.*

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

N/A