



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Engineering Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	June 5, 2017
SUBJECT/REPORT NO:	Delegated Authority to Close Roadways for Special Events within the City of Hamilton - SEAT Process (TOE02009d) (City Wide) (Outstanding Business List)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rich Shebib (905) 546-2424, Extension 3909
SUBMITTED BY:	Gary Moore, P.Eng. Director, Engineering Services Public Works
SIGNATURE:	

RECOMMENDATION

- (a) That the matter respecting the process used by the Special Events Advisory Team (SEAT) to approve events be referred to Planning and Economic Development staff for a full report to the General Issues Committee about the process and the various steps involved in approving SEAT applications;
- (b) That the report about the SEAT process also include an overview and / or recommendations on how the Ward Councillor can be consulted during the application process;
- (c) That the outstanding business list item referring to “Delegated Authority to Close Roadways for Special Events within the City of Hamilton - SEAT Process” be removed.

EXECUTIVE SUMMARY

An Information Report “Delegated Authority to Temporarily Close Roadways for Special Events” reached Public Works Committee on February 27, 2017. This report was requested by Public Works Committee to further detail the request for Delegated Authority for new Special Event Road Closures.

A discussion resulted in the matter being referred to Planning and Economic Development staff for a full report to the General Issues Committee about the SEAT process and the various steps involved in approving event applications. The report will

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.

**SUBJECT: Delegated Authority to Close Roadways for Special Events within the
City of Hamilton - SEAT Process
(TOE02009d) (City Wide) - Page 2 of 3**

also include an overview and / or recommendations on how the Ward Councillor can be consulted during the application process.

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

Staff are required to submit a report to the Public Works Committee for any “new event” that requires a temporary road closure as per Delegated Authority to Close Roadways for Special Events within the City of Hamilton (TOE02009a). Staff currently have delegated authority to authorize all other temporary road closures related to “annual” special events, filming and construction.

A report requesting full Delegated Authority was submitted to Public Works Committee on January 16, 2017. The report was tabled pending an information report on the process to engage the Councillors.

An Information Report “Delegated Authority to Temporarily Close Roadways for Special Events” reached Public Works Committee on February 27, 2017. A discussion between several Councillors resulted in the Information Report being referred to Planning and Economic Development staff for a full report to the General Issues Committee about the process and the various steps involved in approving SEAT applications. The report will also include an overview and / or recommendations on how the Ward Councillor can be consulted during the application process.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

The Special Events Advisory Team.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

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

The Committee’s concern was with the overall approval of the event which lies with the SEAT Committee and the Councillor’s involvement with that decision. Hence the referral to PED Committee and SEAT.

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

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