

CITY OF HAMILTON MOTION

General Issues (Budget) Committee: January 30, 2024

MOVED BY COUNCILLOR C. KROETSCH

SECONDED BY COUNCILLOR M. TADESON.....

Internal Facilitation of Special Events including Traffic Control Plans as per Ontario Traffic Manual (OTM) Book 7 and Implementation of Temporary Road Closures for Event Organizers

WHEREAS, the City of Hamilton phased out the preparation of Traffic Control Plans as per Ontario Traffic Manual (OTM) Book 7 by Qualified Persons, implementation of the temporary road closure with associated Roads and Traffic Plans in 2012 due to emergency response requirements, safety and liability risks, road maintenance priorities throughout the City, and staffing shortages due to the volume of events;

WHEREAS, the Special Events Advisory Team (SEAT), led by Healthy and Safe Communities (H&SC) is a cross-departmental team that is comprised of City of Hamilton staff from 15 municipal divisions to facilitate and support public events taking place on City property and, in some cases, events on private property that have a significant impact on City services;

WHEREAS, SEAT ensures that these events have all the necessary permits, permissions, and insurance so that events are safe for organizers, participants, the corporation, and citizens;

WHEREAS, in 2023, there were 170 major events and 250 community-level events, with a yearly average of approximately 400 events each year;

WHEREAS, event organizers are responsible for paying for various City-issued permits and licences, providing the City with proof of insurance from a 3rd party insurer, are responsible for the preparation of Traffic Control Plans as per OTM Book 7 to support all events that require a temporary closure, plus the implementation of temporary closures once approved;

WHEREAS, the City Enrichment Fund (CEF), launched in 2015, after transitioning from the Community Partnership Program (CPP), the fund provides grants to not-for profit organizations, charities, and community groups across seven program areas, Agriculture, Arts, Communities, Culture and Heritage (CCH), Community Services, Environment, Sport and Active Lifestyle that deliver a variety of services and programs throughout the city; and

WHEREAS, each year organizations are invited to submit grant applications in support of these services and programs, which are evaluated by internal and external teams. In 2023, 337 applications received funding in the amount of \$6,559,227 approved by Council to be used towards project, programs, and operations of the various applications. These include in some cases event fees (e.g. traffic control plans, road closures, off-duty police support).

THEREFORE, BE IT RESOLVED:

That the General Managers of Public Works and Planning and Economic Development, be directed to report back to the General Issues Committee with an Information Report by the second quarter of 2024 on the following:

- (i) That City staff investigate any potential savings that may exist in transferring the responsibility of the event coordination in-house to the current SEAT model; referencing any other similar situations where there has been a historic need for a particular type of external advice;
- (ii) That the resources (staffing, material and vehicle costs) and processes required for a cross-departmental City of Hamilton Team to facilitate all processes, including the Traffic Control Plans associated with the implementation of temporary closures for Event Organizers be identified as part of this review;
- (iii) That the Hamilton Police Services be consulted with and resources (staffing and material costs) and processes be outlined as part of this process if to be facilitated by the City of Hamilton as part of this review;
- (iv) That the Legal & Risk Management Services Division be consulted with to identify risks, liability and insurance costs if to be facilitated by the City of Hamilton as part of this review; and
- (v) That staff identify as part of the review any opportunities for fee reductions or cost recoveries.