



Subject: Elgin Street Road Closure – Port Colborne High School 100 Year Anniversary

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-149

Meeting Date: August 15, 2023

Recommendation:

That Office of the Chief Administrative Officer Report 2023-149 be received;

That the Council of The Corporation of the City of Port Colborne hereby deems the Port Colborne High School 100 Year Anniversary as a municipally significant event and supports the application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit;

That a section of Elgin Street, between Steele Street to the west and Fielden Avenue to the east, be approved for a road closure during the following dates and times:

- September 23, 2023 from 8:00 a.m. through 11:59 p.m.
- September 24, 2023 from 12:00 a.m. through 8:00 a.m.;

That a Noise By-law Variance be approved for the Port Colborne High School 100 Year Anniversary on September 23, 2023; and

That the fees for a road closure, Noise By-law Variance, and fire prevention assistance be waived.

Purpose:

The purpose of this report is to present requests from the organizing committee of the Port Colborne High School 100 Year Anniversary for a temporary (24-hour) road closure on a section of Elgin Street, a Noise By-law Variance, and the waiving of fees associated with hosting their event on September 23, 2023.

Background:

Port Colborne High School is celebrating a milestone anniversary this year, and a group of alumni have formed a committee to plan festivities on September 23, 2023. In addition to an all ages open house happening inside the high school building, a live music stage as well as food and (alcoholic) beverage vendors will be set up outdoors on Elgin Street in an effort to encourage alumni and other attendees to congregate, socialize, and reminisce. Tickets are required for anyone 19 years of age and older who will be entering and exiting the licensed area – designated as such through a Special Occasion Permit from the AGCO (Alcohol and Gaming Commission of Ontario) – on Elgin Street.

The City's festivals and events insurance policy requires event organizers to carry a minimum of \$5 million in general liability insurance for any event where alcohol will be served and consumed on City property. The organizing committee of the Port Colborne High School 100 Year Anniversary is required to obtain a Certificate of Insurance prior to the event that names the City of Port Colborne as an additional insured. Given that live music performances will be a component of this event, the organizing committee is required to request a Noise By-law Variance.

Discussion:

The section of Elgin Street in question is the south-facing side of Port Colborne High School. It is approximately 205 metres, beginning at the intersection with Steele Street to the west and continuing to the intersection with Fielden Avenue to the east. A large portion of this section comprises the back of the Roselawn Centre theatre as well as the lawn and garden premises. The dates and times for the proposed (24-hour) road closure are as follows:

- September 23, 2023 from 8:00 a.m. through 11:59 p.m.
- September 24, 2023 from 12:00 a.m. through 8:00 a.m.

Emergency vehicles, including police, fire and ambulance, as well as Public Works and public utility vehicles, will be exempt from the road closure. The participating vendors' vehicles and those belonging to a small number of committee volunteers will be exempt only in so far as when they need to set up and tear down the event.

A map of the proposed road closure is attached as Appendix A.

City-approved signage and road barricades will be placed at Elgin Street's intersections with Steele Street and Fielden Avenue respectively. The signage is to make known the times when the road closure is in effect, and the barricades are to be promptly removed the morning of September 24, 2023.

There are two duplex dwellings and one home on Elgin Street – near Steele Street – that would be impacted by this road closure. Moreover, with the road closure creating a defined outdoor private event space where alcohol will be served and consumed, pedestrian access for the general public will have to be prohibited.

Owing to the significance of this celebration to the community, staff are in support of the requests for a temporary road closure and a Noise By-law Variance. Lastly, the organizing committee of the Port Colborne High School 100 Year Anniversary has also requested that the following fees be waived:

- \$241.50 for a road closure
- \$115.00 for a Noise By-law Variance
- \$66.06/hour for fire prevention assistance

Internal Consultations:

The Public Works Department will drop off and pick up the road barricades in accordance with the times of the proposed road closure. The Fire Department will review a fire safety plan for the event to ensure every one of its components meets an acceptable level of safety.

Financial Implications:

The proposed waiving of fees associated with the road closure, Noise By-law Variance, and three hours of fire prevention assistance total \$554.68.

Public Engagement:

While the City's Corporate Communications Department will notify the public of the temporary road closure, the organizing committee of the Port Colborne High School 100 Year Anniversary has been asked to consult with the residents of Elgin Street impacted by this closure.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
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Conclusion:

This report presents requests from the organizing committee of the Port Colborne High School 100 Year Anniversary for a temporary (24-hour) road closure on a section of Elgin Street, a Noise By-law Variance, and the waiving of fees associated with hosting their event on September 23, 2023.

Appendices:

- a. Elgin Street – Road Closure Map

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.