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Date: August 6, 2020
To: Mayor and Council
Author: G.A. Plancke / Director of Municipal Services
RE: Open Streets Program Update
Report No.: MS 2020-33

AIM

To provide Council with a formal update regarding the preparations for the Open Streets initiative as a whole.

BACKGROUND

426-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councilor Tony Gaffan

That Council be provided with a detailed verbal report from Director of Municipal Services A. Plancke and Manager of Parks and Recreation Programs M. Durocher outlining how they have prepared for the Open Streets program along with any problems that may have been encountered the weekend of July 10, 11 and 12th, 2020.

In June 2020, Heather Brown from the Kingsville BIA presented a proposal for Open Streets to the Parks Recreation Arts and Culture Committee.

Following the meeting, the following recommendations were approved by the committee and forwarded to council.

Request to Town

- Social distancing markers in street with temporary paint
- Garbage and recycling receptacles
- Barricades
- Hand sanitizing stations for the 4 entry points
- Parking and directional signage
- Large parking signs in all parking lots
- Pylons

- Preferred parking signs
- Generic letter from Town of Kingsville endorsing the event

SERT committee comments and requests

AGCO-no objection

Public works provided the following comments following the meeting:

MS can provide the barriers for road closures, but if they want, the roads closed Friday and Saturday evening it may be a challenge to get staff to do this work. Are volunteers setting up the road closures?

Facilities Manager -no objection

O.P.P.-Organizers need to ensure that the O.P.P driveway is not restricted

O.P.P. can only be guaranteed if this is a paid duty position

Auxiliary officers can be requested through Constable A. Allen

Fire-Chief Parsons indicated that the Fire Department's response time would be delayed due to access restrictions owing to this event

Noted that all tents will require 2A10bc fire extinguishers

Pre-inspection of the site will be completed prior to opening

All fire hydrants must have 10-foot clearance on either side of the hydrant

Barricades must be manned in the event they need to be moved

Recommendation: that the PRAC committee approve the request from the BIA to create their "Open Streets" type event, and further that this approval be relayed to council via the council members present at this PRAC meeting

DISCUSSION

Prior to the first weekend members of public works staff were scheduled to set up the barricades, with two members remaining for the duration of the event. As the summer progressed, it was noted that Municipal Services staff would take less of a role in this project with the BIA open streets coordinator working with volunteers to look after the street closures and barricades.

After the first week of open streets, the following recommendations we sent to the BIA to assist with the role of the volunteers and what the safest street closure protocol would entail.

- A minimum of five radios to be on site. One at each major barricade intersection and one for the communications coordinator-this is in addition to the Town staff when present. The radios could be set up to work with the Town's frequency so that communication with the public works staff can be easily achieved. Radios can be rented through the 2-way radio division of Kelcom
- The Coordinator is the person to whom ALL radio messages are directed-this is called a command style system and is used by all parades, Folk Fest, Highland Games, other large town events, and Emergency Services

- Limit unnecessary communication. All communications are directed only to communications coordinator. Communication utilizing two-way radios prohibits other radios from accessing the system in the event of an emergency
- Communications coordinator works with volunteers and staff to ensure that street closures and openings are done in a safe and secure manner-Typically one direction then the next. Barricades should not be removed until communications coordinator has checked the entire street and verifies that it is safe to do so

The BIA are also responsible for the following:

- Ensuring that if an EMS vehicle needs to get through or needs access they inform the volunteers
- Train the volunteers on radio protocol
- Train volunteers on responsibilities of their positions
- Inform all radio personnel of impending weather situations-and relay safety measures needed
- Coordinates protocols for missing children
- Works with EMS services in the event of an accident or injury
- Informs public works staff of any situations that require assistance-i.e. Garbages, sanitizer shortage etc.
- Communications coordinator is the person that the restaurants and retailers can reach out to and vice versa in the event of a situation
- Communications coordinator should prepare a quick checkpoint list for the volunteer positions
- Communications coordinator insures that volunteers have safety vests, and that safety vests are returned following shifts
- Communicates and identify themselves to OPP at the beginning of each night as OPP come on site
- Communications coordinator also receives questions, concerns comments from volunteers and sends them out to appropriate person
- Ensure that appropriate emergency access space is left in middle of street-16 feet
- Communication coordinator is the back up for anyone contravening by-law-smoking, vaping or taking liquor from one patio to the next
- Liaise with the Health Unit inspectors when on site

As of August 6, 2020, there has not been any communication back from the BIA with reference to this proposed plan.

On Friday July 31, there were NO volunteers present on site at any barricade, specifically the major intersections. Only the BIA coordinator was present, and clearly overwhelmed. Concerns are related to the effective, efficient, and most importantly safe removal and set up of barricades during the event. It was noted by the Manager of Public Works that on that Friday evening, there were no volunteers to take down the barricades and staff members (and possibly patrons) of the various restaurants took them down. Cars were seen jumping the curbs to get by while this was being done.

Recommendations are that the following base requirements need to be followed in order for this event to safely continue:

1. The BIA supply a minimum of 4 volunteers or staff/paid members to man the barricades, plus an event coordinator, that is on-site for the duration of the event per day.
2. Town staff manage the street closures in conjunction with the BIA, and that cost recovery be worked out with the BIA in accordance with expenses defined below. (It should be noted that the "Base Level" of Town staffing is conditional on item 1.).

Should these recommendations not be attainable, it is strongly advised that the Open Streets Program be deferred and or cancelled until such times as confirmed arrangements can be made.

In recent discussions, the BIA, is now requesting one Town staff member remain on site for entire weekend during the street closure period. The resultant cost to the Town would be \$1,719.55 / weekend.

Administratively this is not a realistic option.

If the Town placed one staff member for the entire event, plus one for the first 4 hours each day to assist with the closures (as two staff members is the minimum required to safely close the streets), this would cost approx. \$1,950.00 / weekend.

Costing aside, concerns from staff report they are no longer interested in taking the shifts due to the impact on family life. It is unclear whether continuing to provide Town staff to man this event remains attainable.

Municipal Services acknowledges that a dedicated BIA coordinator has been hired to facilitate the Open Streets program, however recruiting and properly training, and retaining reliable volunteers has been more than problematic.

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

To promote a safe community.

FINANCIAL CONSIDERATIONS

Labour (Full Support): 2 staff members	\$ 2,600.00 per weekend
Labour (Base Support): 2 staff members	\$ 1,950.00 per weekend
Total Costs to Date:	
Labour	\$ 8,870.44
Signage	\$ 5,888.36
Speed Humps (can be re-purposed)	\$ 4,356.48
To Aug 06 th .	\$19,115.28

A fixed rate can be assessed to the participating businesses for the Base Level of service of \$1,950 per weekend / 12 participating businesses / 3 days per weekend.

CONSULTATIONS

SERT Committee
Manager of Recreation Programming
Manager of Public Works
Director of Financial Services
Director of Corporate Services
Kingsville BIA

RECOMMENDATION

That Council receive report MS 2020-33 as sufficient response to Council's request for a verbal report how the Town has prepared for the Open Streets Program along with any problems that may have been encountered the weekend of July 10, 11 and 12th, 2020 and that;

Council provide direction on whether the Town should continue to support the Open Streets Program, with the understanding that a Base Level of staffing at cost of \$1,950 / weekend will be required to ensure a safe event

Council provide direction on whether the cost of Town staffing the event, on a go forward basis, should be assessed to participating businesses, at fixed rate of \$55 per day of the Open Streets Program, per participating business

And that, Council withdraw their support of Open Streets if the BIA cannot provide and supply a minimum of 4 volunteers or staff members, plus an event coordinator, that is on-site for the duration of the event per day.

G.A. Plancke

G.A Plancke Civil Eng. Tech (Env)
Director of Municipal Services