



CITY OF KINGSTON

**REPORT TO ENVIRONMENT, INFRASTRUCTURE &
TRANSPORTATION POLICIES COMMITTEE**

Report No.: EITP-10-009

TO: Chair, Environment, Infrastructure and Transportation Policies Committee

FROM: Jim Keech, President and CEO
Utilities Kingston

RESOURCE STAFF: Mark Van Buren, Director of Engineering

DATE OF MEETING: March 9, 2010

SUBJECT: Process for Public Input Regarding Traffic-Related Matters

EXECUTIVE SUMMARY:

In accordance with a January 19, 2010 motion by Council, the Traffic Division completed research in order to determine how other municipalities allow for public input regarding traffic-related matters. As a result of this research, the Engineering Department is recommending that specific traffic-related issues that require further discussion and public input be brought to the existing Environment, Infrastructure and Transportation Committee (EITP) for review. In order to gain regular input, advice, and/or recommendations from Kingston City Police on traffic related issues, the Traffic Division intends to hold formal meetings with police representatives three to four times per year to discuss traffic concerns. A review of these meetings with police could be summarized in a report and presented annually to the EITP Committee.

RECOMMENDATION:

Whereas the EITP Committee is currently the venue for the consideration of traffic-related policy matters and also provides a forum for public input;

And Whereas the current process allows for Council, individual members of Council, members of the public (via Council), and/or staff to bring forward traffic-related matters for the EITP Committee to consider;

Therefore Be It Resolved That the EITP Committee recommend to Council that the following process be adopted when requests are made for specific traffic-related changes or upgrades:

Requests would be submitted to staff through the Traffic Division and;

- a. Staff will assess and review the requests in accordance with the Traffic Division's existing guidelines and policies.
- b. If supported and/or warranted, staff will present a report to Council recommending that a certain action take place; or;

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If staff are not able to recommend approval of the request, then the applicant can request that the Councillor, at his or her discretion, can bring forward a motion to the EITP Committee for the further review and discussion of specific traffic-related issues;

and further:

The Traffic Division will hold formal meetings with Kingston City Police representatives three to four times per year to review traffic-related concerns.

AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY PRESIDENT & C.E.O., UTILITIES KINGSTON</p> <p>Jim Keech, President & CEO, Utilities Kingston</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</p> <p>Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Terry Willing, <i>Community Development Services</i>	N/R
Denis Leger, <i>Corporate Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	✓

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The Traffic Division currently responds to numerous public inquiries and requests for information which are forwarded through the City's Customer Service Center or received directly by phone or e-mail. The majority of these inquiries are requests for all-way stop control, speed limit reductions, traffic calming measures, new traffic signals and crosswalks. When requests are received either by the public or by Councillors, a technical assessment is completed and staff determine whether or not a recommendation and report should be forwarded to Council for consideration. The following documents are referenced by staff in order to assess and evaluate various traffic-related requests from members of the public and Councillors in a consistent manner:

- All-Way Stop Control Guidelines (2003)
- Traffic Calming Policy (2007)
- Pedestrian Crossing Guidelines (2008)
- Guidelines for the Installation of New Traffic Signals (2009)

All of the above documents, with the exception of the *All-Way Stop Control Guidelines*, were reviewed by the EITP Committee and have been endorsed by Council. Staff suggest that it is necessary for these policies to be reviewed and updated on an on-going basis to ensure that the policies and guidelines remain relevant and current. Staff further suggest that regular meetings with Kingston City Police provide an opportunity to gain valuable input, advice and/or recommendations that can be used to shape how policies and/or update existing policies and guidelines. Based upon recent traffic-related issues that have been brought before Council for consideration, the Traffic Division recommends that the All Way Stop Control Guidelines be brought to the EITP Committee for consideration in the 2nd quarter of 2010. The Traffic Division is also set to begin work on the development of a speed limit policy that is expected to be presented to the EITP Committee in early 2011.

If a specific traffic-related request is not supported by staff following a technical assessment, the issue can currently be brought to Council by members of the public (via their district councillor) for further debate and a final decision. The City's EITP Committee is presently being used as a venue to review traffic policy as opposed to a place to review specific traffic-related issues such as all-way stop control installation.

The following motion was passed at the January 19th, 2010, meeting of Council:

"Therefore be it resolved that staff report back by March of 2010 to EITP with a report that discusses how other municipalities allow for public input regarding traffic-related matters. The report is to review a range of ideas such as but not limited to a Traffic Committee, Round Table Discussion Group, Advisory Group or a revised process through the existing EITP Committee that would consider all policies relating to traffic and technical matters that require discussion and public input."

As part of the research required to address this motion, Traffic Division staff spoke with representatives from a total of eleven different municipalities within Ontario. As a result of these discussions, staff determined what types of committees or processes were in place to allow for public input regarding traffic-related matters. A summary of the interviews with the various municipalities is attached in Appendix A. It was revealed that there are a variety of options being used to allow for public input regarding traffic-related matters. A summary of the potential options that could be implemented in Kingston are as follows:

Committee of Council

An existing committee of council, such as the City's EITP Committee, could be used as a venue when specific traffic-related issues require further review and discussion. Members of the public and Councillors could bring issues to the Committee through a letter, report or presentation. Although the Committee does not have delegated authority to approve revisions to the

traffic by-law, they could decide whether or not to recommend a report to Council for consideration/approval. The use of this Committee would be an efficient and effective manner in which to deal with traffic-related issues that require public input and further debate since the Committee already exists and additional resources required by staff would be minimal.

Technical Traffic Committee

This Committee would typically include staff from engineering and traffic along with representation from the police department and a clerk to document meeting minutes. This group would most likely meet monthly in order to review and discuss specific traffic-related issues brought forward by the public or members of Council. The Committee may or may not have delegated authority to approve revisions to the traffic by-law but they could decide whether or not to recommend a report to Council for consideration/approval if required. Members of the public and Councillors could bring issues to the Committee through a letter, report or presentation. The operation of this Committee would involve an additional amount of staff resources since regular meetings must be held and minutes must be documented.

Round Table Discussion Group/Advisory Group

This Group would typically include staff from the Traffic Division, appointed Councillors and members of the public, a clerk to take notes and a representative from the police department. This group could meet bi-monthly or quarterly in order to review and discuss specific traffic-related issues brought forward by the Group, members of the public or Council. The Group would not have delegated authority to approve revisions to the traffic by-law but they could decide whether or not to recommend a report to the EITP Committee or to Council for consideration/approval if required. Members of the public and Councillors could bring issues to the Group through a letter, report or presentation. The operation of this Group would involve an additional amount of staff resources since regular meetings must be held and minutes must be documented.

Recommendation for the City of Kingston

It is recommended that the City's EITP Committee be used as a venue for the further review and discussion of specific traffic-related as required. Members of the public and Councillors could bring issues forward and the Committee would then decide whether or not to recommend a report to Council for consideration/approval. The use of this Committee would be the most efficient and effective manner in which to deal with traffic-related issues that require public input and further debate since the Committee already exists and additional resources required by staff would be minimal. In order to improve communication with Kingston City Police, the Traffic Division intends to hold formal meetings with police representatives three to four times per year to discuss traffic concerns. A review of these meetings with police could be summarized in a report and presented annually to the EITP Committee.

EXISTING POLICY/BY LAW: N/A

NOTICE PROVISIONS: N/A

ACCESSIBILITY CONSIDERATIONS: N/A

FINANCIAL CONSIDERATIONS:

Adoption of this recommendation will have no impact on the existing Operating Budget for the Engineering Department.

CONTACTS:

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Deanna Green, P.Eng. , Manager, Traffic Division, Engineering Department, ext.3170

OTHER CITY OF KINGSTON STAFF CONSULTED:

Chris Sleeth, CET, Traffic Supervisor, Engineering Department, ext. 3149

John Bolognone, Deputy City Clerk, Clerk's Department, ext. 1262

Stephen Tanner, Chief, Kingston City Police, Ph. 613-549-4660

Stephen Saunders, Constable, Traffic Unit, Kingston City Police, Ph.613-549-4660 ext. 6197

EXHIBITS ATTACHED:

Exhibit A – “Summary of Interviews with Other Municipalities”

Summary of Interviews with Other Municipalities

City of Belleville

- A Traffic Committee exists that includes the CAO, Director of Public Works, one police officer and a clerk to take notes. No politicians or members of the public are on the Committee.
- The Traffic Committee has delegated authority for traffic-related by-law changes such as stop signs or speed limit reductions.
- Councillors or members of the public may appear before the Committee with a request or to make a presentation.
- The Committee makes technically-based decisions and recommendations.
- If Council does not support the decision of the Committee, they can request that the item be forwarded to Council for a decision.

City of Oshawa

- Does not have a Traffic Committee but have a committee of Council called the Community Services Committee which consists of councillors only.
- Members of the public or councillors may appear before this Committee with any traffic-related concern or request.
- The Committee does not have delegated authority but can review an issue and decide if a recommendation should be forwarded to Council.

City of Cornwall

- A Traffic and Parking Committee exists but this Committee typically deals with downtown parking issues. Representatives include two people from the downtown business association and one councillor. Staff attend meetings in order to provide technical input and advise but are not members of the Committee.
- Traffic matters such as all-way stop requests are usually forwarded to the Traffic Division for a technical review. The Traffic Division does not have delegated authority to make by-law changes but can decide whether or not to make a recommendation to Council.
- If members of the public or councillors are not satisfied with the decision of the Traffic Division, they can request that the matter be dealt with at a council meeting.

City of Ottawa

- Does not have a Traffic Committee but has a Standing Committee which consists of politicians and is similar to Kingston's EITP Committee.
- This Committee does not have delegated authority but can make recommendations to Council.
- Ottawa also has a Pedestrian & Transit Advisory Committee which is made up of members of public. This group may make recommendations or express concerns to the Standing Committee.

City of Sudbury

- Has a Traffic Committee which operates as a Committee of Council and includes three councillors, three technical staff members and a clerk to take notes. No police or members of the public are currently a part of this Committee.
- This Committee has no delegated authority but they review traffic-related issues and decide what to recommend to Council. For issues such as all-way stop control, the Committee reviews and makes a decision whether or not to recommend any changes to Council.
- Although the public is permitted and encouraged to attend Committee meetings, they are rarely present.

City of Waterloo

- Has a Traffic Co-ordinator Committee which includes technical staff, police and representatives from transit.
- The Committee meets every two months and operates with a roundtable discussion format.
- The Committee has no decision making authority but can make recommendations to Council.

City of Hamilton

- No Traffic Committee but staff have delegated authority for traffic-related by-law revisions so only very contentious traffic-related issues are debated at Council.

City of London

- No Traffic Committee but staff have delegated authority for traffic-related by-law revisions so only very contentious traffic-related issues are debated at Council.

City of St. Catherines

- No Traffic Committee so contentious traffic-related matters are typically debated at Council.
- No Committee of Council in place that deals with traffic or transportation policies.

City of Guelph

- No Traffic Committee but traffic matters can be presented by public or councillors to a Committee of Council (Emergency Services, Community Services and Operations Committee) for review and discussion and then a recommendation can be made to Council for their approval.

City of Burlington

- Has a Road Safety Committee which is composed of citizens and individuals who represent community organizations such as City traffic staff, transit staff, Police, residents, insurance brokers, driving instructors and health care workers. The Road Safety Committee operates with a round-table format but recommendations can be made to City staff and the Community Services Committee.
- Specific traffic-related issues can be brought to the Community Services Committee (a committee that includes councillors only). The Committee decides whether or not a recommendation or report will be forwarded to Council.
- For controversial traffic matters, citizens are encouraged to deal with City staff first. If they are not satisfied with the outcome of the staff assessment, they are encouraged to then contact their councillor. As a final resort, the citizen and/or councillor can submit a letter and/or make a presentation to the Community Services Committee.