

November 28, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES REPORT
ENGINEERING SERVICES 2016-54**

TO: Committee of the Whole
SUBJECT: Public Consultation and Support Plan – Transportation Services Update
ORIGIN: Director, Engineering Services

RECOMMENDATIONS

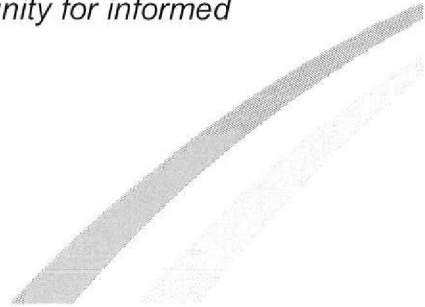
THAT Development and Infrastructure Services Report – Engineering Services 2016-54 dated November 28, 2016, entitled “Public Consultation and Support Plan – Transportation Services Update” be received and the following recommendations be adopted:

- 1. THAT the Public Consultation and Support Plan as outlined in Appendix A be adopted for use starting January 1, 2017;**
- 2. AND THAT the Public Consultation and Support Plan be reviewed both internally and by the public throughout 2017 for improvements for 2018, if necessary.**

BACKGROUND

At its regular meeting of June 7, 2016, Town Council adopted the following recommendation as part of Development and Infrastructure Services Report – Engineering Services 2016-26, entitled “Woodspring Avenue – Bonshaw Avenue to Town Limit Bicycle Lanes and On-Street Parking – Report #2”, dated May 11, 2016, stating:

“ii) AND THAT an improved approach to community consultation and decision making for traffic, parking and bicycle lane issues be developed that ensures greater opportunity for informed discussion of any associated uses.”



At its regular meeting of Monday November 14, 2016, Town Council adopted the following recommendation:

- a) That Development and Infrastructure Report - Engineering Services 2016-45, dated October 20, 2016, entitled "Public Consultation and Support Plan – Transportation Services" be received and the matter be referred to staff for a revised report to be brought back to the next Committee of the Whole meeting incorporating the deliberated suggested language changes and process flow improvements".

COMMENTS

The attached Appendix A reflects the changes as directed by the Committee of the Whole.

RECOMMENDATION

As a result of the findings presented in this report, it is recommended that the Public Consultation and Support Plan in Appendix A, which is being presented as an efficiency measure and which is based on considerable research conducted by Town staff, be considered and adopted for use starting in January 2017.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This Consultation and Acceptance Plan address three Council Strategic Priorities: Community Engagement, Efficiency/Financial Management, and Traffic Safety & Mitigation.

CONSULTATION

This report is a culmination of the Town's years of experience with public consultation on traffic and transportation matters, and on research regarding what is being done in other municipalities.

Modifications are being proposed to serve the public and Town Council more effectively and with a more efficient use of the Town's resources. There was no direct consultation in the production of this report. However, Appendix A will be posted on the Town's website and staff will receive feedback from the public throughout 2017, as the process is adjusted for final consideration in 2018.

HUMAN RESOURCE CONSIDERATIONS

There would be no human resource impacts, other than a more efficient use of resources so that more staff time can be devoted to developing and implementing traffic mitigation strategies.

BUDGET IMPACT

Operating Budget

The Operating Budget may see a small increase in mailing costs, but it would be difficult to determine the extent as it would depend on the number and complexity of issues being reviewed in a given year.

Capital Budget


The Capital Budget would not be impacted.

CONTACT


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Appendix A

Public Consultation and Support Plan – Transportation Services

Note: Underlined areas indicate changes that were made to the original "Appendix A" that was presented at the Committee of the Whole meeting of November 7, 2016 (Report ES 2016-45, dated October 20th, 2016)

1. POINT OR SINGLE LOCATION ISSUES:

1.1 All-way stop controls:

Initiation Requirement:	Ward Councillor, <u>or Regional Councillor or Mayor</u> through a Committee of the Whole meeting
Staff <u>Recommendation</u>:	Based on the Policy Warrants; <u>however, the findings of a safety review or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
Reporting/<u>Decision</u>:	<u>Council decision based on a staff report and recommendations to the Committee of the Whole</u>
Notification/Consultation:	Households directly impacted (3 households on either side of the requested stop sign location)
Moratorium:	This issue shall not be reconsidered for a minimum period of 2 years after the decision has been approved by Council

1.2 Signage:

Initiation Requirement:	<u>Member of Council</u> to Director of Engineering
Staff Decision:	Based on Policy Warrants or OTM Book Requirements; <u>however, the findings of a safety review or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
Reporting:	Staff reporting directly back to Councillor/households
Notification/Consultation:	Households directly impacted (3 households on either side of the sign location) if warranted
Moratorium:	This issue shall not be reconsidered for a minimum period of 2 years after the decision has been made by staff

1.3 School Crossing Locations:

Initiation Requirement:	School Board/School Council request to Ward Councillor <u>or Regional Councillor or Mayor</u> through a Committee of the Whole meeting
Staff <u>Recommendation</u>:	Based on the Policy Warrants or OTM Book Requirements; <u>however, the findings of a safety review or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
Reporting/<u>Decision</u>:	<u>Council decision based on a staff report and recommendations to the Committee of the Whole</u>
Notification/Consultation:	Households directly impacted (3 households on either side of the crossing location)
Moratorium:	This issue shall not be reconsidered for a minimum period of 2 years after the decision has been accepted by Council

2. LINEAR OR STREET SPECIFIC LOCATION ISSUES

2.1 Parking Restrictions:

Initiation Requirement:	25% of all households between 2 intersections, or 25% of households on an entire street, depending on the nature of the request; to be presented by residents as a petition request to the Ward Councillor <u>or Regional Councillor or Mayor</u> through a Committee of the Whole meeting
Staff <u>Recommendation</u>:	A minimum 50% return on a survey <u>to be administered by Town staff</u> is required to continue the process (if a 50% return is not achieved, the matter will not be considered further); furthermore, 60% of all returns received from within the study area must support the change to proceed to a safety review if necessary; the findings of the safety review <u>or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
Reporting/<u>Decision</u>:	<u>Council decision based on a staff report and recommendations to the Committee of the Whole</u>
Notification/Consultation:	All households fronting or flanking the street/study area.
Moratorium:	This issue shall not be reconsidered for a minimum period of 2 years after the decision has been accepted by Council.

2.2 Traffic Calming measures/speed mitigation (street specific):

Initiation Requirement:	25% of households on a street, <u>or 25% of the affected area as deemed by staff to be "affected" by any change*</u> , with a minimum of 10 households in favour of exploring change; to be presented by residents as a petition request to the Ward Councillor <u>or Regional Councillor or Mayor</u> through a Committee of the Whole meeting.
Staff <u>Recommendation</u>:	A minimum 50% return on the survey is required to continue the process (if a 50% return is not achieved, the matter will not be considered further); of the returns received, 60% of all returns received from within the study area must support the change to proceed to a safety review if necessary; the findings of the safety review <u>or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
<u>Reporting/Decision</u>:	<u>Council decision based on a staff report and recommendations to the Committee of the Whole</u>
Notification/Consultation:	All households fronting or flanking the street/study area
Moratorium:	This issue shall not be reconsidered for a minimum period of 2 years after the decision has been approved by Council.

*Note: Street length typically means the entire length of the street. However, in cases of longer streets or specific issues, the affected area could be considered based on intersection to intersection or a block of the street. A study may include several blocks of one street. In any case, the Ward Councillor, Regional Councillor and/or Mayor may contact Engineering Services to assist in determining the appropriate study area, if necessary.

3. COMMUNITY-WIDE ISSUES

3.1 Active Transportation Routes:

Initiation Requirement:	Staff notification of commencement to Town Council
Staff Decision:	OP as Approved (OPA#11)
Reporting:	Staff reporting to Committee of the Whole
Notification/Consultation:	All households fronting or flanking the street/study area along with notification (Town page, Town web site) of public information session
Moratorium:	Not applicable.

4. ISSUES NOT LISTED – GENERAL REQUIREMENTS

Initiation Requirement:	Important that a level of support of the issue come through the Ward Councillor or <u>Regional Councillor or Mayor</u> through a Committee of the Whole meeting
Staff <u>Recommendation</u>:	It will depend on whether it is an operational/safety issue or not. Community decision issues must meet a 50% return on surveys conducted by Town staff and 60% of the responses must be in favour; a safety review may be conducted before recommending any change; <u>the findings of the safety review or sound engineering judgment may override other factors in arriving at a staff recommendation.</u>
<u>Reporting/Decision</u>:	<u>Council decision based on a staff report and recommendations to the Committee of the Whole</u>
Notification/Consultation:	All households that are directly impacted <u>as deemed by staff to be “affected” by any change</u> , with consideration to expand Town-wide if it is a community-wide issue.
Moratorium:	An issue shall not be reconsidered for a minimum period of 2 years after the decision has been approved by Council.