

Request for Decision

Request for Traffic Studies - Recommended Procedure

Presented To:	Traffic Committee
Presented:	Tuesday, Apr 27, 2010
Report Date	Friday, Apr 23, 2010
Type:	Referred & Deferred Matters

Recommendation

That the procedure for dealing with the requests outlined in the report from the General Manager of Infrastructure Services dated March 22, 2010 be approved.

Background

To manage staff resources in an effective manner, requests for traffic studies that involve more than two (2) hours of staff time to complete requires approval by the Traffic Committee and City Council. At the Traffic Committee meeting held on December 3, 2009, the Traffic Committee requested that "all traffic requests received by Clerk's Services through Council be forwarded to the Traffic and Transportation Division for a preliminary report to determine if a full traffic study and report is warranted". The following report is intended to clarify the process and recommend a procedure to follow when dealing with requests for traffic studies.

The City's Transportation and Traffic Engineering Services Section receives many requests each year to undertake traffic studies for transportation related matters such as: all-way stops; traffic and pedestrian signal warrants; speed limit reductions, and traffic calming. These studies involve data collection, field reviews and technical analysis which all involve a significant amount of staff time to complete. Formal reports to City Council and its committees also involves additional time and support from staff to complete.

Staff recommends the following procedure be followed when dealing with requests for traffic studies:

Recommend Procedure

1) Citizen Requests

Petitions received by Ward Councillors should be forwarded to Clerk's Services to be raised at the next Traffic Committee Meeting.

Signed By

Report Prepared By

Dave Kivi
Co-ordinator of Transportation & Traffic
Engineering Services
Digitally Signed Apr 23, 10

Division Review

Robert Falcioni, P.Eng.
Director of Roads and Transportation
Services
Digitally Signed Apr 23, 10

Recommended by the Department

Greg Clausen, P.Eng.
General Manager of Infrastructure
Services
Digitally Signed Apr 23, 10

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Apr 23, 10

Individual requests from area residents through the Ward Councillor should be forwarded to Clerk's Services to be raised at the next Traffic Committee Meeting.

2) Direction from Committee

At the Traffic Committee meeting, Staff will provide a verbal review of the request, including what the request is, who the request came from, and why the request has come in. At this time Staff will indicate the action required and the amount of time required to conduct a study, if necessary.

The decision of the Committee will be forwarded to the Ward Councillor and the requester in writing to inform them of the decision made. In the event that the request is denied, the reasons for the denial will be outlined.

3) Study Completion

Once the necessary data has been collected and analyzed, staff will make a recommendation based on approved policies or accepted practices. A positive recommendation in support of the original request will automatically be referred back to the Traffic Committee with a recommendation for approval with a formal report. If the results of staff's review result in a recommendation that does not support the original request, then staff will provide a response to the members of the Traffic Committee and Ward Councillor. The response will outline the results of staff's review, and seek the Committee's direction whether a formal report will be requested.

4) Formal Report Requirements

At the direction of the Traffic Committee, formal reports with staff's recommendation will be prepared for consideration of the Committee and City Council. In cases where formal reports are not required, staff will prepare a response to the petitioner or resident, outlining the results of staff's review.

Interoffice Memorandum

December 17, 2009

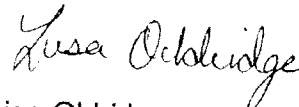
TO: G. Clausen, General Manager of Infrastructure Services

FROM: L. Oldridge, Deputy City Clerk

RE: Requests for Traffic Studies

At the December 3, 2009 meeting, the Traffic Committee requested that all traffic requests received by Clerks Services through Council be forwarded to the Traffic and Transportation Division for a preliminary report to determine if a full traffic study and report is warranted.

The Traffic Committee also requested preliminary reports regarding Stop Signs on Gateway Drive, speed limit reduction on Garson-Coniston Road, all-way stop signs at the intersection of Byng Street and Haig Street and all-way stop sign at the intersection of Simcoe Street and Spruce Street.



Lisa Oldridge
Deputy City Clerk

/ec

cc: R. Falcioni
D. Kivi
D. Shelsted