

Request for Decision

Request for Traffic Studies - Recommended Procedure

Presented To:	Traffic Committee
Presented:	Monday, Mar 22, 2010
Report Date	Wednesday, Mar 17, 2010
Type:	Managers' Reports

Recommendation

That the procedure for dealing with 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 it's 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) Petitions and Councillor's Requests

Petitions received by Ward Councillor's should be forwarded to Clerk's Services to be placed on the next agenda of the Traffic Committee.

Individual requests from area residents through the Ward Councillor should be discussed with Traffic

Signed By

Report Prepared By

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Digitally Signed Mar 17, 10

Division Review

Robert Falcioni, P.Eng.
Director of Roads and Transportation
Services
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Recommended by the Department

Greg Clausen, P.Eng.
General Manager of Infrastructure
Services
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Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
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and Transportation Division staff to determine if a traffic study is required. If it is determined that a study is necessary, then the request will be forwarded to Clerk's Services to be placed on the next Traffic Committee agenda.

2) Traffic Committee Approval

At the Traffic Committee meeting, staff will provide a verbal overview of the request, and indicate the approximate amount of time required to conduct a study. Staff will also provide an estimated completion date for the study. Based on this information, the Traffic Committee will approve or not approve staff to undertake the required study.

Once study requests are approved, staff will contact the petitioner and/or Ward Councillor and inform them that a study will be conducted and provide an estimated completion date. For requests that are not approved for study, staff will provide a written response to the petitioner and/or Ward Councillor outlining the reasons for the request not being approved.

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.

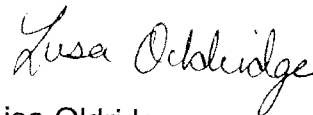
Interoffice Memorandum

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