



City of
Peterborough

To: Members of the General Committee

From: Blair Nelson, Commissioner, Infrastructure, Planning and Growth Management

Meeting Date: August 26, 2024

Report: Traffic Technical Working Group, Report IPGENG24-004

Subject

A report to present the recommendations for establishing the Traffic Technical Working Group.

Recommendations

That Council approve the recommendations outlined in Report IPGENG24-004, dated August 26, 2024, of the Commissioner of Infrastructure, Planning and Growth Management as follows:

- a) That the proposed Terms of Reference to establish a Traffic Technical Working Group, attached as Appendix A to Report IPGENG24-004, be approved.
- b) That the draft By-law, attached as Appendix B to Report IPGENG24-004, be passed to delegate authority to the Director, Engineering and Capital Works the authority, respecting Highways, in a form acceptable to the City Solicitor, and do such other things as may be required to implement the Traffic Technical Working Group's approved changes.

Executive Summary

- To streamline various Traffic and Parking Services related requests, staff have reviewed the need to establish the Traffic Technical Working Group (TTWG).

- Authorizing the TTWG to systematically review requests and concerns will promote efficient and effective traffic management, enhance parking solutions, and contribute to public safety and help maintain accessibility to the City's transportation system.
- Delegated authority for traffic and parking by-law amendments will allow staff to effectively implement TTWG approved recommendations.
- The TTWG will keep applicants informed on decisions, manage staff resources, and approve technical recommendations to implement changes to the traffic and parking infrastructure.

Background

At the request of Mayor Leal, and in an effort to efficiently and effectively administer various Traffic and Parking Services related requests from the public, staff have reviewed the need to re-establish a Traffic Technical Working Group (TTWG) formerly known as the Traffic Technical Committee. This working group was first established in the early 1990s as a mechanism to consolidate the review of transportation requests and initiatives. The working group met up to six times per year and recommendations of the working group were presented to Council in a report to the Committee of the Whole. This process continued up to 2007 when the working group was dissolved to align with the current administrative organizational changes. Through the development of this report, staff have reviewed the previous working group policy and are recommending the following procedural updates to re-establish the role of the TTWG in meeting the City's Strategic Plan.

Since 2007, when the working group was dissolved, traffic and parking requests have been managed individually on a first come first serve basis as staff resources permit. There is currently no scheduled or dedicated time in the Traffic and Parking Services work program to address such requests throughout the year. Many requests, such as all-way stop or no parking requests, require extensive data collection and investigation to provide a comprehensive response. Once the review is complete, each individual request and recommendation are presented to Council for consideration which has led to extended response times given other work program priorities. Establishing the TTWG will formalize the process, enhance tracking of ongoing requests, and create a placeholder in the annual work program.

The objective of the TTWG is to systematically review, assess, and address requests and concerns pertaining to traffic and parking within the community. The implementation of the committee will streamline the existing process and provide a consistent approach to the various traffic and parking concerns that the City receives. The committee will promote effective traffic management, enhance parking solutions and contribute to the overall safety and accessibility of the City's transportation system.

Process

The TTWG will schedule to meet monthly to review traffic and parking related requests or concerns. Members of Council, residents and staff may submit requests or concerns through an application form that will be posted on the City's website. Applicants will receive a response detailing the next available TTWG meeting date that the application will be reviewed. Applications will be reviewed by the TTWG to determine if further technical assessment is merited allowing for enhanced prioritization of resources.

Further technical review often involves data collection and warrant analysis which takes several weeks and is subject to field conditions and staff resources. Staff will then report to the TTWG at the following meeting with an update and recommendations for member consideration and/or approval. Approved recommendations will be implemented as existing approved budgets and resources permit. If there is insufficient approved budget, then a capital budget request will be added for Council's consideration in the next available budget review process.

Committee Composition

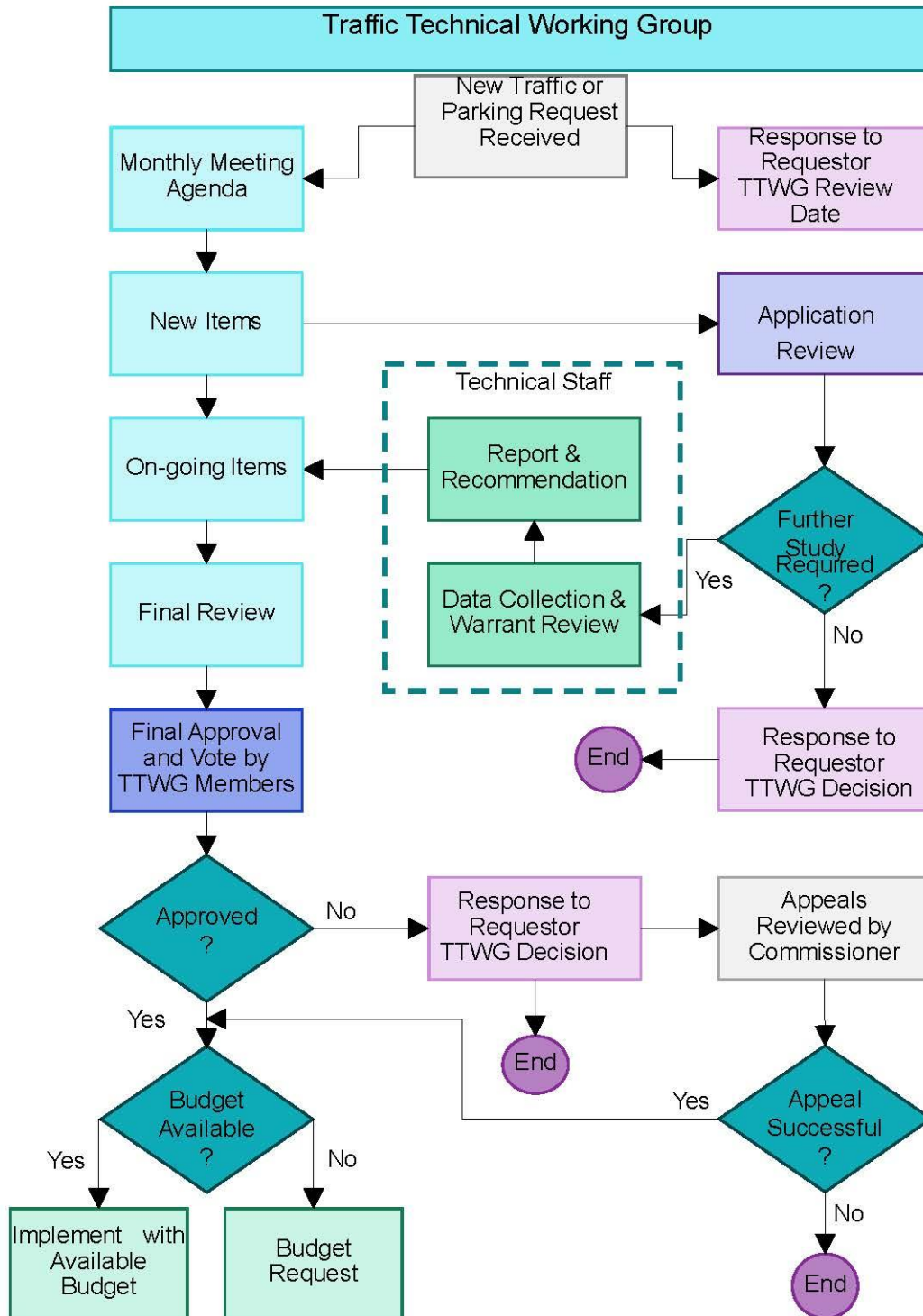
Members

- Senior Traffic Services Supervisor (Chair)
- Infrastructure, Planning and Growth Management Portfolio Chairs (2)
- Manager, Traffic and Parking Services
- Manager, Engineering Services
- Manager, Public Works Operations
- Peterborough Police Services Representative
- Supervisor, Parking Operations
- Manager, Transportation Planning

The Director of Engineering and Capital Works will, in the case of a tie vote, review the technical recommendations and provide the final decision. The Director of Engineering and Capital Works is also responsible for ensuring that administrative support for the TTWG is provided with respect to setting meeting dates, agenda preparation, and minute taking.

The Senior Traffic Services Supervisor will ensure that technical reports and recommendations applicable to the items being considered by the TTWG are provided and that appropriate staff from Traffic and Parking Services attend the meetings. Appeals to decisions will be dealt with by the Commissioner of Infrastructure, Planning and Growth Management.

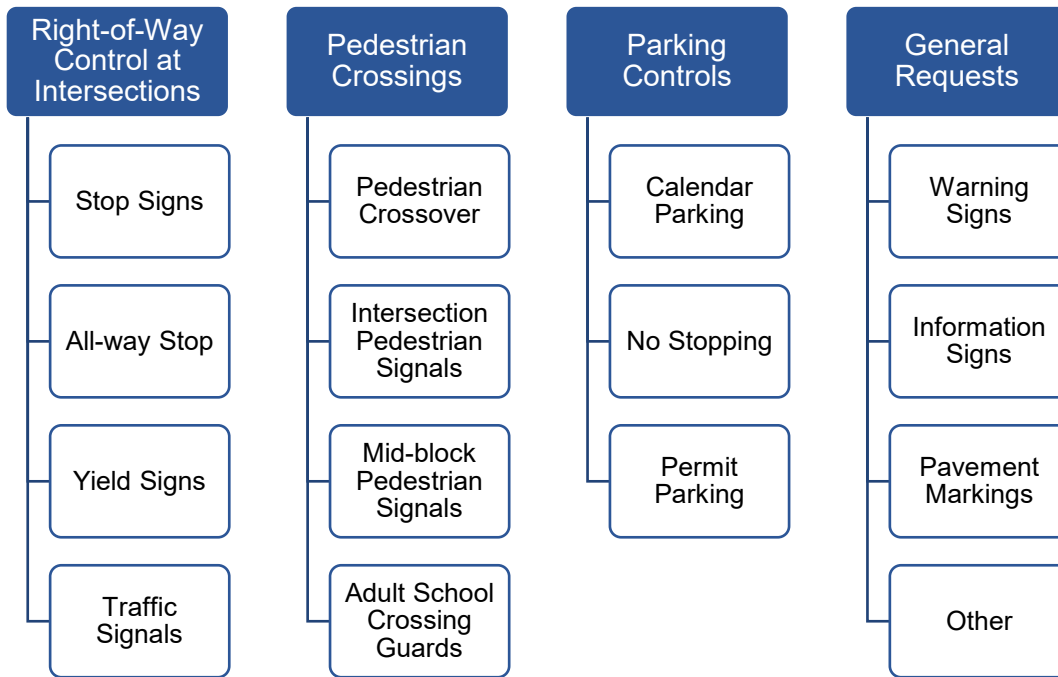
Figure 1: Traffic Technical Working Group – Process Flow Chart



Regulations and By-laws

The Highway Traffic Act (HTA) legislation, amongst other things, regulates traffic and parking controls. The HTA requires a municipal by-law to allow the enforcement of the traffic and parking restrictions.

Based on the regulatory requirements under the HTA, traffic and parking requests will be grouped into four main categories:



Delegated Authority

If Council approves re-establishing the TTWG, then providing the delegated authority to the Director of Engineering and Capital Works to implement the TTWG’s recommendations through amendments to existing traffic and parking by-laws will result in the timely and effective implementation of those recommendations. The City of Peterborough has established the following traffic and parking by-laws in support of enforcing HTA statutes and regulations:

- By-law 91-71, A By-law for the Regulation of Traffic,
- By-law 23-075, A By-law to Establish Speed Limits on Certain Streets in the City of Peterborough
- By-law 09-136, Parking Regulations

- By-law 91-39, A By-law to Establish and Designate Streets in the City of Peterborough for Heavy Truck Traffic
- By-law 13-098, A By-law to Designate Part of the Highway in the City of Peterborough as a Community Safety Zone
- By-91-56, A By-law to Designate Through Highways and Erect Yield Right-of-Way Signs

Approving delegated authority to amend the above by-laws removes the need to go to Council. Historically, traffic and parking reports requiring by-law amendments take a significant amount of staff time to prepare which then must go through an administrative process of approximately an additional 5 weeks to receive final approval from Council.

To establish and effectively operate the TTWG as outlined in this report, the Senior Traffic Services Supervisor will be required to organize, oversee, and direct the committee and staff. In November 2023, through the restructuring of the former Infrastructure and Planning Services Department, Traffic Services was amalgamated with City Parking to form Traffic and Parking Services in the Engineering and Capital Works Division. These added responsibilities led to the creation of the Manager, Traffic and Parking Services position leaving a void in the day-to-day traffic services supervision that provides senior level technical expertise and program management. To fill this void, provide adequate staff resources to facilitate the success of the TTWG and to lead the TTWG process, the senior level traffic position, approved in the 2024 budget, will be implemented as soon as practicable. For the remainder of 2024, this position will be funded by the approved 2024 Capital Budget and transitioned to operating in 2025 and future budget years.

The Terms of Reference for the Traffic Technical Working Group is included as Appendix A.

Timelines

If the recommendation is approved, recruitment for the position of Senior Traffic Services Supervisor will commence immediately. It's anticipated that the TTWG being fully operational in Q4 of 2024 or Q1 of 2025.

Strategic Plan

Strategic Pillar: Governance and Fiscal Sustainability

Strategic Priorities: Support review / update of City's By-laws to make them effective and efficient, meeting the needs of our growing City.

Support a culture of continuous improvement, safety, and innovation to enhance cost effective delivery of City programs and services.

Strategic Pillar: Community and Wellbeing

Strategic Priorities: Promote and enforce traffic safety on city roads.

The implementation of the Traffic Technical Working Group aligns with the Strategic Plan by actively contributing to key priorities such as enhancing public safety, promoting efficient transportation, encouraging community engagement, and updating city by-laws to ensure that transportation policies remain relevant and effective.

Budget and Financial Implications

There are no budget or financial implications associated with the recommendations in this report for the remainder of 2024 as the salary and benefits for the pre-approved FTE can be covered by capital. For 2025 and future years the budget and financial implications would be the operating costs of the additional staff position required to lead the working group and the related technical work. This is estimated at \$155,252 to cover salary and benefits for the 2025 budget year.

Conclusion

In conclusion, the establishment of the Traffic Technical Working Group (TTWG) will create a formal process for the review of traffic and parking requests and concerns and provide an efficient and strategic approach for the implementation of recommended improvements.

Attachments

Appendix A: Traffic Technical Working Group – Terms of Reference

Appendix B: Draft Delegation By-Law

Submitted by,

Blair Nelson, P.Eng.
Commissioner, Infrastructure, Planning and Growth Management

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Appendix A

City of Peterborough Traffic Technical Working Group

Terms of Reference

1.0 Committee Name and Mandate

A technical committee to be called Traffic Technical Working Group or “TTWG” is hereby established to provide direction to staff on Traffic and Parking Services initiatives, and to streamline the review process for requests and concerns.

2.0 Roles and Responsibilities

The TTWG shall be a technical working group, and through its members are responsible for the following:

- 2.1 Review and provide input on technical assessments and recommendations resulting from requests and concerns related to Traffic and Parking Services and related infrastructure.
- 2.2 Through the review process, prioritize staff resources to investigate and assess requests and concerns.
- 2.3 Approve recommendations presented to the TTWG to initiate changes to the traffic and parking infrastructure.
- 2.4 Ensure all recommendations align with the City’s Strategic Plan and individual departmental objectives.

3.0 Membership

TTWG shall be composed the following technical voting members:

- Senior Traffic Services Supervisor (Chair)
- Infrastructure, Planning and Growth Management Portfolio Chairs (2)
- Manager of Traffic and Parking Services
- Manager of Engineering Services
- Manager of Public Works, Operations
- Peterborough Police Services Representative
- Supervisor of Parking Operations
- Transportation Planning Representative

4.0 Committee Chair

- 4.1 The Chair of the TTWG is the Senior Traffic Services Supervisor or designate.

- 4.2 The Chair shall preside over each meeting, ensuring agenda items are advanced accordingly. The Chair shall assist staff in identifying items for the meeting agenda and liaise with staff as required.
- 4.3 The Chair shall ensure all approved recommendations are carried out and any required amending by-laws are processed with the City Clerk for approval by the Director of Engineering and Capital Works.

5.0 Meetings

- 5.1 Meetings shall be held monthly or more frequently on an as-needed basis.
- 5.2 A majority of the Members shall constitute a quorum.
- 5.3 If quorum is not met, the meeting will be cancelled and an additional TTWG meeting will be added to the schedule within two weeks.
- 5.4 The standard agenda for TTWG meetings will follow the order below:
 - 5.4.1 Call to Order
 - 5.4.2 Confirmation of Minutes
 - 5.4.3 New Items – Application Reviews
 - 5.4.4 Ongoing Items – Report and Recommendation Reviews
 - 5.4.5 Final Review of Recommendations
 - 5.4.6 Approval of Recommendations
 - 5.4.7 Other Business
 - 5.4.8 Next Meeting
 - 5.4.9 Adjournment
- 5.5 Approved minutes of TTWG meetings will be circulated to Members of Council and City Senior Leadership Staff for information purposes.

6.0 Role of Staff

- 6.1 Staff from Infrastructure, Planning and Growth Management shall provide support to TTWG. Traffic Engineering Technologists will ensure that technical reports and recommendations applicable to the issue(s) being considered by the Committee are provided and that appropriate staff from the department attend the meeting.
- 6.2 Staff from Engineering and Capital Works will ensure administrative support for the TTWG and support with respect to setting meeting dates, agendas, and taking meeting minutes. The appropriate staff from the department are to ensure attendance at the meeting.
- 6.3 The Director of Engineering and Capital Works and the Commissioner of Infrastructure, Planning and Growth Management and/or their designate

may identify additional matters for consideration by the TTWG through the Chair.

- 6.4 Staff from other Departments will support the committee and attend meetings as required.
- 6.5 The Director of Engineering and Capital Works will, in the case of a tie vote, review the technical recommendations and provide the final decision.

7.0 Items for review by TTWG

- 7.1 Requests or concerns related to right-of-way control of intersections.
- 7.2 Requests or concerns related to pedestrian crossings.
- 7.3 Requests or concerns related to parking controls.
- 7.4 General requests or concerns related to Traffic and Parking infrastructure.

The following items will not be reviewed by TTWG:

- Speeding – speeding and other driver behavior concerns should be sent to the Peterborough Police Service to request enforcement.
- Traffic Calming – requests for neighbourhood traffic calming should follow the Traffic Calming Policy approved by City Council in 2021.
- Parking Enforcement – parking enforcement requests should be sent to Municipal Law Enforcement Services.

8.0 Delegated Authority

The Director of Engineering and Capital Works is delegated the authority to amend the following by-laws to give effect the necessary actions resulting from the TTWG approval of traffic and parking related recommendations:

- 8.1 By-law 91-71, A By-law for the Regulation of Traffic,
- 8.2 By-law 23-075, A By-law to Regulate Speed Limits on Certain Streets in the City of Peterborough
- 8.3 By-law 09-136, Parking Regulations
- 8.4 By-law 91-39, A By-law to Establish and Designate Streets in the City of Peterborough for Heavy Truck Traffic
- 8.5 By-law 13-098, A By-law to Designate a Part of a Highway in the City of Peterborough as a Community Safety Zone

8.6 By-91-56, A By-law to Designate Through Highways and Erect Yield Right-of-Way Signs

Appendix B – Draft Delegation By-Law



The Corporation of the City of Peterborough

By-Law Number 24-[insert number]

Being a By-law to delegate certain authority respecting Highways in relation to the City's Traffic Technical Working Group.

Recital

1. The Council of the Corporation of the City of Peterborough considers it to be in the City's interests to delegate certain authority respecting Highways to the City's Traffic Technical Working Group.

Now therefore, The Corporation of the City of Peterborough by the Council thereof enacts as follows:

Short Title

1. This By-law may be referred to as the "Traffic Technical Working Group By-law".

Interpretation

2. Unless otherwise stated:
 - a) a reference to a statute or regulation refers to a statute or regulation of the Province of Ontario;
 - b) a reference to a statute, regulation or by-law refers to that enactment as it may be amended or replaced from time to time; and
 - c) a reference to a section, paragraph, clause or schedule is a reference to this By-law's section, paragraph, clause or schedule.
3. The headings in this By-law are for convenience only and do not form part of this By-law.

4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed, and the remainder continues to be valid.
5. The delegations of authority by this By-law are in addition to delegations of authority established by other City by-laws and otherwise at law. In the event of any inconsistency between this By-law and any other City by-law, the provision that more effectively delegates authority prevails to the extent of the inconsistency.

Definitions

6. In this By-law:
 - a) “By-law” means this By-law.
 - b) “City” means The Corporation of the City of Peterborough or the geographic area of the City of Peterborough as the context requires.
 - c) “Council” means the City’s Council.
 - d) “Director” means the City’s Director, Engineering and Capital Works.
 - e) “Highway” means each highway or part of such highway as defined by the Municipal Act, 2001, S.O. 2001, c. 25

Delegation

7. Council hereby delegates to the Director the authority to pass by-laws which amend:
 - a) By-law 91-71, A By-law for the Regulation of Traffic
 - b) By-law 23-075, A By-law to Regulate Speed Limits on Certain Streets in the City of Peterborough
 - c) By-law 09-136, Parking Regulations
 - d) By-law 91-39, A By-law to Establish and Designate Streets in the City of Peterborough for Heavy Truck Traffic
 - e) By-law 13-098, A By-law to Designate a Part of a Highway in the City of Peterborough as a Community Safety Zone
 - f) By-91-56, A By-law to Designate Through Highways and Erect Yield Right-of-Way Signs
8. The Director is authorized to execute such documents, in consultation with the City Solicitor, which give effect to the decisions made by the TTWG.

9. It is Council's opinion that the powers being delegated by this by-law are of a minor nature, having considered the factors under Section 23.2(4) of the Municipal Act, 2001 and including the Director's professional qualifications and the legislation and engineering standards which govern the use, operation and maintenance of Highways within the City.

General

10. No proceeding for damages or otherwise may be commenced against the City, a member of Council or an officer, employee or agent of the City or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith of the duty or authority.
11. This by-law is effective when it is passed.

By-law passed this day of 2024.

Jeff Leal, Mayor

John Kennedy, City Clerk