

COMMITTEE OF THE WHOLE FEBRUARY 17, 2003

NEIGHBOURHOOD TRAFFIC CALMING INITIATIVES – FINAL REPORT

Recommendation

The Commissioner of Engineering and Public Works recommends:

That this report be received for information purposes.

Purpose

To report on actions taken since the Committee of the Whole (Working Session) meeting on traffic calming initiatives in the City of Vaughan.

Background – Analysis and Options

At its meeting of January 14, 2003, Committee of the Whole (Working Session) recommended the following:

1. That Clauses 1, 2 and 4 of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated January 14, 2003, be approved;
2. That any existing Council authorized Traffic Calming Committees be allowed to continue with developing a traffic calming plan;
3. That for any new traffic calming requests staff, in consultation with the Local Councillor, determine the need for traffic calming and if appropriate develop traffic Calming Plan and hold any necessary public meetings;
4. That the current moratorium on traffic calming in the City of Vaughan be lifted;
5. That the Revised Neighbourhood Traffic committee Policy and Procedure be forwarded to the Ratepayer Associations and the already established Neighbourhood Traffic calming committees for their comments prior to the final report being brought forward to the Committee of the Whole meeting of February 17, 2003;
6. That the final report, when approved, be forwarded to York Regional Police with a request for increased police enforcement and that the Special Enforcement Unit of the By-law Department provide enforcement if authorized;
7. That the presentation entitled “New Traffic Calming Initiatives”, be received; and,
8. That the following deputations be received:
 - a) Mr. Kleber Da Silva, 15 Melia Lane, Maple, L6A 3K1; and
 - b) Mr. Richard Ramos, 73 Forest Run Blvd., Concord, L4K 5J6.

As directed in point 5, above, the Engineering Department mailed out the revised Neighbourhood Traffic Committee Policy and Procedure to all current Ratepayer Association presidents and Neighbourhood Traffic Committee chairpersons, as per Attachment No. 1, on February 3, 2003. Staff requested responses by February 12, 2003. Further information concerning their responses will be brought forward at the February 17, 2003, Committee of the Whole meeting.

Attachments

1. Letter to Ratepayer Associations and Neighbourhood Traffic Committees

Report prepared by:

Philip Weber, Transportation Engineer, ext. 8264

Respectfully submitted,

Bill Robinson, P. Eng.
Commissioner of Engineering and Public Works



The City Above Toronto

The City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario
Canada L6A 1T1
Tel (905) 832-2261

February 3, 2003

Dear Sir or Madam

TRAFFIC CALMING FEEDBACK REQUESTED

The City of Vaughan has been reviewing its practices concerning the implementation of traffic calming measures. A Committee of the Whole (Working Session) meeting was held on January 14, 2003, to consider several initiatives related to traffic calming, and to determine whether the current moratorium on the formation of new Neighbourhood Traffic Calming Committees should be lifted.

At the meeting, it was recommended that "the revised Neighbourhood Traffic Committee Policy and Procedure be forwarded to the Ratepayer Associations and the already established Neighbourhood Traffic Calming Committees for their comments prior to the final report being brought forward to the Committee of the Whole meeting of February 17, 2003."

Accordingly, kindly find attached a copy of the Neighbourhood Traffic Committee Policy and Procedure for your review. This would apply to those Traffic Committees that were approved prior to the moratorium.

For any new requests for traffic calming, Engineering Department staff, in consultation with the Local Councillor, would determine the need for traffic calming and if appropriate develop a Neighbourhood Traffic Calming Plan proposal and hold any necessary public meetings.

In order to make the February 17, 2003, meeting, we ask that you please provide comments no later than February 12, 2003, by any of the following methods.

Mail: Philip Weber, P.Eng., Transportation Engineer, Engineering Department, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1 (Telephone 905-832-8525, ext. 8264)

E-Mail: weberp@city.vaughan.on.ca

Facsimile: 905-832-6145, Attention: Philip Weber

THANK YOU FOR YOUR INPUT!

Attach

cc: Mayor and Members of Council
City Manager's Office
John Leach, City Clerk

NEIGHBOURHOOD TRAFFIC COMMITTEE POLICY AND PROCEDURE

REVISED JANUARY 2003

APPLICABILITY

The Neighbourhood Traffic Committee Policy and Procedure applies to Neighbourhood Traffic Committees in place as of December 31, 2002. Under this policy and procedure, a Traffic Committee comprised of neighbourhood residents work with Engineering Department staff to develop a Neighbourhood Traffic Calming Plan proposal. At least two public meetings are required: an initial public meeting to request that residents join the Traffic Committee, and a final public meeting to obtain public input on the Plan proposal.

POLICY

1. Purpose: A Neighbourhood Traffic Committee (the "Committee") may be established in an area where general concern has been expressed about the volume or speed of traffic on the local street system. The goal of the Committee is to prepare a Neighbourhood Traffic Calming Plan (the "Plan"), which should be based on the use of traffic calming, enforcement or regulatory measures to satisfy as fully as practicable the following objectives:

- Improve safety and convenience for pedestrians and cyclists;
- Reduce the number and severity of collisions;
- Reduce the speed and volume of motorized vehicles;
- Reduce the volume of extraneous or non-local traffic;
- Minimize traffic impacts on adjacent local residential streets;
- Reduce motor vehicle emissions; and
- Maintain access for local traffic and emergency vehicles.

Formation of a Neighbourhood Traffic Committee and participation of City staff must be specifically authorized by City Council.

2. The Committee: The Committee must be comprised of residents living in the neighbourhood, and should be representative of the whole area. Residents may join the Committee at the initial public meeting or by informing their local Councillor in writing. Members who join the Committee through either of these means shall be designated an "official member". A committee should comprise a minimum of six official members. A majority of committee members must be in attendance to conduct a formal Committee meeting. The Committee should have a maximum of about twelve members.

The position of Chair or Co-Chair of the Committee must be filled at the initial public meeting. Where necessary, a vote among all residents attending the meeting shall be held to determine the successful candidate. This volunteer shall remain the Chair until such time as either the Chair submits their resignation in writing to the Councillor's office, or is removed and replaced by a two-thirds (66.7 percent) vote of all official members of the Committee.

3. The Plan: The area of the Neighbourhood Traffic Calming Plan should be bounded by collector or arterial roadways, and should correspond as closely as possible to that of the local ratepayers association, if applicable.

The Plan should incorporate traffic calming measures in accordance with the City's Warrants for the Use of Traffic Calming Measures, and as specified in City of Vaughan Standard Drawings P-1 to P-10 and the *Canadian Guide to Neighbourhood Traffic Calming* (Transportation Association of Canada, 1998). Variations in the design of these traffic calming measures may be incorporated into the Plan if approved by the Engineering Department.

4. The Class EA Process: The construction or removal of traffic calming measures under \$1,500,000 are considered Schedule B projects under the *Municipal Class Environmental Assessment Act* (Municipal Engineers Association, June 2000). In accordance with the Class EA Act, a copy of the notice of the initial public meeting shall be sent to the Ministry of the Environment to serve as a Notice of Study Commencement. A copy of the notice of the final public meeting shall also be sent to the Ministry.

Once the Plan is approved by Council a Notice of Completion shall be filed with the Ministry of the Environment and published in two separate editions of the local newspaper. The notice is the means by which individuals or agencies are informed they have a 30 day period within which to request a Part II Order if they have unresolved concerns with the project. It should be noted that these individuals or agencies should have already brought their concerns to the City's attention prior to the Notice of Completion being issued.

5. Public Meetings: Initial and final public meetings shall not be held during the summer vacation months of June, July and August. It may not be appropriate to hold public meetings at other times, such as during religious holidays. All public meetings shall begin no later than 7.00 pm.

PROCEDURE

1. Establishing the Committee: The Committee may be established in one of two ways. If a local ratepayer's association exists in the area, then its executive may contact their Councillor's office in writing and request the formation of a Neighbourhood Traffic Committee. If no such association exists, then an area resident must circulate a petition, signed by at least twenty (20) other such residents, requesting the formation of a Neighbourhood Traffic Committee. In either case, the request shall be brought to Council by a member of Council in order to authorize establishment of the Committee and the assistance of the Engineering Department. A single deputant appearing before Committee of the Whole shall not be sufficient to form a Traffic Committee.

2. The Initial Public Meeting: The Engineering Department shall arrange the time and place of the initial public meeting of the Traffic Committee. The Engineering Department shall prepare notices for the meeting and a map of the area, and mail them to all residents in the area no less than two weeks in advance of the meeting date. A copy of the meeting notice shall be sent to members of the Ward Sub-committee, the Fire Department, York Region Transit, and the Regional office of the Ministry of the Environment. Notices shall be from City staff and follow the sample formats attached.

The purpose of the initial public meeting is to request that residents join the Committee as official members, and to appoint or elect a Committee Chair or Co-Chair. The meeting may also be useful in gaining an understanding of the traffic concerns in the neighbourhood, and the types of measures that may be used to mitigate the concerns. Engineering Department staff and/or the local Councillor should chair the meeting. Minutes of the meeting shall be prepared by the Engineering Department and forwarded to members of the Ward Sub-committee and the Committee Chair.

3. Developing the Plan: The Committee shall identify any neighbourhood traffic concerns, identify preferences for various traffic calming measures, and develop a Neighbourhood Traffic Calming Plan proposal. The process may involve one or more working meetings. The Committee Chair shall arrange these meetings and, if necessary, request the assistance or attendance of Engineering

Department staff. The Engineering Department shall conduct supporting traffic studies as required to develop the Plan proposal.

The Committee must submit the Plan proposal to the Engineering Department for review of its technical feasibility and appropriateness prior to the final public meeting. The Committee should also circulate the Plan proposal to the local ratepayer's association and advise them when it will be presented to Committee of the Whole.

4. The Final Public Meeting: The Engineering Department shall arrange the time and place of the final public meeting of the Traffic Committee. The Engineering Department shall prepare notices for the meeting and a map of the Plan proposal, and mail them to all residents in the area no less than two weeks in advance of the meeting date. The notices shall also be sent to any institutional and commercial land uses within the Traffic Committee area. A copy of the meeting notice shall be sent to the members of the Ward Sub-committee, the Fire Department, York Region Transit, and the Regional Office of the Ministry of the Environment.

The locations of the traffic calming measures in the Plan proposal shall be marked in the field by Engineering Department staff prior to the final public meeting.

The purpose of the final public meeting is to obtain public input on the Plan proposal. This meeting must be attended by Engineering Department staff, and should be chaired by the Traffic Committee. Minutes of the meeting shall be forwarded to the members of the Ward Sub-committee and the Committee Chair. The Plan proposal must have the support of at least two-thirds (66.7 percent) of the residents at the meeting. A formal vote may be held to determine this level of support. Residents may provide input on the Plan proposal to the Engineering Department in advance of the meeting. Signatures on a petition may be considered, but shall not be counted numerically in a formal vote.

If minor changes are requested to the Plan proposal, and these changes are acceptable to the Engineering Department, then these changes may be incorporated provided they have the support of at least two-thirds (66.7 percent) of the residents present. If major changes are requested, then a further public meeting is required.

5. Approving the Plan: The Committee Chair must present the Plan proposal at a Committee of the Whole meeting. To do so a deputation request must be made through the Clerks Department and a copy of the Plan proposal provided for circulation to Mayor and Members of Council and senior staff. The Committee of the Whole will receive the deputation and request that the Engineering Department report on the Plan proposal as supported by the area residents.

The report shall include comments on the feasibility, impacts and estimated costs of the Plan proposal, and the concerns of other agencies. The Plan proposal shall be circulated to the following agencies:

- City of Vaughan Fire Department;
- City of Vaughan Public Works Department;
- York Regional Police;
- York Region EMS;
- York Region Transit;
- York Region Transportation and Works Department;
- York District School Board; and
- York Catholic District School Board.

The Committee of the Whole shall consider the Plan proposal and Engineering Department report, hear deputations from the public and interested parties, consider the public support demonstrated at the final public meeting, and make a recommendation to City Council.

6. Notice of Completion: Once the Plan is approved by Council a Notice of Completion shall be filed with the Ministry of the Environment and published on the City Page in two separate editions of the *Vaughan Citizen or Liberal*.

7. Dealing with Additional Requests: Should a request for additional traffic calming measures be made after the Plan has been approved by Council, but before the Plan is implemented, then the Committee Chair or resident making the request shall circulate a petition, signed by at least two-thirds (66.7 percent) of the residents directly affected, indicating support for the additional measures. If the measures are proposed on a through street, then "directly affected" shall mean those residents that can reasonably be expected to use that street. If the measures are proposed on a crescent street, then "directly affected" shall mean those residents on that street. The Engineering Department shall ultimately determine what area is to be included in the petition.

If major changes are requested, then a further public meeting to vote on these changes and Council approval is required. Should a request for additional traffic calming measures be made after the Plan has been implemented then a further public meeting, with public notification, and Council approval are required.

8. Evaluating the Plan: The Engineering Department shall report to the Committee of the Whole approximately one year after the implementation of the Plan. Several Plans may be reported on at once. The report shall describe any benefits and problems that have been identified or changes that may be required to improve the effectiveness of the Plan.

If major changes are recommended then a further public meeting and Council approval is required before they can be implemented. Should a number of requests be received for additional traffic calming measures that are not part of the recommended changes, then it may be necessary to re-establish the Traffic Committee and hold further public meetings.

SAMPLE NOTICE

Notice of Public Meeting

(Name of Street)
Neighbourhood Traffic Committee

On (date), City of Vaughan Council approved the formation of the (Name of Street) Neighbourhood Traffic Committee to address traffic concerns relating to vehicle speeds, compliance and infiltration within the (name of street) community. The (name of street) community is bounded by (list boundary streets). See plan on reverse side.

You are invited to an initial public meeting to learn about traffic calming, establish the Traffic Committee and elect a chairperson. After that, the Traffic Committee will need to:

- Solicit input from the residents, schools and other affected parties, regarding traffic-related concerns in the neighbourhood and possible solutions to these concerns;
- Prepare a Neighbourhood Traffic Management Plan with technical assistance from the City of Vaughan Engineering Department;
- Hold a final public meeting to allow residents an opportunity to provide input on the Plan. Revise the Plan, if necessary, to incorporate any input; and
- Present the Plan to Vaughan City Council for their consideration and approval.

The initial public meeting will be held:

(Date)
(Location)
(Time)

If you are unable to attend this meeting, and would like to learn more about traffic calming or provide input, please contact (Transportation Section contact, telephone number and e-mail address).

(Transportation Section Contact)
City of Vaughan Engineering Department

WE NEED YOUR INPUT!

Ward (#) Sub-Committee

Michael Di Biase,
Mayor
Ext. 8340

Joyce Frustaglio,
Regional Councillor
Ext. 8341

Gino Rosati,
Regional Councillor
Ext. 8345

Local Councillor
Ext

SAMPLE NOTICE

Notice of Public Meeting

(Name of Street)
Neighbourhood Traffic Committee

On (date), City of Vaughan Council approved the formation of the (Name of Street) Neighbourhood Traffic Committee to address traffic concerns relating to vehicle speeds, compliance and infiltration within the (name of street) community.

So far the Traffic Committee has:

- Been established, and has elected a chairperson;
- Solicited input from the residents, schools and other affected parties, regarding traffic-related concerns in the neighbourhood and possible solutions to these concerns; and
- Prepared a Neighbourhood Traffic Management Plan with technical assistance from the City of Vaughan Engineering Department.

Next the Traffic Committee must:

- Hold a final public meeting to allow residents an opportunity to provide input on the Plan. Revise the Plan, if necessary, to incorporate any input; and
- Present the Plan to Vaughan City Council for their consideration and approval.

The Traffic Committee has developed a preliminary Plan which includes traffic calming measures such as speed humps and traffic control devices such as allway stop control. You are invited to a final public meeting to learn about the proposals and provide input on the Plan. See plan on reverse side.

The final public meeting will be held:

(Date)
(Location)
(Time)

If you are unable to attend, and would like to provide input prior to the meeting, please contact (Transportation Section contact, telephone number and e-mail address).

(Transportation Section Contact)
City of Vaughan Engineering Department

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