

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	November 16, 2020	
TITLE / SUBJECT:	Staff Working Group for Responding to Technical Road Safety Matters	
REPORT DATE:	November 4, 2020	File #:

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

That Council Authorize the Municipal Clerk to initiate a Staff working group for reviewing and responding to technical road safety related matters (Road Safety Response Team) and further that Council adopt the Terms of Reference as attached.

4.0 ORIGIN

Public concerns and comments received by staff and members of Council regarding road safety related issues such as speeding, parking, intersection safety, pedestrian crossings, etc.

5.0 BACKGROUND

Both Municipal Councillors, Public Works and the Police Service frequently receive concerns, questions and suggestions from members of the community in relation to technical road safety matters. These concerns range from speeding, no stopping, parking, decreased speed limit requests and the like.

In order to respond fully to these concerns, the correspondence must be shared with the correct department(s) in order to ensure that all aspects of the concern has been considered and addressed appropriately and that the person is responded to in a timely manner. In order to do this with any consistency, it is critical that there is a formal process and procedure in place to receive, investigate, and respond to road safety matters.

Ultimately the goal of the Response Team will be to streamline a response to road safety concerns as currently there is confusion as to where or who these complaints should be directed and there is risk that concerns get over looked or decisions are made without consulting with all of the affected departments. Communication with the concerned citizen can also become convoluted when a request is forwarded to several departments and potentially not copied on the response. With a centralized Response Team email address in place, members of Council and Staff can now advise citizens to prepare a detailed written summary of their concern and submit it directly to the Response Team email address and there is no further action required of the that Council or Staff member. Council deputations can also be received for information and be deferred to the Response Team for their action, saving staff resources from having to report back to Council on the resolution unless there is a recommended action from the Response Team.

6.0 ANALYSIS

Staff are proposing that an internal working group be formed that would be made up of representatives from Police, Public Works (Roads and Parking), and Legislative Services and other departments depending on the issue at hand. The process is expected to be as follows:

- ✓ Concerns raised from a citizen in relation to road safety, speeding, changes to road speed limits, parking, etc. would be required to be submitted in writing to an assigned Town email address (ie. Roadsafety@cobourg.ca).
- ✓ All concerns will be received and forwarded to the agenda for the next scheduled meeting date. The schedule is important as the citizen will be informed of when the matter will be discussed. The schedule is also important to allow sufficient time for each impacted department to conduct their respective studies/investigation on the subject matter.
- ✓ Each of the concerns will be circulated to the team members who would then perform their respective studies/investigations.
- ✓ Each department brings their findings and reports back to the Response Team for discussion at the next scheduled meeting.
- ✓ The Response Team determines a resolution to the concern.
- ✓ The concerned citizen receives a response back from the Response Team through the Team email address.

Should the resolution be that changes are required/recommended and are strictly operational in nature, Staff will proceed with implementation.

Should the resolution be that changes are required/recommended that require Council approval, the appropriate Staff member will prepare a report to Council detailing the required/recommended change including any budgetary requirements for Council's consideration.

It is expected that the Response Team will be scheduled to meet every 6 weeks so as to permit staff sufficient time between meetings to conduct their required studies in preparation. Additional meetings may also be scheduled in between scheduled meetings should an urgent matter arise.

A new template will also be available on the Town's 'Report a Problem' website whereby road safety related matters will be directly forwarded to the Response Team's email recipient.

The Director of Public Works shall provide an annual report to Council summarizing the statistics of the cases received in the previous year.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There is no financial implications associated with the Response Team. Staff are regularly using Zoom to meet remotely which has proven to save a tremendous amount of time rather than physically commuting between Town facilities to meet communally.

Aside from the staffing/departments already mentioned, there may also occasionally be some communication pieces required and a GIS based tracking system will be utilized requiring GIS staff assistance for the initial set up and support.

8.0 CONCLUSION

12.0 AUTHORIZATION/SIGNATURES



Tracey Vaughan
CAO