



City of Hamilton
OPEN FOR BUSINESS SUB-COMMITTEE

Meeting #: 19-001
Date: February 27, 2019
Time: 9:30 a.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

Loren Kolar, Legislative Coordinator (905) 546-2424 ext. 2604

1. **APPOINTMENT OF CHAIR AND VICE-CHAIR**
2. **APPROVAL OF AGENDA**
(Added Items, if applicable, will be noted with *)
3. **DECLARATIONS OF INTEREST**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 4.1 March 27, 2018
 - 4.2 Clerk's Report - September 6, 2018
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
7. **CONSENT ITEMS**
 - 7.1 Continuous Improvement Team - Process Review - Micro-breweries - Case Study No. 20 (from the September 6, 2018 meeting where quorum was lost)
 - 7.2 Continuous Improvement Team - 2018 Special Occasion Permit Review - Case Study No. 21
 - 7.3 Open for Business Future Ready Leadership Program (PED19058) (City Wide)
8. **PUBLIC HEARINGS / DELEGATIONS**

9. STAFF PRESENTATIONS

- 9.1 Rural Development and Sustainable Private Servicing (PED18191) (Wards 9, 11, 12, 14, 15) (from the September 6, 2018 meeting where quorum was lost)
- 9.2 Continuous Improvement Process Review - Transportation Reviews for Development Case Study No. 19 (City Wide) (from the September 6, 2018 meeting where quorum was lost)
- 9.3 Open For Business Accomplishments (to be distributed)

10. DISCUSSION ITEMS

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

OPEN FOR BUSINESS SUB-COMMITTEE

MINUTES 18-001

Tuesday, March 27, 2018

9:30 a.m.

Council Chambers, 2nd Floor

Hamilton City Hall

Present: Mayor Eisenberger
Councillor M. Pearson (Chair), T. Whitehead, L. Ferguson,
A. VanderBeek, R. Pasuta

Also in attendance: Patrick Campbell, Stoney Creek Chamber of Commerce
Ed Fothergill, Hamilton Chamber of Commerce
Graham McNally, Hamilton Burlington Society of Architects
Matteo Patricelli, Flamborough Chamber of Commerce
Suzanne Mammel, HHHBA
Wendy Stewart, Hamilton-Burlington Realtors Association

Absent with Regrets: Councillor M. Green – Personal
Councillor J. Partridge – City Business

THE FOLLOWING ITEMS WERE REFERRED FOR THE CONSIDERATION OF THE GENERAL ISSUES COMMITTEE:

1. Outdoor Boulevard Café Process Improvement (PED18075) (City Wide) (Item 7.2)

(Whitehead/Ferguson)

- (a) That the Encroachment on City Property Policy, approved by City Council at its meeting of April 29, 2009, through Report PED09127 on the Hess Village Review, which required a patio layout plan to be approved to the satisfaction of the Manager of Development Planning prior to approval of an Encroachment Agreement, be amended to only require a patio layout plan, if the patio construction also requires a Building Permit as defined in the Building Code Act;

- (b) That the General Manager of Public Works be authorized and directed to make any and all necessary changes to the existing Encroachment on City Property Policy, previously approved via Report PW11024, to remove the requirement for a minor site plan approval for patios that do not trigger a Building Permit requirement under the Ontario Building Code and to streamline the circulation process for applications for Encroachment Agreements for patios;
- (c) That Legal Services be authorized to modify existing precedent agreements used in granting encroachments, including Outdoor Boulevard Cafés, where required, in accordance with the recommendations made in Recommendation (a) and (b) of Report PED18075.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised of the following change to the agenda:

Item 8.1 being moved up to Item 7.2, as it is a Presentation in addition to the staff report.

(VanderBeek/Pasuta)

That the agenda for the March 27, 2018 meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

None.

(c) APPROVAL OF MINUTES (Item 3)

(i) November 28, 2017 (Item 3.1)

(VanderBeek/Whitehead)

That the Minutes of the November 28, 2017 meeting be received, as presented.

CARRIED

(d) PRESENTATION (Item 7)

(i) Open For Business Accomplishments (Item 7.1)

Jason Thorne, General Manager of Planning and Economic Development, addressed the Committee respecting Open For Business Accomplishments, with the aid of a PowerPoint presentation. A copy of the presentation has been included in the official record.

(Pasuta/VanderBeek)

That the presentation respecting Open For Business Accomplishments, be received.

CARRIED

The presentation is available at www.hamilton.ca.

(ii) Outdoor Boulevard Café Process Improvement (PED18075) (City Wide) (Item 7.2)

Robert Lalli, Strategic Advisor, addressed the Committee with an overview of PED18075, respecting Outdoor Boulevard Café Process Improvement, with the aid of a PowerPoint presentation. A copy of the presentation has been included in the official record.

(VanderBeek/Ferguson)

That the presentation respecting Outdoor Boulevard Café Process Improvement, be received.

CARRIED

The presentation is available at www.hamilton.ca.

For further disposition of this matter, please refer to Item 1.

(e) ADJOURNMENT (Item 12)

(Ferguson/VanderBeek)

That there being no further business, the meeting be adjourned at 11:33 a.m.

CARRIED

Respectfully submitted,

Councillor M. Pearson, Chair
Open for Business Sub-Committee

Lisa Chamberlain
Legislative Coordinator
Office of the City Clerk



City of Hamilton
OPEN FOR BUSINESS SUB-COMMITTEE
Clerk's Report 18-002
2:00 p.m.
Thursday, September 6, 2018
Council Chambers
Hamilton City Hall
71 Main Street West

Pursuant to Section 3.6(4) of the City of Hamilton's Procedural By-law 14-300 at 2:31 p.m. the Committee Clerk advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Open For Business Sub-Committee, therefore, the Clerk noted the names of those in attendance and the meeting stood adjourned.

Present:

Councillor M. Pearson (Chair)
Councillor L. Ferguson
Councillor J. Partridge

Respectfully submitted,

Loren Kolar
Legislative Coordinator
Office of the City Clerk



Hamilton

Planning and Economic
Development Department

Memorandum

Date: September 6, 2018

To: Chair and Members
Open for Business Sub-Committee

From: Ed VanderWindt
Director, Building and Chief Building Official
Planning and Economic Development Department

Subject: **Continuous Improvement Team - Process Review – Micro-breweries – Case Study No. 20**

BACKGROUND

The role of the Planning and Economic Development Department / Public Works Department Continuous Improvement Team (CIT) is to review select case studies after they have been through the approval process to identify any lessons learned and opportunities for process improvements.

OBSERVATIONS AND ISSUES

The rise in the popularity of craft breweries and distilleries in the City of Hamilton has resulted in the Building Division initiating a review of the application of the Ontario Building Code (OBC) for buildings that are comprised of a micro-brewery, winery, distillery or other similar uses. The review included several case studies that specifically contained a micro-brewery and an associated ancillary use for the public such as a tasting room, retail store, public gathering space, or multi-purpose room.

Life safety and protection of occupants is the primary concern for a Building Official. The concern is not only for protection from obvious hazards found in processes for a brewery and distillery, but also for public uses that are deemed to be independent of the primary brewery or distillery use. At issue for these operations is when there is a requirement to construct a fire separation that serves as a physical barrier between a micro-brewery use and public spaces considered as separate major occupancies.

Large-scale distillation and refining operations which have large quantities of flammable and combustible liquids were not considered in this review. These highly hazardous operations contain processes that include crushing of malts and contain high accumulation of vapour and quantities of combustible materials. Typical micro-breweries and distilleries often contain

Subject: Continuous Improvements Team - Process Review – Micro-breweries – Case Study No. 20 - Page 2 of 3

limited quantities of flammable liquids and are, therefore, considered a lower hazard category.

When reviewing a Building Permit Application, there are three primary factors that are taken into consideration to determine when a fire separation is required:

1. Major Occupancy Definition;
2. Use and Operation of Facility; and,
3. Size and Scale of Occupancy.

Uses are first reviewed under the definition found in the OBC:

1.1.4.2. Definition: Major Occupancy

Major occupancy means the principal occupancy for which a building or part of a building is used or intended to be used, and is deemed to include the subsidiary occupancies that are an integral part of the principal occupancy.

All rooms or spaces in a building that contain uses other than a micro-brewery and do not meet the intention of a subsidiary occupancy would be deemed to be a Major Occupancy.

The determination for a subsidiary occupancy is based on consideration of the use and operation of the building. This includes identifying a variety of factors including: can the other uses operate independently from the micro-brewery use, who has control or occupancy of the room or space, and direct or after-hours access. Any uses that cannot be considered a subsidiary occupancy to a micro-brewery would be deemed a separate major occupancy.

Protection of major occupancies of a building is the basic requirement in the OBC and is regulated by the following:

3.1.3.1. Separation of Major Occupancies

(1) Except as provided by Sentences (2) to (5), major occupancies shall be separated from adjoining major occupancies by fire separations having fire-resistance ratings conforming to Table 3.1.3.1.

Size and scale of occupancy provides further relaxation to the fire separation requirements should they meet the following:

3.2.2.8. Exceptions for Major Occupancies

(1) In a building in which the aggregate area of all major occupancies in a particular Group or Division is not more than 10% of the floor area of the storey in which they are located, these major occupancies need not be considered as major occupancies for the purposes of this Subsection, provided they are not classified as Group F, Division 1 or 2 occupancies.

Uses that do not exceed the 10% threshold would, therefore, be permitted relief under this part of the OBC.

Subject: Continuous Improvements Team - Process Review – Micro-breweries – Case Study No. 20 - Page 3 of 3

OUTCOMES

After a detailed review of several previously issued Building Permits containing a micro-brewery and other associated uses, the Building Division is confident that the applications were reviewed and issued consistently and appropriately for the intended and stated uses. The Building Division will ensure to continue to maintain the standards described above and remain consistent in the application of the OBC when reviewing Building Permit Applications for craft and micro-breweries.



Hamilton

Licensing and By-law Services

Memorandum

Date: February 27, 2019

To: Chair and Members
Open for Business Sub-Committee

From: Ken Leendertse
Director, Licensing and By-law Services

Subject: **Continuous Improvement Team – 2018 Special Occasion Permit Review – Case Study No. 21**

The role of the Planning and Economic Development Department / Public Works Department Continuous Improvement Team (CIT) is to review select case studies after they have been through the approval process to identify any lessons learned and opportunities for process improvements.

BACKGROUND

As a business improvement process, we will be removing the notification process for Special Occasion Permit (SOP) events that are not considered municipally significant.

Current Process:

The current process requires Licensing staff to accept and provide comments for all SOPs, however only municipally significant events require full circulation. The process is initiated by the customer, with a previously required turnaround of 15 days for circulation for comments. Circulation is provided to Council, Public Health, Fire Prevention, Hamilton Police, Building Division, Public Works and the Special Events Advisory Team (SEAT).

In instances where SOPs require comments only, the Alcohol and Gaming Commission of Ontario (AGCO) issues the permit prior to the receipt of all comments by the Licensing Section. Since the comments are no longer mandatory under the revised AGCO process, we have implemented a process change for efficiency and effectiveness.

Each application under the current process has a fee of \$87 and requires two hours of staff time to administrate.

Subject: Continuous Improvement Team – 2018 Special Occasion Permit Review - Page 2 of 3

SOPs circulated under this process in the current and previous year are as follows:

SOPs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	3	4	9	12	32	13	11	12	6	5	4	1	112
2018	4	2	12	29	17	12	6	8	1	1	3		95

(To date, no Special Occasion Permit has ever been declined in this process)

The process improvement is in line with the new notification process and is fully supported by the AGCO.

New Process:

The new AGCO process allows for the applicant to apply directly via an online process at <https://www.agco.ca/alcohol/special-occasion-permits-private-event>. The previous requirement for municipality notification of private events is now redundant. The process for events designated municipally significant, or for profit, will not change and will still require municipality notification and comment.

A comment of notification only will now be sent directly to the corresponding departments. Outstanding issues will be resolved by the individual departments communicating directly with the customer with no comment required back to the Licensing Section, as the permit from the AGCO for the event is already issued.

OBSERVATIONS AND ISSUES

A SOP is required any time alcohol is served anywhere other than in a licensed establishment. SOPs are for occasional, special events and not for personal profit or running an ongoing business.

The role of the City of Hamilton is to act as a commenting agency to the AGCO and the process for commenting is required to be reviewed for efficiency and consistency with surrounding municipalities. The AGCO only requires that the customer indicates to the City of Hamilton they have obtained a permit, and notification has been provided.

Licensing staff engaged in a series of meetings with the AGCO and other City divisions. The current SOP application requirements and process have duplications and excessive requirements.

OUTCOME

The outcome of a potential change in the current process will result in the following;

1. Cost reallocation of approximately 224 hours of Licensing Administrator's time (Approximately \$10,841);
2. Reduction in turnaround time of 15 day application comment period;
3. Direct contact by the department in question, allowing for greater communication and enhanced customer service; and,
4. Potential loss of revenue of approximately \$9,744 (112 X \$87).

**Subject: Continuous Improvement Team – 2018 Special Occasion Permit
Review - Page 3 of 3**

The cost reallocations, and reduction on overall time greatly outweigh the potential loss in revenue in this business case. The reallocation of employee time can be better utilized in dealing with permanent liquor permits.

Moving forward, new brochures and leaflets will be created to assist citizens in their understanding of the requirements.

KL/AP/st



INFORMATION REPORT

TO:	Chair and Members Open for Business Sub-Committee
COMMITTEE DATE:	February 27, 2019
SUBJECT/REPORT NO:	Open for Business Future Ready Leadership Program (PED19058) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Sylvia Sadowski (905) 546-2424 Ext. 5315
SUBMITTED BY:	Marty Hazell Director, Strategic Initiatives, Planning and Economic Development Department
SIGNATURE:	

COUNCIL DIRECTION

On November 28, 2012, City Council approved the “*Open for Business Action Plan*” which included three recommendations related to workforce development for a high-performing customer service culture.

On May 20, 2015, the Development Application Approval Process Review (Neville Report) was presented to the General Issues Committee (GIC) which recommended building a stronger leadership culture to instill a strong sense of ownership and empowerment within staff.

On June 8, 2016, City Council approved the 2016-2025 Strategic Plan which prioritizes the ‘Our People and Performance Plan’ and further promotes effective leadership, continuous learning, and performance excellence and accountability.

On February 27, 2018, the GIC received the ‘Our People Survey’ Report (CM18006) which specified the need for increased training opportunities for career advancement for City employees.

INFORMATION

Leadership development and continuous learning have been deemed critical to the Planning and Economic Development Department’s “*Open for Business*” focus. Current and potential future leaders in Planning and Economic Development need to develop

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Open for Business Future Ready Leadership Program (PED19058)
(City Wide) - Page 2 of 2**

the leadership skills necessary to be able to lead high-performing teams and to create a strong sense of ownership and empowerment amongst their staff.

To build on the success of our Future Ready Leadership Program (FRLP), PED has partnered with Mohawk College Enterprise (MCE) to design and deliver an exciting new learning program entitled “Open for Business Future Ready Leadership”.

The aim of this new program is to develop effective leadership, performance excellence and to promote cross-divisional learning within the Department. Specifically, each participant will be provided with the resources needed to learn how to make effective leadership decisions with the customer in mind.

Participants of the Open for Business Future Ready Leadership Program will learn cross-divisionally about each division’s key business focus areas. In addition, they will learn to utilize the principles of emotional intelligence, how to build relationships with Councillors and customers, help identify opportunities for and barriers against innovation while learning to promote creative and innovative approaches to support an “Open for Business” culture.

The program is being offered in a cohort format to selected applicants in the Planning and Economic Development Department. There will be 10 sessions in total, offered one day per month from April to December 2019 (excluding July and August). All participants must attend and be prepared to actively participate in each of the training sessions and there will be a deliverable project component within the curriculum, chosen by the Departmental Leadership Team.

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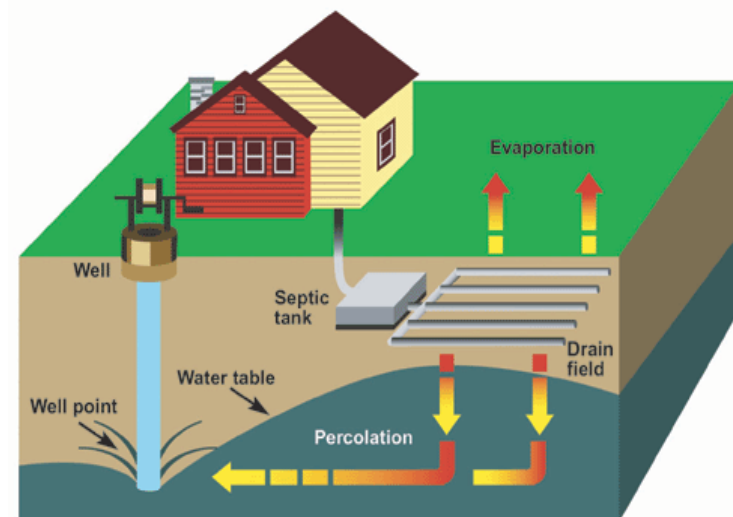
Rural Development and Sustainable Private Servicing

Open for Business Sub-committee

September 6, 2018

BACKGROUND

- Majority of development in Rural Hamilton is dependent on private services (sewage disposal and water supply)
- Rural Hamilton Official Plan (RHOP) contains policies regarding sustainable private servicing
- Intent of policies is to establish sustainable private services which do not create a negative impact on surrounding groundwater and nearby users.



BACKGROUND

- For *Planning Act* applications (i.e. Zoning By-law Amendments, Site Plans, Subdivision, Consents) in the rural area, the applicant must demonstrate that private services are provided which are capable of sustaining the use with acceptable levels of impact
- City's Guidelines for Hydrogeological Studies and Technical Standards for Private Services – approved by Council in 2013, provides framework for evaluating servicing proposals



RURAL DEVELOPMENT APPLICATIONS

TYPE	2015	2016	2017	Total
Committee of Adjustment - Consent	24	18	15	57
Committee of Adjustment - Variance	60	58	45	163
Condominium	1	0	0	1
Formal Consultation	10	13	10	33
Official Plan Amendment	1	0	2	3
Site Plan	27	16	40	83
Subdivision	1	0	1	2
Zoning Amendment	6	4	7	17
NEC Development Permit	29	24	41	94
Total	159	133	161	453

SUMMARY OF ISSUES

Some of the issues experienced when developing in the rural area include:

- Costs related to studies and peer reviews
- Time associated with application review
- Regulatory gap between MOECP Guidelines and Ontario Building Code
- No recognition of the benefits of improving an existing situation

WORKING GROUP RECOMMENDED CHANGES

A working group comprised of staff from Planning, Building, Public Works, and Public Health was established to consider the rural servicing issues and develop recommendations for improvement.

The following recommendations were proposed by the group:

- Mapping of vulnerable areas
- More permissive use of cisterns
- Increased flexibility for lot additions

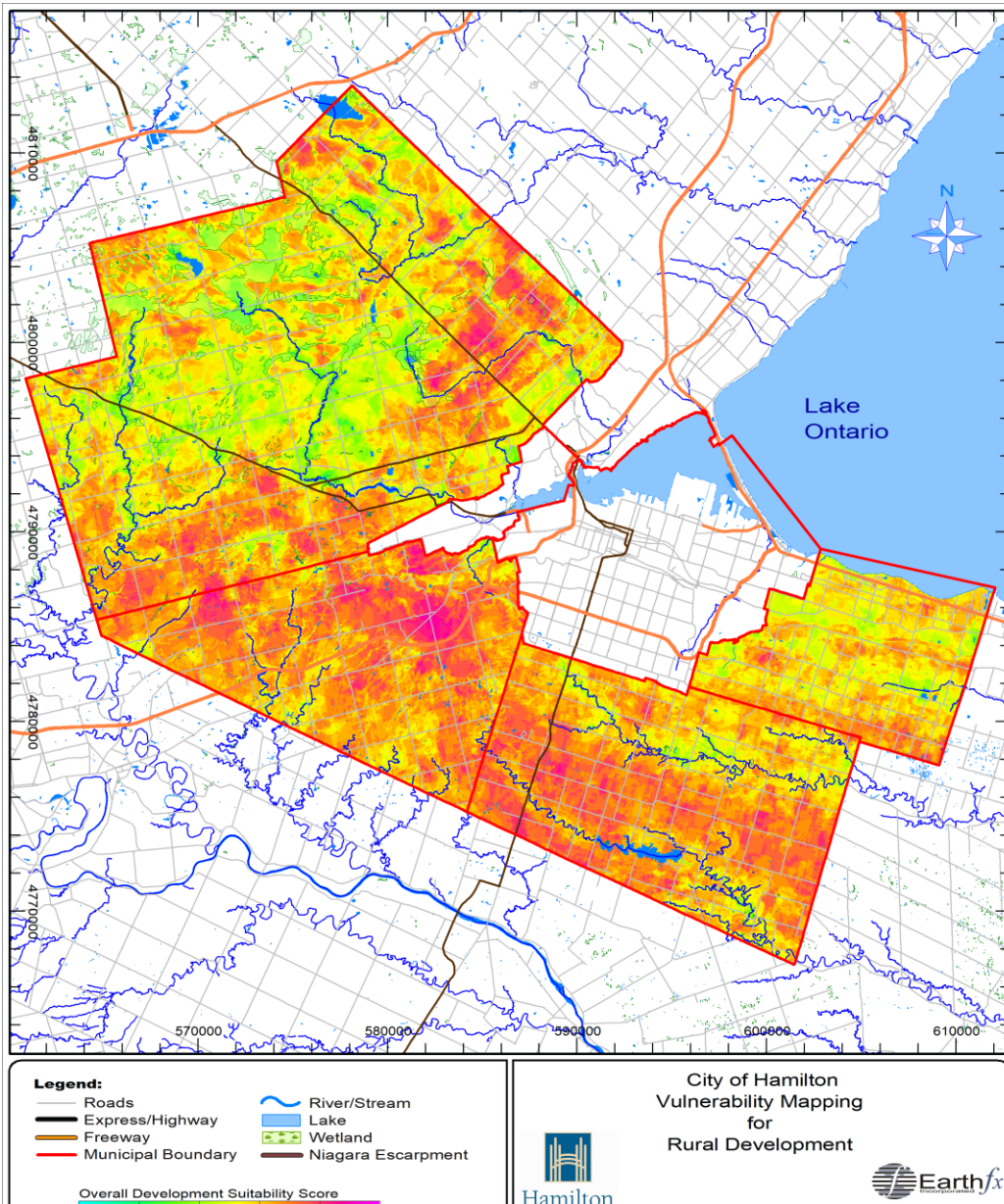




RECOMMENDED IMPROVEMENTS

Better mapping of vulnerable areas in Hamilton

- A consultant has been retained to create a mapping project of the rural area which will characterize the suitability of areas for sustainable servicing and rural development
- Maps will be a tool used by Planning staff to provide up-front information to property owners and members of the public considering rural development
- This will assist with managing expectations of development yield and avoiding surprises in the planning process





RECOMMENDED IMPROVEMENTS

More permissive policies for cisterns

- RHOP required that all development proceeded by way of a well – cisterns were only permitted as a supplementary water source, which created issues for redevelopment
- Working group recommended policy change to permit the redevelopment of a use on a cistern to continue on a cistern; and, to allow new development on an existing lot to proceed by way of cistern if it is demonstrated that groundwater is insufficient
- RHOPA 18 implemented this policy change (not final and binding)



RECOMMENDED IMPROVEMENTS

Formally recognizing “improvements” in lot additions

- RHOP has traditionally allowed minor lot additions, provided the size of the lot would meet all sustainable servicing requirements
- Working group recommends policy change to allow for lot additions to undersized lots which are existing and developed, even if the lot addition does not increase the size of the lot enough to meet all requirements of sustainable servicing (must be generally a minimum of 1 acre in size).
- RHOPA 18 implemented this policy change (not final and binding)

SUMMARY OF RECOMMENDATIONS

1. Mapping project - better mapping of vulnerable areas in Hamilton to use as information tool
2. Cisterns – more permissive policies for cistern use
3. Lot additions – more flexibility in lot addition policies





Hamilton

Planning and Economic
Development Department

Memorandum

Date: September 6, 2018

To: Chair and Members
Open for Business Sub-Committee

From: Brian Hollingworth, Director
Transportation Planning and Parking
Planning and Economic Development Department

Subject: **Continuous Improvement Process Review - Transportation Reviews for Development – Case Study No. 19**

The Planning and Economic Development Department (PED), along with the Department's Continuous Improvement Team, continues to review select case studies and current process practices to identify lessons learned and opportunities for process improvements. This Case Study focuses on reviews that are undertaken by the Transportation Planning Section as part of the development application process.

BACKGROUND

Prior to 2018, transportation reviews were distributed amongst a number of Sections in both the Public Works Department and PED. Transportation reviews, by nature, cross-over several subject matter areas from corridor planning, to system operations and safety, with involvement by many stakeholders. This has resulted in inconsistent messages, and delays in providing transportation review comments as part of the development review process. In January 2018, a portion of the Transportation Management and Corridor Management sections were consolidated to form a re-defined Transportation Planning Section, within the newly formed Transportation Planning and Parking Division in PED.

Prior to 2018, the Transportation Management Section provided comments on transportation policy conformance (e.g. Official Plan, Transportation Master Plan, Pedestrian Mobility Plan, and Secondary Plans), Right-of-Way (ROW) requirements and Travel Demand Management (TDM) elements. The Corridor Management Section provided comments relating to roadway function including traffic impacts and sight lines.

OBSERVATIONS AND ISSUES

The new Transportation Planning Section in PED took over a backlog of approximately 200 outstanding transportation reviews in January 2018 (168 Development Applications and 42 Transportation Impact Study (TIS) reports/scopes). Outstanding reviews included applications from 2017 and January 2018. This backlog created a number of

Subject: Continuous Improvement Process Review - Transportation Reviews for Development – Case Study No. 19 - Page 2 of 3

challenges for the Transportation Planning Section, and some frustration within the development community over delays.

As part of the creation of the new Transportation Planning Section, within PED, Council also approved a new position dedicated to development reviews in the 2018 Budget. This position was filled in April 2018 with the staff getting fully underway in May 2018. In addition, the Director of Transportation Planning and Parking was retained and started in April 2018.

In combination with the staffing appointments, several process improvements were implemented by the new management team. These included the refinement and enhancement of the development file intake and comment tracking system, consistent representation of the Section on the Development Review Team (DRT), early red-lining of comments at or following DRT, and the standardization of common comments. Cross-training of staff was implemented to improve consistency and applicability of comments and a rationalized approach to providing TIS scopes was adopted.

OUTCOME

Since the creation of the consolidated Transportation Planning Section, a new streamlined approach has been implemented to address turnaround time and usefulness of transportation reviews. Table 1 provides a summary of general Development Applications received and reviewed by the Section by month since February 2018 when the new tracking system was adopted. Between February and July, the number of outstanding reviews was reduced from 156 to 86 (45% reduction), despite an influx of new reviews in April and May.

Table 1: Summary of Completed and Remaining Development Reviews

Month	Received	Completed	Balance
<i>Balance as of January 31, 2018</i>			156
February	15	12	159
March	39	34	164
April	36	24	176
May	43	41	178
June	25	103	100
July	31	45	86

The Section also reviews TIS reports, which are required for larger and more complex developments. Between January and April, the Section focused on the backlog of smaller applications, so has made less progress on addressing the outstanding TIS's. Table 2 summarizes the completed TIS reviews, illustrating the increasing output. Additional progress in this area is still required.

Subject: Continuous Improvement Process Review - Transportation Reviews for Development – Case Study No. 19 - Page 3 of 3

Table 2: Summary of Completed and Remaining TIS Reviews

Month	Received	Completed	Balance
<i>Balance as of January 31, 2018</i>			35
February	2	1	36
March	6	1	41
April	4	1	44
May	11	3	52
June	7	4	55
July	2	6	51

In addition to the table above, Transportation Planning also provides reviews on other development types including surplus lands (including alley and road closures, and encroachments), Travel Demand Management (TDM) reviews, Right-of-Way Impact Assessments (ROWIA), and Committee of Adjustment (COA). A summary of these reviews is shown in Table 3. There is no outstanding backlog relating to these reviews.

Table 3: Summary of Related Transportation Reviews

Type	January 1 – July 31, 2018
	Completed
Surplus Lands	38
TDM	47
ROWIA	14
COA	332
Total	431

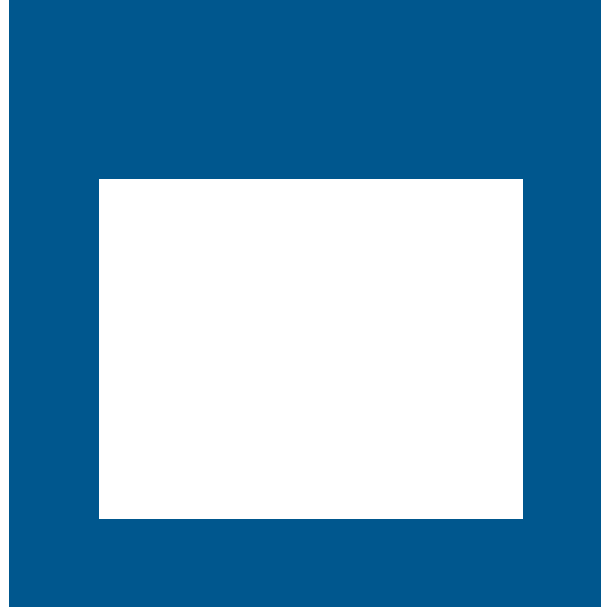
In addition, Transportation Planning continues to act as a conduit to the Public Works Department, and co-ordinates many activities to guide development as well as protect for future operations of the transportation system.

NEXT STEPS

Several other areas for improvement are in development. Future activities include, a one-day training session for staff by an external specialist in traffic reviews, updates to the TIS Guidelines to provide clarity on scope and to ensure sustainable transportation needs are considered at the early stages, and continued improvement in the initial categorization of applications to guide staffing assignments. In collaboration with the Planning Section, and Growth Management Section, Transportation Planning reviews will be integrated into the AMANDA System to provide a direct link to the development application, timelines and comment tracking.

If you require any further information on the above matter, please contact Steve Molloy, Manager, Transportation Planning, by e-mail or at Ext. 2975.

BH:SM:cr

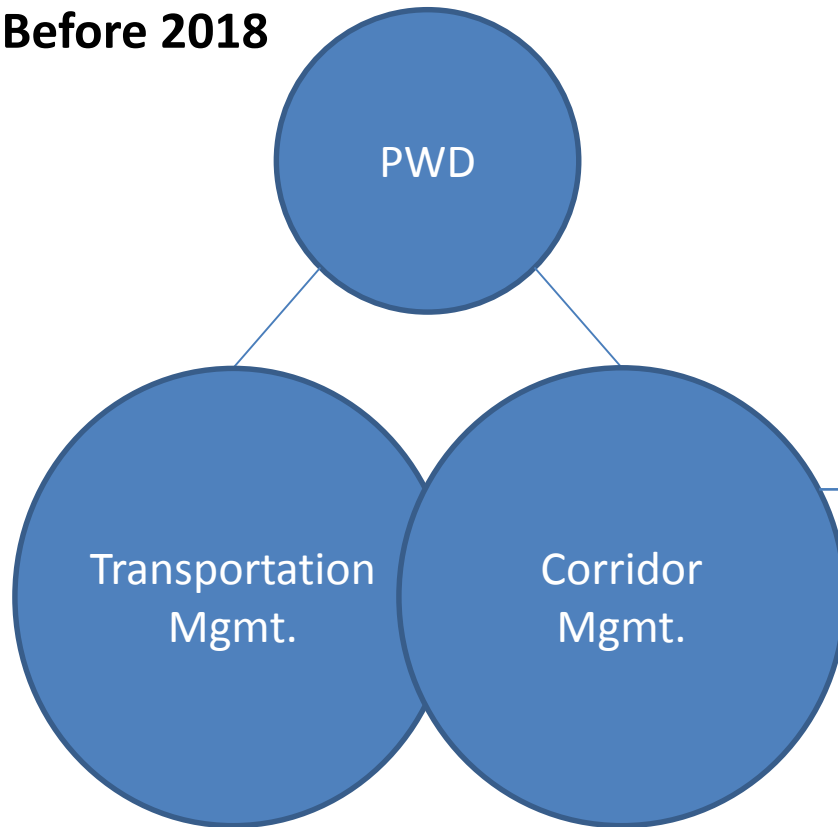


CONTINUOUS IMPROVEMENT:
TRANSPORTATION REVIEWS FOR DEVELOPMENT
CASE STUDY 19

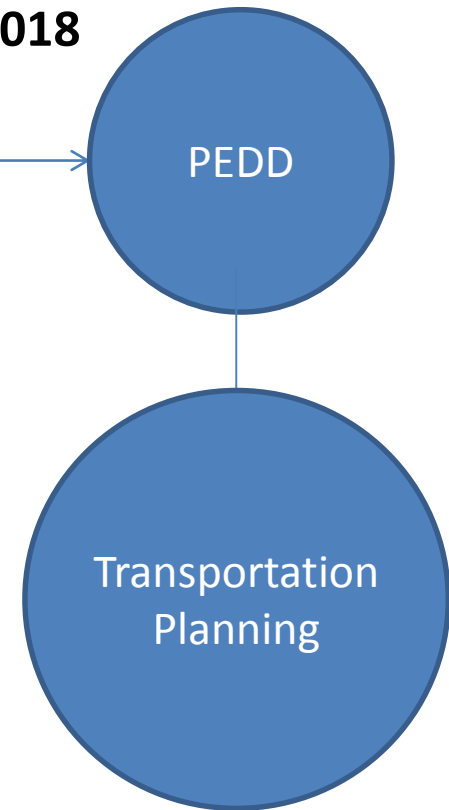
September 6, 2018

Continuous Improvement

Before 2018

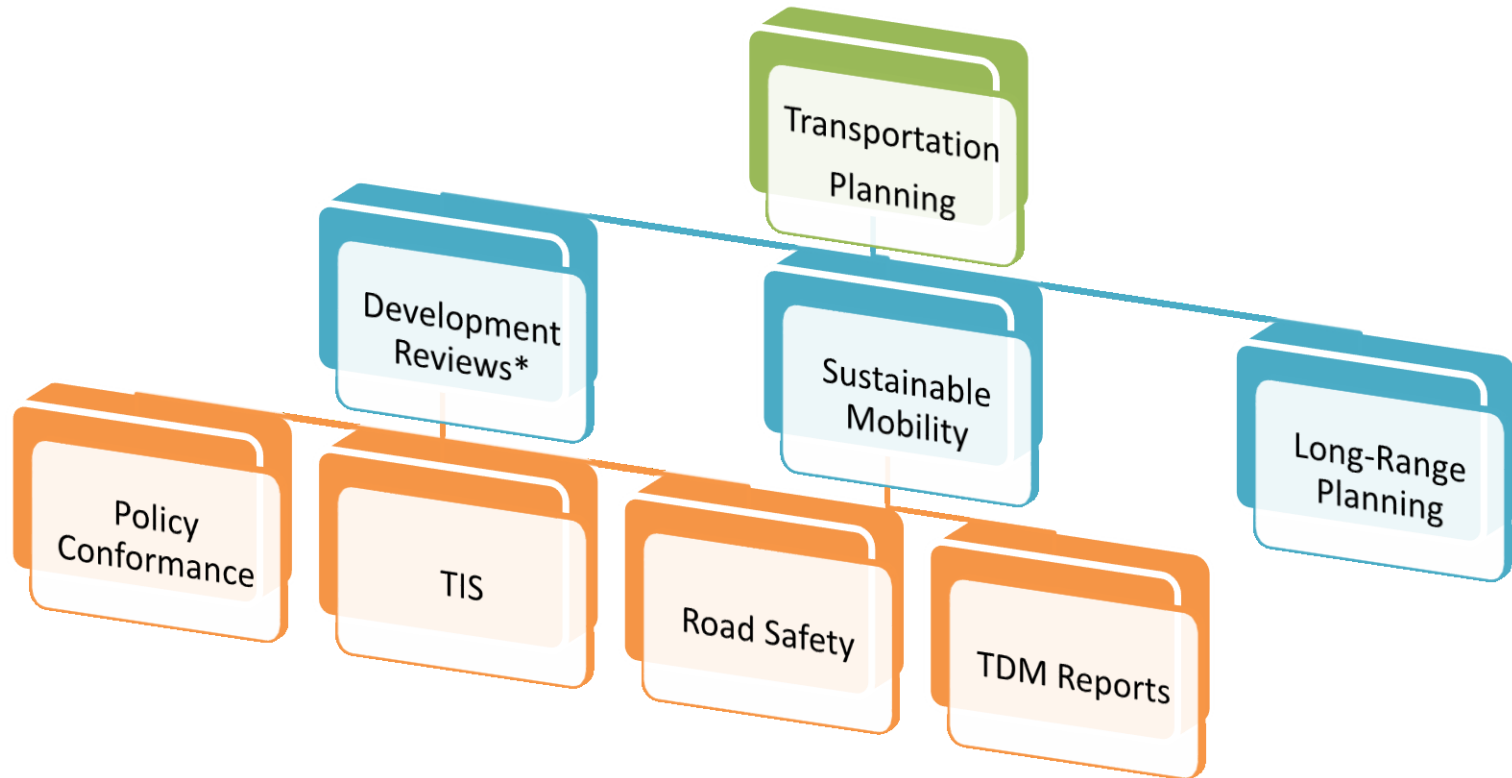


As of 2018



Continuous Improvement

Services provided by Transportation Planning



* Conduit to Public Works to coordinate reviews

Continuous Improvement

Transportation policy conformance examples:

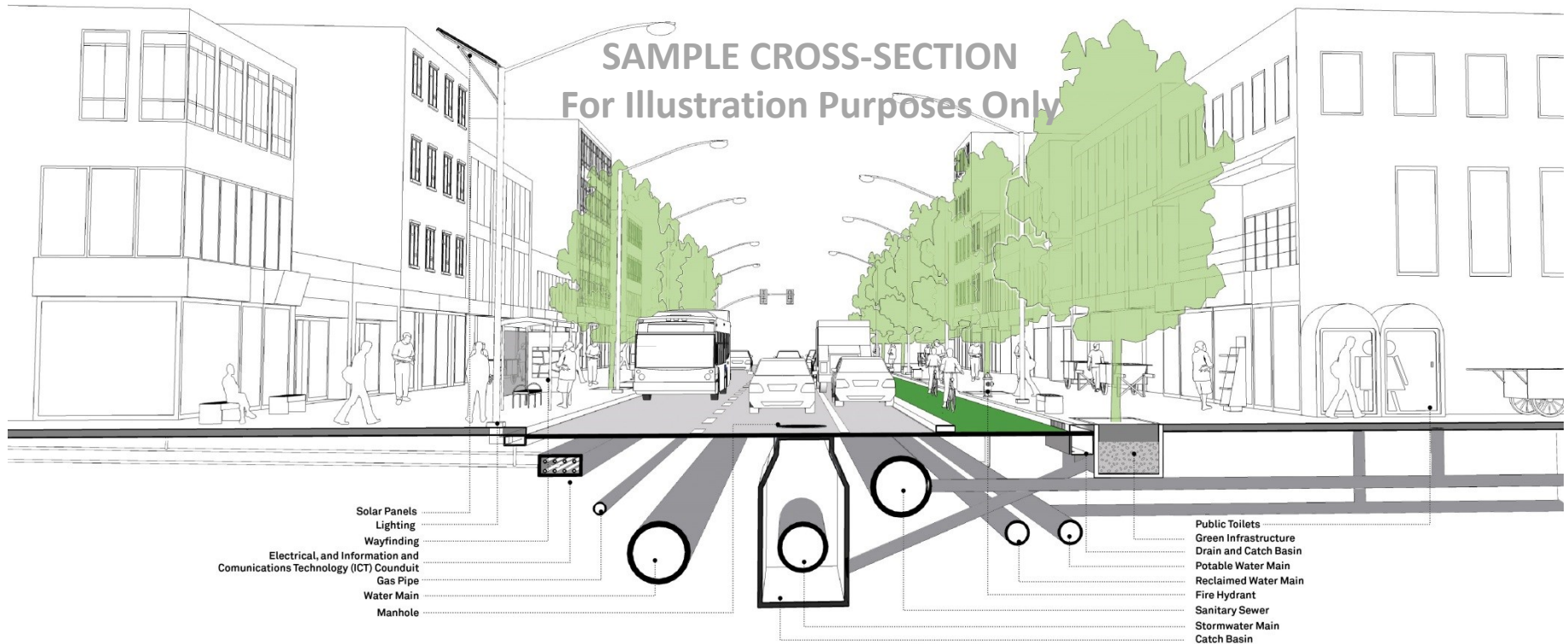
- Official Plan
- Secondary Plans
- Transportation Master Plan
- Sub-area Transportation Plans
- Pedestrian Mobility Plan
- Cycling Master Plan
- Conformance or integration with Environmental Assessments
- Higher-Order Transit
- Transit-Oriented Development Guidelines
- Right-of-Ways*
- Daylight Triangles*

* In coordination with Public Works and Development Engineering

4

Continuous Improvement

Right-of-Ways

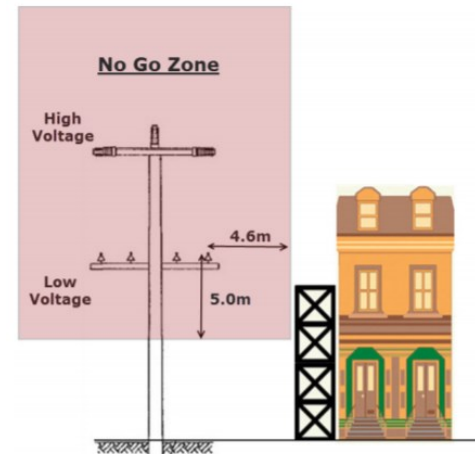
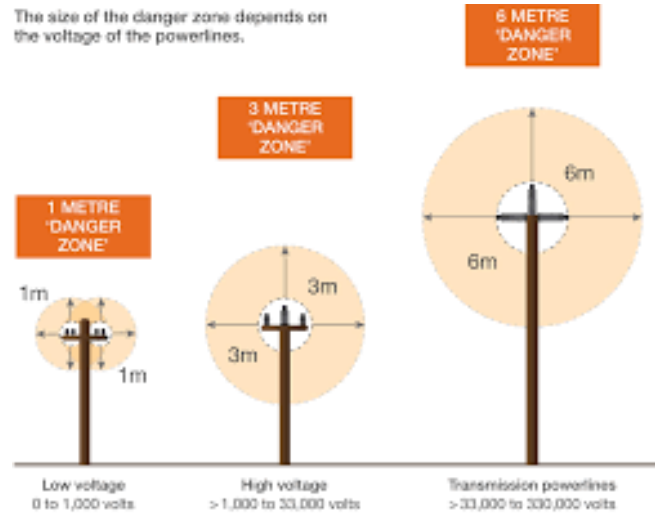


Continuous Improvement

Right-of-Ways



The size of the danger zone depends on the voltage of the powerlines.



Scaffolding No Go Zone

Continuous Improvement

Transportation review examples:

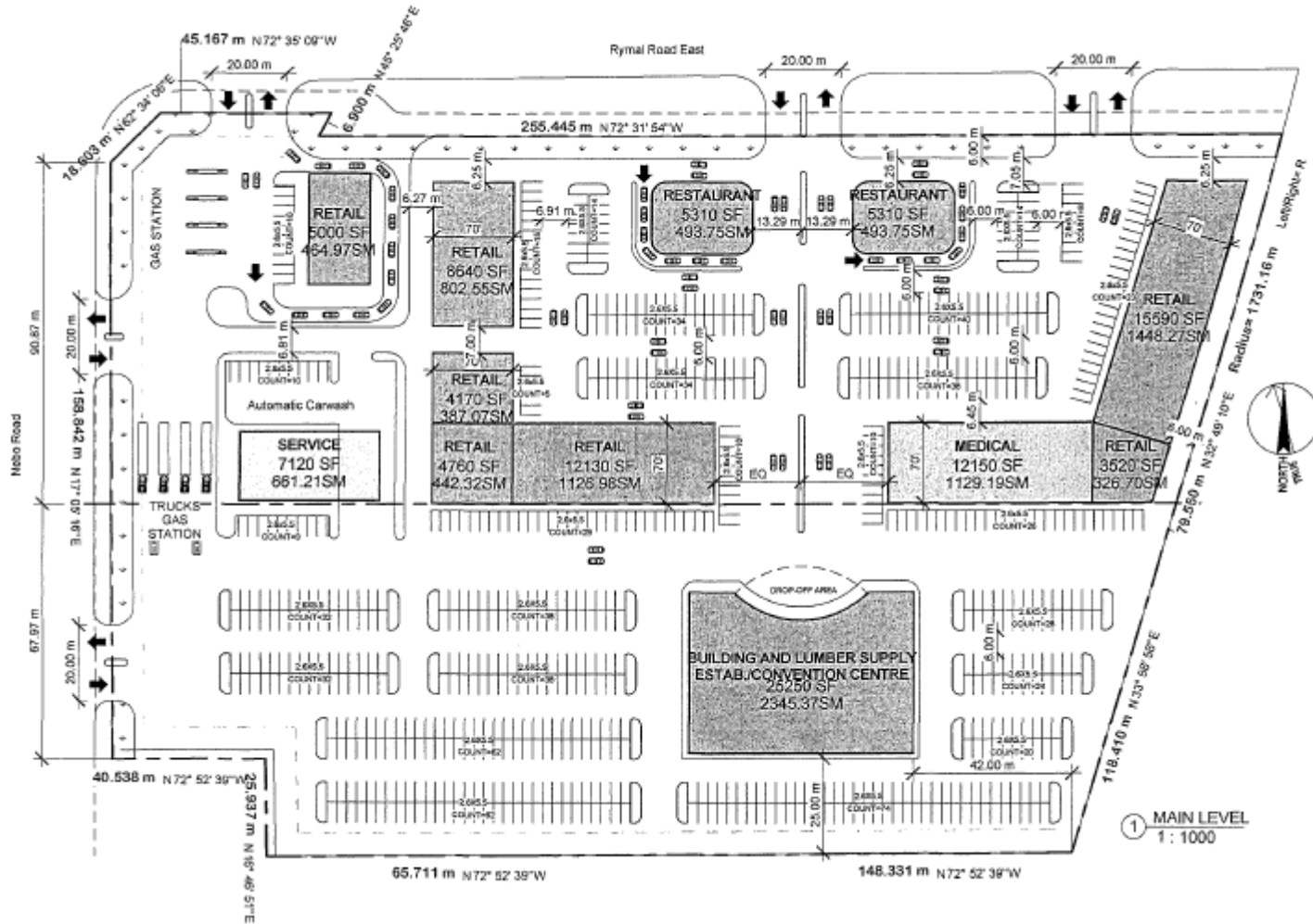
- Intersection and driveway sight-lines
- Driveway access and alignment
- Pedestrian and cycling routing, access and safety
- Parking lay-bys
- Site plan layout, circulation and loading
- Access management
- Visibility triangles
- Transportation Impact Studies*
 - Trip generation/assignment
 - Traffic signal operations
 - Queuing
 - Turn Lane requirements
 - Multi-modal assessments
 - Traffic Calming Studies*
 - Minimize cut-through traffic
 - Address speeding issues
 - Proactively improve road safety

* In coordination with Public Works

7

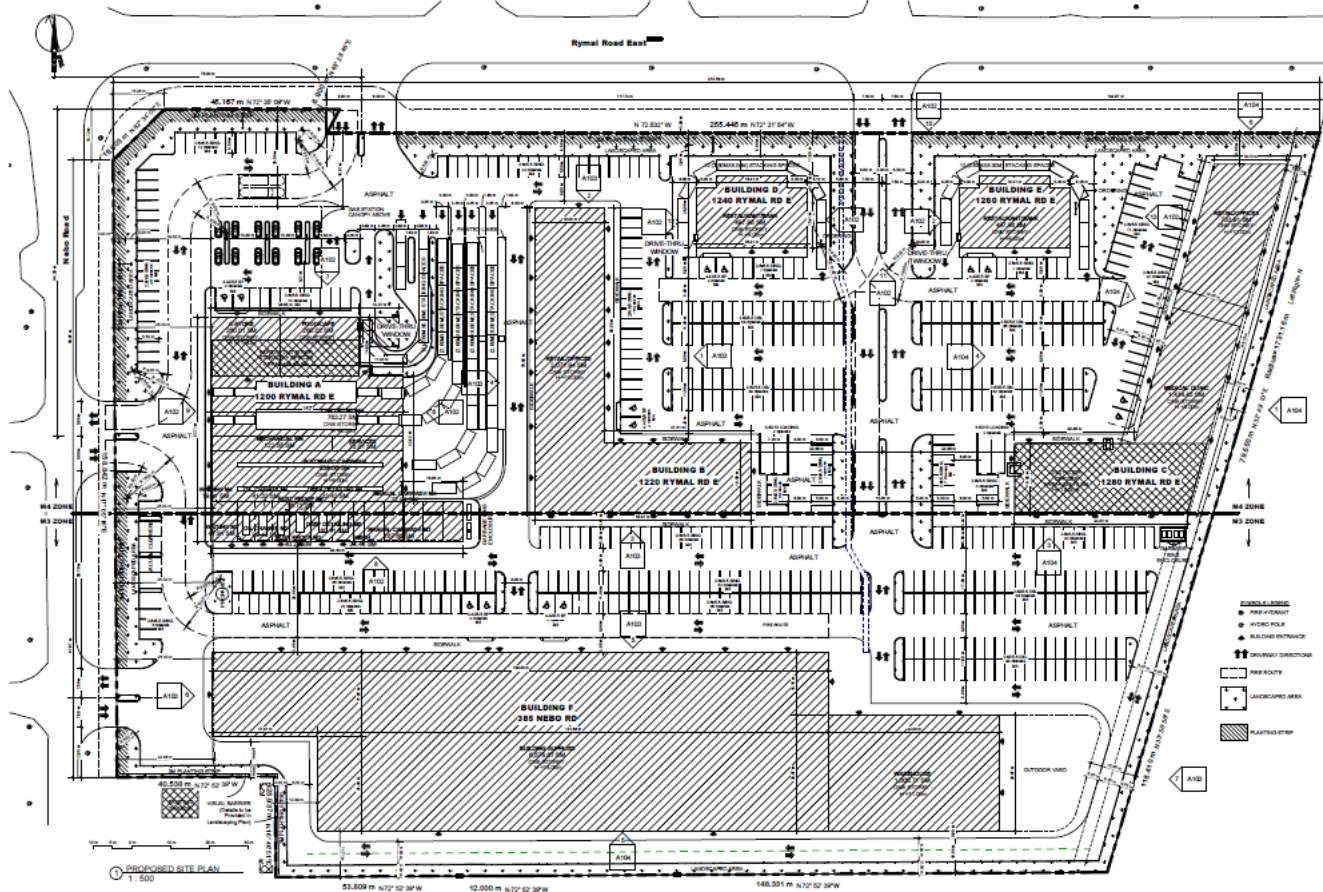
Continuous Improvement

Before



Continuous Improvement

After...



...and still fine tuning.

Continuous Improvement

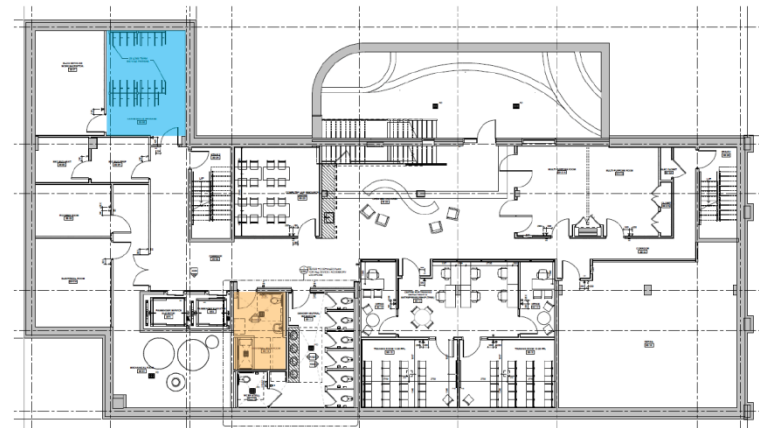
Travel Demand Management (TDM):

Encourage behaviour change by encouraging developments to integrate strategies to reduce trips and re-mode, such as:

- On-site bicycle racks
- Pedestrian, cycling, and transit accommodation
- Smart Commute program
- Car Share spaces
- Bike Share integration (if applicable)
- Carpool parking
- Parking strategies
- Wayfinding / signage

Continuous Improvement

TDM Measures



Continuous Improvement



Continuous Improvement

Table 1: Summary of Completed and Remaining Development Reviews

Month	Received	Completed	Balance
Balance as of January 31, 2018			156
February	15	12	159
March	39	34	164
April	36	24	176
May	43	41	178
June	25	103	100
July	31	45	86

Continuous Improvement

Table 2: Summary of Completed and Remaining TIS Reviews

Month	Received	Completed	Balance
Balance as of January 31, 2018			35
February	2	1	36
March	6	1	41
April	4	1	44
May	11	3	52
June	7	4	55
July	2	6	51

Continuous Improvement

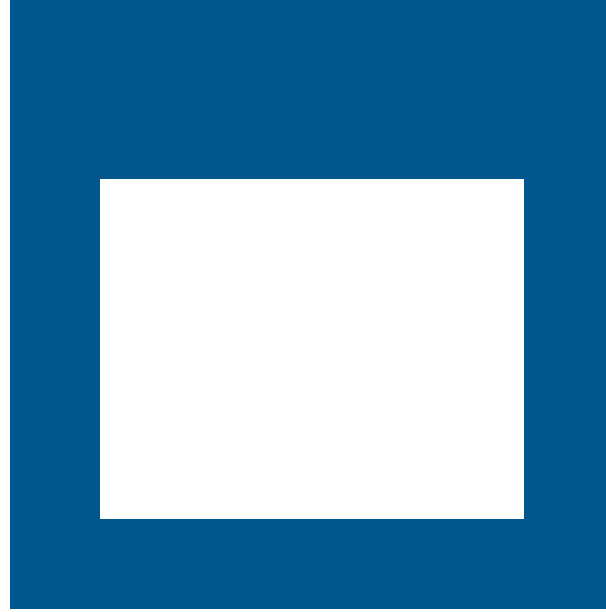
Table 3: Summary of Related Transportation Reviews

Type	Jan 1 – July 31, 2018
	Completed
Surplus Lands	38
TDM	47
ROWIA	14
COA	332
Total	431

Continuous Improvement

Next Steps

- Training session for staff by an external specialist in traffic reviews, updates to the TIS Guidelines to provide clarity on scope
- Improve initial categorization of applications to guide staffing assignments
- Integrate Transportation Planning reviews into the Amanda System to provide a direct link to the development application, timelines and comment tracking
- Continuous refinement of process for efficiencies
- Improving historical filing information to improve consistency
- Continue to collaborate with PED and PWD stakeholders to improve commenting process



THANK YOU