

RHVPI RECOMMENDATIONS – PROGRESS UPDATE

Communications Plan - Redhill Valley Parkway Inquiry Recommendations Progress Updates

PURPOSE

To ensure that City Council, residents, and staff receive regular updates on the progress of the recommendations from the “Report of the Red Hill Valley Inquiry” from the Honourable Mr. Justice Herman J. Wilton- Siegal dated November 29, 2023.

OBJECTIVES

- To enhance transparency and accountability while ensuring that information is communicated in a clear and easily understandable manner.
- To increase community understanding about the City’s efforts to address the inquiry recommendations and the ongoing work to prioritize and continually enhance roadway safety.

TARGET AUDIENCES

Internal

- City of Hamilton, City Council
- City of Hamilton, Senior Leadership Team
- City of Hamilton, Staff

External

- City of Hamilton residents
- Media

ATTACHED

- Year 1 Progress Update

See page 2 and 3 for an overview of the Communication Tactics which will be used to support the Reports being provided to Council and Committee.

COMMUNICATION PLAN

Purpose of Communication	Audience	Frequency	Formats	High-level Content of Communications	Person Responsible for Communication
Bi-Annual updates to GIC	Mayor and Council	6 months (targeting spring and fall)	Information Report; Presentation to Council as needed	Summary of the progress on RHVPI recommendations and resultant action items, including expected completion dates.	RHVPI Working Group Chair (Director of Corporate Asset Management, Public Works)
Status of RHVPI Recommendations - Progress Updates for General Public	General Public	Every 6 months in conjunction with update to GIC	City Website - RHVPI webpage www.hamilton.ca/red-hill-valley-parkway-inquiry	Status of recommendations, key action items and expected completion dates (summarized version of the Information Report to Council)	RHVPI Working Group Chair and Communications
Status of RHVPI Recommendations - Progress Updates for General Public	General Public	Every 6 months in conjunction with update to GIC and as needed	Post on appropriate City Social Media Channels – Twitter/X, Bluesky, Facebook, LinkedIn	Summary of the progress towards recommendations and linking to RHVPI webpage	Communications
Status of RHVPI Recommendations - Progress Updates for General Public	Electronic Newsletter Subscribers	Every 6 months in conjunction with update to GIC and as needed	Inclusion in City Electronic Newsletter	Summary of the progress towards recommendations and linking to RHVPI webpage	Communications

Purpose of Communication	Audience	Frequency	Formats	High-level Content of Communications	Person Responsible for Communication
Status of RHPVI Recommendations - Progress Updates for General Public	Media, General Public	Following Council ratification of GIC Report	Issue Media Release	Summary of the progress towards recommendations and linking to RHPVI webpage	Communications with Public Works GM, RHPVI Working Group Chair and City Manager’s Office
Status of RHPVI Recommendations - Progress Updates to City Manager, Senior Leadership Team	City Manager, Senior Leadership Team	6 months	Briefing Note/ Copy of Council Information Report	Progress on RHPVI recommendations and corresponding action items including expected completion dates and deviations, if any, from previously reported target dates.	Public Works General Manager; RHPVI Working Group Chair
Communications to City Staff	City Staff	On-going, as needed	Communication from Senior Leadership Team; Inclusion of relevant material in training, seminars, workshops etc.	Communications related to the importance of actioning the recommendations and related requirements.	RHPVI Working Group members

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January 2025

Appendix B

RHVPI ACTION ITEMS



Traffic Safety on the Red Hill Valley Parkways
and Lincoln M Alexander Parkway

13

7



Delineating the **Roles and Responsibilities** of City Staff

2



The Culture within the
Public Works Department

4

1



Information Sharing and
Communication among Staff

2



Staff **Reporting Obligations**

1



Staff **Communications**
with Media and Public

1



Consultant Engagements
and Assignments

3

1



Staff **Reports**

1

STATUS OF ACTION ITEMS:

In progress



Completed



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Appendix B

ANNUAL HIGHLIGHTS / TARGETS

COMPLETED TO DATE

Regular publishing of an **Annual Collision Report**

Establishment of a **Parkway Management Committee** to identify and resolve issues for road safety across the organization

Incorporation of **collaboration, transparency and accountability** in the required core competencies for people leaders

Released corporate **Code of Conduct**, including requirements for sharing consultant reports

Standardized **Project Management Charter and guidelines** across the Public Works Department

PROJECTED IN 2025



Continue to incorporate inspection and investigation protocols to **meet road safety** requirements



Enhance **roadway safety training** for staff involved in planning, design, construction, operation, and maintenance.



Reinforce the review of existing **City-wide procedures and policies** (e.g. Code of Conduct, Council Staff Relationship Policy, etc.)



Strengthen a **culture of accountability and transparency** through City-wide training and workshops

* All action items have an overall target completion date of 2026.