



INFORMATION REPORT

TO: Chair and Members Public Works Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: June 18, 2012	
SUBJECT/REPORT NO: Alleyway Management Program - Development Strategy (PW07033b) - (City Wide) (Outstanding Business List Item)	
SUBMITTED BY: E. (Beth) Goodger Acting General Manager Public Works Department	PREPARED BY: Ed DeVries (905) 546-2424, extension 4819
SIGNATURE:	

Council Direction:

City Council at its meeting October 12, 2011 approved the following:

- (c) *That staff be directed to report to the Public Works Committee respecting the status of the Alleyway Management Program short term action plans in Spring 2012.*

The purpose of this Information Report is to provide Council with a status update on the Alleyway Management Program short term action plans.

Information:

Report PW07033(a), Alleyway Management Program – Development Strategy Study presented to the Public Works Committee on October 3, 2011, recommended short, medium and long term initiatives.

The report identified five Short Term Initiatives:

1. Establish an Alleyway Closure Application Protocol and Evaluation Criteria
2. Establish an "Adopt an Alley" Volunteer Program
3. Complete an Alleyway Inventory for the entire City confirming physical description data and utilization data
4. Share Report findings with Municipal Service Stakeholders (i.e. Public Works Capital Program, Police, Fire, Public Health, etc.)
5. Develop a one-stop contact or alternative approach for all inquiries into alleyway matters

Alleyway Closure Application Protocol and Evaluation Criteria

Over the past year, a review of the Permanent Road and Alley Closure procedure has been undertaken. Operations & Waste Management staff has worked with Legal Services to develop a draft Permanent Road and Alley Closure policy and procedure. This policy and procedure will be circulated to the internal stakeholders for review and comment prior to finalization late this year. The policy and procedure will ensure objective evaluation criteria which will result in transparency and accountability. The draft procedure defines the roles and responsibilities of internal and external stakeholders. The procedure recommends timelines for processing an application and criteria for the consideration of the disposition of a request prior to a report being drafted for the Public Works Committee. Until the completion of the policy and procedure the existing application process for the Permanent Closure of Streets, Road Allowances, Alleys and Walkways will continue to be used. The application form and process can be found on the City's website at www.hamilton.ca/RightofWay

"Adopt an Alley" Volunteer Program

The Adopt an Alley concept has been incorporated into the Neighbourhood Clean Team program. This program (formerly the Adopt-a-Road program) engages volunteers with an interest in adopting, maintaining and beautifying a road or alley in the City that they care about. In 2012, a specific focus on volunteer clean ups and maintenance of alleyways was introduced into the Neighbourhood Clean Team Program. To date, six (6) agreements have been finalized with volunteer groups to adopt an alley. In collaboration with the Neighbourhood Development Strategies Office, the goal is to engage six (6) more alleyway adoptions by the end of the year.

Alleyway Inventory

Staff continues to compile and validate the current inventory database for the use of the asset and maintenance planning program implementation. Although this work is resource intensive and a completion date is difficult to determine at this time, staff will continue work on the inventory as time permits.

Share Report Findings

Staff have shared the report findings with internal stakeholders (Public Health, Police, Fire, Emergency Services, Roads and Maintenance, Water and Wastewater, Traffic Operations, Planning, Parking, Municipal Law Enforcement, Real Estate, Risk Management and Legal Services) and will continue to consult with these stakeholders throughout the review process and engage them as the short, medium and long term initiatives are developed.

One-Stop Contact or Alternative Approach for all Inquiries

Alleyway issues currently reside with the Public Works Department, although several divisions have different interests. Administrative interests such as status and alley closure and maintenance are the responsibility of the Operations & Waste Management Division. However the Traffic Operations Section also has an interest in the management of alleyways relative to impacts on vehicular movement. Alleyway

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inventory management also plays a key role in within the Asset Management and Engineering Services Sections. To build on recent Public Works organizational changes in the Transportation and Traffic areas, next steps toward streamlining to a single point of contact continue to be explored.

Next Steps

Staff will continue to work on the remaining short term initiatives and also on the implementation requirements for the longer term initiatives and will provide updates as required. The short term initiatives are scheduled to be completed by the end of 2013.