



REVISED PUBLIC AGENDA  
STANDING POLICY COMMITTEE  
ON TRANSPORTATION

Monday, December 7, 2015, 9:00 a.m.

Council Chamber, City Hall

Committee Members:

Councillor C. Clark, Chair, Councillor R. Donauer, Vice-Chair, Councillor T. Davies, Councillor D. Hill, Councillor M. Loewen, His Worship the Mayor (Ex-Officio)

Pages

1. CALL TO ORDER

1.1 Confirmation of Chair and Vice-Chair

At the December 8, 2014 meeting of the Standing Policy Committee on Transportation, the Committee resolved:

1. That the appointment of Councillor Clark as Chair of the Standing Policy Committee on Transportation until December 2015 be confirmed; and
2. That the appointment of Councillor Donauer as Vice-Chair of the Standing Policy Committee on Transportation until December 2015 be confirmed.

City Council, at its Organizational Meeting on November 23, 2015, confirmed the following appointments for 2016:

Standing Policy Committee on Transportation

Councillor Clark  
Councillor Davies  
Councillor Donauer  
Councillor Hill  
Councillor Loewen

**Recommendation**

That the Standing Policy Committee on Transportation appoint a Chair and Vice-Chair for 2016.

## **2. CONFIRMATION OF AGENDA**

### **Recommendation**

1. That the letter from Sarah Marchildon, Executive Director, Broadway Business Improvement District dated December 2, 2015 requesting to speak be added to Item 7.2.1;
2. That the report of the General Manager, Transportation and Utilities regarding Snow & Ice Program Levels of Service be added as Urgent Business Item 8.1; and
3. That the agenda be confirmed as amended.

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. ADOPTION OF MINUTES**

### **Recommendation**

That the minutes of regular meeting of Standing Policy Committee on Transportation held on November 9, 2015 be adopted.

## **5. UNFINISHED BUSINESS**

## **6. COMMUNICATIONS (requiring the direction of the Committee)**

- 6.1 Delegated Authority Matters
- 6.2 Matters Requiring Direction
- 6.3 Requests to Speak (new matters)

## **7. REPORTS FROM ADMINISTRATION**

### **7.1 Delegated Authority Matters**

- 7.1.1 Update on Railway Delays [Files CK. 6170 and TS. 6170-1] 7 - 9

#### **Recommendation**

That the information be received.

- 7.1.2 Transportation Demand Management Program Update [Files CK. 7000-1 and TS. 7000-1] 10 - 24

#### **Recommendation**

That the information be received.

7.1.3	<b>Varsity View Neighbourhood Traffic Review - Main Street and Wiggins Avenue [Files CK. 6320-1 and TS. 6320-1]</b>	25 - 29
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**Recommendation**

That the information be received.

**7.2 Matters Requiring Direction**

7.2.1	<b>Communications to Council – Mid West Development (2000) Corp. (Oct 30, 2008) – Parking in the Broadway Area [File No. CK. 6120-1]</b>	30 - 37
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A request to speak has been added to this item from Sarah Marchildon, Executive Director, Broadway Business Improvement District.

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department, dated December 14, 2015, be forwarded to City Council for information.

7.2.2	<b>Neighbourhood Traffic Review - Revised Process [Files CK. 6320-1 and TS. 7820-1]</b>	38 - 45
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**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the Administration be directed to update the “Traffic Calming Guidelines and Tools” procedure as outlined in this report; and
2. That the Administration be directed to proceed with current and 2016 Neighbourhood Traffic Reviews as outlined in this report, until such time as the Traffic Calming Guidelines and Tools document has been updated and approved by Council.

- 7.2.3 **Inquiry – Councillor Z. Jeffries (September 28, 2015) Nelson Road Corridor – Four-Way Stop [Files CK. 6320-1 and TS. 6280-2]** 46 - 47

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

- 7.2.4 **Inquiry – Councillor Z. Jeffries (September 28, 2015) Intersection Nelson Road and Lowe Road [Files CK. 6320-1 and TS. 6150-1]** 48 - 49

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

- 7.2.5 **Advanced Traffic Management System – Award of Contract [Files CK. 6250-1, TS. 6250-6 and TS. 1020-3]** 50 - 53

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the City enter into an agreement with Electromega Ltd. for the supply of an Advanced Traffic Management System at a total cost of \$285,931.53 (including GST and PST); and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.



**7.2.6 Award of Impound Towing Contract [Files CK. 6120-6 and PL. 6120-1]**

54 - 55

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

1. That a contract with 101278278 Saskatchewan Ltd, Operating as Astro Towing Saskatoon, beginning January 2016, for the provision of 24 hours per day/7 days per week towing requirements for the City of Saskatoon Impound Lot and Saskatoon Police Service, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**7.2.7 Request for Change Order - Contract #15-0004 – 2015 Paver Lay [Files CK. 292-015-031 and TS. 7822-1]**

56 - 58

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

That a change order in the amount of \$364,992.00 (including GST), for Contract #15-0004, 2015 Paver Lay, be approved.

**7.2.8 Amendments to Bylaw No. 7200 and Policy C07-019 – Administrative Fee for Vehicle Permits [Files CK. 317-1, x1720-1]**

59 - 74

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

1. That Bylaw No. 7200, The Traffic Bylaw be amended to require the Administration to set a fixed administrative fee for vehicle permits to ensure services are fully cost recovered, and authorize the Administration to establish a fee structure for overweight vehicles;
2. That revisions to Policy C07-019, Traffic Bylaw Special Permits be adopted to be consistent with the amendment to Bylaw No. 7200, The Traffic Bylaw;
3. That the City Solicitor be requested to prepare the appropriate amendment to Bylaw No. 7200, The Traffic Bylaw; and
4. That the City Clerk be requested to update Policy C07-019, Traffic Bylaw Special Permits as reflected in this report.

**8. URGENT BUSINESS**

***8.1 Snow & Ice Program Levels of Service [Files CK. 6290-1 and PW. 6290-1]***

75 - 118

***Recommendation***

That the information be received.

**9. MOTIONS (Notice Previously Given)**

**10. GIVING NOTICE**

**11. IN CAMERA AGENDA ITEMS**

**12. ADJOURNMENT**

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## Update on Railway Delays

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide an update on the ongoing operational issues with Canadian National Railway in the southwest portion of the city and to provide an overview of the progress of the Rail Working Group.

### Report Highlights

1. Canadian National Railway (CNR) has modified their operations in the southwest portion of the city to minimize delays at the spur line crossing on 11<sup>th</sup> Street West.
2. The Rail Working Group is developing a business case for future grade separations at key locations.

### Strategic Goals

This report supports the Strategic Goals of Moving Around and Quality of Life by ensuring that traffic continues to flow, and supports the corporate priority of life safety initiatives within the city.

### Background

City Council at its meeting held on January 26, 2015, received a report from the General Manager of Transportation & Utilities Department outlining the creation of a Steering Committee to address ongoing delays occurring at rail crossings throughout the city.

“City Council resolved that a committee be established between the City of Saskatoon and the Canadian National and Canadian Pacific Railways to develop solutions to reduce delays resulting from at-grade railway crossings.”

An update on the establishment of the committee was provided to the Standing Policy Committee on Transportation in September 2015.

A letter was sent to the Regional Director of Transport Canada on September 25, 2015, requesting clarification of jurisdiction and enforcement of regulations on the spur line at 11<sup>th</sup> Street West. To date, no response has been received.

### Report

#### Southwest Operational Issues

The City is continuing to work with CNR to minimize delays in the southwest portion of the city near the Montgomery Place neighbourhood.

In October 2015, CNR modified their operations into the Viterra grain terminal. The changes minimize the back and forth operations on the spur line across 11<sup>th</sup> Street by manually opening all switches prior to spotting the rails cars into Viterra in one continuous push, which should reduce the overall length of time that the spur line is in use. The continuous push meets the requirements of the Federal Canadian Rail Operating Rules, as the new operation is no longer considered a switching operation. The City and CNR are continuing to collect data to evaluate the impact of the operational changes and identify opportunities to further minimize the impact of these operations.

### Rail Working Group

The Rail Working Group is continuing to develop a long-term plan to address delays at at-grade railway crossings throughout the city.

Six priority locations have been identified for further investigation into future grade separations based on: current and projected traffic volumes; amount of daily rail activity; impacts to existing and future transportation network; public transit and benefits to rail operations. The priority locations include, in no particular order:

- 22<sup>nd</sup> Street at Avenue F
- Idylwyld Drive at 25<sup>th</sup> Street
- Central Avenue at Gray Avenue
- Marquis Drive
- 11<sup>th</sup> Street at Dundonald Avenue
- Preston Avenue

A functional plan for the rail crossing at 22<sup>nd</sup> Street and Avenue F is being developed to identify utility and access constraints. A grade separation at this location would eliminate train interruptions of traffic throughout 22<sup>nd</sup> Street. In addition to the benefits realized by all drivers using 22<sup>nd</sup> Street, uninterrupted traffic on this corridor is critical to the future success of public transit, specifically the Bus Rapid Transit (BRT) system proposed as part of the Growth Plan. This portion of the future BRT system has been identified as a medium priority to be implemented within the next 5 to 10 years.

The Rail Working Group has sought assistance from the Saskatoon Regional Economic Development Authority to develop an economic business case to pursue senior government funding. The separation of rail and road will have a positive impact on the economy and the environment. Discussions will be held over the next few months to confirm the scope and extent of the business case.

It is the Rail Working Group's intent to undertake the same design, planning and economic assessment process for the other five locations.

**Environmental Impacts**

Delays at railway crossings increase fuel use, greenhouse gas emissions and air pollution associated with vehicle idling. The environmental impacts of the delays given the current traffic and train volumes will be quantified as part of the business case.

**Public and/or Stakeholder Involvement**

Both CN and CP Railways are members on the committee. The Combined Business Group will also be represented on the committee. Dependent on the deliberations and direction of the committee, the general public may be invited to provide input for the committee's consideration.

**Communication Plan**

Media briefings may be considered as the committee's work progresses.

**Other Considerations/Implications**

There are no options, policy, financial, privacy or CPTED considerations or implications.

**Due Date for Follow-up and/or Project Completion**

The Administration will report further in early 2016.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS AG –Update on Railway Delays

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## Transportation Demand Management Program Update

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide information on the initiatives within the Transportation Demand Management Strategic Plan.

### Report Highlights

1. Transportation Demand Management (TDM) encourages sustainable travel choices to reduce the attractiveness of the single-occupant private auto and to maximize the efficiency of moving people around Saskatoon.
2. The 2010 TDM Strategic Plan prioritized strategic level city-wide initiatives. The Administration has started, completed, or implemented 75% of short-term strategies, and work is underway on 30% of the medium-term initiatives.
3. In October 2012, the Administration conducted a survey of civic employees who work downtown to identify current travel preferences.
4. An Active Transportation Master Plan is being developed that will provide recommendations that overlap with TDM initiatives.

### Strategic Goal

This report supports the Strategic Goal of Moving Around by optimizing the flow of people and goods in and around the city.

### Background

During its meeting held June 14, 2010, City Council considered the Transportation Demand Management Strategic Plan report and resolved, in part:

- “3) that the Administration provide a report as soon as possible prioritizing the list of the recommendations contained in the TDM report.”

### Report

#### Transportation Demand Management

The 2010 TDM Strategic Plan prioritized strategic level city-wide initiatives in the short, medium and long-terms, to reduce dependency on single-occupant auto trips and encourage more sustainable travel modes such as transit, walking, cycling and carpooling.

#### TDM Strategic Plan Progress

The TDM Strategic Plan recommended initiatives to improve transit service, pedestrian facilities, public parking management, bicycle facilities, school-oriented programs, TDM

initiatives at City Hall and at major trip generators, and development-oriented strategies. While each initiative varies in complexity, significant progress has been made on the short-term initiatives where 75% have been started, completed or implemented as part of ongoing civic programs or continuous improvement initiatives. Work is underway on 30% of the medium-term initiatives. The progress on the implementation of the TDM Strategic Plan is shown in Attachment 1.

### Employer-based TDM Program for City Hall

City of Saskatoon is one of the city's largest employers, and is expected to be a leader in innovation and a positive model of how an organization can improve the way employees travel to and from their downtown workplace.

In October 2012, the Administration asked employees working downtown to complete a survey that identified: current travel preferences and current barriers to other forms of travel and provided feedback as to alternative travel options. The results of the survey are shown in Attachment 2. The survey had 434 respondents, of which 62% indicated they drove to work alone nearly every day. These daily drivers were asked what would make them consider changing their method of travel to and from work. The commuting options most preferred were: taking the bus 29%, carpooling 22%, and bicycling 15%.

### Active Transportation Master Plan

Earlier this year, the Administration began developing an Active Transportation Master Plan. It is anticipated that this master plan will be completed in the first half of 2016. The plan will have a significant number of recommendations that will advance the TDM initiative.

### **Public and/or Stakeholder Involvement**

City Hall employees were included in the internal survey. As the implementation of the TDM initiatives proceed, specific stakeholders will be engaged where appropriate.

### **Communication Plan**

A communication plan will be developed as the project progresses.

### **Environmental Implications**

The goals of the TDM Strategic Plan are to encourage people to use more sustainable travel modes such as transit, walking, cycling and carpooling, thereby reducing the number of single-occupant automobile trips in Saskatoon. A reduction in the number of automobile trips will, in turn, decrease negative environmental impacts attributable to motorised vehicle, such as emissions in the form of noise, gases and particles.

### **Other Considerations/Implications**

There are no options, policy, financial, privacy or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

A further update will be provided after completion of the Active Transportation Master Plan as it is anticipated that there may be initiatives that overlap.

## Transportation Demand Management Program Update

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### Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### Attachments

1. TDM Strategic Plan Implementation Progress
2. City of Saskatoon Downtown Employee Travel Survey – Results

### Report Approval

Written by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS JN – Transportation Demand Management Program Update



## Transportation Demand Management Strategic Plan Implementation Progress

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### 1. Improved Transit Service

**Objective:** To provide and continually enhance a well-maintained, appropriate and modern on-street transit system, designed to encourage increased ridership and establish transit as the centre-piece of progressive TDM implementation.

**Monitoring:** Establish base transit ridership levels prior to implementation of TDM recommendations and conduct annual transit ridership data and user surveys.

**Lead Department:** Saskatoon Transit

<b>Short-Term Actions</b>	
Ongoing	(1) Implementation Saskatoon Transit Strategic Plan Study.
Complete	(2) Evaluation of the existing University of Saskatchewan U-pass.
Complete	(3) Bicycle racks on the Saskatoon Transit fleet.
Ongoing	(4) Upgrade waiting facilities, pedestrian lighting, and integration with other transportation modes at transit terminals.
Ongoing	(5) Ensure all bus stops are accessible to all users.
Ongoing	(6) Ensure all major bus terminals are CPTED compliant.
Complete	(7) Install transit route maps and ticketing options on Saskatoon Transit buses.
Ongoing	(8) Continue to explore employer – and student-based subsidized transit programs with major trip generators.
Ongoing	(9) Increase the number of locations where pre-paid bus tickets, including out of hours options, can be purchased, including at transit terminals.
Ongoing	(10) Identify events and marketing campaigns to incentivize transit use.
Ongoing	(11) Provide information to new or potential transit users on how to use the Saskatoon Transit system.

<b>Medium-Term and Long-Term Actions</b>	
Ongoing	(1) Implementation Saskatoon Transit Strategic Plan Study.
Complete	(2) Establish a transit user group to identify current issues and introduce improvements.
Ongoing	(3) Investigate implementing transit oriented development (TOD) in the Downtown, adjacent to transit terminals and/or along major Bus Rapid Transit corridors.

## 2. Improved Pedestrian Facilities

**Objective:** To provide well-maintained and modern pedestrian facilities throughout the City to encourage walking as a viable transportation mode.

**Monitoring:** Establish base pedestrian conditions as part of the Pedestrian Master Plan; collect pedestrian count data; obtain pedestrian mode share data from major trip generator surveys including private organizations, academic institutions and municipal sites.

**Lead Department:** Transportation & Utilities Department (Transportation)

<b>Short-Term Action</b>	
Not Started	(1) Prepare a Pedestrian Master Plan
Ongoing	(2) Establish an annual budget for the maintenance, improvement and provision of pedestrian facilities.

<b>Medium-Term and Long-Term Actions</b>	
Not Started	(1) Continue implementing the recommendations of the Pedestrian Master Plan, and update the Pedestrian Master Plan after five years.

### 3. Improved Bicycle Facilities

**Objective:** To provide well-maintained and modern bicycle facilities throughout the City to encourage cycling as a viable transportation mode.

**Monitoring:** Obtain regular cycling count data; obtain regular feedback from cycling advisory and advocacy groups, and conduct client satisfaction surveys at major trip generators.

**Lead Department:** Transportation & Utilities Department (Transportation)

<b>Short-Term Actions</b>	
Complete	(1) Prepare an update to the Bicycle Facility Network Plan, and implement immediate priority improvements identified by the plan.
Ongoing	(2) Establish an annual budget for the maintenance of bicycle facilities.
Complete	(3) Develop a use-friendly bicycle network map.
Ongoing	(4) Continue to support and improve Bike to Work week participation in the City of Saskatoon.

<b>Medium-Term Actions</b>	
Ongoing	(1) Prepare an update to the Bicycle Facility Network plan, and implement immediate priority improvements identified by the plan.
Ongoing	(2) Implement a Wayfinding system for bicycle routes.
Ongoing	(3) Develop guidelines to ensure all bicycle end of trip facilities are CPTED compliant.
Ongoing	(4) Develop Mechanisms to regularly liaise with cycle advisory and advocacy groups.
Not Started	(5) Develop initiatives to work with major trip generators and transport providers to identify improvements to the bicycle network and ensure bicycle facilities are integrated with other transportation modes.
Ongoing	(6) Develop marketing and educational campaigns to raise awareness of cycling issues and encourage greater cycling participation, especially commuter travel.

#### 4. Improved Public Parking Management

**Objective:** To appropriately manage the City's parking resources in line with the overall TDM objectives of reducing private auto dependency and encouraging the expansion in use of alternative transportation modes.

**Monitoring:** Establish base parking conditions as part of the Downtown parking study; collect data on monthly parking violations and prepare minutes of the working group meetings and future actions.

**Lead Department:** Community Standards

<b>Short-Term Actions</b>	
Ongoing	(1) Prepare a Downtown parking study, and implement immediate priority improvements identified by the study.
Ongoing	(2) Set up a parking management working group.

<b>Medium-Term Actions</b>	
Not Started	(1) Continue implementing the recommendations of the Downtown parking study, and update the study five years after it is first completed.

## 5. Improved TDM Initiatives at City Hall

**Objective:** To provide a suite of TDM initiatives at city hall, to demonstrate the City's commitment to the principles of TDM and establish the City as the lead agency for TDM in Saskatoon.

**Monitoring:** Obtain regular staff and visitor survey data; develop reporting mechanisms to evaluate progress of recommended initiatives; undertake regular City Hall TDM working group meetings and record minutes of meetings and future actions.

**Lead Department:** Environmental & Corporate Initiatives

<b>Short-Term Actions</b>	
Not Started	(1) Investigate the feasibility of establishing a TDM coordinator position at City Hall, to centralize internal TDM activities and provide focus and support for citywide TDM initiatives (initial budget estimate - \$35,000).
Complete	(2) Conduct a survey of existing staff and visitor travel habits to City Hall.
Ongoing	(3) Review on-site staff, visitor and Council representative parking policy in line with TDM objectives.
Ongoing	(4) Continue to develop and implement the employer-based subsidized transit pass system for City staff.
Ongoing	(5) Implement programs to increase the use of pool vehicles by City staff, including trips between City sites.
Ongoing	(6) Develop policies to enhance flexible work scheduling, videoconferencing / teleworking and work from home capabilities.
Ongoing	(7) Ensure continued and enhanced participation in bike to Work Week and similar TDM events.
Ongoing	(8) Implement a TDM working group made up of City Hall staff across all departments to facilitate implementation of TDM initiatives.

<b>Medium-Term Actions</b>	
Ongoing	(1) Conduct a survey of existing staff and visitor travel habits to City Hall.
Not Started	(2) Conduct a review on the feasibility of introducing a parking cash-out and / or transportation allowance program for City staff.
Not Started	(3) Develop, proactively promote and implement a centralized carpooling service for City staff.
Not Started	(4) Create a TDM page on the City's website and provide resources to assist with travel planning and the use of alternative transportation modes, including rideshare and transit options.
Not Started	(5) Promote travel planning information on the City's website for visitors to City hall and create hard copy versions as appropriate.
Not Started	(6) Develop marketing campaigns for staff specifically aimed at promoting TDM, the use and benefits of alternative transportation modes, and future events.
Not Started	(7) Implement successful City Hall TDM initiatives at other City locations.



## 6. Improved TDM Initiatives at Major Trip Generators

**Objective:** The City of Saskatoon to partner with, encourage and develop a suite of TDM initiatives at major trip generators throughout the City.

**Monitoring:** Develop qualitative and quantitative reporting mechanisms to track the progress of TDM initiative development including the results of staff surveys and mode share data, prepare working group meeting minutes and future actions.

**Lead Department:** Transportation & Utilities Department (Transportation)

<b>Short-Term Actions</b>	
Not Started	(1) Set up a TDM working group with willing major trip generators to identify existing barriers to TDM and identify relevant TDM projects for implementation.
Ongoing	(2) Support the development of site based TDM projects.
Not Started	(3) Develop qualitative and quantitative reporting mechanisms to track the progress of TDM initiative development, including the results of staff surveys and mode share data.
Not Started	(4) Develop mechanisms to assist major trip generators with trip planning information for staff and visitors.
Ongoing	(5) Develop mechanisms to promote TDM, educating staff on the benefits of TDM and participation of major trip generators in citywide TDM events and campaigns.

<b>Medium-Term Actions</b>	
Not Started	(1) Continue to support the development of site based TDM projects.
Not Started	(2) Share information on successful City Hall and other TDM initiatives with major trip generators for potential implementation.
Not Started	(3) Collect survey data to track success of implemented TDM initiatives.
Not Started	(4) Develop methods to encourage additional major trip generators to implement TDM initiatives at their sites.
Not Started	(5) Continue to develop the implementation of employer based subsidized transit passes for major trip generators.

## 7. School-Orientated Programs

**Objective:** To partner with schools in Saskatchewan in Saskatoon to promote the use of non-auto modes, implement appropriate TDM initiatives and increase participation by students, staff and parents.

**Monitoring:** Obtain regular school travel habits survey data; develop reporting mechanisms to evaluate progress of proposed and implemented initiatives, and record minutes of working group meetings and future actions.

**Lead Department:** Transportation & Utilities Department (Transportation)

<b>Short-Term Actions</b>	
Ongoing	(1) Identify potential participating schools and develop mechanisms to proactively assist schools with the implementation of a range of appropriate TDM initiatives.
Not Started	(2) Assist schools in the preparation and execution of travel surveys to obtain quantitative and qualitative data on existing travel habits prior to and following TDM improvements.
Ongoing	(3) Promote and support the implementation of Bike to School Week programs at schools throughout Saskatoon.
Ongoing	(4) Prioritize traffic calming improvements in and around school sites.
<b>Long-Term Actions</b>	
Ongoing	(1) Continue to promote and support the implementation of Bike to School Week programs at existing participating schools and develop methods to secure participation of new schools.
Not Started	(2) Identify new scheme participants and share the pilot project TDM successes with new schools.
Ongoing	(3) Develop a TDM and active transportation toolkit.
Not Started	(4) Continue to support the collection of quantitative and qualitative travel habits data from existing and new schools on a regular basis.
Not Started	(5) Promote the implementation of school TDM programs on the TDM page of the City's website.

## 8. Development – Orientated Initiatives

**Objective:** To implement appropriate TDM initiatives in all new and existing development throughout the City.

**Monitoring:** Organized by the Transportation division ensure relevant departments

**Lead Department:** Community Services (Planning & Development)

<b>Short-Term Actions</b>	
Started	(1) Concentrate residential and commercial activity along major transportation corridors serviced by frequent transit or in close proximity to transit nodes.
Ongoing	(2) Ensure TDM requirements are taken into consideration for any new development and are incorporated into the development approval process.
Ongoing	(3) Define appropriate parking rates and parking management techniques for new development to align parking with TDM objectives designed to reduce the reliance on private auto trips.
Started	(4) Coordinate future transit planning with land use development.
Ongoing	(5) Establish mechanisms to ensure new development includes infrastructure supporting TDM.
Ongoing	(6) Continue to enhance City policies to incorporate accessibility and CPTED principles in the design and implementation of new development.
Started	(7) Identify appropriate locations for introducing Transit Oriented Development (TOD) schemes in Saskatoon along major transportation corridors or close to transit nodes.
Ongoing	(8) Continue enhancing the application of smart growth principles to minimize the need to travel.
Not Started	(9) Incorporate the recommendations of the TDM Strategic Plan in the Official Community Plan, Bylaw No. 8769.



## City of Saskatoon Downtown Employee Travel Survey - Results

Completed October 2012

## Question 1

What time do you usually arrive at and leave from work?

Answer Options	Average	Response Count
Arrival Time	07:47	431
Departure Time	16:41	434
<i>answered question</i>		<b>434</b>

## Question 2

In the last month, how did you most often travel to work?

Answer Options	Response Percent	Response Count
I drive myself	62.0%	269
I carpool with others	10.1%	44
I ride the bus	10.4%	45
I bicycle	9.2%	40
I walk	5.5%	24
I use another form of	2.8%	12
<i>answered question</i>		<b>434</b>

## Question 3

In the last month, how often did you ride public transit to work?

Answer Options	Response Percent	Response Count
Daily	7.6%	33
3-4 days per week	3.5%	15
1-2 days per week	3.7%	16
Never	85.3%	370
<i>answered question</i>		<b>434</b>

## Question 4

In the last month, how often did you bike to work?

Answer Options	Response Percent	Response Count
Daily	6.7%	27
3-4 days per week	3.7%	15
1-2 days per week	5.0%	20
Never	84.5%	339
<i>answered question</i>		<b>401</b>

## Question 5

In the last month, how often did you walk to work?

Answer Options	Response Percent	Response Count
Daily	4.6%	17
3-4 days per week	2.9%	11
1-2 days per week	4.6%	17
Never	87.9%	328
<i>answered question</i>		<b>373</b>
<i>skipped question</i>		<b>61</b>

**Question 6**

In the last month, how often did you carpool to work?

Answer Options	Response Percent	Response Count
Daily	9.3%	33
3-4 days per week	3.9%	14
1-2 days per week	6.2%	22
Never	80.6%	287
<i>answered question</i>		<b>356</b>

**Question 7**

(asked only to those who carpool)

Where does your carpool park?

Answer Options	Response Percent	Response Count
City Hall	13.2%	9
City lot	14.7%	10
City Yards	8.8%	6
Off-street paid parking lot	20.6%	14
Metered space on the	2.9%	2
Other (please specify)	39.7%	27
<i>answered question</i>		<b>68</b>

**Question 8**

(asked only to those who carpool)

How many persons usually travel in your carpool?

Answer Options	Response Percent	Response Count
2	98.5%	67
3	1.5%	1
4	0.0%	0
>4	0.0%	0
<i>answered question</i>		<b>68</b>

**Question 9**

In the last month, how often did you drive to work alone?

Answer Options	Response Percent	Response Count
Daily	64.3%	227
3-4 days per week	7.9%	28
1-2 days per week	13.6%	48
Never	14.2%	50
<i>answered question</i>		<b>353</b>

**Question 10**

(asked only to those who drive to work alone)

Would you ever consider changing your method of transportation to and from work?

Answer Options	Response Percent	Response Count
Yes	62.1%	136
No	37.9%	83
<i>answered question</i>		<b>219</b>

**Question 11**

(asked only to those who drive to work alone)

**If you were to change your method of transportation to work, which commuting option would you most prefer?**

Answer Options	Response Percent	Response Count
Carpooling	21.9%	48
Ride the bus	28.8%	63
Bicycling	14.6%	32
Walking	4.1%	9
I don't know	17.8%	39
Other (please specify)	12.8%	28
<i>answered question</i>		<b>219</b>

**Question 12****Would any of the following incentives persuade you to change the way you travel to and from work?**

Answer Options	Yes	No	Response Count
Transit closer to home and	86	133	219
Shorter waits for transit	128	91	219
Less transit travel time	133	86	219
Discounted transit pass	121	98	219
Guaranteed ride home in	119	100	219
More cycling facilities and	66	153	219
Bike lockers and shower	65	154	219
Preferred/free parking for	107	112	219
Flexible work schedule	130	89	219
<i>answered question</i>			<b>219</b>

**Question 13**

(asked only to those who drive to work alone)

**When you drive, where do you usually park?**

Answer Options	Response Percent	Response Count
City Hall	11.6%	34
City lot	17.8%	52
City Yards	14.0%	41
Off-street paid parking lot	31.8%	93
Metered space on the	2.1%	6
Other (please specify)	22.6%	66
<i>answered question</i>		<b>292</b>

**Question 14**

(asked only to those who drive to work alone or carpool)

**How often do you use your car during work hours?**

Answer Options	Response Percent	Response Count
Always	5.8%	17
Often	19.2%	56
Sometimes	42.1%	123
Never	32.9%	96
<i>answered question</i>		<b>292</b>

**Question 15**

What are the most important factors you consider when determining how you will travel to work? (choose 3 options)

Answer Options	Response Percent	Response Count
Parking availability at work	41.0%	157
Cost of parking near work	32.6%	125
Travel time	51.7%	198
Distance - I live out of town	9.7%	37
Ability to get home in case	27.2%	104
My work schedule	27.2%	104
Ability to run errands	25.3%	97
Environment - I prefer	10.4%	40
Health - I prefer options	14.6%	56
Quality of life	19.1%	73
Other (please specify)	19.1%	73
<i>answered question</i>		<b>383</b>

**Question 16**

Are you aware of or have used the following programs or facilities?

Answer Options	Yes, I've used this before	Yes, I am aware of this	No, I've never heard of this	Response Count
Eco Pass - discounted	47	251	86	384
Carpool.com - ridership	3	122	259	384
Shower facilities at City	47	183	154	384
Bike storage at City Hall	54	198	132	384
<i>answered question</i>				<b>384</b>

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# Varsity View Neighbourhood Traffic Review – Main Street and Wiggins Avenue

## Recommendation

That the information be received.

## Topic and Purpose

This report outlines the results of the additional public consultation with the Varsity View neighbourhood residents and the Community Association on the proposed temporary traffic restriction at the intersection of Main Street and Wiggins Avenue.

## Report Highlights

1. To mitigate shortcutting traffic on Main Street, a temporary traffic restriction was proposed at the intersection of Main Street and Wiggins Avenue. The proposed temporary traffic restriction included installing a raised curb to restrict east-west vehicular movement through the intersection.
2. On October 14, 2015, a meeting was held with the Varsity View neighbourhood residents and the Community Association to further discuss the proposal. The majority of the residents did not support the restriction; therefore, the Administration will proceed with three relatively minor changes to signage along Main Street to mitigate shortcutting traffic.

## Strategic Goal

This report supports the Strategic Goal of Moving Around by providing a plan to guide the installation of traffic calming devices and pedestrian safety enhancements to improve the safety of pedestrians, motorists, and cyclists.

## Background

A public meeting was held in January 2014 to identify traffic concerns and potential solutions within the Varsity View neighbourhood. Based on the residents' input provided at the initial public meeting and the analysis of the traffic data collected, a Traffic Management Plan was developed and presented to the community at a second public meeting held in December 2014.

The Administration prepared a technical report presenting the Neighbourhood Traffic Plan for the Varsity View neighbourhood, and presented a report to the Standing Policy Committee on Transportation on May 11, 2015. City Council, considered this report at its meeting held on May 25, 2015, and resolved, in part:

- “2. That the directional closure proposed at Main Street and Wiggins Avenue be deferred for further discussion with the residents and the Community Association in order for the process to be consistent with the other recommendations in the plan.”

## Report

### Previously Proposed Temporary Traffic Restriction

Main Street shortcutting between Cumberland Avenue and Broadway Avenue was identified as a concern during the public consultation for both the Nutana and Varsity View neighbourhoods. A prohibition of left and through movements at Clarence Avenue and Main Street, in general, was not supported by residents. The Administration proposed another recommendation to mitigate the shortcutting along Main Street in March and April of 2015. The proposal included installing a raised curb to restrict east-west vehicular movement through the intersection of Main Street and Wiggins Avenue. Curb cuts would be installed to permit the movement of bicycles and pedestrians through the intersection. Vehicles arriving at the intersection from the east or west would be permitted to turn right only. Vehicles arriving at the intersection from the north or south would not be permitted to turn left onto Main Street. The proposal outlined that this restriction would be installed in a temporary fashion and evaluated after one year. A sketch of the previously proposed temporary restriction is shown in Attachment 1.

### Additional Consultation

The Administration delivered invitations to residents between both Clarence Avenue and Cumberland Avenue, and 8<sup>th</sup> Street and 12<sup>th</sup> Street for the additional public meeting held on October 14, 2015, where approximately 30 residents attended. The Administration provided a presentation to the residents, who were then asked to identify their position on the proposed restrictions. The results showed a majority of residents were opposed to the temporary traffic restriction (9 in support and 14 opposed).

Based on the feedback received at the meeting, the Administration is recommending not to proceed with the proposed temporary traffic restriction.

There were a wide variety of suggestions provided by the residents including: improved signage; four-way stop at Wiggins Avenue and Main Street; increased enforcement; traffic signals at (Clarence Avenue/Main Street and Wiggins Avenue/8<sup>th</sup> Street) and add no-parking zones set back from the stop signs on Wiggins Avenue at Main Street. Some residents suggested that no changes are required. The Administration evaluated these options.

For a four-way stop to be installed at Wiggins Avenue and Main Street, the intersection must meet certain minimum criteria specified in City Policy No. C07-007 – Use of Stop and Yield Signs. During the course of the Neighbourhood Traffic Review for the Varsity View neighbourhood, the request for a four-way stop was made and the Administration completed a review. The results of the review indicated that a four-way stop does not meet the policy requirements and may lower the level of safety.

Similarly, traffic signals would not be appropriate traffic controls at the intersections of Clarence Avenue and Main Street or Wiggins Avenue and 8<sup>th</sup> Street. Traffic signals typically promote increased traffic volumes through an intersection, which contradicts the community's desire to reduce volumes in the residential neighbourhood.

However, to mitigate short cutting of traffic on Main Street, as well as address issues raised at the October 14, 2015 meeting, the Administration is recommending the following:

- Adding hazard boards to the existing east-west stop signs at the intersection of Wiggins Avenue and Main Street to improve visibility of the signage.
- Adding 5 metre no parking zones on Main Street prior to the stop signs to enhance visibility of oncoming traffic.
- Exchanging the north-south yield signs for east-west stop signs at the intersection of Main Street and Munroe Avenue.

### **Public and/or Stakeholder Involvement**

In January 2014, a public meeting was held to discuss traffic concerns and identify potential solutions. The feedback was used to develop the Neighbourhood Traffic Plan which was presented at a follow up public meeting in December 2014.

An additional public meeting was held on October 14, 2015, to specifically discuss the proposed traffic restriction at the intersection of Main Street and Wiggins Avenue.

### **Communication Plan**

Information on the recommended improvements will be provided to the residents bound by 8<sup>th</sup> Street, Clarence Avenue, 12<sup>th</sup> Street and Cumberland Avenue via a flyer. This information will also be forwarded to the Community Association for further distribution.

### **Financial Implications**

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the signage work outlined in this report.

### **Other Considerations/Implications**

There are no options, policy, environmental, privacy, or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

If adopted by City Council, the signage will be implemented in early 2016.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Previously Proposed Traffic Restriction – Main Street and Wiggins Avenue

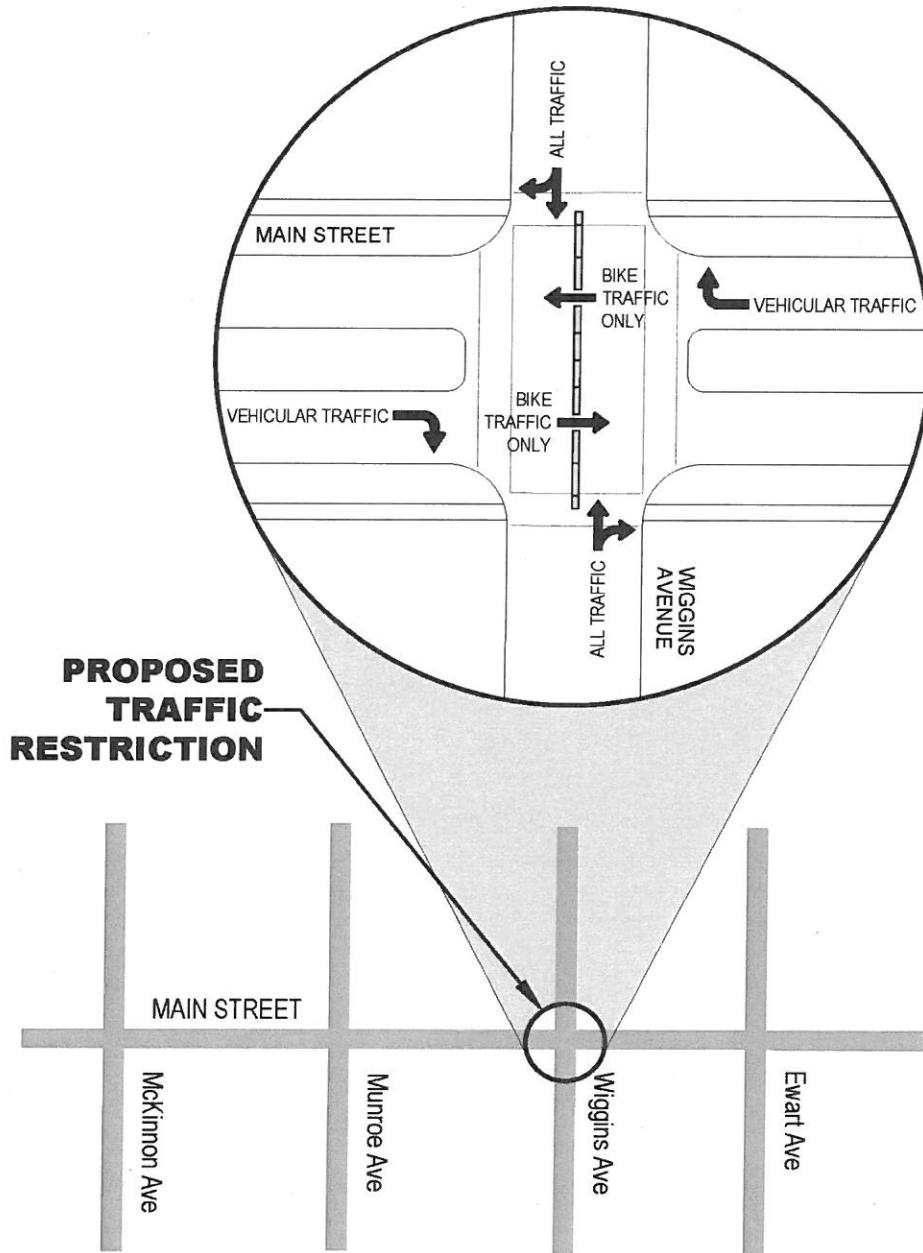
**Report Approval**

Written by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS SM – Varsity View Neighbourhood Traffic Review – Main St and Wiggins Ave



Previously Proposed Traffic Restriction – Main Street and Wiggins Avenue



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## **Communications to Council – Mid West Development (2000) Corp. (Oct 30, 2008) – Parking in the Broadway Area**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department, dated December 14, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide information on the parking orientation on the north side of 9<sup>th</sup> Street East, fronting 922, 1002, and 1002B Broadway Avenue.

### **Report Highlights**

1. A meeting was held October 21, 2015 with Councillor Clark, Nutana Community Association, Broadway Business Improvement District (BID), Mr. Ken Achs, residents of the condominium building at 922, 9<sup>th</sup> Street East (the Luxe) and the Administration to discuss the parking scheme on the 500 block of 9<sup>th</sup> Street East.
2. Seven options were discussed, with the relocation of angled parking to the south side of 9<sup>th</sup> Street in front of the 1002B Broadway Avenue (The Sandbox in the City - clothing store) and 1002 Broadway Avenue (Bliss Fine Food - restaurant), and re-establishing parallel parking in front of the Luxe being the recommended option.
3. This parking arrangement would be put in place on a temporary basis for one year to evaluate the effectiveness.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by providing a plan to guide the installation of traffic calming devices and pedestrian safety enhancements to improve the safety of pedestrians, motorists, and cyclists.

### **Background**

City Council, at its meeting held on November 17, 2008, considered Mr. Ken Achs, President, Mid-West Development (2000) Corporation's correspondence dated October 30, 2008 (Attachment 1). The correspondence was referred to the Administration for a further report.

Mr. Achs requested that the preceding decision by the Administration to not allow angle parking on the north side of the 500 block of 9<sup>th</sup> Street East, between Broadway Avenue and the alley, be reconsidered to help with the current parking shortage and keep businesses viable in this area, since angle parking would create five additional parking stalls.

The Administration informally permitted angle parking on the 500 block of 9<sup>th</sup> Street East, despite a lack of official pavement markings and signage, in an attempt to evaluate the impact on traffic. A follow-up report was submitted to the Administration and Finance Committee on March 28, 2013, recommending that angle parking be removed due to concerns including:

- Narrowed width of the roadway making navigation difficult
- Parked vehicles that encroach further into the travel lane (i.e. long box trucks) resulting in queueing of westbound vehicles onto Broadway Avenue
- Angled parking forces the centre line further south, offsetting at midblock

City Council, at its meeting held on April 22, 2013 resolved:

“that consideration of the matter be deferred until such time that the parking and pedestrian study on 9<sup>th</sup> Street and Broadway Avenue is received and allow for further consultation and consideration of options.”

A follow-up report was submitted to the Standing Policy Committee on Transportation on June 2, 2015, highlighting that the Administration maintains the position that angle parking should not be permitted on the north side of 9<sup>th</sup> Street as it was identified as a safety concern by the public, and studies concluded that 9<sup>th</sup> Street technically is not configured for angle parking.

The Standing Policy Committee on Transportation at its meeting held on June 2, 2015, resolved:

“that the matter be referred back to the Administration for further review and report.”

## **Report**

A meeting was held on October 21, 2015, to discuss the issue with the following stakeholders and organizations represented: Councillor Clark, Nutana Community Association, Broadway BID, Mr. Ken Achs, residents of the condominium building at the Luxe and City Administration. Prior to the meeting the residents of the Luxe provided seven options to mitigate the issue. The first six, listed below, could be considered alone or in combination with another:

1. Restrict parking to parallel parking in the single parking stall west of the parkade entry.
2. Restrict parking to small car only for two stalls immediately east of the parkade entry.
3. Restrict parking to 5 to 10 minutes from 9:00 AM to 6:00 PM for the three most easterly stalls to accommodate Credit Union and bakery customers, as well as quick deliveries to the Luxe.
4. Restrict vehicle weights to half-ton or less to mitigate the issue of longer vehicle parking.
5. Change the angle of parking to greater than 45 degrees to limit the amount a vehicle protrudes into traffic.
6. Paint clear lines on street, post appropriate signage to guide drivers and facilitate local parking requirements.

Recognizing that establishing, monitoring and enforcing most of the above suggestions would be difficult, the residents of the Luxe provided a seventh option:

7. Relocate angled parking to the south side of 9<sup>th</sup> Street in front of the 1002B Broadway Avenue (The Sandbox in the City - clothing store) and 1002 Broadway Avenue (Bliss Fine Food - restaurant), and re-establish parallel parking in front of the Luxe.

Option seven was identified as the preferred option by all stakeholders and is supported by the Administration on a trial basis. A sketch of this option is provided in Attachment 2.

Option seven provides the following benefits:

- The parking lot with more traffic is separated from the angled parking, as the Luxe underground parking lot (25 stalls) is larger than the surface lot at 1002B and 1002 Broadway Avenue (12 stalls).
- Under the current arrangement, vehicles turning from Broadway Avenue onto 9<sup>th</sup> Street westbound immediately face vehicles parked at an angle. Relocating the angled parking to the south side would mitigate this issue. Drivers approaching the angled parking from the west would see the angled parking from much further away and would have time to adjust their driving appropriately. Similarly, any queueing of vehicles would not extend onto Broadway Avenue.
- Additional parking stalls could be realized compared to parallel parking on both sides.

As a result, the Administration will relocate the angled parking to the south side of 9<sup>th</sup> Street and re-establish parallel parking in front of the Luxe on a temporary basis for one year to evaluate the effectiveness.

In order to be effective, signage and pavement markings will need to be modified in spring 2016. Upon implementation, the Administration will monitor the operation for a minimum of one year through observations and discussions with stakeholders.

### **Public and/or Stakeholder Involvement**

On October 21, 2015 a meeting was held with stakeholders in the area. Discussions will be held during the evaluation of the trial to gauge the impact of the revised parking arrangement.

### **Communication Plan**

If approved, appropriate line markings and signage will be put in place in 2016 and the stakeholders will be notified via email.

### **Financial Implications**

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the signage and pavement marking work in 2016.

**Other Considerations/Implications**

There are no options, policy, environmental, privacy, or CPTED considerations or implications.

**Due Date for Follow-up and/or Project Completion**

If adopted by City Council, the signage and pavement markings will be implemented during the 2016 construction season. Following the evaluation period, the Administration will report back with results and recommendations.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. Mid-West Development (2000) Corp. Letter – Parking in the Broadway Area
2. Luxe Condominiums Revised Parking Plan

**Report Approval**

Written by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

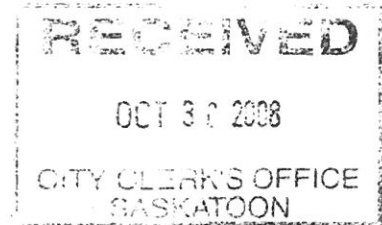
TRANS JM – CC – Mid-West Dev (2000) Corp (Oct 30, 2008) – Parking Broadway Area

## ATTACHMENT 1

# Mid-West Development (2000) Corp.

PART OF THE MID-WEST GROUP

524 - 2ND AVENUE NORTH  
 SASKATOON, SK CANADA S7K 2C5  
 TELEPHONE (306) 933-4838  
 FACSIMILE (306) 933-4121  
 E-MAIL [midwest@mwdc.ca](mailto:midwest@mwdc.ca)  
[www.midwestgroup.ca](http://www.midwestgroup.ca)



October 30, 2008

His Worship, Mayor Don Atchison  
 and members of City Council  
 City Hall  
 Saskatoon, Saskatchewan S7K 0J5

Via fax 975-2784

Dear Mayor Atchison and Council members:

## **Re: Parking in the Broadway Area**

Over the past several years, parking in the Broadway business district has been a controversial issue. Recently, the stakeholders through the Broadway Business Improvement District (BBID) brought forward a request to Administration to allow nose-in parking on the north side of 9<sup>th</sup> Street from Broadway to the lane. This request was denied by Administration.

I would ask City Council to ask Administration to reconsider their decision. The sidewalks in this area could be redesigned to accommodate any parking stall depth issues. These would also enhance the streetscape in this area as Meridian Development Corp. will be upgrading their portion of the streetscape in conjunction with the LUXE development. This will apply to both 9<sup>th</sup> Street and Broadway frontages. Another plus for this request is to help with the current parking shortage in this area and part of the cost for this upgrade will be paid by Meridian as previously mentioned.

I would also suggest that City Council seriously consider this type of parking in the complete downtown core. The city has changed a lot over the past ten years and so have traffic patterns. First, Second and Third Avenues are not being used as travel arteries as in the past. These are downtown streets that front businesses. Parking in these areas will keep these businesses viable along with the downtown core; a luxury a lot of cities do not have. However, there are a lot of major cities that have revitalized the core primarily with parking and BID's. In the retail business, "no parking, no business". This is why urban malls or big box developments are impacting downtown cores as they have parking. If it wasn't for Midtown Plaza and the underground parking, our core would have died, as in other cities. We should be very grateful to Maury Wiss, the developer of Midtown Plaza. You, as City Council, have the opportunity to continue his legacy.

Please consider these observations. If you wish to discuss this in further detail, I am available any time at 222-2555.

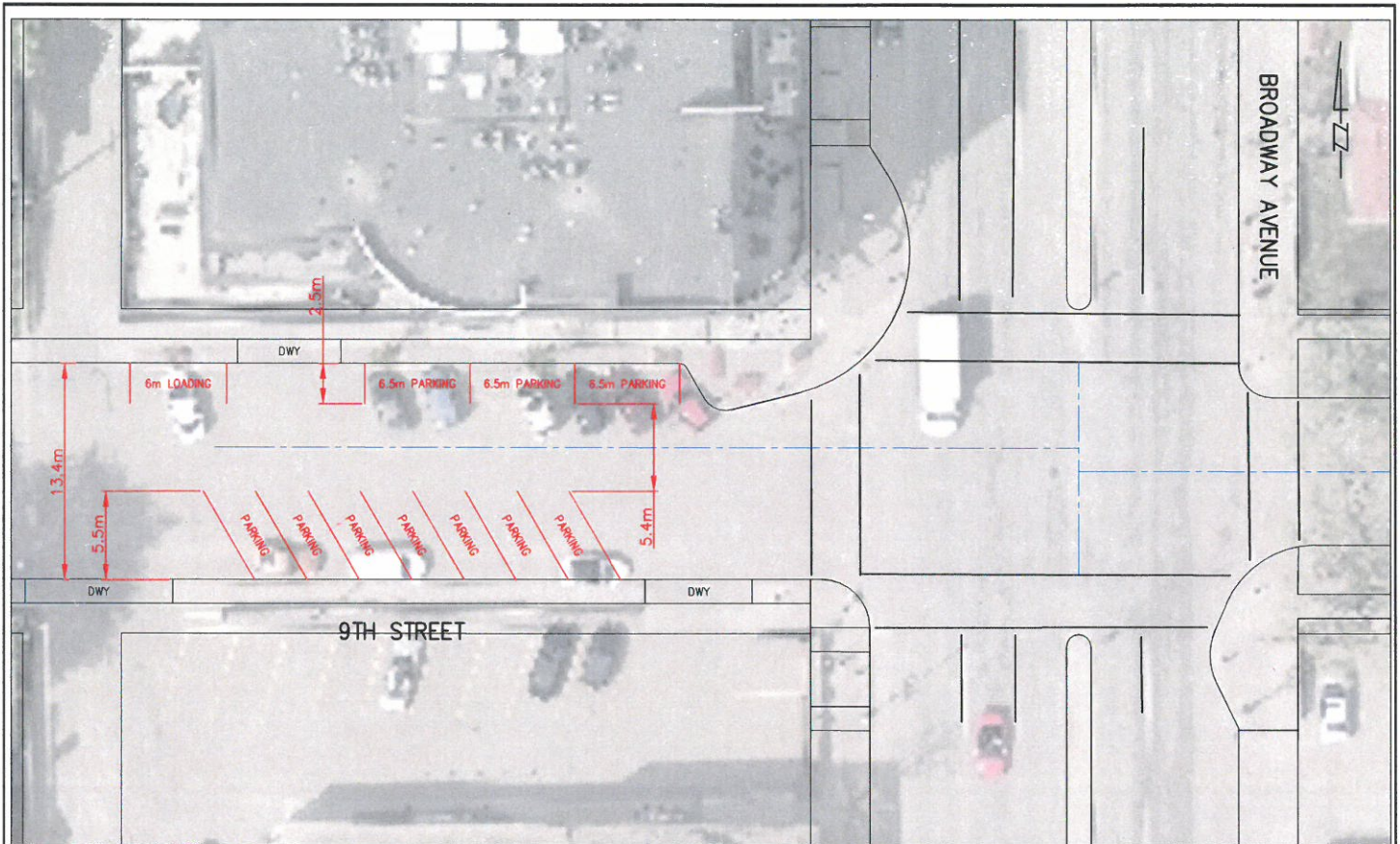
Yours truly,

Ken Achs  
 President

KA/lp

cc George Keter, Affinity Credit Union *via email* [george.keter@affinitycu.ca](mailto:george.keter@affinitycu.ca)  
 Karl Miller, Meridian Development Corp. *via email* [karl@meridiandevelopment.ca](mailto:karl@meridiandevelopment.ca)  
 Colleen Wilson, Meridian Development Corp. *via email* [colleen@mwdc.ca](mailto:colleen@mwdc.ca)

# LUXE CONDOMINIUMS REVISED PARKING



PARKING INVENTORY

1 LOADING ZONE  
10 PARKING SPOTS

PLAN DESCRIPTION/REVISIONS	
4	
3	
2	
1	
DRAWN BY <u>JMR</u>	
DATE <u>2015-NOV-23</u>	
SCALE : HOR. <u>NTS</u> VERT. <u>NTS</u>	

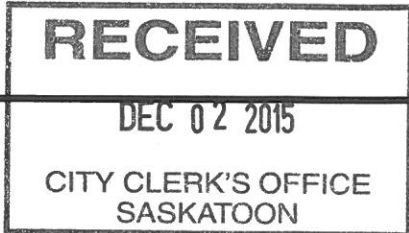


LUXE CONDOMINIUMS  
PROPOSED PARKING CONDITIONS  
60 DEGREE ANGLE PARKING [SOUTH SIDE]

APPROVED	
CHIEF ENGINEER	_____
ENGINEER	_____
PLAN NO.	_____



6120-1



**From:** Sarah Marchildon <bbid.director@onbroadway.ca>  
**Sent:** December 02, 2015 3:45 PM  
**To:** Web E-mail - City Clerks  
**Subject:** Fwd: Angle parking on 9th Street  
**Attachments:** Attach 1 - TRANS JM - CC - Mid-West Dev (2000) Corp (Oct 30 2008) - Parking Broadway Area.pdf; Attach 2 - TRANS - JM - CC - Mid-West Dev. (2000) Corp (Oct 30 2008) - Parking in the Broadway Area.pdf; TRANS JM - CC Mid-West Dev (2000) Corp (Oct 30 2008) - Parking Broadway Area.docx

Please accept my request to speak to the below topic at the Dec 7 Transportation SPC meeting.  
Thanks.

**Broadway Jingle Bucks** | Nov 19 - Dec 17 | Fill out a ballot to win \$100 to spend on Broadway!  
Participating businesses listed through social media.

**Sarah Marchildon** MBA BEd  
Executive Director | **Broadway Business Improvement District**  
306.664.6463 | 813 Broadway Avenue Saskatoon SK S7N 1B5  
[onbroadway.ca](http://onbroadway.ca) | twitter @OnBroadwaySK | facebook Broadway District | instagram broadwayyxe | #BroadwayYXE

Get the Goods... on Broadway.

----- Forwarded message -----

**From:** Gardiner, Angela (TU - Transportation) <Angela.Gardiner@saskatoon.ca>  
**Date:** Wed, Dec 2, 2015 at 3:05 PM  
**Subject:** Angle parking on 9th Street  
**To:** ANNE DOOLEY <annemd@shaw.ca>, "Ballantyne, Elan (CY - Community Standards)" <Elan.Ballantyne@saskatoon.ca>, "Hildebrandt, Andrew (CY - Community Standards)" <Andrew.Hildebrandt@saskatoon.ca>, Sarah Marchildon <bbid.director@onbroadway.ca>, Ken Achs <midwest@mwdc.ca>, "Clark, Charlie (City Councillor)" <Charlie.Clark@saskatoon.ca>, Mike McKague <mikemckague@sasktel.net>  
**Cc:** "Magus, Jay (TU - Transportation)" <Jay.Magus@saskatoon.ca>

Good afternoon.

My apologies on not providing an update earlier.

Further to our meeting on October 21, we have reviewed the option of relocating the angle parking on 9<sup>th</sup> Street to the south side of the street and can confirm that we are willing to support this as a trial measure.



Attached is our report to Transportation Standing Policy Committee that will be discussed at their meeting on Monday, December 7 at 9am.

If approved, we will finalize the design and make arrangements to modify the parking arrangement in the spring (once we can physically paint the lines).

If you have any questions, please don't hesitate to give Mr Magus or I a call.

Thanks again for all your input into this and we look forward to working with you to evaluate the trial over the next year.

**Angela Gardiner, P. Eng. | tel 306.975.2271**

Director of Transportation

City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5

[angela.gardiner@saskatoon.ca](mailto:angela.gardiner@saskatoon.ca)

[www.saskatoon.ca](http://www.saskatoon.ca)

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## Neighbourhood Traffic Review – Revised Process

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the Administration be directed to update the “Traffic Calming Guidelines and Tools” procedure as outlined in this report; and
2. That the Administration be directed to proceed with current and 2016 Neighbourhood Traffic Reviews as outlined in this report, until such time as the Traffic Calming Guidelines and Tools document has been updated and approved by Council.

### Topic and Purpose

This report outlines proposed changes to the Traffic Calming Guidelines and Tools document. Recent concerns have been raised at City Council about the ability of the Neighbourhood Traffic Review process to lead directly to permanent road restrictions or significant roadway changes, and how community feedback is collected during the evaluation period.

### Report Highlights

1. The existing Traffic Calming Guidelines and Tools document provides the principles and overall approach to the Neighbourhood Traffic Review (NTR) process.
2. The proposed changes include that major roadway modifications are made on a temporary basis for at least one year, at which time the Administration will evaluate impacts to traffic and collect community feedback to determine the level of support for maintaining the changes.
3. All recommended changes will still be brought to the Standing Policy Committee on Transportation and City Council for consideration and debate. City Council has the ability to request additional information on a particular recommendation prior to final approval.

### Strategic Goals

This report supports the Strategic Goals of Quality of Life and Moving Around. Transportation professionals and residents, through the NTR process, are able to collaborate on neighbourhood-level changes strategically and provide improved safety of all road users (pedestrians, cyclists, and drivers) by reducing speeding and short-cutting.

### Background

Prior to August of 2013, the City’s approach to neighbourhood traffic calming was for the Administration to receive specific concerns from residents. Sites were evaluated and assessed against design criteria, which led to locations warranting treatment and others not warranting treatment.

In August of 2013, City Council approved a new approach to managing neighbourhood-level traffic concerns by having City transportation engineers meet with interested neighbourhood residents. The first meeting includes a review of traffic information, a discussion on specific concerns and possible solutions. The Administration then puts together proposals and prepares a Traffic Plan based on further data collection and evaluation, which is further discussed with residents to attempt reaching consensus.

The Standing Policy Committee on Transportation, at its meeting held on November 9, 2015, considered a report from the Administration and resolved:

“That the Administration report back to the Committee with recommendations on a clear policy regarding the endorsement of a final Neighbourhood Traffic Review, including a process outlining alternatives where some elements of a Neighbourhood Traffic Review may not be acceptable to Council.”

### **Report**

#### Traffic Calming Guidelines and Tools 2013

This document outlines traffic calming principles, options and the process for determining recommendations. (Section 4.1, Step 1), Determine Support for Further Action, includes the following paragraphs:

“It is important to ensure there is a reasonable level of support within the community for action to address the issue. This helps to avoid situations where residents might consider a solution more of a problem than the issue it was intended to address. It also will help to avoid spending time and resources to respond to an issue that is only considered to be a problem by a small number of people. The goal is find the best solution for the better good of the entire community.

It is necessary to demonstrate that a sufficient number of people within the community who are affected by the reported issue and who would be affected by the solution consider that there is need to examine the issue further. A sufficient level of community support would typically include the households within the block of the street where problems are reported. Due to limited resources within the Transportation Branch, residents are responsible for gathering community support.”

The document further describes possible methods of gathering support, including signature forms and surveys. The focus is on those residents living within the closest proximity to the area where changes are considered.

#### Proposed Changes to Process

For neighbourhoods where physical traffic movement restrictions are not proposed (i.e. where only signage, curb extensions, etc. are proposed), the Administration will monitor the overall effectiveness of the Traffic Plan through discussions with the neighbourhood Community Association, City Councillor and residents informal complaints. Site

observations will also be conducted to evaluate the design of traffic calming devices. This is the current process, and has been proven to be effective.

In addition to this, on a go-forward basis, the Administration will also report back to the Standing Policy Committee on Transportation and City Council annually with a status update of the implementation of each of the neighbourhood plans to identify which devices will be constructed as permanent.

If a traffic restriction that physically restricts a traffic movement is desired by the community and supported by the Administration, the process will be as follows:

- Prior to the second meeting (or third, if applicable), a flyer to impacted residents will be distributed. The flyer will clearly outline what is being contemplated and will encourage people to attend the upcoming meeting or register their opinions on [shapingsaskatoon.ca](http://shapingsaskatoon.ca).
- The results of the meetings and online surveys will be presented to City Council.
- Should the restriction be recommended by the Administration considering all community input, the Administration will recommend that the restriction be implemented on a temporary basis for a period of up to two years. Public Notice will be given prior to City Council considering this matter, and the restriction will be the subject of a separate report rather than combined with the NTR.
- Traffic data and resident feedback will be collected at the end of the evaluation period to determine the level of support for maintaining the traffic restriction permanently. Flyers will be sent again to affected residents, and feedback via [shapingsaskatoon.ca](http://shapingsaskatoon.ca) will be compiled and presented to City Council as shown in Attachment 1. A final meeting may be held if the Administration determines it would benefit the feedback process.
- At the conclusion of the evaluation, Administration will present a report to City Council with a final recommendation. If a restriction is recommended to be constructed permanently, Public Notice will be given.

The initial report for each NTR will include information on the evaluation and engagement process based on the recommendations with the Traffic Plan. Upon completion of the follow-up evaluation process, all information will be brought forward to the Standing Policy Committee on Transportation and City Council for final decision on any permanent changes.

The revised process is outlined in Attachment 2.

### Approval of NTR

An NTR is undertaken to address overall traffic concerns in a community and not simply shift a specific concern to an adjacent street. Many recommendations within the NTR are integrated and dependent on one another. City Council, via the Standing Policy Committee on Transportation, will continue receiving reports similar to the current process with a recommendation for the NTR to be adopted as the framework for future traffic improvements in the area, with the exception that no recommendations will be made for permanent traffic restrictions.

Should City Council disagree with a specific recommendation in the Traffic Plan, or does not have enough information to make a fully informed decision, the Administration will provide further information either verbally at the meeting, or through a subsequent report on whether or not the measure can be removed from the Traffic Plan without impact to the remainder of the plan. If it is determined that there will be significant impact to the overall Traffic Plan with the elimination of a specific recommendation, additional community engagement will be held to identify alternate options. A follow up report will be provided with a revised NTR.

If City Council approves the recommendations outlined in this report, the Administration will continue with the NTR process to include these changes, and will update the Traffic Calming Guidelines and Tools document to reflect these changes.

Transportation & Utilities will continue to work with the Solicitors Office on particulars of the reporting and notification process as any permanent closures must be made in accordance with the Cities Act.

### **Options to the Recommendation**

The City could maintain the status-quo process. Although the current process has proven to be successful overall, the Administration believes that the recommended changes outlined in this report will strengthen the existing process.

### **Public and/or Stakeholder Involvement**

The NTR process involves extensive public and stakeholder input through a series of community meetings. Communications is currently developing Principles of Engagement to guide public and stakeholder engagement. This process will be revisited to ensure they align with those principals once they are available.

### **Communication Plan**

If approved, the process changes outlined in this report will be integrated into the overall process, which is explained to all residents attending the public meetings.

### **Financial Implications**

The additional review and follow-up process will add cost to the NTR process, and this cost will vary depending on the extent of the process. At this time, the Administration estimates that an average cost increase of \$2,000 per NTR, or \$16,000 per year, would be required. Administration will monitor costs in 2016 and will bring forward a budget adjustment if required for 2017.

### **Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

The Administration will submit a status update report in the third quarter of 2016, including the updated Traffic Calming Guidelines and Tools document.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. Neighbourhood Traffic Review Process
2. Proposed Turning Movement Restriction

**Report Approval**

Written by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS AG – Neighbourhood Traffic Review – Revised Process

## Neighbourhood Traffic Review Process

<p><b>Stage 1 – Problem Identification with Community</b></p> <ul style="list-style-type: none"> <li>• Host 1<sup>st</sup> community meeting to establish study goals, objectives and identify traffic concerns and possible solutions.</li> <li>• Share results online at shapingsaskatoon.ca.</li> </ul>	<p><b>Approximate Duration</b></p> <p>January to April</p>
<p><b>Stage 2 – Developing the Traffic Plan</b></p> <ul style="list-style-type: none"> <li>• Collect and analyze traffic and safety data to confirm the issues.</li> <li>• Identify potential solutions.</li> <li>• Develop proposed Traffic Plan.</li> <li>• Circulate Traffic Plan to internal departments for feedback</li> <li>• Hold 2<sup>nd</sup> community meeting to determine the level of support for Traffic Plan.</li> <li>• Review Traffic Plan and identify changes as appropriate</li> <li>• Determine if 3<sup>rd</sup> community meeting is required to address outstanding issues.</li> <li>• Share community meeting results online at shapingsaskatoon.ca.</li> </ul>	<p><b>Approximate Duration</b></p> <p>May to December</p>
<p><b>Stage 3 – Approval</b></p> <ul style="list-style-type: none"> <li>• Present Traffic Plan to Committee and Council for approval in principle.</li> <li>• The community will be notified of the Traffic Plan by mail, the City's websites and the Community Association.</li> </ul>	<p><b>Approximate Duration</b></p> <p>January to March (2<sup>nd</sup> year)</p>
<p><b>Stage 4 – Implementation</b></p> <ul style="list-style-type: none"> <li>• Implement recommendations within the plan. Timeline for implementation may be short, medium or long term depending on the specific measure.</li> <li>• Any measures that physically restrict traffic movements or significantly alter traffic patterns will be implemented temporarily to evaluate their effectiveness.</li> </ul>	<p><b>Time Frame</b></p> <p>Short-term (1-2 years)</p> <p>Medium-Term (3-5 years)</p> <p>Long-Term (5 years plus)</p>
<p><b>Stage 5 – Evaluation</b></p> <ul style="list-style-type: none"> <li>• The overall plan will be evaluated and modified as required</li> <li>• Physical traffic movement restrictions will be formally evaluated after a minimum 1 year evaluation period. *</li> <li>• Traffic studies will be conducted and input sought from the impacted residents with the results shared on shapingsaskatoon.ca.</li> <li>• Final approval from City Council will be sought prior to permanent construction.</li> <li>• The community will be notified of any changes by mail, the City's websites and the Community Association</li> <li>• If required, Public Notice and any associated bylaws will be brought forward at this time.</li> </ul>	<p>Minimum 1 year period following implementation</p>

Note:

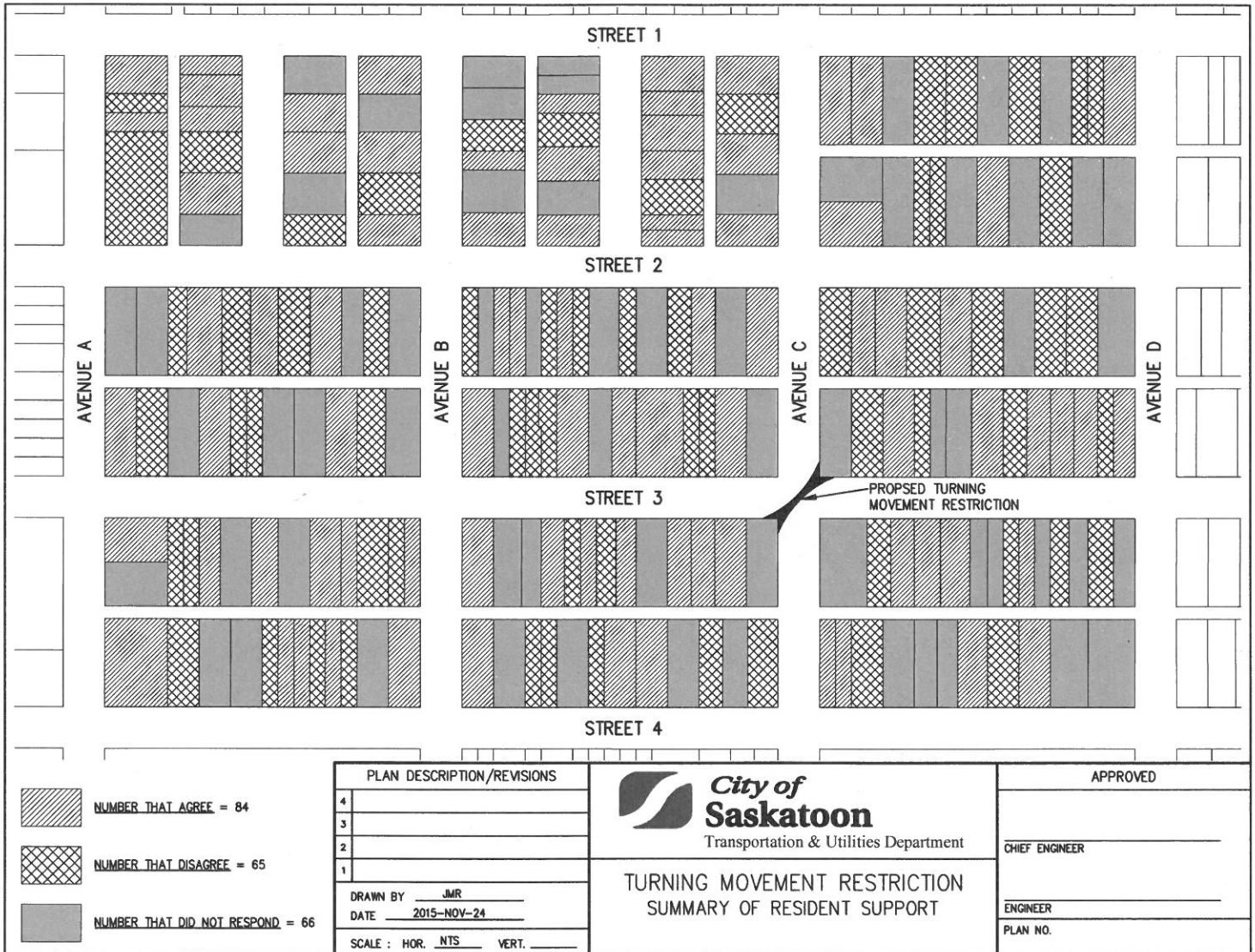
**\*Evaluation**




Traffic calming measures that physically restrict traffic movements or significantly alter traffic patterns will be initially installed in a temporary manner to evaluate their effectiveness. The trial period will be a minimum of 1 year, with traffic studies being conducted to quantify the impacts.

Examples:

1. If a traffic restriction is being recommended that physically restricts a traffic movement, the evaluation process will include a flyer to impacted residents providing traffic data and seeking their opinion on the level of support for maintaining the traffic restriction permanently. If the majority of respondents are in support of maintaining the restriction, and it has not shifted the issue elsewhere in the area, the Administration will recommend to City Council that it be constructed permanently. The results of the trial and outcome of the community engagement will be reported to Council with the Administration's recommendation.
  
2. Neighbourhoods where physical turning movement restrictions are not proposed, the Administration will monitor the effectiveness of the overall plan through discussions with the Community Association and the Councillor as well as through informal complaints from residents. Site observations will also be conducted to evaluate the design of traffic calming devices. An annual report will provide a status update on the implementation of each of the neighbourhood plans, identifying which devices will be made permanent.





 NUMBER THAT AGREE = 84  
 NUMBER THAT DISAGREE = 65  
 NUMBER THAT DID NOT RESPOND = 66

PLAN DESCRIPTION/REVISIONS	
4	
3	
2	
1	
DRAWN BY <u>JMR</u>	
DATE <u>2015-NOV-24</u>	
SCALE : HOR. <u>NTS</u> VERT. <u>NTS</u>	


**City of Saskatoon**  
 Transportation & Utilities Department

**TURNING MOVEMENT RESTRICTION**  
**SUMMARY OF RESIDENT SUPPORT**

APPROVED	
_____	CHIEF ENGINEER
_____	ENGINEER
_____	PLAN NO.

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## **Inquiry – Councillor Z. Jeffries (September 28, 2015) Nelson Road Corridor – Four-Way-Stop**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

This interim report provides a timeline on the traffic review of the Nelson Road intersections of Heal Avenue and Heath Avenue for consideration of a four-way-stop.

### **Report Highlights**

A report summarizing the review of the intersection of Nelson Road with Heal Avenue and Heath Avenue will be provided in February, 2016.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by providing improved safety for all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

### **Background**

The following inquiry was made by Councillor Z. Jeffries at the meeting of City Council held on September 28, 2015:

“Could Administration please review the Nelson Road corridor from Lowe Road to McOrmond Drive for consideration of placement of a four-way stop either at the intersection of Heal Avenue or Heath Avenue.”

### **Report**

The Administration is planning to complete the review of the intersections as follows:

- December 2015: Collect the appropriate traffic data
- January 2016: Complete the analysis and prepare a report to the Standing Policy Committee on Transportation
- February 2016: Present report to the Standing Policy Committee on Transportation
- February 2016: Present report to City Council

To determine if four-way stops are the appropriate method of traffic control, the intersections must meet certain minimum criteria specified in the City Policy No. C07-007 – Use of Stop and Yield Signs. This policy will be used as the basis of the review.

**Financial Implications**

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake this work.

**Other Considerations/Implications**

There are no options, public and/or stakeholder involvement, communication, policy, environmental, privacy, or CPTED considerations or policy implications.

**Due Date for Follow-up and/or Project Completion**

A report will be provided in February 2016 summarizing the review of the intersection and providing recommendations for the appropriate traffic control.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS JM – Inq – Councillor Z. Jeffries (Sept 28, 2015) Nelson Rd Corridor –Four-Way-Stop

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## **Inquiry – Councillor Z. Jeffries (September 28, 2015) Intersection Nelson Road and Lowe Road**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

This interim report provides an update on the timing of the review of the intersection of Nelson Road and Lowe Road.

### **Report Highlights**

A report summarizing the review of the intersection of Nelson Road and Lowe Road will be provided in February, 2016. The traffic review is done in accordance with the Traffic Signal and Pedestrian Signal Head Warrant Handbook, Transportation Association of Canada, 2014.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by improving the safety of all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

### **Background**

The following inquiry was made by Councillor Z. Jeffries at the meeting of City Council held on September 28, 2015:

“Could Administration please review the intersection of Nelson Road and Lowe Road for consideration of upgrade from a four-way stop to a signalized intersection.”

### **Report**

The Administration is planning to complete the review of the intersection of Nelson Road and Lowe Road as follows:

- December 2015: Collect the appropriate traffic data
- January 2016: Complete the analysis and prepare a report to Standing Policy Committee on Transportation
- February 2016: Present report to the Standing Policy Committee on Transportation
- February 2016: Present report to City Council

To determine if a four-way stop should be upgraded to traffic signals, a warrant calculation will be completed in accordance with The Traffic Signal and Pedestrian Signal Head Warrant Handbook, Transportation Association of Canada, 2014.

This handbook is used by traffic engineers across Canada. The traffic signal warrant incorporates factors such as vehicular and pedestrian volumes, roadway characteristics, speed, traffic conflicts, pedestrian demographics and crossing exposure.

It is very important to note that the traffic signal warrant calculation system, itself, does not provide sufficient information in order to make a final decision if a traffic signal is the appropriate control for a specific location. In addition to the traffic signal warrant, further engineering assessment must occur to confirm the appropriate method of traffic control (traffic signals, four-way stop, roundabout, etc.) for a specific location.

Other factors that must be considered in ultimately determining if a traffic signal is appropriate or not include:

- proximity to adjacent traffic signals and intersections;
- magnitude of improvement in traffic operations;
- pedestrian accommodation;
- existing constraints such as topography and infrastructure;
- availability of public right-of-way;
- impact on neighbourhood short-cutting; and
- consideration of parallel alternate routes.

### **Other Considerations/Implications**

There are no options, public and/or stakeholder involvement, communication, policy, financial, environmental, privacy, or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

A report will be provided in February 2016 summarizing the review of the intersection and providing recommendations for the appropriate traffic control.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Report Approval**

Written by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

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## Advanced Traffic Management System – Award of Contract

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the City enter into an agreement with Electromega Ltd. for the supply of an Advanced Traffic Management System at a total cost of \$285,931.53 (including GST and PST); and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain approval to enter into a contract with Electromega Ltd. for supply, integration, training and future technical support of traffic management software that will improve traffic flow by establishing centralized signal control, monitoring and reporting capabilities.

### Report Highlights

1. Real-time remote traffic signal management is essential for traffic flow optimization.
2. Electromega Ltd. submitted the highest value proposal to the City in response to a Request for Proposals (RFP).

### Strategic Goal

The recommendations in this report support the Strategic Goal of Moving Around by optimizing the flow of people and goods in and around the city.

### Background

The Transportation division requested proposals for a new Advanced Traffic Management System (ATMS) to enable more effective control and management of the traffic signal network. This traffic management software would reside on a server to provide a common architecture for integration with traffic signal controllers and other Intelligent Transportation Solutions.

Transportation's current ATMS (Streetwise), has become outdated and provides only limited use throughout the network. The modern ATMS will interface with traffic controllers on the street so that the status of signals and associated field equipment can be monitored remotely in real-time. The TransSuite system will further enhance traffic performance by allowing the signal timing changes to be downloaded from the traffic management centre at City Hall. The Streetwise system has the capability to run in parallel with the new system until phased out within two to three years.

## Report

### Real-time Traffic Signal Management

The TransSuite system will provide a common platform for integrated control of all future ITS applications. At this time, the City is acquiring a fully functional signal control module that will provide the ability to monitor real-time conditions at signalized intersections, and allow remote downloading and uploading of information to the controller units in the field for routine emergency or weather related events. The modular design will allow for additional software components to be added in the future as funding and field infrastructure becomes available. A few examples include: video control, incident management, data portal, and traveller information.

One of the mandatory requirements specified in the RFP is that the TransSuite system must fully support the National Transportation Communications for ITS Protocol (NTCIP). The system's compliance with this centre-to-field communications standard will ensure that a variety of different field devices (such as traffic controllers) from different manufacturers can be successfully and seamlessly integrated into the system. This provides the necessary flexibility and options for future procurement of field equipment, and will help reduce the risk of any proprietary and equipment compatibility issues.

An RFP was issued on May 15, 2015. Two addendums were subsequently issued and the submission deadline was extended to June 29, 2015. Five qualified proposals were received from the following companies:

- Econolite Canada Inc. (Calgary, AB)
- Electromega Ltd. (Burnaby, BC)
- Parsons (Markham, ON)
- Schneider Electric Canada (Calgary, AB)
- Tacel Ltd. (Toronto, ON)

The proposals were evaluated according to the following criteria as outlined in the RFP:

- 20 points – Price
- 25 points – Project Understanding & Methodology
- 10 points – Vendor's Experience
- 20 points – Equipment/System Technology
- 20 points – Customer and Technical Support
- 5 points – Project Schedule, Milestones and Controls

### Preferred Proposal from Electromega Ltd.

All proposals were thoroughly evaluated by the evaluation panel consisting of six City staff as per criteria set out in the RFP. The two proposals with the highest scores were invited to demonstrate their systems in-person, which provided opportunity to learn more about the system's architecture, capabilities, and to allow proponents to provide clarifications. Following the presentations, the evaluation team unanimously agreed that the proposal from Electromega Ltd. best meets the City's requirements as outlined in the RFP.

**TransSuite System Features:**

- The architecture is fully NTCIP compliant which allows for easy integration of a variety of traffic control devices from different manufacturers;
- A mature, and proven software that has been installed in over 30 locations across North America;
- The traffic control module has extensive traffic monitoring capabilities and traffic control features such as direct upload/download of signal timing plans;
- Scalable and flexible with having additional software modules such as video management, data portal, traveller information, adaptive signal control, etc. can be easily added in the future as required; and
- The GIS map user interface provides a graphical display and different layers of control.

**Contract Terms:**

- Supply and integration of the purchased ATMS software components which include Traffic Control Module and ATMS Map/Explorer;
- Direct assistance with the installation and configuration of the ATMS at City Hall;
- Five days of on-site training for City staff involved in administration and operation of the system;
- A one year warranty period which includes standard software version upgrades; and,
- Annual Maintenance Agreement beyond the first year for support and future upgrades of the software components will be at an additional cost of approximately \$20,000 per year.

**Options to the Recommendation**

Options to the recommendation would be to not accept the proposal from Electromega Ltd. This option is not recommended as the existing ATMS is nearing the end of its life-cycle and the Electromega Ltd. system will best accommodate the City's needs.

**Financial Implications**

There is sufficient funding allocated for this project within approved Capital Project #2233 – Advanced Traffic Management System Enhancements and Capital Project #1505 – Traffic Signal Upgrades. The ability to program, monitor and troubleshoot intersections connected to the new system remotely will result in considerable savings in the signal maintenance operating budget. These savings will be quantified in 2016 and used to offset the annual maintenance agreement costs and future budget requirements to support the traffic signal network.

The net cost to the City for the proposal submitted by Electromega Ltd. is as follows:

Contract Amount	\$259,937.75
GST	12,996.89
PST	<u>12,996.89</u>
Total Cost	\$285,931.53
GST Rebate	<u>(12,996.89)</u>
Net Cost to the City	<u>\$272,934.64</u>



**Other Considerations/Implications**

There are no public and/or stakeholder involvement, communication, policy, privacy, environmental, or CPTED considerations or implications.

**Due Date for Follow-up and/or Project Completion**

A follow-up report is not required. Installation of the system components will begin in the spring of 2016 with the system to be fully functional in the summer of 2016.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Goran Lazic, Traffic Operations Engineer, Transportation  
Reviewed by: Jay Magus, Engineering Section Manager, Transportation  
Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS GL - Advanced Traffic Management System – Award of Contract.docx

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## Award of Impound Towing Contract

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:

1. That a contract with Astro Towing (1988) Ltd., beginning January 2016, for the provision of 24 hours per day/7 days per week towing requirements for the City of Saskatoon Impound Lot and Saskatoon Police Service, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain approval to award Astro Towing (1988) Ltd. (Astro Towing) a contract to provide vehicle impound towing services for Parking Services and the Saskatoon Police Service (SPS).

### Report Highlights

1. Three proposals were received and reviewed based on the program requirements.
2. Astro Towing was deemed the optimum proponent.

### Strategic Goal

The recommendations in this report support the Strategic Goal of Moving Around by providing a high-quality towing service that will continue to increase safety in our city by removing abandoned or damaged vehicles from our streets and seizing vehicles in a time-sensitive manner for outstanding parking tickets.

### Background

On October 6, 2015, a Request for Proposals (RFP) was issued on behalf of Parking Services and SPS for annual towing services to commence January 1, 2016, for a one-year period, and to allow for yearly extensions to a maximum of three years.

### Report

#### Proposals

The RFP closed on October 21, 2015. Three proposals were received from local companies.

Each company was asked to provide pricing for the following:

- per call for towing services;
- per cancelled call;
- secure storage area (indoor heated/outdoor secure); and

## Award of Impound Towing Contract

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- per boost, tire inflation/change, winching, use of dollies, relocating vehicles within the impound lot, moving vehicles within city limits, and other services offered.

The Evaluation Matrix (out of 100 points) was created based on the following criteria:

- Completeness of Proposal and Technical Information;
- Equipment and Services;
- Occupational Health & Safety (OHS);
- Employee and Company Vehicles;
- Company Policies and Procedures; and
- Pricing (City and Customer).

### Winning Proponent

Taking into consideration the three proposals, and conducting a systematic evaluation, where pricing was 60% of the evaluation, Astro Towing was awarded the most points based on the overall criteria outlined in the RFP.

### **Public and/or Stakeholder Involvement**

The proposed contract will provide quality towing services to all residents of Saskatoon whose vehicles are impounded for any reason.

### **Financial Implications**

In the proposal submitted by Astro Towing, the estimated annual cost of towing services is \$350,000, including GST and PST. This cost is recovered through the towing fees charged to registered vehicle owners retrieving their vehicles and the proceeds received from the auctioning and scrap of unclaimed vehicles.

### **Other Considerations/Implications**

There are no options, policy, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

Upon completion of the first year of this contract, the services delivered will be reviewed and the contract will be extended as appropriate.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### **Report Approval**

Written by: Lisa Resch, Impound Lot Supervisor, Community Standards  
Reviewed by: Elan Ballantyne, Parking Services Manager, Community Standards  
Andrew Hildebrandt, Director of Community Standards  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CS/2015/TRANS – Award of Impound Towing Contract/lc

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## Request for Change Order - Contract #15-0004 – 2015 Paver Lay

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:  
That a change order in the amount of \$364,992.00 (including GST), for Contract #15-0004, 2015 Paver Lay, be approved

### Topic and Purpose

The purpose of this report is to request approval to exceed 25% of the contract value and to request City Council approval for a change order to Contract #15-0004 – 2015 Paver Lay.

### Report Highlights

1. Actual asphalt and concrete requirements exceeded estimated quantities.
2. The overages were related to more extensive crown restoration than had been experienced in previous contracts, and more extensive sidewalk replacement than originally estimated.
3. Additional work was approved by the engineer, funding allocation was confirmed and work has been completed by the contractor.
4. A change order to Contract #15-0004 with ASL Paving Ltd., in the amount of \$364,992.00 (including GST) is required to pay for the additional crown correction and sidewalk/cub repair, which is funded from approved funding sources Capital Project #'s 1531, 0835 and 1532.

### Strategic Goal

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability as work completed under this contract ensured that failing infrastructure was repaired in a cost effective manner and that it will serve the residents effectively for future years.

### Background

In January 2015, engineering estimates were prepared for the paver lay and sidewalk/curb repair contract for ten locations in the city (total: 10 lane-km). Estimates are typically prepared based on previous contracts which indicated about 10% of roads required crown correction to address drainage issues.

The tender titled 2015 Paver Lay (Contract #15-0004) was sent out on March 02, and closed on March 17. Three bids were received. On March 31, Contract #15-0004 was awarded to the lowest bidder, ASL Paving Ltd., in the amount of \$832,525. The engineer's estimate of the total tender price was \$1,274,439 (including GST).

### Report

Construction on Contract #15-0004 began on June 15, 2015. 40% of the roads completed under this program required crown correction, which exceeded expectations. This increased the quantity of asphalt required. Further, approximately twice as much sidewalk and curb repair was completed than originally planned.

The City of Saskatoon received a quality repair of both the asphalt road and sidewalk/curb in a quick timeframe. According to Policy A02-027, Corporate Purchasing Procedure, City Council approval is required for contract increases above 25% of the original contract value.

### Options to the Recommendation

A change order is necessary to compensate ASL Paving Ltd. for work performed under Contract #15-0004.

### Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

### Communication Plan

A public communications plan is not required.

### Financial Implications

Cost details are as follows:

Original Contract	\$ 687,881.68
Contingency	105,000.00
GST	<u>39,644.08</u>
Total Original Contract Cost	\$ 832,525.76
Less GST Rebate	<u>(39,644.08)</u>
Net Cost to the City	<u>\$ 792,881.68</u>
This Change Order	\$ 347,611.35
GST	<u>17,380.57</u>
Total Change Order Cost	\$ 364,991.92
Less GST Rebate	<u>(17,380.57)</u>
Net Cost to the City for this Change Order	<u>\$ 347,611.35</u>
Original Contract Cost	\$ 687,881.68
Contingency	105,000.00
This Change Order Cost	347,611.35
GST	<u>57,024.65</u>
Total Revised Contract Cost	\$1,197,517.68
Less GST Rebate	<u>(57,024.65)</u>
Total Revised Net Cost to the City	<u>\$1,140,493.03</u>

There is sufficient funding available in each of the Capital Projects #1531, #0835 and #1532 to cover the costs of this change order.

**Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

No further follow up is required.

**Public Notice**

Public Notice pursuant to Section 3 of Policy #C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Elvis Jose, Project Engineer, Construction & Design  
Reviewed by: Amanda Munshaw, Senior Project Management Engineer,  
Construction & Design  
Reviewed by: Celene Anger, Director of Construction & Design  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS EJ - Request for Change Order - Contract 15-0004 - 2015 Paver Lay

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## **Amendments to Bylaw No. 7200 and Policy C07-019 – Administrative Fee for Vehicle Permits**

### **Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:

1. That Bylaw No. 7200, The Traffic Bylaw be amended to require the Administration to set a fixed administrative fee for vehicle permits to ensure services are fully cost recovered, and authorize the Administration to establish a fee structure for overweight vehicles;
2. That revisions to Policy C07-019, Traffic Bylaw Special Permits be adopted to be consistent with the amendment to Bylaw No. 7200, The Traffic Bylaw;
3. That the City Solicitor be requested to prepare the appropriate amendment to Bylaw No. 7200, The Traffic Bylaw; and
4. That the City Clerk be requested to update Policy C07-019, Traffic Bylaw Special Permits as reflected in this report.

### **Topic and Purpose**

The purpose of this report is to amend Bylaw No. 7200, The Traffic Bylaw and Policy C07-019, Traffic Bylaw Special Permits to authorize the collection of an administrative fee for the issuance of vehicle permits, and authorize the Administration to establish a fee structure to recover the cost of damage resulting from vehicles with overweight permits.

### **Report Highlights**

1. Amendments to Bylaw No. 7200 and Policy C07-019 will authorize the City to collect administrative fees directly from applicants for special vehicle permits (truck permits) to ensure the service is cost-recovered.
2. Amendments to the Bylaw No. 7200 and Policy C07-019 will also authorize the Administration to develop a fee structure tied to how much the truck weight exceeds the limit to account for potential damages to City infrastructure resulting from overweight vehicles.

### **Strategic Goal**

This report supports the Strategic Goal of Asset and Financial Sustainability by recovering costs for services to reduce reliance on public property tax to fund municipal programs and services, and to recover costs for damage to the City's infrastructure.

### **Background**

The Executive Committee, at its meeting held on August 19, 2015, considered a report from the City Manager's office relating to options to reduce the mill rate.

The collection of administrative fees from truck permit applications was identified as an option to generate a new source of revenue. Attachment 1 outlines the revenue option presented to the Executive Committee.

## **Report**

### Administrative Fees

Applicants currently receive a free service when issued a truck permit which is subsidized by the mill rate. Charging an administrative fee will ensure the service is fully cost recovered from those that benefit.

Most municipalities in Western Canada charge an administrative fee for the issuance of truck permits ranging from \$20 to \$196 for an annual blanket permit and from \$60 to \$300 for a daily permit. Note that the high end of the daily permit range is specifically for overweight permits in a particular municipality.

Based on the number of permits issued in Saskatoon in recent years, an administrative fee of \$50 for blanket permits and \$30 for daily permits will ensure that the service is cost-recovered, at a current cost of \$60,600.

### Escalating Fee for Overweight Permits

The Administration is also recommending amendments be made to Bylaw No. 7200 and Policy C07-019 to authorize the Administration to establish an escalating fee structure for overweight permits, in addition to the administration fee, tied directly to how much the truck weight exceeds the allowable limit to account for potential damages to City infrastructure by accommodating the increased weights. Most municipalities and provincial road authorities charge fees for permitting overweight vehicles.

In Saskatoon, the average amount of vehicle weight exceeding the allowable limit was approximately 15,000 kg in 2015, based on overweight permits issued to date. Most municipalities use a formula or scale that will charge the applicant a higher fee reflecting how much a vehicle weight is over the legal limit is typical. Two examples (1 formula and 1 range) are included in Attachment 2. In 2016, the Administration will be reviewing best practices in Western Canada to determine the appropriate fee structure for Saskatoon.

Any revenues collected for overweight permits could be directed to maintain and repair the transportation network. Based on an average number of daily permits issued and average weights from the past three years, revenue in the range of \$1,850 to \$5,600 could be expected (using the fee structure shown in Attachment 2). This estimate does not include revenue from annual permits.

The Administration is currently quantifying the impact of allowing overweight vehicles to travel on the City's infrastructure. The work will continue in 2016 to establish the fee structure to go into effect January 1, 2017.



### **Options to the Recommendation**

An option to the recommendation is to not charge a fee and continue to offer free service to applicants. This is not recommended as these permits would continue to be subsidized by the mill rate.

### **Public and/or Stakeholder Involvement**

On November 10, 2015, representatives from the Saskatchewan Trucking Association, North Saskatoon Business Association, Saskatchewan Construction Association and Saskatoon Construction Association met to discuss the proposed changes.

The stakeholders understood the rationale for the introduction of the administrative fees and were appreciative of the opportunity to ask questions and receive advance notice prior to implementation. There was also discussion about load-specific permitting. This group will continue to be engaged as the development of the escalating fee structure is developed.

### **Communication Plan**

Tools such as PSAs, emails to customers, social media (website, Twitter, Facebook) will be used to notify the public and stakeholders of the fee. Internal City of Saskatoon stakeholders will also be notified. A 'Fact Sheet' will be shared internally and also be a resource for City staff that might be asked about the changes. Stakeholder meetings, such as the one mentioned above with representatives from the trucking industry, will be held where necessary.

### **Policy Implications**

Upon approval by City Council, amendments to Bylaw No. 7200, The Traffic Bylaw and Policy C07-019, Traffic Bylaw Special Permits will be required. The required changes to Policy C07-019 are identified in Attachment 3.

### **Financial Implications**

The cost of reviewing and issuing truck permits is \$60,600 annually. Based on the number of fees issued in recent years, an administrative fee of \$50 for blanket permits and \$30 for daily permits will ensure the service is fully cost-recovered.

### **Other Considerations/Implications**

There are no environmental, privacy or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

If approved, truck permits will have an administration fee in effect as of January 1, 2016. It is estimated that an escalating fee structure will be developed and in effect for January 1, 2017.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. 2016 Budget Issues & Options: Vehicle Permit Fees
2. Example of Escalating Fee Structure For Overweight Vehicles
3. Policy C07-019, Traffic Bylaw Special Permits – proposed amendments

**Report Approval**

Written by: Chris Helt, Customer Support Coordinator, Transportation  
Reviewed by: Nick Bakker, Customer Service Manager, Transportation  
Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS CH – Amendments to Bylaw 7200 and Policy C07-019 – Admin Fee for Vehicle Permits.docx

**A Culture of Continuous Improvement**  
*Saskatoon is the best-managed city in Canada!*



**2016 BUDGET ISSUES & OPTIONS:  
 VEHICLE PERMIT FEES**

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**[1] Issues:**

- Vehicle permits are issued in accordance with Bylaw 7200: The Traffic Bylaw and Council Policy C07-019 Traffic Bylaw Special Permits.
- The issuance of permits is currently supported by the mill rate.

**[2] Recommendation:**

*The Administration recommends that an administrative fee of \$50 be implemented for blanket annual vehicle permits and a fee of \$30 for daily permits effective January 1, 2016.*

**[3] Background/Analysis:**

- Overweight and over dimension vehicle permits are issued on a case-by-case basis to companies hauling loads in excess of the size and weight limits set out by Schedules 7 & 8 of Bylaw 7200: The Traffic Bylaw.
- Blanket Permits are issued to those companies that regularly move through the City and may include unlicensed and self-powered vehicles such as construction and farm equipment.
- Vehicle permits are issued to regulate the travel of overweight and over dimension vehicles throughout the City to protect infrastructure.
- The administrative cost of processing and approving crossing vehicle permits is supported by the mill rate.
- In 2013, the increasing numbers of permit requests resulted in the creation of a temporary position to directly support the service. Permits are available Monday to Friday from 8am to 5pm.
- On average there are 400 annual blanket permits issues each year.
- Between January 1 and July 31, 2015, 800 daily permits were issued. It is expected that approximately 1500 daily permits will be issued in 2015.
- Most municipalities in western Canada charge an administrative fee for overweight and over dimension vehicle permits ranging from \$20 to \$196 for an annual blanket permit and \$6 to \$300 for a daily permit.

**[4] Strategic Direction:**

- Implementing a fee for service supports the Strategic Goal of Asset and Financial Sustainability by increasing revenue sources and reducing the reliance on residential property taxes.

**[5] Implications**

**[5.1] Service/Business Line Implications:**

- Review and approval for vehicle permits is included in the Transportation Services service line within the Transportation Business Line.

**[5.2] Financial Implications:**

- Reviewing and processing vehicle permits requires approximately 1 full time equivalent (FTE) at a cost of \$60,600. This is currently funded by the mill rate.
- An administrative fee of \$50 per blanket permit and \$30 per daily permit would ensure that the cost of processing permits was fully recovered from those benefitting from the service.
- Implementing an administrative fee for this service would ensure the issuance of vehicle permits is fully cost recovered, reducing the mill rate by approximately \$60,600.

**[5.3] Other Implications:**

- If approved, the temporary position could be made permanent with no impact to the mill rate as a fully cost recovered service. Having a dedicated resource to support this service ensures a high level of customer service to the industry.
- As the demand for permits increases or if there is a desire to expand the service to enable permits to be issued after regular office hours or on weekends, additional resources can be added at no impact to the mill rate.
- Charging fees for these permits may create additional work to process the payments, but has not been quantified.

**[6] Options to the Recommendation:**

**Option 1: Maintain the Status Quo**

- Maintaining the status quo would maintain the practice of the costs of this service being supported by the mill rate. As the demand for permits increases or if the service level is expanded, additional mill rate supported resources would be required.

**Option 2: Variable Fee based on size/weight of vehicle**

- The Administration is currently quantifying the impact of allowing overweight vehicles to travel on the City's transportation network. It is anticipated that recommendations will be brought forward to introduce a variable permit rate similar to other municipalities. This is expected to be in place for 2017. The Administration does not recommend a variable rate until further research is conducted.

Example of Escalating Fee Structure  
For Overweight Vehicles

Example:

Weight of vehicle (B train) requesting overweight permit is 79,000kg.  
Legal weight for B train is 62,500kg

Amount of weight over legal limit – 16,500kg = 16.5 tonnes  
Approximately travel distance on city streets – 20km

**Saskatchewan Government Insurance (on behalf of Province of Saskatchewan)**

$\$0.036 \times (\text{trip GVW in tonnes} - \text{registered GVW in tonnes}) \times \text{kms}$   
Minimum \$11  
Cost of permit = \$11.88

**Province of Manitoba**

Annual Permit – \$75 for every increment of 1000kgs over legal weight  
Cost of annual permit = \$1237.50

Daily Permit -  $\$0.036 \times \text{trip distance (kms)} \times \text{each increment of 1000kgs over legal weight}$   
Cost of daily permit = \$11.88

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C07-019

<b>POLICY TITLE</b> <i>Traffic Bylaw Special Permits</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>September 4, 2007</i>
		<b>UPDATED TO</b> <i>May 4, 2009</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Operations Committee Reports No. 9-2007 and 6-2009; Legislative Report No. 8-2009</i>	<b>CITY FILE NO.</b> <i>CK. 6000-1</i>	<b>PAGE NUMBER</b> <i>1 of 9</i>

## 1. PURPOSE

To establish the criteria for permitting commercial vehicles to operate in excess of the allowable weights, dimensions and routes as prescribed in Bylaw 7200: The Traffic Bylaw.

## 2. DEFINITIONS

- 2.1 After Hours - Any time outside of regular City Hall business hours which are Monday to Friday, 8:00 a.m. and 5:00 p.m. Holidays fall outside the scope of regular City Hall business hours.
- 2.2 CBD - The area of the City bounded by the South Saskatchewan River to the South and to the East, Idylwyld Drive to the West and 25<sup>th</sup> Street to the North as shown on Schedule No. 8, Vehicle Route Map, Bylaw 7200.
- 2.3 City - The City of Saskatoon.
- 2.4 Construction Equipment – Any unlicensed implement, equipment, machine or vehicle:
- (a) that is not designed, used or intended to be used primarily for the transportation of passengers or goods; and
  - (b) that is designed, used or intended to be used for:
    - (i) road or general construction or industrial purposes; or
    - (ii) earth moving, excavation and demolition services; or
    - (iii) transporting earth, gravel or rocks or any other material;

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and includes front-end loaders, scrapers, graders, articulated rock trucks, cranes, backhoes, bobcats, zoom booms, genie lifts, rubber tire hoes and any similar equipment.

- 2.5 Destination Site - The location to which a vehicle must travel for a pick-up, a delivery or to perform a service.
- 2.6 Excess Load – Any load that exceeds the maximum vehicle weights prescribed in Schedule 7, Bylaw 7200.
- 2.7 Excess Load Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- 2.8 Excess Dimension - Any vehicle with dimensions that exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.9 Excess Dimension Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.10 Farm Equipment – Any unlicensed or self-propelled implement, equipment or machine designed, used or intended for agricultural use, including tractors, combines and other similar equipment.
- 2.11 Level 1, 2 and 3 Vehicles - Vehicle levels as described in Schedule No. 7, Bylaw 7200.
- 2.12 Vehicle Routing Permit - A permit to allow a vehicle travelling on City streets to deviate from established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- 2.13 Unlicensed Vehicle – Farm equipment and construction equipment as defined in Bylaw 7200 and this Policy.
- 2.14 Unlicensed Vehicle Permit – A permit to allow farm equipment or construction equipment to travel on City streets without being transported on a trailer.



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### 3. POLICY

#### 3.1 Permits Required

- a) An Excess Load Permit is required if a vehicle travelling on City streets weighs in excess of the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) An Excess Dimension Permit is required if a vehicle travelling on City streets exceeds the maximum vehicle dimensions prescribed in Bylaw 7200.
- c) A Vehicle Routing Permit is required if a vehicle deviates from the established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- d) An Excess Load Permit or an Excess Dimension Permit cannot be used in place of a Vehicle Routing Permit. A vehicle that exceeds the maximum vehicle weights or that exceeds the maximum vehicle dimensions prescribed in Bylaw 7200 and that wishes to travel off an established vehicle route must obtain a Vehicle Routing Permit in addition to the appropriate Excess Load or Excess Dimension Permit.
- e) An Unlicensed Vehicle Permit is required if farm equipment or construction equipment travels on City streets without being transported on a trailer. An Unlicensed Vehicle Permit will contain all necessary conditions relating to weights, dimensions and routing. Application for an Excess Load, Excess Dimension or a Vehicle Routing Permit is not required in addition to an Unlicensed Vehicle Permit.
- f) Farm equipment and construction equipment transported on a trailer do not require an Unlicensed Vehicle Permit. Farm equipment and construction equipment transported on a trailer shall be subject to the general weight, dimension and routing provisions of Bylaw 7200 and therefore require the appropriate Excess Load and/or Excess Dimension Permits in addition to the appropriate Vehicle Routing Permit.



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## 3.2 Excess Load Permits

- a) An Excess Load Permit is required when a vehicle travelling on City streets exceeds the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) Excess Load Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
  - (i) Excess Load Permits will not be issued for divisible loads.
- c) Excess Load Permits may outline any or all of the following conditions:
  - (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
- d) Excess Load Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Load Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferrable. ~~Excess Load Permits will be provided at no cost. An administrative fee will be charged for the issuance of a permit.~~

## 3.3 Excess Dimension Permits

- a) An Excess Dimension Permit is required when a vehicle travelling on City streets exceeds the maximum dimensions prescribed in Bylaw 7200. Regardless of permit possession, the operator of a vehicle must also obey all posted clearances.
- b) Excess Dimension Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and**

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**Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:

- (i) Excess Dimension Permits will not be issued for divisible loads.
  - (ii) Excess Dimension Permits will not be issued for vehicles measuring greater than 3.6 metres in width requiring travel on Idylwyld Drive and/or Circle Drive between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday to Friday.
- c) Excess Dimension Permits may outline any or all of the following conditions:
- (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation. Typical Excess Dimension Permit flagging/identification requirements are listed in Table 1.

Table 1: Excess Dimension Permit Flagging/Identification Requirements

Width (metres)	Requirements
Greater than 2.6	Red flags on the extremities of the load that overhang the sides or rear of the vehicle.
Greater than 3.05	Signs required at the rear in addition to the above.
Greater than 3.3	A minimum of one amber flashing or rotating beacon visible for 200 m in addition to the above.
Greater than 5.0	Trail vehicle required rear only in addition to the above.
Length	Requirements
Greater than 25 m	Sign required at rear.
Greater than 27.5 m	Amber beacon and rear sign.
Greater than 31 m	Amber beacons and signs front and rear.

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Greater than 36 m	All of the above.
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- d) Excess Dimension Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Dimension Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferable. Excess Dimension Permits will be provided at no cost.

### 3.4 Vehicle Routing Permits

- a) Vehicles requiring a Vehicle Routing Permit include:
- (i) Level 3 vehicles requiring access to the CBD at any time.
  - (ii) Level 3 vehicles requiring travel off primary vehicle routes or outside unrestricted areas.
- b) Generally, Vehicle Routing Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
- (i) Vehicle Routing Permits allowing a Level 3 vehicle access to the CBD at any time will only be granted under special circumstances as per the following criteria:
    - The carrier can prove to ~~Infrastructure Services~~ **Transportation & Utilities** that a Level 1 or Level 2 vehicle is incapable of performing, or unavailable to perform, the service.
    - The vehicle can safely travel to the destination and manoeuvre on the destination site as determined by ~~Infrastructure Services~~ **Transportation & Utilities**. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.

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- (ii) Vehicle Routing Permits allowing a Level 3 vehicle to travel off primary vehicle routes or outside unrestricted areas will only be granted after consideration of the following criteria:
  - The vehicle can safely access the business using secondary truck routes and arterial roadways.
  - The vehicle can safely manoeuvre on the destination site as determined by ~~Infrastructure Services~~ **Transportation & Utilities**. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.
  - Whether it is appropriate to allow an intercity delivery off of a primary vehicle route.
  
- c) Vehicle Routing Permits may outline any or all of the following conditions:
  - (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation.
  
- d) Vehicle Routing Permits will be provided on an annual basis or as a single-use permit, as required. A Vehicle Routing Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet must be included in the permit. The permit is not transferable. ~~Vehicle Routing Permits will be issued at no cost.~~ **An administrative fee will be charged for the issuance of a permit.**

### 3.5 Unlicensed Vehicle Permits

- a) An Unlicensed Vehicle not transported on a trailer requires an Unlicensed Vehicle Permit.

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- b) Unlicensed Vehicle Permits will be issued if the General Manager of ~~Infrastructure Services Transportation and Utilities~~ or a designate of the General Manager of ~~Infrastructure Services Transportation and Utilities~~ is satisfied that the vehicle can be safely operated upon the street without the likelihood of damage to the street or property. However:
  - (i) Unlicensed Vehicle Permits will not be issued for a vehicle measuring greater than 4 metres in width.
  - (ii) Unlicensed Vehicle Permits will not be issued where the gross vehicle weight is more than 55,000 kilograms.
  - (iii) Unlicensed Vehicle Permits will not be issued where the vehicle is track-propelled.
  - (iv) Unlicensed Vehicle Permits will not be issued when it is intended that the vehicle will carry a load of any kind.
  - (v) Unlicensed Vehicle Permits will not be issued for vehicles measuring greater than 3.3 meters in width requiring travel on any portion of Circle Drive or Idylwyld Drive south of 8<sup>th</sup> Street between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday through Friday.
- c) Unlicensed Vehicle Permits may outline any or all of the following conditions:
  - (i) Lane travel restrictions (i.e. the vehicle shall travel in the right-most lane).
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operations.
  - (iv) Specific route or routes to be used to and from the destination site.
- d) Unlicensed Vehicle Permits will be provided on an annual basis or as a single-use permit, as required. An Unlicensed Vehicle Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, a description of each vehicle must be included in the permit. The permit is not transferrable. ~~Unlicensed Vehicle Permits will be issued at no cost.~~ **An administrative fee will be charged for the issuance of a permit.**

# CITY OF SASKATOON COUNCIL POLICY

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### 3.6 Permit Application Process

- a) All permit applications are to be submitted via phone or fax at the following contact numbers:

Phone: (306) 975-~~2640~~-2454

Fax: (306) 975-2971

- b) Permit applications will be processed from Monday to Friday between 8:00 a.m. and 5:00 p.m., with the exception of holidays.
- c) It is the responsibility of the trucking company to obtain any permits stated herein to travel within City Limits and to allow a minimum of two business days for the processing of the permits required. The City will aim to process permits within 2 business days of the receipt of the permit request.

## 4. RESPONSIBILITIES

### 4.1 Trucking Companies - Trucking companies shall be responsible to:

- a) Obtain any of the aforementioned permits.
- b) Provide the vehicle operator with the permit number, as well as the routing details and other permit conditions.

### 4.2 ~~Infrastructure Services~~ **Transportation and Utilities** - The ~~Infrastructure Services~~ **Transportation and Utilities** Department shall be responsible to:

- a) Administer requests and grant permits.
- b) **Establish the fee structure for permits.**
- c) Administer, review and recommend updates to this policy.

### 4.3 City Council - City Council shall be responsible to:

- a) Approve of any changes to this policy.

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## Snow & Ice Program Levels of Service

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to generate discussion by Committee to aid the Administration in preparing the Snow & Ice Program levels of service report to be presented at January SPC on Transportation.

### Report Highlights

1. City Council has committed funding in 2016 for improved Snow & Ice service levels.
2. Themes emerged from Council budget deliberations and are discussed further in this report.
3. A comprehensive report will be brought forward with options and costs to SPC on Transportation in January.

### Strategic Goal

This report supports the Strategic Goal of Moving Around by optimizing the flow of people and goods in and around the city.

### Background

During budget deliberations on December 1, 2015, City Council received the proposed Snow & Ice Service Levels as information. Subsequently, on December 2, 2015, City Council resolved in part:

- “1. That 0.55% be added to the mill rate for 2016 budget for increased snow program capacity;
2. That the Administration prepare subsequent budgets allocating an additional 0.55% each year 2017 to 2020 inclusive for increased snow program capacity with the potential to conduct a city-wide snow removal program;
3. That the one-time capital costs to build adequate snow storage sites be brought back for consideration in the 2017 budget deliberations and that alternate funding options be considered;
4. That the Administration provide a report on future potential improvements that could be made with additional allocations to expand and improve the snow program capacity;

5. That the Administration report to the Standing Policy Committee on Transportation in January 2016 outlining snow improvement services for 2016.”

During budget deliberations, Administration committed to initiate a discussion at SPC on Transportation regarding possible 2016 service level improvements. This feedback will help guide the Administration when developing the Snow & Ice Program levels of service report to be considered by SPC on Transportation in January 2016.

### **Report**

The Winter Road Maintenance – Level of Service document (Attachment 1) outlines the current service levels provided under these programs. Service levels could be increased, and examples are provided below.

#### Increased Frequency of Sanding and Inspections of Priority 3 Streets

The Administration will report options and estimated costs at the Committee meeting.

#### Increased Snow Removal Frequency on High Priority Roadways

Some roadways have storage areas (medians or boulevards) where snow can be stored without negatively impacting the public. On other Priority streets, regular snow grading results in windrow creation throughout the winter that adversely affects parking. Possible service level improvements could be focused on more frequent removal of the windrows focused on streets with on-street parking.

#### Lowered Trigger Threshold for School Zones

Windrow removal is typically initiated once windrow height exceeds 75 cm. This trigger could be lowered, which would result in more frequent removal and lower average windrow heights throughout the winter.

Any funding allocated to the service level improvements above would need to be backfilled once an on-going program of city-wide residential street snow removal is initiated.

The following service level improvements would not require backfill funding once the city-wide residential street removal program is initiated, as these improvements are related to adding streets to the overall snow removal list.

#### Increased Lengths of Streets Where Snow is Removed from School Zones

Removing additional areas or block faces in the vicinity of schools would increase service in these areas. When city-wide removal is initiated, snow in these areas would already have been removed and as such no funding backfill would be required.

#### Expand the List of Residential Streets that Receive Snow Removal

Some residential streets receive a higher frequency of grading and removal due to the streets being prone to rutting, combined with lack of storage space. The Administration



## **Snow & Ice Program Levels of Service**

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could develop criteria to rank the local street system, based on a number of factors that could include parking demand; street width; storage availability; and tendency to rut. This may yield a sequencing strategy that could be phased in as funding increases.

### **Public and/or Stakeholder Involvement**

A comprehensive public engagement strategy could be developed to gather input on desired service level increases. This could be done prior to the 2017 budget year.

### **Communication Plan**

If changes are made to the Snow & Ice Program levels of service, a communication plan will be developed to communicate those changes.

### **Environmental Implications**

Environmental implications will be detailed in future reports. In general, increased Snow & Ice effort will result in increased greenhouse gas emissions which could be partly offset by savings due to reduced road damage, and increased efficiency of the transportation system during winter conditions.

### **Other Considerations/Implications**

There are no privacy or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

The Administration will provide a report to SPC on Transportation in January 2016.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Winter Road Maintenance – Level of Service

### **Report Approval**

Written and

Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS JJ – Snow & Ice Program Levels of Service

# BETTER WINTER ROADS



## Winter Road Maintenance

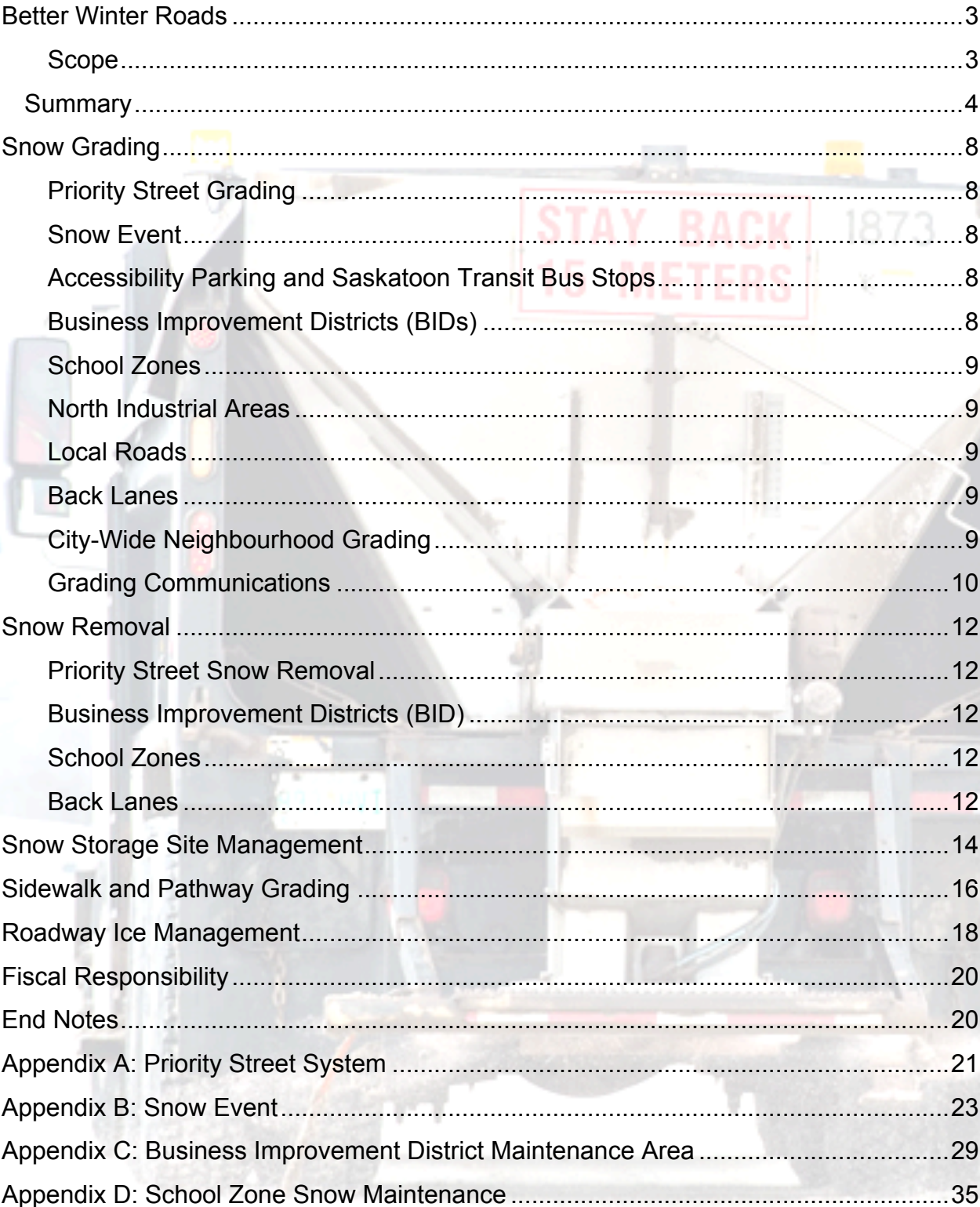
### Level of Service

November 9, 2015  
Version 1.1



*City of*  
**Saskatoon**  
Public Works

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## **BETTER WINTER ROADS**

This Public Works Winter Road Maintenance Level of Service document provides information about the activities provided by Public Works throughout the City of Saskatoon's road network each winter.

### **Scope**

This document describes the activities Public Works conducts to support the winter road maintenance level of service. This document is a first version, intended to be a living document and updated annually to document the changing services required in a 21<sup>st</sup> Century City. Future versions will separate customer and technical levels of service. With a formal level of service defined for the winter maintenance programs beginning this year, some operations are under review to align the maintenance programs with the levels of service.

Note: Affected programs are noted with end notes at the end of the document.

**SUMMARY**

Saskatoon's severe winters means the City requires a wide variety of snow programs, including regular maintenance and special programs to meet the service levels for the road network. City crews work seven days a week to provide better winter conditions for drivers and pedestrians.

High traffic streets are graded after a snow event, with snow pushed to the side of the road, onto boulevards, or down the middle of streets. Snow is removed from the streets with no room to store more snow and where accumulation causes visibility issues for drivers. During and after a heavy snowfall, salting, sanding and grading occur according to the City's Priority Street System, with the highest traffic streets being treated first. The following tables define the activities performance measures for each of the programs described in this document.

<b>Snow Grading</b>	
<b>Task</b>	<b>Measure</b>
<b>Priority 1 Street Grading</b>	Driving lanes are graded within 12 hours once a snow event ends. Snow storage is minimized along high-speed protective barriers.
<b>Priority 2 Street Grading</b>	Driving lanes are graded within 36 hours once a snow event ends.
<b>Priority 3 Street Grading</b>	Driving lanes are graded within 72 hours once a snow event ends.
<b>Accessibility Parking and Transit Stops</b>	Snow is not stored within the posted Accessibility Parking and Saskatoon Transit stops.
<b>Business Improvement District (BID) Grading</b>	Graded according to priority street system, with additional activities to maintain sidewalk access and parking adjacent to businesses within defined maintenance areas (as shown in appendix C).
<b>School Zones</b>	The pre-determined loading zone is graded and does not have windrows. Winter maintenance equipment operations occur only in designated hours (See Designated School Zone Hours in Appendix F: Definitions).
<b>Local Roads</b>	Grading occurs along section of road where it is deemed to be impassible (see Impassible in Appendix F: Definitions).
<b>North Industrial</b>	The North Industrial Area (Agriculture, Marquis Industrial, Hudson Bay Industrial, and Airport Business Area) is graded according to the priority street system.

## Snow Grading

### City-wide Neighbourhood Grading

Local roads with severe rutting, or potential for developing severe ruts (if overall average snow pack depth at 15 cm), are graded just prior to snowmelt if grading will not significantly reduce mobility by blocking lanes.

### Back Lanes

Backlanes can be accessed by City and emergency vehicles.

### Grading Communications

City Council, Leadership Team, local media and residents are informed of grading activities, parking restrictions and progress in a timely manner.

## Snow Removal

### Task

### Measure

### Priority Street Snow Removal

Stored snow is removed when capacity is reached to make space for future snow falls and in locations where stored snow presents an unusual hazard.

### Business Improvement District (BID) Snow Removal

Stored snow does not interfere with street parking adjacent to businesses within the defined maintenance area.<sup>2</sup>

### School Zone Snow Removal

When City officials measure the height of the windrows at greater than 75 centimeters it will initiate a snow removal or windrow height reduction.

### Back Lane Snow Removal

City or its contractor trucks can access back lanes for garbage and recycling cart collection. Snow may only be removed when grading is ineffective.

### Snow Removal Communications

City Council, Leadership Team, BIDs, Community Associations and Schools have clear information about the process for snow removal in their area, including special restrictions.

## Snow Storage Site Management

### Task

### Measure

### Snow Storage Capacity

Private and City haulers may unload snow at a City snow storage site while the ground is adequately frozen to accommodate vehicles.

### Noise Attenuation

Snow site users are complying with the No Tailgate Slamming requirement. Less than five verified complaints of noise from nearby residents.

## Snow Storage Site Management

Task	Measure
<b>Reasonable Access</b>	Site is used at own risk. Signs posted at visible locations throughout the site indicating where snow shall be unloaded, and a clear pathway for travel in and out of the site in compliance with Saskatchewan Highways regulations. Sites may be closed due to change in site conditions.

## Sidewalk and Pathway Grading

Task	Measure
<b>Sidewalk Grading</b>	Meeting Bylaw No. 8463 – The Sidewalk Clearing Bylaw, 2005 <sup>2</sup>
<b>Sidewalk Sanding</b>	Less than five (5) substantiated complaints after Bylaw No. 8463 timelines
<b>Public Park Pathway Grading</b>	Public Works completes assigned locations, based on efficient routing, and meets the levels of service defined for the Parks Division. <sup>2</sup>
<b>Neighbourhood Pathway (catwalk) Grading</b>	Graded as required by Council policy C07-021 to provide reasonable access.

## Roadway Ice Management

Task	Measure
<b>Priority 1 Street Weather Event Ice Inspection</b>	Inspection of icy conditions occurs every 2 hours on all bridge decks and Priority 1 streets during adverse weather conditions.
<b>Priority 2 Street Weather Event Ice Inspection</b>	Inspection occurs every 4 hours on all Priority 2 streets during adverse weather conditions.
<b>Priority 3 Street Weather Event Ice Inspection</b>	Inspection occurs every 8 hours on all Priority 3 streets during adverse weather conditions.
<b>Local and Rural Roads Weather Event Ice Inspection</b>	Inspection does not occur during a weather event.
<b>Priority 1 Street normal winter Conditions Ice Inspection</b>	Inspection occurs every 4 hours on all Priority 1 streets.



## Roadway Ice Management

Task	Measure
<b>Priority 2 Street Normal Winter Conditions Ice Inspection</b>	Inspection occurs every 8 hours on all Priority 2 streets.
<b>Priority 3 Street Normal Winter Conditions Ice Inspection</b>	Inspection occurs every 12 hours on all Priority 3 streets.
<b>Local and Rural Roads Regular Conditions Ice Inspection</b>	Complaints are assessed on an individual basis. Ice management may occur following a maintenance activity (such as a water main break).
<b>Traction Improvement</b>	Product application occurs as inspection warrants. Complaints monitored by Customer Service Centre. On-ramps, bridges and overpasses are sanded prior to peak traffic times during high-wind and extreme cold temperatures, as required. Pavement in the driving lanes of priority streets is improved after each application.
<b>Product Selection</b>	Specification & impact assessments: Corrosiveness and salinity, gradation and eutectic concentration are done prior to purchase of material.

## Fiscal Responsibility

Task	Measure
<b>Managing Budget</b>	Setting a budget based on best practice and costs of an average winter. Public and crew safety is never sacrificed for the sake of the budget.
<b>Financial Efficiencies</b>	Programs are reviewed on a regular basis to find efficiencies in the delivery of the approved level of service.

## **SNOW GRADING**

The City of Saskatoon conducts snow grading activities to maintain mobility of residents and access to services. Services can include emergency services, transit services, and education. Grading occurs according to the Priority Street System, which is based on impact on mobility and access to services. The grading program is designed so that the routing of equipment is done in the most optimal (greatest length of high-traffic streets graded in the shortest time frame) and efficient (cost effective for total kilometres traveled) manner.

### **Priority Street Grading**

All streets in Saskatoon are categorized; the priority streets are considered those in categories priority one to three (see Appendix A for the determination for street priority). During a change in weather that affects driving conditions, such as a snow fall, extreme cold and blowing snow, Public Works will manage mobility on the priority streets.

Grading moves the snow from the driving lanes and rows it along the curb, boulevards or medians in windrows. This work includes high speed plows on Circle Drive and graders on critical lower speed streets, in coordination with Ice Management tasks.

### **Snow Event**

Once the snowfall ends, Public Works crews continue to clean up the priority streets. At approximately five centimetres of accumulated snow, or a combination of snow and other factors, significantly affect driving conditions, a Snow Event may be called<sup>1</sup> to clear high-traffic streets quickly (See Appendix B: Snow Event).

In a snow event situation, priority one streets will be plowed and graded within 12 hours beginning when the snow fall ends, 36 hours for priority two streets, and 72 hours for priority three streets. In order to accomplish these critical timelines, snow grading contractors may be initiated to simultaneously grade priority streets in four maintenance areas outside of the Circle Drive boundary.

### **Accessibility Parking and Saskatoon Transit Bus Stops**

Grader operators watch for posted Saskatoon Transit bus stops and parking spaces reserved for Accessibility Parking and undertake to prevent windrows from forming.

### **Business Improvement Districts (BIDs)**

Snow is graded on priority streets in BIDs with the entire priority system. Snow may be pushed and stored on medians to minimize impact to business access and parking. Following Priority Street grading, snow is graded and removed within defined maintenance areas to accommodate business access and parking within the BID (see Appendix C: Business Improvement District Maintenance Area).

### **School Zones**

For reduced risk of hazards for students and to reduce the impact of congestion within school zones during normal school operations, grading activities will not occur within the area at times posted (8 a.m. – 5 p.m.). Outside of these hours, the road and parking lane is graded within a defined loading and unloading area for each school, called No Windrow Zones. These areas will have minimal windrows left for reduced congestion of vehicles stopping or passing by, and ease of access to the sidewalk. School Zone No Windrow Area maps are available on request. Note: There are limited exceptions to hour restrictions in school zones for snow events and non-school days.

### **North Industrial Areas**

Priority 1, 2 and 3 streets in the North Industrial Areas (North Industrial, Agriplace, Marquis Industrial, Hudson Bay Industrial and Airport Business Area) are graded as part of Priority Street Grading following a snow event (see Appendix B: Snow Event).

### **Local Roads**

Local roads are graded on an as needed basis, such as severe blown-in snow, to accommodate a bus route detour, or to remove hazards caused by a maintenance activity (such as water main repair).

### **Back Lanes**

An individual back lane may be graded to provide access for City and emergency vehicles.

### **City-Wide Neighbourhood Grading**

Prioritized grading on local roads will be initiated after the average overall snowpack is a minimum of 15 centimetres (6 inches) and when it is deemed that roads will become impassible (see Appendix F: Terms of Reference for definitions). When a snow pack softens, deep slushy ruts can form; which when frozen, quickly deteriorate driving conditions. The intent is to perform this program later in the season to reduce the time that windrows adversely affect parking. If the snow pack turns to ice at any point during the winter, the City will only grade areas where problematic rutting has occurred.

Icepack tends to melt slowly and evenly in the spring and will not be graded unless there are significant hazards. Yellow No Parking signs are posted to notify drivers in advance of grading; and ticketing/towing may be required. The schedule is available on the website at [saskatoon.ca/snow](http://saskatoon.ca/snow).

### **Snow Route Parking Ban**

Following an extreme snow event, where vehicles must be removed from priority streets for effective grading a temporary parking ban may be declared starting with the “Green Circle” Snow Route (see Snow Route flyer and map in Appendix B: Snow Event).

A Snow Route Parking Ban declaration will only be made at 7:00 a.m. or 3:00 p.m., eight (8) hours in advance for each Snow Route. For example, a declaration may be made at 7:00 a.m. to take effect at 6:00 p.m., or at 3:00 p.m. to take effect at 11:00 p.m. These parking bans are each in effect for 24 hours. This will enable the media and City to adequately distribute the information, and will also give citizens appropriate time to move their vehicles.

As the end of the Green Circle Snow Route Parking Ban approaches, the Blue Square Snow Route Parking Ban is declared.

Streets on a snow route are marked with permanent No Parking Snow Route signs, with a metal plate indicating if it's the "Green Circle" or "Blue Square" snow route. When a temporary parking ban is in effect, violators may receive a \$100 parking ticket and be relocated.

**Grading Communications**

Affected drivers and residents will be notified of the objectives and activities of the City's grading program, using various advertising channels and through news media. Throughout the season, drivers and residents can stay informed through a combination of timely Public Service Announcements, Service Alerts, and direct email (internal stakeholders and subscribers). If a Snow Route Parking Ban is declared, local news channels and the City's website will provide timely information.

**Program Measures**

<b>Snow Grading</b>	
<b>Task</b>	<b>Measure</b>
<b>Priority 1 Street Grading</b>	Driving lanes are graded within 12 hours once a snow event ends. Snow storage is minimized along high-speed protective barriers.
<b>Priority 2 Street Grading</b>	Driving lanes are graded within 36 hours once a snow event ends.
<b>Priority 3 Street Grading</b>	Driving lanes are graded within 72 hours once a snow event ends.
<b>Accessibility Parking and Transit Stops</b>	Snow is not stored within the posted Accessibility Parking and Saskatoon Transit stops.
<b>Business Improvement District (BID) Grading</b>	Graded according to priority street system, with additional activities to maintain sidewalk access and parking adjacent to businesses within defined maintenance areas (as shown in appendix C).

<b>Snow Grading</b>	
<b>School Zones</b>	The pre-determined loading zone is graded and does not have windrows. Winter maintenance equipment operations occur only in designated hours (See Designated School Zone Hours in Appendix F: Definitions).
<b>Local Roads</b>	Grading occurs along section of road where it is deemed to be impassible (see Impassible in Appendix F: Definitions).
<b>North Industrial</b>	The North Industrial Area (Agriplace, Marquis Industrial, Hudson Bay Industrial, and Airport Business Area) is graded according to the priority street system.
<b>City-wide Neighbourhood Grading</b>	Local roads with severe rutting, or potential for developing severe ruts (if overall average snow pack depth at 15 cm), are graded just prior to snowmelt if grading will not significantly reduce mobility by blocking lanes.
<b>Back Lanes</b>	Back lanes can be accessed by City and emergency vehicles.
<b>Grading Communications</b>	City Council, Leadership Team, local media and residents are informed of grading activities, parking restrictions and progress in a timely manner.

## **SNOW REMOVAL**

The City of Saskatoon conducts snow removal activities to maintain mobility and right-of-way snow storage capacity along the Priority Street System. Snow that is removed is then transported to a dedicated snow storage site.

### **Priority Street Snow Removal**

Snow windrows shall be removed from priority streets only when one or more of the following conditions are met:

- When the grading program is unable to store any more snow on the side of the road.
- Windrow width occupies the lane such that it cannot be graded or is hazardous for travel.
- When the average windrow height in a certain area interferes with reasonable driver lines of sight for passenger class vehicles.

Snow is removed from along Circle Drive and other high-speed barriers to prevent ramping.

### **Business Improvement Districts (BID)**

Snow stored in windrows that interfere with street parking adjacent to businesses will be removed within the designated maintenance area (see Appendix C: Business Improvement District Maintenance Area), beginning once Priority Street Grading is completed and priority street snow is removed where necessary (see Snow Event Timeline in Appendix B: Snow Event).

### **School Zones**

For increased visibility of students during drop-off and pick-up, snow is removed periodically from *designated school zone removal areas*. Graded snow will be stored in windrows within the posted School Zone. When City officials measure the height of the windrows at greater than 75 centimeters it will initiate a snow removal or windrow height reduction. This is based on maintaining a line of sight with kindergarten aged students.

### **Back Lanes**

If grading is required and it is not effective, snow will be removed from a back lane to create a path for City and emergency vehicles.

**Program Measures**

<b>Snow Removal</b>	
<b>Task</b>	<b>Measure</b>
<b>Priority Street Snow Removal</b>	Stored snow is removed when capacity is reached to make space for future snow falls and in locations where stored snow presents an unusual hazard.
<b>Business Improvement District (BID) Snow Removal</b>	Stored snow does not interfere with street parking adjacent to businesses within the defined maintenance area. <sup>2</sup>
<b>School Zone Snow Removal</b>	When City officials measure the height of the windrows at greater than 75 centimeters it will initiate a snow removal or windrow height reduction.
<b>Back Lane Snow Removal</b>	City or its contractor trucks can access back lanes for garbage and recycling cart collection. Snow may only be removed when grading is ineffective.
<b>Snow Removal Communications</b>	City Council, Leadership Team, BIDs, Community Associations and Schools have clear information about the process for snow removal in their area, including special restrictions.

## **SNOW STORAGE SITE MANAGEMENT**

The City of Saskatoon maintains temporary snow storage sites available for City use. It is also open for use by private haulers. Site users may access the sites at their own risk 24 hours per day, with the exception of the 8th Street Southeast site, which operates from 7:00 a.m. to 10:00 p.m.

### **Snow Storage Capacity**

The City manages sites for City and private haulers to unload snow removed from streets and private property. Continuous monitoring with snow pushed as required into a ramped wedge shape with a height not exceeding ten metres.

### **Noise Attenuation**

“Tail gate slamming” is not permitted at the 8th Street Southeast and Valley Road Southwest sites. When possible, a snow berm is constructed to reduce the noise impact for nearby residential neighbourhoods.

### **Reasonable Access**

For the 2015-2016 winter, one snow storage site is located in each of the four quadrants of the City to allow for easy access and reduced travel time during winter snow removal operations. Once the ground is frozen, three of the four snow storage sites are open 24 hours a day; while the hours of operation for the 8th Street Southeast site are 7:00 a.m. to 10:00 p.m. to eliminate disturbance during the night of nearby residents. Snow storage sites are closed if site conditions deteriorate due to melting or if storage capacity is reached.

The City may also close access to private haulers if capacity requirements are needed for city snow removal operations.



**Program Measures**

<b>Snow Storage Site Management</b>	
<b>Task</b>	<b>Measure</b>
<b>Snow Storage Capacity</b>	Private and City haulers may unload snow at a City snow storage site while the ground is adequately frozen to accommodate vehicles.
<b>Noise Attenuation</b>	Snow site users are complying with the No Tailgate Slamming requirement. Less than five verified complaints of noise from nearby residents.
<b>Reasonable Access</b>	Site is used at own risk. Signs posted at visible locations throughout the site indicating where snow shall be unloaded, and a clear pathway for travel in and out of the site in compliance with Saskatchewan Highways regulations. Sites may be closed due to change in site conditions.

## **SIDEWALK AND PATHWAY GRADING**

The City of Saskatoon conducts winter sidewalk maintenance activities to manage winter weather hazards. Public park pathway and neighbourhood pathway (catwalk) grading activities are a shared responsibility between the Public Works and Parks Divisions. The order these locations are graded may vary depending on the schedule and route of each work group. Public Works meets these program objectives through the following tasks:

### **Sidewalk Grading**

All sidewalks where the adjoining property is owned by the City will be cleared according to Bylaw No. 8463 – The Sidewalk Clearing Bylaw, 2005<sup>2</sup>. The sidewalk adjacent to City-owned parks is maintained by City of Saskatoon Parks and Public Works.

Sidewalk grading includes pedestrian overpasses, bridge walkways, the area between the sidewalk and the parking lane where parking metres are/were located (amenity strip) and streetscaping. Amenity strips and streetscaping along 2nd Avenue, 21st Street, Transit bus mall and City Hall are cleared with contractor assistance.

### **Neighbourhood Pathway (catwalk) Grading**

Following all snow event sidewalk grading, reports of hazards will be investigated and cleared where necessary.

### **Sidewalk Sanding**

Sanding occurs on sidewalks where Public Works conducts grading activities as required.

**Program Measures**

<b>Sidewalk and Pathway Grading</b>	
<b>Task</b>	<b>Measure</b>
<b>Sidewalk Grading</b>	Meeting Bylaw No. 8463 – The Sidewalk Clearing Bylaw, 2005 <sup>2</sup>
<b>Sidewalk Sanding</b>	Less than five (5) substantiated complaints after Bylaw No. 8463 timelines
<b>Public Park Pathway Grading</b>	Public Works completes assigned locations, based on efficient routing, and meets the levels of service defined for the Parks Division. <sup>2</sup>
<b>Neighbourhood Pathway (catwalk) Grading</b>	Graded as required by Council policy C07-021 to provide reasonable access.

## ROADWAY ICE MANAGEMENT

Public Works uses a variety of techniques and products throughout winter to manage ice on the road network.

### Ice Inspection

Public Works staff inspects and rates the condition of roads regularly throughout winter. The frequency of inspection may vary depending on the weather conditions; however, the priority street system is monitored regularly as part of the traction improvement tasks.

### Traction Improvement

In slippery conditions, sanding trucks spread a sand and salt and/or liquid brine mixture in the driving lane and key intersections where required, to improve traction. In temperatures below -14°C, a liquid Magnesium-Chloride de-icing chemical is added to help the material stick to priority streets. It softens the ice and holds the sand, once activated by the moisture in the air and aided by the friction from traffic.

### Ice Removal

In extreme cold temperatures, the sand/salt tends to blow away before it can stick to the ice. Four sanding trucks are modified to spray the liquid Magnesium-Chloride de-icing chemical to the sand/salt mixture as it is applied to Circle Drive and high-volume intersections, which is currently only being applied to these streets as a pilot test. This pre-wetting technique keeps the mixture moist allowing it to activate immediately as it settles on ice. This equipment will be used primarily in extreme cold weather. In some circumstances, a plow or a grader may be used to scrape the ice off the road.

### Program Measures

Roadway Ice Management	
Task	Measure
<b>Priority 1 Street Weather Event Ice Inspection</b>	Inspection of icy conditions occurs every 2 hours on all bridge decks and Priority 1 streets during adverse weather conditions.
<b>Priority 2 Street Weather Event Ice Inspection</b>	Inspection occurs every 4 hours on all Priority 2 streets during adverse weather conditions.
<b>Priority 3 Street Weather Event Ice Inspection</b>	Inspection occurs every 8 hours on all Priority 3 streets during adverse weather conditions.
<b>Local and Rural Roads</b>	Inspection does not occur during a weather event.

<b>Roadway Ice Management</b>	
<b>Task</b>	<b>Measure</b>
<b>Weather Event Ice Inspection</b>	
<b>Priority 1 Street normal winter Conditions Ice Inspection</b>	Inspection occurs every 4 hours on all Priority 1 streets.
<b>Priority 2 Street Normal Winter Conditions Ice Inspection</b>	Inspection occurs every 8 hours on all Priority 2 streets.
<b>Priority 3 Street Normal Winter Conditions Ice Inspection</b>	Inspection occurs every 12 hours on all Priority 3 streets.
<b>Local and Rural Roads Regular Conditions Ice Inspection</b>	Complaints are assessed on an individual basis. Ice management may occur following a maintenance activity (such as a water main break).
<b>Traction Improvement</b>	Product application occurs as inspection warrants. Complaints monitored by Customer Service Centre. On-ramps, bridges and overpasses are sanded prior to peak traffic times during high-wind and extreme cold temperatures, as required. Pavement in the driving lanes of priority streets is improved after each application.
<b>Product Selection</b>	Specification & impact assessments: Corrosiveness and salinity, gradation and eutectic concentration are done prior to purchase of material.

## FISCAL RESPONSIBILITY

The Snow & Ice budget is based on an average Saskatoon winter, which is based on four minor, two moderate and one major snow event. The January to December budget cycle addresses the second half of one winter and the first half of the next winter.

An adverse winter will impact two budget cycles, one extreme snow event can consume up to 20 per cent of the annual budget. Actual costs are highly variable and weather dependant. Even without snow events, there are fixed expenses for each year that Public Work strives to use as efficiently as possible.

Public Works manages winter maintenance programs to align with the budget; however, public safety and the safety of our staff is paramount.

### Program Measures

Fiscal Responsibility	
Task	Measure
Managing Budget	Setting a budget based on best practice and costs of an average winter. Public and crew safety is never sacrificed for the sake of the budget.
Financial Efficiencies	Programs are reviewed on a regular basis to find efficiencies in the delivery of the approved level of service.

## END NOTES

End Notes	
Note	Description
1	An internal decision model is used to consider criteria such as snow accumulation, wind, temperature, drifting snow, and traffic flow when calling a snow event.
2	Sidewalk and pathway grading is currently under review. The current timeframe for all applicable sidewalks and pathways is 108 hours. Neighbourhood pathway grading is currently under review. Regular maintenance of neighbourhood pathways is not currently funded.

## **APPENDIX A: PRIORITY STREET SYSTEM**

The Priority Street System is a method of classifying roadways based on these attributes:

- Road Class, as provided by the Transportation Division when the roads are constructed;
- Annual Average Daily Traffic (AADT), as provided by the Transportation Division for the entire road network annually;
- Bus Routes, as provided by Saskatoon Transit annually; and
- Access to the following facilities:
  - Police Headquarters,
  - Fire Halls,
  - Hospitals,
  - Ambulance Depots,
  - Emergency Measures Organization HQ/Staging Area,
  - City Downtown Yards,
  - City Hall, and
  - Schools.

### **Priority One Streets**

- Road Classes and AADT: All Expressways (Driving Lanes); All Freeways (Driving Lanes); Arterials (AADT >15,000); Collectors (AADT > 15,000);
- Some additional Arterials and Collectors with AADT ≤ 15,000 for route continuity;
- Access to the following facilities:
  - Police Headquarters;
  - Fire Halls;
  - Hospitals;
  - Ambulance Depots.
- Examples include Circle Drive, College Drive, 8<sup>th</sup> Street, and 22<sup>nd</sup> Street.

### **Priority Two Streets**

- Road Classes and AADT: All Expressways (Shoulders); All Freeways (Shoulders); Arterials (15,000 ≥ AADT >7,500); Collectors (15,000 ≥ AADT >7,500);
- Some additional Arterials and Collectors with AADT ≤ 7,500 for route continuity;
- Bus Routes: Bus Rapid Transit Routes
- Access to the following facilities:
  - Emergency Measures Organization HQ/Staging Area.
  - Saskatoon Airport (to City responsibility limits, allows access for emergency services)

- Examples include Lenore Drive, 11<sup>th</sup> Street West, and Main Street.

**Priority Three Streets**

- Road Classes and AADT: All remaining Arterials (AADT  $\leq$  7,500); All remaining Collectors (AADT  $\leq$  7,500);
- Some Local roads for route continuity;
- Bus Routes: Local and DART Bus Routes;
- Access to the following facilities:
  - City Downtown Yards;
  - City Hall; and
  - Schools.
- Examples include: 16th Street, Spadina Crescent and Cumberland (South of Taylor).

**Local and Rural Roads**

- All remaining Local Roads and Rural Roads.

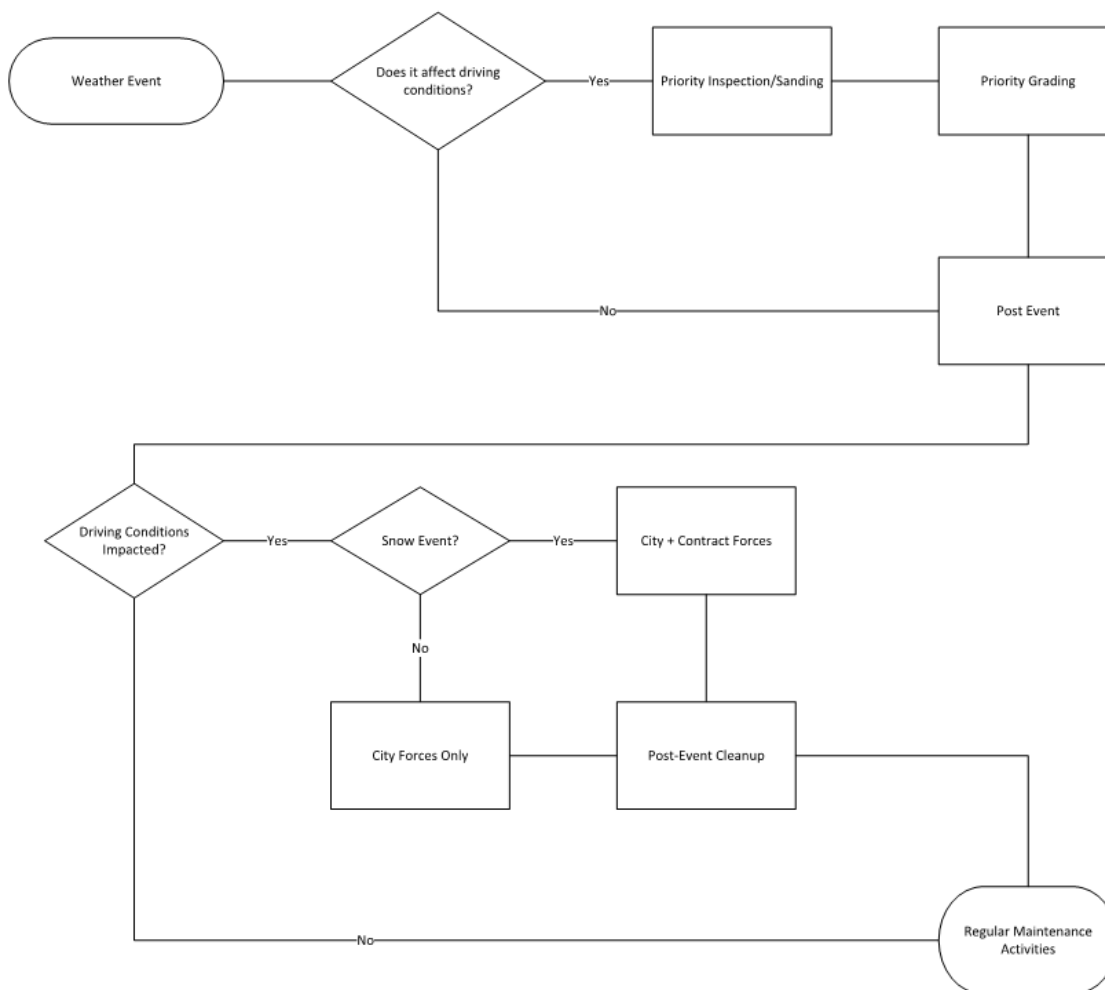


## APPENDIX B: SNOW EVENT

During the winter months, staff are ready 24/7 to salt, sand, and treat with other chemicals high-traffic streets, overpasses and bridges. Following a major snow fall, priority streets will be graded, including removal on bridges and overpasses, and Business Improvement Districts. When accumulated snow of approximately 5 centimetres, or a combination of snow and other storm conditions significantly affect road conditions, a snow event may be called. An internal decision model considers the multiple conditions before a Snow Event is called.

Once a snow event is called, Priority 1 roads are graded within 12 hours, Priority 2 roads within 36 hours, and Priority 3 roads within 72 hours.

If there are not enough City resources to complete the snow event timing, contractor snow grading may be initiated.



# When it... Snows

**From snow grading to sanding, the City of Saskatoon is ready.**

### 1. Ice Management and Monitoring

Sand/salt mixture is used for de-icing and traction on high traffic roads and intersections. City staff monitor driving conditions regularly.



### 2. Plowing and grading

During a winter storm, snow plows and graders remain on the high-traffic/high-volume streets like Circle Drive and other Priority 1 Streets.



### 3. Snow Event Grading

When an extreme storm affects driving conditions, a Snow Event is called & all priority streets are graded within 72 hours.



### 4. Sidewalks

Primary sidewalks, including those adjacent to City-owned facilities and in high-pedestrian areas are cleared within 24-48 hours. Residents are required to clear their sidewalks within 48 hours of the snow ending.



### 5. Snow Removal

Snow along bridge and overpass barriers is removed after each snow event. Snow on medians and boulevards is monitored and removed to make room for the next snow fall.



**BETTER  
WINTER  
ROADS**  
SASKATOON'S SNOW & ICE PLAN



# Snow

## What to do?



### Snow Grading

Following a snow event, roads are graded in order of an established priority system. During a snow event, equipment remains on the high speed and high traffic volume roads such as Circle Drive and Priority 1 roads until the snow stops.



### School Zones

Graded snow piles can present hazards for drop-off and pick-up and if a student attempts to climb them. These piles will be removed frequently, outside of school hours, typically at night.



### Snow Route Parking Ban

In extreme snow falls, a Parking Ban may be declared at 7 AM or 3 PM for a Green Circle or Blue Square Snow Route. Drivers will have 8 hours to remove vehicles.



### Sidewalk Clearing

A City bylaw requires residential sidewalks to be clear of snow and ice within 48 hours after a snowfall. Cleared snow must be placed on your own property, not on City streets. To report an uncleared sidewalk, contact Public Works Customer Service at 306-975-2476.



### Sanding & Salting

When it comes to de-icing our roads and intersections crews use a mixture of sand and salt to improve traction and keep drivers moving around.



### Snow Angel Contest

Nominate a friend, neighbour or volunteer who helps clear snow for you and others in your neighbourhood. We'll send them a thank you and enter their name in a monthly prize draw.







# When it Snows



Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 | Day 13 | Day 14 | Day 15



Continuous salt/sanding on priority streets, as required

Snowing  
(5+ cm)

72-hr post-event clean up

Routine monitoring of driving conditions



Plowing  
Driving  
Lanes

Priority Street Grading



On-going Priority Street Clean-up & Removal Prep

P1  
(12 hrs)

P2  
(24 hrs)

P3  
(36 hrs)

Removal (night)  
- Circle Drive (3 nights)



Removal - Business Improvement District (7 nights)

Primary Sidewalk Clearing  
(24 - 48 hrs)

Secondary Sidewalks &  
Pathway Clearing (72 hrs)

# DO YOU PARK ON A SNOW ROUTE?



## WHAT YOU NEED TO KNOW!

This winter, City of Saskatoon crews are working hard to keep excessive snow off major roads and streets. As someone who lives on a “snow route” we need your help.

### Snow Routes

Snow routes are priority roadways for snow grading because they ease the flow of traffic across our city. The City will only declare a Snow Route Parking Ban if snowfall is extreme. These routes are marked with permanent **green** and **blue** metal signs that are positioned along the snow routes. See the map on the back of the flyer to see Saskatoon’s designated snow routes.

### Parking

If a Snow Route Parking Ban is declared, vehicles must be removed from the street to help us grade snow more effectively. If you

typically park on one of these routes, here’s what you need to do:

**Pay attention** to public notices and media reports following a significant snowfall. A blue or green snow route parking ban may be declared.

**Remove your vehicle** from the street. Snow route declarations can only be announced at either 7:00 a.m. or 3:00 p.m. You will have a minimum of 8 hours notice before the parking ban takes effect.

**Avoid getting towed and a \$100 parking ticket** by removing your vehicle in time and keeping it off the declared snow route until the parking ban has expired.

**Make a plan** to have someone move your vehicle if you are going to be away.

# KNOW RIGHT AFTER IT SNOWS

## Sign Up for *notifynow*

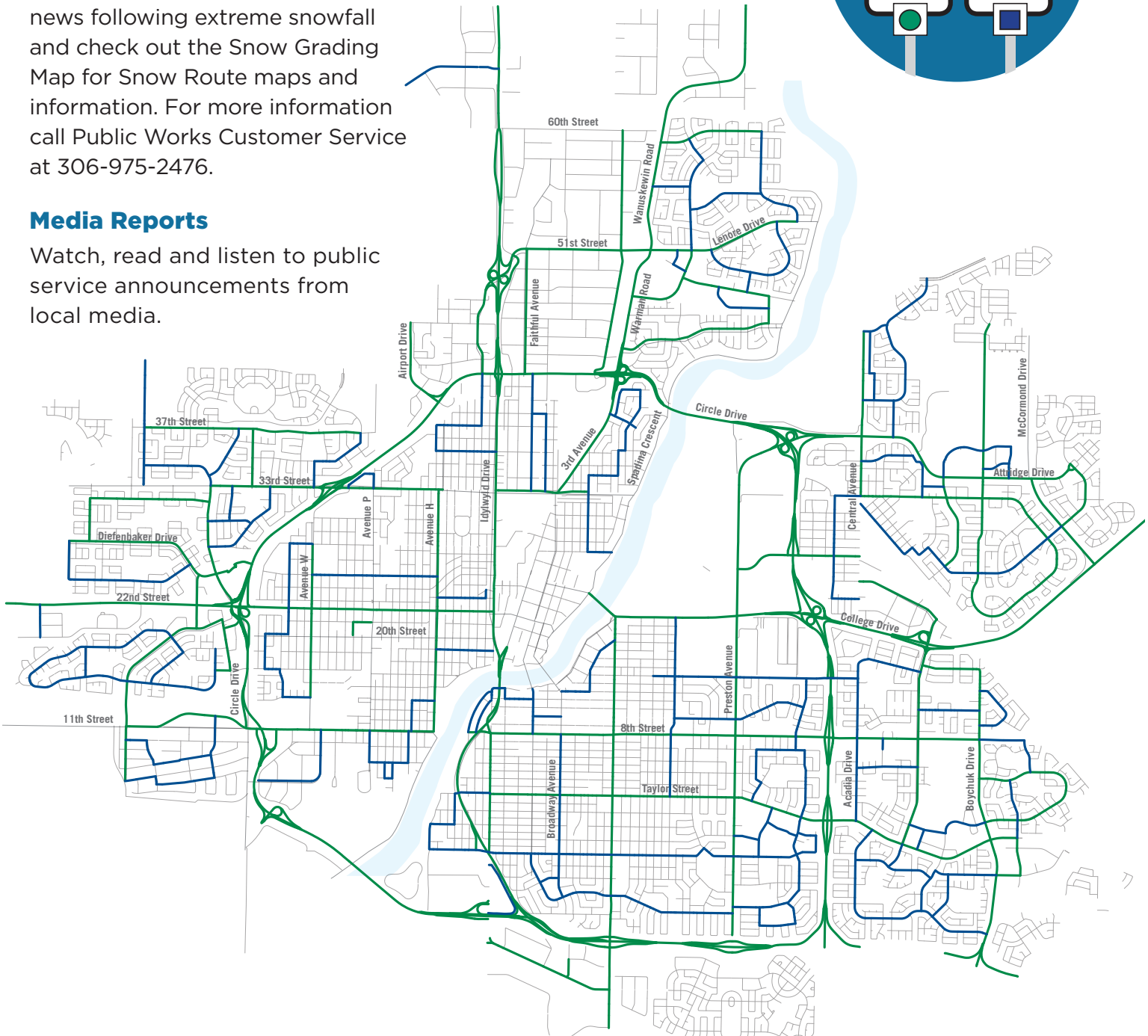
Receive direct communication from the City when a Snow Route Parking Ban is declared by signing up to the City's emergency mass alert system, *notifynow*, at [saskatoon.ca](http://saskatoon.ca).

## Visit [Saskatoon.ca](http://Saskatoon.ca)

Go to our homepage for the latest news following extreme snowfall and check out the Snow Grading Map for Snow Route maps and information. For more information call Public Works Customer Service at 306-975-2476.

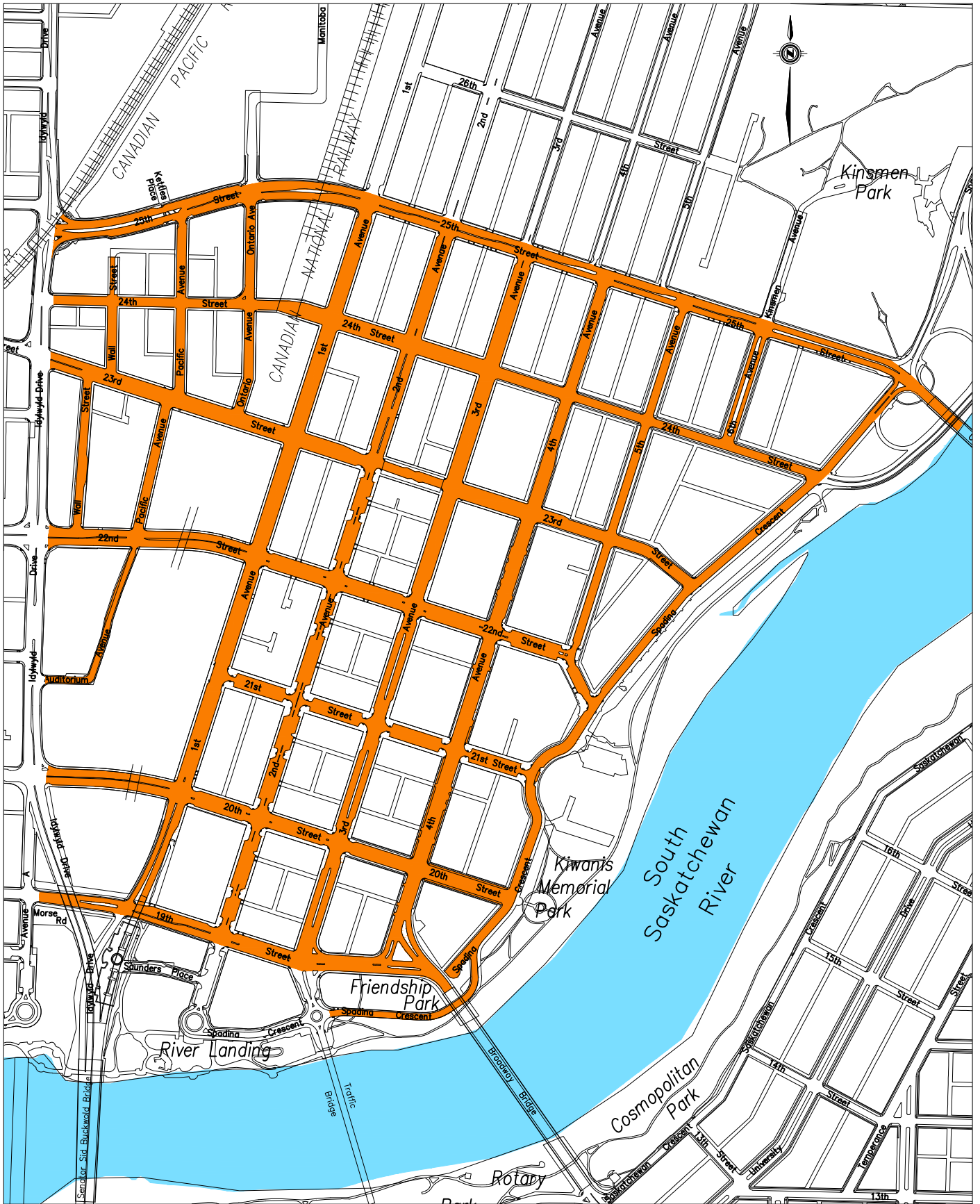
## Media Reports

Watch, read and listen to public service announcements from local media.



**APPENDIX C: BUSINESS IMPROVEMENT DISTRICT MAINTENANCE  
AREA**





DOWNTOWN B.I.D. MAINTENANCE AREA

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 SCALE: \_\_\_\_\_  
 PLAN No.: \_\_\_\_\_  
 PAGE: \_\_\_\_\_



**City of Saskatoon**  
 Transportation & Utilities Department

SOURCE DOCUMENT

PLAN No.: \_\_\_\_\_  
 APPROVAL DATE: \_\_\_\_\_  
 REVISION DATE: \_\_\_\_\_





## RIVERSDALE B.I.D. MAINTENANCE AREA

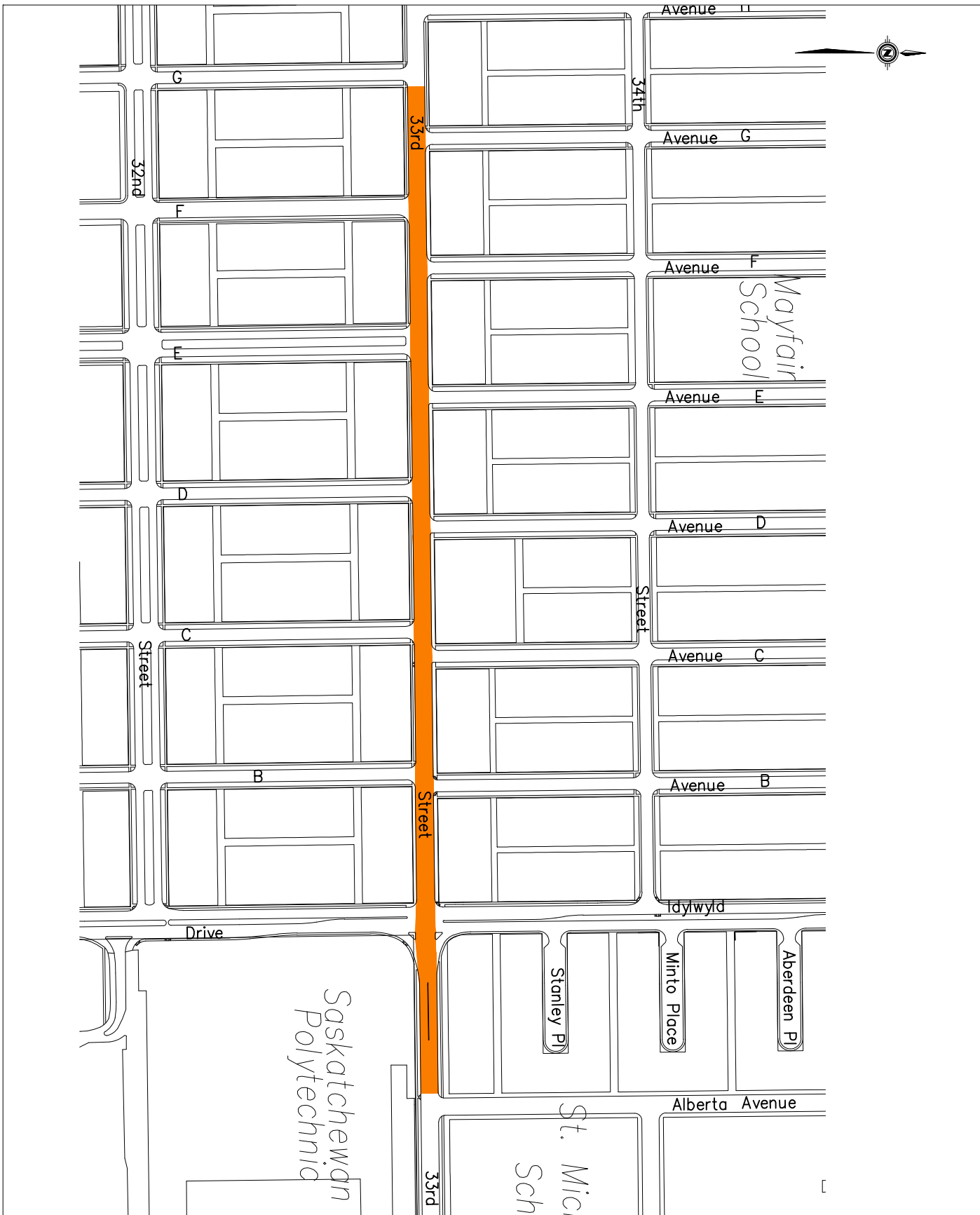
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**City of Saskatoon**  
 Transportation & Utilities Department

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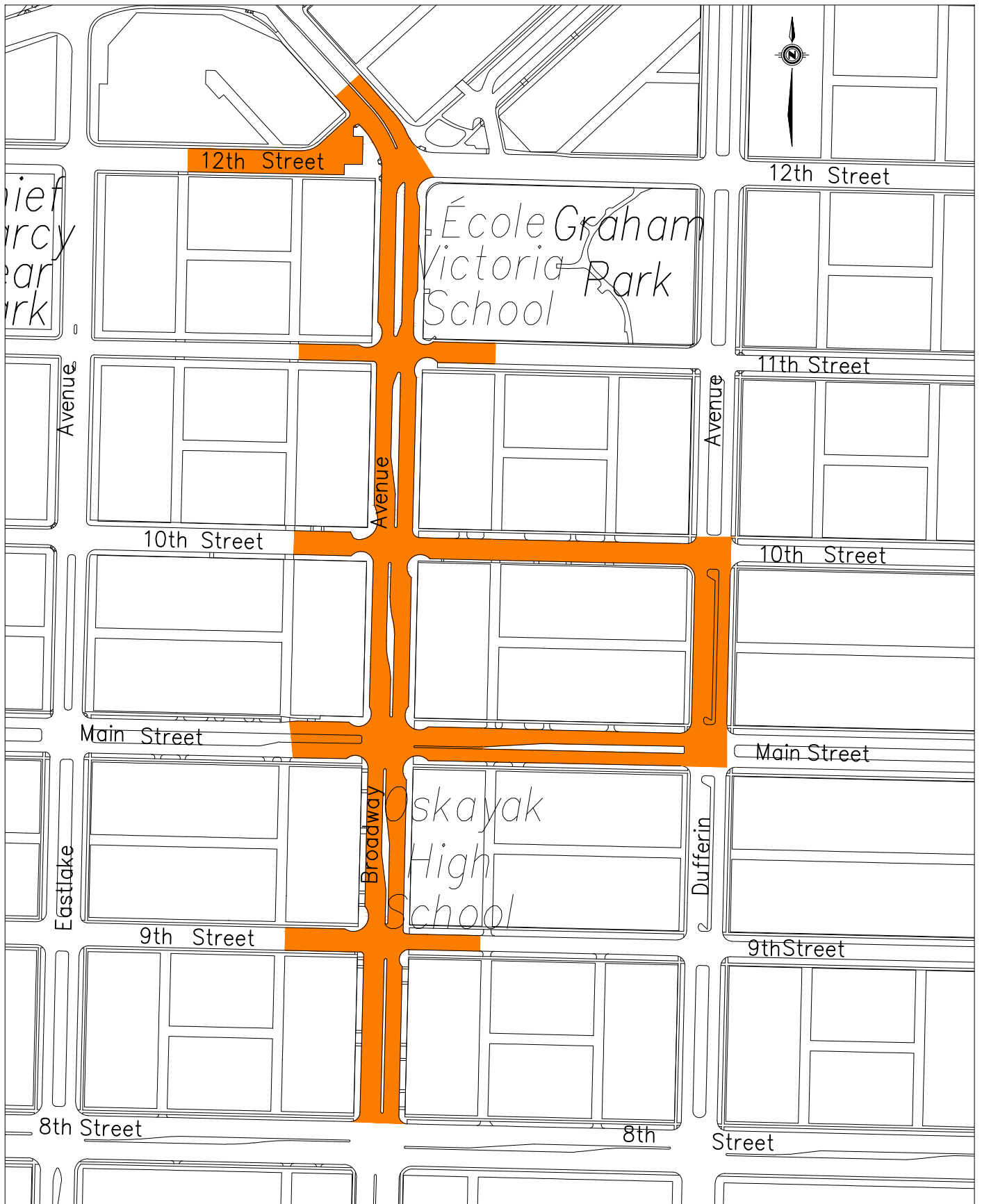
33rd STREET B.I.D. MAINTENANCE AREA

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BROADWAY AVENUE B.I.D. MAINTENANCE AREA

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SUTHERLAND B.I.D. MAINTENANCE AREA

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## **APPENDIX D: SCHOOL ZONE SNOW MAINTENANCE**

Specific School Zone Maps are available on Request. Please find below a sample School Zone Map with Windrow Locations:

**School Zone Windrow Location Map**

PLEASE NOTE: Residents may park along all priority streets.

Printed: 2014/08/27  
Scale: 1:4,214



All map data is provided as a public service by the City of Saskatoon, however, the City makes no warranty, express or implied, as to the accuracy, merchantability or fitness of any map image.

For a complete list of the Terms of Use please refer to the following link: [Terms of Use](#)

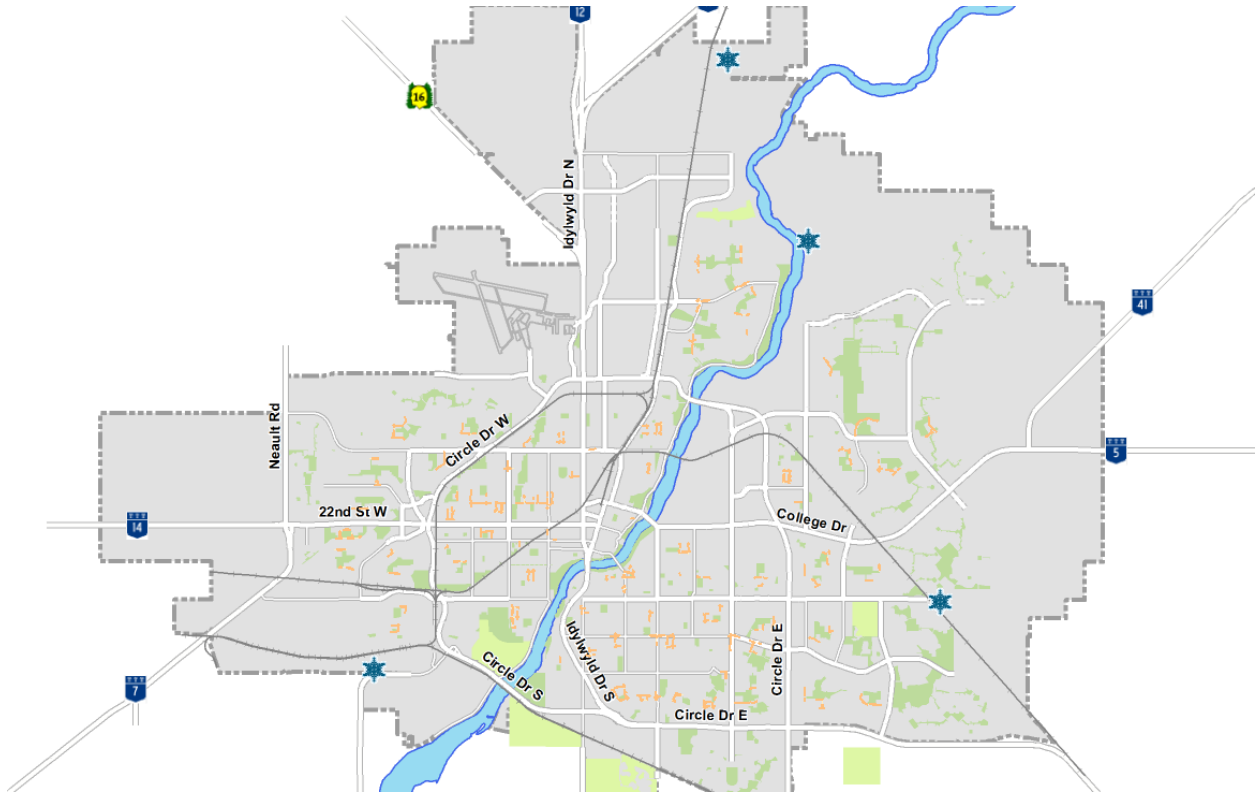


## **APPENDIX E: SNOW STORAGE SITES**

An example (Central Ave) snow storage site and a map of the city showing the locations of snow storage sites is presented in this appendix.



***1 Central Ave Snow Storage Site - Example***



**Snow Storage Site Locations taken from: <http://apps2.saskatoon.ca/app/aSnowProgram/>**



## APPENDIX F: DEFINITIONS

Winter Road Maintenance	
Term	Definition
<b>Impassible</b>	When there is a lack of reasonable mobility due to snow accumulation, snow density, drifting snow, severe icing or other factors.
<b>Adjoining property</b>	A parcel of land adjacent to a sidewalk
<b>Driveway access</b>	As a courtesy, operators may lower the wing of the grader blade during grading. Residents may be required to shovel or blow snow left behind at the end of their driveway after grading. The City does not remove windrows in front of driveways.
<b>High density parking area</b>	Business Improvement Districts with angle parking, grid neighbourhoods with limited off-street parking and a high volume of destination parking (Residential Parking Permit Areas), or other parking scenarios that affect snow grading, storage, and removal.
<b>Pre-Wetting</b>	Modified sanders can spray a Magnesium-Chloride de-icing chemical on a sand/salt mixture as it is applied to road surface. The moist mixture immediately activates the salt to soften the ice, which holds the sand for improved traction.
<b>Local Roads</b>	Residential roads not classified as Priority 1, 2 or 3 in the Priority Street Grading system (see Appendix A: Priority Street Grading).
<b>Post Event</b>	Grading and snow removal clean-up activities that take place after a significant snowfall or snow event.
<b>Priority Streets</b>	Roadways are classified as Priority 1, 2 or 3 in the Priority Street Grading system, based on their mobility characteristics to determine the priority for maintenance (see Appendix A: Priority Street Grading).
<b>Rural Roads</b>	Gravel roads that are inside the City limits.
<b>School Zone Designated Hours</b>	The posted time on the permanent School Zones signs govern hour where work cannot be conducted in a school zone. There are limited exceptions to these hours for snow events and non-school days
<b>Snow Management Facility</b>	A location where snow that has been removed from roads and private lands is managed year round. Where possible this includes melt water management and material recycling.
<b>Snow Storage Site</b>	A location where snow that has been removed from roads and private lands is stored. The snow is managed at the site throughout the winter and accessed by private haulers and City staff.

## Winter Road Maintenance

Term	Definition
<b>Tailgate slamming</b>	When unloading snow, the operator of a large truck quickly stops to loosen remaining snow in the box of the truck. This causes the gate to slam against the box which can be very loud and disruptive. This is not allowed at snow storage sites adjacent to Montgomery Place and Briarwood neighbourhoods.
<b>Unacceptable Traffic Risk</b>	As part of the Snow Event decision process: where weather is affecting road conditions makes driving, transit, or pedestrian traffic unusually difficult or hazardous.
<b>Windrow</b>	The longitudinal pile of snow left by a grader along the side of the street or boulevards. Windrows are removed from some priority 1 and 2 streets periodically throughout the winter.