



# Minutes

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## Transportation Committee

**Meeting Date:** July 9, 2019  
**Meeting Time:** 1:00 p.m. – 3:00 p.m.  
**Location:** Council Chambers  
**Prepared by:** Sarah Merrifield, Executive Assistant Committees of Council

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### A. Call to Order

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Executive Assistant Committees of Council Sarah Merrifield called the meeting to order at 1:04 p.m. with Committee members Deputy Mayor Bartnicki, Councillor Uram, Bill Abbotts, John White, and John Ardiel present.

Staff present were Director of Infrastructure and Public Works Reg Russwurm, and Town Clerk Corrina Giles.

#### ▪ Approval of Agenda

Moved by: John Ardiel

Seconded by: John White

THAT the Agenda of July 9, 2019 be approved as circulated, including any additions to the Agenda, being the addition to Item C.3 of Speed limits, cross walks, and rideshare options, Item E.1.1 Committee Priorities and Timing, and Item E.1.2 Discussion regarding Appeal to Ministry of Transportation to Revisit Centre Line Painting on Highway 26 east of Lights in Thornbury, Carried.

#### **Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Sustainability Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

### B. Staff Reports and Deputations

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#### B.1 Deputations, if any

##### **B.1.1 Presentation: Town Clerk, Corrina Giles Re: Overview of Town's Procedural By-law 2018-20**

Note: Presentation material included is the Town's Procedural By-law 2018-20.

Town Clerk Corrina Giles provided an overview of the Town's Procedural By-law 2018-20. Corrina noted the Transportation Committee ("Committee") members were appointed by Council and further noted that the Committee can make recommendations to Council, but Council will ultimately make decisions. Corrina noted the Committees of Council training scheduled for July 16, 2019 that will cover the Code of Conduct, Municipal Conflict of Interest, and other relevant topics. Corrina reviewed quorum requirements, being three members with one member of Council and noted if quorum is not achieved in advance of the meeting, the meeting will be cancelled. If quorum is achieved in advance of the meeting, but not on the day of the meeting, the meeting will be cancelled.

Corrina noted the importance of ensuring the Agenda is not revised, except to deal with time-sensitive matters, to ensure the public is aware of agenda items. Meetings of the Committee will be held in Council Chambers unless otherwise identified. Meetings are not currently livestreamed or recorded, but in the future, they will be. Corrina noted the importance of directing all comments through the Committee Chair. Corrina confirmed the Town's Procedural By-law 2018-20 is currently under review by Council. Following adoption of a revised Procedural By-law for Council and Committee of the Whole, Council has directed staff to develop a Procedural By-law specific to Committees of Council. Corrina confirmed this procedural by-law will include input from the Committees, and will be subject to the same public notice and consultation process as the Procedural By-law for Council and Committee of the Whole. Until such a time as the Procedural By-law for Committees of Council is adopted, Committees shall follow the Procedural By-law for Council and Committee of the Whole, being 2018-20.

Corrina confirmed that recommendations from Committees that require Council input are directed to Council through the Committee of the Whole process.

**B.2 Public Comment Period (each speaker is allotted three minutes)**

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Transportation Committee matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters.

**B.2.1 Eric Button, President Georgian Shores Drive Preservation Association**

Eric Button, President Georgian Shores Drive Preservation Association noted the group is comprised of ratepayers opposed to the proposed Highway 26 widening. Mr. Button noted he will try to attend most, if not all, meetings of the Transportation Committee. Mr. Button noted Highway 26 is an asset to the community that must be preserved, and noted many Craigeith residents would like the speed limit to be reduced along Highway 26.

**B.3 Staff Reports, if any**

None

## **C. Matters for Discussion**

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### **C.1 Appointment of a Chair, Transportation Committee**

Moved by: Odette Bartnicki

Seconded by: Bill Abbotts

THAT the Transportation Committee appoints Councillor Jim Uram as the Chair of the Transportation Committee for an eighteen-month term from July 9, 2019 to December 31, 2020, Carried.

This motion was carried unanimously.

### **C.2 Transportation Committee Terms of Reference Review and 2020 Meeting Schedule**

Executive Assistant Committees of Council Sarah Merrifield reviewed with the Committee the existing Terms of Reference. This included review and discussion of the Committee's Purpose, Mandate, Membership/Voting information, Quorum, Sub-Committees, Remuneration, Meeting Details, Agenda, Minutes and Procedure, and Related Policies and Training Requirements. Sarah confirmed that the Terms of Reference is a living document, and can be reviewed by the Committee, and by Council, at any time. Any revisions made at the Committee level to the Terms of Reference need to be approved by Council.

### **C.3 Transportation Committee Background Information (verbal)**

Note: staff are requesting the Committee's feedback regarding requested background information. Documents/information requested so far include:

- Grey County Transportation masterplan;
- MTO Highway 26 Study;
- The Blue Mountains Roads Needs Study;
- Provincial cycling information;
- Grey County schedule of road projects;
- Grey County cycle and trails masterplan;
- Information on busing agreement with Wasaga & Collingwood;
- TBM engineering standards for urban & rural roads;
- TBM schedule of road rehabilitation;
- Information on taxis and bus schedule in TBM;
- Provincial Transit Supportive Guideline;
- MTO Book 18;
- Speed limits, cross walks, and rideshare options.

Deputy Mayor Bartnicki noted she circulated to Committee members a document created by Grey County that outlines Grey County Services in the Town of The Blue Mountains. Included within the document are various County roads projects relevant to The Blue Mountains.

The Committee noted its request to receive updates on current and planned County and local roads projects within The Blue Mountains. Director of Infrastructure and Public Works Reg Russwurm noted preliminary engineering work on the roundabout proposed at Grey Road 19 and Grey Road 21 intersection is currently underway, and also noted the County is considering construction of a roundabout on Grey Road 19 at the Windfall Development entrance. Reg highlighted the roundabout proposed at Grey Road 19 and Grey Road 21 requires the Mountain Road Water Booster Station to be relocated. This is Town-owned infrastructure and the costs associated with relocation will be primarily covered by the County, with some monies provided by the Town. The Committee questioned if a map is available showing a 5 year projection of County and Town road improvements. Reg noted this type of map does not currently exist, but the Transportation Master Plan will outline existing road deficiencies and the areas that work is scheduled which will inform the Town's Capital Budget. Similarly, the Committee noted an update on transit and the trails network would be beneficial; some background information, such as the breakdown of Provincial, County, Municipal, and Conservation Authority jurisdictions, or regulation authority for e-bikes (as an example), would be helpful to inform Committee operations.

Reg confirmed the *Highway Traffic Act* regulates bicycle use and what's permitted within the road allowance. Reg noted, in an effort to ensure efficiency, the Committee could focus on one or two key priorities. Reg provided a brief overview on the roles and responsibilities of various regulating bodies. The Town is responsible for local collector roads, and all associated maintenance and capital works. This includes maintenance of sidewalks, the Town Right-of-Way ("ROW"), and tree canopy, as well as issuance of entrance permits on Town ROW. The County of Grey regulates the various County roads within the municipality which includes setback regulation, and entrance permits for County roads. Reg noted that County roads in urban settlement areas has the County responsible within the ROW to the curb, and the Town responsible for sidewalks. Reg noted encroachment permits are required for any works occurring within the County ROW. The Ministry of Transportation ("MTO") is responsible for the Highway 26 ROW. The connecting link, which runs from Peel Street to the extension of Russell Street (near Grey Street) is owned by the Town, and the Town is responsible for it. However, the MTO reserves the right to set and amend speed limit, and parking. Reg noted the connecting link cannot be altered in such a way that impairs the movement of traffic without the MTO's consent. Reg confirmed the MTO typically pays for improvements within the connecting link but this funding has been cut in recent years. The MTO regulates a 14m setback from the ROW. Reg explained that at intersections where roads with multiple road authorities overlap, the higher road authority has jurisdiction over the intersection, including any improvements. An example is the Bruce Street and Arthur Street intersection. Bruce Street is County-owned, and Arthur Street is municipally owned. In this case, the County has authority.

Deputy Mayor Bartnicki noted crosswalks at the west-end of Town might be beneficial. Reg replied an analysis was conducted during the Thornbury West End Road Improvement Project, and at that time, MTO warrants for installing a crosswalk were not met. Reg confirmed transportation standards are designed based on the 80<sup>th</sup> percentile, rather than “worst case scenario”. This information is compiled using annual average daily traffic counts which accounts for shoulder seasons with low traffic volume, and peak seasons with high traffic volume.

Deputy Mayor Bartnicki noted her opinion that consideration for a cross walk on the west-end of Town should be explored. Deputy Mayor Bartnicki further questioned whether parking falls under the mandate of the Transportation Committee. Reg noted his inclusion of a Parking Strategy Study in the Committee’s Terms of Reference. Reg noted the study requires further scoping consideration, and confirmed the Committee can assist with that scoping effort.

Regarding an issue with parking at Lora Bay Drive and Sunset Boulevard, Reg confirmed if a portion of the ROW is blocked by authorized construction equipment and someone parks such that they are impeding road access it is an enforceable offence.

From the discussion, the following documents were added to the resource list:

- Environmental Assessment – Grey Road 19 and Grey Road 21 Intersection
- Grey County Services in Town of The Blue Mountains (previously circulated by email)
- *Highway Traffic Act*
- Pertinent information regarding Speed limits, cross walks, and rideshare options
- Active Transportation Planning resources

Moved by: Odette Bartnicki

Seconded by: Bill Abbotts

THAT the Transportation Committee recommends Council direct staff to submit a request to CC Tatham & Associates Ltd., through its work on the Elma and Alice Reconstruction project, to prepare a report regarding the warrants of a crosswalk, or alternate pedestrian solution, including costing, at the Elma Street South and Arthur Street West intersection, and provide the same to Council and the Transportation Committee for information, Carried.

#### **C.4 Discussion regarding Committee Contacts (verbal)**

Sarah requested written permission from Transportation Committee members to share member contact details amongst the Committee. This would include email address and telephone number of each member, pending permission.

## **C.5 Town Policies & Legislation Acknowledgement**

Sarah noted that digital copies of relevant Town policies and legislation were provided to Committee members. Policies and legislation included: POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, POL.COR.17.04 Accessibility Standards for Customer Service, POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards, POL.COR.18.08 Workplace Violence and Harassment, POL.COR.18.10 Social Media Policy, Accessibility for Ontarians with Disabilities Act, 2005, Municipal Conflict of Interest Act, 1990, Municipal Freedom of Information and Protection of Privacy Act, 1990, and Municipal Act, 2001.

Sarah noted a training session is scheduled for July 16, 2019 to review relevant materials and will be provided to all Committee of Council members. The Committee agreed to review the materials provided and signed their acknowledgement of receipt.

## **D. Correspondence**

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None

## **E. New and Unfinished Business**

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### **E.1 Additions to the Agenda**

#### **E.1.1 Committee Priorities and Timing**

Reg noted the Transportation Master Plan is a priority for the Committee. Reg provided Committee members with the Transportation Master Plan budget sheet, as well as the background costing breakdown. Reg noted he will be creating the Terms of Reference for the Transportation Master Plan Request for Proposal in August or September 2019 and will request Committee input.

Regarding the proposed Highway 26 widening, it was noted conversations have occurred with MTO regarding the Municipal Class Environmental Assessment. Reg confirmed the Town will offer to assist MTO explore other options, which includes consideration of Grey Road 19 and Grey Road 2 as potential bypass routes.

Bill Abbotts noted part of the background information being gathered should include County information on planned infrastructure developments.

At 2:59 p.m. Reg left the meeting.

Moved by: Bill Abbotts

Seconded by: John Ardiel

THAT the Transportation Committee direct staff to invite Grey County staff, being Director of Transportation Pat Hoy, and Tourism Manager Bryan Plumstead, to a subsequent Transportation Committee meeting to provide a County infrastructure project overview and an update on the Cycling and Trails Master Plan, Carried.

#### **E.1.2 Discussion regarding Appeal to Ministry of Transportation to Revisit Centre Line Painting on Highway 26 east of Lights in Thornbury**

John Ardiel noted the MTO has recently changed the center line trajectory at the Bruce Street/Arthur Street intersection, effectively disallowing right hand passing. MTO advised the previous trajectory was not up to current standards. John questioned if anything can be done to establish the center line in its previous configuration. Councillor Uram advised he will review this matter and follow up at the next meeting.

## **E.2 Items Identified for Discussion at the Next Meeting**

This item was not discussed.

Prior to adjournment, Committee member John White recommended that Mr. Button, who spoke during the Public Comment Period, consider making a formal deputation to the Committee at his convenience regarding the proposed Highway 26 widening.

Deputy Mayor Bartnicki noted that the proposed changes to County Road 91 may not proceed in the manner outlined in Clearview Township's original plan. It was noted that a portion of County Road 91 was originally supposed to be sold, but this has not occurred at this time. Deputy Mayor Bartnicki confirmed this topic is a priority at County Council and noted Mayor Soever is involved in discussions moving forward.

## **F. Notice of Meeting Dates**

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August 13, 2019  
Town Hall, Council Chambers

## **G. Adjournment**

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Moved by: John White

Seconded by: John Ardiel

THAT the Transportation Committee does now adjourn at 3:17 p.m. to meet again at the call of the Chair, Carried.