

**Minutes of the Operational Review Committee
Meeting Held
Tuesday, February 7, 2017**

Present:

Councillor Maroosis, Committee Chair
Councillor Anthony, Committee Member
Councillor King, Committee Member
Councillor Bain, Committee Member
Mayor McDonald, Committee Member (4:45 p.m. to 5:25 p.m. – 5:35 pm to 6:20 p.m.)
Councillor Mayne
Keith Robichaud, Chief Administrative Officer
David Euler, Managing Director Engineering, Environmental and Works
John Severino, Managing Director Community Services
Scott Franks, Roads and Traffic Manger

Regrets:

Councillor Serran, Committee Member
Brian Phillips, President CUPE Local 122
Gord Mulcahey, Executive Member North Bay Professional Firefighters' Association
Lea Janisse, Managing Director of Corporate Services
Margaret Karpenko, Chief Financial Officer
Jason Whitely, Fire Chief

Special Review Committee Chair, George Maroosis, called the meeting to order at 4:55 p.m.

1. Adoption of Minutes:
The Minutes of January 23, 2017 were approved by the Committee and will be presented to Council on February 21, 2017.
2. Business Arising from Minutes:
 - i. The Chair recommended that the Committee compile a list of:
 - (a) Changes completed as a result of the Committee along the way of the Operational Review;
 - (b) Processes that we are doing well; and
 - (c) Action items completed or those for a best practice list
3. Operational Review of the Traffic Department.
 - David Euler and Scott Franks were present in relation to the Traffic Department Operation review. Copies of the presentation were provided to the Committee.
 - Why do we not have a flashing green light in one location? Is there a standardized communication that we can send to people to respond to their inquiries? Is there something that we can put on the City website?
 - ❖ Sometimes inquiries are intersection driven. For example, the timing of the light at Olive and Cassells Street. Once people push the pedestrian button to cross at the light, time will be extended for them. The timing of when people cross at a light is a concern. Some people enter the intersection when the pedestrian light is flashing. This is a concern. A "Frequently Asked Questions" page posted on the website would be helpful for citizens to access answers to common questions.
 - Questions arise from time to time about specific intersections and the timing of the traffic lights. The intersection at Algonquin and Jane is a trouble spot and location for traffic accidents. Why do we not have a turn signal at this intersection?

- ❖ There is not sufficient room to have a turn lane. To fix this the street would need to be widened to add another lane. This issue has been reviewed numerous times.
- The traffic lights at Trout Lake Road and Connaught Street are within one hundred feet of each other and seem to be intermittent.
 - ❖ These traffic lights are controlled by an older style camera that is scheduled for change. It is intermittent and will be replaced.
- If there is a power outage are synchronized lights reset manually or automatically when the power is restored?
 - ❖ Every night at midnight the lights will synchronize automatically.
- Some traffic lights use to be set to flash after midnight.
 - ❖ Whenever lights start flashing the Minimum Maintenance Standards states we need to reset and repair. We can review this further.
- Traffic lights at the intersections on Worthington Street seem to stop you when you are travelling down the street.
 - ❖ Worthington Street is not seen as a major artery and is set as such. Oak Street south is set as a major artery as well as McIntyre North. The street lights on Wyld Street are set for transit service.
- How many intersections are accessible in the City?
 - ❖ I don't have that information with me right now but will get the exact numbers for you.
- How many traffic lights with the countdown ability are you installing this year?
 - ❖ I don't have that information with me right now but will get the exact numbers for you.

Committee lost quorum and took a break at 5:25 pm and reconvened at 5:28 pm.

- Traffic cabinet maintenance service is completed twice annually.
 - What is the radar detection used for on the traffic lights?
 - ❖ This camera detects vehicles on the side streets. We will be moving to a LED camera in the future. These LED cameras will have the ability to take a picture of people.
 - Can we use these cameras for red light detection and enforcement?
 - ❖ That is unknown at this time.
- Time of day School zone speed reduction is being implemented with the intersection controller.
 - If a citizen hits and destroys a light pole what happens?
 - ❖ We will repair the pole through a service contract, obtain the Police report and then bill the citizen for the service.
 - Of the vehicles listed for use by on-call staff, do people use the city vehicle to go shopping?
 - ❖ There are two people in the Traffic Department that are on-call. One person does not take the City vehicle home but leaves it at the yard and when called in goes to the yard to pick up the vehicle before going to a call. The other person takes the City vehicle home but has their personal vehicle at home for personal use. They do not use the City vehicles to shop.
- City vehicles will soon be equipped with GPS tracking. The Policy is under review currently.
- Additional technology would be required in order to record traffic footage at an intersection. Review of the Retention By-Law and subsequent impact would also be in order.

- All 55 intersections within the City of North Bay are online with the pre-emption system. We are the first in North America to complete this process for emergency vehicles.
 - Does the pre-emption system work on Trout Lake Road and the By-pass?
 - ❖ The Ministry of Transportation permitted two intersections on the test of this system: Trout Lake Road and Algonquin Road. The pre-emption system will work one mile in advance of emergency vehicles.
 - Can the District of Nipissing Social Services Administration Board Emergency Medical Services (land ambulance) have access to the pre-emption service?
 - ❖ The Ministry of Transportation, Traffic Act permits fire service only. Within the City limits the pre-emption service is only available for the Police service. We would need to review for District of Nipissing Social Services Administration Board Emergency Medical Services (land ambulance).
 - Would there be a cost if the District of Nipissing Social Services Administration Board Emergency Medical Services (land ambulance) participated in the system?
 - ❖ The cost of an emitter is \$1500.00 per vehicle. There would be additional costs in resources required to make the changes.
 - How much is a stop sign?
 - ❖ A stop sign is \$60.00 to \$70.00 each.
 - Do you buy the stop signs in bulk?
 - ❖ Yes. We purchase about 200 signs at a time and keep them in inventory.
 - Have we ever talked to other municipalities about bulk purchases?
 - ❖ I am not aware of any conversations like this but we could do so.
- Annually all traffic signs are inspected using a retro reflectometer. Signs are evaluated on their reflectivity and if the minimum standards are not met then the sign is replaced.
 - Are the traffic signs geo-referenced with a GPS location?
 - ❖ Yes. We are light years ahead of most municipalities in respect to how we track and handle our signage.
 - In May of each year we start getting calls about the lines on the roads. Is there a way that we can pre-empt this with a communication through Jaclyn?
 - ❖ Yes. We can work with Jaclyn to put something together.
 - Is there a standard regarding color marking on roads? For example I recently saw lines on the 400 series highway painted in orange.
 - ❖ Yes. The Ministry of Transportation established the standard as orange for construction zones.
 - Should we enact a policy where we stop people from drilling into guard rails to post signs?
 - ❖ We will review this policy and get back to you.
 - When we replace traffic lights is the expense Capital or Operating?
 - ❖ The cost for replacement is through the Traffic Capital budget.
 - Are there any limits to finger board signs? If so, what is the limit?
 - ❖ There is no limit to signage however some places have electronic tourism signs. This is a way for tourists to find local businesses. We can review this further. Excessive signage is what is referred to as sign pollution. Sign pollution takes away from the message that is intended.

- There are considerable traffic delays at the Highway 11 and Highway 17 connector lanes. Many times the traffic is backed up about one kilometer.
 - ❖ We will be addressing the traffic concerns through the new proposed route.
- Have we considered a revenue opportunity through signage rental?
 - ❖ We currently only have one sign at Memorial Gardens.

4. Action Items:

- i. The Chair recommended that the Committee compile a list of:
 - a. Changes completed as a result of the Committee along the way of the Operational Review.
 - b. Processes that we are doing well; and
 - c. Action items completed or those for a best practice list
- ii. Review the personal use of City vehicles policy.

Next Meeting: Tuesday February 21, 2017– 4:45 p.m.

Agenda Item: Engineering, Environmental Services and Works Unit
Review - David Euler

Meeting adjourned at 6:20 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Judy Bechard
Deputy City Clerk