



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Maureen Van Ravens, Manager of Transportation

**DATE:** November 25, 2019

**REPORT NO.:** TPW-2019-0037

**RE:** Single Source Award for Town Wide Parking Study

### RECOMMENDATION:

THAT Report No. TPW-2019-0037, dated November 25, 2019, regarding the Single Source Award for Town Wide Parking Study be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a single source purchase order to R.J. Burnside and Associates Limited, 6990 Creditview Road, Unit 2, Mississauga, ON, L5N 8R9 in the amount of \$147,240.00 plus HST;

AND FURTHER THAT the funding for the Town Wide Parking Study in the amount of \$149,831.42 be taken from the tax rate stabilization reserve.

### BACKGROUND:

Council adopted Report No. ADMIN-2019-0007 that provided details on the existing permissive on-street parking locations, permit parking in municipal lots, and issues with boulevard parking within the Town's right-of-way. The report recommended the approval to allow boulevard parking on an interim basis until a fulsome review of all parking provisions is completed as part of the consolidation of the Uniform Traffic Control By-law which is to be initiated in the fall of 2019.

Since that time, staff received complaints from residents that have a disability, as their vehicle and/or their care giver/family member have been issued tickets for parking longer than 5 hours on the street.

As indicated in Memorandum No. MEM-TPW-2019-0017 staff advised Council that a detailed parking review would be initiated this fall. Subsequent to that memo, as an interim solution, Council passed Resolution No. 2019-0152 to extend the parking limit to 6 hours and to further exempt those individuals that have been issued an accessible

parking permit from the Province of Ontario with unlimited parking except during the winter control ban until the parking review has been completed and approved.

**COMMENTS:**

To expedite the parking review, staff is requesting to award it as a single source contract to R.J. Burnside and Associates Limited to complete the study.

The study will review the existing permissive parking and associated issues in the community and make recommendations on a parking strategy. It will also review the proposed developments and provide recommendations for a comprehensive parking strategy. The scope of work provided by R.J. Burnside and Associates Limited will include the following:

- Review of Background Information
- Identify Issues and Alternative Solutions
- Best Practices Review
- Evaluate Alternative Solutions
- Detailed Consultation with Council and Public
- Prepare Study Report Recommendations

Staff recommends that R.J. Burnside and Associates Limited be awarded the purchase order in an upset limit of \$147,240.00, plus applicable taxes for the completion of the study.

Given the scope and level of public interest expected, the study is expected to take approximately eight (8) months to complete.

R.J. Burnside and Associates Limited is very familiar with the Town of Halton Hills and has currently been retained to complete the Eighth Line Environmental Assessment Study. They have proven to be a very competent consultant with expertise in transportation including the completion of parking strategies for various municipalities.

**RELATIONSHIP TO STRATEGIC PLAN:**

The recommendations of this report directly support the following Strategic Directions, Goals, and Objectives of the Town of Halton Hills Strategic Plan:

A. Foster a Healthy Community

A.5 To ensure the use of appropriate design strategies to create safe communities.

H. Provide Sustainable Infrastructure and Services

H.1 To provide infrastructure and services that meet the needs of our community in an efficient, effective, and environmentally sustainable manner.

## **FINANCIAL IMPACT:**

The total cost to complete the study is \$147,240 plus applicable taxes. The cost to fund this study will be taken from the tax rate stabilization reserve. Once the recommendations of the strategy are approved by Council a second assignment will be initiated to update and consolidate the Uniform Traffic Control By-law.

## **CONSULTATION:**

The Senior Manager of Purchasing and Risk Management and Manager of Accounting and Treasurer were consulted and are in agreement with the recommendations of this report.

Various staff within the Office of the CAO, Corporate Services, and Transportation and Public Works was involved in the development of the scope of work for the study.

## **PUBLIC ENGAGEMENT:**

Public consultation and engagement will be a key component in the study. Staff will adhere to the Public Engagement Charter throughout the duration of the study. Project information will be available on the Town's website with links to the online engagement platform [letstalkhaltonhills.ca](http://letstalkhaltonhills.ca). It is anticipated that there will be two Public Information Centres, one in Georgetown and one in Acton throughout the study process to receive feedback from the residents.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Economic Prosperity, Environmental Health and Social Well-Being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is good.

## **COMMUNICATIONS:**

Staff will advise R.J. Burnside and Associates Limited to commence with the study should Council approve the award.

## **CONCLUSION:**

To expedite the parking review, staff is recommending to single source the study to R.J. Burnside and Associates Limited. They are competent with extensive experience in transportation and developing parking strategies for municipalities.

Staff recommends that R.J. Burnside and Associates Limited be awarded the purchase order in an upset limit of \$147,240.00, plus applicable taxes for the completion of the study.

Reviewed and Approved by,

Handwritten signature of Simone Gourlay in cursive script.

**Simone Gourlay, Senior Manager of Purchasing and Risk Management**

Handwritten signature of Moya Jane Leighton in cursive script.

**Moya Jane Leighton, Manager of Accounting and Town Treasurer**

Handwritten signature of Maureen Van Ravens in cursive script.

**Maureen Van Ravens, Manager of Transportation**

Handwritten signature of Chris Mills in cursive script.

**Chris Mills, Commissioner of Transportation and Public Works**

Handwritten signature of Brent Marshall in cursive script.

**Brent Marshall, Chief Administrative Officer**