



**City of Kingston  
Report to Council  
Report Number 19-117**

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**To:** Mayor and Members of Council  
**From:** Sheila Kidd, Commissioner, Transportation & Public Works  
**Resource Staff:** Ian Semple, Director, Transportation Services  
**Date of Meeting:** July 9, 2019  
**Subject:** Road Closures for Queen's University Move-In Day and Orientation Week

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**Executive Summary:**

The City has received a written request from Queen's University for the authorization of temporary road closures within the University District to facilitate their 2019 residence move-in day and orientation week activities.

The move-in day, planned for Saturday August 31, 2019, will involve approximately 4,600 first-year students moving into Queen's residences. The road closures and related changes are necessary to facilitate the move-in process and minimize the impact on the City's transportation system. The road closures and alterations will allow for students to efficiently travel to their assigned residence through designated routes within four staggered time periods.

This system has been utilized at previous Queen's move-in events for many years and has been shown to work well to disperse high volumes of traffic throughout the area as efficiently as possible. The move-in event will be supported by Queen's University staff, students, and volunteers, off-duty Kingston Police officers, as well as staff from various City departments including Parking Services, Transit, Traffic, Communications, Public Works, and Utilities Kingston. Staffing support costs associated with this event will be reimbursed by Queen's University.

The road closures required for Queen's University orientation week, planned at various points from September 2 to September 7, are expected to have minimal impact on the City's transportation system and are required for a frosh parade, an off-campus grease pole competition on Cummins Road, and a sidewalk sale on University Avenue.

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Municipal staff have delegated authority to temporarily close a municipal road through By-law Number 2005-255, "A By-law to Delegate Authority for the Processing and Approval of Temporary Highway Closures", however as these road closures form part of a broad range of activities planned during the Queen's University move-in and orientation week, staff are seeking Council approval for these road closures and alterations.

It is recommended that the amending by-law for the requested road closures and alterations be presented for all three readings such that Queen's University has adequate time to plan for this event and communicate to the incoming students.

**Recommendation:**

**That** a by-law be presented to City Council to provide for the temporary road closures to motor vehicle traffic and traffic flow directional changes as per Exhibit A to Report Number 19-117; and

**That** the amending by-law be presented for all three readings.

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**Authorizing Signatures:**



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**Sheila Kidd, Commissioner,  
Transportation & Public Works**



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**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Deanne Roberge, Acting Commissioner, Corporate Enterprise Services	Not required

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**Options/Discussions:**

The City has received a written request from Queen's University (Queen's) for the authorization of temporary road closures to motor vehicle traffic and traffic flow directional changes within the University District, to facilitate their residence move-in day and orientation week activities.

Although municipal staff have delegated authority to temporarily close a municipal road through By-law Number 2005-255, "A By-law to Delegate Authority for the Processing and Approval of Temporary Highway Closures", staff are seeking Council approval for these road closures and alterations as there are several move-in and orientation activities planned within the area in a short period of time that are also linked with concurrent applications for noise exemptions and use of City space.

**Summary of Road Closures and Alterations for Move-In Day**

Queen's move-in day will involve approximately 4,600 first-year students moving into Queen's residences on a single day. The road closures and related changes are necessary to facilitate the move-in process and minimize the impact on the City's transportation system. The closures and alterations provide designated and direct routes for the students to follow, allow for appropriate transit detours, plan for emergency vehicle access, and provide clear information to residents about areas that may be congested to allow for an alternate route to be taken.

In order to disperse the move-in day traffic volumes throughout the city, Queen's will be providing students with multiple travel routes from Highway 401 to the campus area. The closures and alterations of the specified roads will allow students to efficiently travel to their destination through designated routes based on their assigned residence. To disperse the traffic even further, there will be four scheduled time periods on Saturday, August 31, for move-in as follows:

- 8:00 a.m. to 10:00 a.m.
- 10:00 a.m. to noon
- Noon to 2:00 p.m.
- 2:00 p.m. to 4:00 p.m.

The staggered time periods and road closures with traffic flow alterations have worked very well on move-in day in recent years and the system has been shown to disperse high volumes of traffic throughout the area as efficiently as possible.

The City's Public Works Department provides and installs all signs and barricades required for all the road closures and traffic flow changes related to the event. Closed roads will remain open to local traffic at all times. The operation is further supported by the City's transportation by-law enforcement officers throughout the day to assist in managing illegally parked vehicles. As in previous years, Queen's will reimburse the City for staff time required for the move-in day event.

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Queen's University also provides a wide range of staff and support through the road closure area and will be posting on-street notifications regarding parking restrictions along move-in routes.

Queen's University will also be hiring 28 paid-duty Kingston Police officers for traffic control at the event. Some of these police officers will be assigned to direct traffic at the following three intersections where Utilities Kingston will be turning traffic signals off between 8:00 a.m. and 4:00 p.m. on Saturday, August 31.

- Union Street and University Avenue
- King Street and Albert Street
- King Street and Beverley Street

Other changes related to on-street parking and surface parking lot usage will be managed by the City's Parking Services team and Queen's University Parking Services to manage the high demand created in the parking areas near the university residences.

### Summary of Road Closures and Traffic Flow Directional Changes for Move-In Day

A draft by-law for the temporary road closures and alterations described in this section is attached as Exhibit A.

As shown in Table 1, Queen's University has requested the following temporary road closures, including on-street parking, for move-in day:

**Table 1:** Temporary road closures for Queen's Move-In  
(7:00 a.m. to 4:00 p.m. on Saturday, August 31)

Street	Limits
Queen's Crescent	Beverley Street to Collingwood Street
Arch Street	All
George Street	All
O'Kill Street	All
Beverley Street	Union Street to King Street

As shown in Table 2, Queen's University has also requested the following traffic flow directional changes on six streets for move-in day:

**Table 2:** Traffic flow directional changes for Queen's Move-In  
(7:00 a.m. to 4:00 p.m. on Saturday, August 31)

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Street	Limits	Temporary Direction
Albert Street	Queen's Crescent to King Street	One-way southbound
St. Lawrence Avenue	All	One-way southbound
Collingwood Street	Union Street to King Street	One-way southbound
University Avenue	Union Street to Stuart Street	One-way southbound
Stuart Street	University Avenue to Albert Street	One-way westbound
Queen's Crescent	Albert Street to Collingwood Street	One-way westbound

### Summary of Road Closures for Orientation Week

The road closures required for orientation week are expected to have minimal impact on the City's transportation system and are required for a frosh parade, an off-campus grease pole competition on Cummins Road, and a sidewalk sale on University Avenue. A draft by-law for the temporary road closures and alterations described in this section is attached as Exhibit A.

As shown in Table 3, Queen's University has requested the following temporary road closure for the annual frosh parade:

**Table 3:** Temporary Road Closure for Queen's Frosh Parade  
(8:00 a.m. to 9:00 a.m. on Monday, September 2)

Street	Limits
University Avenue	Union Street to Stuart Street

As shown in Table 4, Queen's University has requested the following temporary road closure for the annual sidewalk sale on University Avenue:

**Table 4:** Temporary Road Closures for Queen's Sidewalk Sale  
(3:30 a.m. to 7:00 p.m. on Wednesday, September 4)

Street	Limits
University Avenue	Union Street to Stuart Street

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As shown in Table 5, Queen’s University has requested the following temporary road closure for the annual grease pole competition:

**Table 5:** Temporary Road Closures for Queen’s Grease Pole Competition  
(6:00 a.m. to 3:00 p.m. on Saturday, September 7)

Street	Limits
Cummins Road	Wilton Road to the end of Cummins Road

**Impacts of the Temporary Road Closures and Directional Changes**

Staff have considered the impacts of the temporary road closures and alterations in support of Queen’s move-in day and orientation week. Closing and altering the streets is intended to minimize the impact of move-in day and orientation week on the City’s transportation network. The road closures and alterations for move-in day will provide a designated and direct route for students through the Queen’s University campus and minimize conflicts with public motorists.

The scheduled temporary road closures and alterations will also allow stakeholders, such as emergency services, to be notified well in advance of the events such that preparations can be made for alternative routes as required.

Although the temporary road closures can be disruptive to trips through the area and increase congestion around Kingston General Hospital, appropriate communication in advance and during the event, coupled with traffic management by Kingston Police, has addressed these concerns in the past. As in the past, Kingston Transit will be required to detour routes around this area, but Transit staff will work closely with the event organizers and Kingston Police to minimize any delays.

**Stakeholder Consultation**

Queen’s University has undertaken extensive consultation with the following City departments and external agencies:

- Kingston Police
- Transportation Services
- Kingston Transit
- Parking Services
- Communications

Queen’s University will continue to work collaboratively over the next several months with City staff and Kingston Police to ensure that move-in day and orientation week runs smoothly.

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**Next Steps**

Once the road closures are approved, the City's Traffic Division will process the application and notify additional stakeholders, such as Kingston General Hospital and other emergency services, about the planned closures.

City staff, including representatives from Communications, Public Works, Transit, Traffic, and Parking will continue to work with Queen's University and Kingston Police over the course of the summer to prepare for the event and address any concerns that arise. Communication specific to the event will begin in late August.

The City will work with Queen's University and other stakeholders to incorporate observations from the event into future move-in and orientation week planning.

**Existing Policy/By law:**

By-law Number 2005-255, "A By-law to Delegate Authority for the Processing and Approval of Temporary Highway Closures"

**Notice Provisions:**

Notice of the temporary road closures and related changes will be published in the local print media and on the City's website. In addition, signage will be posted on the street to allow parked vehicles to be relocated in advance of the temporary road closure. All emergency service providers, including land ambulance, will be advised of the temporary road closures.

**Accessibility Considerations:**

Information about the areas that are closed to vehicular traffic will be communicated and alternate routes, including transit access, will be available to address accessibility concerns. Accessible parking areas that are displaced during this closure will be accommodated as needed in adjacent locations.

**Financial Considerations:**

There will be no cost to the City related to the move-in requests outlined in this report.

**Contacts:**

Deanna Green, Manager, Traffic Division, 613-546-4291, extension 3170

Marissa Mascaro, Manager, Parking Services, 613-546-4291, extension 3125



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**Other City of Kingston Staff Consulted:**

Jeremy DaCosta, Director, Transit and Fleet

Bill Linnen, Director, Public Works

Chris Sleeth, Supervisor, Public Works

**Others Consulted:**

Darren Keuhl, Sergeant, Kingston Police

Gary Wimmer, Supervisor, Utilities Kingston

**Exhibits Attached:**

Exhibit A – Draft By-law for Queen’s Move In Day and Orientation Week Road Closures

Exhibit B – Road Closure Map

### By-law Number XX-XXX 2019

#### A By-law to Authorize Temporary Road Closures, Parking Changes and Traffic Flow Directional Changes for Multiple Streets in the Queen's University (Queen's) Area on August 31<sup>st</sup>, September 2<sup>nd</sup>, September 4<sup>th</sup> and September 7<sup>th</sup>, 2019 for Community Purpose for Queen's University Move-in Day and Orientation Week

#### Passed:

Whereas Subsection 1 of Section 11 of the Municipal Act, S.O. 2001, c.25, permits municipalities to pass by-laws for closing to vehicular traffic on a temporary basis for such period as may be specified in the By-law, any highway or portion of such highway under the jurisdiction of the Council for social, recreational, community or athletic purposes as specified in the By-law;

**Therefore be it resolved that** the Council of the Corporation of the City of Kingston hereby enacts as follows:

Table 1: Temporary road closures for Queen's Move-In  
(7:00 a.m. to 4:00 p.m. on Saturday, August 31, 2019)

Street	Limits
Queen's Crescent	Beverley Street to Collingwood Street
Arch Street	All
George Street	All
O'Kill Street	All
Beverley Street	Union Street to King Street

Table 2: Traffic flow directional changes for Queen's Move-In  
(7:00 a.m. to 4:00 p.m. on Saturday, August 31, 2019)

Street	Limits	Temporary Direction
Albert Street	Queen's Crescent to King Street	One-way southbound
St.Lawrence Avenue	All	One-way southbound
Collingwood Street	Union Street to King Street	One-way southbound
University Avenue	Union Street to Stuart Street	One-way southbound
Stuart Street	University Avenue to Albert Street	One-way westbound
Queen's Crescent	Albert Street to Collingwood Street	One-way westbound

Table 3: Temporary Road Closures for Queen’s Frosh Parade  
 (8:00 a.m. to 9:00 a.m. on Monday, September 2, 2019)

<b>Street</b>	<b>Limits</b>
University Avenue	Union Street to Stuart Street

Table 4: Temporary Road Closures for Queen’s Sidewalk Sale  
 (3:30 a.m. to 7:00 p.m. on Wednesday, September 4, 2019)

<b>Street</b>	<b>Limits</b>
University Avenue	Union Street to Stuart Street

Table 5: Temporary Road Closures for Queen’s Grease Pole Competition  
 (6:00 a.m. to 3:00 p.m. on Saturday, September 7, 2019)

<b>Street</b>	<b>Limits</b>
Cummins Road	Wilton Road to the end of Cummins Road

This By-law shall come into force and take effect on the date of its passing.

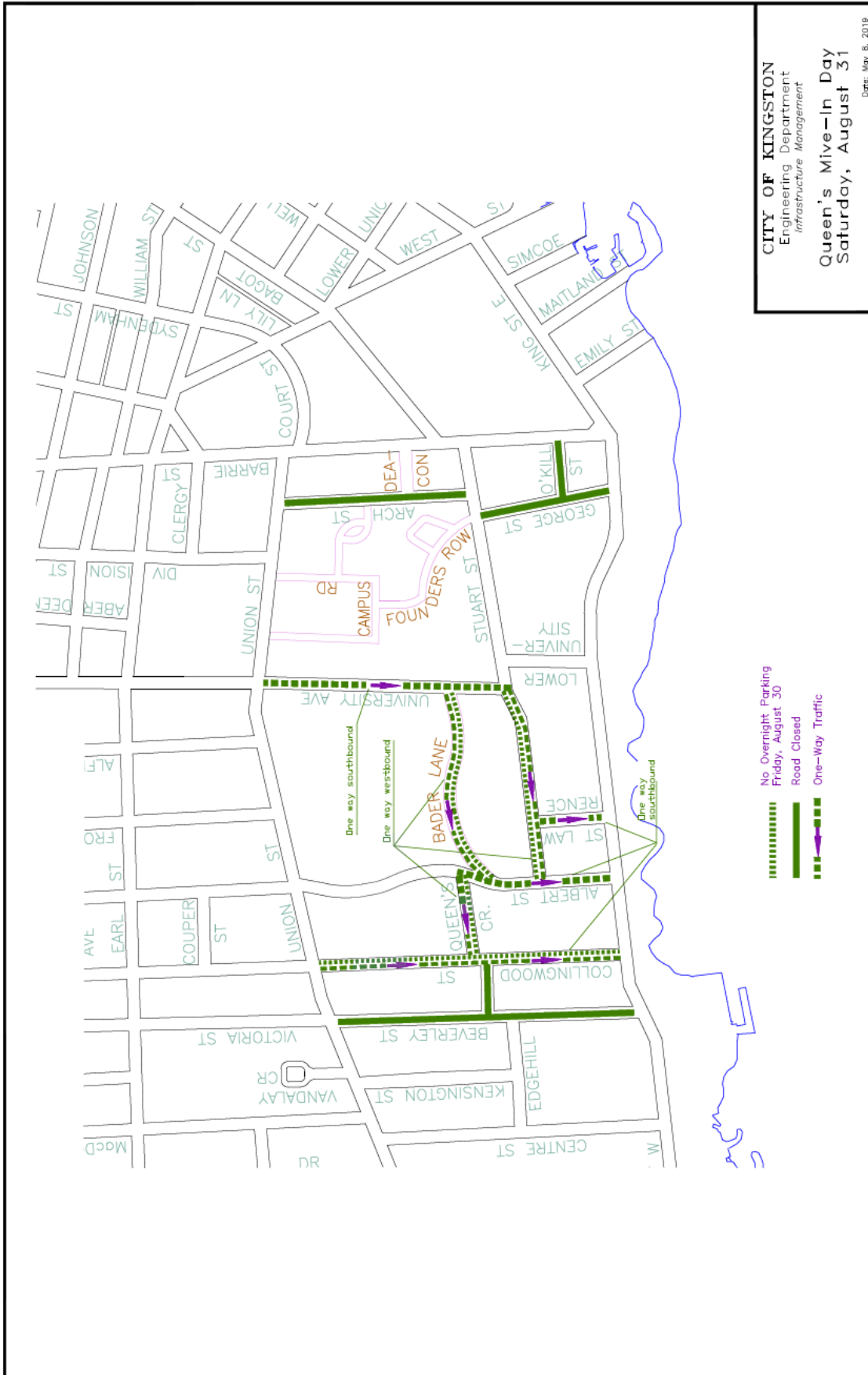
Given all Three Readings and Passed: Month xx, 2019

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**John Bolognone**  
 City Clerk

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**Bryan Paterson**  
 Mayor



**CITY OF KINGSTON**  
 Engineering Department  
 Infrastructure Management  
**Queen's Move-in Day**  
**Saturday, August 31**  
 Date: May 8, 2019