



**City of Kingston
Report to Council
Report Number 21-201**

To: Mayor and Members of Council
From: Sheila Kidd, Commissioner, Transportation & Public Works
Resource Staff: Ian Semple, Director, Transportation Services
Date of Meeting: August 10, 2021
Subject: School Street and Play Street Road Closure Application

Council Strategic Plan Alignment:

Theme: 3. Improve walkability, roads and transportation

Goal: 3.2 Enhance public safety through active transportation and a focus on pedestrian access and enforcement.

Executive Summary:

The City has received a request from Kingston Coalition for Active Transportation (KCAT) to pilot a School Street and a Play Street as part of a wider Canadian Institutes of Health Research (CIHR) study that intends to examine how these initiatives could enable free play, independent mobility, and active transportation. These initiatives will be managed and operated by KCAT. As the initiatives require the temporary closure of public streets, permission from the City is required. This report provides a summary of the initiatives proposed by KCAT and details the road closures that would be required.

The concept of a 'School Street' involves temporary road closures along school frontages that coincide with the start and end of the school day, opening them to pedestrian use with the intent of encouraging more walking or cycling to and from school. KCAT has proposed a School Street for Winston Churchill Public School, which includes closing MacDonnell Street (from Earl Street to Union Street) and Hill Street (from Napier Street to MacDonnell Street) to motor vehicles for 30 minutes before (8:40 a.m. to 9:10 a.m.) and after (3:20 p.m. to 3:50 p.m.) the school day for one school year, from September 7, 2021 to June 29, 2022.

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A 'Play Street' similarly involves a temporary road closure, but its purpose is geared towards play and community building through its use by families living in the neighbourhood. A Play Street is intended to open the road for pedestrian use, offering children an outdoor space to play freely. KCAT has proposed a Play Street that involves the closure of Cheryl Place to motor vehicles for one hour (6:00 p.m. to 7:00 p.m.) on Tuesdays, and for two hours (1:00 p.m. to 3:00 p.m.) on Saturdays for one year September 7, 2021 to August 26, 2022, operating at the same times each week.

KCAT has submitted a traffic control plan and outlined operational details for both initiatives to ensure the roadway remains closed to motor vehicular traffic except in instances when essential vehicle access is required. Recognizing the need to manage access to a number of driveways in the proposed closure areas of the School and Play streets, KCAT has included provisions in their proposal to ensure motorists can maintain driveway access, if required, under controlled conditions. Road closure signage and barricades will be set up at the closure access points, and KCAT will staff each access point with two trained volunteers for the entirety of each closure. One volunteer will be responsible for chaperoning any vehicles entering or exiting the closed road at a walking pace, and the other will maintain continued oversight of the access point. Volunteers will warn pedestrians in advance that a vehicle will be moving through the roadway and that they must safely clear the road. KCAT will pre-assign vehicle mirror tags to school staff, residents within the closure area, and those requiring access for accessibility reasons in an attempt to limit requests for motor vehicle access to the closed road.

KCAT has conducted extensive public consultation in each impacted neighbourhood and with the Winston Churchill Public School community, including through virtual information sessions, flyers and letters, and in-person door knocking. KCAT has indicated that the majority of feedback shows support for the projects, both from local residents and the school community. Any concerns raised will be directed to KCAT via their designated email address, which has been set up to track and manage concerns or inquiries that arise.

Staff has been provided 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". In accordance with the terms of this by-law, staff has elected to refer the request for a temporary road closure and recommendation directly to Council for approval given the length of the closures requested and the introduction of School and Play streets to the city.

Staff will monitor safety concerns throughout the duration of the initiative. Safety issues or significant concerns that are not adequately addressed may require a pause of the initiative, operational changes, or changes to the closure itself, including scaling down the initiative if warranted.

Recommendation:

That a by-law be presented to Council to provide for the temporary closure to motor vehicle traffic on MacDonnell Street from Earl Street to Union Street and on Hill Street from Napier

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Street to MacDonnell Street from 8:40 a.m. to 9:10 a.m. and from 3:20 p.m. to 3:50 p.m. on school days from September 7, 2021 to June 29, 2022 inclusive; and

That a by-law be presented to Council to provide for the temporary closure to motor vehicle traffic on Cheryl Place from 6:00 p.m. to 7:00 p.m. every Tuesday, and from 1:00 p.m. to 3:00 p.m. every Saturday, from September 7, 2021 to August 26, 2022 inclusive; and

That authority be delegated to the Director, Transportation Services to modify or suspend any aspect of the initiatives outlined in Report Number 21-201 if there are issues with safety, operations, maintenance, or capital projects; and

That the by-law attached as Exhibit E to Report Number 21-201 be presented to Council to amend By-law Number 2016-189, "A By-law to Consolidate the Delegation of Powers and Duties", to delegate authority to the Director, Transportation Services to modify or suspend any aspect of the School Street and Play Street Road Closures if there are issues with safety, operations, maintenance, or capital projects; and

That the amending by-laws attached to Report Number 21-201 be presented for all three readings.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The City has received a request from Kingston Coalition for Active Transportation (KCAT) for temporary re-occurring road closures on MacDonnell Street (Earl Street to Union Street) and on Hill Street (Napier Street to MacDonnell Street) from 8:40 a.m. to 9:10 a.m. and 3:20 p.m. to 3:50 p.m. on school days (Monday to Friday), from September 7, 2021 to June 29, 2022; and on Cheryl Place from 6:00 p.m. to 7:00 p.m. every Tuesday, and from 1:00 p.m. to 3:00 p.m. every Saturday, from September 7, 2021 to August 26, 2022.

The road closure application forms a request to pilot a School Street and a Play Street in Kingston as part of a wider Canadian Institutes of Health Research (CIHR) study that intends to examine how School Streets and Play Streets could enable free play, independent mobility, and active transportation.

School Street programs typically involve timed temporary road closures along school frontages that coincide with the start and end of the school day. School Streets restrict access to motor vehicles and open the streets to pedestrians to encourage walking or wheeling to and from school. The program prioritizes creating safer walking conditions for children, reducing motor vehicle emissions around the school, and encouraging greater use of active modes to get to and from school. The School Streets approach aligns with the City's broader transportation policies and strategic priorities to enhance public safety through active transportation and a focus on pedestrian access. The initiative typically requires strong support and leadership from the school community and surrounding neighbourhood.

Play Streets is an initiative that involves the temporary closure of a road to motor vehicles and opens the space for pedestrian use, offering children an outdoor space to play freely. Play Streets offer opportunities for improved community cohesion and increased levels of physical activity amongst children. Similar to School Streets, Play Street initiatives typically require strong interest and leadership from residents living on the Play Street for the program to be successful.

Staff has been provided 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". In accordance with the terms of this by-law, staff has elected to refer the request for a temporary road closure and recommendation directly to Council for approval given the length of the closures requested and the introduction of School and Play streets to the City.

School Street Proposal

The School Street initiative for Winston Churchill Public School proposes to close MacDonnell Street (from Earl Street to Union Street) and Hill Street (from Napier Street to MacDonnell Street) to motor vehicles for 30 minutes before and after the school day for one school year (September 7, 2021 to June 29, 2022).

The proposed closure area of the School Street includes one block of Hill Street and two contiguous blocks of MacDonnell Streets, with each block containing a number of residential

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driveway accesses. MacDonnell Street (Earl Street to Hill Street) currently serves as a designated on-street pick-up and drop-off area for parents and guardians driving their children to school and provides sole access to the Winston Churchill Public School staff parking lot. A home-based business has also been identified on MacDonnell Street between Hill Street and Union Street. In total, there are approximately 37 dwellings with driveway accesses located within the proposed School Street zone.

A draft by-law for the temporary road closure is attached as Exhibit A.

Operational Considerations

KCAT has submitted a traffic control plan and outlined operational details to ensure the roadway remains closed to motor vehicular traffic except in instances when essential vehicle access is required. The plan involves the use of traffic barricades and signage to close MacDonnell Street at Earl Street and at Union Street, and Hill Street at Napier Street. KCAT will staff each access point with two volunteers, with one volunteer being responsible for chaperoning any vehicles entering or exiting the closed road at a walking pace, and the other maintaining continued oversight of the access point. Two additional volunteers will also be stationed at the MacDonnell and Hill intersection to help chaperone any moving vehicles. Whistles and verbal cues will be used to warn pedestrians that a vehicle will be moving through the closed road space and that they must safely clear the road. KCAT has indicated that this procedure will be communicated with local residents and the school community in advance of the implementation of the School Street.

KCAT will facilitate vehicles requiring access during the School Street to enter from Earl Street at MacDonnell or Hill Street at Napier Street, with the MacDonnell and Union Street access being proposed as an exit only. KCAT will also pre-assign vehicle mirror tags to school staff, residents within the closure area, and those requiring access for accessibility reasons. Upon the arrival of a motorist with a pre-assigned tag or other motorist requiring access, volunteers will ensure the roadway is cleared before moving aside the barrier and chaperoning the motorist through the closure. Emergency vehicles will be able to enter and exit the space as needed.

KCAT is requiring that their volunteers obtain a Criminal Background check with Kingston Police and that they complete Traffic Control Person and First-Aid training. Volunteers will also be equipped with high-visibility vests to ensure they are visible and identifiable by motorists and pedestrians.

Issue Management

Any concerns raised will be directed to KCAT via the designated e-mail account, which has been set up to track and manage concerns or inquiries. Residents on the School Street and adjacent streets, including Hill, Napier, Willingdon, Victoria, Earl, and Toronto have been provided information letters with this e-mail contact information. Additionally, KCAT has indicated that they plan to keep all residents living on the affected streets (MacDonnell Street and Hill Street) informed of any updates to the School Street through a specific email distribution list. This will include communication regarding specify instances when the closures are not in

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operation, whether due to inclement weather, public health restrictions, school closures, or otherwise specified.

City staff will monitor safety concerns throughout the duration of the initiative. Safety issues or significant concerns that are not adequately addressed may require a pause of the initiative, operational changes, or changes to the closure itself, including scaling down the initiative if warranted.

Community Consultation

KCAT began the consultation process by working with the Winston Churchill Public School (WCPS) principal and parent council. The WCPS community and neighbouring residents identified traffic congestion, excessive vehicle speeds, idling vehicles, motorists stopping in no-parking zones, and other poor motorist behaviour observed during school drop-off and pick-up times. Information sessions were held by KCAT for WCPS parents to learn about the initiative and to provide a forum to ask questions and express any concerns.

A survey was subsequently sent out to all WCPS parents, and an informational flyer about the proposed School Street initiative was also shared with residents along MacDonnell Street (from Earl to Union) and along Hill Street (from MacDonnell to Willingdon) in late March 2021. KCAT knocked on the door of each dwelling and spoke to residents who answered. The informational flyer also provided details regarding two virtual information sessions that were held for residents to learn more and ask questions about the initiative.

KCAT communicated with 29 of the 37 dwellings located within the School Street area. Eight dwellings did not engage or provide feedback, of which at least two were due to vacancy. KCAT has indicated that the majority of feedback shows support for the project, both from residents and the school community. KCAT has also received support from the principal at WCPS. Concerns regarding the need for motor vehicle access during the School Street time frame were raised by a few of the 29 households that provided feedback, which were largely addressed through the plans to issue pre-approved rear-view mirror tags to residents living along the closed streets. One resident remains opposed to the closure, however KCAT has verified that the resident has not expressed specific scheduling conflicts or concerns with the initiative directly impacting them.

In June 2021, KCAT delivered letters to residents and a detailed 'Frequently Asked Questions' document to dwellings on affected streets in the area, including MacDonnell and Hill, as well as streets near the School Street including Victoria, Earl, Willingdon, Toronto, and Napier. The letters to residents included contact information for KCAT where residents could send any questions or concerns.

Play Street Proposal

Cheryl Place is proposed to be closed to motor vehicles for one hour (6:00 p.m. to 7:00 p.m.) on Tuesdays, and for two hours (1:00 p.m. to 3:00 p.m.) on Saturdays. The Play Street is planned to run from September 7, 2021 to August 26, 2022, operating at the same times each week.

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Cheryl Place is a residential cul-de-sac and does not operate as a through street. Cheryl Place includes 28 residences with driveway accesses.

A draft by-law for the temporary road closure is attached as Exhibit B.

Operational Considerations

KCAT has submitted a traffic control plan and outlined operational details to ensure the roadway remains closed to vehicular traffic except in instances when essential vehicle access is required. The plan involves the use of traffic barricades and signage to close Cheryl Place at McCallum Street. KCAT will staff the access point with two volunteers, with one volunteer being responsible for chaperoning any vehicles entering or exiting the closed road at a walking pace, and the other maintaining continued oversight of the access point. An additional volunteer and barricade will be placed along the bend on Cheryl Place, approximately 80 metres away from the street access point. Whistles and verbal cues will be used to warn pedestrians that a vehicle will be moving through the closed road space and that they must safely clear the road. KCAT has indicated that this procedure will be communicated with local residents in advance of the implementation of the Play Street.

Similar to the School Street initiative, KCAT will pre-assign vehicle mirror tags to residences within the closure area. Upon the arrival of a motorist with pre-assigned tag or other motorist requiring access, volunteers will ensure the roadway is cleared before moving aside the barrier and chaperoning the motorist through the closure. Emergency vehicles will be able to enter and exit the space as needed.

As noted above, KCAT is requiring that the volunteers involved in the Play Street obtain a Criminal Background check with Kingston Police and complete Traffic Control Person and First-Aid training. Volunteers will also be equipped with high-visibility vests to ensure they are visible and identifiable by motorists and pedestrians.

Issue Management

Similar to School Street initiative, any concerns raised will be directed to KCAT via a designated Play Street e-mail account, which has been set up to track and manage concerns or inquiries. Residents on the Play Street and adjacent streets have been provided information letters with this e-mail contact information. Additionally, KCAT has indicated that they plan to keep all residents living on the Play Street informed of any updates to the Play Street through a specific email distribution list.

As with the School Street initiative, City staff will monitor safety concerns throughout the duration of the Play Street. Safety issues or significant concerns that are not adequately addressed may require a pause of the initiative, operational changes, or changes to the closure itself.

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Community Consultation

Prior to selecting Cheryl Place, KCAT issued an application of interest to the Greenwood Park community and received eight applications with two applicants suggesting Cheryl Place. Upon confirming the street selection, KCAT carried out extensive engagement with residents on Cheryl Place and along McCallum Street (from Fieldstone Drive to Walters Street). KCAT engaged with residents using informational flyers, letters, virtual engagement sessions, and in-person conversations by knocking on the doors of each dwelling and speaking to any residents who answered.

KCAT has identified two residents of Cheryl Place who have volunteered to be 'local champions' of the Play Street initiative. The 'local champions' have worked with KCAT to engage with community members and address any questions or concerns that have arisen as part of their consultation. KCAT has indicated that the majority of community stakeholders are in support of the Play Street on Cheryl Place. Concerns were raised by two of the 28 residences, and included considerations that were centred around property damage, noise, and driveway access. These concerns were addressed by KCAT during a virtual community meeting held in late May 2021, as well as via direct email communication with the residents.

Any concerns raised by residents during the implementation will be directed to Cheryl Place community leaders as well as KCAT team members via a Play Street email account, which has been set up to help track and manage issues.

Additional Requirements

KCAT is required to provide liability insurance in a form and amount satisfactory to the City's Director of Legal Services.

KCAT will also be required to ensure compliance with COVID-19 guidelines set out by KFL&A Public Health throughout the duration of the School Street and Play Street interventions and adjust the initiatives, as needed.

Next Steps

Pending the adoption of the recommendations specified in this report, staff will work with KCAT to procure necessary road closure materials for the School Street and Play Street. KCAT will share detailed information regarding the School Street with the local school community and residents in the surrounding neighbourhood. Similar information will be distributed regarding the details of the Play Street with local residents. Staff will continue to monitor and address safety concerns that arise, which may require the School Street and / or Play Street initiative(s) to temporarily pause or be adjusted.

Existing Policy/By-law:

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

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Notice Provisions:

None

Accessibility Considerations:

Non-emergency motor vehicle access will be limited along MacDonnell Street, Hill Street, and Cheryl Place during the closure periods specified in this report. There are two accessible parking spaces outside of Winston Churchill Public School, on the south side of Earl Street, that will not be impacted by the School Street initiative.

Financial Considerations:

The operation of the initiative is funded by KCAT. The City's Transportation Services department has previously committed funds to support the road closure processing and permit review associated with this initiative as part of the programs associated with the City's Active Transportation Implementation Plan.

Contacts:

Ian Semple, Director, Transportation Services, 613-546-4291 extension 2306

Matt Kussin, Manager, Transportation Policy & Programs, 613-546-4291 extension 1333

Other City of Kingston Staff Consulted:

Marissa Mascaro, Transportation Infrastructure, Transportation Services

Maliha Majeed, Policy & Program Coordinator, Transportation Services

Greg McLean, Policy & Program Coordinator, Transportation Services

Exhibits Attached:

Exhibit A – Draft By-law – Temporary Road Closure – School Street

Exhibit B – Draft By-law – Temporary Road Closure – Play Street

Exhibit C – Temporary Road Closure Application

Exhibit D – Letters of Support

By-law Number 2021-XX

A By-law to Authorize the Temporary Closing of MacDonnell Street from Earl Street to Union Street and Hill Street from Napier Street to MacDonnell Street from 8:40 a.m. to 9:10 a.m. and from 3:20 p.m. to 3:50 p.m. on school days only between September 7, 2021 and June 29, 2022 inclusive for a Community Purpose – School Street

Passed: Meeting date, 2021

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:

1. MacDonnell Street from Earl Street to Union Street and Hill Street from Napier Street to MacDonnell Street be closed to motor vehicle traffic from 8:40 a.m. to 9:10 a.m. and from 3:20 p.m. to 3:50 p.m. on school days only between September 7, 2021 and June 29, 2022 inclusive for a community purpose – School Street.
2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: Meeting date, 2021

John Bolognone
City Clerk

Bryan Paterson
Mayor

By-law Number 2021-XX

A By-law to Authorize the Temporary Closing of Cheryl Place from 6:00 p.m. to 7:00 p.m. every Tuesday and from 1:00 p.m. to 3:00 p.m. every Saturday between September 7, 2021 and August 26, 2022 inclusive for a Community Purpose – Play Street

Passed: Meeting date, 2021

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:

1. Cheryl Place in its entirety be closed to motor vehicle traffic from 6:00 p.m. to 7:00 p.m. every Tuesday and from 1:00 p.m. to 3:00 p.m. every Saturday between September 7, 2021 and August 26, 2022 inclusive for a community purpose – Play Street.
2. This By-law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: Meeting date, 2021

John Bolognone
City Clerk

Bryan Paterson
Mayor

Temporary Road Closure Application




Requirements & Guidelines

1. The Applicant understands and agrees that there is a \$315.15 fee + HST \$40.97 = \$356.12 for processing the application and it may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there will be no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever.
2. The Applicant shall protect, indemnify and save harmless the City, its servants and agents in respect of all claims for damage, loss or injury, whether caused by the negligence of the City, its servants and agents or otherwise, arising out of or during the use of any of the facilities under any application.
3. The Applicant shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such applicant or organization.
4. The Applicant must pay for all damage to City property however caused, arising out of or during the use of the facilities under this application.
5. The Applicant agrees to take out sufficient Public Liability Property Damage Insurance in the amount of \$5,000,000.00 to cover all risks. The policy shall be in a form and in an amount satisfactory to the City of Kingston, and shall be kept in full force during the period of the proposed road closure. The City of Kingston shall be named as a party insured on the policy and the applicant shall provide the City of Kingston with proof of insurance.
6. For special event road closures, signs must be installed at the point of closure. See Example 1 for typical set-up for special events. It is the responsibility of the applicant for the supply and placement of traffic control devices ie. barricades, barrels, signage etc. for the street closure. A traffic control plan is to be submitted with the application for review.
7. All signage for construction-related road closures must adhere to the Ontario Traffic Manual (OTM) Book 7. Construction-related road closures will also require that a Traffic Control Plan be submitted to Craig Hollingsworth, Transportation Services Department, Engineering Technologist at chollingsworth@cityofkingston.ca for review and approval.
8. Sidewalks must remain open to the public throughout the closure except for safety-related reasons. If a sidewalk closure is required, the applicant must identify and discuss with City of Kingston staff and include the sidewalk closure in the traffic control plan.
9. The Transportation Services Department shall notify the Fire, Police, Ambulance, Operations Department and Utilities Kingston of the road closure.
10. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any City asphalt or concrete surfaces.

- 11. Location for placement of portable toilets must have prior City approval.
- 12. The Applicant agrees to obey all statutory requirements, municipal Bylaws and to acquire all necessary licenses and to provide copies of such licenses to the Traffic Technologist.
- 13. If the road closure has any impact on area Businesses or Residents, they must be notified by the Applicant and local traffic must be permitted.
- 14. The Application may be subject to event/site specific conditions at the discretion of the City of Kingston.

The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.

Applicant's Signature:  _____

Applicant Information

Business Name: _____
Charitable Organization: Kingston Coalition for Active Transportation (KCAT)
Applicant's Name: Roger Healey Phone Number: 613-888-7563
Mailing Address: 123 Beverly Street, Kingston, ON

Road Closure Information

Streets Affected: MacDonnell St and a portion of Hill St (from Napier to MacDonnell)
From: MacDonnell from Earl To: Union
Dates Requested From: September 7th, 2021 To: June 29th, 2022
Times Affected From: 8:40 am to 9:10 am To: and 3:20-3:50pm
Parties Assisting in Traffic Control: KCAT volunteers, local volunteers trained by KCAT
Are Tents Required: Yes No Number: _____
Purpose of the Temporary Road Closure: The closure will allow for the implementation of a School Street adjacent to Winston Churchill PS, which will create safer conditions for children to travel to school by closing the street to through traffic and calming any local traffic. The School Street will reduce the risk of injuries, traffic accidents and stress among children, which will promote the use of active travel to and from school.
Special Conditions: Reoccurring Closure
Public Liability Damage Insurance Certificate enclosed Yes No

Applicant's Signature: 

Conditions:

- The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.
- All Street closure applications must be submitted to Transportation Services 8 weeks prior to the street closure. Failing to do so may prohibit the street from being closed.

Craig Hollingsworth
Transportation Services Department
Traffic Technologist
Phone: 613-546-4291, extension 3141
Email: chollingsworth@cityofkingston.ca
Mail: 216 Ontario Street, Kingston, ON K7L 2Z3



CERTIFICATE OF INSURANCE
The Corporation of the City of Kingston

This is to certify that the insured named below is insured as described below.

PROJECT/CONTRACT/LEASE/AGREEMENT/PERMIT/TENDER to which this certificate applies – **MUST BE SPECIFIED**
[REDACTED]

NOTE: ORIGINAL CERTIFICATES SIGNED BY YOUR INSURER OR INSURANCE BROKER ONLY WILL BE ACCEPTED

Name of Insured [REDACTED]	Telephone Number ([REDACTED])- [REDACTED] - [REDACTED]
Street Name (of Insured) [REDACTED]	City [REDACTED] Postal Code [REDACTED]

Type of Insurance	Insurer's Name	Policy Number	Effective Date			Expiry Date			Limits of Liability
			YR	MO	DAY	YR	MO	DAY	
Commercial general liability	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> umbrella	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> excess	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> other:	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Motor vehicle liability	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Motor Vehicle Liability – as per list of vehicles on file with insurer

Commercial General Liability – Occurrence Basis, Including Personal Injury, Property Damage Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products – Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenants Legal Liability No **OR** Yes... (limit) [REDACTED] Liquor Liability No **OR** Yes

AMOUNT OF DEDUCTIBLE (property damage and/or bodily injury) \$ [REDACTED]

THE CORPORATION OF THE CITY OF KINGSTON, Kingston-Frontenac Library Board, the Kingston Police Services Board, Kingston Hydro Corporation., 1425445 Ontario Ltd. (Utilities Kingston) and 1425447 Ontario Ltd. have been added as **ADDITIONAL INSURED (not as additional named insured)**, but only with respect to their interest in the operations of the Named Insured and in respect to commercial general liability and umbrella/excess.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

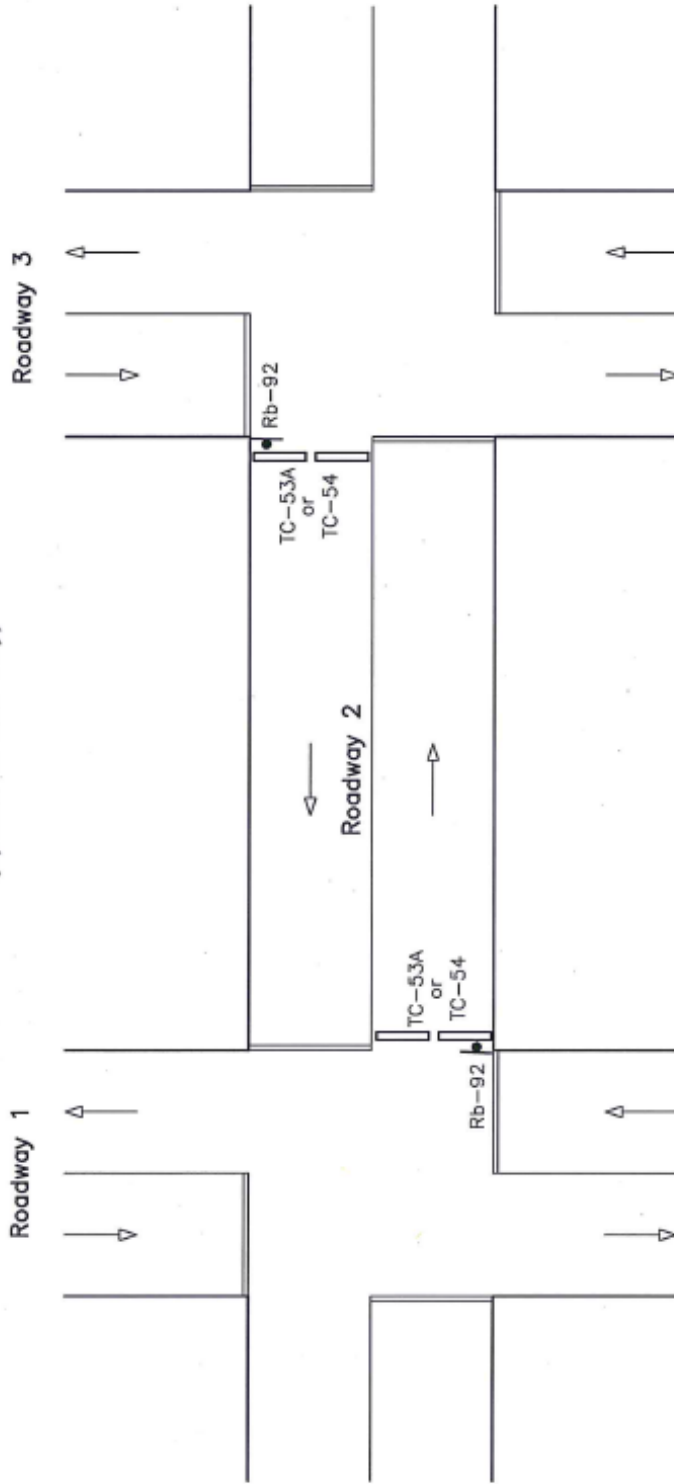
If cancelled or changed in any manner that would affect the City of Kingston as outlined in coverage specified herein for any reason so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Kingston
Attn: Marjorie Robinson
216 Ontario Street
Kingston, ON K7L 2Z3 FAX: (613) 546-6156

Date	YR.	MO.	DAY	Name of Insurance Company or Broker (completing form)	
Street Name (Insurer or Insurance Broker)				City	Postal Code
Name of Authorized Representative or Official (please print)				Telephone Number	Fax Number
[REDACTED]				([REDACTED])- [REDACTED] - [REDACTED]	([REDACTED])- [REDACTED] - [REDACTED]

Signature of Authorized Representative or Official

Example 1
(Special Events Only)



Rb-92
Road Closed

Legend



TC-53A
Barricades



TC-54
Construction Markers

CITY OF KINGSTON
Engineering Department
Infrastructure Management

Road Closure Signage

Date: Jan. 11, 2017

Temporary Road Closure Application



Requirements & Guidelines

1. The Applicant understands and agrees that there is a \$315.15 fee + HST \$40.97 = \$356.12 for processing the application and it may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there will be no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever.
2. The Applicant shall protect, indemnify and save harmless the City, its servants and agents in respect of all claims for damage, loss or injury, whether caused by the negligence of the City, its servants and agents or otherwise, arising out of or during the use of any of the facilities under any application.
3. The Applicant shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such applicant or organization.
4. The Applicant must pay for all damage to City property however caused, arising out of or during the use of the facilities under this application.
5. The Applicant agrees to take out sufficient Public Liability Property Damage Insurance in the amount of \$5,000,000.00 to cover all risks. The policy shall be in a form and in an amount satisfactory to the City of Kingston, and shall be kept in full force during the period of the proposed road closure. The City of Kingston shall be named as a party insured on the policy and the applicant shall provide the City of Kingston with proof of insurance.
6. For special event road closures, signs must be installed at the point of closure. See Example 1 for typical set-up for special events. It is the responsibility of the applicant for the supply and placement of traffic control devices ie. barricades, barrels, signage etc. for the street closure. A traffic control plan is to be submitted with the application for review.
7. All signage for construction-related road closures must adhere to the Ontario Traffic Manual (OTM) Book 7. Construction-related road closures will also require that a Traffic Control Plan be submitted to Craig Hollingsworth, Transportation Services Department, Engineering Technologist at chollingsworth@cityofkingston.ca for review and approval.
8. Sidewalks must remain open to the public throughout the closure except for safety-related reasons. If a sidewalk closure is required, the applicant must identify and discuss with City of Kingston staff and include the sidewalk closure in the traffic control plan.
9. The Transportation Services Department shall notify the Fire, Police, Ambulance, Operations Department and Utilities Kingston of the road closure.
10. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any City asphalt or concrete surfaces.

11. Location for placement of portable toilets must have prior City approval.
12. The Applicant agrees to obey all statutory requirements, municipal Bylaws and to acquire all necessary licenses and to provide copies of such licenses to the Traffic Technologist.
13. If the road closure has any impact on area Businesses or Residents, they must be notified by the Applicant and local traffic must be permitted.
14. The Application may be subject to event/site specific conditions at the discretion of the City of Kingston.

The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.

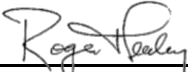
Applicant's Signature: 

Applicant Information

Business Name: _____
 Charitable Organization: Kingston Coalition for Active Transportation (KCAT)
 Applicant's Name: Roger Healey Phone Number: 613-888-7563
 Mailing Address: 123 Beverly Street

Road Closure Information

Streets Affected: Cheryl Place
 From: McCallum St To: End of Cheryl Place
 Dates Requested From: September, 7th, 2021 To: August, 26th, 2022
 Times Affected From: Tuesdays 6-7pm and To: Saturdays 1-3pm
 Parties Assisting in Traffic Control: KCAT volunteers, local volunteers
 Are Tents Required: Yes No Number: _____
 Purpose of the Temporary Road Closure: The closure will allow for the implementation of a Play Street on Cheryl Place, for a few hours a week, which will create a safer outdoor space for children to play and be physically active. The creation of a Play Street will also foster greater social cohesion among children and residents in the neighbourhood. The main goal is to create a space that people of all ages and abilities can use creatively.
 Special Conditions: Re-occurring closures
 Public Liability Damage Insurance Certificate enclosed Yes No

Applicant's Signature: 

Conditions:

- The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.
- All Street closure applications must be submitted to Transportation Services 8 weeks prior to the street closure. Failing to do so may prohibit the street from being closed.

Craig Hollingsworth
 Transportation Services Department
 Traffic Technologist
 Phone: 613-546-4291, extension 3141
 Email: chollingsworth@cityofkingston.ca
 Mail: 216 Ontario Street, Kingston, ON K7L 2Z3



CERTIFICATE OF INSURANCE
The Corporation of the City of Kingston

This is to certify that the insured named below is insured as described below.

PROJECT/CONTRACT/LEASE/AGREEMENT/PERMIT/TENDER to which this certificate applies – **MUST BE SPECIFIED**
[REDACTED]

NOTE: ORIGINAL CERTIFICATES SIGNED BY YOUR INSURER OR INSURANCE BROKER ONLY WILL BE ACCEPTED

Name of Insured [REDACTED]	Telephone Number ([REDACTED])- [REDACTED] - [REDACTED]
Street Name (of Insured) [REDACTED]	City [REDACTED] Postal Code [REDACTED]

Type of Insurance	Insurer's Name	Policy Number	Effective Date			Expiry Date			Limits of Liability
			YR	MO	DAY	YR	MO	DAY	
Commercial general liability	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> umbrella	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> excess	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> other: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Motor vehicle liability	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Motor Vehicle Liability – as per list of vehicles on file with insurer

Commercial General Liability – Occurrence Basis, Including Personal Injury, Property Damage Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products – Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenants Legal Liability No **OR** Yes... (limit) [REDACTED] Liquor Liability No **OR** Yes

AMOUNT OF DEDUCTIBLE (property damage and/or bodily injury) \$ [REDACTED]

THE CORPORATION OF THE CITY OF KINGSTON, Kingston-Frontenac Library Board, the Kingston Police Services Board, Kingston Hydro Corporation., 1425445 Ontario Ltd. (Utilities Kingston) and 1425447 Ontario Ltd. have been added as **ADDITIONAL INSURED (not as additional named insured)**, but only with respect to their interest in the operations of the Named Insured and in respect to commercial general liability and umbrella/excess.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

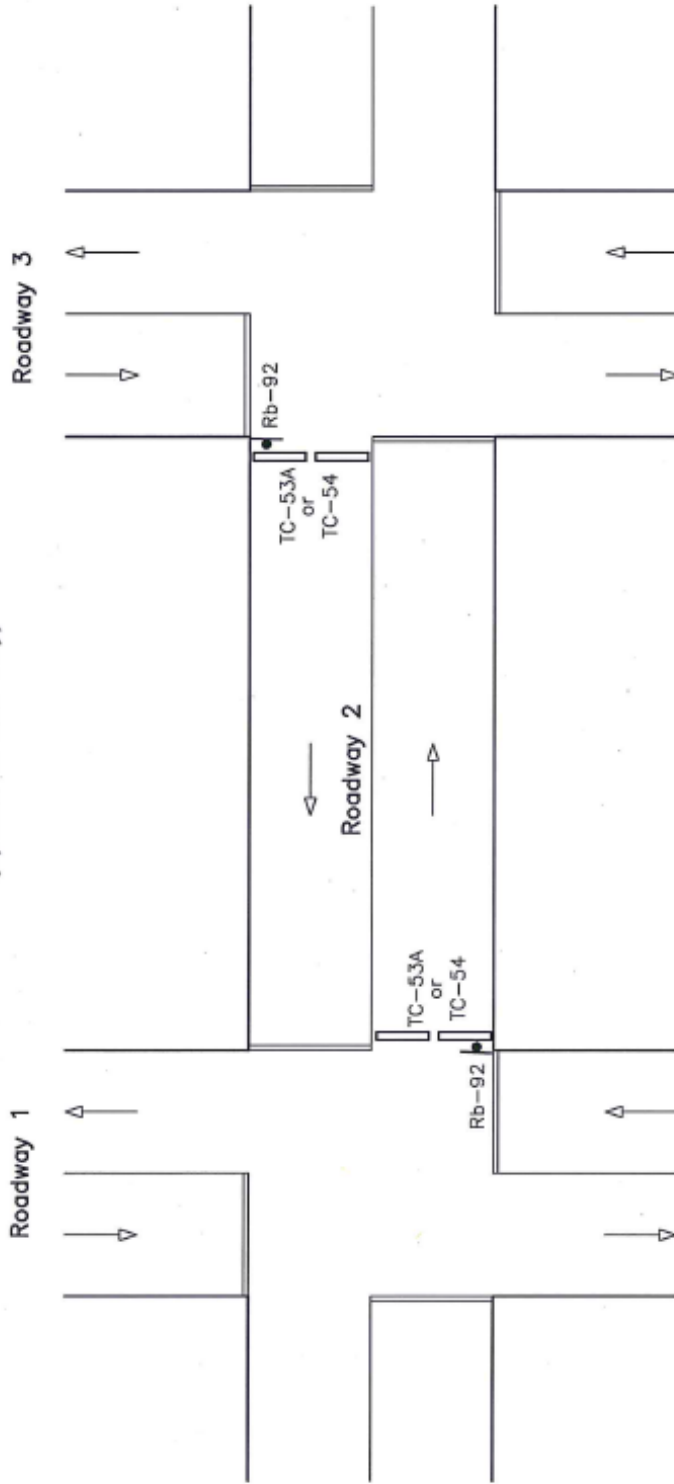
If cancelled or changed in any manner that would affect the City of Kingston as outlined in coverage specified herein for any reason so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Kingston
Attn: Marjorie Robinson
216 Ontario Street
Kingston, ON K7L 2Z3 FAX: (613) 546-6156

Date	YR.	MO.	DAY	Name of Insurance Company or Broker (completing form)
Street Name (Insurer or Insurance Broker)				City
Name of Authorized Representative or Official (please print)				Telephone Number
				Fax Number

Signature of Authorized Representative or Official

Example 1
(Special Events Only)



Rb-92
Road Closed

Legend



TC-53A
Barricades



TC-54
Construction Markers

CITY OF KINGSTON
Engineering Department
Infrastructure Management

Road Closure Signage

Date: Jan. 11, 2017

Temporary Road Closure Permit Applications

City of Kingston Transportation Services

Friday, June 25th, 2021

Prepared by: Kingston Coalition for Active Transportation (KCAT)

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1.0 Project Proposal

1.1 Project Background

In response to the urgency of the increasing rates of inactivity in children, a growing number of cities are introducing interventions to increase opportunities for outdoor free play and independent active transport. Instrumental to these behaviours is the allowance for children to be independently mobile; that is, unaccompanied by adults and outside the confines of their own home. To address the rapid decline in children's independent mobility, this project proposes to pilot two street-based interventions- "Play Streets" and "School Streets". We propose that by enabling increased outdoor free play and active transportation within neighbourhoods, children will increase their capacity for independent mobility while building their confidence to engage in independent active transportation for home-school trips. Further, by promoting independent and safer active transport trips to school, our interventions can also help children increase contact and interaction with their environment.

1.2 Background on School Streets

School Streets offer different, but complementary, opportunities to build capacity for independent mobility, and in turn, increase engagement in outdoor free play and active transportation. School streets involve closing streets around elementary schools to both school and through traffic for 30-60 minutes before and after the school day. Vehicles are not permitted to enter the street during these times unless they have an exemption (school buses, local residents). The fundamental aim of School Streets is to encourage safety and active transport to school.¹ Nine School streets have been implemented in Portobello, Scotland, others have been piloted in Antwerp and Ghent, Belgium and piloting has begun in London, England, with Cardiff, Wales presently continuing their initiative despite COVID-19.

In Scotland, the School Street led to lower vehicle speeds on School Streets and peripheral streets surveyed, and an overall reduction in net vehicle volumes on the streets surrounding the pilot schools during restriction times.¹ Parent and resident perceptions towards the intervention were positive, especially with regard to feelings of safety, motorist compliance, problem displacement (vehicles) and inconvenience and difficulties associated with the restrictions. The pilot evaluation also indicated that the number of children walking to and from school increased, whilst those being driven dropped.

In Canada, different cities have begun to pilot test School Streets. School Street initiatives were briefly tested in Victoria, British Columbia (for one day) and in Toronto, Ontario (for four days). Both of these initiatives were well received by the communities and the results indicated that there is a desire from both parents and schools to implement more permanent School Street programs.² Isaac Brock Public School in Winnipeg, Manitoba has just wrapped up running a School Street for the entire 2020-

¹ Edinburgh Transport and Environment Committee. School Streets pilot project evaluation. Edinburgh, Scotland: The City of Edinburgh Council; 2016.

² 8 80 Cities. 8 80 Streets Mountview: Summary report. Toronto, ON: 8 80 Cities & Eco Kids; 2020.

2021 school year. School Streets are also forthcoming in 2021-2022 in Hamilton, Mississauga, and Markham (2021-2022).

Our team proposes to pilot a School Street at Winston Churchill Public School (WCPS) in Kingston that will run for the full school year. Winston Churchill was selected for a School Street initiative based on observations from parents and residents that traffic congestion was leading to unsafe conditions around pick-up and drop-off times. The following issues have been identified on MacDonnell during School drop-off and pick-up times; high traffic congestion, excessive traffic speeds, idling vehicles and stopping in no-parking zones, rolling stops at intersections, unsafe U-turns, failing to yield to pedestrians and cyclists and unsafe reversing from the staff parking lot. Additionally, when engaging with parents and local residents many reported witnessing many near-miss vehicle accidents with children in their time as a Winston parent and/or living near the school. The southern portion of MacDonnell also does not have a sidewalk on the west side of the street, and the entire street lacks bicycle infrastructure making it unideal for active travel to school.

The School Street will operate for half an hour in the morning, from 8:40-9:10 am, and half an hour in the afternoon, from 3:20-3:50 pm. The School Street for MacDonnell and Hill St will create safer conditions for children to travel to school by closing the street to through traffic and calming any traffic that needs to enter the streets. Vehicle congestion, blind spots, excessive speed, unsafe turns, and failure to yield all pose serious risks to the hundreds of children and adults who come and go from the school every day. By reducing vehicular traffic on the streets adjacent to Winston Churchill PS we predict that the initiative will provide a safer and calmer experience for children to come and go from school every day, thus reducing the risk of injury, stress, and anxiety among students and increase rates of active transportation.

1.3 Background on Play Streets

Play Streets offer children safe outdoor spaces in their own neighbourhoods, for a certain number of hours at a time, by closing streets to through-traffic. Candidates for Play Streets are normally residential streets with speed limits of maximum 50 km/h, with no significant passing traffic (e.g. public transport, no fire station on the street), and with surrounding street networks that remain accessible after the introduction of the Play Street. Recent research shows that Play Streets may enable children to be active more often and for longer periods of time.^{3,4} According to parents who have been involved in Play Streets, these interventions enable children to replace indoor activities with outdoor play and to meet new friends.^{3,5} Parents also perceive that Play Streets offer opportunities for them to improve their relationships with neighbours,³⁻⁵ and many

³D'Haese S, Van Dyck D, De Bourdeaudhuij I, Deforche B, Cardon G. Organizing "Play Streets" during school vacations can increase physical activity and decrease sedentary time in children. *International Journal of Behavioral Nutrition and Physical Activity*. 2015;12(1):14.

⁴ Cortinez-O'Ryan A, Albagli A, Sadarangani KP, Aguilar-Farias N. Reclaiming streets for outdoor play: A process and impact evaluation of "Juega en tu Barrio" (Play in your Neighborhood), an intervention to increase physical activity and opportunities for play. *Plos One*. 2017;12(7):e0180172-e.

⁵ Murray J, Devecchi C. The Hantown Street Play Project. *International Journal of Play*. 2016;5(2):196-211.

consider it safer (from cars and strangers) for their children to play during Play Streets than without.^{3,5} By offering an environment exempt from car traffic, and by creating opportunities for neighbours to increase their socialization, Play Streets offer the potential to reduce parental fears about traffic accidents as well as stranger danger and to increase the perception of security and social cohesion in neighbourhoods. These changes can help explain the increase in the frequency and duration of outdoor free play in children that one might expect from these types of interventions. Additionally, by simply seeing other children playing outdoors freely, outdoor free play and independent mobility become normalized daily activities for children, which encourages parents to involve their children in these practices as well.

In Santiago, Chile, a Play Street was piloted and critically evaluated. The Play Street intervention took place from 17:30 to 20:30, twice a week, from September-December 2014 (spring months). The data from this project found that without the street closure, only 4% of children had permission to play in the street without supervision, while 65% had permission when the road was closed to traffic. Thirty-five percent of parents in the intervention neighbourhood agreed at baseline that their neighbourhood was safe for children to play.⁴ This increased to 54% during the interventions. In the intervention neighbourhood, the proportion of children who met recommended daily step counts increased from 27.5% to 53.0%, while there was no difference in the control neighbourhood.⁴

In Ghent, Belgium, Play Streets were launched for two weeks, to specifically address decreased rates of children's moderate-to-vigorous physical activity (MVPA) levels. According to 59.4% of the parents from the intervention site, there was more social contact with neighbours during the Play Street week and 59.4 % of the parents had the impression that children played more outside in the Play Street compared to a normal week. Lastly, San Francisco's Play Street intervention took place in socially disadvantaged neighbourhoods. Authors found that although more than half the Play Streets' participants were adults, the percentage of children below 14 years of age out on the streets increased from 4.9% on the comparison day to 38.4% during Play Streets.⁶

In Canada, Play Streets have been tested in both Toronto, Ontario and Kingston, Ontario. There are also Play Streets being piloted in two Montreal, Quebec neighbourhoods (launching September 2021) and a neighbourhood in Vancouver, British Columbia (launching Summer 2021). The initiative in Toronto, called StreetPLAY, was positively received by parents and non-parents in the community and demonstrated their potential success in other neighbourhoods.⁷ The majority of parents who used the Play Street indicated that it improved their perception of neighbourhood safety and connectivity, as well as creating more opportunities for children to be physically active.⁵ The Play Streets in Kingston were run by Kingston Gets Active, a partner in this project, in the Kingscourt neighbourhood. The Play Streets in Kingscourt were one-day events,

⁶ Zieff SG, Chaudhuri A, Musselman E. Creating neighborhood recreational space for youth and children in the urban environment: Play (ing in the) Streets in San Francisco. *Children and youth services review*. 2016;70:95-101.

⁷ Abassi Z, Mitra, R. Opening neighbourhood streets for children's play: Results from the StreetPLAY Pilot program in Toronto. School of Urban and Regional Planning, Ryerson University.

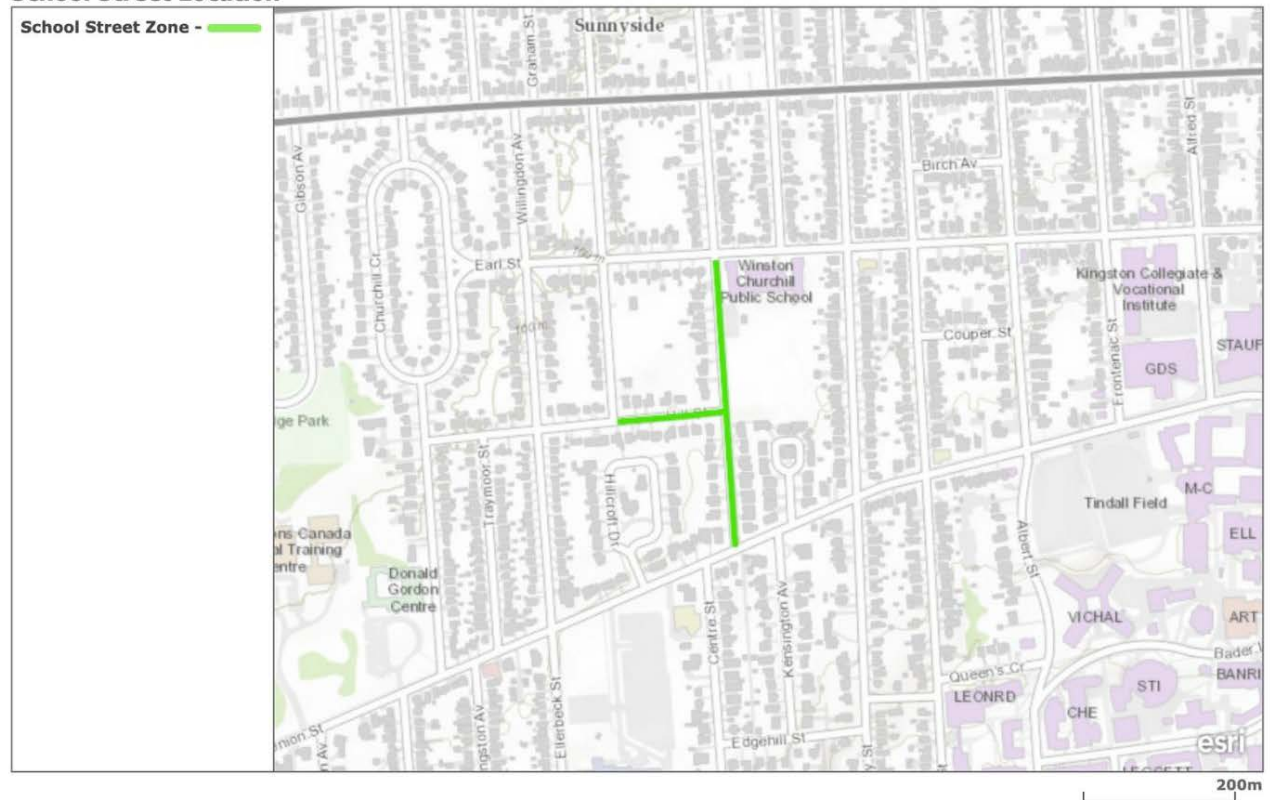
however, they were well received by residents and demonstrated there is interest and support for the creation of more Play Street initiatives in Kingston.

Our team proposes to pilot a Play Street project in Greenwood Park in Kingston for an entire year. Based on previous iterations of Play Streets already discussed, our team is confident that Kingston children and residents will receive a multitude benefits from a Play Street. Greenwood Park was selected due to its high number of children under 12 residing in the neighbourhood. The Play Street will primarily target children aged 6-12 to participate in unstructured and semi-supervised outdoor play, and therefore Greenwood Park is an ideal place to pilot a Play Street.

1.4 Locations

The location of the School Street is proposed be on MacDonnell St, adjacent to WCPS, and a portion of Hill Street. The exact location of the School Street zone can be seen in Figure 1. The exact area for the School Street zone is being proposed for MacDonnell from Earl St to Union St and Hill St from Napier St to MacDonnell St.

School Street Location

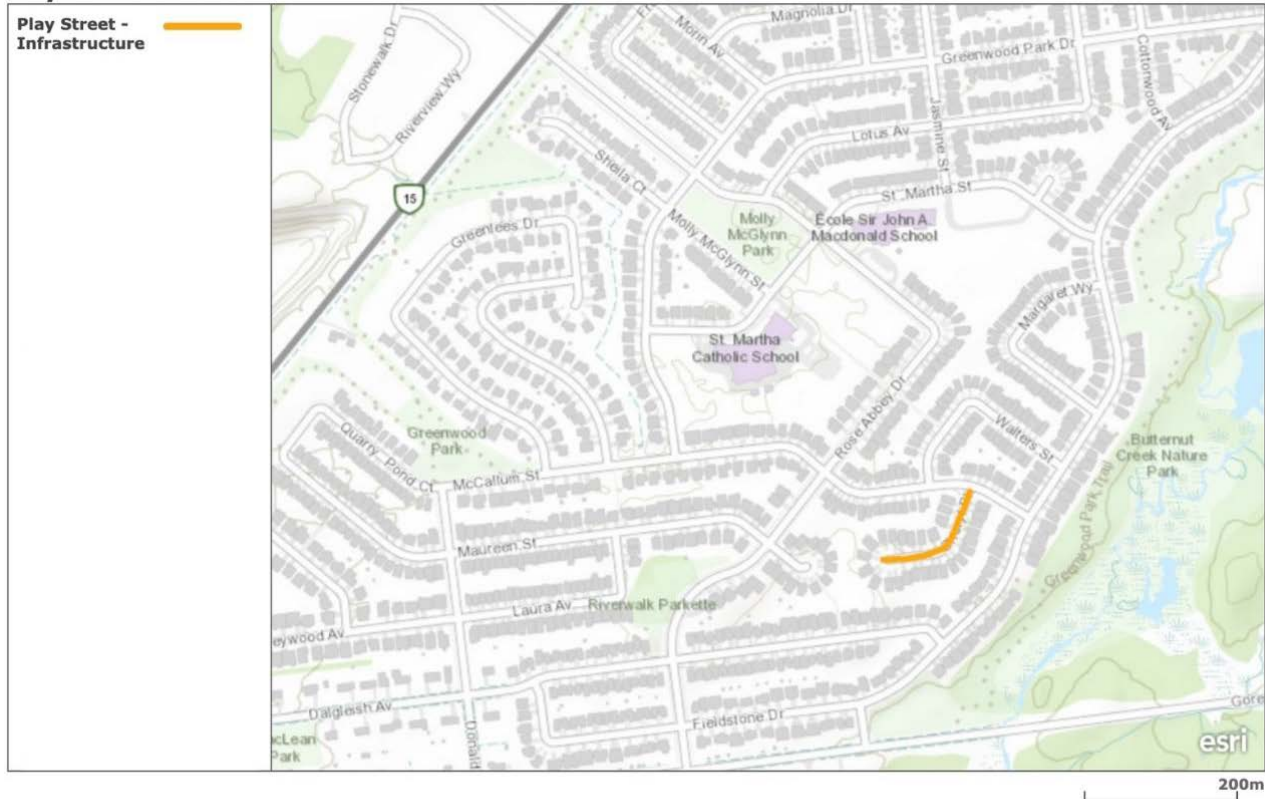


City of Kingston, County of Frontenac, Province of Ontario, Ministry of Transportation, Ontario MNR, Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA, AAFC, NRCan

Figure 1: Location of the School Street at Winston Churchill PS shown in green.

The location of the Play Street is in the Greenwood Park neighbourhood on Cheryl Place, a residential cul-de-sac. The exact location of the Play Street can be seen in Figure 2. All of Cheryl Place, which is approximately 170.0 m long, is being proposed to be closed temporarily for use as a Play Street.

Play Street Location



City of Kingston, County of Frontenac, Province of Ontario, Ministry of Transportation, Ontario MNR, Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA, AAFC, NRCan

Figure 2: Location of the Play Street in Greenwood Park neighbourhood shown in orange

1.5 Duration

The proposed closure period for the School Street is 8:40-9:10am for the morning, and 3:20-3:50pm in the afternoon, Monday to Friday. The School Street is planned to run from September 7th, 2021 to June 29th, 2022.

The proposed closure duration for the Play Street is for 3 hours per week. The exact closure times will be from 6:00-7:00pm on Tuesday nights and 1:00-3:00pm on Saturday afternoons. The Play Street is planned to run from September 7th, 2021 to August 26th, 2022, operating at the same times each week.

1.6 Traffic Control Plan

Both initiatives will involve the use of reflective traffic barricades and signage to close the street to through traffic. Local traffic and other permitted vehicles will wait for volunteers to move barricades to allow them to enter the School Street or Play Street. Vehicles travelling on the Play Street or School Street must drive at a speed of 10km/hr or less and be chaperoned by a volunteer.

The specific traffic control plan for the School Street can be seen in Figure 3. Two barricades (TC-53) will be placed at the northern entrance to MacDonnell Street at Earl and three at the southern entrance to MacDonnell Street at Union. Two additional barricades (TC-53) will be placed at the entrance to Hill St at Napier and a single barricade placed at Hill and MacDonnell, in the northbound lane of traffic on MacDonnell. These locations were selected for the barricades to prevent motorists from approaching the School Street zone from the south end of MacDonnell or from Hill Street, dropping children off, and then doing U-turns in the right-of-way. Volunteers will also be stationed at the barricades to help control traffic and allow permitted vehicles into the School Street zone.

We are proposing that local traffic should only be allowed to move southbound on MacDonnell during closure times as this will simplify traffic control for volunteers and will keep vehicles farther from the school grounds. At each access point, there will also be Road Closed signs (Rb-92) and promotional materials procured by our team that provide additional details around the closure. **Therefore all materials requested for traffic control for the School Street are:**

- 8 TC-53 Barricades, 3 at the intersection of Macdonnell and Union, 2 at Hill and Napier, 2 at MacDonnell and Earl and one at MacDonnell and Hill
- 3 Rb-92, one at each access point
- Promotional signage at each access procured by the KCAT team displaying School Street hours and contact information

The specific traffic control plan for the Play Street can be seen in Figure 4. Two barricades (TC-53) will be placed at the entrance to Cheryl Place at McCallum St and a single barricade (TC-53) at the bend in the street, around 503 Cheryl Place. A Road Closed sign (Rb-92) will also be placed at the entrance to Cheryl Place. Two volunteers will be stationed at the entrance to Cheryl Place, where one will be responsible for moving the barricade to allow permitted vehicles into the Play Street and the other volunteer will be responsible for chaperoning vehicles that enter the space. Another volunteer will be stationed around 503 Cheryl Place, and they will be responsible for chaperoning any vehicles leaving their driveways. Promotional signs that indicate that a Play Street is in session that will be placed at the entrance to Cheryl Place and at the bend. **Therefore all materials requested for traffic control for the Play Street are:**

- 4 TC-53 Barricades
- 1 Rb-92 sign
- Promotional signage procured by the KCAT team displaying School Street hours and contact information

Figure 3: Winston Churchill PS School Street Traffic Control Plan

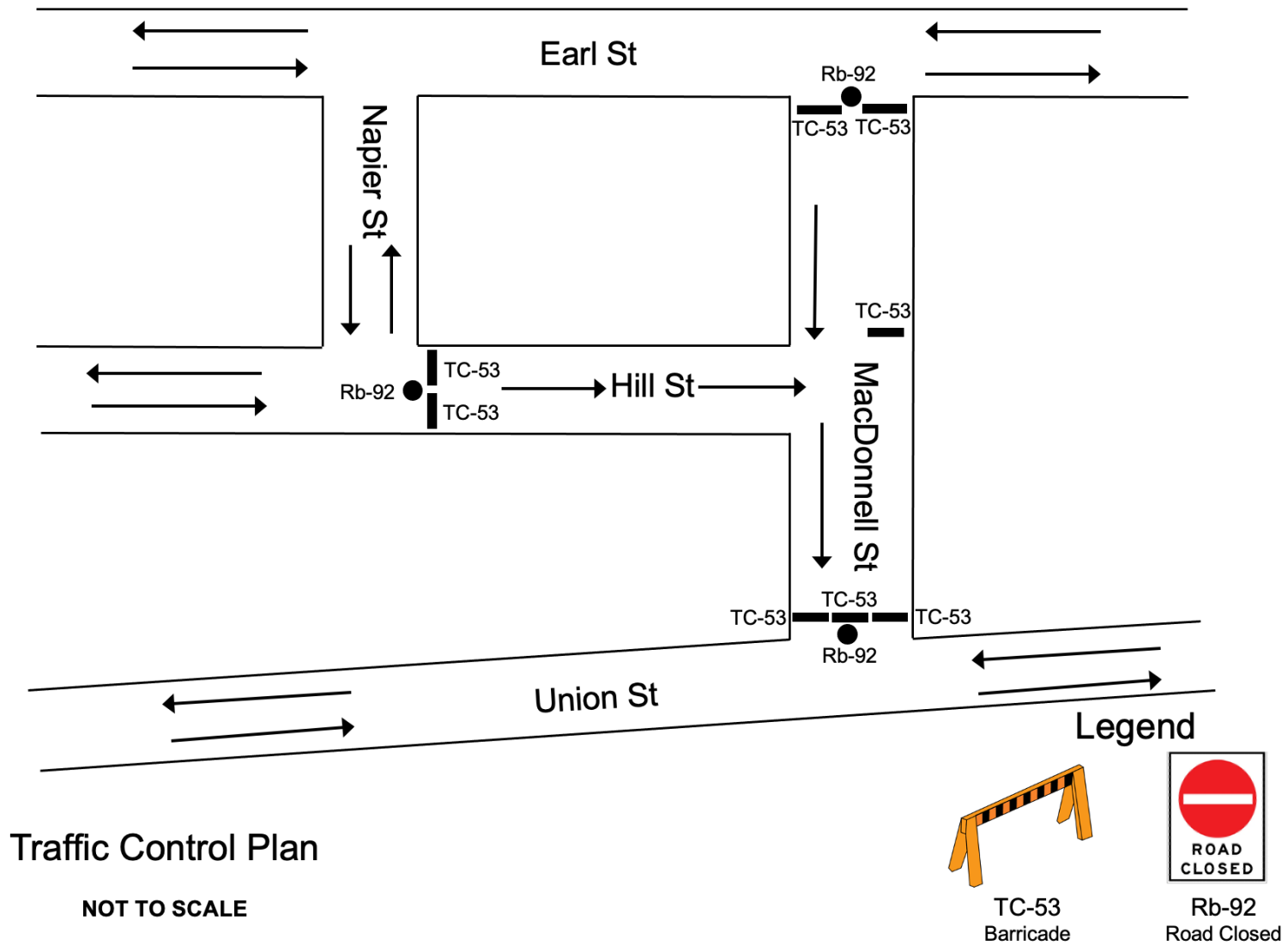
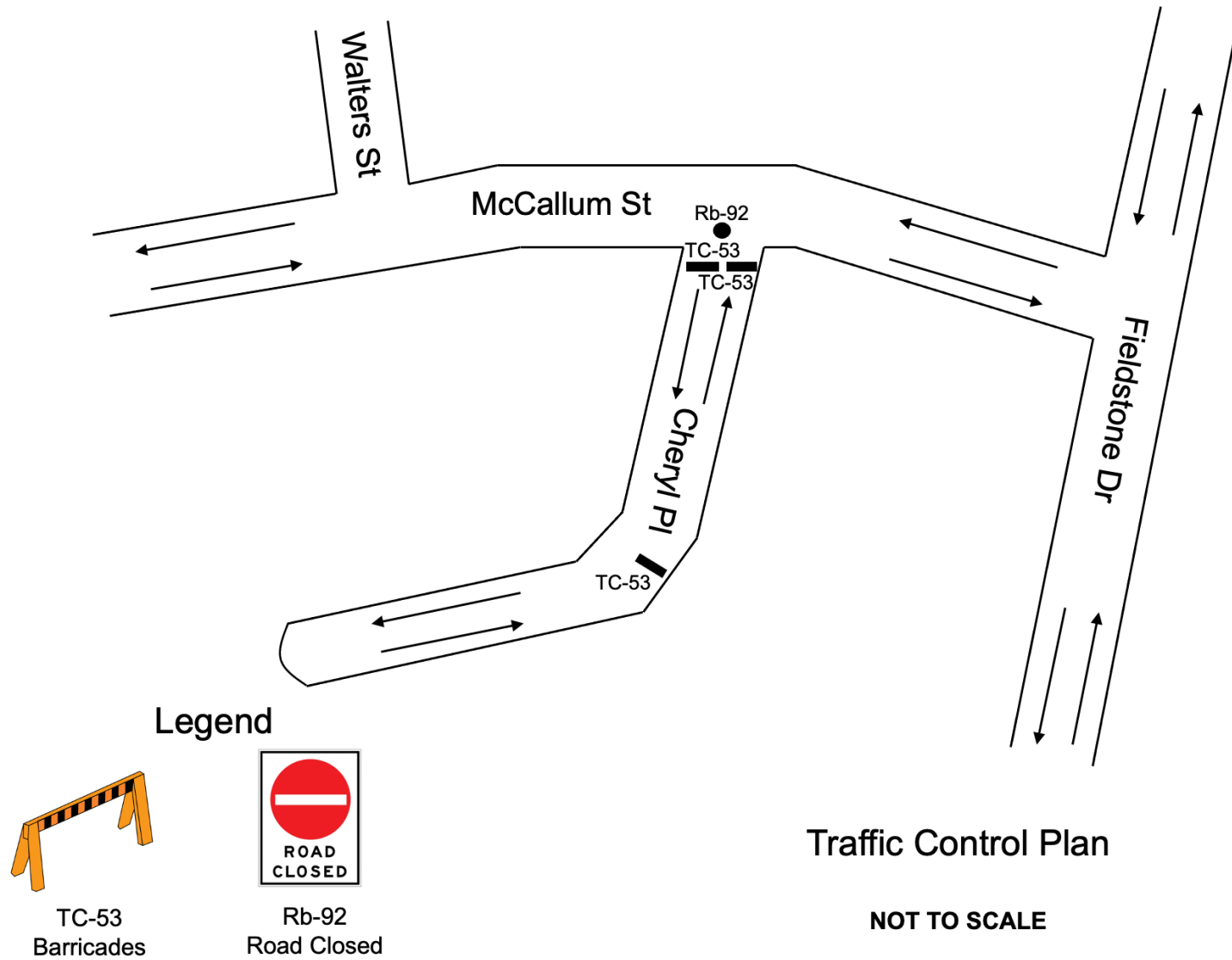


Figure 4: Cheryl Place Play Street Traffic Control Plan



2.0 Consultation

2.1 School Street Consultation Process

The KCAT team began the consultation process by working with the WCPS principal and parent council. Information sessions were held for Winston parents to learn about the initiatives and to provide a forum for parents to ask questions and express any concerns. Later, a survey was sent out to all Winston parents where they were able to indicate their level of support for the initiative.

While consulting with parents, Limestone District School Board requested that the team inform nearby residents of affected streets about the proposal, and solicit their feedback, before granting support to the WCPS principal to proceed. To that end, our team delivered a 2-page informational flyer about the proposed School Street initiative to residents along MacDonnell Street (from Earl to Union) and Hill Street (from MacDonnell to Willingdon) in late March 2021. The team knocked on the door of each dwelling and spoke to any residents who answered. The informational flyer also provided details on two upcoming Zoom information sessions for the following week (held on Wednesday, March 31, 7-8pm, and Thursday, April 1, noon-1pm). Residents who were unable to attend one of the Zoom sessions were also encouraged to email Patricia Collins with feedback.

There are 37 dwellings located within the School Street zone. Of the 37 dwellings that were targeted for engagement, residents at 8 dwellings did not provide feedback; at least two of these dwellings appeared to be vacant when the flyer was dropped off. Based on the feedback received from 29 out of the 37 dwellings, 80% felt positive about the initiative. That is, they understood the objectives of the initiative and saw the value of it. Residents from five households were neutral about the initiative with no concerns about it impacting their daily lives. One resident disagreed with the premise of the initiative, but he expressed no concerns about it impacting his daily life in a negative way. From these residents, the team heard about the high levels of traffic congestion and excessive motorist speeds on MacDonnell during school drop-off and pick-up times, and the hazards their children face, or have faced, when navigating the area. It was also commonly articulated that this is a long-standing problem that needs to be addressed, and relief that something was being done about it. The few concerns articulated by residents were primarily around how the initiative may impact neighbours on adjacent streets, the need to access the street during closure times and the presence of one home business on MacDonnell.

To address concerns raised, our team consulted with the business owner on MacDonnell and arranged to allow her clients to enter and park in the School Street zone if needed. Additionally, a few residents mentioned that they are signed up for services (e.g., house cleaning, home care, milk delivery, dog daycare) that would involve vehicles entering the School Street zone during the closure intervals. Similarly, delivery companies (e.g., Canada Post, UPS, Fedex, etc.) may arrive during closure intervals. Since the timing of the arrival for some of these services may be flexible, the team will outreach with various service providers to inform them of the closure to minimize vehicles seeking entry during the closure periods, however, delivery vehicles will be permitted to enter the School Street.

Most recently, our team delivered letters to residents and a 4-page FAQ to dwellings on affected streets; MacDonnell and Hill, as well as streets near the School Street including; Victoria, Earl, Willingdon, Toronto, and Napier. The letters to residents included contact information for our team where residents can send any questions or concerns. We also invited residents to join our e-mail list so we can keep residents up-to-date with any School Street news and decisions. We created an e-mail account, SchoolStreetygk@gmail.com, to serve as a way for residents to easily get in contact with our team and give feedback before the initiative and as it is operating.

2.2 Play Street Consultation Process

The Play Street team has ensured that the selection of a Play Street is as participatory of a process as possible. The selection of Cheryl Place as a Play Street began with our team deciding to target Greenwood Park for the implementation of a Play Street as 2016 Census Data indicated it had a high density of children under 12. Once we identified Greenwood Park, we put out a public application for those interested in running a Play Street to apply. The application process required residents to explain why their street may be a good candidate for a Play Street and to indicate the number of supportive neighbours they have discussed the initiative with. We received 8 applications, with two applicants suggesting Cheryl Place as a potential site for a Play Street. Based on the two applicants' baseline assessment of support and arguments for Cheryl Place to become a Play Street, our team decided to move forward with pursuing a Play Street for Cheryl Place.

After meeting with the two applicants, Jeff Oke and Tony Clarke, our team decided to create a Google form to engage with local residents and provide an opportunity for them to give their feedback on the proposed initiative. The two applicants, Tony and Jeff, delivered informational flyers to residents on Cheryl Place and a portion of McCallum (from Fieldstone to Walters). The flyers also provided a link to the google form where residents could indicate their level of support for the initiative. The applicants knocked on the door of each dwelling and spoke to any residents who answered. Based on the input received from the google form and discussions residents had with our applicants, 22 out of 28 households on Cheryl Place were supportive of the implementation of a Play Street on Cheryl Place. We were not able to reach residents at 4 of the 28 dwellings to assess their level of support, and 2 residents indicated they were not supportive and raised concerns.

Due to a high level of resident support, we decided to hold a community meeting to address any concerns and discuss the best strategies for implementing the Play Street. Invitations for the community meeting were dropped off at all dwellings on Cheryl Place as well as a few dwellings on McCallum near the entrance to Cheryl Place on May 21st, 2021. The community meeting was held on May 27th, 2021 from 6:30-7:30pm on Zoom. The main concerns raised by residents at the information session and through email feedback were around property damage, noise and being able to access homes and driveways. We addressed these concerns by referring to research on other iterations of Play Streets and assured residents that property damage and noise are generally not a major concern and do not increase significantly from the presence of a Play Street.

Most recently, in the week of June 14-20, 2021, the community leaders dropped off letters to residents on Cheryl Place with an attached 5-page FAQ that addressed common concerns raised by residents. The letter to residents also invited residents to contact our e-mail Playstreetygk@gmail.com to be added to our e-mail list so they can be kept informed about any news and decisions on the Play Street. Additionally, if residents have any questions or concerns, or would like to voice their feedback they are invited to send us an e-mail to that address. We also created a Facebook group, where residents of Cheryl Place can discuss the initiative, and update each other on any events taking place on the Play Street.

3.0 Preparation Plan

3.1 Material Storage Plan for the School Street

Closure materials will be stored and locked in three locations: WCPS property, 6 MacDonnell Street and 24 Napier Street. The barricades and signage for each entrance point to the School Street zone will be stored at the closest designated storage point to reduce the distance volunteers must travel to access closure materials. The storage locations on Napier Street and MacDonnell Street will be on the private property of School Street volunteers who have given permission for items to be stored on their property and for other volunteers to access the materials from their property. The equipment will be secured in these locations, using combination locks that only our team, volunteers and the school principal will know the code for.

3.2 Material Storage Plan for the Play Street

Closure materials will be securely stored on the property of our community leaders, at 515 Cheryl Place and 600 Walters Street. The storage location at 515 Cheryl Place is located near the bend in the street and will store the signage that will be near the bend in the street. The other storage location at 600 Walters Street is near the entrance to Cheryl Place and will store the barricade and signage that will be placed at the entrance to the street. Community leaders, Tony Clarke and Jeff Oke, have given permission to store the materials on their property and for other volunteers to access the materials from their property when they are unavailable. Materials will be secured using combination locks that only our team and volunteers will know the code for.

3.3 Staffing Plan for the School Street

We have begun recruiting volunteers who will be responsible for closing the street and calming any traffic that is authorized to enter the School Street zone. The operation of the School Street will require 8 volunteers for each closure period, with two volunteers stationed at each access point and two volunteers at the intersection of Hill and MacDonnell. Volunteers will be responsible for standing at the barricades and ensuring vehicles navigate the space safely by chaperoning vehicles through the School Street. The volunteers will not be responsible for supervising children and both the School Board and parents have been informed and will be reminded, that it is the parent's responsibility to ensure that children arrive at school safely. Volunteers will be trained prior to the launch of the initiative and will be required to have a Criminal Background Check, and have recently completed both Traffic Control Person Training and First-Aid Training. KCAT will cover volunteers' expenses for obtaining a Criminal Background check, and the costs for online training in Traffic Control and First-Aid. KCAT will also provide residents with high-visibility vests and whistles to help identify them to children, parents and residents. Our team will communicate with volunteers through an instant messaging group chat to ensure our team is aware of any issues that may occur.

3.4 Staffing Plan for the Play Street

We have begun recruiting volunteers who will be responsible for closing Cheryl Place and monitoring traffic and children's play. We have already recruited 4 volunteers who are willing to monitor the Play Street during its operation. Volunteers for this initiative will be responsible for traffic calming and monitoring of children's play to ensure that children are respecting private property and playing safely, however, volunteers will not be held liable for any injuries or damage that may occur. Volunteers who have already been recruited have First-Aid certifications and are residents of Cheryl Place or McCallum Street and Walters Street. Any external volunteers not living directly on Cheryl Place will be required to obtain a Criminal Background Check and First-Aid Training, which will be funded by KCAT. All Play Street volunteers will be required to complete online Traffic Control Person training prior to the launch of the initiative. Volunteers will be provided high-visibility vests and whistles to identify them as volunteers to children, parents and residents. Two volunteers will be stationed at the entrance to Cheryl Place to allow local traffic into the Play Street and to chaperone vehicles through the Play Street. One volunteer will be floating around the space, stationed at the bend of the street to chaperone any traffic exiting the Play Street and notify pedestrians that a vehicle is approaching. For the first few weeks, additional volunteers will support the initiative as we anticipate this will be the busiest time for the Play Street.

3.5 Driveway Access Plan for the School Street

For the School Street, we are proposing that local traffic, visitors, school staff, emergency vehicles and deliveries may enter the School Street during operating hours, however, traffic will only be permitted to move southbound on MacDonnell and drive at a walking speed (10km/hr or less). We are proposing that vehicles needing to enter the street(s) during School Street hours must travel one way along MacDonnell to keep any traffic away from the school side of the street and to simplify traffic control for volunteers. Authorized vehicles can enter the School Street zone from the intersection at Earl St and MacDonnell St and at the intersection of Hill St and Napier St. Vehicles entering the School Street Zone from Hill will only be permitted to turn right onto MacDonnell and drive southbound. Volunteers will move the barriers for vehicles that are identified to be allowed into the zone through the presence of a vehicle rearview mirror hanger. We will be providing vehicle rearview mirror hangers to the following people:

- School Staff
- Residents living within the closure area
- Clients of the home business on MacDonnell that have a class during the closure times (approximately 30-60 people)

Anyone else entering the School Street zone that does not have a rearview mirror hanger will need to provide the address they are visiting and/or servicing and the volunteers will allow entry to the School Street on a case-by-case basis. Emergency vehicles will be able to enter and exit the space without needing to speak to the volunteers. Local residents will also be informed beforehand that they must drive at a

walking speed and will need to inform any visitors to do the same. Signage on the site will also remind vehicles to drive at a walking speed and to watch for pedestrians.

When a vehicle is entering the space, one volunteer will chaperone the vehicle through the space and volunteers will blow their whistles to alert pedestrians on the street that a vehicle is approaching and they must clear the road to allow the vehicle to travel safely through the space. We will also inform residents that when they are leaving their driveways to sound their horns to notify pedestrians and volunteers that a vehicle will be entering the space. Prior to the launch of the initiative, all impacted residents, parents and children will be informed that whistles and horns will indicate a vehicle is entering the space and that they must clear the roadway. The volunteer chaperoning the vehicle will be responsible for warning pedestrians that a vehicle is approaching and ensuring pedestrians clear the road as vehicles proceed along the closed street.

3.6 Driveway Access Plan for the Play Street

For the Play Street, we are proposing that residents, visitors, emergency vehicles and deliveries will be permitted to enter the Play Street during operating hours, however, all traffic must drive at a walking pace (10km/hr or less) within the Play Street. There will be 3 volunteers present during Play Street hours, with two volunteers stationed at the access point and one stationed at the bend in the road. Two of the volunteers will be responsible for chaperoning vehicles through the Play Street to their destination. One volunteer chaperone will stand at the entrance to Cheryl Place to escort any vehicles requiring access to the street and another volunteer will circulate the space and escort any vehicles entering the Play Street from their driveways. Volunteers will also be provided with a whistle that they will use to indicate to pedestrians that a vehicle will be entering the space and they need to clear the roadway. Motorists exiting their driveways will also be asked to sound their horn when they are entering the Play Street and rounding the bend on Cheryl Place to warn pedestrians they are approaching.

Residents of Cheryl Place will be informed prior to the launch of the initiative that they will be responsible for sounding their horns during Play Street hours if they are needing to drive through the space. All residents, parents and children will be instructed to listen for whistles and horns and that if sounded they need to clear the street through a communication sent before the launch of the initiative. Pedestrians will be reminded to listen for horns and whistles by volunteers stationed on the street as well as through our promotional signage throughout the Play Street.

Permitted vehicles will be given vehicle rear-view mirror hangers to indicate to volunteers that they are permitted to enter the space. We will be providing vehicle rearview mirror hangers to the following people:

- Residents on Cheryl Place
- Any service providers who regularly work at a dwelling on the street during the designated closure times (likely zero)

Any vehicles without a rear-view mirror hanger will have to tell the volunteer their reason for entering the Play Street and the address they are travelling to and the volunteers will

allow entry to the Play Street on a case-by-case basis. Emergency vehicles will be able to enter and exit the space without needing to speak to the volunteers.

3.7 Winter maintenance

We do not anticipate that the School Street or the Play Street will conflict with snow plowing hours as snow clearance generally occurs much earlier in the morning. In the event that our initiatives conflict with snow plows, our volunteers will fully remove barriers and allow the snow plows to enter the School Street or Play Street zones. Any other operational vehicle needing to enter the School Street or Play Street, including waste removal vehicles, will be permitted to enter the streets and our volunteers will alert children and parents with their whistles that a vehicle is entering the space. On inclement weather days, where there is a snow day and/or early dismissal, the School Street will not run, and parents will be permitted to park on MacDonnell to pick up their child from the school. For the Play Street, our volunteer team will use their discretion to determine if the Play Street will run in inclement weather, however, we plan for the Play Street to run unless it is deemed extreme and/or dangerous.

3.8 Insurance Coverage

KCAT is in the process of acquiring insurance for both the Play Street and School Street closures that will begin at the start of both initiatives. KCAT has arranged to take out sufficient Public Liability Property Damage Insurance in the amount of \$5,000,000 with McDougall Insurance. The certificate of insurance will be provided to the City prior to the report to Council.

3.9 Issue Management Process for the School Street

Our team has set up an e-mail account, Schoolstreetygk@gmail.com, where we will direct residents, parents and school staff if any issues may arise. Residents on the School Street and adjacent streets, including Hill, Napier, Willingdon, Victoria, Earl and Toronto, have all received information letters with the e-mail contact information. We also plan to have this email listed on School Street promotional signs for anyone that would like to contact us with issues and concerns. The email account will be managed by KCAT team members. Team members will track all messages received in an Excel spreadsheet with the nature of the issue and how the team addressed the issue. Additionally, our team is creating an e-mail list for all residents living on the affected streets, MacDonnell and Hill, to inform them of any news or updates to the School Street.

3.10 Issue Management for the Play Street

Our team has set up an e-mail account, Playstreetygk@gmail.com, that we will direct anyone with issues or questions to if they may arise. Residents of Cheryl Place have received this contact information and we are in the process of creating an e-mail list for

all residents on Cheryl Place. The Play Street signs will also have our team's e-mail address listed so that anyone with concerns can reach out to Playstreetygk@gmail.com. The email account will be managed by KCAT team members and our community leaders. Team members will track all messages received in an Excel spreadsheet with the nature of the issue and how the team addressed the issue. Additionally, we have created a community Facebook Group for local residents where they can share concerns or questions within the group. KCAT members and community leaders will respond to any issues raised in the Facebook group.

The Play Street team, consisting of KCAT and community leaders, will hold a community meeting with local residents 6 weeks after the launch of the Play Street to address any concerns and make any appropriate changes to the initiative that may resolve any issues brought up by residents. This meeting will be advertised to all residents of Cheryl Place.



530 Earl Street, Kingston, ON K7L 2K3
 P: 613-542-6441 | F: 613-542-1132 | E: winsc@limestone.on.ca
winstonchurchill.limestone.on.ca

Roger Healey, Chair
 Kingston Coalition for Active Transportation
 Kingston, Ontario

Re: *Rebalancing Streets in Kingston, Ontario for Children's Health and Well-being*

Dear Mr. Roger Healey,

It is a pleasure to submit this letter to express my enthusiastic support for the School Street Initiative that will be piloted at Winston Churchill Public School, starting in September 2021. School Streets are valuable approaches for promoting active and sustainable forms of mobility among students, and for creating safer and more vibrant spaces around elementary schools. While street rebalancing initiatives have become popular approaches during COVID-19, very few of these have specifically targeted the health and well-being of children. Thus, this initiative is very well aligned with the priorities of *The Healthy Communities Initiative* of the Community Foundations of Canada.

The School Street Initiative would involve placing physical barricades at the north and south end of MacDonnell Street, which is adjacent to the school property, to prevent through-traffic for approximately 30 minutes at the start and the end of the school day. The intent of this initiative is to create a safer zone for arrival and dismissal from our school. In my short time at Winston Churchill PS, I have heard from many families through informal conversations, emails and formal feedback meetings that they are concerned about their children crossing MacDonnell to enter and exit the school yard. The current conditions create stress and anxiety for students, staff, and parents who are trying to navigate the space. The sidewalks are congested at the yard entry point on MacDonnell Street, and many cars pull up to drop off their children adding to the congestion and unpredictability of the flow of traffic. I believe that this initiative would provide a safer and calmer experience for children to come and go from the school.

In addition to increased safety, the environmental benefits of reducing traffic congestion near the school yard, the promotion of active transportation amongst our families, and the creation of opportunities for students to develop skills in independent mobility are recognized and appreciated assets of the WCPS School Street Initiative.

Under the leadership of the Kingston Coalition for Active Transportation, I am looking forward to seeing this initiative come to life in Kingston, and to learn more about the potential of School Streets to create safer conditions for students to come and go from school, while increasing their engagement in active school travel and independent mobility. To my knowledge, this will be one of the first attempts to implement this type of initiative for a full school year in Canada, so the lessons learned at Winston will be informative for other schools across the country that are grappling with ways to increase active school travel among their students. Beyond the active school travel benefits, this is an exciting opportunity for our school community to be a leader in Canada, and to demonstrate to Canada's children that we have the power to positively transform our public spaces to benefit our society's most vulnerable citizens.

Sincerely,

Gemma Zelmanovits
 Principal, Winston Churchill Public School



**We're Putting
Wellness First**



**We're Turning
Innovation into Action**



**We're Committed
to Collaboration**



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www.limestone.on.ca

April 26, 2021

Dr. Patricia Collins, Associate Professor
Department of Geography and Planning
Queen's University
Kingston, ON

patricia.collins@queensu.ca

Dear Dr. Collins:

This letter will acknowledge receipt of your research proposal with amendment 2.12 entitled, "Levelling the Playing Fields: An Evaluation of Play Street and School Street Initiatives in Kingston, Ontario".

You have submitted the following components required as part of the Limestone District School Board Administrative Procedure regarding External Research;

- written commitment to ensure anonymity of Board, schools, staff and students (waived)
- abstract of the research proposal
- confirmation of official ethics review
- copies of questionnaires, schedules
- parental and/or teacher consent form
- CPIC

May I emphasize that it is understood that for all research projects, the name of the District School Board, the name of the school, participants, teachers and students would not be identified in your final report and participants would have a right to opt out of this project at any time. It is understood that the school and Board identities may come to light via potential media coverage.

Approval is granted for you to contact the principals within the District. Following the completion of your project, a copy of your report is required to be submitted to the Limestone District School Board.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Babcock", written over a horizontal line.

Michele Babcock
Superintendent of Education



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**We're Turning
Innovation into Action**



**We're Committed
to Collaboration**

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.
Suzanne Ruttan (Chair) | Krishna Burra (Director of Education and Secretary) | Craig Young (Treasurer)

SEE YOURSELF IN LIMESTONE

2021-06-17

Roger Healey, Chair
Kingston Coalition for Active Transportation (KCAT)
Kingston, Ontario

Re: *Rebalancing Streets in Kingston, Ontario for Children's Health and Well-being*

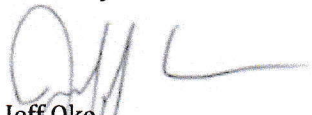
Dear Mr. Roger Healey,


We are submitting this letter to express our support for KCAT's Play Street initiative on Cheryl Place, starting in September 2021. Evidence has shown that Play Streets are valuable approaches for promoting outdoor free-play, physical activity and independent mobility among children. Play Streets also create safer spaces where children can play creatively and build social connections with other children in the neighbourhood. The COVID-19 pandemic has introduced many different ways to utilize public space but very few that are specifically geared to the needs of children. By transforming an often dangerous and uninviting space for children, into a safe and vibrant place to play, the Play Street initiative helps fill an important gap in public space that *The Healthy Communities Initiative* of the Community Foundations of Canada is designed to address.

The Play Street Initiative involves closing Cheryl Place to through traffic for 3-4 hours a week to allow children to play freely. The street will be restricted using lightweight barriers and signage that will be provided by KCAT. As community leaders of this initiative, we see this as an opportunity for children and adults to build social connections after a long period of isolation. We also recognize the benefit of children engaging in unstructured play as it promotes cognitive development, problem-solving, and creativity. Cheryl Place is a great site to pilot test this initiative as there are many children living on Cheryl Place or nearby streets with parents who are active in the community. Children often use the street to play in its current form, but we have heard from many parents that there is a concern for safety as people often use the street for turning around and/or people cannot see beyond the curve of the street. These current conditions can create stress and anxiety for parents which can limit parent's allowances for independent play and mobility.

As community leaders, we will be responsible for supporting this initiative by storing the barriers, engaging with neighbours, and recruiting volunteers. Based on the neighbourhood support from residents living on Cheryl Place, we are confident that this initiative will be successful on this street and will have the volunteer support needed to run smoothly. We will continue to work with KCAT to support the planning and implementation of this project to ensure that the creation of this public space is accessible, inclusive and meets the needs of the community. We believe that initiatives like this one that transform streets into temporarily play spaces, is a critically important strategy to address the mental health burden the pandemic has placed on children. The COVID-19 pandemic has constrained children's ability to be physically active, socialize and participate in activities. As we begin to start recovering from the effects of the pandemic, children's health and well-being must be prioritized. Transforming the streets where children live to be vibrant spaces for outdoor free play is a critical step in that direction.

Sincerely,


Jeff Oke
Kingston Play Street champion


Tony Clarke
Kingston Play Street champion

By-Law Number 2021-XX

A By-Law to Amend By-Law Number 2016-189, “A By-Law To Consolidate the Delegation of Powers and Duties”, as amended

Passed: [Meeting Date]

Whereas Kingston’s City Council has deemed the delegation of authority to the Director, Transportation Services to modify or suspend any aspect of the School Street and Play Street Road Closures if there are issues with safety, operations, maintenance, or capital projects;

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend By-Law Number 2016-189, “A By-law to Consolidate the Delegation of Powers and Duties”;

Therefore be it Resolved That By-Law Number 2016-189, be amended as follows:

1.1. By adding the following delegated authority to Schedule A:

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Director, Transportation Services	Authority to modify or suspend any aspect of the School Street and Play Street Road Closures if there are issues with safety, operations, maintenance, or capital projects until August 26, 2022.	By-Law Number 2021-XXX

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

Given all Three Readings and Passed: Meeting date [Meeting Date]

John Bolognone
City Clerk

Bryan Paterson
Mayor