



POLICY: Traffic Calming

Created By:	Director of Public Works	Approval Date:	11/01/2023
Policy No.:	PW25	Last Revised	

PURPOSE

1.1 The purpose of this Policy is to provide staff with guidelines and procedure for the initiation, investigation, and implementation of traffic calming measure for roadways. Note that this Policy does not apply to arterial and urban-collector roads, as they are intended to serve higher traffic volumes. The policy is intended to be used in residential areas, and downtown core environments.

This policy also ensures that there is a formal process defined by which all sites/traffic calming requests can be evaluated using consistent screening and criteria.

1.2 Traffic calming measures are installed as a means of ensuring the safe flow of traffic by controlling vehicle operating speeds. This policy identifies the criteria used in determining whether traffic calming measures are warranted, and the policy is not intended to provide a traffic calming treatment design.

1.3 This Policy supplements and works in conjunction with the Township's Posted Speed Limit Review Policy, Ontario Traffic Manual (OTM), excerpts from MTO's Manual of Uniform Traffic Control Devices, and Transportation Association of Canada's (TAC) Canadian Guide to Traffic Calming (2018).

SCOPE

2.1 This Policy governs the rules and regulations in the placement of, and in requesting the placement of traffic calming measures within the Township of Severn roadways and where jurisdiction is the responsibility of the lower tier municipality as defined by the Municipal Act.

POLICY

3.1 Traffic calming measures will be presented by the Director of Public Works to Council with the recommendation to install/remove a traffic calming measure. Council approval is required before traffic calming measures are installed.



3.2 Objectives:

a) Increase the Safety of Neighbourhoods

Through the use of physical measures to alter driver behavior, traffic calming can improve safety on neighbourhood streets. The resulting reduction in volume and speed will create a safer environment for all residents including pedestrians and cyclists, children, persons with disabilities, and seniors.

b) Improve the Livability of Neighbourhoods

Traffic calming is intended to uphold and restore the livability and sense of community within neighbourhoods by minimizing excessive operating speeds. As a result, negative impacts from traffic such as excessive noise, air pollution, visual presence of numerous vehicles, and potential safety hazards are minimized. In addition, attractively designed traffic calming measures can enhance the aesthetics of a neighbourhood and improve streetscapes.

c) Restore Streets to Their Intended Function

The intended function of a local road is to accommodate low to moderate volumes of traffic travelling at lower speeds in and out of neighbourhoods or from points of origin to the collector road system. Local roads provide direct vehicle access to residences that typically front onto these roads. Through traffic should be discouraged from using local roads. The policy aims to ensure roadways are functioning as intended. The needs of the transportation system needs to be balanced against the need to slow and/or reduce traffic. In addition, this Policy outlines the process through which all potentially impacted services will have the opportunity to comment on any proposed plans before implementation.

d) Promote Public Participation and Community Support

Traffic calming measures have a direct impact on neighbourhoods and the residents living in them. As such, an integral part of the process includes resident communication and feedback. Good community involvement leads to solutions to specific local traffic issues. Effective communication with residents provides staff with the opportunity to explain to residents the benefits of traffic calming measures while deterring them from less effective countermeasures.



3.3 Guidelines:

- Traffic calming measures will only be considered after education, enforcement, and traffic engineering efforts have failed to produce desired operating speed reduction results.
- Traffic calming measures will be explored when demonstrated safety, speed, shortcutting or through traffic concerns are brought forward through data collection and speed limit review. A guideline of this policy is that the 85th percentile for traveled speed on the road segment should be 10 km/h greater than the speed limit for 40-50 km/h zones.
- Be restricted to local residential and downtown core areas that are two-lane roads with a posted speed limit of 50 km/h or less.
- Be considered after focus is placed first on improvements to the arterial road network (County of Simcoe and Provincial Highway systems) such as signal timing optimization and signage.
- Zoning should be primarily residential in nature.
- Road segment must be a minimum of 150m for consideration.
- Not to impede the intended operations of the various road types. Examples would be not impeding non-motorized, alternative modes of transportation and be designed to ensure pedestrian and cycling traffic is unaffected. Further, not to impede Emergency Services and Transit (County of Simcoe Linx) access, and to maintain reasonable automobile access to Township roadways.
- Traffic calming measures will only be installed after Traffic Engineering is completed and investigation of existing traffic conditions are reviewed, and the necessary approvals have been received.
- Traffic calming measures should be monitored; follow-up studies will be completed to assess effectiveness and the results will be communicated to the community and Council.

3.4 Process:

- Residents with traffic related concerns are instructed to submit a request online to investigate traffic calming within their neighbourhood to the Township. Staff will then conduct initial screening (desktop exercise) in accordance with this policy to determine if the requested roadway meets requirements for the above guidelines.



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- Following this initial review, the Township will inform residents as to whether or not their location meets the initial screening criteria. Residents with requests that meet the above-noted initial screening criteria will receive information about the traffic calming process. Roadways that do not meet the above-noted criteria may still be eligible for other mitigating measures (ex. Traffic data sent to OPP, portable radar feedback signs) and/or police enforcement initiatives.
- Staff will collect traffic data to quantify and qualify the traffic concerns on a road segment. The data collected may include traffic volumes and composition (cars and trucks), vehicle speeds, collisions, sight lines related to deficient horizontal and/or vertical alignment and stopping distance, pedestrian activity, posted speed limit review, an origin/destination study (third party study), if the request relates to shortcutting traffic, and historical site-specific information.
- Following the traffic data collection, staff will analyse the data in accordance with the point system found in Appendix A. Only the road segments that achieve the minimum required points as specified in Appendix A will be reviewed further in the next steps of the process.
- The minimum required points for Local roads will be 35 and the minimum required points for Collector roads will be 52.
- Based on the points the segment receives, affected residents will receive communication by way of written notice and request for proponents to complete a survey / petition. Should a location fail to meet the requirements, the resident(s) will be notified in writing and the investigation for traffic calming measures will discontinue. Staff will continue to address concerns of residents by means of other front-line mitigating measures as mentioned previously.
- After it is determined that the requested location meets the minimum required points, affected residents will be asked to submit a written confirmation of their opinion by way of completing a survey / petition that staff will mail out. The focus of the survey / petition is to gauge whether or not there is sufficient neighbourhood / local support for the Township to implement traffic calming measures in the requested area. This is to ensure that the majority of residents in the area would actually prefer to implement the traffic calming measures, rather than creating a potential neighbourhood nuisance than an effective mitigation measure. The survey / petition would require a response rate of 25% of surveys / petitions returned and have to



contain an indication of support of at least 51% of the respondents with direct frontage or flankage onto the section of road being requested for traffic calming measures. Failure to meet the 51% support level will result in termination of the traffic calming investigation. Meeting the 51% support level will confirm that the traffic calming investigation will proceed. Failing the response rate of 25%, staff will consider other methods of public engagement.

- The data collected combined with site visits, historical information, future maintenance, construction plans, and feedback from residents will all be taken into consideration to determine potential traffic calming measures. The proposed traffic calming measure will be designed in accordance with the Transportation Association of Canada's (TAC) Canadian Guide to Traffic Calming (2018) and with the judgment and experience of staff.
- Staff will provide the preferred design to relevant agencies (emergency services, transit services, maintenance department) prior to circulating any notice to residents. Comments from the potentially affected services will be solicited and feedback with respect to possible impacts will be encouraged. As required, staff will work with agencies to modify the traffic calming measures design as necessary. Should the design not meet agency concerns, the traffic calming process will be discontinued for the road under assessment and residents will be notified accordingly.
- Using technical data, community feedback, and in keeping with the goals, objectives, and principles set out in this policy, staff will finalize the preferred traffic calming measure design to be put forward. In finalizing the preferred traffic calming measure, general consideration will be given to the various aspects of road design such as utility placement, landscaping, sign requirements, and drainage.
- A report will be brought to Council recommending the implementation of the preferred traffic calming measure. The staff report will outline estimated costs and anticipated timing for implementation of the traffic control measure.
- Upon Council approval, resident notification, and sufficient funding; traffic calming measures will be implemented. When immediate funding is not available, budget allocation will be considered during the following annual budget process and prioritized accordingly.
- Staff will seek feedback and monitor the road to determine the effectiveness of the utilized traffic calming measure. This may include subsequent traffic data collection including new traffic volume and speed monitoring no sooner



than 3 months following the implementation of the traffic calming measure being installed.

- Staff will monitor the installation of the traffic calming measures for a minimum of 36 months to determine its effectiveness. The Township reserves the right to remove traffic calming measures if it determines that they are ineffective or unsafe, or if they have created a negative impact that cannot be corrected. The Township will mail out a notification informing of its decision to remove traffic calming measures.

DEFINITIONS

- 4.1 Appointed boards and committees: governance bodies established and appointed by Council by-law to make decisions and/or recommendations in accordance with their prescribed legislative mandate determined by Council or Provincial statute.
- 4.2 Council: Council for the Corporation of the Township of Severn.
- 4.3 Mayor: The head of Council for the Township of Severn.
- 4.4 Member: A member of Council for the Township, including the Mayor and Deputy Mayor.
- 4.5 Policy: Traffic Calming Policy.
- 4.6 Staff: The CAO and all officers, directors, managers, supervisors, and all employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township's interests.
- 4.7 "Township": The Corporation of the Township of Severn.

REFERENCES

- 5.1 Ontario Traffic Manual (OTM) series
- 5.2 Excerpts from MTO's Manual of Uniform Traffic Control Devices
- 5.3 Transportation Association of Canada's Canadian Guide to Traffic Calming



Appendix A – Assessment of Traffic Calming Need

Road Section: _____		Prepared By: _____	
Road Class: _____		Prepared On: _____	
Traffic Data			
Feature	Range	Criteria	Score
1. Speed	0 to 35	5 points for every 2 km/h that the 85th percentile speed is greater than 10 km/h over the posted speed limit	
2. Volume	0 to 20	Local Roadways: 5 points per 500 ADT Collector Roads: 5 points per 1000 ADT	
3. Short-Cutting Traffic	0 to 15	5 points if there is a history shortcutting traffic, additional 5 – 10 for origin/destination study demonstrating greater 25% short-cutting traffic,	
4. Collisions	0 to 10	1 point for every collision/year over a 3-year period	
Road Characteristics			
Feature	Range	Criteria	Score
1. Sidewalks	0 to 5	5 points for no sidewalks with evidence of pedestrian activity	
2. Pedestrian Generators	0 to 15	5 points for each nearby (must have direct connection to subject roadway) pedestrian generator such as school, playground, community centre, libraries, retail, etc.	
3. Sight Lines	0 to 10	0 points for excellent sight lines, 5 points impaired sight lines, 10 points for very poor sight lines	
4. Road Allowance Limitations Paved Width $\leq 6m$	0 to 5	5 points for limited paved surface and/or boulevard width	
Overall Assessment			
Does the location meet the minimum requirement:			Total Score:
35 Points			Local Road
52 points			Collector Road