



TOWNSHIP OF ESSA

TRAFFIC CALMING POLICY

Table of Contents

1	Introduction	1
1.1	Purpose	1
2	Traffic Calming	2
2.1	What is Traffic Calming?	2
2.2	Objectives of Traffic Calming	2
2.3	Advantages & Disadvantages	3
3	Traffic Calming Measures	4
3.1	Speed Control Measures	4
3.2	Volume Control Measures	4
3.3	Non-Physical Measures	5
3.4	Considered Measures	6
4	Traffic Calming Measures Guidelines	17
4.1	Consideration for Traffic Calming	17
4.2	Community Involvement	17
4.3	Class Environmental Assessment Process	18
5	Traffic Calming Staff Review Considerations	19
5.1	Step 1: Initiate Traffic Calming Request	19
5.2	Step 2: Data Collection	20
5.3	Step 3: Data Assessment	21
5.4	Step 4: Neighbourhood Petition / Survey	23
5.5	Step 5: Design Consideration & Community Feedback	24

5.6	Step 6: Finalize & Implement the Traffic Calming Plan	25
5.7	Step 7: Feedback Monitoring & Evaluation	25

List of Tables

Table 1:	85 th Percentile Speed Considerations	20
Table 2:	Stopping Sight Distance Considerations	21

Appendices

- A. Traffic Calming Request Form
- B. Assessment of Traffic Calming Need

1 Introduction

1.1 Purpose

The purpose of this policy is to provide staff with a guideline and procedure for the initiation, investigation and implementation of traffic calming measures for roadways within the Township of Essa.

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

Note: This Policy does not apply to arterial roads, as they are intended to serve higher traffic volumes.

2 Traffic Calming

2.1 What is Traffic Calming?

Traffic calming is defined as the combination of mainly physical measures that alter driver behavior to reduce the potential of negative effects of motor vehicle use, and improve conditions for alternate modes of transportation. Traffic calming measures combined with engineering, educational and enforcement tools, can significantly improve the safety of neighbourhoods and related roads.

2.2 Objectives of Traffic Calming

To address undesirable traffic conditions such as poor sight lines, speeding and excessive volume on local and collector roads, the specific objectives of traffic calming and this guide are to:

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.

b) Improve the Livability of Neighbourhoods

Traffic calming is intended to uphold and restore the livability and sense of community within neighbourhoods by minimizing the volume and speed of through traffic. 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 Township of Essa's collector roads are intended to provide access to properties as well as to provide linkages between local roads and other collector and arterial roads.

d) Maintain Access Routes for Emergency Services, Public Transit & Maintenance Services

The potential impacts to these services have been considered in the development of this guide and will continue to be considered throughout the implementation of traffic calming measures. The needs of these services will be balanced against the need to slow and/or reduce traffic. In addition, this guide outlines the process through which all potentially impacted services will have the opportunity to comment on any proposed plans before implementation.

e) Promote Public Participation & 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.

2.3 Advantages & Disadvantages

General advantages and disadvantages of traffic calming measures are outlined below:

Advantages

- reduce motor vehicle speeds
- reduce traffic volume
- discourage through traffic
- improve overall road safety
- improve neighbourhood livability
- reduce conflicts between road users

Disadvantages

- increase emergency vehicle response time
- reduce ease of access in and out of neighbourhoods
- result in expensive solutions (time and resources)
- divert traffic onto neighbouring roads
- increase maintenance time and costs (e.g. snow clearing, garbage pick-up)

3 Traffic Calming Measures

As per the Institute of Transportation Engineers (ITE) *Traffic Calming: State of the Practice*, physical traffic calming measures are classified as either speed control measures or volume control measures.

3.1 Speed Control Measures

Speed control measures are intended to reduce travel speeds and may include:

- speed bumps / humps (rounded, raised areas placed across the roadway);
 - Not to be considered unless upon urban curb and gutter streets
 - Not to be considered in winter months
 - Could be considered in school zones
 - Consider through trial periods only with community feedback
- speed tables (flat-topped speed humps);
- raised intersections (flat raised areas covering entire intersection, with ramps on all approaches and often with brick or other textured materials on the flat section);
- traffic circles (raised island, placed in intersections, around which traffic circulates);
- roundabouts (larger than traffic circles and typically have raised splitter islands to channel approaching traffic to the right and are used on higher volume streets);
- chokers (curb extensions at midblock locations that narrow a street);
- realigned intersections (changes in alignment that convert T-intersections with straight approaches into curving streets that meet at right angles);
- neck downs (curb extensions at intersections that reduce roadway width curb to curb); and
- centre island narrowing (placement of a raised island located along the centreline of a street that narrows the travel lanes at that location).

3.2 Volume Control Measures

Volume control measures are less likely to be implemented, however, are intended to reduce traffic volumes and include:

- full or partial street closures (full street closures are barriers placed across a street to close the street completely to through traffic, usually leaving only sidewalks or bicycle paths open, whereas half closures are barriers that block travel in one direction for a short distance on otherwise two-way streets);
- diagonal diverters (barriers placed diagonally across an intersection blocking through movement);
- median barriers (raised islands located along the centreline of a street and continuing through an intersection so as to block through movement at a cross street); and forced turn islands (raised islands that block certain movements on approaches to an intersection).

3.3 Non-Physical Measures

Non-physical traffic calming measures are usually implemented through enforcement, signing and pavement markings. Such measures include:

- speed enforcement (police enforcement);
- pavement marking legends (e.g. painted speed limit on pavement, etc.);
- school zones (signage and pavement markings);
- transverse lane markings (transverse bars or chevron pavement markings on a travel lane);
- lane narrowing and shoulder widening through pavement marking;
- radar speed display signs; and
- Community Safety Zones, where applicable.

It is important to note that stop signs are not to be used for speed control. In accordance with the Ministry of Ontario (MTO) Traffic Manual Book 5 (Regulatory Signs) unwarranted stop signs increase vehicular speeds between stop signs and encourage rolling stops (stop signs only affect speeds within approximately 40 metres of the stop sign). An excessive number of stop signs, particularly those that are not warranted, encourage disrespect for stop control signs and other traffic control devices.

3.4 Considered Measures

In consideration of the Township's objectives in implementing a Traffic Calming Policy, and recognizing a large extent of the Township's road system includes urban, semi-urban and rural roads, the following traffic calming measures have been considered as viable options to implement:

- Police Enforcement
- Community Safety Zones
- Radar speed display signs;
- lane narrowing via pavement markings
- curb extensions
- speed bumps / humps
- speed tables
- centre medians
- traffic circles

3.4.1 Enforcement

Speeding is an infraction of the Highway Traffic Act enforceable by the OPP. It is often used with other traffic calming devices to regulate behaviour and is proven quite effective in reducing travel speeds.

Advantages:

- effective in getting drivers' attention
- no impact to emergency vehicles and snowplows
- can be implemented immediately, when resources permit
- does not affect vehicle operations

Disadvantages:

- may be costly as additional revenue for tickets does not pay for officer work time
- does not provide for a continuous and consistent solution (i.e. not present for 24 hours per day and 7 days a week)
- competing priorities

Estimated Cost:

- varies

3.4.2 Community Safety Zones

Community Safety Zone signs inform drivers they are entering a zone that the community has designated as an area where the safety of its children/citizens is paramount. Traffic related offences committed within the zone are subject to increased fines (many set fines are doubled such as speeding and traffic signal related offences) through a special designation under the Highway Traffic Act

Community Safety Zones may include roadways near schools, day care centers, playgrounds, parks, senior citizen residences and may also be used for collision-prone areas within a community.



Advantages:

- effective as a temporary speed reduction measure.

Disadvantages:

- Relies on motorist to voluntarily comply, duration of effectiveness is limited

Estimated Cost:

- \$250 includes sign and posts installation

3.4.3 Radar Speed Display Signs

Radar speed display signs are portable or permanent radar activated signs that instantaneously display approaching speeds for individual vehicles. They can also be programmed to flash when motorists are exceeding the speed assigned within the sign. The signs can be solar powered to reduce environmental impact.

These devices create a sense of being monitored to the driver and provide an instant notification that the speed limit is being exceeded (if such is the case).



Advantages:

- Educational tool, good public relations, effective as a temporary speed reduction measure.
- Collect data relating to speed, traffic volume, etc.

Disadvantages:

- Relies on motorist to voluntarily comply, duration of effectiveness is limited, not accurate on roads with multiple lanes per direction (too much traffic).
- Staff time consuming, requires to be moved to different locations.

Estimated Cost:

- \$4,500 for sign

3.4.4 Lane Narrowing Through Pavement Markings

This measure narrows the travel lanes to a minimum width of 3.0 metres through the use of pavement markings (centreline and edge lines). Reduced lane widths provide a feeling of constraint and should cause drivers to reduce their travel speed. Any remaining road width would be designated as shoulder.



Advantages:

- provides additional space for shoulders, which may be used for other road users (particularly in absence of sidewalks)
- low cost
- no impact to emergency vehicles and snowplows
- can be readily implemented
- does not affect vehicle operations

Disadvantages:

- lane narrowing reduces separation between oncoming vehicles
- pavement markings require maintenance and are not visible during winter months

Estimated Cost:

- \$1,000 to \$2,000 per km of pavement marking and mobilization

3.4.5 Curb Extension

Also known as “bump-outs”, curb extensions are horizontal extensions of a curb into a road, resulting in a narrower road section. These may be used to provide high visibility of pedestrians, shorter walking distances to cross the road, and to slow motorists down.



Advantages:

- interrupts straight line curbs and slows traffic
- reduces turning radii to slow turning speed
- improves pedestrian safety
- no impacts to emergency services

Disadvantages:

- possible maintenance and drainage issues
- reduces on-street parking
- large vehicles may need to cross centerline to negotiate turns
- may interrupt bike lanes

Estimated Cost:

- \$5,000 to \$20,000 Each

3.4.6 Speed Bumps/Humps

Speed bumps / humps are defined as a raised area of the road, which deflects both the wheels and frame of a traversing vehicle. They may be paved as a permanent feature or temporary, removable rubber mounds for seasonal use.

Typically, 80mm high and 4.0m wide (in the direction of travel), spaced 125m to 225m apart. Speed humps are used on residential (local) streets and collector roads.



Advantages:

- relatively cost-efficient
- easy to construct
- deters cut-through traffic
- reduces vehicle speeds

Disadvantages:

- may delay emergency vehicles
- may divert traffic to alternate routes that could negatively affect other roads
- possible noise from braking/acceleration
- may cause discomfort to drivers with disabilities
- impacts to snowplows and trucks
- resources needed to install/remove seasonally

Estimated Cost:

- \$2,000 to \$3,000 each
- \$7,000 for a modular speed hump

3.4.7 Speed Tables

Speed tables are flat-topped asphalt or rubber mounds that cover the full width of the roadway. The ramps of the speed table are more gently sloped than speed humps and thus speed tables are less jarring than a standard speed hump and can allow larger vehicles (emergency vehicles, trucks and snowploughs) to cross with reduced disruption. As such, speed tables are typically not removed seasonally.



For an 85th percentile speed of approximately 40 km/h, the speed table should be 80 mm high and 6.5 metres long in the direction of travel (2 metre ramps at the ends and a 2.5 metre plateau which is typically long enough to accommodate the entire wheelbase of a passenger car).

Advantages:

- relatively cost-efficient
- easy to construct
- deters cut-through traffic
- reduces vehicle speeds
- lesser impacts to larger vehicles as compared to speed humps

Disadvantages:

- may delay emergency vehicle response times
- may divert traffic to alternate routes that could negatively affect other roads
- possible noise created by braking/acceleration
- may cause discomfort to drivers with disabilities
- potential impacts to snowplows and trucks

Estimated Cost:

- \$3,000 to \$5,000 each
- \$10,000 for a modular speed table

3.4.8 Centre Median

A centre median is a raised island installed in the centre of a road to reduce the overall width of the travelled lanes. They help slow traffic without affecting the capacity of the road.

Raised median islands can be combined with curb extensions and/or textured crosswalks to further improve pedestrian safety. This measure may be considered on both local and collector roads.



Advantages:

- provides refuge for pedestrians
- increases motorist awareness
- can be designed to prohibit left-turns thereby reducing cut-through traffic

Disadvantages:

- may reduce on-street parking
- restricts driveway access
- speeds may increase due to lack of left turns
- additional maintenance if landscaped
- Potential conflict with snow clearing operations

Estimated Cost:

- \$4,000 for 2.0m x 5.0m median with no landscaping

Temporary Centre Median

Similar to the centre median, the temporary centre median is installed in the centre of a road using flexible delineator posts to create reduced travelled lane widths. They help slow traffic without affecting the capacity of the road and are removable for winter snow clearing operations.



Advantages:

- increases motorist awareness
- can be designed to prohibit left-turns thereby reducing cut-through traffic
- removable for snow clearing operations

Disadvantages:

- may reduce on-street parking
- restricts driveway access
- speeds may increase due to lack of left turns
- required to be set up each year

Estimated Cost:

- \$1,000 for signage and flexible posts

3.4.9 Traffic Circles

A “traffic circle” is not the same as a modern day “roundabout”. They are much smaller and serve a different purpose for the intersection, which is simply to reduce speed rather than to control high traffic volumes through an intersection.

Circular island about 3m to 6m in diameter, is placed at intersections of residential streets, around which traffic circulates in a counter-clockwise direction.



Advantages:

- reduces speeds through intersections
- provides visual breaks
- reduces collisions
- provides landscaping opportunities

Disadvantages:

- increased maintenance cost if landscaped
- Potential conflict with snow clearing operations
- learning curve for drivers when first installed

Estimated Cost:

- \$8,000 to \$25,000 each

4 Traffic Calming Measures Guidelines

4.1 Consideration for Traffic Calming

Traffic calming measures will:

- Be considered when there is a demonstrated safety, speed or short-cutting traffic concern and acceptable alternative measures have been exhausted.
- Be considered after focus is placed first on improvements to the arterial road network, such as signal timing optimization.
- Include consideration as to whether an area-wide plan versus a street-specific plan is more suitable: an area wide plan should be considered if a street-specific plan would likely result in displacement of traffic onto adjacent streets.
- Be predominantly restricted to two lane roads (one lane of through traffic in each direction).
- Not impede non-motorized, alternative modes of transportation and be designed to ensure pedestrian and cycling traffic is unaffected.
- Not impede Emergency and Transit services access unless alternate measures are agreed upon with the affected Departments.
- Maintain reasonable automobile access to Township roads.
- Consider parking removal on a project-by-project basis. Parking needs of residents should be balanced with the equally important functions of traffic, emergency vehicle access, transit, bicycle, and pedestrian movement.
- Only be installed after staff has investigated existing traffic conditions and the necessary approvals have been received.
- Be monitored; follow-up assessment and report will be completed to confirm effectiveness and the results will be communicated to area residents and Council.

4.2 Community Involvement

Restoring neighbourhood streets to their intended function and improving overall livability are primary objectives of traffic calming. In order to achieve this goal, community involvement and support is paramount. Throughout the process, residents are encouraged to participate in the development of a traffic calming plan suitable to the neighbourhood and the concerns within it.

Communication with residents is made at various stages throughout the process as the traffic calming plan is developed and implemented. Traffic calming plans should be developed with an understanding of current and historical traffic patterns within the area under investigation. For a traffic calming program to be successful, the neighbourhood must support and be committed to the solution. The only means of gaining this commitment is to involve the residents by informing them of the study location being considered for traffic calming measures and the proposed solution.

The benefit of neighbourhood involvement is that it generates support for a traffic calming program and assists in the implementation of a plan without significant opposition upon completion. Neighbourhood involvement also enhances the credibility of the traffic calming program, particularly when it is eventually presented to Committee or Council for approval. In order to obtain a working partnership with the committee or residents, a description of the study will be issued in a notice along with a survey delivered to residents affected by the implementation of the proposed traffic calming measures.

These forms of contact will provide the affected residents with opportunities to offer input into the development of the plan, as well as publicize and increase the awareness of the study.

The review and implementation of traffic calming measures is a time consuming and expensive process requiring many resources. Without public support, the traffic calming measures intended to alleviate traffic concerns could be met with negative public opinion as a result, jeopardizing the outcome and potential positive impacts to affected neighbourhoods.

Neighbourhood support, enforcement, education of motorists, bicyclists and pedestrians, appropriate engineering applications and economics typically determine the success of any traffic calming endeavor. A cooperative partnership between the affected residents and the Township is essential to the success of the project.

In some cases, it may be found that traffic calming measures are warranted and a majority of affected residents would prefer some form of mitigation, but there is a wide range of conflicting opinions regarding the type of mitigation etc. Pending comments received from the residents regarding the notification and survey, the Township may offer to host a Public Open House to discuss potential options for traffic calming measures.

4.3 Class Environmental Assessment Process

Traffic calming is exempt from the Ontario Environmental Assessment Act and is not an undertaking subject to the *Municipal Engineers Association Municipal Class Environmental Assessment* (October 2000, as amended). Where appropriate, public consultation elements of the Municipal Class EA for a Schedule B project (including the potential public meeting when warranted as noted above) have been incorporated in this policy as a best practice.

It should be noted that the retirement of existing laneways, roads and road related facilities is classified as a Schedule A+ project under the Municipal Engineers Association Municipal Class Environmental Assessment (October 2000, as amended). Schedule A+ projects are pre-approved, provided that the public is advised prior to implementation. The manner in which the public is informed throughout this policy will serve as the preferred method of public notification for any traffic calming measures that involve the retirement of existing road facilities.

5 Traffic Calming Staff Review Considerations

The following process will be used when proceeding with a request for traffic calming measures within the Township of Essa. An established and formal process for investigating roads provides consistency and equality in the determination of need and suitability of traffic calming measures.

5.1 Step 1: Initiate Traffic Calming Request

Resident Concern

Residents with traffic related concerns are instructed to complete the form in Appendix A of this Policy and submit their written request to investigate traffic calming on their road or within their neighborhood to the Township of Essa Public Works Department. Staff will then conduct a brief preliminary assessment to determine if the requested road meets the initial screening criteria.

Initial Screening by Township Staff

Initial screening criteria to determine eligibility for consideration for traffic calming measures have been established.

With respect to the road or road section in question, it must:

- be a local or collector road assumed and maintained by the Township of Essa;
- have a minimum length of 150m

In addition, the following must also be satisfied:

- all reasonable efforts have been made to address the concerns utilizing other means including engineering, education and enforcement tools; and
- zoning should be primarily residential in nature.

For roads or road sections with restricted horizontal and/or vertical alignment, and hence restricted sight lines, traffic calming measures could be considered in conjunction with reduced speed limits and adequate warning signs.

Response to Residents

Following the initial review, Township staff 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. Roads that do not meet the above-noted criteria may still be eligible for other mitigating measures and/or police enforcement initiatives.

For locations not meeting the above-noted initial screening criteria, staff will consider front-line mitigating measures to address the neighbourhood traffic concerns. These methods could include tools such as the use of targeted police enforcement, sign installation, and pavement marking modifications.

5.2 Step 2: Data Collection

If the requested location meets the initial screening criteria, data collection and analysis will commence. The collection of traffic data, as deemed necessary by Township staff, will serve to provide a better understanding of the current traffic conditions and to prioritize locations for the investigation of traffic calming.

Staff will conduct the necessary traffic studies (or outsource such studies) to quantify and qualify the submitted traffic concerns. 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, an origin/destination study (third party study), if the request relates to shortcutting traffic, and historical site-specific information.

For vehicle speeds, it is not prudent to consider the highest speed at which motorists travel. Rather, the 85th percentile speed will be considered, which is the speed at which 85% of the total traffic volume on a road is travelling at or below. In considering the need for traffic calming, the 85th percentile speed must exceed the posted speed limit by a minimum of 10 km/h as per the values provided in Table 1.

Table 1: 85th Percentile Speed Considerations

Posted Speed Limit	85 th Percentile Speed
40 km/h	50 km/h
50 km/h	60 km/h
60 km/h	70 km/h

With respect to sight distances and the need for traffic calming to reduce travel speeds upon approach to intersections, the existing sight distances at intersections must be less than the distances outlined in Table 2 for traffic calming to be warranted. For lower speed roads (e.g. posted speed of 50 km/h or less), the design speed is typically taken as 10 km/h over the posted speed, whereas for higher speed roads (e.g. posted speed of 60 km/h or more), design speed is typically 20 km/h greater than posted speed.

Table 2: Stopping Sight Distance Considerations

Design Speed	Minimum Stopping Sight Distance
40 km/h	45 m
50 km/h	65 m
60 km/h	85 m
70 km/h	110 m

The above distances in metres (m) at each design speed are the “minimum stopping sight distances on wet pavement” as outlined in the MTO Geometric Design Standards.

Once collected and summarized, the data will be utilized in the overall assessment to determine the need for traffic calming and assist in setting priority for locations of consideration.

5.3 Step 3: Data Assessment

Basis for Assessment

The data assessment is a screening process focused on the various attributes of a road in order to quantify its potential need for traffic calming. By means of assigning weighted points based on the severity of certain road attributes (e.g. 85th percentile speed), this process will bring to the forefront roads requiring consideration while quantifying the current conditions. A basis for assessment has been prepared in consideration of comparable traffic calming policies in effect throughout the area (refer to Appendix B for the assessment worksheet). Only road sections that achieve the minimum required points as specified in Appendix B will be reviewed further in the next steps of the process.

Should the minimum required points be met for a request, depending on funding availability, locations for implementation will be selected based on the point system, with those locations with the highest points implemented first. If funding does not permit all locations to be implemented in one year, roads will be carried forward to the next year when they will then be re-prioritized to include any new locations.

Assessment Thresholds

The minimum number of points required to proceed with the investigation of traffic calming measures differs based on the classification of road. In keeping with the objective of restoring roads to their intended function, local and collector roads are designed and expected to convey varying levels of traffic volume. This, in turn, has a bearing on the minimum point value required to proceed, as traffic volume is a major consideration. Based on this, the following are minimum point values for each road type, as can be seen in Appendix B:

- Local road minimum 35 points
- Collector road minimum 52 points

Response to Residents

Based on the points received for a request location and the existing conditions / parameters of the area, an appropriate type of traffic calming measure will be selected by staff and communicated to the affected residents by way of a 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. However, staff may (depending on the circumstances of the data assessment, such as excessive speeds being noted) continue to address the concerns of the residents by means of the front-line mitigating measures including:

- request of targeted police enforcement;
- community entrance signs such as “Drive slowly...think of us”;
- installation of temporary radar speed display signs.

The signs used as front-line mitigation measures are visual reminders to motorists that they are entering a residential area where the residents are concerned about safety. Targeted police enforcement will make drivers more aware of the speed limit and force them to temporarily reduce their speed and comply with speed limits.

Residents may wish to follow up with the Manager of Public Works who can, if in agreement with the residents' request, propose a motion to Council requesting a report from staff to Council explaining the denial. Through this motion Council may overrule the decision and support a traffic calming measure.

5.4 Step 4: Neighbourhood Petition / Survey

Should it be determined that the road / study area meets the minimum points criteria, staff will advise residents in the neighbourhood that would be affected by the new traffic calming measure advising of the potential new roadway works. Subsequent to a review with the neighbourhood by way of notification or Public Open House, the neighbourhood proponents will be requested to submit a written confirmation of their opinion by way of completing a survey / petition that Township staff will provide to each proponent along with the notice. The focus of the petition will center on whether or not there is sufficient neighbourhood / local support for the Township to implement the proposed / selected traffic calming measure on the requested road. This is to ensure that the majority of residents in the area would actually prefer to have the traffic calming in place, rather than creating more of a neighbourhood nuisance than an effective mitigation measure.

The petition would have to contain an indication of support from at least 51% of the households with direct frontage or flankage onto the section of road that has been identified as the location for the potential implementation of traffic calming measures, as defined by Township staff. Each household is represented by one signature, regardless of the number of people in the household. Failure to meet the 51% support level will result in termination of the investigation; meeting the required 51% support level will confirm that the proposed traffic calming measure is to proceed. This step in the process is crucial in confirming the level of concern from the residents and will prevent implementation of measures that are not supported by the remainder of the neighbourhood.

Neighbourhood Support Survey

The objective of the neighbourhood support survey is to determine the level of support for the traffic calming design and to provide an opportunity for the most directly affected residents to oppose any modifications to the road. It is also intended to measure the support of the preferred design proposed to the residents. Surveys will be delivered by mail and at a minimum, will contain:

- a brief description of traffic calming, including its advantages and disadvantages;
- the results of the traffic studies undertaken by staff;
- a survey question asking if residents are in favour, opposed or neutral to the implementation of traffic calming measures in the identified location(s);
- the preferred traffic calming design;
- a request for comments and feedback; and

- an indication that this is the final opportunity to modify and improve the preferred design to address any outstanding concerns and to incorporate resident input.

In order for the process to continue, a minimum of 25% of total surveys delivered must be returned to the Township. Of this 25%, 60% acceptance for the implementation of traffic calming is required. This reinforces that community support is vital for the ultimate success of traffic calming. For example, if 100 surveys are delivered, a minimum of 25 surveys is required to be returned and of those, 15 must indicate acceptance of the recommended traffic calming measure.

If this support rate is not met, the process will cease and a notification of failure to meet the neighbourhood support levels will be sent to the residents on the mailing list.

Should the support rate be met but there is a wide range of comments / opinions regarding the type of traffic calming measures being proposed, Township staff may coordinate a public meeting to further engage the affected residents, educate on traffic calming in general and take any final comments into consideration.

5.5 Step 5: Design Consideration & Community Feedback

Selection of Traffic Calming Measure

The data collected combined with site visits, historical information, future maintenance and construction plans, as well as resident feedback will be taken into consideration to determine potential traffic calming measures. Appropriate traffic calming measures will be determined based on the list of traffic calming measures outlined in Section 3 of this policy. The traffic calming design could include one or more different types of traffic calming techniques. The proposed traffic calming measures will be in accordance with the design guidelines outlined in the *Canadian Guide to Neighbourhood Traffic Calming* and the judgment and experience of Township staff and the selected measure will be explained to the affected residents in the notice / request to complete the survey / petition.

Agency Consultation

Staff will provide the preferred design to the relevant agencies (e.g. fire emergency services, transit services, etc.) prior to circulating the notice to the residents. Comments from the potentially affected services will be solicited and feedback with respect to possible impacts will be encouraged. As required, Township staff will work with agencies to modify the design, as necessary. While it is preferable to modify the traffic calming design, if modifications are not able to remedy agency concerns, the traffic calming process will be discontinued for the road under consideration and residents will be notified accordingly.

Neighbourhood Consultation

Using summarized comments from the submitted petition and information about the road and surrounding area, staff will define the area limits for neighbourhood consultation. As part of this process, surrounding roads may be identified as part of the investigation. As a minimum, households with direct frontage onto the road as well as each property whose side yard abuts the subject road section will be issued a notice of the impending traffic control measure. Households that do not directly front the subject road, but who have no other option but to use the section of road where traffic calming is being proposed will also receive a notice.

5.6 Step 6: Finalize & Implement the Traffic Calming Plan

Finalize the Traffic Calming Plan

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 design to be put forward as the preferred Traffic Calming Measure. 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.

Council Notification

A report recommending the implementation of the preferred traffic calming measure will be submitted to Council. The recommendation may be accompanied by an amending By-law for the inclusion of traffic calming measures, if applicable (e.g. defining a new Community Safety Zone as required under the Highway Traffic Act, etc.). The staff report will also outline estimated costs and anticipated timing for implementing the traffic control measure. The neighbourhood and affected parties will be made aware of when and where Committee and Council will be considering the staff report.

Implementation

Upon approval of Council, resident notification, and sufficient funding, traffic calming measures would be implemented. When immediate funding is not available, budget allocation will be considered during the following annual budget process and prioritized accordingly.

5.7 Step 7: Feedback Monitoring & Evaluation

Monitoring & Evaluation

Township staff will seek feedback and monitor the road to determine the effectiveness of the utilized measures and their impact on the surrounding road network. This may include

subsequent traffic data collection including new traffic volume and speed no sooner than 3 months after the traffic control measure has been installed.

Removal of Traffic Calming Measures

Traffic calming devices may be removed, at the request of residents provided that more than the level of support exists to remove as was measured for installation (i.e. minimum 25% returned surveys, with over 60% of respondents agreeing to the removal). The survey will be delivered to the same residents as was initially done to gauge support for traffic calming. Traffic calming measures must be installed for at least a 3 month trial before consideration is given to remove them. If traffic calming devices are removed, the subject street must wait at least 2 years before requesting a new Traffic Calming Measure; at this point the approval process will start over.

If a request to remove a single traffic calming device, within an overall Traffic Calming Measure, is received, all traffic calming devices will be considered for removal. Depending on circumstances, it could be possible to remove a single device constructed as part of an overall plan, however, in most cases all devices work together to be effective and to ensure that traffic is not diverted where it should not be.

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 and advertise in local newspapers informing of its decision to remove traffic calming measures.

**Appendix A:
Traffic Calming Request Form**



Appendix A: Traffic Calming Request Form

Application date: _____

Description of Location:

Email request to: dperreault@essatownship.on.ca

-OR-

Mail, Fax or Drop off to: Township of Essa, 5786 County Road 21
Utopia, ON L0M 1T0 Fax# 705-424-2367

Requested by:

Name: _____

Address: _____

Contact phone #: _____

Email address: _____

Why are additional traffic signage and/or mitigation / traffic calming measures being requested at this location? (Provide pictures if available.)

OFFICE USE ONLY

Staff Review:	Date:
Council Review:	Date:
Council Review:	Date:
Approved/ Bylaw:	

**Appendix B:
Assessment of Traffic Calming Need**



Appendix B – 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 presence of 25% or more shortcutting traffic, additional 5 points for every 10% increment above 25%	
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	