



Development and Infrastructure Division			
Transportation Services Department			
Traffic Calming Policy			
Approved by: City Council			
on	February 19, 2013	Report Number:	TS-1-13
Effective:	February 20, 2013	Amended:	
Next Review:	March 1, 2018	Note:	Traffic Calming Flow Chart Attached

Purpose: The purpose of this policy is to provide a process for evaluating requests for the installation of traffic calming measures on streets under the City of Burlington’s jurisdiction. This policy does not prevent the Director of Transportation Services, or his designate, from responding to and addressing an identified significant traffic concern which requires immediate attention.

This policy supersedes the Neighbourhood Traffic Management Policy, dated August 8, 2006.

Policy Statement: **Traffic Calming Requests:**

Traffic calming requests will be reviewed using the traffic calming process as outlined below and depicted in Appendix “A”.

Resident Request:

Initial resident contact will enable staff to identify the concern(s), which need to be addressed through the installation of traffic calming measures and the street(s) in question. At this point the resident making the request will be sent a traffic calming brochure which includes a traffic calming request form. Staff will also update the Ward Councillor.

The resident is required to fill out the form and send it back to Traffic Services in order to initiate the traffic calming evaluation. If staff do not receive the required form then no further action will be taken.



Pre-Evaluation Criteria:

Once staff receives the required form then the pre-evaluation criteria, as outlined in Table A, must be met before staff will continue with the traffic calming process:

Table A: Pre-Evaluation Criteria

A.	The street must be classified as either a local or a collector roadway as per the City’s Official Plan; and
B.	The street must to be at least 250 metres long and have at least one road segment with a spacing between traffic control devices of more than 250 metres; and
C.	The road grade must be less than 8% and also have no major horizontal curvature in the area of concern; and
D.	Traffic calming measures have not been installed on the street within the past five years.

If the pre-evaluation criteria has not been met then staff will update the Ward Councillor accordingly and notify the resident to discuss other road safety awareness programs. In addition, city staff will not re-evaluate the street in question for a minimum of at least three years from the date the evaluation was completed.

Resident Poll:

To determine if there is support to implement traffic calming measures to address the identified concern(s) staff will poll the street in question. In order for staff to proceed a minimum response rate of 50% +1 from the total households on the street in question must be in support of staff looking at the installation of traffic calming measures.

If the required poll has not been met then staff will update the Ward Councillor accordingly and notify the residents to discuss other road safety awareness programs.

Traffic Calming Warrant:

In order to determine if traffic calming measures are warranted a minimum of three (3/6) traffic calming warrant criteria, as outlined within Table B, must be satisfied. If warrant criteria seven has been met then no other warrant needs to be satisfied.

Table B: Traffic Calming Warrant

1.	The 85 th percentile speed must be greater than 10km/h over the speed limit.
2.	More than 5% of the total traffic on the street must be travelling more than 15km/h over the speed limit.
3.	The average annual daily traffic volume must be at least: 1,500 veh/day for a local street 4,500 veh/day for a collector street
4.	Through traffic must be more than: 15% of the total volume of traffic on a local street 30% of the total volume of traffic on a collector street
5.	Pedestrian or cyclist generators (school, playground, seniors residence, multi-use pathway crossing, official cycle route, transit hub, etc.) exist on street that creates higher than average pedestrian/cyclist activity.
6.	No continuous sidewalk on at least one side of the street in question.
7.	If the 85 th percentile speed is 15km/h or more over the speed limit no other warrant needs to be met.

If the minimum warrant criteria has not been met staff will update the Ward Councillor accordingly and notify the residents to discuss other road safety awareness programs. In addition, staff will not re-evaluate the street in question for a minimum of at least three years from the date the evaluation was completed.

Identification and Evaluation of Possible Traffic Calming Measures:

When a street meets the traffic calming warrant criteria, staff will update the Ward Councillor, residents and other stakeholders accordingly.

Staff will then undertake a detailed review and will also evaluate which measure(s) will best address the residents concerns. This review will take into consideration impacts to residents and other stakeholders.

Staff will then select the appropriate measure(s) and review the draft traffic calming plan with the necessary stakeholders such as the Burlington Fire Department, the Halton Regional Police Service, Roads and Parks Maintenance and Burlington Transit. Based on the comments received the draft traffic calming plan may be altered to address the stakeholders concerns.

At this point city staff will determine, in consultation with the Ward Councillor, the notification area in which residents will be invited to an open house meeting to review the draft traffic calming plan. Due to potential impacts, the notification area may need to be extended to include adjacent streets.

If major concerns arise at the open house meeting which cannot be resolved a second open house meeting may be scheduled to present an alternative traffic calming plan. City staff will then finalize the traffic calming plan and prepare the necessary report under Delegated Authority for approval.

Traffic Calming Project Ranking

Prior to proceeding for approval to install the traffic calming measure(s), staff will determine if funding is available to implement the traffic calming project. If adequate funding is not available and there is at least one other warranted traffic calming project that is also waiting for funding then each project will be ranked using the following warrant scoring system:

1. **Speed Warrant** - 3 points will be awarded for every km/h the 85th percentile speed is above the speed limit.
2. **Volume Warrant** - 2 points will be awarded for every 100 vehicles of daily traffic for local roads and 2 points for every 250 vehicles of daily traffic on collector roadways.
3. **Pedestrian/Cyclist Warrant** - 10 points will be awarded for every major pedestrian generator (ie. school, playground, seniors residence, multi-use pathway crossing, official cycle route, transit hub, etc.) on the street in question.
4. **Collision Warrant** - 15 points will be awarded for every reported preventable collision in the past 3 years on the street in question.
5. **Sidewalk** - 10 points will be awarded if there is no continuous sidewalk on at least one side of the street in question.

The traffic calming project with the highest warrant score will be given the highest priority the following year.

Approval:

The recommended traffic calming plan will be approved by preparing a report under Delegated Authority. All residents within the notification area will be notified of the recommendations contained within the report before the Delegated Authority report is approved.

Implementation and Evaluation:

The city will implement the approved traffic calming plan as resources and funding permits. A phased approach may need to be considered depending upon the proposed plan.

Following a period of approximately one year, staff will carry out an evaluation of the traffic calming plan to determine if it has alleviated the identified concern(s). This will include reviewing the before and after traffic data and comparing the results against the warrant criteria thresholds.

If the traffic calming plan has not alleviated the identified concern(s) then staff will re-review the street(s) in question to determine if additional traffic calming measure(s) are required. In the event additional traffic calming measure(s) are required then staff will submit a report to a D&I meeting for consideration.

Scope: This policy applies to all local and collector roadways under the City of Burlington's jurisdiction.

Objectives: The purpose of this policy is to identify roadways with concerns which can be addressed through the installation of traffic calming measures.

Definitions: For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
<i>Traffic Calming</i>	Is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.
<i>Speed Limit</i>	The speed prescribed for motor vehicles on a section of road by municipal by-law in accordance with the <i>Highway Traffic Act</i> and signed accordingly.
<i>Through Traffic</i>	Traffic which travels through a neighbourhood and does not originate from, nor is destined to, a location within the neighbourhood.



<i>85th Percentile Speed</i>	The speed at which 85 percent of the drivers are observed to travel at a particular location.
<i>School</i>	Schools are educational institutions that are attended primarily by children. This includes elementary schools, middle schools and high schools. No distinction is made between public and private schools.
<i>Playground</i>	Playgrounds are recreational facilities utilized primarily by children. This includes outdoor playgrounds with play equipment, sports fields, ball diamonds and tot lots (areas with play equipment and benches/picnic tables).
<i>Multi-Use Pathway</i>	A multi-use pathway is physically separated from motor vehicle traffic, and can be either within the highway right-of-way or within an independent right-of-way. Multi-use pathways include bicycle paths, rail-trails or other facilities built for bicycle and pedestrian traffic.

References:

- City of Burlington’s Official Plan
- Burlington, our Future, Strategic Plan 2011-2014
- TAC/ITE Canadian Guide to Neighbourhood Traffic Calming
- Transportation Association of Canada’s Guidelines for Establishing Posted Speed Limits
- *Highway Traffic Act*, R.S.O. 1990, C.H. 8, as amended and any regulations related thereto, including but not limited to R.R.O. 1990, Regulation 619

Roles	
Accountable:	Director of Transportation Services
Responsible:	Manager of Traffic Services



Traffic Calming Flow Chart

