



THE CORPORATION OF THE TOWNSHIP OF NORWICH

SUBJECT: Traffic Calming Policy

DEPARTMENT: Council

EFFECTIVE: **August 1, 2024** REVISED:

APPROVED BY: Council Resolution No.: 18 (July 9, 2024 Regular Meeting)

A. PURPOSE

This policy outlines the process to be utilized by Staff when traffic calming measures/projects are requested by Township residents. The purpose of the policy is to provide a formal process for the evaluation of traffic calming measures requested by residents, Council, Committees or affiliates that live in or work with the Township.

B. SCOPE

The purpose of the policy is to provide a formal process for the evaluation of traffic calming measures requested by residents, Council, Committees or affiliates that live in or work with the Township.

This policy applies to Township staff, Committees and Council with respect to addressing traffic calming requests.

C. GENERAL

This Policy shall be administered by the Public Works Department.

This policy shall be referred to as the "Traffic Calming Policy".

This Policy shall come into force and effect on the day of passage.

This policy shall be reviewed as required due to the new or emerging technologies or when requested by council.

D. AUTHORITY

The authority for the Traffic Calming Policy shall be the Director of Public Works.

E. PROCEDURES FOR THE TRAFFIC CALMING POLICY

General

The Traffic Calming Policy has been created to provide residents, staff, committees, and Council with a process for evaluating traffic calming requests in the Township. If capital projects are recommended for implementation, it will be referred to the Capital Budget deliberation process for inclusion in future years projects.

The Public Works Department and Council periodically receive requests for traffic calming measures on the various types of Township and County roads.

This Policy supports Staff and Council reviews with community involvement for local solutions.

The review process may be as simple as the following:

- Informal discussions with the Public Works technical staff
- Referral of request to Oxford County Roads
- Discussion between Staff, Public and Ward Councilor
- Reviews between Staff and Council

For reasons of risk management, the process can also be a formal process whereby the following actions occur:

- Staff determine necessity for Council action
- Determine potential liability may cause staff to report for Council resolution or by-law

The Policy includes reference to the Traffic Calming Measures Guide and its appendices.

The Township developed Traffic Calming Measures Guide serves as the tool for Staff to use in addressing requests in a fair and consistent manner. It defines the different road types and purpose and provides various guidelines and alternatives to consider for traffic calming. Investigations, meetings, or studies will be in accordance with the Traffic Calming Measures Guide.

Appendix A of the Traffic Calming Measures Guide is the Traffic Calming Request Form. It is the official means by which initial requests will be received by Public Works Staff. It is available online through the Township website.

Appendix D is a flow chart that depicts the process as outlined in this policy. As with any undertaking any costs associated with a Traffic Calming Request may affect budget. Budgets can include solutions and budget planning will benefit from the policy process. Projects with budget impacts that cannot be accommodated in the current approved operating budget will be referred to Council for future years budget deliberations consideration.

At any time, if any member of Council feels the process should continue then the elected official may bring forward to Council a notice of motion requesting a report from the Director explaining the decision to discontinue the application process. Through the report, Council may repeal the Director's decision and direct Staff through resolution and or by-law to support the request.

A request that is denied at Council may not be brought forward for 36 months or until a new Council is in place; however, this may be waived in circumstances where significant new information (i.e. – doubled AADT, new subdivision, change in surface type of road, etc.) is brought forward.

Requests for Traffic Calming Measures and Procedure

The variety of requests received for calming measures on any type of road requires staff to consider a number of associated factors including local impacts that will help parties proceed in a manner combining technical guidance with public interest and reasonable alternatives to achieve a positive outcome.

Generally, the majority of complaints or requests received by the Township involve alleged excessive vehicle speeds and the resultant public safety concerns and conflicts in regards to the following:

- Children at play
- Pedestrians at road side
- School crossings
- Cyclists sharing the road
- Driveway access
- Trail crossings

A number of relatively low-cost options to resolve concerns are available to consider. Examples are but not limited to the following:

- Shared costs for warning signage in isolated areas
- Additional speed or warning signs due to existing conditions or need to comply
- Painted shoulder lines
- Council by-laws through formal process for
 - Community safety zone designations with increased fines
 - Lowering of or creation of speed zones
 - Warranted stop sign placement

At additional costs there are also "physical" methods of calming that can be considered in either new subdivision design or existing special circumstance such as school zone crossings.

Examples are but not limited to the following:

- Temporary Lane Narrowing
- Raised speed tables or cushions
- Permanent medians
- Dynamic flashing warning lights

The Traffic Calming Measures Guide refers to and defines most examples above with photos.

The process below, which is further defined in the Traffic Calming Measures Guide shall be followed when a request is received from the public for traffic calming (refer to Flow Chart Appendix D):

Step 1- Initiate Traffic Calming Request

The Proponent, either an individual or neighbourhood will be directed to the Public Works Department which will advise the proponent of the Township Policy regarding traffic calming. Proponents will be made aware of the Traffic Calming Request Application Form found in Appendix A of the Traffic Calming Measures Guide. The Proponent, Mayor and

the Ward Councilor will be kept informed by staff throughout the traffic calming review process.

Applications are to be submitted on the provided form in clear legible form (mailed, dropped off or emailed) complete with the proponent's name, address and with a comprehensive description of the concern. Pictures and drawings can be attached or included.

When a form is submitted staff will determine whether the request applies to a road of Township authority. If the road is under jurisdiction of other government (i.e., County of Oxford, Province, or other municipality) staff will direct residents accordingly. When an application form is provided staff may conduct, a field survey, a traffic study, traffic/speed review or if necessary, attend a meeting at the location with the proponent.

Upon completion of the initial review, Staff will advise the Proponent if the request meets initial screening criteria. If initial screening criteria is met, the request is referred to Step 2

Step 2 – Neighbourhood Petition

The Proponent will be advised to complete a Neighborhood Petition in accordance with Appendix B of the Guide. Upon submission of the petition, Staff will evaluate the petition to determine if it is valid. If it is valid, it will be referred to Step 3. The Proponent will be advised of the outcome of Step 2.

Step 3 – Data Collection

Data will be collected to provide an accurate understanding of current traffic conditions.

Step 4 – Data Assessment

Data obtained in Step 3 will be evaluated in accordance with the Guide. The outcome of the data assessment will be provided to the Proponent. If the data assessment recommends further action, it will proceed to Step 5.

Step 5 – Design Considerations and Community Feedback

Appropriate traffic calming measures will be determined based on the list of traffic calming measures outlined in Section 2 of this Guide.

Subject to outcome of Step 4, the application at the discretion of the Director may require neighbourhood notification or a Public Information Centre (PIC) for further consideration. Should a PIC be required, affected parties including the proponent, members of the public, Township Senior Staff, affiliated agencies such as the Ontario Provincial Police, Council and/or Mayor will be notified. PIC meeting results will determine next steps to be shared with all parties affected in a timely fashion.

A Community Support Survey will be undertaken. Upon completion of Agency Consultation, Community Consultation and the Community Support Survey, the Director of Public Works will determine if the application and process may proceed to Step 6.

Step 6 – Finalize and Implement the Traffic Calming Plan

Notification of traffic calming measures will be provided to Council. If the work can be accommodated in the current approved operating budget, the work will proceed forthwith. If the works cannot proceed, they will be referred to the next applicable budget deliberation cycle.

Step 7 – Feedback Monitoring and Evaluation

Township staff will seek feedback and monitor the road to determine the effectiveness of the measures.

TRAFFIC CALMING FLOW CHART

