

**TOWN OF AURORA
INFRASTRUCTURE AND ENVIRONMENTAL SERVICES
POLICY & PROCEDURE MANUAL**

POLICY NO. 62

EFFECTIVE DATE: FEBRUARY 11, 2003
REVISED DATE: NOVEMBER 6, 2007
REVISED DATE: APRIL 8, 2015

SUBJECT/NAME: Traffic Calming Policy

PURPOSE: To establish a process for implementation of traffic calming measures on Town of Aurora public right-of-ways.

POLICY: Infrastructure and Environmental Services Staff will receive and report on all requests from Council, and from residents/businesses for implementation of traffic calming measures on public right-of-ways. Staff will also be aware of the 10-year road reconstruction program to ensure that all possible coordination is undertaken between the implementation of this program and traffic calming measures. In this regard, it is desirable that the Infrastructure and Environmental Services will utilise the traffic calming warrant, process and ranking system as outlined below:

1.0 Traffic Calming Warrant Criteria

There are three traffic calming warrants as outlined in Table 1, that need to be satisfied in order for traffic calming measures to be considered, recommended, and then sent to Council for their approval.

- Warrant 1 – Petition, will ensure that residents in the immediate area are in support of traffic calming measures.
- Warrant 2 – Safety Requirements, will ensure traffic calming measures are installed so as to create an increase in traffic safety.
- Warrant 3 – Technical Requirements, will ensure that traffic calming measures are implemented on streets that have a proven need for such measures.

When a request for implementation of traffic calming measures has been received by the Infrastructure and Environmental Services the steps as outlined in Section 2 must be completed before any traffic calming measures will be considered for implementation.

2.0 Traffic Calming Process Flow Chart

The traffic calming process is shown in **Figure 1**. Also, attached to Figure 1 are notes related to the various steps.

3.0 Traffic Calming Ranking System

All requests for implementation of traffic calming measures which have completed the steps above and have been approved by Council for implementation will be ranked in an effort to ensure that streets in greater need of traffic calming will receive priority from limited funding. To determine which streets will receive traffic calming measures first, Table 2: Traffic Calming Ranking System will be applied.

The four factors considered when evaluating each traffic calming request are speed, volume, collisions and pedestrian/bicycle factors. Each of the four factors can range from 0 to a maximum of 25 points.

The purpose of a traffic calming ranking system is to set priorities and ensure that traffic calming measures are installed on streets on an “as-needed” basis. The requests with the highest number will be considered first. Implementation is directly related to funding.

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Director of Infrastructure and Environmental Services

TABLE 1: TRAFFIC CALMING WARRANT CRITERIA

WARRANT	CRITERIA	Requirement	
Warrant 1 Petition	1.1 Petition	A petition requesting implementation of traffic calming measures must be signed by at least 70% of households on the street. Warrant #2 and #3 will not be considered until Warrant #1 is satisfied.	
Impacts to Adjacent Streets		Should the Infrastructure and Environmental Services (IES) anticipate that the proposed traffic calming measures will have significant traffic impacts on adjacent streets, the review of the traffic calming proposal shall be modified to include the proposed street as well as adjacent streets where traffic is expected to divert.	
Warrant 2 Safety Requirements (All four criteria must be fulfilled to satisfy this Warrant)	2.1 Emergency Response	On streets where traffic calming is proposed, impacts on Emergency Services will not be significant (as determined in consultation with Emergency Services (Fire, Ambulance, and Police) staff).	
	2.2 Transit Services	On streets where traffic calming is proposed, impacts on regular scheduled transit or school bus services will not be significant (as determined in consultation with Transit staff).	
	2.3 Sidewalks	On streets where traffic calming is proposed there must be a continuous sidewalk on at least one side of the street. OR On streets where there are no sidewalks, the installation of a sidewalk on at least one side of the street should have first been considered.	
	2.4 Road Grade	Traffic calming measures should not be implemented at or near locations where the road grade exceeds + or - 5%. Considerations could be given to those streets + or - 5 % if traffic calming measures can safely be installed as determined by the IES.	
Warrant 3 Technical Requirements (All four criteria must be fulfilled to satisfy this Warrant)	3.1 Minimum Speed	On streets where traffic calming is proposed, the 85 th percentile speed over a 7-day period must be a minimum of 15km/hr (but less than 20km/hr) over the posted speed limit, and the traffic volume requirements of Warrant 3.2 must be fulfilled. OR On streets where the 85 th percentile speed over a 7-day period exceeds the posted speed limit by a minimum of 20km/hr there is no minimum volume required in Warrant 3.2.	
	3.2 Minimum and Maximum Traffic Volume	Local Roads	
		For streets where traffic calming is proposed, the traffic volume must be between 750 vehicles per day and 8,000 vehicles per day	Collector Roads
		For streets where traffic calming is proposed, the traffic volume must be between 1,500 vehicles per day and 8,000 vehicles per day	
3.3 Minimum Block Length	On streets where mid-block traffic calming measures are proposed, the block length must exceed 120 meters. Consideration could be given to those streets where the block length is less than 120 meters if traffic calming measures can safely be implemented as determined by the IES.		
3.4 Special Circumstances	The design of traffic calming measures within the Heritage Resource Area must adhere to the recommendations as outlined in Section 3.5 of the "Urban Design Review of Streets - Heritage Resource Area"		

FIGURE 1: TRAFFIC CALMING PROCESS FLOW CHART

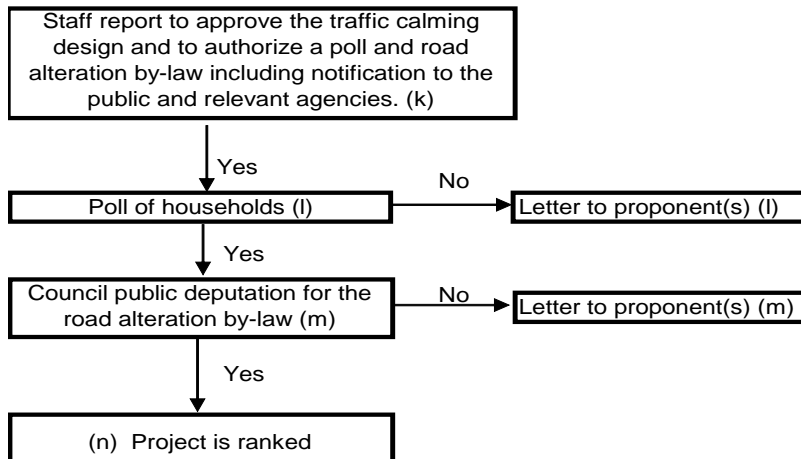
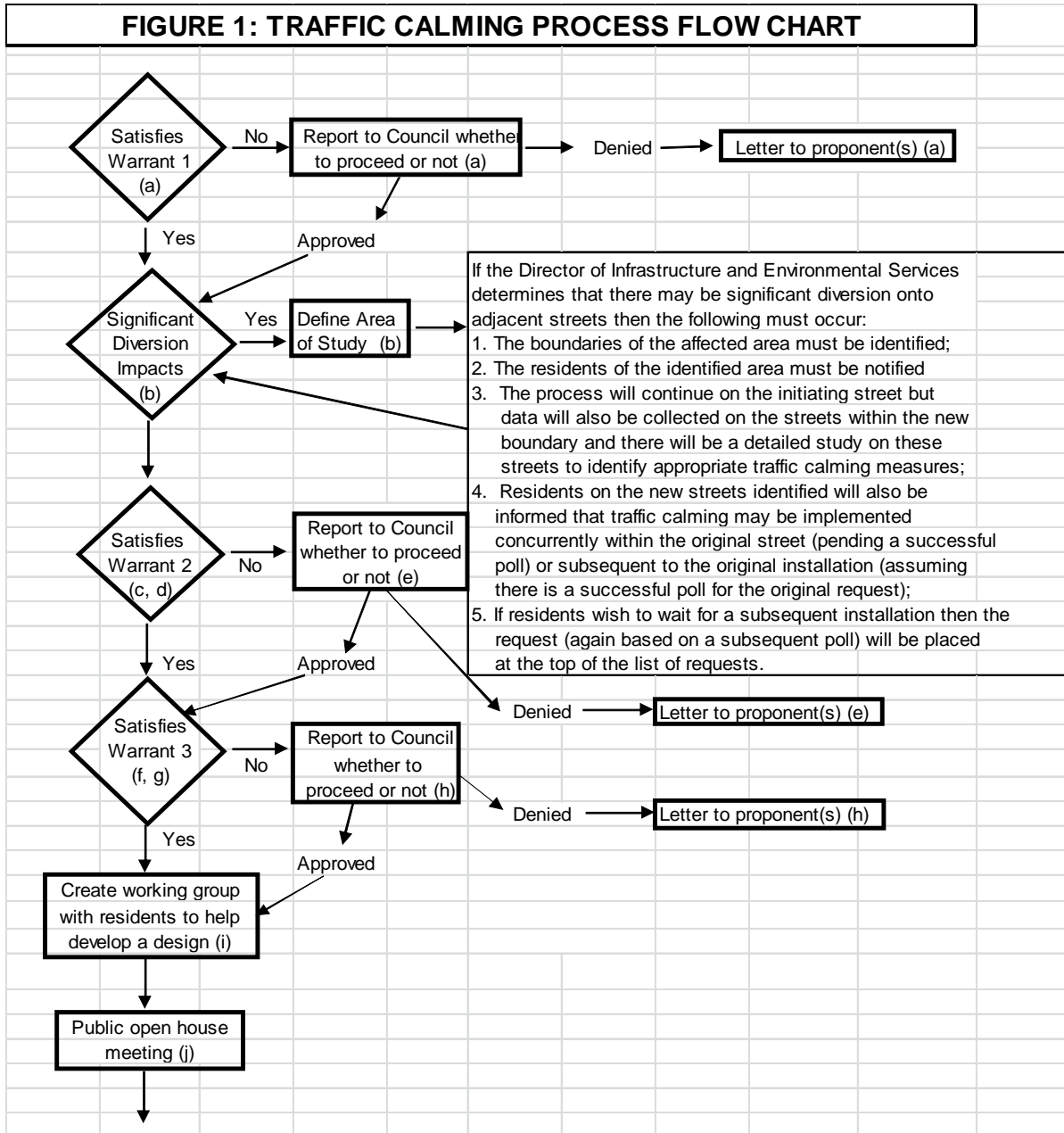


TABLE 2: TRAFFIC CALMING RANKING SYSTEM

Ranking	Speed	Local Road	Collector Road
Max 100 points	(0 to 25 points)	1 point for each km/hr that the 85 th percentile speed is above the posted speed limit	1 point for each km/hr that the 85 th percentile speed is above the posted speed limit
	Volume	Local Road	Collector Road
	(0 to 25 points)	1 point for every 100 vehicles of daily traffic to a maximum of 25 points	1 point for every 220 vehicles of daily traffic to a maximum of 25 points
	Collisions	5 points for 1 preventable collision recorded by police in the past 3 years; or 10 points for 2 or more preventable collisions recorded in the past 3 years; or 15 points for 1 or more preventable collisions recorded resulting in personal injury in the past 3 years	
	(0 to 25 points)	5 points for each pedestrian generator in the study area or within 150 meters of the study area (eg. park, school, senior's centre, recreation centre, church, or other public institutions) to a maximum of 20 points 5 points for a signed bicycle route	
Pedestrian and Bicycling Factors	(0 to 25 points)		

- a) When submitting a request for implementation of traffic calming measures, the proponent(s) must include a petition for the project from at least 70% of the households on the street in support of traffic calming thereby satisfying Warrant 1. If a petition is not submitted, or has not been signed by 70% of the households in support of traffic calming, Council will be notified whether or not to proceed with the study. If Council denies the request to continue then a letter will be sent to the proponent(s) indicating that a further study cannot continue unless Warrant 1 is satisfied. If Council wishes to continue with the study without a successful petition then Council must make a recommendation to Staff to proceed with the study.
- b) If Warrant 1 is satisfied, the IES staff will review the request and determine if traffic calming measures will have significant traffic impacts on adjacent local streets. If the proposal is anticipated to have significant impacts, staff will expand the study area to include adjacent streets. Once the boundaries of the study area have been identified, Council will be notified of the study area and staff will publish an advertisement to notify all relevant agencies and members of the public that may have an interest in being kept informed of the traffic calming study.
- c) The proposal will be reviewed by IES Staff to determine if it satisfies the criteria outlined in Warrant 2. These criteria include the potential impacts to Emergency Services, York Region Transit, both School Boards, sidewalk provisions and the determination of the road grade.
- d) The proposal is circulated to the Emergency Services (Ambulance, Fire and Police), York Region Transit and both School Boards for their comments on the proposal and any modifications that they may suggest in order that their services are not significantly impacted.
- e) If the proposal does not meet the criteria outlined in Warrant 2, a report will be submitted to Council indicating that staff does not recommend proceeding with the study and outlining the reasons why. If Council requests that the study continue then a recommendation from Council must be forwarded to Staff requesting the study continue. Alternatively, if Council decides not to continue with the study then a letter will be sent to the proponent(s) indicating that the study will not continue.
- f) If it is determined that the proposal has met the four safety requirements of Warrant 2, staff will proceed with the data collection required for the criteria in Warrant 3.
- g) Warrant 3 consists of evaluations of speeds, traffic volumes and block lengths. Failure to meet any one of the technical warrants would result in a location being rejected for implementation of traffic calming measures. Once the data has been collected, an analysis and evaluation of all the alternatives will be carried out and a preferred solution will be chosen.

- h) If the proposal does not meet the criteria outlined in Warrant 3, then a report will be submitted to Council indicating that staff does not recommend proceeding with the study, outlining the reasons why. If Council requests that the study continue a recommendation from Council must be forwarded to Staff requesting the study continue. Alternatively, if Council decides not to continue with the study then a letter will be sent to the proponents indicating that the study will not continue.
- i) If the proposal satisfies the criteria outlined in Warrant 3, staff will create a working group with residents of the study area to help create a proposed traffic calming design. The proposed design will illustrate the technically preferred traffic calming measures to address the traffic and street conditions.
- j) Once the proposed design is complete the Town will hold a public open house meeting to present the proposed traffic calming design. Prior to the meeting staff will send notices to all relevant agencies and members of the public who have expressed their interest in being kept informed but who do not live on the street(s) directly impacted by the traffic calming measure(s). All residents directly affected by implementation of the traffic calming measure(s) would be notified directly of the meeting.
- k) Following the Public Open House, a Staff report will be submitted to Council for approval of the traffic calming design, to secure approval to authorize a poll of households on the affected street(s) and to authorize the statutory advertising for the “roadway alteration” by-law. Since most traffic calming measures are deemed to be “roadway alterations” there is a statutory process pursuant to the Municipal Act, which must be followed. In order to physically alter a roadway, Council’s intend to enact such a by-law must be advertised for two consecutive weeks and be considered at a Council meeting (public hearing) where deputations from interested persons are invited.
- l) Given the impact that traffic calming may have on a street, the policy calls for a high level of acceptance of those responding. In the case of the traffic calming policy, a “successful” poll shall be defined as a response rate of at least 60% of the residents in the affected area, coupled with at least a 60% support rate from the residents who responded to the poll. In the event of an unsuccessful poll, a two year moratorium would be in effect prohibiting another poll regarding traffic calming at the requested location.
- m) Upon tabulation of the poll and completion of the two weeks of advertising, a public deputation hearing is scheduled before Council to consider the “roadway alteration” by-law. If the by-law is not approved by Council, then Staff will respond to the proponent(s) with a letter indicating the reasons why the project will not be implemented.
- n) Upon Council approval of the “roadway alteration” IES staff will submit a final report to Council regarding the timing of the project and to approve funding. This will be determined using Section 3 – traffic calming ranking system. If the project is not approved at Town Council, staff will respond to the proponent with a letter indicating the reason why the project will not be implemented.