

**REPORT NO. 293 of the  
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY  
STANDING COMMITTEE**  
of its meeting held August 26, 2015

**Present:** Councillor Fred Francis  
Councillor Chris Holt  
Councillor Hilary Payne (Vice Chair)  
Councillor Paul Borrelli

**Regrets:** Councillor Bill Marra

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**


Moved by Councillor Francis, seconded by Councillor Borrelli,  
That the current traffic calming policy (Traffic Calming for Residential Areas)  
**BE RESCINDED** by Council; and


That the Traffic Calming Policy attached as Appendix "A" **BE APPROVED** by  
Council.

Carried.

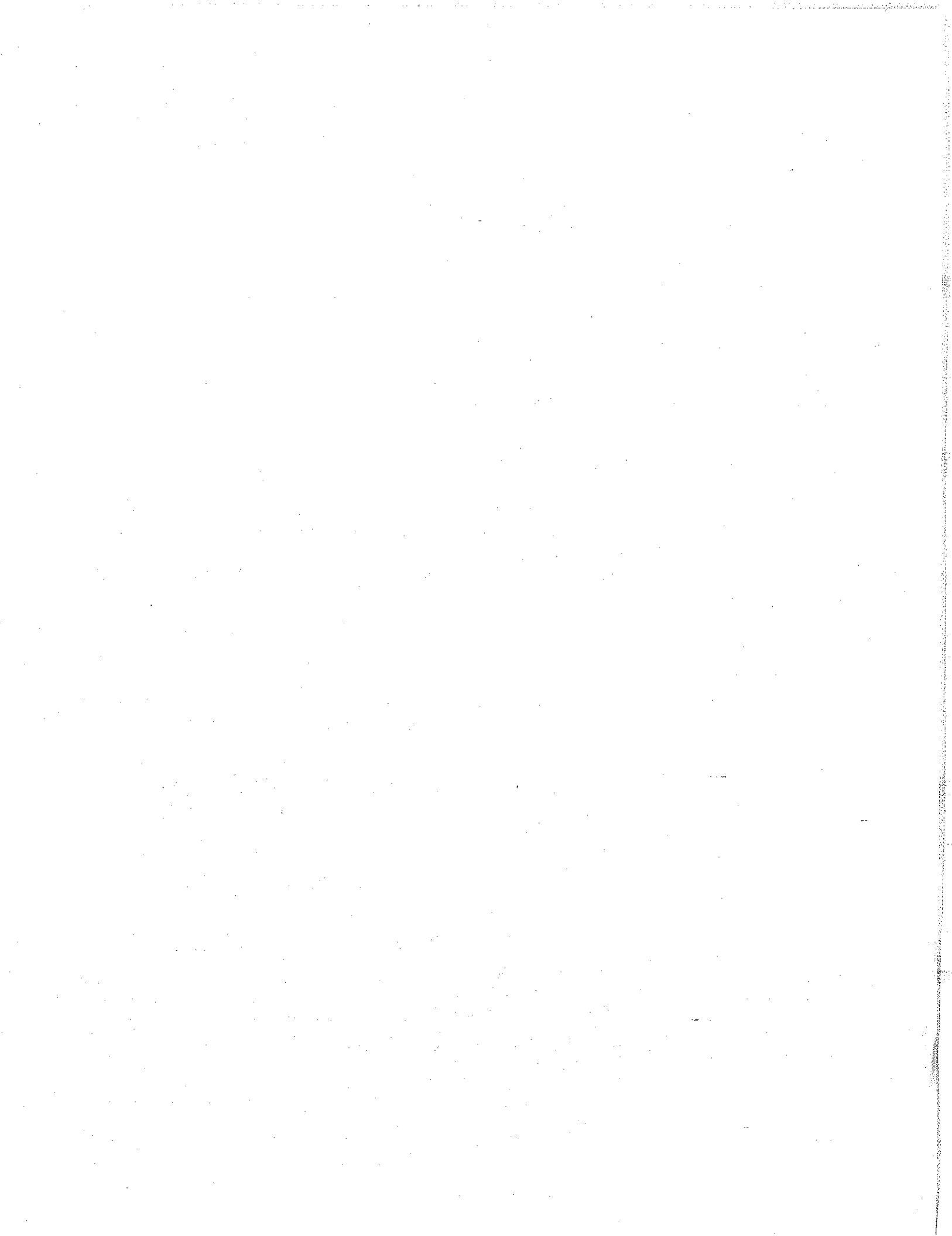
**Livelihood #17888, ST2015**

Clerk's Note: The administrative report authored by the Policy Analyst dated August 13, 2015 entitled "*Traffic Calming Policy*" is attached as background information.

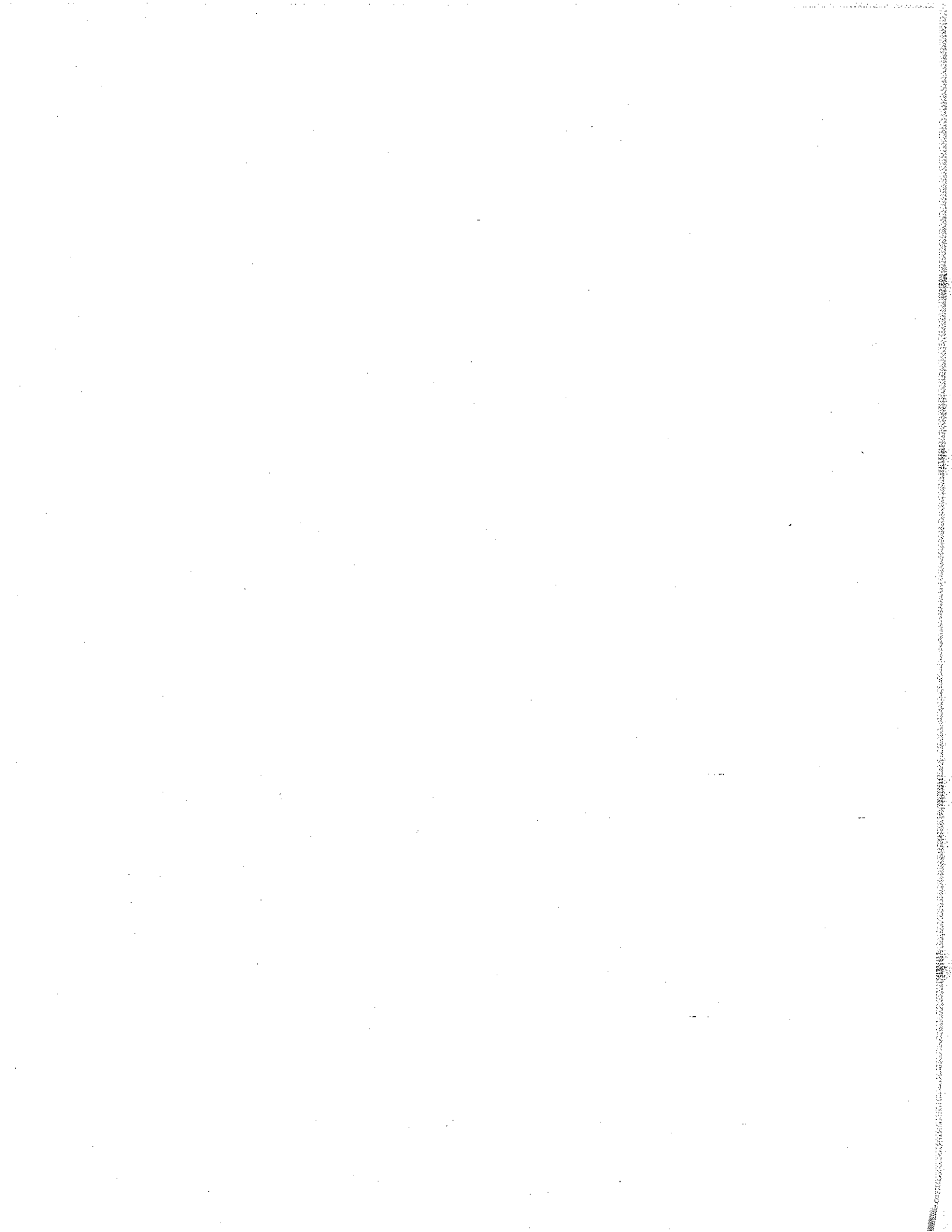
  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION
David Panton	870 DuCharme St., Windsor, ON N9G 1H7
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Joe Gervasi	2629 Vine Ct., Windsor, ON N8T 2X4
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**THE CORPORATION OF THE CITY OF WINDSOR**  
**Environment, Transportation & Public Safety Standing Committee -**  
**Admin Report - Environment Transportation**

**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #: 17888 ST2015</b>	<b>Report Date: August 13, 2015</b> PW#5027—8/13/15:eb
<b>Author's Name: Jeff Hagan</b>	<b>Date to Standing Committee: August 26, 2015</b>
<b>Author's Phone: 519 255-6247 ext. 6003</b>	<b>Classification #:</b>
<b>Author's E-mail:</b> jhagan@citywindsor.on.ca	

**To: Environment, Transportation & Public Safety Standing Committee**

**Subject: Traffic Calming Policy**

**1. RECOMMENDATION: City Wide:  Ward(s): \_\_\_\_\_**

I. THAT the current traffic calming policy (*Traffic Calming for Residential Areas*) **BE RESCINDED** by Council;

II. AND THAT the proposed Traffic Calming Policy, attached as Appendix 'A', **BE APPROVED** by Council.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

The current traffic calming policy, *Traffic Calming for Residential Areas*, was approved in 2005 by Council Resolution CR536/2005.

In 2010, Administration presented two separate reports to Council (*CQ81-2009 Traffic Calming Policy Progress*, Live Link no. 14580 and *M101-2010 Traffic Calming Policy Update*, Live Link no. 14958), which called attention to a number of issues with the current policy, especially its resource-intensive nature and resulting backlog of traffic calming requests.

In September 2011, Administration presented the report *Traffic Calming Policy Revision* (Live Link no. 15520) to the Environment & Transportation Standing Committee, which detailed a number of identified issues with the current policy. The report recommended that the traffic calming policy be revisited by Council and that interim changes be made to the policy for

requests that were under review at the time. The report was deferred by the Committee to a future meeting, and was deferred again at the October 2011 Committee meeting.

At the May 8, 2012 Council Meeting, Council Resolution CR100/2012 authorized Administration to issue a request for proposals for a consultant to review and recommend revisions to the traffic calming policy and creation of a school area policy. The request for proposals was issued accordingly, and the awarding of the contract to Opus International Consultants was approved at the March 18, 2013 Council meeting by Council Resolution CR49/2013. The attached policy (Appendix A) is the result of this consultant assignment.

### 3. DISCUSSION:

#### Need for the Traffic Calming Policy Update

Since the approval of the current traffic calming policy, a number of issues were identified. These issues and a summary of how they are addressed in the proposed policy are summarized in Table 1.

Table 1: Summary of Issues

Issue Under the Current Policy	Approach for the Proposed Policy
<p><b>Resources Required</b></p> <p>The current policy is not sustainable, as it has been found to require many more traffic calming studies than Administration is able to perform, resulting in a significant backlog of studies to be performed.</p>	<p>The proposed policy includes a number of measures intended to make the policy sustainable in terms of resources required to administer it:</p> <ul style="list-style-type: none"> <li>• After an initial speed and volume review, the requestor circulates a petition to a defined petition area (approximately one block or a 300 m length, whichever is shorter) to determine neighbourhood support for traffic calming. This ensures that staff resources are not expended generating traffic calming plans for locations where traffic calming does not have neighbourhood support.</li> <li>• The policy includes two “hold points” at which traffic calming requests or plans are ranked in a priority sequence and addressed as resources allow.</li> </ul>

Issue Under the Current Policy	Approach for the Proposed Policy
<p><b>Lack of Prioritization</b></p> <p>The current policy does not provide guidance on the prioritization for evaluation of or response to incoming requests for traffic calming studies. They are handled on an incoming basis as resources allow.</p>	<p>The proposed policy includes two “hold points” where traffic calming requests are ranked and responded to in priority sequence based on a warrant score (described in Table 2):</p> <ul style="list-style-type: none"> <li>• After an initial review, before a traffic calming plan is prepared.</li> <li>• After a traffic calming plan is prepared, before implementation.</li> </ul>
<p><b>Lack of Suitable Options</b></p> <p>Under the current traffic calming policy, traffic calming measures are grouped into “levels” based on warrant score. This has resulted in some situations where none of the available measures in the warranted level are appropriate for the issues identified.</p>	<p>The proposed policy does not group traffic calming measures into levels; instead, it directs Administration to select measures based on engineering judgement, taking into account factors such as cost-effectiveness, appropriateness for the issues identified, and resident feedback.</p>
<p><b>Lack of Clarity on Technical Details</b></p> <p>In some cases, the current policy does not provide complete clarity on how to calculate warrant scores. This raises the possibility of different scoring results depending on interpretations.</p>	<p>The scoring system has been revamped, making some of these issues moot. The remaining issues are addressed with clear guidance in the policy.</p>
<p><b>Tie-ins to Other City Policies</b></p> <p>The current policy does not automatically refer non-traffic calming issues to other related City policies and programs, such as the Local Improvement Policy and the Windsor Police Service’s Road Watch program.</p>	<p>The proposed policy automatically refers non-traffic calming to other City policies and programs as appropriate.</p>
<p><b>Changes in Technology</b></p> <p>The City’s 311 system, which was only a few months old when the current policy was created, is not addressed in the policy.</p>	<p>The proposed policy explicitly allows for the use of 311 for resident support surveys and uses permissive language that allows flexibility for the use of other emergent technologies in future.</p>

Issue Under the Current Policy	Approach for the Proposed Policy
<p><b>Changes in Provincial Law</b></p> <p>The current policy refers to the Municipal Class Environmental Assessment (EA) process. Due to changes in the Environmental Assessment Act since the policy was approved, traffic calming no longer requires an environmental assessment and is now exempt from the Municipal Class EA.</p>	<p>The proposed policy includes a comprehensive public consultation process that is similar to the process for EAs, but the proposed policy does not refer to the Environmental Assessment Act or the Municipal Class EA.</p>

### Proposed Traffic Calming Policy – Existing Neighbourhoods

The proposed Traffic Calming Policy employs a four-stage process to address requests for traffic calming:

1. Project Initiation
2. Project Development
3. Project Approval
4. Project Implementation and Monitoring

Each of these stages is described in detail below.

#### **1. Project Initiation**

When a traffic calming request is received, an initial eligibility check is carried out. To be eligible for traffic calming, a street must meet all of the following criteria:

- Residential local or collector road (based on Official Plan schedules)
- 50 km/h speed limit or lower
- Street length longer than 150 m
- Street has not been evaluated for traffic calming in the last 5 years

If a street meets these eligibility criteria, speed and volume data are collected. If the speed or volume data suggest a safety issue, this is addressed immediately outside the traffic calming process.

The speed and volume data forms the criteria to proceed to the petition stage. The Consultant and Administration are recommending minimum criteria to proceed to the petition stage that modestly varies from what was initially presented to the public, noting that none of the feedback received has commented in any way respecting proposed eligibility criteria throughout the policy.

As presented during the public meeting (see Appendix C):

*The street must meet either of the following criteria to proceed:*

- *Minimum traffic volume:*
  - *Local roads: 1,000 vehicles per day*



- *Collector roads: 3,000 vehicles per day*
- *Minimum speed: 85<sup>th</sup> percentile speed (i.e. the speed at which 85% of traffic travels at this speed or lower) 5 km/h higher than the speed limit*

As currently recommended and as reflected in the proposed policy:

The street must meet **either** of the following criteria to proceed:

- Minimum traffic volume:
  - Local roads: 1,000 vehicles per day
  - Collector roads: 3,000 vehicles per day
- Minimum speed: 85<sup>th</sup> percentile speed (i.e. the speed at which 85% of traffic travels at this speed or lower) **10 km/h** higher than the speed limit

The recommended change to a minimum 85th percentile speed of 10km/h over the speed limit reflects best practices and current literature for establishing when a speed concern may require further investigation. The 5km/h value was remnant from discussions surrounding appropriate minimums for a requirement to meet *both* speed and volume criteria.

If the street meets the speed or volume criteria for traffic calming, then neighbourhood support for traffic calming is confirmed with a petition. The petition will cover the block where the concern is identified (up to a maximum of 150 m either side of the point of concern, in the case of longer blocks) and will be prepared by Administration and circulated by the requestor.

If the process stops at this point because the requestor is unwilling to circulate the petition or the petition is not returned, another requestor can circulate the petition to continue the process.

On receipt of a successful petition, Administration will carry out a warrant review on the length of the street (from higher-order street to higher-order street). Additional data collection may be required for this step. The proposed scoring criteria are as shown in Table 2.

**Table 2: Prioritization/Warrant Review Scoring System**

Criteria	Points	Maximum Points
Vehicle Speeds	1 point for every km/h (85th percentile) between 5-15km/h over posted speed limit, plus 2 points for every km/h from 15-25km/h over posted speed limit using the average along the street. <i>Example: 85th percentile speed: 58km/h, Posted limit: 50km/h = 3 points</i>	30
Vehicle Volumes	1 point for every 150 AADT starting from 0. <i>Example: 1,500 AADT = 10 points</i>	25
Presence of Schools	7.5 points for each school along the street and 5 points for school walk routes in the area for schools near but not on the street itself.	15
Other Pedestrian Generators	5 points for each generator (park, senior's center, community centre, place of worship, retail, or public institution excluding schools) with a direct connection to the street (frontage, trail, sidewalk, or other access point).	10
Collisions	1 point for each reducible collision per kilometer in the past five years plus 5 points for each reducible collision per kilometer involving a vulnerable road user within the past five years.	10
Presence of Sidewalks	5 points if the road doesn't have a continuous sidewalk on at least one side.	5

To ensure that staff resources are able to address all traffic calming requests that proceed to the next stage, streets that do not meet a minimum cut-off score will not proceed further. Based on a review of the current waiting list of traffic calming requests, the consultant has identified **30 points** as an appropriate cut-off score. It is intended that this cut-off score be reviewed and adjusted periodically so that the number of traffic calming plans to be prepared matches the resources available.

Streets that score above the cut-off will be prioritized based on score, not necessarily on the order they are received.

At the end of the project initiation stage, there is a hold point. Streets will proceed to the next stage, Project Development, as Administration resources and funding allow.

## 2. Project Development

As the first step in developing a traffic calming plan, a larger study area will be identified to address concerns of diverting an issue to nearby alternate routes. Specific instructions are given in the policy to identify the study area. In general, the study area includes not only the street with the identified concern, but also:

- Parallel streets that are likely to experience similar speed or volume issues, and
- Nearby streets that could serve as alternate routes for volumes diverted from the street of concern by traffic calming measures.

At this stage, additional data collection may be required in the expanded study area.

Administration will identify potential traffic calming measures and present them to the public at a minimum of one public meeting. The meeting will take the form of an interactive design session, where members of the public can provide feedback on the range of measures identified by Administration, suggest changes and improvement, and make other comments on issues in the study area. Other stakeholders (including other City departments) would also be invited to the meeting to provide comments and feedback.

Based on the feedback received at the interactive design session, Administration will prepare a traffic calming plan.

### **3. Project Approval**

The traffic calming plan will be communicated to affected residents along with a request to participate in an approval poll through 311 (or other means as appropriate, to be flexible to account for future technologies and methods). Sufficient support is identified by achieving all of the following criteria:

- Minimum response: 50% of the properties in the poll area
- Minimum support:
  - 60% of responding properties indicate support for traffic calming, and
  - 100% of properties immediately adjacent to proposed traffic calming measures indicate support.

If a traffic calming plan does not meet this support threshold, it can be revisited with a second public meeting/interactive design session, traffic calming plan preparation, and approval poll. If a traffic calming plan does not achieve sufficient support on the second poll, it will not proceed further.

Traffic calming plans that meet the support threshold will be prioritized using the scoring system in Table 2, but applied to the entire area proposed for traffic calming treatment (i.e. not just the original street of concern).

Traffic calming plans with sufficient neighbourhood support will be brought forward to the Environment, Transportation and Public Safety Standing Committee and Council for approval based on available resources. In general, projects will be brought forward in order based on priority score, but some deviations from this order may occur when justified (e.g. to coordinate the installation of traffic calming with other works) or for special cases at Council's discretion (e.g. if ward funds are used to accelerate implementation of a traffic calming plan).

### **4. Implementation and Monitoring**

6 to 12 months after implementation of the traffic calming plan, an outcome study will be carried out to confirm that the traffic calming measures are functioning as intended. Further review may be carried out after a long enough period to determine the effect of traffic calming on collision rates (typically 3 to 5 years).

If the study finds that the traffic calming measures are not effective, then a report to Council will be prepared and further public meetings may be held to identify potential improvements.

## **Proposed Traffic Calming Policy – New Developments**

The requirements for traffic calming in new developments in the proposed policy are substantially similar to those in the existing policy. Where traffic calming is identified, the proposed policy allows a wider range of traffic calming measures than the current policy: the current policy specifies that long, straight sections of road should be broken up with chicanes; the proposed policy allows a range of measures in these cases. This change gives developers flexibility while ensuring that the goal of speed reduction is achieved. It is also responsive to comments received from the City's technical team for this project: Windsor Police Service representatives have expressed concerns with chicanes as a traffic calming measure.

### **4. RISK ANALYSIS:**

A risk analysis table is provided as Appendix B.

### **5. FINANCIAL MATTERS:**

Capital Funding allocated to Project # 7069022 Traffic Calming is intended for the incidentals related to the public meeting and notification process for projects. Council has additionally utilized this funding in the past for the implementation and construction of traffic calming plans.

Approval of this policy will result in continued funding demands to follow the Policy process including public engagement. It is recommended that requests for funding for the implementation of prioritized traffic calming plans be additionally supported by the same Capital Project. The magnitude of the approved plan will dictate the funding demand. As outlined in the Policy, implementation will be undertaken as funding and administrative resources allow. The current balance in Project # 7069022 Traffic Calming is \$115,304. The 2015 approved in principle 5-yr Capital Budget supported \$75,000 in each of 2016 and 2017, and a further increase to \$100,000 was identified for 2018 and 2019.

### **6. CONSULTATIONS:**

#### **Project Tech Team**

A Technical Team made up of representatives from the following departments/agencies provided input throughout the project:

Engineering: Wes Hicks

Transportation Planning: Josette Eugeni, Jeff Hagan

Traffic Operations: John Wolf

Planning: Michael Cooke

Public Works – Maintenance and Contracts: Phong Nguy

Windsor Police Service: S/Sgt. Daniel Shannon, Barry Horrobin

#### **Other Internal Consultation**

Alena Sleziak, 311 Call Centre

## Public Consultation

A Public Information Centre (PIC) was held on Tuesday, June 23, 2015 at the Optimist Community Centre (1075 Ypres Avenue) to present the proposed Traffic Calming Policy and to solicit comments from residents. The notices and display panels for the PIC are provided in Appendix C.

The PIC was held concurrently with PICs for traffic calming studies for Hall Avenue/Shepherd Avenue and for Conservation Drive, results of which are communicated in separate reports.

23 people registered as attendees; 19 of these identified themselves as interested in the Traffic Calming Policy update.

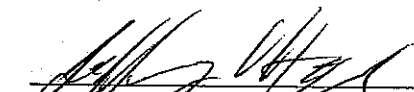
7 comment sheets or emailed responses were received; these are summarized in Table 3. None of the comments received expressed disagreement with the proposed policy.


**Table 3: Public Comments Received**

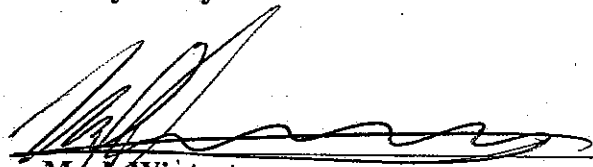
<b>Representative Comment</b>	<b>Administration Response</b>
<i>Requests for traffic calming at specific locations.</i>	These requests have been logged and will be reviewed.
Setting up a standard policy for traffic calming projects makes good sense. For sure it will be disputed but it is a good start.	Comment noted. The City has a policy in place. The proposed policy includes improvements to the process in the current policy.
Signage is a total waste of time and money in this city. People ignore signs.	The proposed policy only recommends installing signage when it is accompanied by physical traffic calming measures.

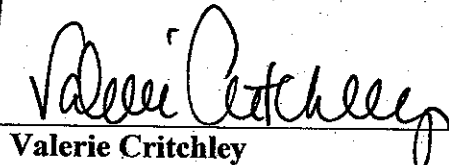
**7. CONCLUSION:**

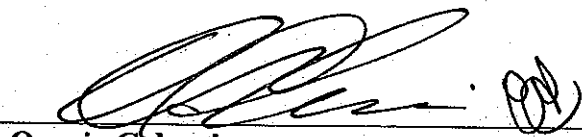
Administration recommends that the proposed Traffic Calming Policy, attached as Appendix A, be adopted in place of the current policy.

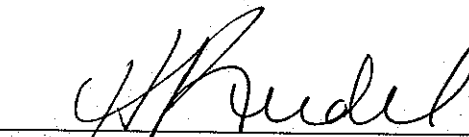
  
Jeff Hagan  
Policy Analyst

  
Dwayne Dawson  
Executive Director of Operations

  
Mark Winterton  
City Engineer and Corporate Leader  
Environmental Protection and  
Transportation

  
Valerie Critchley  
City Clerk and Corporate Leader Public  
Engagement and Human Services

  
Onorio Colucci  
Chief Financial Officer & City Treasurer  
Corporate Leader Finance and  
Technology

  
Helga Reidel  
Chief Administrative Officer

JH

Appendices duplicated in colour for Council only. Available for viewing on city website.

**APPENDICES:**

- A: Proposed Traffic Calming Policy
- B: Risk Analysis Table
- C: Public Consultation Materials

**DEPARTMENTS/OTHERS CONSULTED:**

Name:

Phone #: 519 ext.

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX
Project Contact List				

**Appendix 'A' – Proposed Traffic Calming Policy**

**THE CORPORATION OF THE CITY OF WINDSOR**

**POLICY**

Environment, Transportation & Public  
Safety Standing Committee  
August 26, 2015  
Colour Appendices – Item 9

<b>Service Area:</b>	<b>Office of the City Engineer</b>	<b>Policy No.:</b>	
<b>Department:</b>	<b>Traffic Operations</b>	<b>Approval Date:</b>	
<b>Division:</b>	Transportation Planning	<b>Approved By:</b>	
		<b>Effective Date:</b>	
<b>Subject:</b>	<b>Traffic Calming Policy</b>	<b>Procedure Ref.:</b>	
<b>Review Date:</b>		<b>Pages:</b>	Replaces: Traffic Calming for Residential Areas
<b>Prepared By:</b>	Jeff Hagan, Policy Analyst	2	Date: September 2005

**1. POLICY**

1.1 This policy addresses traffic calming on local roads and collector roads in residential areas.

**2. PURPOSE**

2.1 The purpose of this policy is to provide City Administration and the general public with a simple and transparent framework to assess, design, and implement appropriate traffic calming measures on City streets.

**3. SCOPE**

3.1 This policy covers requests for traffic calming (including requests related to speed, traffic volumes, or cut-through traffic).

3.2 This policy covers on-street traffic calming requirements for new residential developments.

**4. RESPONSIBILITY**

4.1 Council has ultimate authority to approve implementation and funding for traffic calming plans that are developed under this policy, and is responsible for approving amendments to this policy.

4.2 Staff are responsible for carrying out this policy as follows:

4.2.1 The City Engineer is the corporate lead for all Transportation and associated Public Safety programs.

4.2.2 The Executive Director of Operations provides strategic oversight and approval authority for the traffic calming program.

4.2.3 The Manager of Transportation Planning is responsible for:

4.2.3.1 Overseeing implementation of this policy,

## Appendix 'A' – Proposed Traffic Calming Policy

- 4.2.3.2 Bringing forward traffic calming plans before Council for approval,
- 4.2.3.3 Recommending operating and capital budget expenditures related to traffic calming, and
- 4.2.3.4 Recommending revisions to this policy to Council.
- 4.2.4 The Manager of the 311 Call Centre has overall responsibility for receiving public approval poll responses, and for reporting these responses to the Manager of Transportation Planning.

### 5. **GOVERNING RULES AND REGULATIONS**

- 5.1 The policy shall be carried out as described in Attachment 1.

### 6. **RECORDS, FORMS AND ATTACHMENTS**

- 6.1 Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.
- 6.2 Attachments:
  - 6.2.1 Attachment 1: City of Windsor Traffic Calming Policy – 2015, Opus International Consultants



# City of Windsor Traffic Calming Policy - 2015

## 1 Introduction

### 1.1 Purpose of this Policy

The purpose of the *City of Windsor Traffic Calming Policy* is to provide City Administration and the general public with a simple and transparent framework to assess, design, and implement appropriate traffic calming measures on City streets where warranted.

Key objectives of the policy include:

- Defining when an area or street meets the requirements for traffic calming<sup>1</sup>;
- Identifying an appropriate consultation plan and neighbourhood support level; and
- Providing clear guidance for assessing and prioritizing these locations.

### 1.2 What is Traffic Calming?

Traffic calming is the implementation of mainly physical measures to (i) reduce the negative effects of motor vehicle use, (ii) alter driver behavior, and (iii) improve conditions for non-motorized street users.

### 1.3 Traffic Calming Objectives

Through the effective implementation of traffic calming, the City of Windsor is aiming to:

- Improve the neighbourhood environment;
- Minimize user conflicts;
- Encourage an appropriate speed for motorized traffic in residential neighbourhoods;
- Discourage cut through or "short-cutting" traffic that has neither an origin nor destination within a residential neighbourhood;
- Reduce the number and severity of collisions; and
- Enhance safety and convenience for all road users.

### 1.4 Policy Development

This policy is intended to replace the previous version, which was originally adopted back by Council in 2005. While the new document has retained many elements from the 2005 version, it has been further enhanced by incorporating current best practice findings from other agencies across North America.

The policy itself has been structured in two discrete parts:

<sup>1</sup> The Riverside Drive Vista Improvement Project Class Environmental Assessment has been completed which includes consideration for traffic calming concerns. Construction of the technically preferred option is being implemented in phases.

- Section 2 details the traffic calming policy for **existing roads**,
- Section 3 describes the traffic calming policy for **new neighbourhoods**.

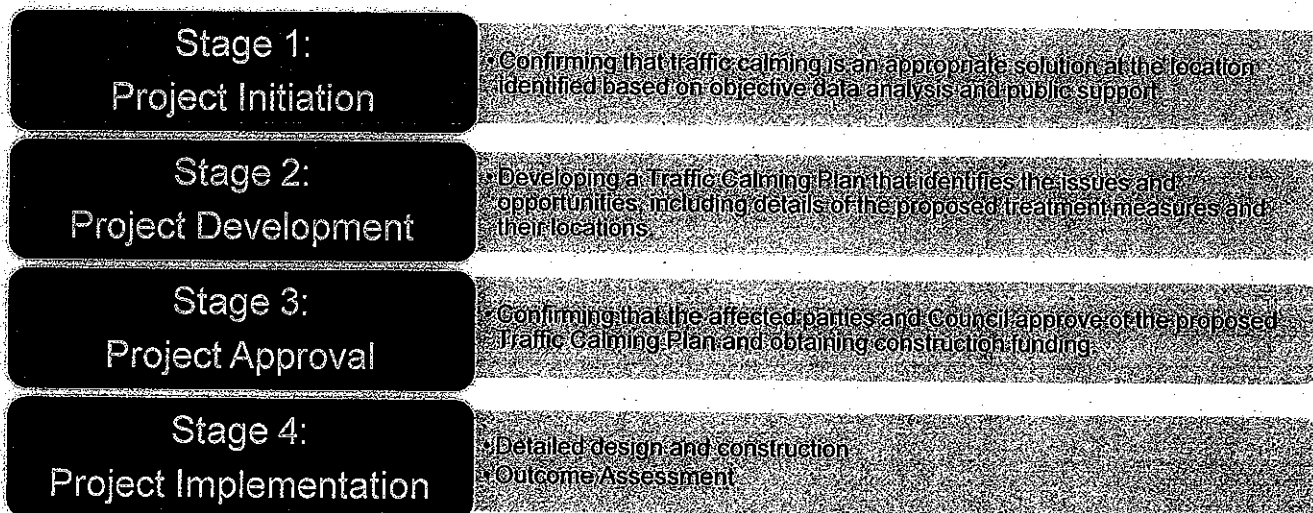
## 2 Traffic Calming Policy – Existing Roadways

This section describes the City of Windsor's framework for assessing and implementing potential traffic calming projects on existing city streets. The respective roles and responsibilities of both the City and the individual or group making the request are also described.

### 2.1 Process Overview

The assessment process for a potential traffic calming project is initiated when an individual or group raises a concern specifically related to vehicle speeds and/or volumes. From there, the process will commence through a series of structured stages until such time as a) a traffic calming solution is implemented, or b) traffic calming is deemed inappropriate for implementation. The four stages of a traffic calming project are presented in Figure 2-1 below. Each stage involves a series of associated steps, which are described in further detail in Figure 2-2 and the following pages.

**Figure 2-1: Project Process Stages**



The process set out in Figure 2-2 identifies two hold points - one prior to commencing development of a Traffic Calming Plan, and another prior to constructing the proposed improvements. These hold points have a two-fold purpose:

- They allow City staff to ensure that the cost of the proposed projects moving through the process aligns with available funding resources; and
- By immediately following prioritization steps, they allow projects to proceed in order of neighbourhood need rather than the order that they are received.

Given that funding resources are often constrained, a prioritization step will be used to decide the recommended sequence for projects progressing past these hold points. While a project may be deemed appropriate for traffic calming, it may take several years before funds are available for implementation. Affected stakeholders will be advised of where their project sits on the prioritized list.

As a project progresses through the various stages it will encounter key decision points where it may be determined that traffic calming is not an appropriate solution for the specific concern that has been raised. Recognizing this, Section 2.2 identifies alternative outcomes for projects that are deemed not eligible for traffic calming.

Figure 2-2: Project Process Stages

