

		POLICY AND PROCEDURE MANUAL	
Category: Streets & Roads	Number: EPW.32(A)	NEIGHBOURHOOD TRAFFIC CALMING POLICY	
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Engineering			
Date Adopted: September 16, 2019	Council Resolution No: RC19/549	Date to be Reviewed: September 16, 2022	
Manner Issued: District Website, Pipeline			

BACKGROUND:

The District of Mission receives numerous requests each year for Traffic Calming on neighbourhood roads. Traffic Calming measures such as speed humps/tables, curb extensions, raised medians, and traffic circles are designed to encourage safe driving by slowing down the speed of vehicles and reducing the volume of traffic on local roads.

Traffic Calming can be controversial, and general support of the residents and owners of parcels in an area is desirable before Traffic Calming measures are implemented. The measures may also require funding contributions from residents and/or owners. This policy sets out the processes for determining the level of support, the type of funding, and the apportionment of that funding.

Traffic Calming projects are intended to be small scale neighbourhood-level projects, with relatively low implementation costs. Projects which are projected to cost more than \$50,000 will be considered Local Area Service projects and will be processed using the District's Local Area Service Tax Policy.

PURPOSE:

The Neighbourhood Traffic Calming Policy (Policy) sets the criteria for the evaluation and prioritization process for Traffic Calming requests as well as the funding, approval, and implementation of Traffic Calming projects on District roadways.

This Policy is intended to address existing road conditions. While it is not intended to guide new development, any Traffic Calming measure installed on newly constructed roads is also subject to Section 2 of this Policy.

POLICY:

1. Definitions

"85th Percentile Speed" means the speed at or below which 85% of vehicles are observed to be traveling.

"Ballot Sheet" means a ballot mailed to all parcel owners and residents in the Benefiting Area, affording each parcel one vote in the Traffic Calming initiative in their neighbourhood.

“Benefiting Area” means the area which bounds the properties that face, flank or back onto the section of Highway proposed to receive Traffic Calming and may be responsible for costs associated with the work. This area will include, at a minimum, the entire block where Traffic Calming measures are proposed.

“Council” means the duly elected officials of the District of Mission, those being the Mayor and Councilors.

“Director” means the Director of Engineering and Public Works or their designate.

“District” means the District of Mission.

“Funding Parties” means the owners or residents of parcels who have indicated a willingness to fund the proposed Traffic Calming measures.

“Highway” means any public street, road, lane, or other public way.

“LAS” means Local Area Service, a municipal service that is to be paid for in whole or in part by an LAS tax, in accordance with FIN.53(C) Local Area Service Tax Policy.

“Official Ballot for Traffic Calming” means an official Ballot Sheet and information package mailed out to all owners and residents of parcels in the Benefiting Area.

“Parcel” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“Preliminary Petition” means a petition form issued to the Proponent whereby signatures are requested from parcel owners or residents that benefit from or abut the proposed Traffic Calming project.

“Proponent” means the owner(s) or resident(s) of a parcel who have requested Traffic Calming for their street or neighbourhood.

“Traffic Calming” means physical and non-physical features installed on a road with the intent to reduce the speeds at which vehicles travel, to discourage through traffic, to improve traffic safety, and to improve comfort levels for all road users. Traffic Calming measures may include speed humps, curb extensions, and mini-roundabouts or traffic circles.

2. Traffic Calming

2.1 All Traffic Calming measures installed in the District of Mission shall conform to the standards established in the Transportation Association of Canada’s Canadian Guide to Traffic Calming (February 2018) and any revisions thereto.

2.2 In general, Traffic Calming measures will only be installed in residential areas or on a roadway adjacent to a park or school. Traffic Calming measures will generally be limited to the following measures and applications:

Traffic Calming Measure	Location Applicability				
	Local	Rural Local	Collector	Arterial	Emerg/ Priority #1 Snow Route
VERTICAL DEFLECTION					
Raised Crosswalk (only considered where there is an existing marked crosswalk, or a crosswalk is warranted)	✓	✗	■	✗	✗
Speed Cushion	✓	■	■	✗	✗
Speed Hump	✓	■	■	✗	✗
Speed Bump	Lane only	✗	✗	✗	✗
HORIZONTAL DEFLECTION					
Chicane	✓	✗	✗	✗	✗
Curb Radius Reduction	✓	✗	✓	■	✗
Traffic Circle / Mini-Roundabout	✓	✗	■	✗	✗
ROADWAY NARROWING					
Curb Extension	✓	✗	✓	✗	■
On-Street Parking (as appropriate by road cross-section)	✓	✗	✓	✗	■
Centre Median	✓	✗	✓	✗	■
NON-PHYSICAL MEASURES (includes surface treatments and education)					
Transverse Rumble Strips	■	■	■	■	■
On-Road Pavement Markings ("Sign", converging chevrons)	✓	■	✓	■	■
Speed Display Devices	✗	■	✓	✓	✓
Speed Watch	✓	■	✓	■	■
✓ Appropriate ■ Use with Caution ✗ Not Appropriate					

2.3 Other measures will only be considered in the event that the above measures would not, in the opinion of the Director, adequately address the identified traffic issues or concerns. The above notwithstanding, traffic control signs other than those associated with the above noted measures will not be considered for use as Traffic Calming measures. Static signs are considerably less effective than structural measures or dynamic signage in achieving speed and volume reductions or decreasing shortcutting traffic, and generally require enforcement for compliance.

- 2.4 Vertical and horizontal deflection Traffic Calming measures will not be considered where:
- a) Road centerline grade is greater than 8 percent;
 - b) Emergency access route would be significantly impacted; or
 - c) Location is a Priority #1 snow clearing route, in accordance with Snow Plowing Policy EPW.25(C).
- 2.5 Caution must be exercised when considering Traffic Calming measures for transit routes and Priority #2 snow clearing routes.
- 2.6 Stop signs shall not be considered for Traffic Calming. The purpose of a stop sign is to assign right-of-way at an intersection and stop signs are only installed where MUTCD warrants are met. Unwarranted stop signs have low compliance rates, potentially leading to increased accidents, additional noise and air pollution, and increased speeds between intersections.
- 2.7 Traffic Calming measures within or fronting new developments will be considered at the development application review stage.

3. Initiation

- 3.1 A request for Traffic Calming is generally initiated by a resident or business. Residents and businesses can request Traffic Calming in writing via email, letter or by completing a Traffic Inquiry Form. The Traffic Inquiry Form is available on the District's website.
- 3.2 Staff will conduct an initial assessment to determine if a similar request has been submitted in the past five (5) years. If a request has previously been submitted and reviewed, staff will investigate if traffic patterns have changed significantly thereby necessitating a new traffic study. If a previous request has been unsuccessful in the past five years, and no significant traffic pattern changes have occurred, staff will document the findings and notify the Proponent.
- 3.3 Staff will undertake a traffic study which will include vehicle speeds, traffic volumes, road classification, nearby pedestrian generators, and collision history. A minimum 85th Percentile Speed threshold of 10 km/h above the posted speed limit is required to proceed. If the minimum threshold is not met staff will document the findings and notify the Proponent that the Traffic Calming project will not be proceeding.
- 3.4 If the minimum threshold is met, the data gathered during the traffic study will be scored based on the warrant criteria and weighting for the Traffic Calming warrant in accordance with Appendix A.

4. Evaluation and Funding Options

- 4.1 The warrant process will result in a numeric score ranging from 10 to 60. This score will determine the applicable funding source. Traffic Calming requests that score 40 points or greater may be considered for District-funding, while requests that score between 20 and 39 may be approved to be funded by residents. Traffic Calming requests which score 19 or less are considered unwarranted and will not be considered. If Traffic Calming is not warranted staff will document the findings and notify the Proponent that the Traffic Calming project will not be proceeding.

- 4.2 District-funded Traffic Calming projects will be prioritized based on the warrant score, and are subject to Council approval and available budget. Traffic Calming requests which meet the warrant for District funding, but for which funding is not currently available will remain on the Traffic Calming priority list to be considered in a subsequent year.
- 4.3 Traffic Calming projects with warrant scores from 20 points to 39 points may be funded by residents in the Benefiting Area. Costs associated with resident-funded Traffic Calming will be 100% borne by residents/owners.
- 4.4 Traffic Calming projects which satisfy the warrant score for District-funded Traffic Calming, but for which District funding is not available in a given year, may be funded by residents/owners. Costs associated with these types of Traffic Calming projects will be 100% borne by owners.

5. Project Development – Neighbourhood Support

- 5.1 If Traffic Calming is warranted, the Benefiting Area will be defined. The Benefiting Area will be used to determine which residents are to be consulted in the Preliminary Petition, open house, and Official Ballot for Traffic Calming. The extents of the Benefiting Area are influenced by the nature of the traffic concerns. It may be confined to a single street if speeding is the major concern, or include an entire neighbourhood in the case of non-local or short-cutting traffic into local streets. For a local road, the Benefiting Area must be comprised of a minimum one block length; whereas a collector road's Benefiting Area will likely encompass a larger area.
- 5.2 The Proponent will be required to canvas the Benefiting Area to gauge neighbourhood support for a Traffic Calming project. The Proponent will be provided with:
 - a) District of Mission Traffic Calming Guide; and
 - b) Applicable Preliminary Petition form (Appendix B), filled out with addresses of all properties in the Benefiting Area.
- 5.3 The Proponent has up to sixty (60) days to circulate the Preliminary Petition for Traffic Calming and return it to the District. If the Preliminary Petition is not returned, the District will not take any further steps with respect to the proposed Traffic Calming.
- 5.4 Sufficient support is deemed to exist when at least fifty percent (50%) of the residents of parcels (based on one vote per parcel) located in the proposed Benefiting Area have indicated their support for the proposed Traffic Calming on the Preliminary Petition.
- 5.5 If the Preliminary Petition fails to achieve sufficient support, the Traffic Calming request will be closed and the location will not be considered for Traffic Calming for a period of one year. Staff will document the findings and notify the Proponent.
- 5.6 If the Preliminary Petition is returned within sixty (60) days and the Director is satisfied that there is sufficient support for the proposed Traffic Calming project, staff will:
 - a) review residents main concerns identified on the Preliminary Petition;
 - b) develop two or more options which meet the criteria of this policy and TAC guidelines;

- c) consult with the RCMP, Mission Fire and Rescue Service, transit and Public Works;
- d) prepare a cost estimate for each option;
- e) schedule an open house. All owners and residents in the Benefiting Area will be invited to attend and provide input on proposed options. Notice of the open house will be posted in the newspaper and District website. If concerns or objections are identified which cannot be reasonably solved, the Traffic Calming request will be closed. Staff will document the findings and notify the Proponent; and
- f) finalize the preferred option's design based on feedback from the open house and revise the estimate as required. If the cost estimate of the preferred option exceeds the allowable maximum for resident-funded Traffic Calming projects, the Local Area Service Tax Policy will be applied.

6. Official Ballot

- 6.1 Staff will report to Council the results of the open house, and request approval from Council to initiate the Official Ballot for Traffic Calming process.
- 6.2 If Council approves the request to initiate the Official Ballot for Traffic Calming process, staff will mail an information package to owners and residents of parcels in the Benefiting Area. The mail out will include a cover letter, estimated project costs, and in the case of a resident-funded project the estimated cost plus a 5.5% administration fee for each parcel; a map of the proposed works; a Ballot Sheet (Appendix C); and a pre-paid, pre-addressed return envelope.
- 6.3 Each parcel is allocated a single vote in the process. If a parcel is owned by two or more persons the Ballot Sheet must be signed by the majority of owners. If the resident is not the owner and the support of the owner and resident are not the same, the vote for the parcel is considered neutral.
- 6.4 Ballot Sheets are to be returned to the District within sixty (60) days, or another period of time as specified by the Director. Ballot Sheets received after this time will not be considered in the determination of sufficiency and validity of the Official Ballot for Traffic Calming.
- 6.5 The Director will determine the sufficiency and validity of the Official Ballot for Traffic Calming. To be certified as sufficient and valid:
 - a) a minimum fifty percent (50%) of parcels located in the Benefiting Area must submit a Ballot Sheet; and
 - b) a minimum of two-thirds (66.7%) of parcels in the Benefiting Area must support the project before it can proceed, even if a lesser number of owners/residents are willing to fund a resident-funded project.
- 6.6 If the Official Ballot for Traffic Calming is not certified as sufficient and valid by the Director, the District will provide written notice to the owners/residents of parcels in the proposed Benefiting Area and will not take any further steps with respect to the proposed Traffic Calming, nor will any further requests for Traffic Calming be considered for five years, unless significant traffic pattern changes occur in the area.

- 6.7 If the Official Ballot for Traffic Calming has been certified as sufficient and valid by the Director, the results will be presented to Council, which may choose to:
- a) approve construction of a District-funded Traffic Calming project;
 - b) defer construction of a District-funded Traffic Calming project to a future year;
 - c) approve construction of a resident-funded Traffic Calming project; or
 - d) cancel the Traffic Calming project.
- 6.8 If Council approves the construction of a resident-funded Traffic Calming project, all Funding Parties will be contacted to provide a deposit for their share of the estimate plus a 5.5% administration fee.
- 6.8.1 In the case of a change in willingness to fund the Traffic Calming project by one or more parties, staff will contact the remaining Funding Parties to solicit sufficient funds for the project.
- 6.8.2 If funding in the amount of the estimate and administration fee is not available, the Traffic Calming project will be placed on hold for one (1) year. If funding is not secured within that year, the Traffic Calming project will be cancelled, and further requests for Traffic Calming will not be considered for an additional four (4) years. Any funds collected will be returned to the person(s) that provided the deposit.

7. Implementation

- 7.1 Once funding is secured, the Traffic Calming project will proceed and the Traffic Calming measures will be implemented.
- 7.2 Construction of approved Traffic Calming projects may be delayed by the Director to coordinate with other construction projects.
- 7.3 Where possible, the Traffic Calming measures will be initially installed on a temporary basis. If after a monitoring period of at least six months the temporary measure is achieving the initial objectives then the permanent installation may be considered.
- 7.4 For resident-funded Traffic Calming projects, if the actual cost of installation is less than the estimate and administration fee, the difference will be refunded to the Funding Parties in proportion to their contributions. If the cost of installation is more than the estimate and administration fee, the District will fund the additional expense.

8. Evaluation

- 8.1 Evaluation of the performance of temporary measures will be conducted using a similar process to the Traffic Calming warrant.
- 8.2 For permanently installed measures staff will monitor the Traffic Calming measure to assess performance; however, residents will not be contacted for further input.
- 8.3 Once installed, Traffic Calming measures will generally remain in place. The process for removing Traffic Calming measures will follow the same initiation, project development,

approval, and implementation procedure as a Traffic Calming request would. Resident requested Traffic Calming removal will be 100% resident funded.

- 8.4 If Council decides to remove resident-funded Traffic Calming measures, the District will pay for the removal and if this occurs within two (2) years of the installation, it will refund the Funding Parties their contributions to the project.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

Development and Subdivision Control Bylaw 5650-2017

Local Area Service Tax Policy FIN.53(C)

Snow Plowing Policy EPW.25(C)

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
STR.32	2003-07-21				03/880
STR.32		2008-04-02	Y		CAO Approval
STR.32		2009-02-02	Y		RC09/064
EPW.32(A)				2019-09-16	RC19/549

APPENDIX A

WARRANT CRITERIA FOR TRAFFIC CALMING STUDIES

Criteria	Points	Basis for Points
Speed	20	85 th percentile speeds (1 point for every km above existing speed limit, up to a maximum of 20 points)
Traffic Volume	10	Average daily traffic (varies based on road classification) <ul style="list-style-type: none"> • 10 – Local > 750 vehicles per day • 5 – Local > 500 vehicles per day • 10 – Collector >3,000 vehicles per day • 5 – Collector > 1,500 vehicles per day
School	10	School frontage located within 150 m of location (scoring varies based on level of school) <ul style="list-style-type: none"> • 10 – Elementary School • 5 – Middle School • 3 – High School or Other
Park	10	Park frontage located within 150 m of the proposed location
Crash History	5	Greater than 1 preventable accident per year for the last 5 years (based on available ICBC and/or RCMP data)
Bike Route	5	Location is on a bike route
Maximum Total	60	

40 points or greater - may be considered for District-funded Traffic Calming

20 to 39 points - may be considered for resident-funded Traffic Calming

20 points or less - will not be considered for Traffic Calming

District-funded Traffic Calming projects will be prioritized according to their score.

APPENDIX B

TEMPLATE PRELIMINARY PETITION FOR DISTRICT-FUNDED TRAFFIC CALMING

Traffic calming generally involves the use of features installed on a road to a) reduce the speeds at which vehicles travel, b) discourage through traffic, c) improve traffic safety, and d) improve comfort levels for all road users. Typical traffic calming measures include speed humps, curb extensions, and traffic circles.

A request has been received from residents of your neighbourhood for the District of Mission to initiate a traffic calming project on **<STREET(S)>**. Please refer to the provided map for the extent of the neighbourhood covered by the request.

Before the District can proceed with this request it is necessary to determine whether or not residents of the neighbourhood generally support traffic calming. In accordance with the District's Neighbourhood Traffic Calming Policy, for traffic calming to proceed to the next step at least 50% of the addresses below must support traffic calming. If supported, the following steps include identification of options, preparation of cost estimates, an open house, and circulation of an Official Ballot for Traffic Calming.

By signing below I am indicating my support in principle for a traffic calming project in my neighbourhood:

Name: (Please print)	Address:	Signature:	Main Concern and Suggestions
	<i.e. 8645 Stave Lake St>		
	<Address>		
	<Address>		
	<Address>		
	<Address>		
	<Address>		

Return this petition to the District of Mission Engineering Department on or before **<DATE>**.

TEMPLATE PRELIMINARY PETITION FOR RESIDENT-FUNDED TRAFFIC CALMING

Traffic calming generally involves the use of features installed on a road to reduce the speeds at which vehicles travel, to discourage through traffic, to improve traffic safety, and to improve comfort levels for all road users. Typical traffic calming measures include speed humps, curb extensions, and traffic circles.

A request has been received from residents of your neighbourhood for the District of Mission to initiate a traffic calming project on <**STREET(S)**>. Please refer to the provided map for the extent of the neighbourhood covered by the request.

Before the District can proceed with this request it is necessary to determine whether or not residents of the neighbourhood generally support traffic calming. In accordance with the District's Neighbourhood Traffic Calming Policy, for traffic calming to proceed to the next step at least 50% of the addresses below must support traffic calming. If supported, the following steps include identification of options, preparation of cost estimates, an open house, and circulation of an Official Ballot for Traffic Calming.

This traffic calming project does not warrant District funding in accordance with the District's Neighbourhood Traffic Calming Policy. Costs for this project will be borne 100% by residents. **The intent of this petition is to determine neighbourhood support in principle; signing this petition carries no financial obligation.**

By signing below I am indicating my support in principle for a traffic calming project in my neighbourhood:

Name: (Please print)	Address:	Signature:	Main Concerns and Suggestions
	<i.e. 8645 Stave Lake St>		
	<Address>		
	<Address>		
	<Address>		
	<Address>		

Return this petition to the District of Mission Engineering Department on or before <DATE>.

APPENDIX C



**TEMPLATE BALLOT SHEET FOR
DISTRICT-FUNDED TRAFFIC CALMING**

The District of Mission is considering the installation of the following traffic calming measures, as indicated on the map:

- 1. <TRAFFIC CALMING MEASURE 1>; and**
- 2. <TRAFFIC CALMING MEASURE 2>.**

Please check one of the following:

- I/we support the above noted traffic calming
- I/we **DO NOT** support the above noted traffic calming

Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____

Ballot must be received at the District of Mission Engineering Department by close of business on **<DATE>**.

Note: Each parcel is allocated a single vote in the process.

- If a parcel is owned by two or more persons the Ballot Sheet must be signed by the majority of owners.
- If a parcel is occupied by other than the owner, the occupant may vote. However, if the owner and occupant votes differ, the votes will cancel each other



**BALLOT SHEET FOR
RESIDENT-FUNDED TRAFFIC CALMING**

The District of Mission is considering the installation of the following traffic calming measures, as indicated on the map:

1. <TRAFFIC CALMING MEASURE 1>; and
2. <TRAFFIC CALMING MEASURE 2>.

Please check one of the following:

- I/we **DO** support the above noted traffic calming
- I/we **DO NOT** support the above noted traffic calming

This traffic calming project does not warrant District funding. The costs of this project are to be borne by the benefiting neighbourhood. If you support the identified traffic calming measures please check one of the following:

- I am/we are willing to fund a portion of the traffic calming measures, understanding that if others are unwilling to contribute that the cost may increase. Any increase in cost will be communicated to all funding parties prior to the project proceeding.
- I/we **DO NOT** wish to financially contribute to the construction of traffic calming measures. I/we understand that if others are also unwilling to fund the project then the project will not move forward and traffic calming in this location will not be considered again for five (5) years.

Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____
Owner Name (print)	_____	Signature	_____

Ballot must be received at the District of Mission Engineering Department by close of business on <DATE>.

Note: Each parcel is allocated a single vote in the process.

- If a parcel is owned by two or more persons the Ballot Sheet must be signed by the majority of owners.
- If a parcel is occupied by other than the owner, the occupant may vote. However, if the owner and occupant votes differ, the votes will cancel each other