

# KING TOWNSHIP CORPORATE POLICY TRAFFIC CALMING REQUEST



**POLICY NO.:**  
COR-POL-134

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Public Works Department

Issue Date: 11/16/2020

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Issue No.: 2

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Next Revision: 11/16/2025

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## 1 PURPOSE STATEMENT

1.1 The purpose of this Traffic Calming Request Corporate Policy (*the "Policy"*) is to outline the Township of King's commitment to traffic calming implementation through defined principles and processes to meet the needs and expectations of the community and to provide a consistent and effective approach for staff to address concerns related to traffic calming in both a proactive and responsive manner.

## 2 POLICY OBJECTIVE

2.1 This Policy aims to improve road users' safety, quality of life, and encourage appropriate road behaviour through applying appropriate traffic calming measures.

## 3 APPLICATION/SCOPE

3.1 This Policy compliments the details outlined in the Township's Traffic Calming Strategy.

## 4 DEFINITIONS

4.1 **Traffic Calming:** A collection of treatments used to improve traffic safety for all road users through mainly physical features to encourage driver behaviour changes.

## 5 RESPONSIBILITIES

5.1 Development and continuous support of this Policy requires a wide range of duties and responsibilities. The following outlines key responsible for these tasks:

### 5.2 Council

5.2.1 Approve the Policy and provide input and direction on the Traffic Calming Strategy.

5.2.2 Annual review and approval of budgets (operating and capital).

### 5.3 Senior Leadership Team

5.3.1 Development and updates to this Policy.

5.3.2 Provide corporate oversight to goals and directions and ensure the Traffic Calming Strategy aligns with the Township's strategic plans.

5.3.3 Review the annual monitoring of the traffic calming implementations and make recommendations to Council.

### 5.4 Departmental Staff

5.4.1 Conduct data collection based on requests and for monitoring purposes.

5.4.2 Review and evaluate the requests submitted.

5.4.3 Implement and direct annually selected pilot and permanent traffic calming projects.

5.4.4 Review this Policy for any required modifications to the Policy and Traffic

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Calming Strategy.

5.4.5 Manage budgets based on lifecycle activities and financial management strategies.

**5.5 Public**

5.5.1 Provide solicited input through surveys and public engagement relating to proposed traffic calming locations and measures.

5.5.2 Understand dynamic nature of relationships between performance, cost, and risk of assets to deliver desired levels of service.

**6 TRAFFIC CALMING REQUESTS**

6.1 Residents, staff and Council can submit a request for traffic calming on a roadway.

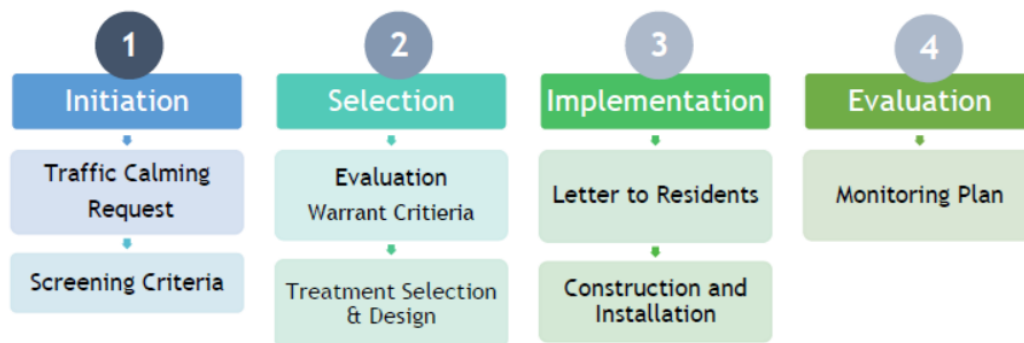
6.2 Residents can contribute with the local knowledge of daily traffic conditions and identify safety concerns.

6.3 The following approach evaluates requests to determine if action will be taken and what the suitable treatment is. This approach is for roadways that cannot benefit from roadway modifications and policies through other Township’s programs.

**7 REQUEST PROCESS**

7.1 There are four stages of the traffic calming request stream: Initiation, Selection, Implementation, and Evaluation, as shown in Figure 1. Details of each step are further described in the following sections.

*Figure 1 – Traffic Calming Process for Requests*



**8 INITIATION**

8.1 Traffic calming requests can be received via phone calls, emails and letters from residents, Councillors and Township staff. A neighbourhood petition that includes the statement of concern and support from 20% of affected households agree along the identified area of concern. The study area for petition should include the road segment

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within the block of the area of concern. The Township staff can confirm the petition area based on the surrounding road characteristics with similar operating characteristics to the location of the request. The requestor is responsible for gathering signatures on the petition form (Appendix A). This petition process demonstrates some buy-in from the neighbourhood and confirms the problem statement. Once the neighbourhood support is confirmed, staff should ensure that they have the basic information of the requested location. The following are the minimum required information:

- 8.1.1 Name and the contact information of the requestor;
  - 8.1.2 Date of the request received;
  - 8.1.3 Street name (from/to), segment of length;
  - 8.1.4 Identified issues and concerns; and
  - 8.1.5 Desired traffic calming treatment.
- 8.2 Requests can also be initiated by a staff or Council recommendation, which do not require any resident signatures.

**9 SCREENING CRITERIA**

9.1 The first step to evaluate the suitability of the requested location is using the screening criteria, shown in Table 1. The screening process filters locations based on geometry, classification and qualifications. This is important since data collection is essential to determine the severity of the issue and the Township has limited resources to conduct data collection within a given year. If the response is ‘No’ for any of the criteria, the location is considered ineligible for traffic calming.

*Table 1 – Township of King’s Screening Criteria*

SCREENING CRITERIA	YES	NO
<b>Road Classification</b> Is the location within the Township’s jurisdictions and classified as either an urban local, urban collector or rural road?		
<b>Posted Speed</b> Urban: Is the posted speed 40 km/h or lower? Rural: Is the posted speed 60 km/h or lower?		
<b>Street Length</b> Is the road longer than 250 m between traffic controls?		
<b>Grade</b> Is the vertical grade less than 8%?		
<b>Previous Evaluation</b> Has not been evaluated within the last 24 months?		

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9.2 For the location to be deemed appropriate for traffic calming, all of the screening criteria have to be met. The requestor will be notified of the result.

**10 SELECTION**

10.1 Once the location passes the screening criteria, the Township should check whether there is available data within the last two years for the study location. If data is required, it should be scheduled. The Township uses an Armadillo Tracker device installed on the side of the road. Setup is a fast and simple "point and go" installation and the radar technology facilitates accurate traffic speed and volume readings.

**11 WARRANT EVALUTION AND POINT SYSTEM**

11.1 The warrant criteria assess the location for eligibility of traffic calming and the point system, shown in Table 2, allows for prioritization between eligible locations. Based on the available funding, the locations with higher points will be prioritized. The point system is developed to give appropriate weighting based on the road classification (local/collector) and the location type (urban/rural).

11.2 Locations with the total points less than the required minimum points are considered a lesser priority for traffic calming. The Township will continue to seek for solutions to mitigate the initial concern through passive and educational measures.

11.3 The minimum required points are:

11.3.1 Urban local roads: 30 points

11.3.2 Urban collector roads: 40 points

11.3.3 Rural roads: 50 points

*Table 2 – Township of King’s Warrant Criteria & Point System*

CRITERIA	WARRANT CRITERIA & POINTS	MAX POINTS
Operating Speed	1 point for each km/h above the posted speed	30
Traffic Volume	1 point for every 50 vehicles above the local threshold of 500 vehicles/day 1 point for every 100 vehicles above the collector/rural threshold of 1000 vehicles/day	20
Collision History	5 points for each collision within the last 3 years	20
Pedestrian Generator	5 points for each school or park or other pedestrian generator within the study area (the frontage of the road segment or within 300m)	10
Pedestrian Facilities	10 points if there are no sidewalks in the study area, 5 points if only on one side	10
Bicycle Facilities	5 points if the road has bicycle lanes, sharrows, or signed routes	5
Land Use	5 points if fully residential area, 1 point decreasing for every 20% non-residential	5

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**12 TREATMENT SELECTION AND DESIGN**

12.1 Based on the available annual budget, the Township will prioritize and determine an approximate number of locations that can be implemented. Once a location scores above the threshold, suitable traffic calming devices will be reviewed for the location based on the initial concern, data collected, and the warrant results. Appropriate traffic calming measures are discussed further in the Traffic Calming Strategy, Section 3.

**13 IMPLEMENTATION**

- 13.1 During implementation, a letter will be provided to affected residents notifying them of the proposed plan, including the objective, rationale on the selected device and the intended outcome of the installation. It will also be posted on the Township's website. In addition, the Mayor and members of Council will be advised.
- 13.2 The final design will include the location of the implementation, spacing, specifications of the treatment, and estimated cost.

**14 EVALUATION**

- 14.1 All traffic calming devices should be monitored and the effects of the devices evaluated.
- 14.2 The monitoring plan includes speed and volume data collection over two days (before and after installation), and a summary of public input and feedback received. This information will help determine whether design and/or location adjustments and any additional efforts are required. When conducting traffic volume data collection, it should be noted that adjacent roadways may have increased volume from traffic diversion. This should be considered to ensure that by installing traffic calming in one place does not create an issue somewhere else.

**15 TRAFFIC CALMING REQUEST - SCHEDULE**

- 15.1 **Request Intake Period:** Traffic calming requests can be submitted to the Township any time of the year. However, any request submitted after September 15<sup>th</sup> will be evaluated for the following year's evaluation.
- 15.2 **Data Collection Period:** Any necessary traffic data will be collected prior to October 31<sup>st</sup> in order to conduct the evaluation of traffic calming warrant.
- 15.3 **Evaluation Period:** The data will be evaluated and prioritized from November 1<sup>st</sup> to February 28<sup>th</sup> based on the Traffic Calming Strategy.
- 15.4 **Implementation Period:** Selected traffic calming measures will be procured between March 1<sup>st</sup> to April 31<sup>st</sup> (if in-house staff resources and expertise not available) and implemented between May 1<sup>st</sup> and June 3<sup>rd</sup>.
- 15.5 **Monitoring Period:** Monitoring of recently installed traffic calming measures will be conducted between September 1<sup>st</sup> and October 31<sup>st</sup>.

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**16 REVIEW AND AMENDMENTS**

- 16.1 This Policy has been reviewed by and will be maintained by the Public Works Department – Capital Division, with departmental support, input and assistance.
- 16.2 This Policy will be reviewed and if necessary, updated at least every five (5) years.
- 16.3 Any major changes that materially affect this Policy must be approved by Council. The Director of Public Works and/or Chief Administrative Officer may make minor/administrative amendments to this Policy and such changes shall be documented.

**17 RELATED DOCUMENTATION**

- 17.1 Appendix A – Petition for Traffic Calming Measures (Template)
- 17.2 Township of King Traffic Calming Strategy, November, 2020

**18 APPROVAL AUTHORITY**

<u>Council</u>	<u>By-law #2020-053</u>	<u>Original Signed</u>	<u>2020-11-16</u>
<b>Authority</b>	<b>By-law</b>	<b>Township Clerk</b>	<b>Date</b>



# Petition for Traffic Calming Measures

## What is traffic calming?

The purpose of traffic calming is to alter driver behaviour to encourage appropriate speeds on the Township’s neighbourhood collector and local streets and rural roads. Traffic calming is used where the majority of motorists are driving inappropriately. It is not intended for locations where there is ongoing construction or where only a few motorists are speeding. Police enforcement is the best solution in these cases.

**We, the undersigned, as owners/tenants of the households in the defined area, request Council to consider traffic request a traffic calming assessment on our street as detailed below:**

<b>Street:</b> <b>Limits from/to:</b>  <b>Description of concerns:</b>
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Petition organizer contact information	How to submit completed petition
<b>Name:</b>  <b>Phone:</b>  <b>E-mail:</b>  <b>Address:</b>	<b>By Mail or Drop off in Person:</b> ATTN: Township Clerk Township of King Clerk’s Division 2585 King Road King City, ON L7B 1A1  <b>By E-mail:</b> <a href="mailto:clerks@king.ca">clerks@king.ca</a>

Name (please print legibly)	Address	Phone Number	Signature

**Support from 20% of affected households is required. Insert additional signature sheets as needed.**

# Petition for Traffic Calming Measures (Continued)



We, the undersigned, as owners/tenants of the households in the defined area, request Council to consider a traffic calming assessment on our street as detailed below:

Name (please print legibly)	Address	Phone Number	Signature

Support from 20% of affected households is required. Insert additional signature sheets as needed.