SUBJECT: Traffic Calming/Traffic Management Policy and Procedure (PW07150) - (City Wide)

RECOMMENDATION:

(a) That the City of Hamilton Traffic Calming/Traffic Management Policy outlined in Report PW07150 as Appendix “A” be approved;

(b) That the City of Hamilton Traffic Calming/Traffic Management Procedure outlined in Report PW07150 as Appendix “B” be approved.

EXECUTIVE SUMMARY:

This report outlines the establishment of a Traffic Calming/Traffic Management Policy and Procedure for the City of Hamilton. The purpose of this initiative is to create a program for responding to individual requests for traffic calming with minimum criteria and warrants and with a prioritizing system. The Public Works Department currently has a list of over 90 requests to review. Approval of the attached policy and procedure will provide direction to staff on the exact process and structure by which the City of Hamilton will respond to neighbourhood traffic issues. The recommendations contain a defined, formal process from the initial contact through the data collection, assessment, evaluation, planning, design and implementation stages.

Traffic calming has been used in many North American communities with some communities having literally hundreds of locations installed. The proposed policy and procedure for Hamilton has been developed based on a review of a number of traffic
calming policies in municipalities with well-established programs. The basic factors built into the proposed policy are very similar to those in the best of the policies reviewed.

The criteria proposed for Hamilton will not support the installation of traffic calming features in every location for which there is a request. This is intentional, as traffic calming is often controversial and there needs to be a clear, proven problem in order to gain wide-spread local neighbourhood support. While staff have not applied the criteria to the existing list of 90 locations, it is not expected that more than one-half of the list will have the minimum conditions to be recommended for actual implementation.

Staff will be able to conduct the initial screening in time for the next capital budget cycle, but the timetable for implementation will depend on a number of factors, including capital budget funding and the degree of effort each location will require in terms of design and neighbourhood consultation.

The proposed process has been structured to require significant neighbourhood and council member input, to ensure the greatest likelihood of success.

**BACKGROUND:**

The information/recommendation provided within this report has city-wide implications.

Staff continue to receive concerns from area residents regarding the speed of traffic on their local streets or the volume of short cutting traffic travelling through their neighbourhood. The current range of responses is limited. “Traffic Calming” is an approach to controlling driver behaviour with a proven history of success in North America. Traffic calming attempts to control driver behaviour by physically altering the geometrics of a roadway. Traffic calming and traffic management measures are generally “self-enforcing” since they influence driver behaviour. The measures are effective because drivers instinctively comply. Traffic calming measures work 24 hours per day, 7 days per week.

In Hamilton, the primary focus to date of traffic calming funded through the capital budget has been on major neighbourhood traffic projects. A number of neighbourhoods in the City have received neighbourhood-wide programs (e.g. Durand, Corktown, Kirkendall), consisting of a wide range of techniques, including a combination of traffic calming/traffic management features. However, no formal program of traffic calming has been available to respond to concerns about individual streets or locations.

The purpose of this initiative is to create a program for responding to individual requests for traffic calming with minimum criteria and warrants and with a prioritizing or ranking system. The Public Works Department currently has a list of over 90 requests to review. This program will enable the City of Hamilton to respond to neighbourhood traffic issues using a defined, formal process.

Traffic calming has been utilized in many North American communities with some locations having literally hundreds of locations installed. The proposed policy and procedure for Hamilton has been developed after a thorough review of the policies in use in municipalities with well-established programs. The basic factors built into the proposed policy are very similar to those in the best of the policies reviewed. Many of the criteria used have similar values in most policies examined. Where criteria are not
consistent in the policies reviewed, the proposed policy for Hamilton takes a position in the approximate middle of the range.

The policy outlined in Report PW07150 as Appendix “A” and procedure outlined in Report PW07150 as Appendix “B” detail the steps involved in processing traffic calming requests. The initial request will be reviewed to determine that prerequisites have been met. This step includes the requirement of some initial level of support from the neighbourhood and/or the ward councillor. If the prerequisites are met, staff will arrange for speed, volume and “through traffic” studies to be undertaken. A proposed traffic calming plan will then be circulated to the neighbourhood for review and for a formal vote. If necessary, a neighbourhood meeting will be undertaken to discuss and further refine the concept. All locations supported by neighbourhoods will then be compared and ranked based on the warrant scores. Work will proceed in order based on the warrant scores.

The criteria proposed for Hamilton will not support the installation of traffic calming features in every location for which there is a request. This is intentional, as traffic calming has negative impacts and is often controversial. There needs to be a clear, proven problem in order to gain the required wide-spread local neighbourhood support necessary to ensure success. While staff have not applied the criteria to the existing list of 90 locations, as data collection must first be undertaken, it is estimated that not more than one-half of the list would meet the minimum requirements to proceed through the evaluation process, gain neighbourhood support and be recommended for actual implementation.

Staff will conduct the initial screening in time for the next capital budget cycle, but the timetable for implementation will depend on a number of factors, including capital budget funding and the degree of effort each location will require in terms of design and neighbourhood consultation. New neighbourhood projects, such as the Strathcona neighbourhood traffic management study, continue to be initiated, and this adds to demand for use of limited capital funding.

**ANALYSIS/RATIONALE:**

The primary objectives of a traffic calming program are as follows:

- Improve neighbourhood liveability by mitigating the impact of vehicular traffic on residential streets.
- Influence driver behaviour through education and design.
- Promote safe and pleasant conditions for motorists, cyclists, pedestrians and other non-motorized means of transportation on residential streets.
- Appropriately channel public resources by prioritizing traffic mitigation requests according to documented criteria.
- Encourage citizen involvement in all phases of neighbourhood traffic management activities.
- Creating traffic management designs that are compatible with the character of the neighbourhood.
When traffic calming is to be implemented, the following general guidelines should be adopted:

- “Through traffic” should be deterred from residential streets and routed to major collectors and/or arterial roads.
- Emergency vehicle access must be preserved.
- Automobile access should be maintained on all streets. Neighbourhood traffic calming projects should encourage and enhance pedestrian, bicycle and transit access to neighbourhood destinations.

There are many types of traffic calming devices, including traffic circles, modern roundabouts, speed humps, diverters, chicanes, bumps-outs, raised pedestrian crossings and others. The physical change to a particular roadway requires the motorist to change his/her driving habits. Traffic calming may be installed on a particular street or throughout an entire neighbourhood. While a process has been in place for addressing area-wide or neighbourhood transportation planning projects in Hamilton, the only program that exists for responding to concerns on individual streets is the City’s Speed Hump Policy. The speed hump policy is specific as to how and when to utilize this device, but does not provide guidance on how to prioritize multiple requests. The Speed Hump Policy will be superseded by the new, comprehensive policy and procedure.

Traffic calming measures are only intended for, and should only be utilized on local, residential streets and minor collector roadways. It is not appropriate or advised to attempt traffic calming on arterial roads, which are intended to carry larger volumes of traffic including transit vehicles, emergency service vehicles and heavy trucks.

Alternative strategies should always be pursued before the decision is made to install speed humps, or other traffic calming devices. These strategies include:

- Reviewing, establishing and/or revising and enforcing general Highway Traffic Act regulations and municipal by-laws pertaining to speed limits and other traffic control management items.
- Educating residents and neighbourhood groups so that they can better understand causes of traffic problems, potential solutions to these problems, and the advantages and disadvantages of implementing different solutions.
- Installing any applicable regulatory, warning, or guide message signs or other traffic control devices which comply with approved standards.

There are two separate approaches contained in the policy. Traffic calming accepts traffic on a street but attempts to slow the speeds while traffic management typically responds to short-cutting traffic and attempts to reroute or divert the traffic to other adjacent roads.

Traffic calming devices are effective at safely reducing vehicle speeds on certain types of streets. This is accomplished by vertical (such as speed humps) and horizontal (such as narrowing the street) measures that make the roadway more difficult to travel at high speed, either due to discomfort or the need to manoeuvre the vehicle more in order to negotiate the street.

Traffic management devices reroute traffic, either through regulation changes (such as turn prohibitions) or through physically blocking certain routes to travel by all vehicles, including local traffic.
In order for traffic calming and traffic management device installations to be effective, they should be located selectively in accordance with defined engineering criteria. Proper installation will also minimize driver frustration and encourage safe driving practices. Devices must be in accordance with and satisfy engineering and safety criteria outlined in standard manuals of practice such as the Manual of Uniform Traffic Control Devices for Canada (MUTCDC) and the Ontario Traffic Manual (OTM).

Public consultation is a core part of the investigation process of traffic calming and traffic management, and as well, all traffic calming projects will also be subject to consultative review by the City of Hamilton Emergency Services, the Hamilton Street Railway, road maintenance staff and all other affected agencies.

**ALTERNATIVES FOR CONSIDERATION:**

The status quo or do nothing is not a recommended option. A formal policy and procedure will facilitate the evaluation and prioritization the 90 locations the department currently has on file, as well as all future requests.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Through the implementation of this policy a significant number of new traffic calming projects may be identified. This may result in additional financial pressure on the capital budget for traffic calming, which will be addressed in the annual preparation of the budget. The City of Hamilton established a traffic calming capital program in 2001 and has typically allocated an annual budget of $200,000. The primary focus to date of the traffic calming capital budget has been on major neighbourhood traffic projects.

**POLICIES AFFECTING PROPOSAL:**

This policy incorporates and supersedes the current City of Hamilton Speed Hump Policy. This new policy aligns with the “Communities” and “Processes” vision drivers of the “Innovate Now – A Compass for Public Works to 2017” Public Works strategic plan by providing safer, more pedestrian-friendly roadways for our residents, engaging our residents in the decision process and having an objective, clear process for determining how traffic calming projects should be installed. Residents will be directly involved in the selection of solutions to their neighbourhood traffic issues.

**RELEVANT CONSULTATION:**

Staff have had informal discussions in the past with representatives from Hamilton Emergency Services; Hamilton Police Service; Public Works Transit and Road Operations and Maintenance staff with respect to the potential impacts on their respective operations of traffic calming installations.

**CITY STRATEGIC COMMITMENT:**

By evaluating the “Triple Bottom Line”, (community, environment, and economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.
Community Well-Being is enhanced.
☑ Yes ☐ No
Public services and programs are delivered in an equitable manner, coordinated, efficient, effective and easily accessible to all citizens.
Participation in community life is accessible to all Hamiltonians.
The public are involved in the definition and development of local solutions.
Partnerships are promoted. Residents, staff, and other agencies/stakeholders are involved and work together preparing neighbourhood traffic calming plans.

Environmental Well-Being is enhanced.
☑ Yes ☐ No
Human health and safety are protected.
Consumption of all natural resources is reduced.
Consumption of energy is reduced; alternative energy and co-generation are supported.
A sustainable transportation network provides many options for people and goods movement; vehicle-dependency is reduced.
Traffic calmed streets may result in increased use of alternative modes of transportation such as cycling, inline skating and walking.

Economic Well-Being is enhanced.
☑ Yes ☐ No
Safer roads result in fewer pedestrian and/or vehicular collisions and potentially reduced litigation against the City.

Does the option you are recommending create value across all three bottom lines?
☑ Yes ☐ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants?
☑ Yes ☐ No
The creation of a respectful, desirable and supportive workplace. Life-long learning is supported.
1. Description and Purpose

This policy document outlines prerequisites, minimum criteria and the selection process for traffic calming or traffic management projects on local and minor collector roadways.

There is a clear distinction between “Traffic Calming” and “Traffic Management” and this policy will treat them differently.

In 1997, after considerable debate, the Institute of Traffic Engineers defined the term traffic calming as “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour and improve conditions for non-motorized street users”. In the context of this policy, traffic calming refers primarily to responding to travel speeds which are deemed excessive for the type of street in question and reducing the speed of vehicles with the expectation of only minor changes in traffic volumes. Traffic calming devices are typically vertical and/or horizontal deflections in a roadway which are self-enforcing.

Conversely, “Traffic Management” attempts to control the volume of traffic movements through the use of regulatory devices and signs such as turn prohibitions or one-way streets; or through physical devices such as diverters or full road closures. Traffic management is primarily in response to cut-through or non-local traffic. Traffic management measures may require Police enforcement to obtain reasonable levels of compliance, if they are regulatory in nature only.

2. Scope

The Traffic Engineering and Operations Section, in consultation with residents, Hamilton Emergency Services, the Hamilton Street Railway, the Ward Councillor(s), and other relevant agencies, will be responsible for investigating, evaluating and recommending to Committee and Council for their consideration, traffic calming installations or projects on residential and minor collector streets.

Applies to: □ All Divisions □ Operations and Maintenance □ Transit □ Energy, Fleet and Facilities □ Waste □ Water/Wastewater □ Capital Planning and Implementation

3. Definitions

The following is a partial list of more commonly used traffic calming devices and a brief description of their intended use:

Chicane - a series of curb extensions on alternating sides of the roadway, which require the driver to slow down and “zig-zag” from one side of the road to the other to travel along the street. Typically, a series of at least three curb extensions are required.
**Curb Extension** – also known as “bump-outs”, are horizontal extensions of a curb into the roadway. These may be used to provide higher visibility of pedestrians, shorter walking distances to cross the roadway and to create chicanes, etc.

**Diverters/Barriers** – are devices that physically block some or all traffic movements, thereby limiting access or turns to and from side streets and/or driveways or forcing turns at intersections. These can be effectively used to discourage cut-through traffic.

**Roundabouts** – varying in size, at the neighbourhood level, these may be referred to as “mini-roundabouts”, or “intersection buttons”, and are raised islands placed at the center of an intersection. The best designs are scaled-down versions of the modern roundabout designs now in use as an alternative to traffic signals on arterials. Roundabouts in neighbourhoods are generally used in place of all-way stop control. The benefits of roundabouts are that they slow traffic and reduce the number of right-angle and turning collisions, while providing a more efficient and environmentally-friendly operations, compared to stop signs. They reduce the number of potential conflict points at an intersection from 32 down to only eight, increasing safety.

**Speed Humps** – are asphalt mounds constructed on a street intended to reduce travel speeds. Well-designed speed humps have minimal effect on the majority of vehicles and only act to reduce speeds at the higher end of the travel speed range. Speed “humps” differ from speed “bumps” in that speed bumps are abrupt, sharply-angled narrow mounds of asphalt usually seen in private parking lots, schools, shopping malls, etc. where there is generally a lower driving speed and they create a higher degree of a vertical deflection and jarring motion in the vehicle. Speed “bumps” are not appropriate on city roadways. A commonly used traffic calming device, speed hump designs can vary due to differing conditions of a roadway, traffic conditions, and desired speed reduction. They are effective at targeting or impacting only the drivers who are exceeding a defined speed. Speed humps must be installed on primary emergency response routes only in unusual cases, and are not recommended on transit routes.

**Raised Crosswalk** – is a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway. Raised crosswalks reduce vehicle speeds and improve pedestrian visibility thereby reducing possible vehicular/pedestrian collisions. However, due to the definition of right-of-way under the Ontario Highway Traffic Act, raised crosswalks are not recommended for use at this time.

**85th Percentile Speed** – is the speed at which 85 percent of the motorists travel at/or below on a given road.

### 4. Responsibility

The Traffic Engineering and Operations Section of the Public Works Department will be responsible for overseeing the evaluation and implementation of traffic calming projects on local residential or minor collector roadways. The Capital Planning and Implementation Division will continue to spearhead all major Environmental Assessments and neighbourhood traffic studies with input from the Traffic Engineering and Operations Section. A formal EA for minor traffic calming projects is no longer required but the public consultation process is still a key element of this process.

### 5. Policy Details

a) **Prerequisites:** The prerequisites (i. through v.) inclusive must **all** be met in order for a traffic calming or traffic management request to proceed to the data collection stage.

   i) An informal survey/poll conducted by the Ward Councillor or a petition indicating a reasonable level of support must be submitted by the abutting residents on the subject section of street indicating support for traffic calming/traffic management measures. **In order to even begin the process of evaluation, which uses staff time and/or contract resources, it is reasonable to expect a minimum starting level of public**
acceptance of traffic calming/traffic management measures. Therefore, it is
necessary to gauge and obtain consent or consensus from the abutting residents
on the subject street.

ii) The subject roadway must function as a local or minor collector roadway.
Traffic calming is not appropriate or recommended on major collector and arterial
streets which are designed to carry larger volumes of traffic. Introducing
measures on higher-order streets may result in reduced safety or other negative
effects such as short-cutting down local streets. Traffic calming features have been
designed specifically only with local streets in mind, and there are no standards for
traffic calming devices for major roadways.

iii) The speed limit on the subject roadway must be at least 50 km/h.
Streets with lower posted speed limits already have a mechanism in place to
control speeds. However, if a Council member asks staff to consider a street with a
posted speed limit of 40 km/h, 10 points will be deducted from the traffic calming
warrant score, and the evaluation will proceed on that basis.

iv) The subject roadway must not be a primary emergency response route or designated
HSR bus route.
Traffic calming or traffic management measures will not be supported on streets
that serve as primary EMS response routes or HSR routes. This is because
emergency response time increases and, depending on the measures used,
patients in ambulances and passengers riding on buses, particularly standing
passengers, may be jostled or thrown about.

v) The roadway gradient must not exceed 5%.
Due to possible inclement winter weather conditions, speed humps and other
vertical traffic calming devices should not be used on roadways with grades
exceeding 5%.

b) Technical Criteria for Traffic Calming: Technical criteria (i. through v.) must all
be met for a street to be considered for traffic calming measures.

   i) The minimum 24 hour volume on the subject street must be at least 750 vehicles
per day (vpd) for a local road and between 2,500 – 5,000 vpd for a minor collector
roadway. In cases where “cut-through” traffic is greater than 30%, no minimum
volume threshold is required. The “industry standard” is between 750 and 1,500 vehicles per day before
traffic calming measures are considered. Hamilton’s policy will use the
lower standard in determining this warrant. Residential, local or minor
collector streets should be carrying a minimum of 750 vehicles per day to
justify the impacts of traffic calming. However, once traffic volumes exceed
5,000 vpd, the road is functioning as a major collector or arterial roadway
and traffic calming measures should not be implemented due to the
likelihood of creating or diverting short-cutting traffic on adjacent local
roadways.

   ii) The 85th percentile speed must be at least 8 km/h above the posted or default
speed limit. In cases where the 85th percentile speed is at least 15 km/h above
the posted speed, no minimum volume threshold is required. In order for speed humps and other horizontal/vertical traffic calming
measures to be effective, there must be a documented speeding problem. The “industry standard” has been that the 85th
percentile speed must be 8 to 15 km/h above the posted speed limit. Hamilton’s policy will use the
lower standard in determining this warrant.
iii) The minimum block length must be at least 200 m. 

*On streets where mid-block traffic calming measures are to be used; the minimum length must be at least 200 m between controlled intersections or block segments. Sections of street with less than 200 m lengths typically do not experience speeding problems since there is insufficient distance to attain excessive speed.*

iv) There must be a sidewalk on at least one side of the road. 

*To ensure pedestrian safety, there should be a continuous sidewalk on at least one side of the roadway where traffic calming measures are proposed. If no sidewalk exists, consideration should be given to proving a sidewalk on at least one side of the road before implementing any traffic calming measures.*

v) The minimum public approval criteria of a positive response from 70% of all directly affected residences and 50% of indirectly affected residences must be achieved. The “affected” areas will be determined by staff in consultation with the Ward Councillor(s). 

*Experience has shown that citizens often do not truly understand what the delay, noise, parking or emergency service impacts of traffic management are until after implementation. The minimum approval criteria requires that 70% of residents abutting the subject street or residents that have no alternative to using the street in question to access their homes and 50% of those homes on adjacent streets that are potentially affected by implementing traffic calming measures, must indicate support. This ensures a high likelihood of success of the traffic calming features.*

c) **Technical Criteria for Traffic Management:** Technical criteria (i. through iv.) must all be met for a street to be considered for traffic management measures.

i) The minimum 24 hour volume on the subject street must be at least 500 vehicles per day (vpd) for a local road and the road should be acting primarily as a local street or minor collector. 

*A minimum volume must be present before the effect on non-local traffic would be felt. If the width, number of lanes and overall place of the roadway in the system suggest the road is functioning as a major collector or arterial roadway, it is expected that non-local traffic would use such a road and traffic management is not appropriate.*

ii) All attempts to improve traffic flow on the arterial/collector street system have been undertaken, without success. 

*The best way to cure a cut-through traffic problem is to increase the efficiency of the major roadway system, so that the short-cut no longer appears attractive.*

iii) The “cut-through” traffic is greater than 50% of the total volume 

*Traffic management changes can have very wide-spread, extreme and negative impacts. Therefore, a significant problem has to be experienced in order for diverters or regulatory changes to be considered.*

iv) The minimum public approval criteria of a positive response from 70% of all directly affected residences and 50% of indirectly affected residences must be achieved. The “affected” areas will be determined by staff in consultation with the Ward Councillor(s). 

*Experience has shown that citizens often do not truly understand what the delay, circuitous travel or emergency service impacts of traffic management*
are until after implementation. The minimum approval criteria requires that
70% of residents abutting the subject street or residents that have no
alternative to using the street in question to access their homes and 50% of
those homes on adjacent streets that are potentially affected by
implementing traffic management measures, must indicate support. This
ensures a high likelihood of success of the traffic management features.

d) Warrant Scoring: In order to prioritize or rank candidate traffic calming locations which have met
the criteria detailed in Sections a), b) and c), a warrant scoring system has been established.
Every location will be scored out of 100 maximum points.

- **Speed Warrant** (max. 40 pts) – 3 points will be awarded for every km/h the 85th percentile speed
is above 50 km/h to a maximum of 40 points.

- **Volume Warrant** (max. 30 pts) – 2 points will be awarded for every 100 vehicles of daily traffic for
local roads and 2 points for every 250 vpd over 2,500 on minor collector roadways to a maximum
of 30 points in either case.

- **Pedestrian/Cycling Warrant** (max. 5 pts) – 5 points will be awarded if there is a pedestrian
generator (ie. school, church, playground, recreation center, etc) in the block where traffic calming
measures are being considered or if there is a signed bicycle route on the subject roadway.

- **Collision Warrant** (max. 25 pts) – 5 points will be awarded for every reported preventable
collisions in the past 3 years in the subject block or road segment.

e) Priority Setting: It is necessary to prioritize or rank candidate traffic calming locations which have
met the criteria. Ranking will be in descending order of the point ratings. Projects will be
implemented in this order subject to the availability of funds. Only if two projects have identical
ratings will the original date of the request be considered. In that case, the oldest request will
have priority. The only exception will be a street that qualifies near the top of the list, and is on the
capital construction list for resurfacing or reconstruction. In that case, if significant cost savings
might be realized by coordinating the traffic calming/management installation with the construction
project, the priority might be increased.

7. **Associated Documents**

The following is a list of resource material used in the development of this policy document.

- The TAC/ITE Canadian Guide to Neighbourhood Traffic Calming; MUTCD; OTM
- The Ontario Highway Traffic Act
- Municipal traffic calming policy documents from Canadian and United States Cities.
- City of Hamilton Speed Hump Policy

8. **Revision History** – this is a new policy, hence there is no revision history.
1. **Description and Purpose**

This procedure document outlines the necessary steps required to implement traffic calming or neighbourhood traffic management requests, including initial contact, petition requirements, data collection, evaluation, approval, prioritization, funding and implementation of all traffic calming/traffic management plans.

2. **Scope**

The Traffic Engineering and Operations Section will be responsible for evaluating and recommending all traffic calming/traffic management plans on local residential or minor collector roadways.

| Applies to: | ☑ All Divisions ☐ Operations and Maintenance ☐ Transit ☐ Energy, Fleet and Facilities ☐ Waste ☐ Water/Wastewater ☐ Capital Planning and Implementation |

3. **Definitions**

There are no definitions that require clarification.

4. **Responsibility**

The Traffic Engineering and Operations section of the Public Works Department will be responsible for overseeing the implementation of all traffic calming/traffic management projects on local residential or minor collector roadways. The Capital Planning and Implementation Division will continue to spearhead all major and neighbourhood traffic studies with input from the Traffic Engineering and Operations staff. Formal Environmental Assessments are no longer required for minor traffic calming projects including road closures.

5. **Procedures**

   a. Staff will determine if all the traffic calming and traffic management prerequisites, as detailed in the policy, have been met.

   b. Data collection and evaluation – if the street meets the prerequisites, staff will schedule and undertake appropriate speed, volume and through-traffic studies
and determine if the results meet the minimum criteria for traffic calming/traffic management measures. Staff will advise the Ward Councillor and/or resident(s) if the street qualifies for traffic calming.

c. Once all data is collected and summarized, a traffic calming/traffic management plan will be developed by staff. Residents will be mailed a copy of the preferred or proposed plan for their approval and acceptance of potential impacts. A public meeting may be required if the plan is not clear or if there are other issues which cannot be resolved by mail.

d. If an agreed upon plan is approved by the majority, the street will be compared to other streets where traffic calming measures have been requested and ranked according to the warrant scoring system.

e. Once prioritized, traffic calming plans/projects will be implemented based on this rating system, available funds and in the event of equal warrant scores, the date the original requests were received.

f. Staff will forward regular reports to the Public Works Committee/City Council detailing the scope of the proposed project(s) and estimated funding requirements. Depending on the complexity and/or financial requirements of the traffic calming plan/project, construction may be conducted in stages.

g. Staff will forward an annual report to the Public Works Committee listing all the candidate traffic calming locations.

6. Associated Documents

- City of Hamilton Speed Hump Policy
- The TAC/ITE Canadian Guide to Neighbourhood Traffic Calming
- City of Hamilton Traffic Calming/Traffic Management Policy

7. Revision History

This is a new procedure; hence there is no revision history.

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<td>Approved By</td>
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<td>Manager of Traffic Engineering and Operations</td>
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