Public Works Committee
REPORT 07-016
9:30 a.m.
Monday, December 3, 2007
Hamilton Convention Centre
One Summer’s Lane
Albion Rooms A, B and C

Present:
Chair M. McCarthy
Vice Chair R. Powers
Councillors B. Bratina, C. Collins, T. Jackson, S. Merulla,
D. Mitchell

Absent with Regrets:
Councillor L. Ferguson – Personal Business

Also Present:
S. Stewart – General Manager, Public Works
G. Davis – Sr. Director, Capital Planning and Implementation
H. Solomon – A/Director, Operations and Maintenance
D. Hull – Director, Transit Operations
J. Mater – Director, Fleet and Facilities
C. Murdoch– A/Director, Waste Management
D. McKinnon – A/Director, Water and Wastewater
C. Biggs – Legislative Assistant, City Clerk’s

THE PUBLIC WORKS COMMITTEE PRESENTS REPORT 07-016 AND RESPECTFULLY RECOMMENDS:

1. **Confirmation of Appointment of Chair of the Public Works Committee for 2008**

   That Councillor Russ Powers be confirmed as Chair of the Public Works Committee for 2008.

2. **Appointment of Vice Chair of the Public Works Committee for 2008**

   That Councillor C. Collins be appointed as Vice Chair of the Public Works Committee for 2008.

Council – December 12, 2007
3. Minutes of Various Committees (Item 5.1)

That the October 1 and October 17, 2007 Minutes of the City Hall Renovations Steering Committee, be received.

4. Accessible Transit Services (ATS) Performance Report – September, 2007 (Item 5.2)

That the September, 2007 Accessible Transportation Services Performance Report, be received.

5. Intersection Control List (PW07001(h)) (Wards 9 and 10) (Item 5.2)

That the appropriate By-law be presented to Council to provide traffic control as follows:

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Stop Direction</th>
<th>Class</th>
<th>Location / Comments / Petition</th>
<th>Ward</th>
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</thead>
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<tr>
<td>(a) Fruitland Rd.</td>
<td>North Service Rd.</td>
<td>E/B &amp; W/B</td>
<td>N/B &amp; S/B</td>
<td>C</td>
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<tr>
<td>(b) Kennard St./Parkvista Pl.</td>
<td>Kennard St.</td>
<td>W/B</td>
<td>N/B &amp; S/B</td>
<td>A</td>
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6. Supply of Furniture – Workstations and Case Goods for City of Hamilton Employees (PW07156) (City Wide) (Item 5.4)

(a) That Teknion, Boulevard and Steelcase continue to be approved as an acceptable dealer for the supply of office furniture, workstations and case goods, in accordance with Council Report PW03032 dated May 14, 2003, on a month to month basis;

(b) That Purchasing staff be authorized and directed to negotiate a service level agreement, with the approved dealers of these manufacturers, for a one year period beginning January 1, 2008, for all future reconfigurations of existing furniture.

7. Correspondence from Roger Santiago, Project Manager, Randle Reef Sediment Remediation Project, Environment Canada, in response to EnQuest Proposal (Item 5.5)

That the correspondence from Roger Santiago, Project Manager, Randle Reef Sediment Remediation Project, Environment Canada, in response to EnQuest Proposal, be received.
8. **Traffic Calming/Traffic Management Policy and Procedures (PW07150) (City Wide) (Item 7.2)**

   (a) That the City of Hamilton Traffic Calming/Traffic Management Policy attached hereto as Appendix “A” be approved;

   (b) That the City of Hamilton Traffic Calming/Traffic Management Procedure attached hereto as Appendix “B” be approved;

   (c) That Report PW07153 respecting Traffic Calming/Traffic Management Policy and Procedures be forwarded to the Economic Development and Planning Committee with the request that this Policy and Procedure be endorsed and become a City policy for existing and new development.

9. **Delegation of Authority Respecting Routine Traffic Schedule Regulations (PW07153) (City Wide) (Item 8.1)**

   (a) That the Manager of Traffic Engineering and Operations be granted the authority to make routine changes to the Schedules of City of Hamilton Traffic By-Law 01-215 listed in Report PW07153 as Appendix “A”, by submitting directly to Council such by-laws as may be required, from time to time, whereby the aforesaid Traffic Schedule revisions will come into force and effect;

   (b) That the Manager of Traffic Engineering and Operations be directed to request concurrence from the affected members of Council of any and all routine Traffic Schedule revisions which may affect their respective Wards prior to the submission of any by-law to Council.

10. **Hamilton Beach Pumping Station Municipal Class Environmental Assessment (PW07154) (Ward 5) (Item 8.2)**

    (a) That the General Manager, Public Works, be authorized and directed to file the Hamilton Beach Pumping Station Municipal Class Environmental Assessment Project File Report with the Municipal Clerk for a minimum thirty (30) day public review period;

    (b) That the General Manager, Public Works Department, be authorized and directed to proceed with implementation of Alternative 3A – Pumped Outlet from Grafton Avenue under the QEW to a ditch at Eastport Drive, as further detailed in Report PW07154.
11. **Chedoke Golf Course Channel Municipal Class Environmental Assessment (PW07157) (City Wide) (Item 8.3)**

   (a) That the General Manager of the Public Works Department be authorized and directed to file the Chedoke Golf Course Channel Municipal Class Environmental Study Report as per the Municipal Class Environmental Assessment (June 2000), on the public record with the Municipal Clerk for a thirty day public review;

   (b) That upon the completion of the thirty day public review and final approval, the General Manager of the Public Works Department be authorized and directed to include the projects identified in the Chedoke Golf Course Channel Municipal Class Environmental Study Report in the 2008 Capital Budget submission;

   (c) That upon the completion of the thirty day public review and final approval, the General Manager of the Public Works Department be authorized and directed to proceed with the implementation of the recommended Schedule B undertakings as set out in the Class EA Study.

12. **Waste Reduction Task Force Motions regarding Plastic Bag Reduction (PW07155) (City Wide) (Item 8.4)**

   (a) That the minutes of the July 18, 2007 Waste Reduction Task Force meeting be received;

   (b) That prior to initiating a comprehensive study, Waste Division staff report back to the Public Works Committee on their current 2008-2009 Work Plan;

   (c) That staff be directed to consult with representatives of the Chamber of Commerce, the business community and the provincial and federal governments to encourage the need for national and provincial policies that will assist and facilitate the reduction of plastic bag use.

13. **Report 07-003 of the City Hall Renovations Steering Committee (Added Item 8.6)**

   (a) **Reception Area at Swing Space**

      (i) That the renovations to the Councillors’ Reception Area at the City Centre, be approved;

      (ii) That the cost of the renovations, to an upset limit of $37,800, be funded from Building Repair Account No. 791501-54401.
FOR THE INFORMATION OF COUNCIL:

(a) **CHANGES TO THE AGENDA (Item 1)**

The Clerk advised of the following change to the agenda.

*Added Report 07-003 of the City Hall Renovations Steering Committee*

On a motion, the agenda was approved, as amended.

(b) **DECLARATIONS OF INTEREST (Item 2)**

None.

(c) **APPROVAL OF MINUTES (Item 3)**

The Minutes of the November 19, 2007 meeting of the Public Works Committee were received and adopted, as presented.

(d) **DELEGATION REQUESTS**

(i) Request from Frank Palin to appear before the Committee to present a petition to have the 5A/5C Delaware bus route extended to include weekend service to Ancaster Meadowlands (Item 4.1)

The request from Frank Palin to appear before the Committee to present a petition to have the 5A/5C Delaware bus route extended to include weekend service to Ancaster Meadowlands, was approved.

(e) **STAFF PRESENTATIONS**

(i) Public Works Department Response and Activities related to the Employee Survey (No Copy) (Item 7.1)

Scott Stewart provided the Committee with an update respecting the Public Works Department response and activities related to the Employee Survey.

Mr. Stewart recognized and introduced the staff who have championed the cause to drive change across the Public Works Department, including:

- Steven Barnhart from Capital Planning and Implementation
- Chris Hill and Linda Tattrie from Energy, Fleet and Facilities
- Bryan Shynal from Operations and Maintenance
- Jeff Springsted and Mike Pocock from Transit
- Joel McCormick from Waste Management
- Dan McKinnon from Water and Wastewater.
During the presentation, the Committee was shown slides of employees from all divisions of the Public Works Department engaged in their day-to-day duties and team-building exercises.

The Committee acknowledged the efforts of all staff, and for the constant flow of information and updates being given to members of the Committee and Council.

On a motion, the presentation respecting the Public Works Department Response and Activities related to the Employee Survey, was received.

(ii) Traffic Calming/Traffic Management Policy and Procedures (PW07150) (City Wide) (Item 7.2)

Chris Van Berkel, Traffic Technologist in the Operations and Maintenance Division, gave a power point presentation outlining the Traffic Calming/Traffic Management Policy and Procedure, including

- Policy Development
- Traffic Calming vs Traffic Management
- Examples and photos of traffic calming devices – speed hump, intersection button, “bump-out” or curb extension
- Examples of traffic management devices – turn prohibition, access restriction
- Warrant scoring system
- Flow chart from “Prerequisite” to “Project Implementation”.

Councillor Bratina requested if there were any statistics demonstrating traffic through and to the downtown core. Staff responded that this information would be difficult to compile; however, the Downtown Master Plan may include some of this information.

On a motion, the following was added as sub-section (c):

“(c) That Report PW07153 respecting Traffic Calming/Traffic Management Policy and Procedures be forwarded to the Economic Development and Planning Committee with the request that this Policy and Procedure be endorsed and become a City policy for existing and new development.”

The Main Motion, as amended, CARRIED.

(f) Waste Reduction Task Force Motions regarding Plastic Bag Reduction (PW07155) (City Wide) (Item 8.4)

On a motion, sub-section (b) was deleted in its entirety and replaced with the following in lieu thereof:

Council – December 12, 2007
“(b) That prior to initiating a comprehensive study, Waste Division staff report back to the Public Works Committee on their current 2008-2009 Work Plan.”

The amendment CARRIED.

On a motion, the following was added as sub-section (c):

“(c) That staff be directed to consult with representatives of the Chamber of Commerce, the business community and the provincial and federal governments to lobby for national and provincial policies that will assist and facilitate the reduction of plastic bag use.”

The amendment CARRIED.

The Main Motion, as amended, CARRIED.

(g) REPORT 07-003 OF THE CITY HALL RENOVATIONS STEERING COMMITTEE

Councillor Powers requested, and the Committee agreed, that staff give a presentation at a future Committee of the Whole meeting to provide an update on the status of the City Hall renovations.

(h) CORRESPONDENCE FROM DOUG DUKE, CHAIR, HERITAGE GREEN COMMUNITY TRUST, RESPECTING GRANT TO THE CITY OF HAMILTON FOR MUD STREET MEDIAN BEAUTIFICATION PROJECT (Item 8.5)

On a motion, the correspondence from Doug Duke, Chair, Heritage Green Community Trust, respecting grant to the City of Hamilton for Mud Street Median Beautification Project, was referred to the General Manager of Public Works for a report back to the Committee.

(i) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

(i) Transit Fare Increase

Staff received direction from the Committee to explore the impact of fare reductions on ridership in terms of increasing ridership.

(ii) Advertising on the LINC and Red Hill Valley Parkway

Councillor Merulla re-introduced the idea of advertising signage along the LINC and Red Hill Valley Parkway, and requested information on the status of this issue when it was originally raised during a previous term of Council. Staff advised that a Request for Proposal was issued at that time; however, no submissions were received.
Staff advised that a report on the feasibility of issuing another RFP would be provided to the Committee in the first quarter of 2008.

(j) PRIVATE AND CONFIDENTIAL

2007 DARTS Board of Directors Minutes (PW07159) (City Wide) (Item 12.1)

On a motion:

(i) The minutes of the meetings of the Board of Directors of DARTS, dated April 26, 2007 and September 27, 2007, attached as Appendix A to Report PW07159, was received;

(ii) The October 2007 minutes of the Board of Directors of DARTS, that contain the approval of the DARTS 2008 maintenance level budget, attached as Appendix B to Report PW07159, were received and referred to staff for comment during the City’s 2008 budget deliberations;

(ii) Report PW07159 becomes a public document; however, the Minutes of the DARTS Board of Directors as referenced in sub-sections (a) and (b) remain confidential as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees.

There being no further business, the Committee adjourned at 10:45 a.m.

Respectfully submitted

Councillor M. McCarthy
Chair
Public Works Committee

Carolyn Biggs
Legislative Assistant
December 3, 2007
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.

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 humps 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.

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<th>Revision Number</th>
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<tr>
<td>Developed By</td>
<td>Chris van Berkel</td>
<td>Traffic Technologist</td>
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<tr>
<td>Approved By</td>
<td>Hart Solomon</td>
<td>Manager of Traffic Engineering and Operations</td>
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<tr>
<td>Signature</td>
<td>Date</td>
<td>November 5, 2007</td>
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<tr>
<td>Fiscal Implications?</td>
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<td>If ‘Yes’, approved by</td>
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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.

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**

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| Developed By    | Traffic Technologist |
| Approved By     | Manager of Traffic Engineering and Operations |
| Signature       | November 5, 2007 |