

**ADMINISTRATIVE ORDER NUMBER 2015-004-OP
RESPECTING TRAFFIC CALMING**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the *Halifax Regional Municipality* under the authority of the *Halifax Regional Municipality Charter* and the *Motor Vehicle Act*, as follows:

Short Title

1. This Administrative Order may be cited as the “*Traffic Calming Administrative Order*”.

Purpose

2. The purpose of this Administrative Order is to:
 - (a) establish the process for residents to make requests to have a street assessed for installation of traffic calming measures;
 - (b) provide clear and concise criteria and method for assessing Municipal streets in order to determine the need and suitability of implementing traffic calming measures; and
 - (c) provide information to the Traffic Authority for consideration when assessing applications for the installation of traffic calming measures.

Application

3. This Administrative Order applies only to streets owned by the Municipality that meet the following conditions:
 - (a) are within residential areas;
 - (b) are classified as “local streets” or “minor collector streets”;
 - (c) are not multi-lane roads;
 - (d) have a posted speed limit not greater than 50 kilometres per hour;
 - (e) Repealed;
 - (f) Repealed;
 - (g) are greater than 150 metres in length; and
 - (h) do not provide direct access to an emergency services building.

Interpretation

4. In this Administrative Order,

(a) “85th percentile speed” means the speed at, or below which, 85 percent of vehicles on a roadway are travelling;

(b) “applicant” means a person requesting that a traffic calming assessment be carried out on a particular street;

(ba) “emergency services building” means any fire station, police station, ambulance depot, or hospital;

(c) “Engineer” means the Engineer as defined in section 3(ac) of the *Halifax Regional Municipality Charter, S.N.S. 2008, c. 39*;

(d) “local street” means a street, as classified by the Municipality, in a primarily residential area, designed and constructed with the primary purpose of providing access to properties directly fronting the street;

(e) Repealed;

(f) “minor collector street” means a street, as classified by the Municipality, in a primarily residential area, designed and constructed with the intended purpose of providing traffic movement into and out of an area, as well as providing access to properties directly fronting the street;

(fa) “multi-lane road” means a street having more than one lane of travel per direction;

(g) “Municipality” means the Halifax Regional Municipality;

(h) Repealed;

(ha) “school zone” means a school area as designated pursuant to the *Motor Vehicle Act*;

(i) “staff” means the staff of the Municipality;

(j) “street” means a public street as defined in section 3(bu) of the *Halifax Regional Municipality Charter, S.N.S. 2008, c. 39*;

(k) “Traffic Authority” means the Traffic Authority of the Municipality appointed by the Council pursuant to the *Halifax Regional Municipality Charter* and the *Motor Vehicle Act*;

(ka) “traffic calming” means a combination of primarily physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour, and improve conditions for all street users;

(l) Repealed; and

(m) “vpd” means vehicles per day.

Initiation of Traffic Calming Assessments on Municipal Streets

5. Requests to initiate a traffic calming assessment for a street may be made by:

(a) residents who live on the street, or section thereof, for which traffic calming measures are being requested; or

(b) Councillor(s), on behalf of a resident or residents who reside on a particular street, or section thereof, for which traffic calming measures are being requested.

6. Upon initiation, the time frame to complete a full project assessment will depend on the timing of the request, availability of staff resources, complexity of the subject street(s) and project area, measures identified for implementation and available funding.

Process for Undertaking Traffic Calming Assessments on Municipal Streets

Screening

7. Upon receipt of a request, staff shall undertake a screening process in order to determine if the requested street would be eligible for consideration of traffic calming measures based on the conditions identified in Section 3, Application, of this Administrative Order.

8. (1) If, based on the screening process, it is determined that the street is not eligible for traffic calming measures, staff shall provide notification to the requestor and the process is complete.

(2) Staff may contact Police to discuss potential enforcement alternatives if deemed appropriate by staff.

Initial Assessment

9. If the request passes the screening process, an initial assessment shall be conducted by staff and shall include:

(a) identification of appropriate project limits based on the surrounding and connecting roadway network; and

(b) a review of speed and volume data. If there is no recent data on file that meets the needs of the request, data collection equipment shall be installed at locations within the identified project limits such that the resulting data will provide a representative indication of typical traffic conditions and shall be left in place to collect a minimum of seven (7) days of continuous data.

10. (1) If the 85th percentile speed identified as part of the initial assessment on the project street is equal to or below 40km/hr, the project street does not qualify for further consideration of traffic calming measures. Notification of the results shall be provided to the requestor and the process is complete.

(2) Repealed.

10A. Notwithstanding section 10, where a project street is within a school zone, and the 85th percentile speed identified as part of the data review on the project street is equal to or below 40km/hr, data captured during school arrival and dismissal times will be further evaluated as follows:

(a) if the 85th percentile speed during the school arrival and dismissal times is equal to or below 30km/hr, the project street does not qualify for further consideration of traffic calming measures; or

(b) if the 85th percentile speed during the school arrival and dismissal times is greater than 30km/hr, the project street will be carried forward for project ranking.

11. If the 85th percentile speed identified as part of the initial assessment on the project street is above 40km/hr, the request shall be carried forward for project ranking.

11A. Requests to reassess a project street that did not pass the initial assessment will not be considered until:

(a) a minimum of 5 years from the date that determination was made; or

(b) staff determines there have been significant changes to the street characteristics.

12. Repealed.

13. Repealed.

14. Repealed.

15. Repealed.

Process for Acceptance of Traffic Calming Measures

16. Repealed.

- 17. Repealed.
- 18. Repealed.
- 19. Repealed.
- 20. Repealed.
- 21. Repealed.
- 22. Repealed.

Project Ranking

23. (1) If a request passes the initial assessment, staff shall rank the project based on the criteria outlined in Table 1:

Table 1 – Priority Points for Ranking Traffic Calming Projects			
Criteria	Measure	Point Allocation	
Speed	85 th Percentile Speed	All streets <ul style="list-style-type: none"> • 1 point for each km/h that the 85th percentile speed exceeds 40 km/h, up to 10 points. • 2 points for each km/h that the 85th percentile speed exceeds 50 km/h. Streets within a school zone <ul style="list-style-type: none"> • 1 point for each km/h that the 85th percentile speed exceeds 30 km/h during arrival and dismissal times, up to 10 points. • 2 points for each km/h that the 85th percentile speed exceeds 40 km/h during arrival and dismissal times. 	
Volume	Daily Traffic Volume	<ul style="list-style-type: none"> • 1 point for each 200 vpd that the daily traffic volume exceeds 3000 vpd on a local street. • 1 point for each 200 vpd that the daily traffic volume exceeds 5000 vpd on a minor collector street. 	
Collisions	Number of Collisions	<ul style="list-style-type: none"> • 1 point for each reported collision that occurred in the previous 3 year period preceding the request. • 1 additional point for each injury collision. 	
Road Alignment	Stopping Sight Distance	1 point for each alignment element (horizontal or vertical) that reduces stopping sight distance below 50 m.	
Infrastructure	Curb & Sidewalk	Local Street	1 point for each that are not present to a maximum of 2 points. (standard is sidewalk on one side)

		Minor Collector Street	1 point for each that are not present to a maximum of 3 points. (standard is sidewalk on both sides)
Pedestrians	Nearby Facilities	1 point for each walkable pedestrian generator within a 500 m radius of the project area (schools, playgrounds, parks, senior's facilities, community centres, etc.)	
Repealed			

(2) The ranking score shall be the sum of the number of points awarded under each criteria.

(3) Regardless of whether a request is forwarded for project ranking in accordance with section 10A(b) or 11, if the project street is within a school zone, staff shall also review the 85th percentile speed during the school arrival and dismissal times, and shall calculate the number of points awarded under the criteria for “speed” for both “all streets” and “within a school zone”, and shall use the greater of the two numbers in calculating the ranking score.

23A. Repeal

24. (1) Each street shall be included on a prioritized list, based on their ranking score, for implementation as part of the annual Capital Works Program to be approved by Council.

(2) Where there is an integration opportunity with another scheduled street recapitalization project with a design component under the Capital Works Program, that street will take priority, regardless of its position on the ranked list.

(3) Where possible, streets within close proximity to each other in a neighbourhood will be implemented together.

25. The number and timing of projects implemented shall be subject to capital budgets.

Traffic Calming Plan Development

25A. Upon approval of the Municipality’s annual capital budget, staff shall create a proposed implementation list and identify potential traffic calming measures to be considered for installation.

25B. (1) Staff shall prepare a traffic calming plan for each street on the annual proposed implementation list, and shall consider the physical characteristics of each street.

(2) In developing a traffic calming plan, staff shall consult with Fire Services, Police, Road Operations & Construction, Project Planning & Design, Emergency Health Services and Halifax Transit in order to gather input and identify any specific concerns based on their operational requirements, and shall work to modify the design as necessary to address those concerns.

(3) Where specific concerns cannot be addressed to the satisfaction of all parties consulted, no further action will be taken, and the street shall be removed from the implementation list.

25C. (1) Staff shall submit the traffic calming plan for approval by the Traffic Authority.

(2) If the Traffic Authority approves the traffic calming plan, staff shall move the traffic calming plan forward for implementation.

(3) If the Traffic Authority does not approve the traffic calming plan, no further action will be taken, and the street shall be removed from the implementation list.

Installation and Monitoring

25D. Installations of traffic calming measures approved by the Traffic Authority shall proceed under the Capital Works Program.

26. Beginning no earlier than one month following the installation of traffic calming measures on a project street, staff shall collect additional traffic data in order to determine their effectiveness.

27. If data collection results indicate a vehicle speed reduction has been achieved, no further action is required and the process is completed.

28. If data collection results indicate a vehicle speed reduction was not achieved, staff may consider additional measures to be added. If there are no appropriate measures identified, staff may contact Police to discuss potential enforcement alternatives if deemed appropriate, and the process is complete.

Removal of Traffic Calming Measures

29. The Traffic Authority or the Engineer may order the removal of any traffic calming measures if, in their opinion, the installation of such measures resulted in an unforeseen operational or safety issue not identified through the development of the traffic calming plan carried out as part of this Administrative Order.

30. If a request is received to remove traffic calming measures installed on a street as a result of a completed project carried out under this Administrative Order, removal shall be considered only:

(a) after receipt of a petition containing support for removal by a minimum of 75 percent of civic addresses within the original study area; and

(b) if there is a capital works project being undertaken by the Municipality on the street where the traffic calming features are installed.

31. If traffic calming measures are removed from a street in accordance with section 30, subsequent traffic calming requests shall not be considered for the particular street for a period not less than ten years.

Transition

32. Requests to initiate traffic calming that have passed the initial assessment but have not completed the secondary assessment prior to May 8, 2018 shall be ranked in accordance with section 23 and continue through the process as amended.

Done and passed in Council this 23rd day of February, 2016.

Mayor

Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on February 23, 2016.

Kevin Arjoon, Municipal Clerk

Notice of Motion:
Approval:

October 6, 2015
February 23, 2016

Amendment # 1
Notice of Motion:
Approval:

April 24, 2018
May 8, 2018

Amendment # 2
Notice of Motion:
Approval:

February 12, 2019
February 26, 2019