ADMINISTRATIVE ORDER NUMBER 2021-005-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, or street segments, owned by the Municipality that meet the following conditions:

(a) are within neighbourhoods that are primarily residential in character or contain school areas;

(b) are classified as

(i) local streets;
(ii) minor collector streets; or
(iii) major collector streets at the discretion of the Engineer, where they are functioning as a minor collector street;

(c) are not multi-lane roads;

(d) have a posted speed limit not greater than 50 kilometres per hour;

(e) are greater than 150 metres in length; and

(f) 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) "95th percentile speed" means the speed at, or below which, 95 percent of vehicles on a roadway are travelling;

(c) "emergency services building" means any fire station, police station, ambulance depot, or hospital;

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

(e) "key corridor" means for the purpose of assessment and evaluation, the street within a neighbourhood that is considered by the Engineer to be of the highest concern relative to others within the neighbourhood as defined by the Engineer;

(f) "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;

(g) "major collector street" means a street, as classified by the Municipality, designed and constructed with the primary purpose of providing traffic movement, with limited access to properties directly fronting the street;

(h) "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, with equal importance of providing access to properties directly fronting the street;

(i) "multi-lane road" means a street having more than one lane of travel per direction;

(j) "Municipality" means the Halifax Regional Municipality;

(k) "neighbourhood" means a group of nearby and/or connecting streets;

(l) "school zone" means a school area as designated pursuant to the *Motor Vehicle Act*;

(m) "staff" means employees of the Municipal department in which the Engineer is situated;

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

(o) "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;*

(p) "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; and

(q) "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;

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

(c) resident associations on behalf of residents who live on a particular street, or within a particular neighbourhood, for which traffic calming measures are being requested; or

(d) a school principal for the school zone in which their school is located.

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. 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.

Assessment

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

(a) identification of site-specific areas of concern;

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

(c) 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. As part of the assessment, staff will classify the request as one of the following three project types, based on the site-specific areas of concerns identified in the assessment:

(a) Street Assessment – a project will be assessed as a street if the area of concern is limited to one street and there is minimal potential for unintended negative impact on nearby or parallel streets;

(b) Neighbourhood Assessment – a project will be assessed as a neighbourhood if the area of concern extends beyond one particular street, and staff identifies that installing measures on one street could negatively impact vehicle speed and volumes of nearby streets in the same neighbourhood, subject to the following conditions:

(i) the neighbourhood is contained within major collector or arterial streets, or within geographic boundaries;

(ii) the overall size of the neighbourhood is limited and avoids the inclusion of multiple minor collector streets; and

(iii) a key corridor within the neighbourhood is identified by staff to be used for assessment and ranking; or

(c) School Zone Assessment – a project will be assessed as a School Zone if the area of concern is within a school zone.

11. (1) For a request classified as a street assessment under section 10, the project is defined as the street that is the area of concern.

(2) If the 85th percentile speed identified as part of the assessment on the project street is above 45km/hr, the request shall be carried forward for project ranking;

(3) If the 85th percentile speed identified as part of the assessment on the project street is equal to or below 45km/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.

12. (1) For a request classified as a neighbourhood assessment under section 10, the project is defined as the streets that fall within the project limits as determined under section 9.

(2) Staff will identify a key corridor from the streets included in the project, which will be used to represent the project for the purposes of ranking.

(3) If the 85th percentile speed identified as part of the assessment of the key corridor is above 45km/hr, the request shall be carried forward for project ranking.

(4) If the 85th percentile speed identified as part of the assessment of the key corridor is equal to or below 45km/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.

13. (1) For a request classified as a school zone assessment under section 10, the project is defined as the street within a school zone.

(2) If the school zone is on a local street or minor collector street, it will be automatically considered for traffic calming, without being carried forward for project ranking.

(3) Repealed.

14. Requests to reassess a project street that did not pass the 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.

Project Ranking

15. (1) If a request passes the 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	Maximum points available	Point Allocation
Vehicle Speed	85th percentile speed	20	All streets: 1 point for each km/h that the 85th percentile speed exceeds 45 km/h
			Streets within a school zone: 1 point for each km/h that the 85th percentile speed exceeds 30 km/h during arrival and dismissal times
	95th percentile speed	5	5 points if 95th percentile speed exceeds 55km/h
Vehicle Volume	Daily Traffic Volume	10	Local Streets: 1 point for every 500 vpd over 500vpd
			Collector Streets: 1point for every 500 vpd over 1000 vpd on collectors
Collisions	Number of Collisions	20	2 points for each reported collision that occurred in the previous 3 year period preceding the request.
			2 additional points for each injury collision.
Pedestrian Generators	Nearby Facilities	15	1 point for each walkable pedestrian generator within 500 m of the project area (parks, senior's facilities, community centres, etc.)
			5 points for each walkable playground within 500 m of the project area.
Infrastructure	Pedestrian Facilities	10	5 points for a local street with no pedestrian facilities, or a collector street with pedestrian facilities on only one side.
			10 points for a collector street with no pedestrian facilities on either side of the street.
Cycling Facilities	Suggested Cycling Routes	5	5 points if the street is a suggested cycling route or candidate cycling route
			2 points if the street directly connects to a secondary travel way (such as a MUP, an existing bikeway or a future bikeway)
Mode Share	Commuter Data	5	5 points if 25% of trips are made by walking, cycling or Transit
Equity		10	Staff shall consider the Canadian Index of Municipal Deprivation or such other equity lens as may be identified by the Engineer from time to time, and assign a score of 1-10 based on socio-economic conditions of the area of concern

(2) If the project street is classified as a school zone assessment, staff shall review the 85th percentile speed during the school arrival and dismissal times, and shall calculate the number of points awarded under the criteria for "vehicle speed" for both "all streets" and "within a school zone", and shall use the greater of the two numbers in calculating the ranking score.

(3) If the project is classified as a neighbourhood assessment, only the key corridor will be ranked.

(4) The ranking score shall be the sum of the number of points awarded under each criteria in Table 1.

16. (1) Subject to subsection (2), each project shall be included on a prioritized list, based on its ranking score, for implementation as part of the annual Capital Works Program to be approved by Council.

(2) Projects that have a ranking score that is less than 10 points will not be included on the prioritized list.

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

(2) All scheduled street recapitalization projects with a design component under the Capital Works Program will be evaluated in accordance with section 15, and if they achieve a ranking score of 10 points or more, traffic calming measures will be installed during the street recapitalization project.

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

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

Traffic Calming Plan Development

20. 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.

21. (1) Staff shall prepare a traffic calming plan for each project 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 emergency responders and HRM departments who may be impacted 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.

22. (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

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

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

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

(2) If the process is completed in accordance with subsection (1), any future request to initiate further traffic calming measures shall be considered as a new request.

26. If data collection results indicate a vehicle speed reduction was not achieved, staff may consider additional measures. 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

27. 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.

28. If a request is received to remove or substantially modify traffic calming measures installed on a street because of a completed project carried out under this Administrative Order, removal or modification 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) either:

(i) there is a capital works project being undertaken by the Municipality on that portion of the street where the traffic calming features are installed, or

(ii) the funding required to undertake the work is specifically approved and budgeted by Council.

29. If traffic calming measures are removed from a street in accordance with section 28, subsequent traffic calming requests shall not be considered for the particular street for a period not less than ten years.

Transition

30. The prioritized list of streets under Administrative Order 2015-004-OP existing prior to the coming into force of this Administrative Order shall be used to select projects for the 2022-23 Capital Works Program.

31. Upon adoption of this Administrative Order, staff shall apply sections 9-19 of this Administrative Order to the streets listed on the prioritized list of streets under Administrative Order 2015-004-OP that exists prior to the coming into force of this Administrative Order, and a new prioritized list shall be created.

32. Any requests to initiate a traffic calming assessment that are in process at the time of the coming into force of this Administrative Order shall be assessed in accordance with this Administrative Order.

Repeal

33. Administrative Order 2015-004-OP Respecting Traffic Calming is repealed.

Done and passed in Council this 14th day of June, 2022.

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Mayor

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Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on June 14, 2022.

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Iain MacLean, Municipal Clerk

Notice of Motion:	December 7, 2021
Approval:	June 14, 2022

Amendment 1

Notice of Motion:	September 9, 2025
Approval:	September 23, 2025