

Title: Traffic Calming Policy	Internal/External
Department: Planning and Development	Policy Number: TOWB-003-PW
Approval Date: April 18, 2024	Implementation Date: April 19, 2024

## 1. INTRODUCTION

The purpose of this policy is to ensure safe and practical usage of the roadways throughout the Town of Witless Bay. The Town’s roads are used by motorists, pedestrians, cyclists and children. Town roads should be safe and enjoyable for all users. It is not uncommon for a town to experience issues with speeding, traffic volumes, unsupervised children, sightlines, etc. Where these issues exist, residents and users may request the Town to implement measures to mitigate risk.

Implementing this policy will help identify problem areas and execute proper traffic calming resolutions. Through this policy the Town will be able to review and ensure controls are in place while maintaining the safety of the public.

### 1.1 What is Traffic Calming

Traffic calming is the implementation of measures to ensure safety on roads for both motorists and pedestrians. Traffic calming uses physical and non-physical measures to decrease risk.

### 1.2 Traffic Calming Terms

Pedestrian attractions – Locations that tend to attract pedestrian traffic (i.e. schools, tourist attractions, community centers etc..).

Physical Traffic Calming Device – A physical object that requires motorists to slow down.

Visual Traffic Calming Device – A visual aid used to increase driver awareness, alert of hazards and/or regulations.

### 1.3 Types of Traffic Calming Measures

Traffic calming can be enforced with the use of physical features, meaning physically making contact with a vehicle to reduce unsafe behavior, and non-physical features, meaning features that increase awareness for motorists so that they can correct themselves while behind the wheel.

### 1.3.1. Vertical Deflections

A speed bumps and speed humps are vertical deflections which can cause unpleasant driving conditions and minor damage if passed over at excessive speeds. These features require motorists to reduce their speed. See examples on the following page.

Example of a speed bump



Example of speed hump



### 1.3.2. Signage

Road signage is a way to visually alert motorists to circumstances that require a decrease in speed and an increase in awareness. With signage in an area, it can alert people to reduce their speeds and create an awareness for many things such as children at play, hidden driveways, quiet neighborhoods, speed limits and more. Digital signs are a way to show motorists how fast they are going and usually flash when over the speed limit to bring immediate attention to the driver. For instances where it is undesirable to add signage to a roadway, it is possible to paint warnings on

roads which can help bring attention to slow down areas without having to put in a standing sign. The following images show examples of the signage discussed prior:

Examples of signage



## 2.0 GUIDELINES AND PROCEDURES

To manage traffic calming requests in a consistent and effective manner, the Town has implemented the following procedure:

- Step 1 – Initial written request for traffic calming is submitted to the Town
- Step 2 – Evaluation of the request is completed
- Step 3 – Briefing is completed and submitted to Council
- Step 4 – If approved, traffic measures are implemented

### 2.1 Initial Written Request for Traffic Calming is Submitted to the Town

The traffic calming process will most often be initiated by a resident or a group of residents representing a neighborhood. Issues such as traffic volumes, sightlines, speeding, etc... are all valid issues that can be brought to attention. Residents can bring their concerns to the Town and submit a “Traffic Calming Request Form” which will be available on the Towns website, or in the office as a hard copy. See Appendix A.

### 2.2 Evaluation of the Request is Completed

Each Traffic Calming Request that is submitted to the Town will be reviewed by Town staff and a report will be created and provided to Council for review. The initial review will take into consideration things such as the grade of the roadway, average daily traffic and pedestrian volumes, main thoroughfares, presence of pedestrian attractions and infrastructure, sightlines, and collision history of the location.

- Road Grade – Traffic calming will not be considered for roads that have a slope steeper than 8%. A road that is graded 8% or steeper can cause safety concerns and if there are unfavourable weather conditions these concerns are increased.
- Pedestrian Traffic – Areas that have high pedestrian traffic, especially areas dense with children, will likely have more need for traffic calming measures.
- Main thoroughfares – Implementing physical traffic calming devices on roads that are main thoroughfares, or experience high volume of heavy truck traffic, may have the opposite effect of mitigating risk.
- Presence of pedestrian attractions – Areas that lead to attractions where pedestrians will travel to and gather may be considered for traffic calming measures.
- Presence of pedestrian infrastructure– Areas that lead to attractions where pedestrians will travel to and gather may be considered for traffic calming measures.
- Vehicle Traffic - Areas that have high volumes of vehicular traffic will likely require traffic calming measures.
- Sightlines – Locations that have poor sightlines can have a need for traffic calming measures for things such as hidden driveways, blind hills and turns.
- Collision History – has the location had a high occurrence of collisions that were due to circumstances that traffic calming could have prevented?

### **2.3 Briefing is Completed and Submitted to Council**

Once an evaluation is completed by Town staff, a briefing of the findings will be created for Council to review and consider.

### **2.4 If approved, Implement Traffic Measures**

Upon approval of a traffic calming request, staff will implement traffic calming measures.

### **2.5 Follow Up**

Once the traffic calming measures have been implemented for some time, staff will follow up to discuss the effectiveness of the actions taken. If the initial measures did not have the desired effect, the area can be revisited.

## **3.0 Review of Policy**

This policy will be reviewed as deemed necessary. Any revisions to this policy are subject to the approval of Council. This policy rescinds all previous policies pertaining to this subject matter.



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Mayor



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CAO

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April 19, 2024

Date



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## Appendix A Traffic Calming Request Form

## Traffic Calming Request Form

Applicant: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Area Information:

Area of concern:  Residential  Recreational  Other: \_\_\_\_\_

Traffic concern:  Speeding  Sightlines  Pedestrians  Collisions  Other: \_\_\_\_\_

Detailed description of location (street name, landmark, house numbers, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed description of issue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed description of suggested traffic calming solution (as seen in the traffic calming policy):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicants are required to sign below to acknowledge that the Town of Witless Bay will review and assess the area of concern.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PLEASE REVIEW & SIGN

### Collection, Use and Disclosure of Personal Information

Personal information means recorded information about an identifiable individual, including the individual's name, address, or telephone number. The full definition of personal information can be found in Section 2 (u) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA).

We may collect and retain personal information for several reasons, including:

- Permit Applications
- To communicate with you
- Tax collection

Any personal information will be collected in compliance with ATIPPA. Information will only be used for the intended purpose, or another use authorized by ATIPPA.

You should be aware that under these guidelines, personal information you provide may be disclosed in the following documents:

- An Access to Information Request, where the disclosure would not be an unreasonable invasion of privacy.
- As per Section 215 of the Municipalities Act, 1999, the following documents shall be made available for public inspection during the normal business hours:
  - a) adopted minutes of the council
  - b) assessment rolls
  - c) regulations
  - d) municipal plans
  - e) opened public tenders
  - f) financial statements
  - g) auditor's reports
  - h) adopted budgets
  - i) contracts
  - j) orders
  - k) permits; and
  - l) Rep. by 2000 c16 s2
  - m) all other documents tabled or adopted by council at a public meeting.

Signing of this document provides acknowledgement that you have read and understand the requirements of the ATIPPA legislation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_