



## Purpose:

The purpose of the policy is to provide a formal process for the evaluation of traffic calming efforts requested by residents, committees or affiliates that live in or work with the Township.

## Definitions:

**“Arterial Roads”** shall mean roads that provide the major corridors for traffic movement and are under the jurisdiction of the County of Oxford.

**“Collector Roads”** shall mean roads that collect and distribute traffic between local streets and arterial roads and are maintained by, and under the jurisdiction of, the Corporation of the Township of Zorra.

**“Council”** shall mean the municipal council for the Corporation of the Township of Zorra.

**“Director of Public Works”** shall mean the Director of Public Works for the Corporation of the Township of Zorra.

**“Flankage”** shall mean, on a corner lot, that yard extending across the full width of the lot and fronting on a roadway which is not the roadway along which the front yard extends.

**“Frontage”** shall mean a piece of land that lies adjacent to a street.

**“Local Roads”** shall mean roads that serve primarily to provide access to properties and serve a relatively minor role in carrying motorized traffic and are maintained by, and under the jurisdiction of, the Corporation of the Township of Zorra. Traffic volumes and speeds on these roads are relatively low.

**“Proponent”** shall mean the individual, or group, that puts forward a request for a traffic calming measure.

**“Public Works Department”** shall mean the Public Works Department for the Corporation of the Township of Zorra.

**“Traffic calming”** shall mean 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. The purpose of traffic calming is to significantly improve the safety of neighbourhoods and roads.

**“Traffic calming measures”** shall mean the measures put in place by the Township of Zorra, or County of Oxford, for the purpose of traffic calming.

**“Township”** shall mean the Corporation of the Township of Zorra.

## Policy:

### 1. Policy Statement

1.1 This policy outlines the process regarding traffic calming measure requests from Township of Zorra residents. The Traffic Calming Policy has been created to provide residents, staff,

committees, Engineering firms, and Council with a process for addressing traffic calming requests in the Township.

- 1.2. The Public Works Department, Council, and the Policing Committee periodically receive requests for speed and traffic control on the various types of community roads. This policy supports staff and Council reviews with community involvement for local solutions.

## **2. Scope**

- 2.1 This policy applies to Township staff, committees, and Council with respect to addressing traffic calming requests.

- 2.2. Traffic calming measures apply only to Local Roads and Collector Roads that are maintained by the Corporation of the Township of Zorra.

- 2.2.1. Local Roads are Township of Zorra roads within the boundaries of the two serviced villages (Embros and Thamesford), as well as the hamlet known as Harrington.

- 2.2.2. Collector Roads are Township of Zorra roads typically outside the boundaries of the two serviced villages, Embros and Thamesford. However, there are several Collector Roads within the serviced villages (see Appendix B1 – Zorra Collector Roads Map). Please see appendices B2 (Thamesford Collector Roads Map) and B3 (Embros Collector Roads Map) for Collector Roads in the Township of Zorra serviced villages.

- 2.3. The County of Oxford's Official Plan, as amended, is subject to change and may affect the road classifications and the scope of this policy.

## **3. Administration**

- 3.1 This policy shall be administered by the Township of Zorra Director of Public Works, or designate, including, but not limited to, the Township of Zorra Public Works Department staff.

## **4. General**

- 4.1. This policy includes references and guides with the inclusion of Appendices A, B, C, D, E, and F that form part of the policy.

- Appendix A is the Township developed Traffic Calming Measures Guide. This guide serves as the tool for staff to use in addressing traffic calming requests in a fair and consistent manner. It defines the different road types and purpose, as well as provides various guidelines and alternatives to consider for traffic calming. All investigations, meetings, or studies shall be in accordance with the Traffic Calming Guide.
- Appendices B1-B3 include maps of the Township of Zorra, which indicate where the Collector Roads and County Roads are in the Township.
- Appendix C is the Traffic Calming Request Form for residents to complete when they are requesting a traffic calming measure for a particular location. It is the official means by which

requests will be received by the Public Works Department. The form is available on the Township website.

- Appendix D is the Neighbourhood Support Form (NSF). The NSF is used to indicate community support for a traffic calming measure and is to be filled out only by the Proponent and households that have direct frontage or flankage to the proposed location for traffic calming.
- Appendix E is the Traffic Calming Request Needs form. The Traffic Calming Request Needs form is to be completed by the Director of Public Works and indicates whether a location (must be a Local Road or Collector Road) is eligible for traffic calming measures.
- Appendix F is a flow chart that depicts the traffic calming request process as outlined in this policy.

4.2. This policy should be shared with Engineering firms for the design of new subdivisions and technical reviews.

4.3. As with any municipal undertaking, any costs associated with a traffic calming request will affect the municipal budget and may delay traffic calming measure implementation.

4.4. All traffic calming measures must meet Ontario Traffic Manual criteria.

## **5. Requests for Traffic Calming Measures and Procedure**

5.1. Requests received for calming measures require staff to consider a number of associated factors including local impacts that will help parties proceed in a manner combining technical guidance with public interest and reasonable alternatives to achieve a positive outcome.

5.2. The complaints received by the Township may involve alleged excessive vehicle speeds and the resultant safety concerns and conflicts regarding:

- a) Children at play,
- b) Pedestrians at roadside,
- c) School crossings,
- d) Cyclists sharing the road,
- e) Driveway access, and
- f) Trail crossings.

5.3. The Township of Zorra shall consider various options to resolve traffic calming concerns.

5.4. When possible, the Township of Zorra shall explore low-cost traffic calming options prior to exploring more costly measures.

5.4.1. Examples of low-cost options include, but are not limited to, the following:

- a) Shared costs for warning signage in isolated areas,

- b) Additional speed or warning signs due to existing conditions or need to comply,
- c) Painted shoulder lines or awareness stripes, and
- d) Council bylaws through formal processes including, but not limited to, community safety zone designations with increased fines, lowering or creating speed zones, and stop sign placement.

5.4.2. At additional costs there are also “physical” methods of traffic calming that can be considered. These physical methods should typically be considered in either new subdivision design or existing special circumstances, such as school zone crossings. Examples of physical methods include, but are not limited to, the following:

- a) Traffic circles,
- b) Raised Speed Tables or cushions,
- c) Chicanes,
- d) Flexible delineators, and
- e) Dynamic flashing warning lights.

## **6. Traffic Calming Request Procedure**

- 6.1. The process as laid out in this section shall be followed when a request is received from the public for traffic calming (also see Appendix F).
- 6.2. The Proponent, either an individual or neighbourhood, will be directed to the Township’s Traffic Calming Policy by Township staff. Proponents shall be made aware of the Traffic Calming Request application form found in Appendix D of this policy.
- 6.3. Applications are to be submitted on the provided form complete with the Proponent’s name, address, and with a comprehensive description of the concern. Pictures and drawings can be attached or included. Applications may be submitted online through the Township’s website, emailed to the Director of Public Works, or submitted at the Township of Zorra municipal office.
- 6.4. When a form is submitted, the Director of Public Works will conduct an initial screening/review to determine the eligibility for traffic calming measures on the given road. The Director will contact the Proponent within 10 business days, acknowledging receipt of the application, as well as the estimated schedule for the initial screening/review. For the initial screening/review, the Director will determine whether the request applies to a road under the authority of the Township. If the road is under jurisdiction of another government (i.e. Oxford County, the Province of Ontario, or another municipality), staff will direct residents accordingly. The road must also be a minimum length of 150 metres. The Director shall inform the Proponent as to whether their location meets the initial screening criteria for a traffic calming measure. Initial screening/review may include:
  - a) Staff conducting a field survey or if necessary, attending a meeting at the location with the Proponent.
  - b) Staff accommodating the request through subsection a) above and taking appropriate action should the work be in the best interests of public safety and budget.

- 6.5. The Director of Public Works has the authority to use their discretion to consider the validity of the traffic calming matter and whether this matter warrants further consideration. Should the Director decide that the matter does not warrant further consideration, the process will stop, and the Proponent and affected parties will be advised.
- 6.6. Should the location meeting the initial screening criteria for a traffic calming measure, and if the request cannot be accommodated through subsection 6.4., the Proponent shall complete a Neighbourhood Support Form (NSF). The NSF process requires further community consultation and support to develop the calming measures plan.
  - 6.6.1. The NSF requires the Proponent to receive support from at least 51% of the households with direct frontage or flankage of the requested location for the potential implementation of traffic calming measures, as defined by Township staff. Failure to meet the 51% support level will result in termination of the request.
- 6.7. If the NSF results indicate that there is at least 51% support for a traffic calming measure for the location, data collection and analysis will commence, including an Assessment of Traffic Calming Measure Need (see Appendix E) to be conducted and completed by the Director of Public Works.
  - 6.7.1. During the Assessment of Traffic Calming Need, Township staff will collect traffic data, as deemed necessary by Township staff, to quantify and qualify the traffic concerns. The data collected may include traffic volumes and composition, vehicle speeds, collisions, sight lines related to deficient horizontal and/or vertical alignment and stopping distance, pedestrian activity, etc.
  - 6.7.2. Once the data is collected and summarized, the data will be used in the overall assessment to determine the need for traffic calming. Requested locations must score the minimum number of points required on the Assessment of Traffic Calming Measure Need form to proceed with the investigation. The points differ based on the classification of the road. 35 points are needed for Local Roads and 52 points for Collector Roads.
  - 6.7.3. Should a location fail to meet these requirements; residents will be notified and the investigation for traffic calming measures will discontinue.
- 6.8. Should a location meet the Assessment of Traffic Calming Measure Need requirements, the Director of Public Works shall then evaluate and determine appropriate traffic calming measure(s) for the location.
- 6.9. The Director of Public Works will determine an appropriate traffic calming measure(s) for the location, then Township of Zorra staff shall implement Public Engagement Strategy 3 (as outlined in the Township of Zorra Public Engagement Policy). Strategy 3 will include public notification and possible information sessions for the public and affected parties to attend. The purpose of Strategy 3 is to notify the neighbourhood, and affected agencies, of the proposed traffic calming measure, and to receive feedback from these stakeholders. The next steps of the process will be shared with the Proponent and all affected parties at this time.
  - 6.9.1. If it is determined that the traffic calming measure may be contentious, the Director of



Public Works may bring a report to Council for Council's consideration on the traffic calming measure.

6.10. Following Strategy 3 implementation, the Director of Public Works shall finalize the traffic calming measure and proceed with implementation. The timeline for implementation will vary depending on budget implications and scope of work.

6.11. The Director of Public Works shall monitor and evaluate the effectiveness of the traffic calming measure following implementation of the measure.

6.11.1. Traffic Calming measures may be removed, at the request of residents, provided that the same level of support exists to remove as was measured for installation.

**Next revision date: (every five years)**

Next revision date: October 2025.

**Accessible Formats:**

If you require this document to be in an accessible format, please contact the Director of Corporate Services/Clerk at [clerk@zorra.ca](mailto:clerk@zorra.ca) or 519-485-2490 ext. 7228.