

DRAFT – For Discussion Only

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City of St. John’s Corporate and Operational Policy Manual

Procedure Title: Traffic Calming Procedures	
Authorizing Policy: Traffic Calming Policy	
Last Revision Date: N/A	Procedure #: TBD
Procedure Sponsor: Deputy City Manager, Planning, Engineering and Regulatory Services	

1. Procedure Statement

These procedures, along with the policy, establish consistent and transparent processes for all Traffic Calming requests and projects.

2. Definitions

“Arterial Streets” mean streets where traffic movement is of primary importance, and accommodate primarily through traffic and traffic destined to major development nodes, as depicted as “ART-MA” and “ART-MI” in the Street Classification Layer of the [St. John’s Map Centre](#).

“Collector Streets” mean streets where traffic movement and land access are of more equal consideration, and which consolidate local traffic and accommodate some through traffic, as depicted as “COLLECTOR” in the Street Classification Layer of the [St. John’s Map Centre](#).

“Employee” means any person employed by the City of St. John’s as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Local Streets” mean streets where traffic movement is of secondary importance, that accommodate traffic destined to properties in the area and have low volumes of through traffic, as depicted as “<all other values>” in the Street Classification Layer of the [St. John’s Map Centre](#).

“Street” shall have the same meaning as defined by the St. John’s Development Regulations 2021, that is “a publicly owned street, road, highway, or other way including a structure for any part of the street, road, highway, or other way designed and intended or used by the public for the passage of traffic and include all the space between the boundary lines of the street, road, highway, or other way”.

“Traffic Calming” means the combination of primarily physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour, and improve conditions for all street users.

“85th Percentile Speed” means the speed that 85 percent of drivers will be travelling at or below on a street.

3. Procedure Requirements

3.1 Project Screening Criteria

- a) Upon receipt of a Traffic Calming request, Transportation Division Employees shall screen the project as detailed below and as summarized in Table 1 in Annex A.
- b) Posted Speed Limit: Streets shall only be eligible for Traffic Calming if their posted speed limit is 50 kilometers per hour or less.
- c) Street Classification: Cul-de-sacs, P-loops, crescents that are less than 300 meters, and Arterial Streets shall not be eligible for Traffic Calming.

- d) **Grade:** If the grade of the Street is equal to or greater than the maximum threshold of 8 percent, then the Street shall not be eligible for Traffic Calming.
- e) Based on the screening process, if it is determined that the Street is ineligible for Traffic Calming measures, Transportation Division Employees shall notify the requestor of this result.

3.2 Petition

- a) If requests meet the initial screening criteria noted above, Transportation Division Employees shall provide the requestor with the boundary lines of the study area (for example, full Street, Street segment, etc.) for the potential Traffic Calming project.
- b) The requestor shall use the petition form provided by the City to obtain signatures from a minimum of 25 percent of households in the study area (one signature per household) supporting Traffic Calming.
- c) Once the requestor submits the completed petition, Transportation Division Employees shall review to confirm the minimum threshold has been met:
 - i. If the threshold has been met, Transportation Division Employees shall proceed to Initial Project Evaluation as detailed in Section 3.3.
 - ii. If the threshold has not been met, Transportation Division Employees shall notify the requestor that the Street is ineligible for Traffic Calming measures and advise that the evaluation process is complete.

3.3 Initial Project Evaluation

- a) Traffic speed and volume data shall be collected on Streets that have demonstrated sufficient resident support. The following screening criteria shall be evaluated based on the data collected.
- b) **Speed:** If the 85th Percentile Speed is less than or equal to the posted speed on a Local Street, the Street shall not be eligible for Traffic Calming. If the 85th Percentile Speed is less than or equal to the posted

speed plus 5km/h on a Collector Street, the Street shall not be eligible for Traffic Calming.

- c) **Traffic Volume:** If the traffic volume on a Local Street is less than or equal to 900 vehicles per day (vpd), the Street shall not be eligible for Traffic Calming. If the traffic volume on a Collector Street is less than or equal to 3,000 vpd, the Street shall not be eligible for Traffic Calming.
- d) If initial project evaluation screening criteria are not met, Transportation Division Employees shall notify the requestor that the Street is ineligible for Traffic Calming and advise that the evaluation process is complete.
- e) If the initial project evaluation screening criteria have been met, Transportation Division Employees shall proceed to scoring the Traffic Calming Project, as detailed in Section 3.4.

3.4 Project Scoring Criteria

- a) Requests that are eligible for Traffic Calming after the screening, petition, and initial evaluation process shall be scored based on the criteria as detailed below and as summarized in Table 2 in Annex A.
- b) **Collision History:** Requests shall receive the following points for each type of collision that has occurred in the past 3 years, to a maximum of 10 points:
 - i. 2 points for each collision where there is an injury or fatality;
 - ii. 2 points for each collision involving vulnerable Street users, including but not limited to, pedestrians, motorcyclists, and bicyclists;
 - iii. 1 point for each collision causing property damage only.
- c) **Traffic Volume:** Requests shall receive the following points for traffic volume, to a maximum of 25 points:
 - i. Local Street: 1 point for every 50 vehicles above 900 vpd; and
 - ii. Collector Street: 1 point for every 100 vehicles above 3,000 vpd.
- d) **Traffic Speed:** Requests shall receive the following points for traffic volume, to a maximum of 30 points:

- i. Local Street: 1 point for each 1 km/h above posted speed; and
 - ii. Collector Street: 1 point for each 1 km/h above threshold (i.e., posted speed + 5 km/h).
- e) **Pedestrian Generators:**
- i. Requests shall receive 5 points for each high school, park, playground, licensed childcare centre, library, residential retail store, community centre or senior facility within the study area, to a maximum of 10 points.
 - ii. Requests shall receive 5 points if there is an elementary school or safe route to school within the study area, to maximum of 5 points.
- f) **Active Transportation Facilities:**
- i. Requests shall receive the following points for sidewalks within the study area:
 - 1. 0 points if a sidewalk exists on both sides of the Street;
 - 2. 2 points if approximately 20% of the sidewalk is missing;
 - 3. 4 points if approximately 40% of the sidewalk is missing;
 - 4. 6 points if approximately 60% of the sidewalk is missing;
 - 5. 8 points if approximately 80% of the sidewalk is missing; or
 - 6. 10 points if there are no sidewalks.
 - ii. Requests shall receive 5 points if there is an existing bike route or the study area is part of Bike Master Plan full network.
- g) **Adjacent Land Use:** Requests shall receive 5 points if the study area is a fully residential area and shall be reduced by 1 point for every 20% non-residential area:
- i. 5 points for a fully residential area;
 - ii. 4 points for approximately 80% residential area;
 - iii. 3 points for approximately 60% residential area;
 - iv. 2 points for approximately 40% residential area;
 - v. 1 point for approximately 20% residential area; and
 - vi. 0 point for a non-residential area.
- h) Requests receiving less than 30 points during the project scoring process shall be considered ineligible for Traffic Calming measures and Traffic Division Employees shall notify the requestor of this result and advise that the process is complete.

- i) Requests receiving 30 or more points during the project scoring process shall be considered eligible for Traffic Calming measures.
- j) Traffic Division Employees shall provide notification to the requestor of the request eligibility and advise that the Street will be placed on the Potential Traffic Calming Projects list.

3.5 Eligible Project Prioritization and Selection

- a) Annually, after the budget has been approved by Council, Transportation Division Employees shall prioritize the top Streets from the Potential Traffic Calming Projects list, taking into consideration the Street scoring, whether any listed Streets are being considered for City Street rehabilitation projects, the annual Traffic Calming budget, and what work can reasonably be completed within the year.
- b) Transportation Division Employees shall install temporary Traffic Calming measures on Streets selected for annual Traffic Calming projects.
- c) Following installation of the temporary Traffic Calming measures, Transportation Division Employees shall send a survey to all residents within the study area to determine support for permanent Traffic Calming measures.
- d) To implement permanent Traffic Calming measures, the survey shall require support from at least 60 percent of the responding households.

4. Application

The policy and procedures apply to all Traffic Calming requests and projects.

5. Responsibilities

5.1 Transportation Division Employees shall be responsible for:

- a) communicating requirements and outcomes to residents and/or Members of Council as required;

- b) screening and scoring requests to determine their eligibility for temporary measures; and
- c) conducting a survey of residents and determining eligibility for permanent Traffic Calming Measures.

5.2 Residents and/or Members of Council shall be responsible for:

- a) submitting Traffic Calming requests to the City;
- b) completing petitions and/or surveys as required, and
- c) providing any additional information required by the City.

6. References

Traffic Calming Policy

7. Approval

- Procedure Sponsor: Manager, Transportation Engineering
- Procedure Writer: Manager, Transportation Engineering;
Transportation System Engineer; Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: Not applicable
 - Senior Executive Committee:

8. Monitoring and Contravention

- a) Transportation Division Employees shall monitor the application of the policy and procedures.
- b) Any contravention shall be reported to the Department of PERS, Department of Finance and Corporate Services (including the Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action, which may

include, but is not limited to, legal action and discipline, up to and including dismissal.

9. Review Date

Initial Review: 3 years, Subsequent Review: Concurrent with policy

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Annex A – Project Screening and Scoring Criteria

Table 1: Project Screening Criteria

Criteria	Local Street Threshold	Collector Street Threshold
Posted Speed Limit	Less than or equal to 50/kph	Less than or equal to 50km/h
Grade	> 8%	> 8%
Street Classification	Arterials, Cul-de-sacs, P-loops, and crescents that are less than 300 meters	
85 th Percentile Speed	Less than or equal to the posted speed	Less than or equal to the posted speed plus 5 km/h
24-Hour Traffic Volume	900 vehicles	3,000 vehicles

Table 2: Project Scoring Criteria

Scoring Factor	Point Criteria	Max Score
Collision History	In the past 3 years: 2 points for each injury/fatal collision 2 points for each collision involving vulnerable Street users 1 point for each Property Damage Only (PDO) collision	10
Traffic Volume	Local Street: 1 point for every 50 vehicles above 900 vpd Collector Street: 1 point for every 100 vehicles above 3,000 vpd	25
Traffic Speed	Local Street: 1 point for each 1 km/h above posted speed Collector Street: 1 point for each 1 km/h above threshold (i.e., posted speed + 5 km/hr)	30
Pedestrian Generators	5 points for each high school, park, playground, licensed childcare centre, library, residential retail store, community centre or senior facility within study area, to max of 10 5 points if there is an elementary school or safe route to school within the study area, to max of 5	15

Scoring Factor	Point Criteria	Max Score
Active Transportation Facilities	<p>For sidewalk: 0 if sidewalk existed on both sides, 10 points if missing on both sides, Give 2 points for each 20% sidewalk missing. That means:</p> <p>0 - sidewalk exists on both sides 2 pts - Approx 20% of sidewalk missing 4 pts - Approx 40% of sidewalk missing 6 pts - Approx 60% of sidewalk missing 8 pts - Approx 80% of sidewalk missing 10 pts - no sidewalks</p> <p>For bike route: 5 points if there is an existing bike route or is part of Bike Master Plan full network</p>	15
Adjacent Land Use	<p>5 points if fully residential area; reduce 1 point for every 20% non-residential area. That means:</p> <p>5 points - All residential area 4 points - Approx 80% residential area 3 points - Approx 60% residential area 2 points - Approx 40% residential area 1 point - Approx 20% residential area 0 point - non-residential area</p>	5