

## 1.0 Introduction

The District of Saanich is a Vision Zero community and the safety and comfort of all people travelling on our roads is a top priority. District policy prioritizes a multi-modal transportation network that is equitable and environmentally sustainable, and services increasingly compact and complete communities.

Unsafe actions such as speeding and undesirable behaviours such as cutting through areas that are not designed for high traffic enroute to other destinations can have a negative impact on livability, as well as residents' motivation to use active travel modes, including walking, cycling, and rolling.

This traffic calming policy has been developed to articulate the process that Saanich staff will follow to address unsafe and undesirable vehicular conduct. Road design is a key element of the Safe System Approach and implementation of this policy will enable staff to modify road designs to compel drivers to travel in ways that are appropriate for the surrounding context.

Terms used within the document are defined at the end, in section 9.0 *Defined Terms*. The Urban Containment Boundary, residential roads, collector roads and major roads are shown on the map in Appendix 1, which is Map 8 from the *Official Community Plan*.

## 2.0 Background

In 2022, Saanich Council directed staff to develop a traffic calming policy.

Saanich's updated *Active Transportation Plan* includes an action to develop a policy to guide implementation of traffic calming in support of safe and comfortable conditions for active transportation users. Similarly, the *Road Safety Action Plan*, adopted by Council in October 2024, includes a primary action to develop a traffic calming policy and program.

This policy responds to the actions of the *Active Transportation Plan* and *Road Safety Action Plan*. It replaces the "*Manual on Policies and Procedures for Traffic Calming in Saanich*" that was approved by Council in March 2000.

### 2.1 Road Classifications

Saanich has a large multi-modal transportation network that connects people to destinations within Saanich and throughout the region. This includes a road network that consists of different road classifications that perform different functions within the network. The road classifications provide the framework for this policy.

Roads in Saanich are classified in the *Official Community Plan* as Highway, Major, Collector, and Residential (Map 8). Each classification has characteristics that reflect the intended role of the road within the transportation network. Major and Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Residential roads provide access to neighbourhoods and are intended to accommodate lower traffic volumes and speeds. Collector roads generally connect users between Residential roads and Major roads. The Ministry of Transportation and Transit has jurisdiction over Highways,

which generally have the highest volumes and facilitate the longest trips, often between municipalities in the Capital Regional District.

### **3.0 Purpose**

The purpose of this policy is to provide direction on the administration and implementation of traffic calming in Saanich. It outlines a process that will establish an equitable and transparent approach to traffic calming.

### **4.0 Goals**

The goals of traffic calming are:

1. Improve livability in neighbourhoods
2. Increase active transportation
3. Improve safety and the perception of safety for people travelling by all modes
4. Align driver behaviour with surrounding land uses
5. Plan and implement fiscally prudent infrastructure

### **5.0 Project Types**

There are two types of projects identified:

1. Individual Residential roads inside the Urban Containment Boundary or, non-Residential roads determined by staff to be designed as Neighbourhood Bikeways, inside the Urban Containment Boundary. Staff use the *British Columbia Active Transportation Design Guide* to determine non-Residential roads that should be designed as a Neighbourhood Bikeway.
2. Special Project Areas, which are projects that require more effort to identify the issues and develop traffic calming approaches. In these situations there is anticipated to be a larger network effect if changes are made to one road in an area. For example, this could be because the area is a grid and if traffic is displaced from one road, it would likely impact the adjacent roads in a similar manner to the road that had traffic calming measures implemented. Another example would be where vehicles are using multiple different roads along a route to avoid traffic, in higher volumes than the road is able to support. Special Project Areas are for projects that:
  - are proposed for a Collector road or Major road, whether inside or outside the Urban Containment Boundary;
  - include two or more roads of any type; or
  - are Residential roads or roads to be designed as a Neighbourhood Bikeway, outside the Urban Containment Boundary.

### **6.0 Evaluation**

#### **6.1 Identifying Projects**

Staff will identify potential traffic calming project locations in the following ways:

- Through stakeholder inquiry

- In coordination with capital projects, development projects, other jurisdictions or external funding agencies (for example: Capital Regional District's Ready Step Roll program)
- Through informal observation, in response to a data collection initiative, or based on the results of a safety review
- By referencing a Saanich plan

The extents of the identified location will be determined as the situation requires (for example: in some cases the opportunity area would be limited to only one block, whereas in others it may be kilometres of road that are an issue). Should a potential project be identified for a Highway (ie. for a location over which Saanich does not have authority), the project suggestion will be referred to the Ministry of Transportation and Transit.

## **6.2 Classifying Projects**

Potential traffic calming projects will be classified into the two types outlined in section 5.0 *Project Types*. If the project is proposed for an individual Residential road it falls into the first type. If the project is proposed for a non-Residential road and it is determined by Saanich administration that the location would be suitable for a Neighbourhood Bikeway implementation, it would also fall into the first type.

If staff determine that measures implemented on one Residential road or Neighbourhood Bikeway will impact the traffic patterns on an adjacent road(s), then concurrent traffic calming projects may be prioritized. However, if staff decide that a more comprehensive process is needed to determine traffic calming for two or more roads that may also include Major and Collector roads, then a Special Project Area will be identified.

The proposed project would be a Special Project Area if it meets the criteria in section 5.0 *Project Types*, in that it is located on a Collector road or Major road, it includes two or more roads, or is a Residential road outside the Urban Containment boundary.

For the first type of project, the need for traffic calming is assessed as outlined in section 6.3. For Special Project Areas, they are added to the list of projects and prioritized as identified in section 6.4, without being subject to the preliminary screening.

## **6.3 Assessing the need for traffic calming - Preliminary screening**

For each identified location of the first type, staff will conduct a preliminary screening. Quantitative thresholds have been established for a series of metrics and data will be collected for each metric identified in Table 1. Traffic calming will be considered in situations where any of these thresholds are exceeded. Traffic calming projects will not be considered on dead-end roads that only access residential properties.

**Table 1: Metrics and thresholds to pre-screen projects on Residential roads or non-Residential roads determined to be a Neighbourhood Bikeway**

Road Classification	Metric	Threshold
Residential Road or road determined to be designed as a Neighbourhood Bikeway	Traffic volume	>1000 vehicles per day
	Vehicle speed	85 <sup>th</sup> percentile speed is $\geq 40$ km/h
	Crashes resulting in a serious injury or fatality, and/or involving a vulnerable road user	$\geq 1$ within the past five years

If one of the pre-screening criteria is met, staff will confirm that a project will be placed on the list of projects to be prioritized and ranked, with implementation dependent on available funding.

If a project does not meet one of the pre-screening thresholds for traffic calming, then the process ends, and if there was a stakeholder inquiry, any applicants are notified in writing that the project will not proceed. For any location not meeting the pre-screening thresholds for traffic calming, there will be a two year waiting period before staff consider a request for that location again, unless there is a substantial change that means revisiting the request is warranted.

#### 6.4 Prioritization

A master list of potential traffic calming projects for both Residential road or Neighbourhood Bikeway projects that pass the preliminary screening and Special Area Projects will be created. The projects will be prioritized using criteria such as:

- Close proximity or along a route leading to, one or more of the following uses and/or land use designations: school, park, playground, seniors' facility, community centre, hospital, Centre or Village
- Lack of existing pedestrian infrastructure
- Lack of existing rolling and cycling infrastructure
- Timeframe for infrastructure improvements identified through the Active Transportation Plan
- Lack of existing traffic calming measures, or traffic calming measures have been implemented but are not effective
- Crash data showing fatalities or serious injuries
- Crash data involving vulnerable road users
- Opportunity to coordinate traffic calming measures with other capital and development projects, other jurisdictions or external funding source.
- Vehicle speeds
- Vehicle volumes
- Vulnerable user volumes
- Non-standard road geometry causing unsafe visibility conditions

Projects will be prioritized for implementation on an annual basis as part of the budget planning process. If multiple projects are determined using the prioritization criteria to have equal merit but not all can proceed, the Community Equity Analysis shown in Appendix C of the *Road Safety Action Plan* will be used as a tie-breaking consideration as to which project(s) moves forward. The projects to be completed in the next calendar year will be identified in a technical memo. Stakeholders will be notified about the traffic calming projects to be completed.

## **7.0 Implementation of Projects on Residential Roads and for roads determined to be Neighbourhood Bikeways**

The steps for implementing projects on Residential Roads or for those determined to be designed as Neighbourhood Bikeways are outlined below.

### **7.1 Determine the types of traffic calming measures appropriate**

Staff will review the issues and opportunities for each project location and use guidance documents including the most recent edition of the *British Columbia Active Transportation Design Guide* and the Transportation Association of Canada's *Canadian Guide to Traffic Calming* to determine the types of traffic calming measures to be implemented.

Traffic calming measures constructed using rapid implementation methods are typically less expensive and more efficient to install than measures constructed using traditional methods. Rapid implementation methods may be used exclusively or in combination with traditional methods. When selecting which methods to use, staff will consider the efficient use of available funds and opportunities to test and evaluate measures before making them permanent.

### **7.2 Develop a technical memo**

Based on an analysis of data and a review of relevant guidance documents, staff will prepare a technical memo that summarizes the issues and outlines the rationale for traffic calming for each location. The memo will also identify the geographic area of the project and include a concept plan that articulates the types and locations of traffic calming measures to be implemented.

### **7.3 Engage with community and internal and external stakeholders**

In accordance with the District of Saanich *Public Participation Policy*, the technical memo will be referred to internal stakeholders and external agencies. Details from the technical memo, including the concept plan, will be shared with those who own property or reside on the subject road, as well as those who have requested the traffic calming (if applicable) and other community members. Feedback received through engagement will be considered in development of the final technical memo.

### **7.4 Finalize the project and prepare for implementation**

Staff will prepare the final technical memo. A summary of the comments received through engagement will be included. Any applicant(s) and those who own property or reside on the subject Residential road will be notified of the plan to implement traffic calming.

### **7.5 Implement, monitor, and evaluate performance**

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions. Through the monitoring process, if the vehicle volumes are found to be at a level appropriate for the road typology, the 85<sup>th</sup> percentile vehicle speeds are below 40km/h, and there are no major collisions, the project will generally be considered successful. Increased volumes of vulnerable road users and positive community experiences and perceptions will also be considered as success measures.

The effectiveness of the project will be evaluated based on a review of the data collected before and after implementation. The evaluation results may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures
- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 6.4.

The technical memo for the project will be updated to include the results of the post-implementation evaluation.

## **8.0 Implementation of projects in Special Project Areas**

Special Project Areas are situations that require more effort to identify issues and develop traffic calming approaches. The situations that would be considered Special Project Areas are described in section 5.0 *Project Types*.

The steps for implementing projects within Special Project Areas are outlined below.

### **8.1 Engage with community and internal and external stakeholders**

Per the District of Saanich *Public Participation Policy*, staff will engage with internal stakeholders, external agencies, and the public as part of the process to develop the plan for traffic calming for Special Project Area projects. Staff will learn about issues and opportunities from the perspective of stakeholders during this step.

### **8.2 Determine the types of traffic calming measures appropriate**

Based on an analysis of data, consideration of best practices, input received through engagement, and review of guidance documents including the *British Columbia Active Transportation Design Guide* and the *Canadian Guide to Traffic Calming*, Saanich staff will determine the appropriate traffic calming measures. The measures may be installed using rapid implementation methods, traditional construction methods, or a combination of both.

### **8.3 Develop a technical memo**

Staff will prepare a technical memo summarizing the issues to be addressed through traffic calming, the geographic area of the project and a concept plan of the measures to be

implemented. The memo will be circulated to stakeholders, external agencies, and the public (including those that own property on or reside on the subject roads) for review and comment. Final changes may be made to the memo based on the input received.

#### **8.4 Develop a project charter**

Drawing on the information in the technical memo, a project charter will be developed to document the scope of work, budget, opportunities for alignment with other projects, and a timeline for completion that may include phasing.

#### **8.5 Finalize the project**

The plan for traffic calming measures and project charter are finalized. Staff will notify stakeholders, external agencies, and the public of the plan for traffic calming.

#### **8.6 Implement, monitor, and evaluate performance**

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions. Through the monitoring process, if the vehicle volumes are found to be at a level appropriate for the road typology, the 85<sup>th</sup> percentile vehicle speeds are below 40km/h, and there are no major collisions, the project will generally be considered successful. Increased volumes of vulnerable road users and positive community experiences and perceptions will also be considered as success measures.

The effectiveness of the project will be evaluated based on a review of the data collected before and after implementation. The evaluation results may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures
- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 6.4.

The technical memo for the project will be updated to include the results of the post-implementation evaluation.

### **9.0 Defined Terms**

#### **85<sup>th</sup> percentile speed**

The 85<sup>th</sup> percentile speed is the speed at or below which 85% of drivers are travelling. 15% of drivers are travelling above the 85<sup>th</sup> percentile speed. The 85<sup>th</sup> percentile speed tells us the speed at or below which most drivers perceive to be safe to drive, given the conditions.

### Collector road

Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Collector roads generally connect users between residential roads and Major roads.

### Equity Deserving Areas

Equity Deserving Areas are areas in Saanich where there are higher concentrations of equity-deserving populations. An Equity Deserving Area is one that has a moderate to high equity score based on the equity analysis in the *Road Safety Action Plan*. More information about Equity Deserving Areas and the analysis involved can be found in Appendix C, pages 105 – 109 of the *Road Safety Action Plan*. The Equity Score map is attached to this policy as Appendix 2.

### Highway

Highways in Saanich are maintained by the provincial government. The Ministry of Transportation and Infrastructure takes care of Highways 1, 17 and McKenzie Ave from Rainbow Street to Admirals Road.

### Major road

Major roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich.

### Neighbourhood Bikeway

Streets with low motor vehicle volumes and speeds that are suitable for motor vehicles and people cycling to share the road. Neighbourhood bikeways may include treatments such as signage, pavement markings, traffic calming, and traffic diversion to prioritize bicycles and make the facility comfortable for people of all ages and abilities (*British Columbia Active Transportation Design Guide*, page D5).

### Recent Crash

A recent crash is a crash that has occurred within the last 5 years.

### Residential road

Residential roads provide access to neighbourhoods and are intended to accommodate lower traffic volumes and speeds.

### Serious Injury

An injury sustained by a road user that is reported by the Saanich Police Department and requires the road user to be admitted to hospital.

### Short-cutting

Short-cutting (also called infiltration) occurs when drivers travel through a neighbourhood to bypass congestion or delay on an adjacent street to reach a destination outside the neighbourhood.

### Special Project Area



Special Project Areas are projects that require more effort to identify issues and develop traffic calming approaches. Special Project Areas are for projects that:

- are proposed for a Collector road or Major road, whether inside or outside the Urban Containment Boundary;
- include two or more roads of any type; or
- are Residential roads or roads to be designed as a Neighbourhood Bikeway, outside the Urban Containment Boundary.

### Traffic Calming

Traffic calming refers to the range of approaches used to reinforce appropriate driver behaviour and support the creation of safer streets. References are most commonly to physical infrastructure designed to reduce vehicle speeds, reduce traffic volumes, or address traffic short-cutting. They may also include communications, enforcement and other non-infrastructure approaches (*Active Transportation Plan*, page 56).

### Urban Containment Boundary

The regulatory boundary established within the Capital Regional District's *Regional Growth Strategy* and designated in the *Official Community Plan* that defines the boundary for urban and rural Saanich and the extent for urban growth and infrastructure and service standards. The Urban Containment Boundary protects rural and resource areas from urban development. The *Regional Growth Strategy* targets accommodating 95% of new dwelling units within the Urban Containment Boundary by 2038.

### Vulnerable Road User

Vulnerable road users include pedestrians, cyclists, users of mobility devices, and motorcyclists. They are less protected from the impacts of a crash than those travelling within a motor vehicle.

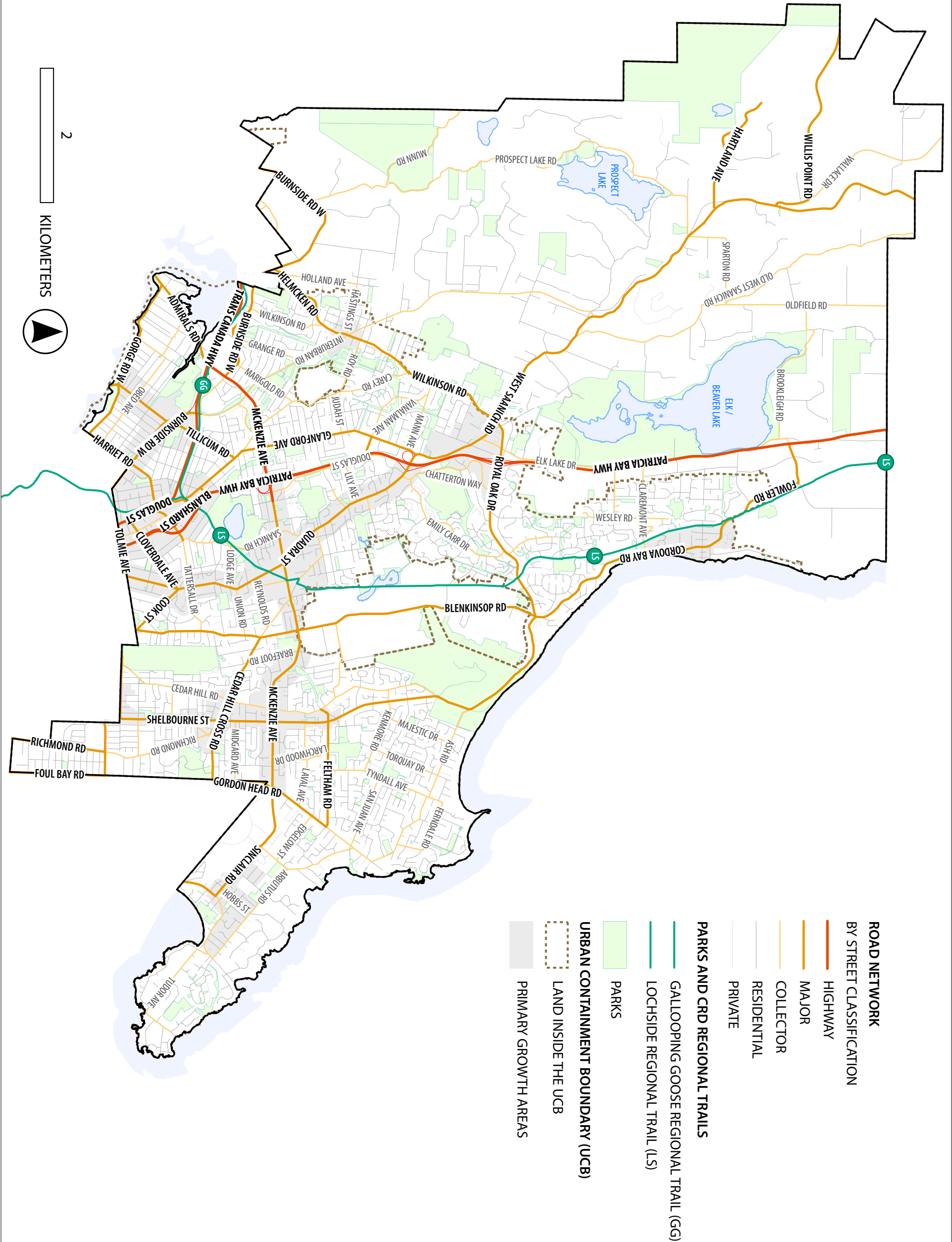
## **Appendices**

Appendix 1 – Saanich road network map

Appendix 2 – Equity map

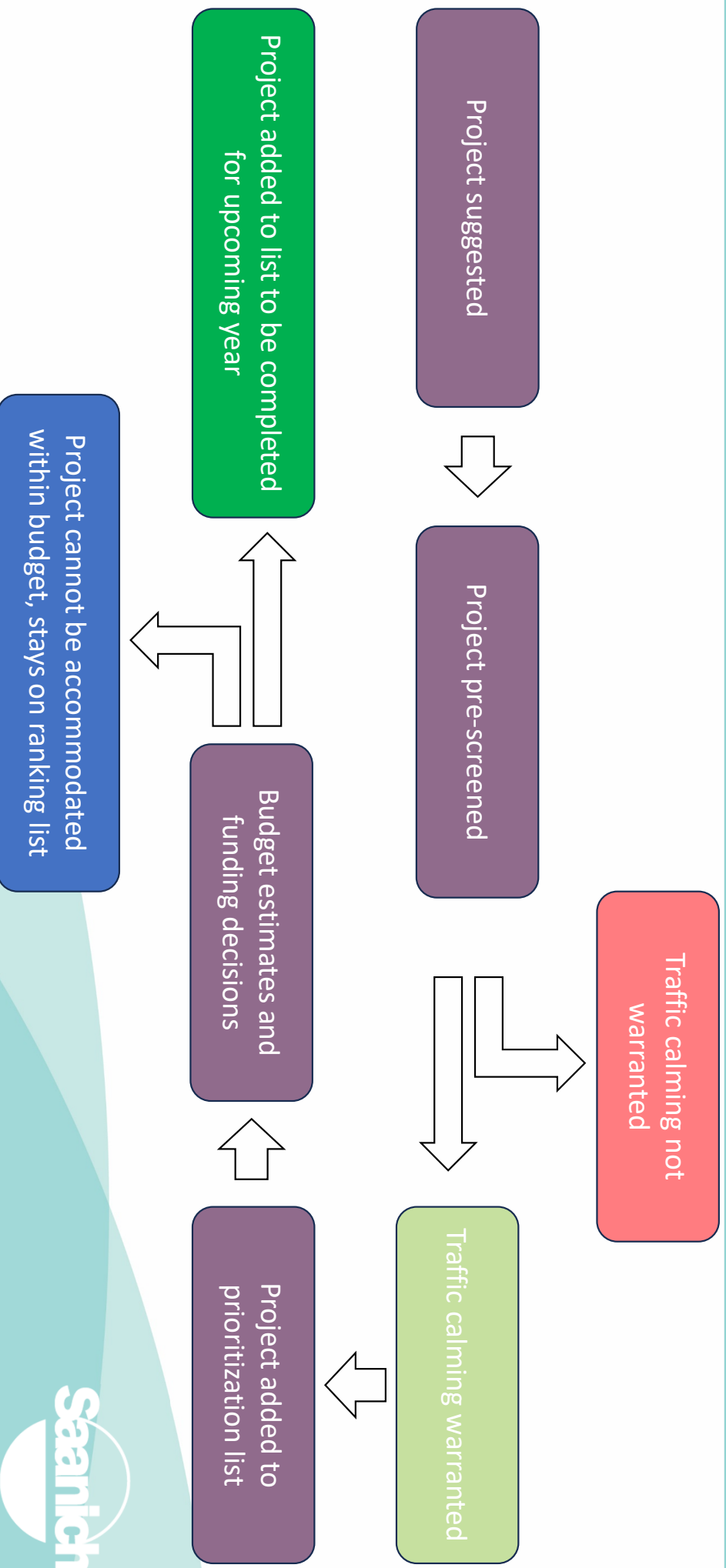
Appendix 3 – Process flowcharts

## **Reference Documents**

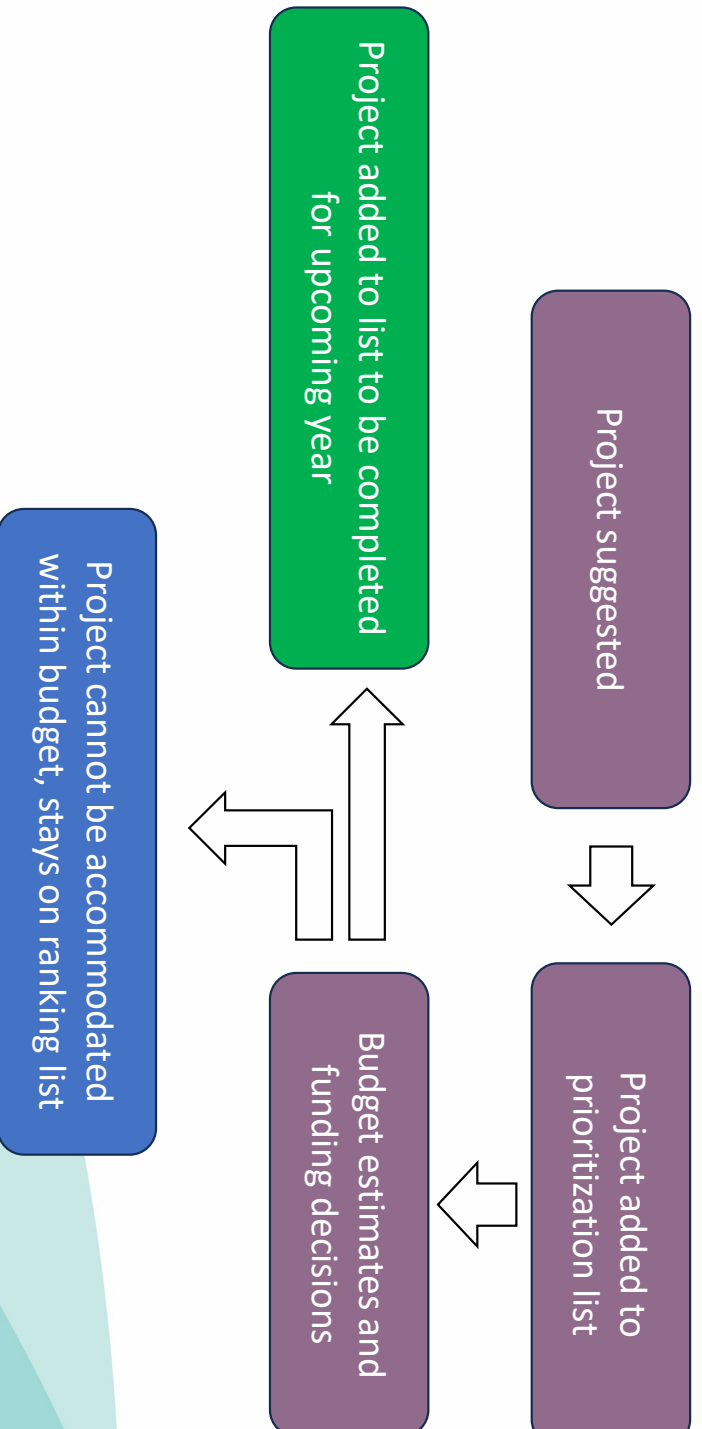




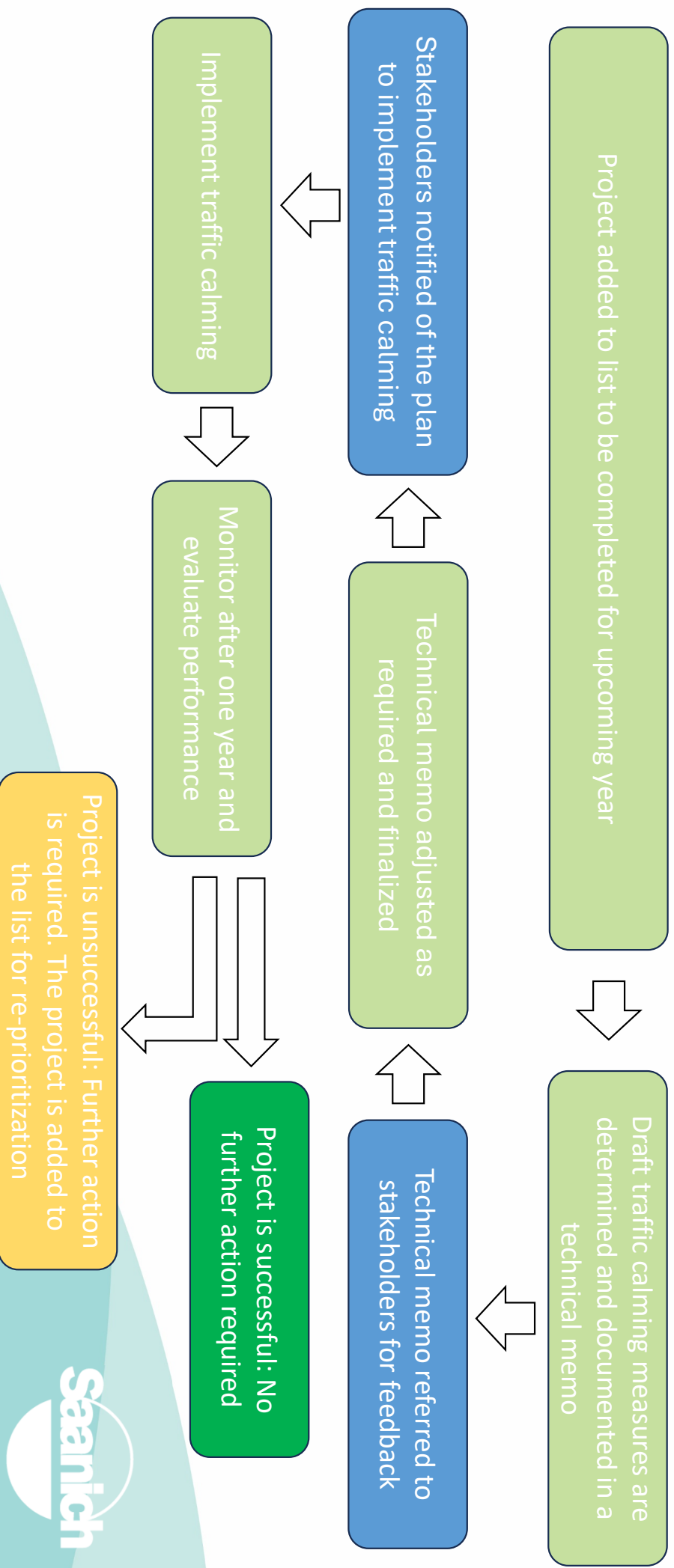
# Process for selection – single road



# Process for selection – Special Project Area



# Process for implementation – single road





# Process for Implementation - Special Project Area

