

TRAFFIC CALMING PROGRAM FLOW CHART

Step 1: Traffic Calming Initiation

- Resident(s) complete and send in an Application for Traffic Calming Review to the Engineering Department.
- Administration / Council identify neighbourhood level traffic concerns and request a Traffic Calming Review.

Step 2: Preliminary Screening

- Administration registers the application and performs Preliminary Screening of the identified roadways.
 - If application meets criteria of Preliminary Screening, the process continues to Phase 1 / Step 3.
 - If application does not meet necessary criteria of Preliminary Screening, the applicant(s) are notified and alternative solutions / actions may be looked into - the Traffic Calming Process ends.

Step 3: Study Area and Data Collection

- The study area shall be defined in accordance with the application and noted roadway(s). The study area shall focus on neighbourhoods versus single road segments and will be aligned with the Neighbourhood Map.
- Applicable traffic data shall be collected internal to the community and on the surrounding network and analyzed against thresholds.
 - If recorded traffic data exceed expected thresholds, the data will be applied to the severity / priority table to allow for a ranking of neighbourhood issues.
 - Pending budget and staff scheduling, Neighbourhoods with highest ranking(s) will be prioritized to move forward with the program (to Phase 2) in the immediate future.
 - Neighbourhoods identified as exceeding thresholds, but not immediate priority shall be registered and move forward to the next step (Phase 1 / Step 4), and shall have the Support Survey conducted with identification of a forecasted schedule.
 - If recorded traffic data does not exceed expected thresholds, the applicant(s) shall be notified and alternative solutions looked into to address concerns. The Traffic Calming Process ends.

Step 4: Project Support Survey

- Information regarding the application for Traffic Calming Review, and recorded traffic data collected to provide notice of concerns / quantified issues will be summarized and an information letter with Project Support Survey sent to identified affected property owners.
- The Project Support Survey will be conducted, with a minimum requirement of 55% support for continuing with the Traffic Calming Program.
 - If 55% support is achieved, the Traffic Calming Program shall progress to Phase 2.
 - If 55% support is not achieved, the applicant(s) shall be notified and alternative solutions looked into to address concerns. The Traffic Calming Process ends.
 - If the highest priority neighbourhoods (based on severity and priority scoring) do not meet necessary support levels, however secondary neighbourhoods do meet support levels, the secondary neighbourhood shall be increased in priority and shall move forward with the program, replacing the previous high priority neighbourhood(s).

Step 1: Temporary Measure Implementation and Evaluation

- Prior to permanent construction of some applicable traffic calming measures, there may be a minimum period of 1 year of temporary measure installment to evaluate the measure(s), identify impacts and provide residents the opportunity to provide feedback on support of moving forward with the permanent infrastructure.
- Traffic data will need to identify a positive impact with the measure; and public support must be obtained in line with the preference survey.

Step 2: Detailed Design

- The approved and community supported Traffic Calming Plan shall be utilized to create a detailed design and construction drawings.

Step 3: Construction Tendering and Implementation

- The detailed construction design and drawings shall be used to tender and award the full scope of construction implementation of the Traffic Calming Plan.
- Pending timelines, the field level application and implementation may occur the following year of public engagement, with appropriate project charters and funding requests brought to Council during the annual budget process.
- Construction shall be contained by seasonal allowances for completion and approved budgets.

Step 1: Preliminary Resident Engagement

- This step is targeting full engagement with residents / stakeholders to identify traffic related concerns within the community.
- Activity shall be inclusive of a Preliminary Information Meeting, online survey, and community walking tours.
- Information will be shared in regards to data collected and quantified traffic concerns, the overall expectations of the program and actions requiring resident input and feedback.
- An overall tentative schedule will be shared at this time as well.

Step 2: Traffic Calming Development Plan

- A minimum of two (2) Traffic Calming Plans shall be developed utilizing received public input and identified concerns.
- Plans shall be drawn, and small background reports created to identify applicable measures and their coordinated effect to addressing identified concerns, any service level impacts, operational impacts to residents and estimated construction costs.
 - Prior to public review, key stakeholders such as Transit, Public Works and Emergency Services shall view the proposed plans and identify areas of concern. Efforts will be made to address received stakeholder concerns, or discuss solutions and modifications which may be made to the plans.
- All plans shall be in conformance to applicable industry best practices and most up to date standards, as well as applicable City of St. Albert Municipal Engineering Standards.

Step 3: Traffic Calming Plan Preliminary Public Review

- The Traffic Calming Plans developed (with incorporated Stakeholder feedback adjustments) shall be presented at a Public Open House #1, with all background information associated to the plans, information acknowledging resident requests that may not have been able to be incorporated. This information shall be made available online for a specified minimum time period.
 - Feedback and comment forms shall be provided with the objective of identifying an overall ranking of community support towards a specific plan, or specific mitigation measures.
 - Pending resulting feedback, alternative Traffic Calming Plans may be developed, or the Process may continue to the Plan Preference Survey if there appears to be overwhelming support for the first Traffic Calming Plans.

Step 4: Development of Final Traffic Calming Plan(s)

- Phase 2 / Step 3, shall be repeated up to a maximum of 2 times, following the Preliminary Public Review of the Traffic Calming Plans.
- The Traffic Calming Plan(s) shall be revised as much as possible, within industry standard(s) and so as to not create neighbourhood issues, to address public concerns or requests received as feedback from a previous plan review.
- All information shall be shared and input requested via a Public Open House, as well as information from online.

Step 5: Traffic Calming Plan Preference Survey

- A maximum of two (2) Traffic Calming Plans shall be presented to the residents of the study area for identification of preference for implementation.
 - The survey will be one ballot per household, with the intent to identify a preferred plan, or provide notice of no support for any plan.
 - Adjacent property owners shall be identified within the balloting process and a set criteria must be obtained for both Adjacent Property Owners as well as all Affected Property Owners
 - A minimum of 60% of ballots must be returned (60% of all households within the study area).
 - A minimum of 60 % of received ballots for affected property owners must be in support of a Traffic Calming Plan to move forward for implementation.
 - A minimum of 75% of adjacent property owners must be in support of the Traffic Calming Plan to move forward.
 - If required ballots are not received, the survey may be extended, with residents being notified of the extension and new end date.
 - If required support is not achieved, a meeting shall be held with residents to discuss results and expectations moving forward; the Process may end or a second survey conducted.

Step 1: Evaluation and Monitoring

- The implemented Traffic Calming Plan shall be re-evaluated for traffic data a minimum of 6 months following construction completion.
- Evaluation of the traffic calming measures shall be performed for a minimum of 2 years following implementation.