



SRPRS.18.015 Appendix 2

Town of Richmond Hill's Traffic Calming Process:

1. Before a staff report is prepared, a petition signed by 75% of the registered property owners of the street (one signature per property), stating that they are in favour of traffic calming measures, is required. A staff report is then prepared for Council which will outline the traffic issues on the street and make a recommendation.
2. Alternatively, Council may direct staff to proceed with the traffic calming. If a traffic consultant is required, a staff report will be prepared to outline the budget requirement.
3. Once the study is underway, an optional Notice of Study Commencement is placed in the newspaper at the start of the study to notify the residents. Also, a notice is mailed to all the residents on the street.
4. The initiation of the traffic calming project will generally follow the steps as outlined in the former schedule "B" requirement under the Municipal Class Environmental Assessment. This means that alternatives to the undertaking have to be evaluated and two public consultation sessions are to be held to get input from the public. This consultation (public information centre) is advertised in the newspaper and anybody can attend to review and comment on the traffic calming alternatives and the final preferred option. Note that since February 2007, a formal class environmental assessment study is not required but the general outline to notify the public and keep the public involved will be maintained as "best practice" by Town staff.
5. Comments received will be addressed by the engineering section/consultant. If an objection is received and cannot be resolved to the objector's satisfaction, the objector can object by writing a letter to the Town Council. Depending on the issue raised by the objector, the Town Council will inquire on the details of the objection and how the engineering section/consultant has dealt with the issue.
6. A final report is sent to Council with recommendations based on comments received. Council may approve the recommendations of the staff report. If the project is approved for construction, Council has to approve monies for the construction phase of the project as part of its fiscal budget.