

**CITY/SCHOOL BOARD LIAISON  
COMMITTEE MEETING MINUTES**

**MONDAY, JANUARY 11, 1999**

A Meeting of the City/School Board Liaison Committee convened on Monday, January 11, 1999 at 7:35 p.m. in the Council Committee Room, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor L. Hollington, Chair  
Councillor M. Reid  
Trustee G. Alty  
Trustee G. Wallis

Others Present: Trustee B. Hobson  
Councillor D. Thorne  
Councillor J. Stangier

Staff Present: D. Sjoquist, Assistant Superintendent  
B. Low, Director of Facilities  
R. Carson, Director of Corporate & Property Services  
A. Argue, Principal, Walton Elementary School  
N. Cook, City Manager  
N. Nyberg, General Manager Operations  
A. Wood, Utility Programs Manager  
T. Wingrove, Deputy City Clerk

Also Present: T. Murphy, Hamilton Associates

**ITEM I - MINUTES OF NOVEMBER 17, 1998**

That the Committee received the Minutes of the November 17, 1998 City/School Board Liaison Committee Meeting.

**ITEM II - BUSINESS ARISING FROM MINUTES**

Nil

**ITEM III - NEW BUSINESS**

**1 Walton Avenue Parking**

Mr. T. Murphy, Hamilton and Associates, provided background information on the parking and traffic concerns at and near Walton Elementary School. He provided a summary of the problem, goals and objectives for parking and pick-up/drop-off, the findings of Hamilton Associates, potential solutions, analysis of solutions, points from previous Liaison Committee meetings and a recommended Action Plan.

Mr. Murphy stated that the expanded pick-up/drop-off and parking facilities could not be completed at this time due to funding constraints by the Ministry of Education and that approximately 36 parking spaces were required to accommodate school staff. He noted that the proposed 8:00 a.m. - 6:00 p.m. parking restrictions were at the request of area residents. Mr. Murphy further stated that the concept plan had no budget estimates and that perimeter fencing of the traffic/parking facility would also be required.

It was noted that the parking demand did not appear to be associated with the tot lot and that the study period was not completed in inclement weather.

The Director of Facilities stated that the cost estimate for a traffic/parking facility at Walton Elementary School similar to the concept plan by Hamilton Associates is in the range of \$60,000-\$80,000. He further stated that paving and deliniation in the gravel centre island would cost \$8,000-\$10,000 and that a portable may be removed after this school year, subject to projected enrolment decreases, to allow restoration of the original turn-around to accommodate staff and student pick-up/drop-off.

It was noted that a turn-around to accommodate the pick-up/drop-off demand of 63 vehicles in peak periods could not be constructed on this site and that the original turn-around would accommodate approximately 8 vehicles and the proposed turn-around 20 vehicles.

Mr. Murphy noted that demand reduction was necessary in addition to any capital improvements to increase traffic and parking supply.

Mr. G. Fuji, 2994 Albion Drive, Coquitlam stated that the concept plan for the parking lot pick-up/drop-off facility assumes some driving abilities such as parallel parking and there may be conflict between students of portables and the proposed expansion of the parking/traffic facility.

Mr. Murphy noted that a training video has been developed to educate drivers on how to use the pick-up/drop-off facility and that it has worked well in other locations.

Ms. A. Selkirk, 2965 Walton Avenue, Coquitlam expressed concern about the two hour parking restriction on Walton Avenue and the access to and from the school based on the concept plan for the expanded parking/traffic facility.

It was noted that the school had crossing guards who were grade 5 students.

Ms. B. Sauve, 1334 Corbin Place, Coquitlam expressed concern about the need for a retaining wall to construct this facility due to the change in elevations on the property. She also stated she had concern about drawing traffic to the front door of the school. Ms. Sauve stated that many parents do walk their children to school but the hills in this area and the requirement to cross Johnson Street in many instances must be recognized. She also stated that the 'no stopping' on Sherman Avenue cannot be enforced and 'no stopping' on Johnson Street helps a few residents but not the pick-up/drop-off demand. She stated that staff parking was not the issue but the safety of children in the pick-up/drop-off area. She noted that parents who must drive to school have this requirement for a reason and should not be judged.

Ms. L. Clarke, Walton PAC, stated the issue was not about staff parking and that the issue of parking for others visiting the school has not been addressed. She stated that the entrance for the proposed parking/traffic facility is too close to the crosswalk at Sherman Street. Ms. Clarke stated that parking must be available during certain short-term peak periods 30 minutes in the morning and afternoon as it exists at other school sites.

Mr. Murphy stated that short-term parking on both sides of Walton Avenue would be unsafe for children who must cross that street.

Mr. Johnson, Strata Chair at 2978 Walton Avenue, stated that the current hours of parking were changed without consultation. He stated that the residents of 2978 Walton Avenue would be supportive of a 2 hour maximum parking restriction between the hours 8:00 am - 6:00 pm, Monday-Friday.

Mr. McNary, 8-2978 Walton Avenue, stated that the daytime hours on street parking were taken away without consultation which resulted in a number of parking tickets. He stated that he is also supportive of Monday-Friday restrictions and that training is needed for parents who drive their children to school.

The Committee discussed the possibility of right turn only access and egress from the proposed parking/traffic facility as a means to limit possible conflicts between vehicles and pedestrians.

Mr. Murphy stated that right turn only access and egress would be possible if warranted by the number of vehicles using the facility but that driver behaviour is the prevailing issue that must be addressed.

It was noted that right-turn only would increase traffic through local streets north of the school.

The Committee discussed a three way stop on Walton Avenue and Sherman Street with a right turn only restriction into the proposed parking/traffic facility.

Mr. Murphy stated that stop signs should not be used as speed control devices and may create dangerous expectations for pedestrians. He further stated that violations of the stop sign would be frequent and it may work for the short peak periods at this school but that the rest of the day and non-school days it would be problematic.

The Committee discussed a pedestrian controlled light on Walton Avenue as a safety measure.

Mr. Murphy stated that this approach would be excessive given the number of vehicles and pedestrians on this road and that a well signed crossing with pavement marking would be an acceptable approach.

The Committee discussed the possibility of a 15 km/h speed during certain times on Walton Avenue with right turn only access and egress from the proposed parking/traffic facility and City bylaw enforcement to re-enforce the importance of these traffic measures.

The City Engineer noted that moving violations are issued by the RCMP and not City bylaw enforcement staff.

Mr. Murphy stated that a 15 km/h speed limit was too low, that people would speed if the limit was unreasonable and that 30 km/h was more appropriate in this area.

Mr. D. Short, 1280 Sherman Street, stated he would prefer a 'no stopping' sign on Sherman Street during school hours.

Mr. Fuji stated that a right turn only approach for access and egress for the proposed parking/traffic facility would only create traffic problems in other parts of this neighbourhood. He further stated that others beyond neighbourhood residents and school parents use Walton Avenue and their driving habits are perhaps not as conscientious. Mr. Fuji asked that the parking/traffic facility be built as part of the roadway.

Mr. Murphy stated that separation between this facility and the road was required to prevent conflicts between pedestrians and vehicles. He also added that this proposed parking/traffic facility was only a portion of the solution to the parking and traffic problems and that the demand for this facility must also be addressed.

The Principal, Walton Elementary School stated that Walton Avenue was a very quiet street with the exception of peak periods in the morning and afternoon for the school. He further stated that programs for walking and staff carpools have been problematic but exist informally and that an informal walking bus is in place.

Ms. Clarke stated that Walton PAC was not supportive of the walking bus and buddy system due to the responsibility being on the PAC to organize and parents not knowing the responsible parent on the walking bus. She further stated that the buddy system for walking was not possible due to availability of older walking buddies who are no older than grade 5 on a regular basis. Ms. Clarke further stated that the PAC was advised that parking tickets would not be issued during the implementation period and

that some parents have now been forwarded to a collections agency for unpaid parking tickets.

The General Manager Operations suggested that the issues of convenience for parents and staff and safety for children must be considered and that the Committee and other stakeholders must determine which issue is more important when evaluating this parking/traffic issue. He stated that expansion of the pick-up and drop-off facility was required but that carpooling and walking school bus must also be implemented to reduce the demand for this facility.

**ACTION  
ITEM:**

That a 2 hour parking restriction from 8:00 a.m.-6:00 p.m. on school days be implemented in this area.

**ACTION  
ITEM:**

That no stopping be permitted on Sherman Street and the north side of Walton Avenue between 8:30 a.m.-9:00 a.m. and 2:30 p.m.-3:30 p.m. on school days.

**ACTION  
ITEM:**

That a letter be written to the Provincial Government requesting immediate financial assistance to expand the pick-up and drop-off facility at Walton Elementary School.

**ACTION  
ITEM:**

That four parking passes be available to Walton Elementary School for their administration similar to the resident parking passes issued in the area.

It was noted that City staff were willing to work with School Board staff to configure the pick-up and drop-off facility on the site.

The Committee suggested that PAC be encouraged to pursue the Walking School Bus concept with ICBC and consider other programs that would decrease the demand for parking and pick-up and drop-off facility at the school.

It was noted that all stakeholders would be contacted after the Council Meeting and advised of the decision by City Council.

## City/School Board Liaison Committee Meeting

Name	Address
BOB JOHNSON	#35 2978 WALTON AVE COQ.
ROB CARSON	SD 43 Coq.
BOB McNARY	#8 2978 WALTON AVE.
Brenda Sauvé	1334 Corbin Pl, Coq
Vicki Lepper	1301 Durant Dr. Coq.
Gerri Wallis	SD 43 Coq
STEVEN LOO	#9 - 2978 WALTON AVE COQ.
BILL Low	SD 43
Ar ARGUE	WALTON School (Principal)
W. WALLISCH	1282 Sherman St - Coqu.
I de ZWART	1281 SHERMAN ST. COQ.
David Short	1280 Sherman St
Norm Cook	City of Coquille
Andrew Wood	" " "
<del>Neil Moberg</del>	Coquille
George Fujin	2994 Albion Dr, Coquille V3B 6S5
AND BELLER	2965 WALTON AVE COQ
LYNN CLARK	WALTON PAC
Jim STANBICK	CITY of COQ.

TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

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We trust this letter provides sufficient information for the City of Coquitlam and the School District to choose a course of action pertaining to traffic safety on Walton Avenue. Please do not hesitate to contact us should you require additional information or if we can be of further assistance.

Yours truly,

G.D. HAMILTON ASSOCIATES CONSULTING LTD.

per:  Tim Murphy, ASCT, MBA  
Project Manager



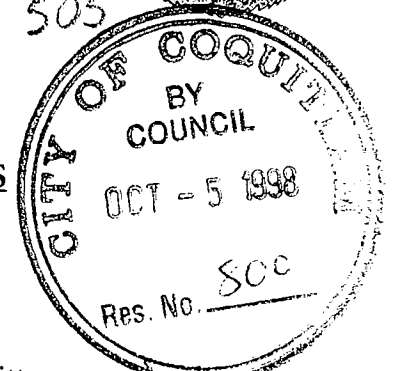
CITY OF

# COQUITLAM



CITY/SCHOOL BOARD LIAISON  
SPECIAL COMMITTEE MEETING MINUTES

WEDNESDAY, SEPTEMBER 16, 1998



A Special Meeting of the City/School Board Liaison Committee convened on Wednesday, September 16, 1998 at 7:00 p.m. in the Board Room, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor J. Stangier, Acting Chair  
Trustee G. Alty  
Trustee B. Hobson

Staff Present: P. Boyle, Secretary-Treasurer  
J. Beck, Assistant Superintendent  
D. Sjoquist, Assistant Superintendent  
A. Argue, Principal, Walton Elementary School  
N. Cook, City Manager  
A. Wood, Utility Programs Manager  
W. Jones, City Clerk

Also Present: T. Murphy, Hamilton Associates  
D. Short, 1280 Sherman Street  
R. Short, 1280 Sherman Street  
I. de Zwart, 1281 Sherman Street  
H. de Zwart, 1281 Sherman Street  
D. Wallisch, 1282 Sherman Street  
W. Wallisch, 1282 Sherman Street  
D. Selkirk, 2965 Walton Avenue  
L. Clark, Walton PAC  
B. Sauvé, Walton PAC  
V. Lepper, Walton PAC

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**ITEM I - BUSINESS ARISING FROM MINUTES**

Walton Elementary School Parking & Traffic

T. Murphy, Hamilton Associates, reviewed and presented some options on the Walton School parking and traffic situation. To facilitate the discussion Mr. Murphy suggested that the following could be considered to address some of the concerns raised by the School District, City, Parent Advisory Committee and residents: (1) extend the two hour parking zone; (2) issue resident parking passes to some school staff; and (3) encourage carpooling and other demand management strategies such as the "Walking Schoolbus."

The Committee and meeting participants discussed issues and possible solutions related to traffic safety and parking in the Walton School area.

It was agreed that staff would review: (1) the possibility of having two hour parking only between the hours of 8:00 am to 6:00 pm, Monday through Friday; (2) the possibility of extending the two hour parking zone and increasing the length from two hours to a longer duration; (3) installing "resident-only" or "no-stopping" signs on Sherman Street between Albion and Walton; and (4) the possibility of extending the "no stopping zone" on the north side of Walton.

L. Clark, Walton School PAC, requested that the fact that the PAC will not contribute financially to any parking improvements be recorded in the minutes.

The Committee agreed that after reviewing possible solutions to traffic and parking concerns a further meeting would be held to present findings and recommendations.

**ITEM II - OTHER BUSINESS**

Nil

**ITEM III - ADJOURNMENT**

The Chair declared the Meeting adjourned - 8:12 pm

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CHAIR

Warren Jones  
City Clerk

# Walton Avenue Elementary School Traffic

Tim Murphy

Hamilton Associates



# Goal and Objectives

- Goal - Provide a safe environment for students, staff and parents who are entering or leaving the school
- Desired objectives for Parking and Pick up/Drop-off
  - Minimize mode path conflicts
  - Terminals in close proximity to building
  - Maximize benefit of facilities
  - Minimize negative impacts to community



# Today's Situation

- Existing parking and pick up/drop-off facilities do not meet demand
- Frequent violation of parking regulations on Walton Avenue

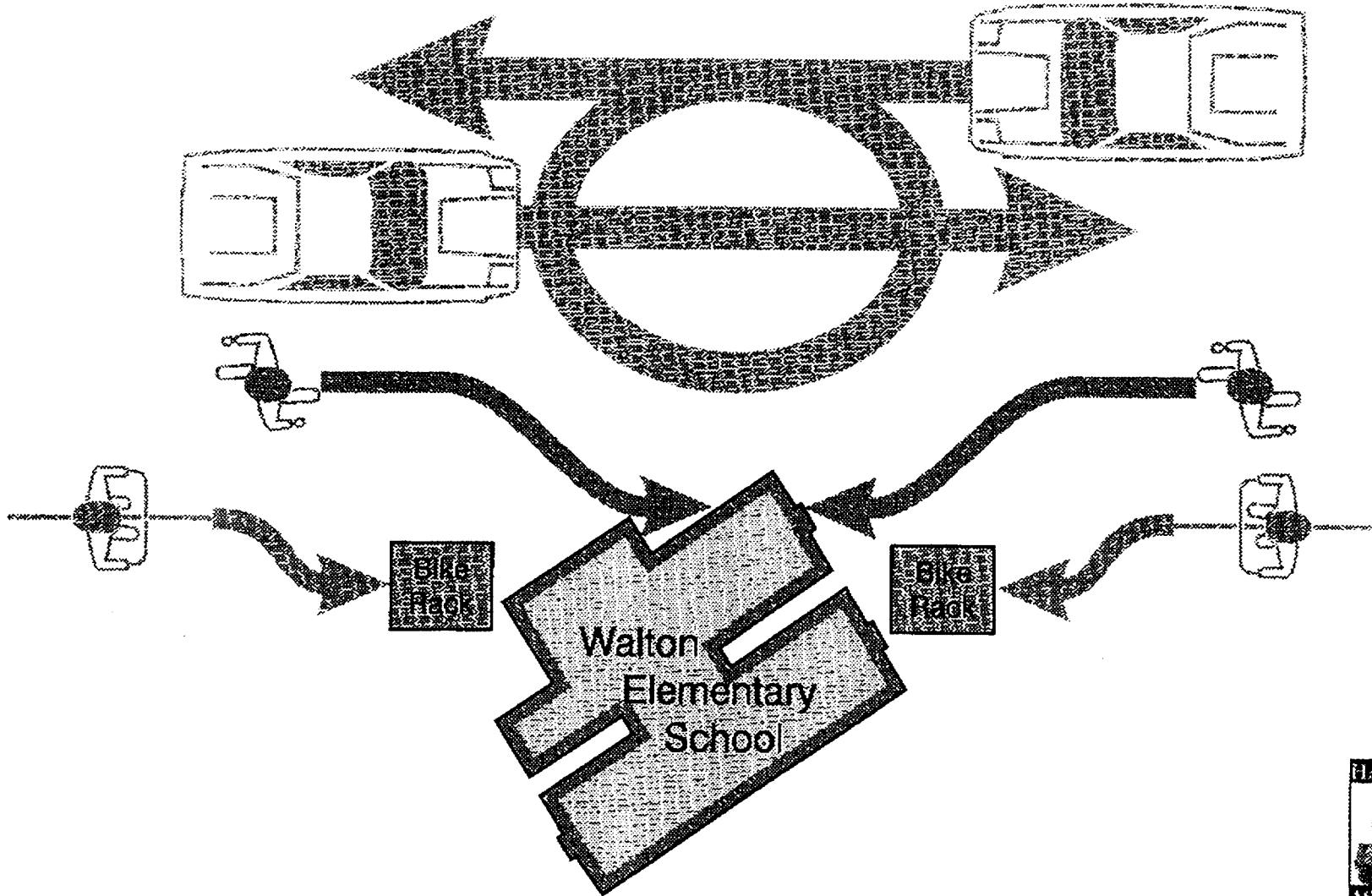


# How Did We Get Here?

- Walton Avenue Elementary School was constructed in 1988
- First elementary school in Coquitlam to have a pick up/drop-off facility
- As a first attempt, the pick up/drop-off proved to have insufficient capacity and was encumbered by portable classrooms within first year of operation

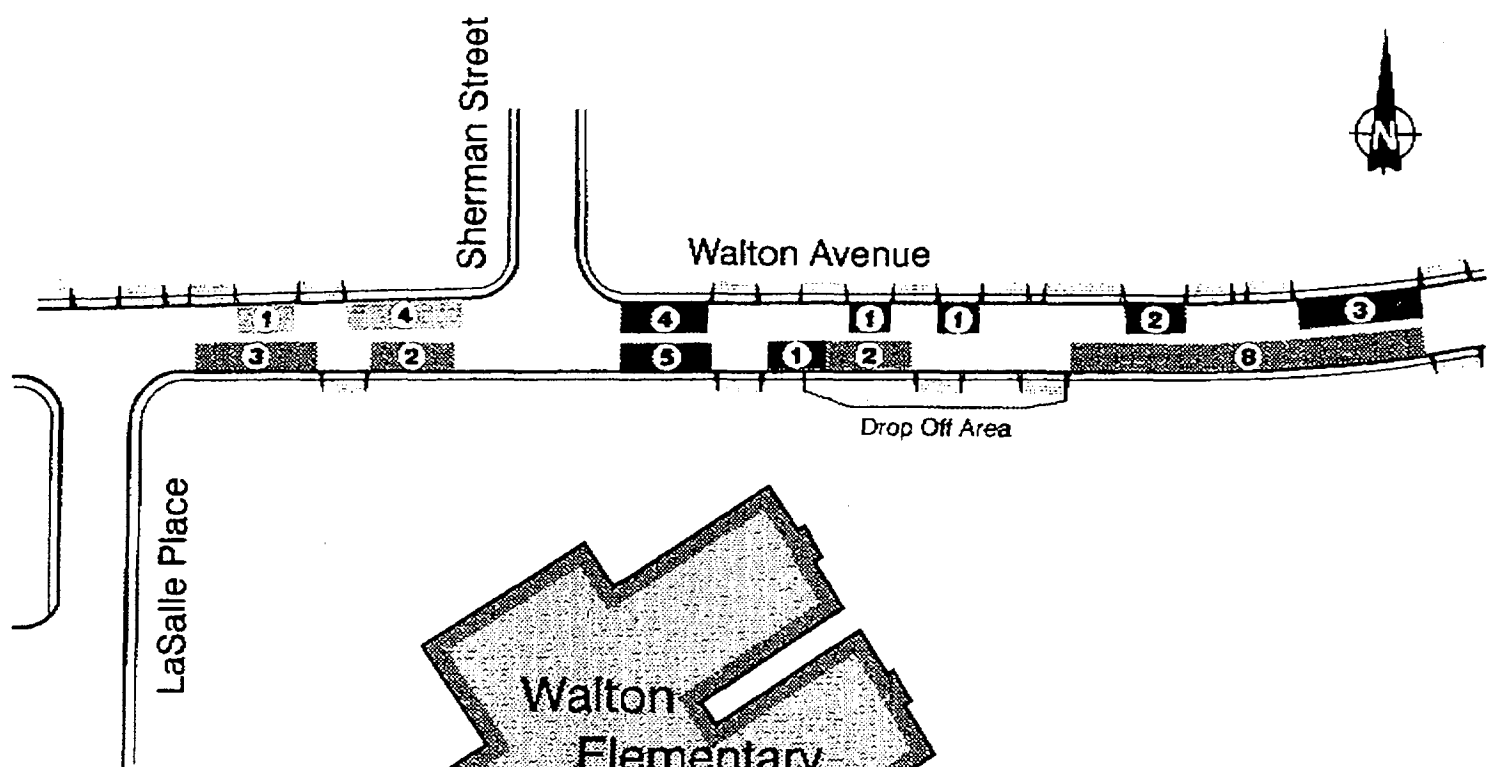





# Concentric Circles Of Mode Paths





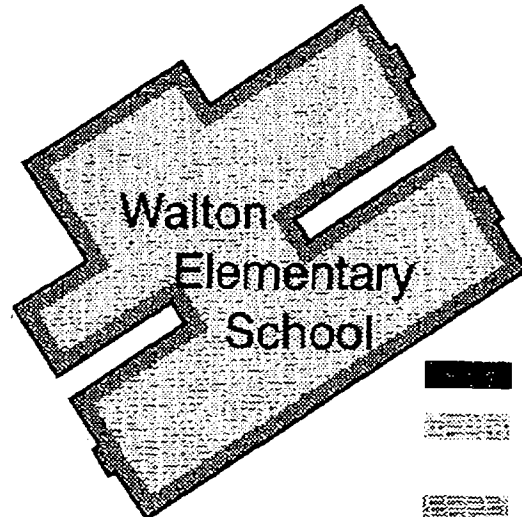
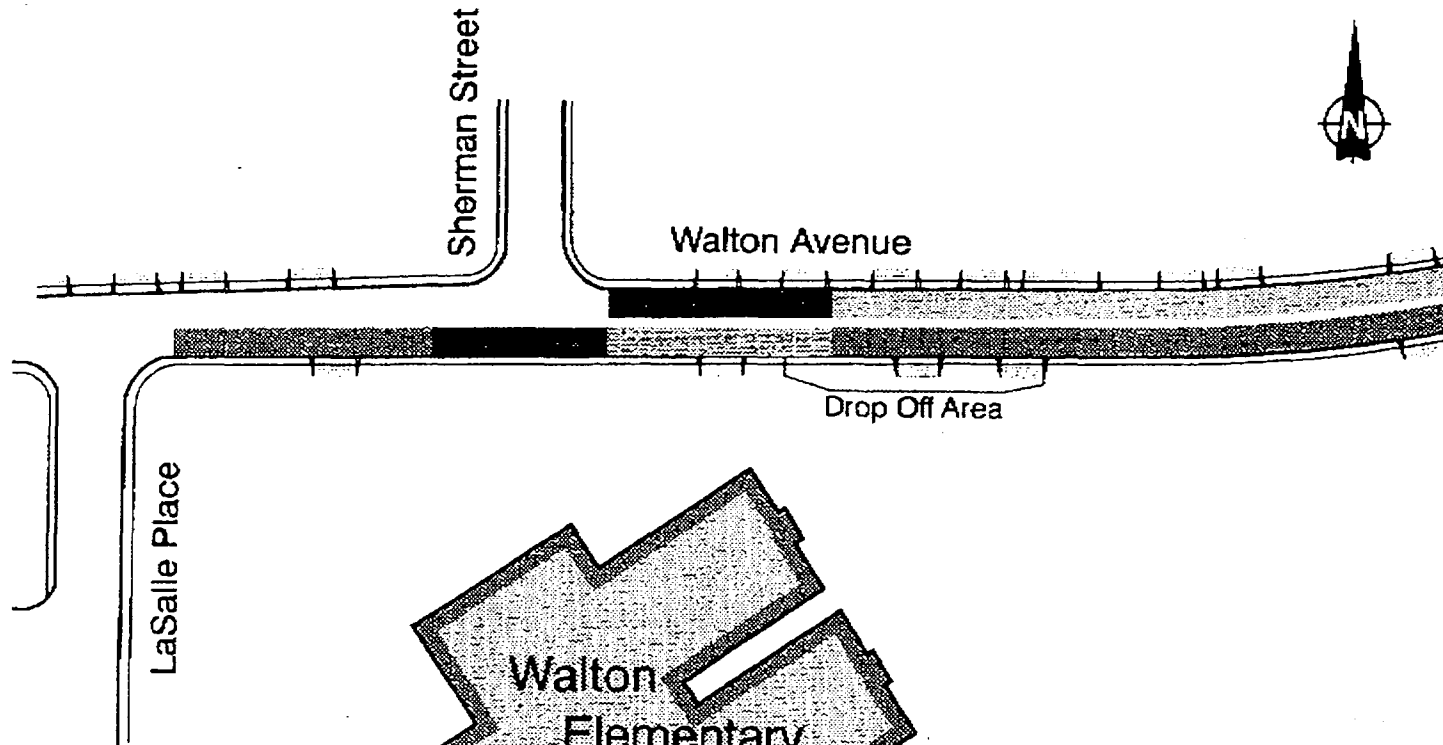
# On Street Parking Spaces



-  - Stopping or illegal parking
-  - 2 hour parking
-  - Unrestricted Parking
- ② - Number of spaces available



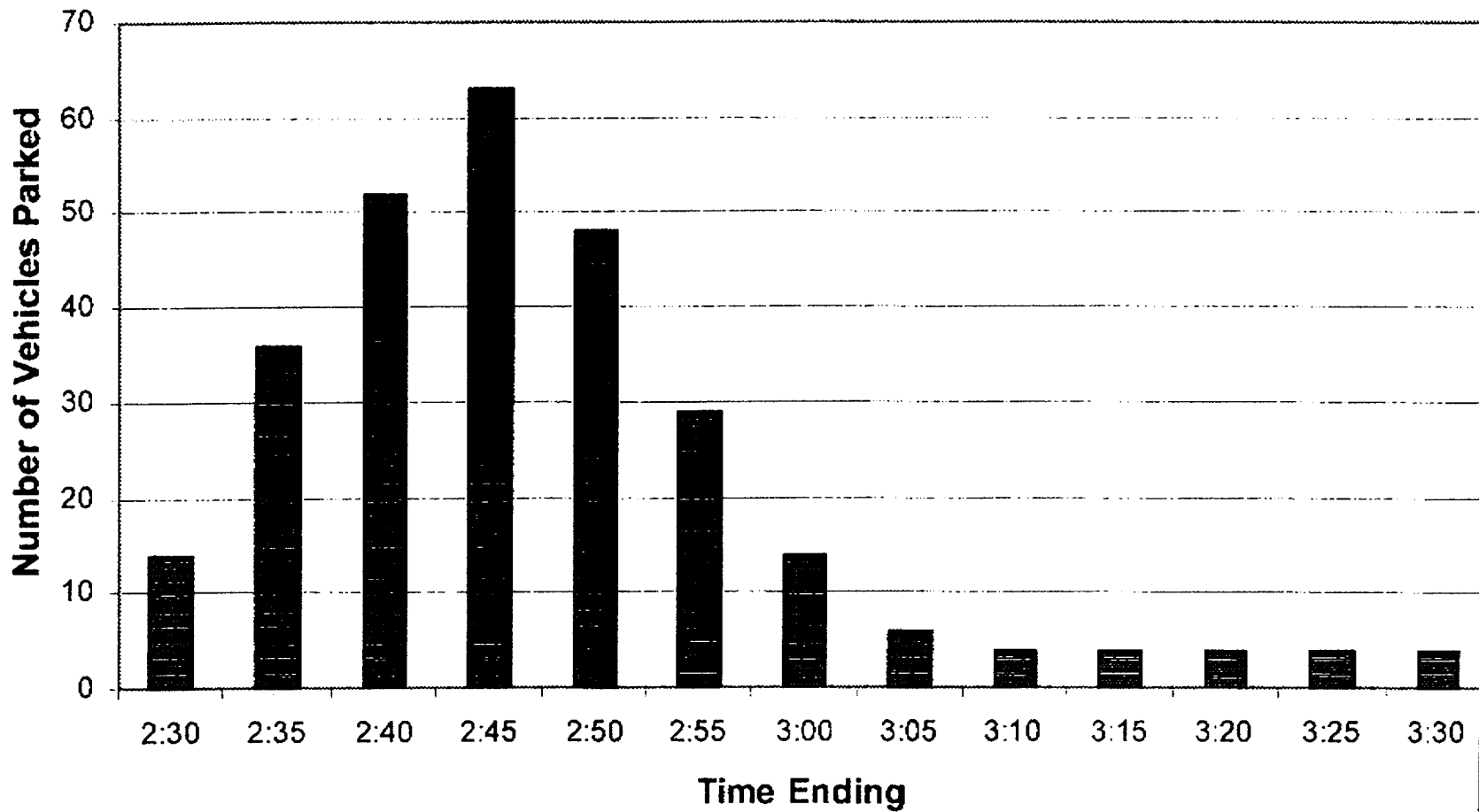
# On Street Parking Regulations



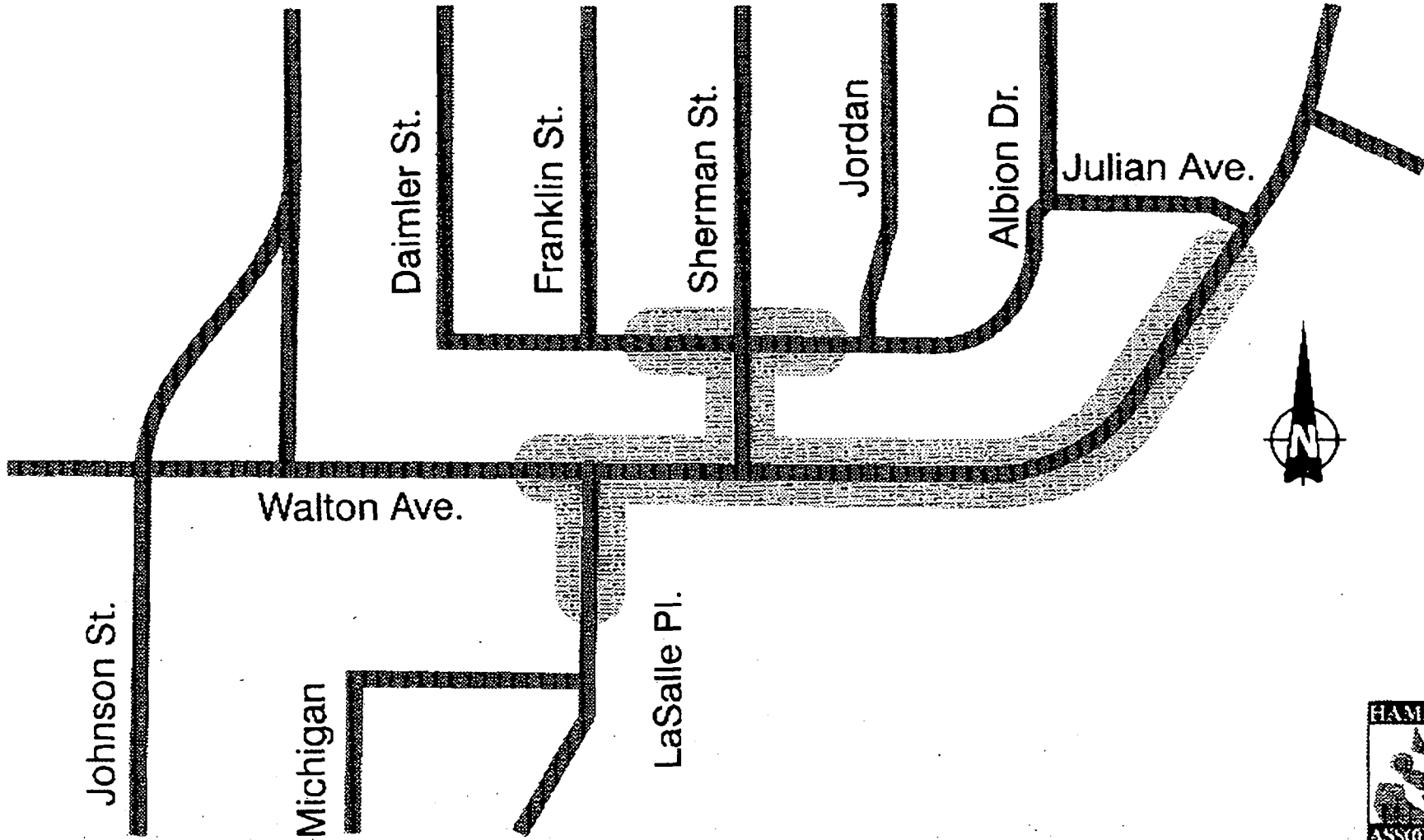
- No stopping
- No parking 8am - 6pm Mon - Fri except with permit
- No parking on school days 8am - 5pm
- 2 hour parking



# Pick Up Accumulation



# Areas of Pick Up & Drop-off Activities



# Available Options

- Capacity Building for Parking and Pick up/Drop-off
- Demand Reduction



# Capacity Building

## ■ Long Term

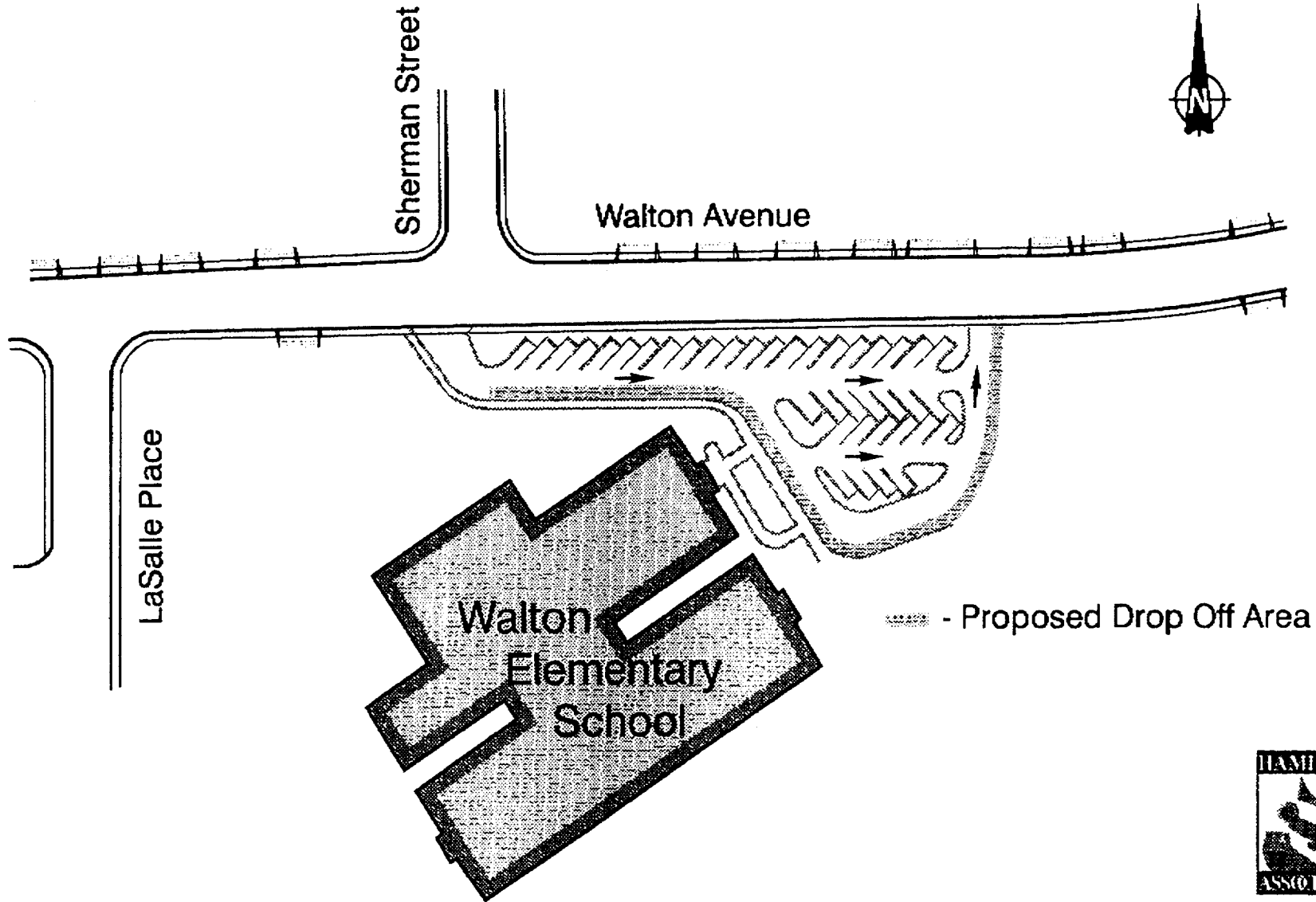
- Expand the Pick up/Drop-off Facility
- Expand the School Parking Lot

## ■ Short Term

- Extend 2 Hour Parking Zone
- Issue “Resident Parking Pass” to School Staff



# Expand Pick Up/Drop-off



# Demand Reduction

- Carpooling (Parents/Students and Staff)
- “Walking” School Bus
- “Walking Buddy”
- Reduce Enrollment





# Recommendations

## ■ Short Term

- Extend 2 hour Parking Zone
- Issue “Resident Parking” Pass to Some School Staff
- Implement “Walking” School Bus
- Implement Carpooling

## ■ Longer Term

- Expand Pick Up/Drop-off Facility and Parking Area



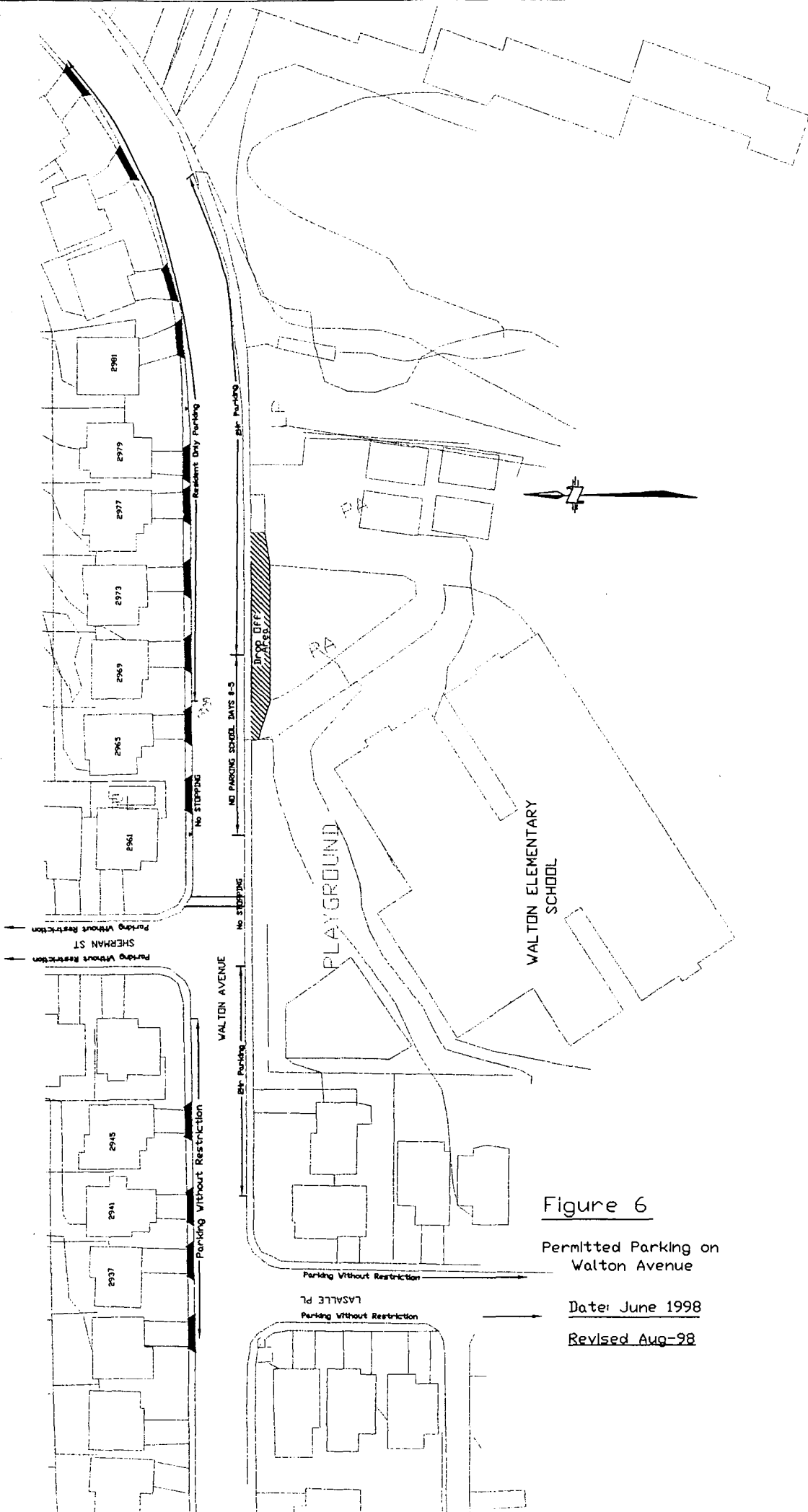


Figure 6

Permitted Parking on  
Walton Avenue

Date: June 1998

Revised Aug-98

Engineering and  
Planning Consultants

9th Floor  
1199 West Hastings  
Vancouver  
British Columbia  
Canada V6E 3T5

Telephone: 604 / 684 4488  
Facsimile: 604 / 684 5908  
e-mail: hamilton@cyberstore.net  
www.roadsafety.com



October 30, 1998

Mr. Andrew Wood, P.Eng.  
Manager, Infrastructure Systems  
City of Coquitlam  
2647 Austin Avenue  
Coquitlam, B.C.  
V3K 3S2

Dear Mr. Wood:

**RE: Walton Avenue Elementary School Traffic Study  
City of Coquitlam, Letter Report**

We are pleased to submit this letter report prepared for the study of Walton Avenue Elementary School Traffic Study. This letter describes the background, methodology, findings of the study and discuss points raised at a School District #43/City of Coquitlam Liaison Committee Meeting.

**1.0 BACKGROUND**

The City retained the services of Hamilton Associates to review the parking and pick-up/drop-off issues at the Walton Elementary School. Walton Elementary School was constructed in 1988 and was the first school in Coquitlam to be built with an on-site pick-up/drop-off facility. However, the facility was found to be under capacity for the demand at the school. Subsequently, due to increased enrollment at the school, portable classrooms were placed on the school grounds which required most of the pick-up/drop-off activity to be relocated to the Walton Avenue. In 1997, "Resident Parking Only" regulations were installed on Walton Avenue to deter students who are attending Douglas College from parking on Walton Avenue to avoid pay parking facilities near the college. The parking regulations were later adjusted to provide "2 hour only" parking along the south side of Walton Avenue for about 20 vehicles.

Currently, the school and the school's parent group are requesting additional parking areas on Walton Avenue. However, the residents of the Walton Avenue find the pick-up/drop-off activity to be intrusive and disruptive. The City has identified a safety concern for street pick-up/drop-off due to the risk for collisions between pedestrians and vehicles. Also, the school has indicated a need for more the staff parking. The school site is currently encumbered with 3 portable classrooms.

Our file: 7221



TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

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The study involved completing the following tasks:

- Review previous correspondence and reports;
- Conduct a survey of parking and pick-up/drop-off activity;
- Determine the need for parking and pick up/drop-off;
- Prepare an analysis of possible solutions;
- Prepare a presentation and brief of the analysis; and
- Meet with the School District #43/City of Coquitlam Liaison Committee and special guests on September 16, 1998.

## 2.0 WALTON ELEMENTARY SCHOOL

Walton Elementary School is located on Walton Avenue east of Johnson Street in north west Coquitlam. The school teaches classes from Kindergarten to Grade 5. The number of students in each grade and the number of staff are shown in TABLE 2.1. The catchment area for the school extends to Pinewood Crescent to the east, Guildford Way to the south, David Avenue to the north and Durant Drive to the west.

TABLE 2.1 SCHOOL STUDENT AND STAFF POPULATION

Population	Total
Kindergarten Students	62
Grade 1 Students	63
Grade 2 Students	84
Grade 3 Students	85
Grade 4 Students	81
Grade 5 Students	89
Student Total	464
Staff & Teachers	45

Source: Walton Elementary School

## 3.0 OBSERVATIONS

### 3.1 Available Parking and Pick-up/Drop-off Facilities

Walton Elementary School has a partially paved but mostly gravel surface parking lot. Consequently, the parking arrangement in the parking lot is not delineated. From our observations, the existing parking lot can accommodate about 33 vehicles. A small pick-up and drop-off area in the north east corner of the school site can accommodate about 4 to 6 vehicles with very little maneuvering area.

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WALTON ELEMENTARY SCHOOL

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In front of the school, many different parking regulations apply to various sections of Walton Avenue. A schematic of the parking regulations is shown in FIGURE 3.1. In general, only resident parking only is allowed on the north side of Walton Avenue while 2 hour parking is allowed on the south side of Walton Avenue in the immediate vicinity of the school.

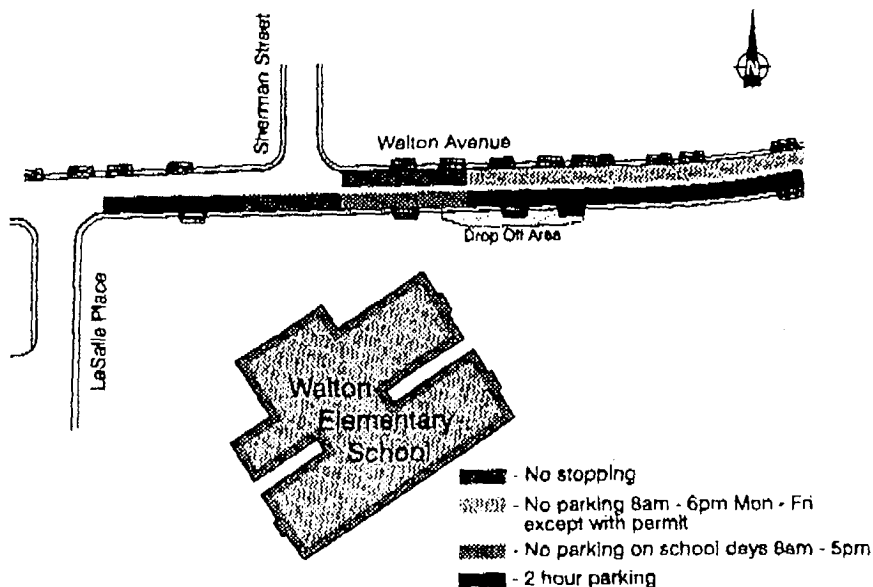


FIGURE 3.1 ON STREET PARKING REGULATIONS

During the times of peak pick-up and drop-off activity at the school, about 10 parking spaces are available on Walton Avenue between LaSalle Place and Sherman Street, and about 10 parking spaces are available on the south side of Walton Avenue in front of the school. It is illegal to park on the north side of Walton Avenue east of Sherman Street as there is a restriction for residential parking only. However, it is legal to stop but not park a vehicle in this area. Therefore, currently additional capacity for stopping is about 10 vehicles along the north side of the street. This stopping activity is a safety concern, as it requires students to cross the street in the area where vehicles are concentrated and a high risk of collision exists. The available on street parking spaces are shown in FIGURE 3.2.

TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

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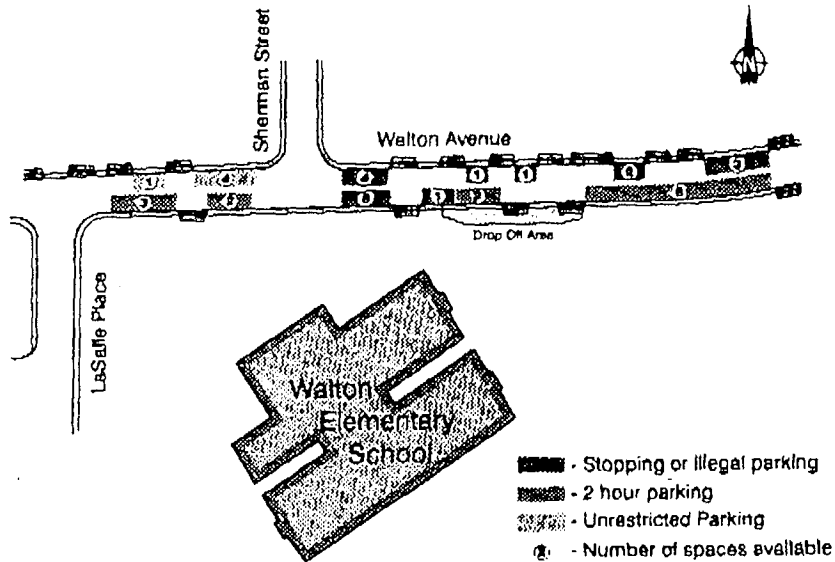


FIGURE 3.2 ON STREET PARKING SPACES

### 3.2 Parking and Pick-up/Drop-off Demand

The demand for parking at the school was observed during an afternoon prior to the start of the pick-up activity. The peak demand for parking on the school property was measured at 30 vehicles.

A survey of the pick-up activity was conducted at the end of the school day. The pick-up activity was observed to occur:

- along both sides of Walton Avenue from just west of LaSalle Place to Julian Avenue;
- along both sides of Lasalle Place for a half block south of Walton Avenue;
- on Sherman Street from Walton Avenue to Albion Drive; and
- on Albion Drive from Franklin Street to Jordan Street.

A map showing the area of the pick-up activity is shown as FIGURE 3.3.

TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

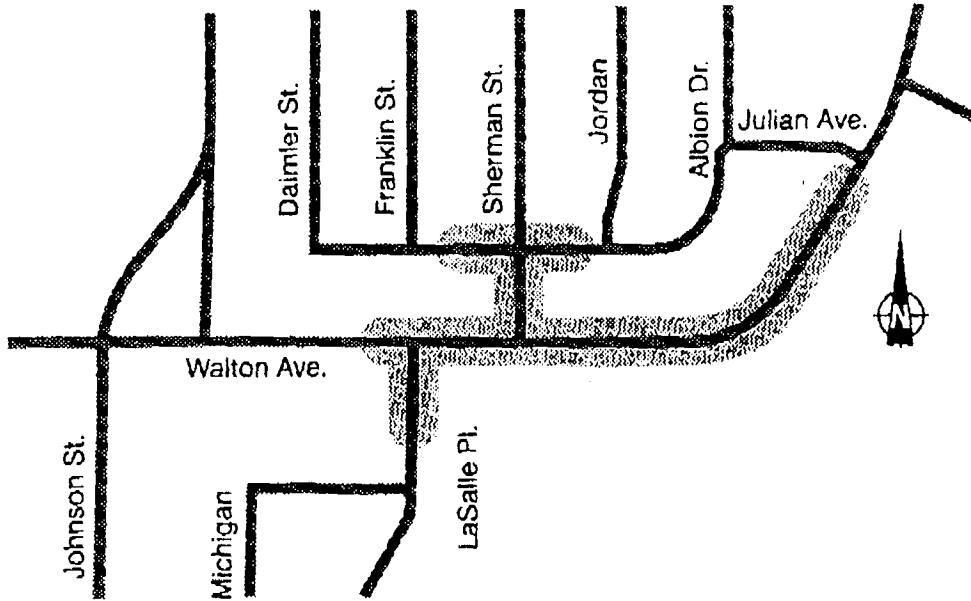


FIGURE 3.3 AREA OF PICK-UP/DROP-OFF ACTIVITY

During the survey period, 108 vehicles arrived at the school to pick up students. This indicates that at least 23 percent of students are picked up from school. Assuming that some parents will be driving more than one child to school, as many as 33 percent of students may be driven to school. The peak demand for pick-up spaces was 63 vehicles. A graph of the pick-up demand is shown as FIGURE 3.4.

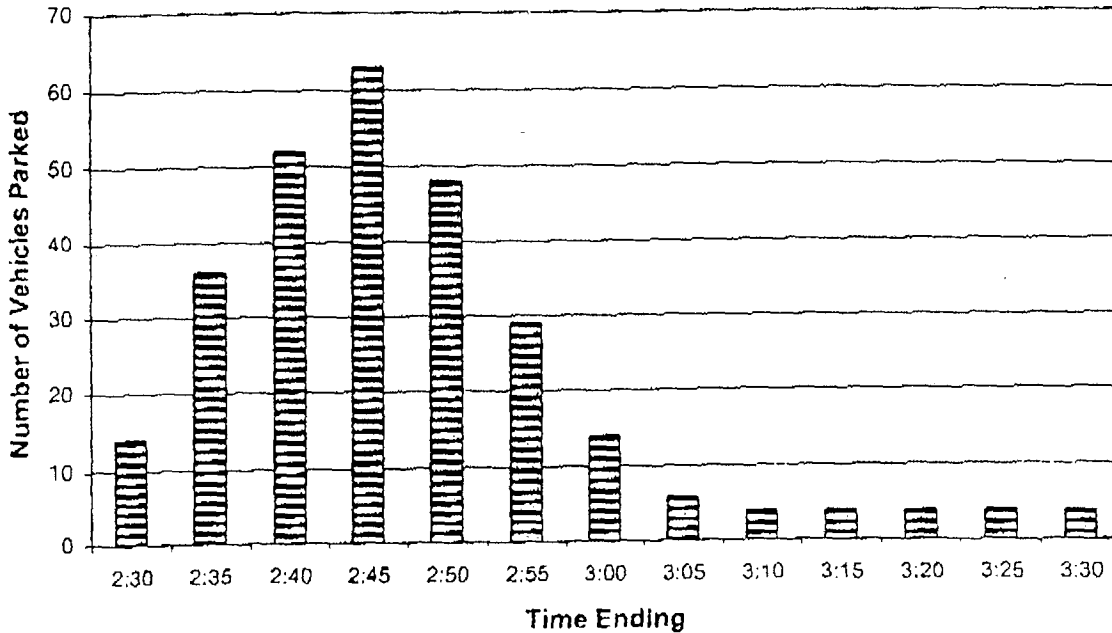


FIGURE 3.4 PICK UP ACCUMULATION

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WALTON ELEMENTARY SCHOOL

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#### 4.0 SPECTRUM OF SOLUTIONS

To address the needs for parking and pick-up/drop-off facilities at the school, a number of solutions were generated. The proposed solutions can be divided into two main categories: Capacity Building and Demand Reduction. Capacity Building solutions propose ways of increasing the number of parking and/or pick-up/drop-off spaces available to the school. Demand Reduction solutions propose ways of decreasing the number vehicles traveling to the school. For safety reasons, any of the proposed solutions will need to reduce the number of conflicts between pedestrians, motorists and cyclists. This can be accomplished by separating the trips to the school by travel mode. For instance, if the pedestrians do not cross the travel path of vehicles, then they are less likely to be involved in a collision with a vehicle. The design principle is shown in FIGURE 4.1.

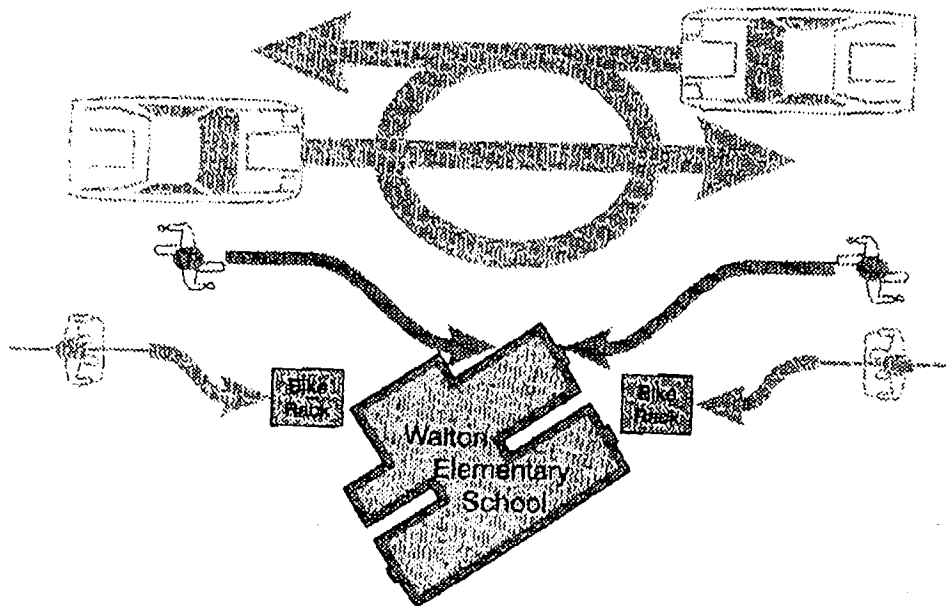


FIGURE 4.1 SEPARATING TRAVEL MODES

#### 4.1 Capacity Building

##### A. Expand the Pick-up/Drop-off and Parking Facility

The pick-up/drop-off and parking facility at the school could be expanded while still allowing space for up to three portable classrooms and without intruding into the playground area in the north west corner of the school yard. Expanding the facility will provide 20 pick-up and drop-off spaces and 43 parking spaces on the school property. The existing pick-up/drop-off and parking facility was designed to an inadequate capacity in the first place and subsequently



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downsized to accommodate other purposes. This has contributed greatly to the traffic safety problems around the school. Building a new pick-up/drop-off facility would restore orderly arrival and departure at the school and mitigate much of the traffic safety and neighbourhood concerns. A concept drawing of the expanded facility is shown as FIGURE 4.2.

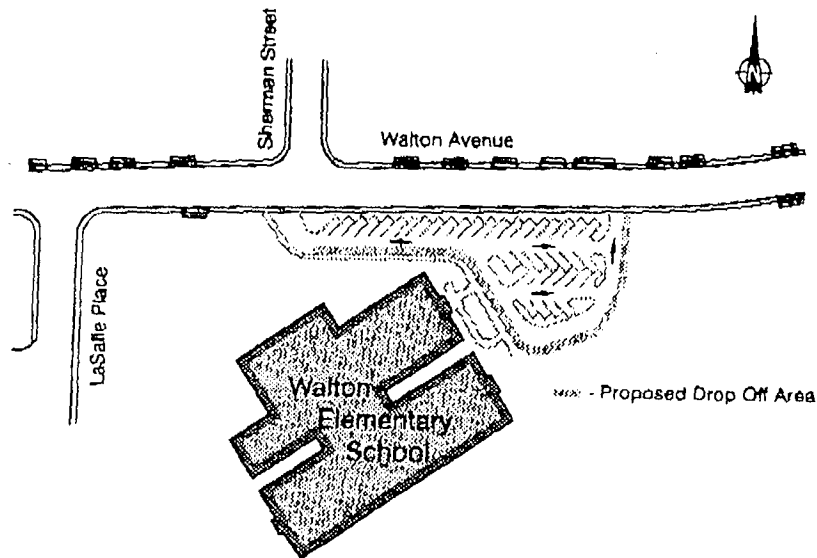


FIGURE 4.2 EXPANDED PICK-UP/DROP-OFF AND PARKING FACILITY

**B. Extend 2 Hour Parking Zone**

The 2 hour parking zone on Walton Avenue could be extended to the east of the school or to the west of Sherman Street to provide additional spaces for pick-up and drop-off. This could provide about 20 more pick-up spaces. However, it is likely that parents dropping off students would still attempt to stop as close to the school as possible. These additional spaces would accommodate parents who are willing to park a block away from the school and walk to pick up their child.

**C. Issue "Resident Parking" Pass to Staff**

The City could issue "Resident Parking" passes to those school staff who can not park on the school property due to a shortage of parking spaces.

**TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL**

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**4.2 Demand Reduction****D. Car Pooling**

The school could provide a car pooling program for staff, and parents driving students to school. A staff member could be trained as an Employee Trip Administrator (ETA) through a program offered at the Greater Vancouver Regional District. Once trained, this person would develop and implement the program for the school.

**E. "Walking" School Bus**

The idea of a Walking School Bus originated in Australia several years ago. The Insurance Corporation of British Columbia (ICBC) is implementing pilot Walking School Buses in the Greater Vancouver area. The concept requires parents to act as "bus drivers", each taking a shift or two per week. As a bus driver, they simply walk a prescribed route, at a prescribed time, to or from the school, picking up children along the way. ICBC is providing a special wagon designed to look like a small school bus for the bus drivers to tow. The children can place books, lunch boxes and back packs in the wagon for the journey to and from school. This reduces the demand for pick-up/drop-off spaces, while ensuring that students travel to and from school in a safe manner.

**F. "Walking Buddy"**

Walking buddies involves a buddy system of older students being responsible for picking up younger students on their way to school as they walk along the designated safest routes. At the end of the school day, the older students wait at certain established places at the school. Then they walk the younger students home. This option would reduce the number of vehicles arriving at the school but perhaps will not be as effective as Option D or Option E. The students at this school are all relatively young as the school only has students up to Grade 5.

**5.0 PREFERRED SOLUTIONS**

Four evaluation criteria were developed based on the concerns of residents and discussions with the School District and City of Coquitlam. Two of the criteria addressed efficiency:

- having terminals or locations where people change from one mode to the other (such as leaving a car as a passenger or driver and becoming a pedestrian) close to the school; and
- maximizing the use of capital and operating funds.

TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

9



Two of the criteria addressed safety:

- mitigating the negative impacts to the neighbourhood from parking and pick-up/drop-off activity, such as vehicles blocking driveways and parking too close to intersections; and
- reducing the number of conflicts between the different modes of travel at the school site.

The evaluation of the six options is summarized in TABLE 5.1. A relative qualitative ranking of good, fair or poor was provided for each measure. An overall ranking of the options is provided. Based on this evaluation method, Options E, A and D are the preferred options. These options are not mutually exclusive and should be pursued simultaneously. Option A will require the greatest amount of lead time and thought to implement, as the funding of this option will be a challenge for the School District.

TABLE 5.1 EVALUATION SUMMARY

EVALUATION CRITERIA	MEASURE	OPTIONS					
		CAPACITY			DEMAND		
		A	B	C	D	E	F
Efficiency	Terminals close to building	○	●	●	—	○	●
	Maximize benefit/cost	—	○	—	—	○	—
Safety	Mitigates negative impacts	○	●	●	—	○	—
	Reduction of conflicts	○	—	—	—	○	—
OVERALL RANKING		2	4	6	3	1	5

○ — ●  
Good Fair Poor

TRAFFIC OPERATIONAL REVIEW FOR  
WALTON ELEMENTARY SCHOOL

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**6.0 Points from School District #43/City of Coquitlam Liaison Committee**

At the Liaison Committee meeting, it was agreed that staff would review and number of possible solutions generated at the meeting. To aid staff in this review, we offer the following comments in response to each point.

1. The possibility of having two hour parking only between the hours of 8:00 am to 6:00 pm, Monday through Friday.

Comments - The two hour parking zone could be extended eastward from the school on Walton Avenue and westward on Walton From Sherman Street. The two hour parking should not be installed on the north side of Walton Avenue near the school. As this would cause pedestrians to cross the street in the mid-block during high vehicle traffic times. The signs could read "2 Hour Parking, 8 am to 5pm, School Days."

2. The possibility of extending the two hour parking zone and increasing the length from two hours to a longer duration.

Comments - The purpose of the existing two hour parking is to accommodate pick-up and drop-off activity at the school. If people need to visit the school for a longer period, then they should either park on-site or a block or two away from the school. To extend the time period will result in less space being available for pick-up and drop-off.

3. Installing "Resident Only" or "No Stopping" signs on Sherman Street between Albion and Walton.

Comments - The residents on Sherman Street should be consulted before any changes to the parking regulations are made. However, "No Stopping, 8:30 to 9:00 am and 2:30 to 3:30 pm, School Days", would be the preference should the residents feel there are safety and access concerns with the current pick-up/drop-off activity.

4. The possibility of extending the "No Stopping Zone" on the north side of Walton.

Comments - The stopping activity on the north side of Walton Avenue directly across the street from the school causes pedestrians to be exposed to the risk of collision with vehicles. To mitigate this risk, "No Stopping, 8:30 to 9:00 am and 2:30 to 3:30 pm, School Days" signs with "Resident only" signs should be installed along this portion of Walton Avenue.

# **Walton Avenue Elementary School Traffic**

**a presentation to the**

**City/School Board Liaison  
Committee**

**January 11, 1999**

**Tim Murphy**

**Hamilton Associates**



# Presentation Outline

- The Problem
- Goal and Objectives for Parking and Pick up/Drop-off
- Our Findings
- Potential Solutions
- Analysis of Solutions
- Points of Previous Meeting
- Recommended Action Plan



# The Problem

- Walton Elementary School was built in 1988
- First school in Coquitlam with a pick up/drop-off facility
- Facility was found to be under capacity, and was subsequently encumbered with portable classrooms
- Existing parking and pick up/drop-off facilities do not meet demand
- Frequent violation of parking regulations and traffic safety issues on Walton Avenue



# Goal and Objectives

- Goal - Provide a safe environment for students, staff and parents who are entering or leaving the school
- Desired objectives for Parking and Pick up/Drop-off
  - Minimize mode (vehicle, pedestrian, cycle) path conflicts
  - Terminals in close proximity to building
  - Maximize benefit of facilities
  - Minimize negative impacts to community





# Our Findings

## ■ Demand

- Parking - 30 vehicles
- Pick up/Drop-off - 63 vehicles (5 minute peak)

## ■ Supply

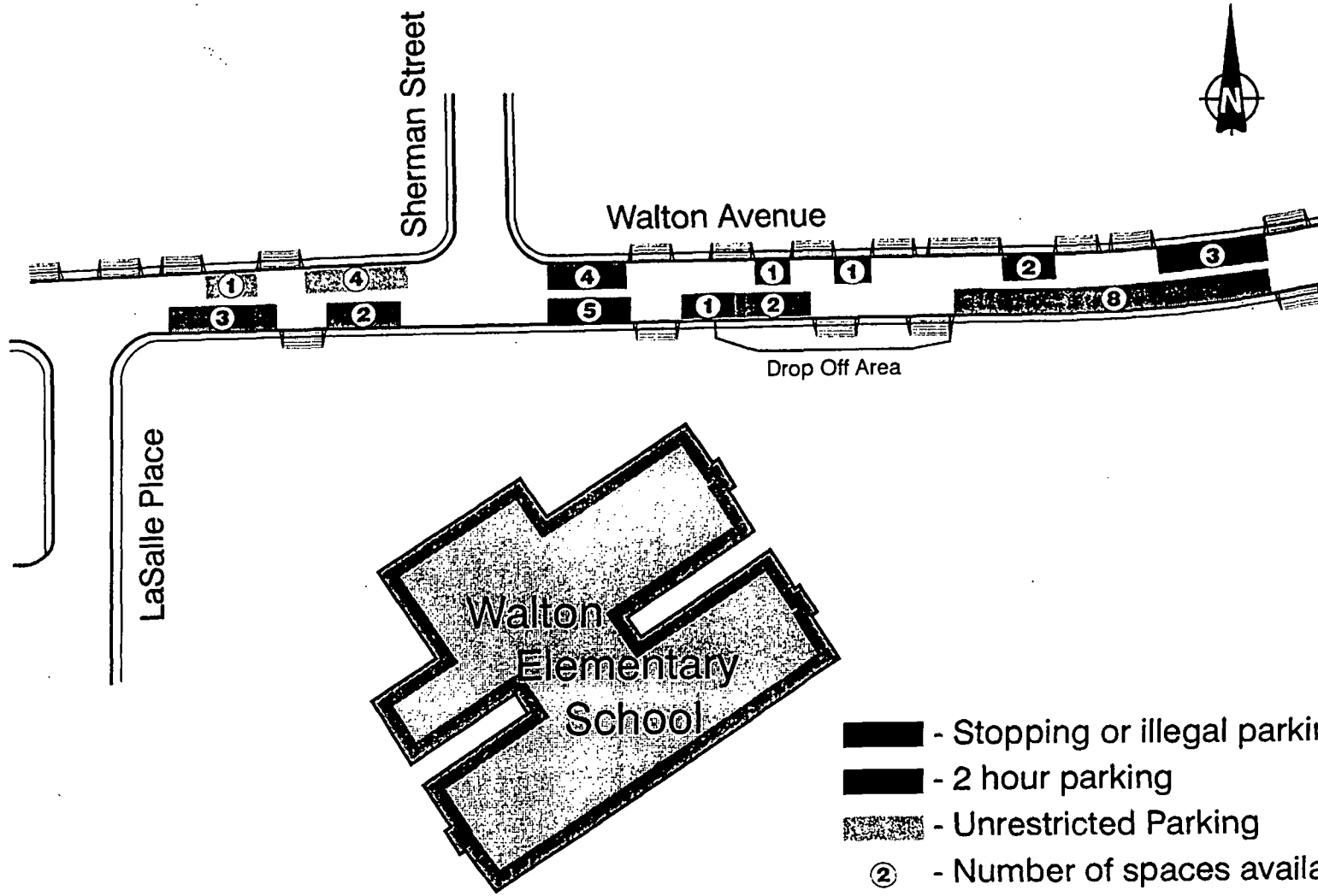
- Onsite Parking - about 33 spaces
- Onsite Pick up/Drop-off - 5 vehicles




## ■ Pedestrian Safety Issues

## ■ Traffic Violations

## ■ Neighbourhood Impacts

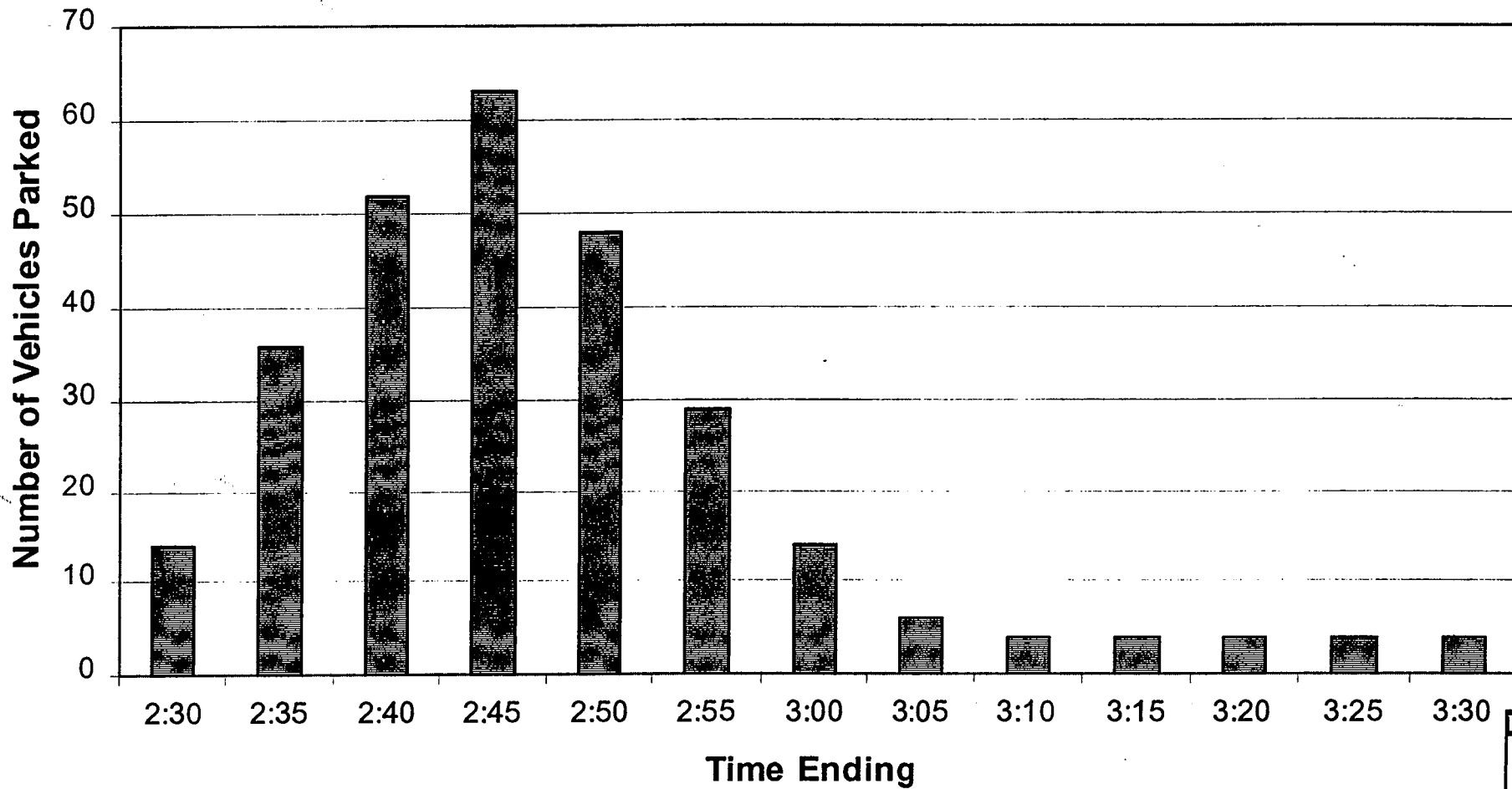
# On Street Parking Spaces



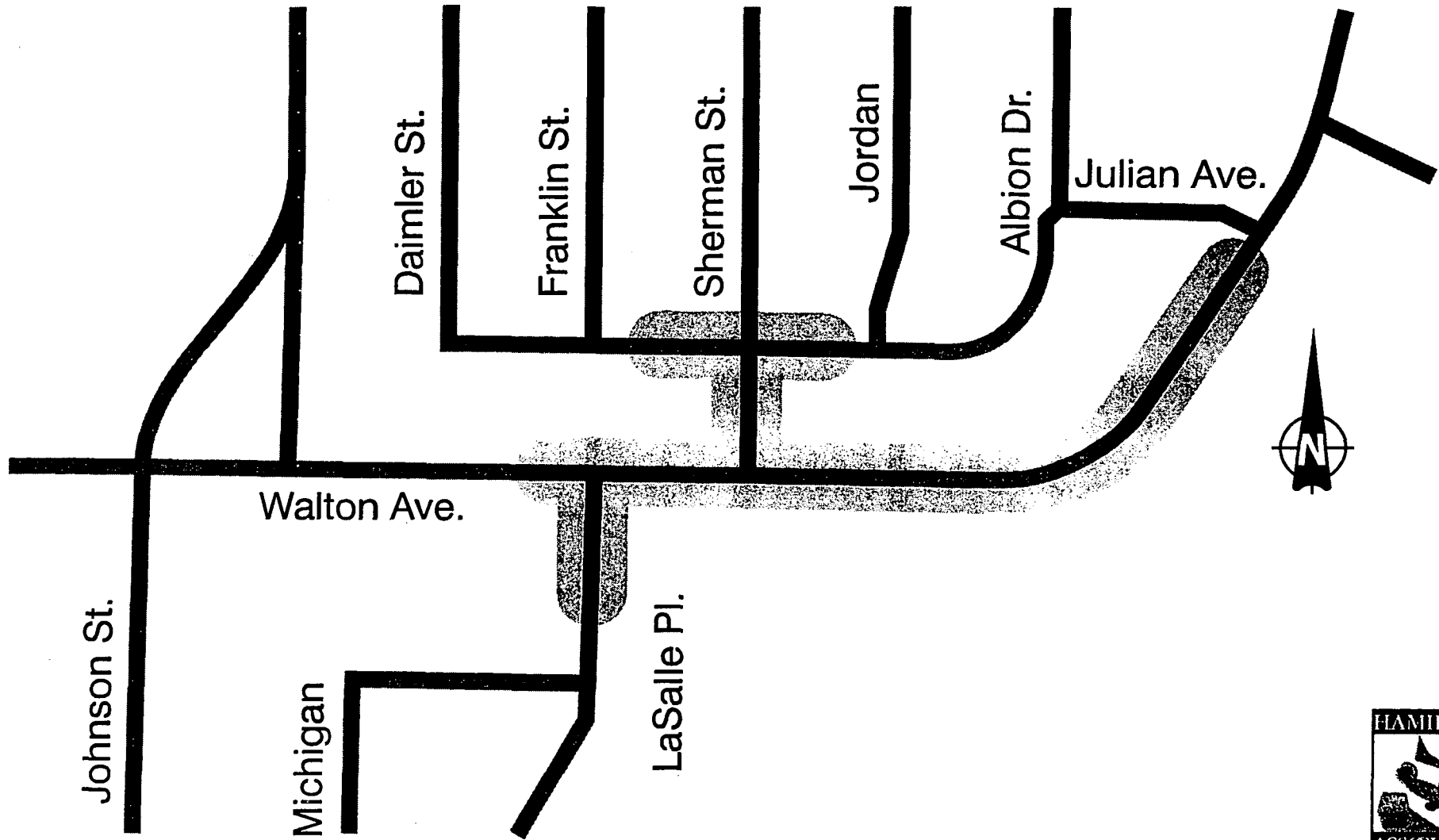
-  - Stopping or illegal parking
-  - 2 hour parking
-  - Unrestricted Parking
- ② - Number of spaces available



# Pick Up Accumulation



# Areas of Pick Up & Drop-off Activities



# Potential Solutions

- Capacity Building for Parking and Pick up/Drop-off
- Demand Reduction

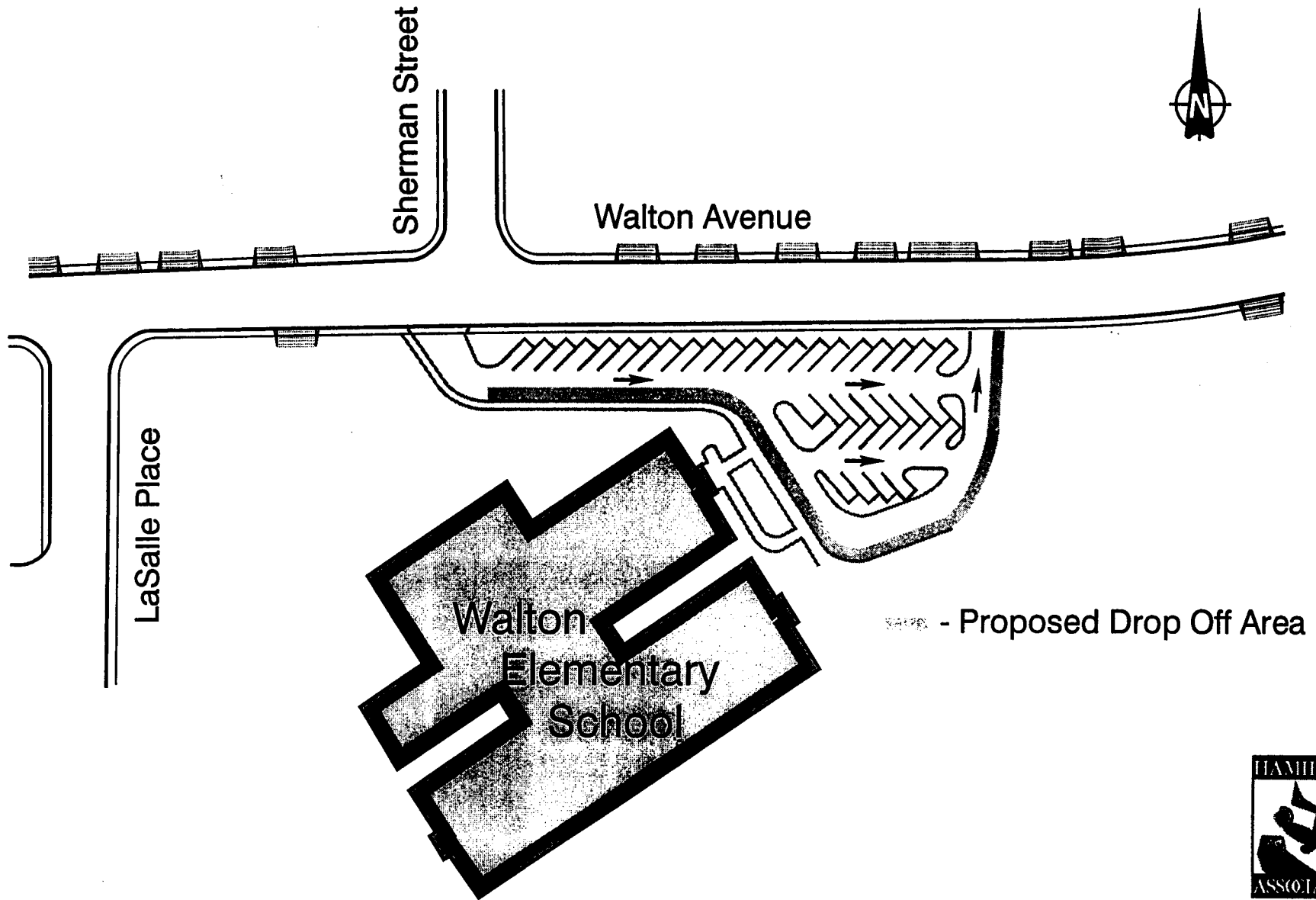


# Capacity Building

- A. Expand the Pick up/Drop-off and Parking Facility
- B. Extend 2 Hour Parking Zone
- C. Issue “Resident Parking Pass” to School Staff



# Expand Pick Up/Drop-off



# Demand Reduction

- D. Carpooling (Parents/Students and Staff)
- E. “Walking” School Bus
- F. “Walking Buddy”





# Analysis of Solutions

EVALUATION CRITERIA	MEASURE	OPTIONS					
		CAPACITY			DEMAND		
		A	B	C	D	E	F
Efficiency	Terminals close to building	O	●	●	-	O	●
	Maximize benefit / cost	-	O	-	-	O	-
Safety	Mitigates negative impacts	O	●	●	-	O	-
	Reduction of conflicts	O	-	-	-	O	-
OVERALL RANKING		2	4	6	3	1	5

O - Good - - Fair ● - Poor



# Points from Previous Meeting

- Two hour parking between 8am to 6pm
- Increasing time limit of existing two hour parking
- “Resident Only” or “No Stopping” signs on Sherman Street
- “No Stopping” zone on north side of Walton Avenue



# Recommended Action Plan

## ■ Long Term

- Expand Pick Up/Drop-off and Parking Facilities

## ■ Short Term

- Implement “Walking” School Bus
- Implement Carpooling



CITY OF COQUITLAM/SCHOOL BOARD LIAISON

REGULAR COMMITTEE MEETING NOTES

APRIL 13, 1999

**DRAFT**  
90

Notes of the School District 43 Liaison Committee held April 13, 1999 in the Board Room, School Board Offices, 550 Poirier Street, Coquitlam at 8:10 am.

*City of Coquitlam:*

- J. Stangier, Councillor**
- L. Hollington, Councillor**
- N. Cook, City Manager**
- D. Day, General Manager Planning & Development**
- N. Nyberg, General Manager Operations**
- B. Elliott, General Manager Leisure & Parks Services**

*School District 43:*

- T. Harris, Superintendent of Schools**
- P. Boyle, Secretary-Treasurer**
- R. Carson, Director Corporate & Property Serv.**
- B. Low, Director of Facilities Services**

School District Trustees did not arrive, however, the Committee agreed to proceed.

I. Hollington acted as Chair.

1. Adoption of Previous Minutes

STANGIER/HOLLINGTON moved that the minutes of January 11, 1999 be adopted as circulated.

**CARRIED**

2. Business Arising from Minutes

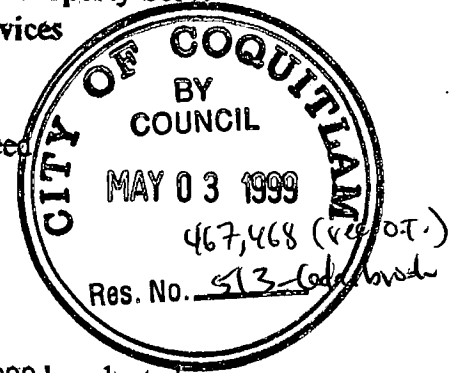
2.1 Walton Parking and Traffic

The school district advised that one portable has been removed from the site, freeing eight additional parking spaces. The original dropoff lane will be restored within the next three weeks, with additional parking in the island. Two portables are to remain to facilitate projected enrolment needs.

3. Other Business

3.2 Crosswalk Issue at Glen Elementary School

The city had received a delegation requesting a signalized stop at the intersection of Glen and Westwood.



City Council adopted a resolution requesting that the school district provide an adult crossing guard until a signal is installed, which will likely not be for two to three years. Another option is to re-locate the crossing guard from Pinetree and Glen to Glen and Westwood.

The school district indicated that a consultant had completed a study of potential crossing guard locations. This particular location ranked 10<sup>th</sup> in priority for providing a crossing guard.

The school district indicated budgetary concerns restricting it from increasing the six person crossing guard staff at this time.

3.1 Pedestrian Crossing Protection Report

Council advised a pedestrian light at Como Lake and Banting is included in Year 2000 budget, due to the impact of the middle school. Placement of the light could be expedited as part of the Fowler development application.

Discussion took place over sharing of projected student distribution information.

Superintendent Harris indicated the school district is working with ICBC on the Way To Go Program with a meeting proposed for April 20th. This program encourages safe walks to school.

3.3 Restorative Justice Program

Council provided information update.

3.4 Community/School Project - Cedarbrook Elementary School

STANGIER/HOLLINGTON moved to approve Cedarbrook Community School project with the city and school district each contributing \$3,500 and school PAC the balance.

**CARRIED**

COUNCIL ACTION

5. Adjournment

It was agreed that all items would be considered public. The regular meeting of the School District No. 43/City of Coquitlam Liaison Meeting adjourned at 8:35 am.

The next meeting is tentatively set for June 22, 1999, 8:00 am at Coquitlam City Hall.