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TRAFFIC CALMING MANAGEMENT TASK FORCE
MEETING MNUTES

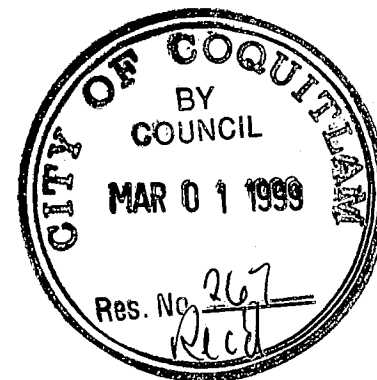
February 24, 1999

The third meeting of the Task Force for neighbourhood traffic calming was held on Wednesday February 24, 1999p.m. in the Council Committee Room, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor J. Stangier, Chair
Councillor K Becker

Task Force Members: Andrew Forsyth
Fred Shrimmer
Tom Parkinson
Brian Robinson
Andrea Mattinson
Craig Hodge
Harry Warren
Robert Diamond
Jim Lawrence
Gregory Roche

Consultant: John Steiner



ITEM 1 - MINUTES OF FEBRUARY 9, 1999

The Task Force approved the Minutes of the meeting held February 9, 1999.

ITEM 11 - NEW BUSINESS

The purpose of the meeting was to review the Traffic Calming Policy background report as work-in-progress and to discuss comments, concerns and issues of the Task Force representatives and key agency stakeholders. The following items within the interim report were discussed as follows.

Traffic Calming Policy Principles

It was agreed that the Principles outlined within the policy should highlight that the implementation of traffic calming measures would require the support of the community.

It was indicated that the Principles should also highlight the need to examine the arterial road system as part of the problem identification and candidate improvements to address local area traffic problems within neighbourhoods.

Working with Public Requests

Everyone supported the process outlined to handle public requests for traffic calming and indicated that the pre-established forms would be of benefit to the community in articulating problem areas.

It was emphasized that the decision to characterize the identified traffic problem as a traffic calming issue would be simply based on the notion of whether the problem and solution would affect the entire 'neighbourhood' if implemented. For problems at specific locations, such as safety concerns, these problems would not necessarily await the development of a traffic calming plan.

Neighbourhood Areas

It was agreed that although the Northeast Coquitlam 'neighbourhood' area was large relative to other parts of the community, the planning for the area would incorporate traffic calming as the community is developed.

Suggestions about incorporating some areas identified as commercial areas into traffic calming neighbourhoods were discussed. These updates will be presented as part of the next Task Force meeting.

Concern about the size of areas and the obtaining agreement amongst the community for cost-sharing was raised. It was agreed that optional strategies for cost-sharing arrangements on traffic calming issues would be reviewed and discussed further at the next meeting. These options would still uphold the notion of cost-sharing between the City and residents and undertaking 'neighbourhood' plans, but demonstrate ways of dealing with the size of neighbourhood areas as a limiting factor of getting community support for funding.

Neighbourhood Priorities

Everyone was in agreement that the guidelines used to prioritize neighbourhoods for traffic calming studies was acceptable and that we would discuss the actual priorities at the next meeting.

Role of Stakeholders

All agreed with the role for community groups outlined in the background report.

Traffic Calming Measures for Coquitlam

The approach toward identifying candidate measures for Coquitlam in the Policy was discussed.

Each agency provided some general comments on the use of traffic calming measures. Ambulance services identified the general concerns about the use of some measures that can be problematic for response times and vehicles, such as speed bumps, closures and other restrictive measures, particularly if used throughout the City. RCMP indicated that traffic calming measures primarily affect the response time for other emergency services that have larger vehicles. City Operations indicated that speed bumps can be problematic for snowplow equipment and noise within the immediate area. The Coquitlam Fire Department indicated that the traffic calming plans need to be sensitive to the routes frequently used by emergency services. BC Transit indicated that speed bumps are problematic for buses and passengers and should be discouraged wherever transit routes currently exist or are planned.

It was agreed that representatives from each agency would provide guidance on the use of specific measures for Coquitlam prior to the next meeting.

ITEM IV - ADJOURNMENT

The Chair declared the Meeting adjourned - 9:30p.m.

Next Meeting Scheduled for March 9th at 7:00.

It was agreed that the key outstanding issues would be discussed at the next meeting before preparing a draft report. This would likely necessitate the addition of one or two meetings to the schedule.



TRAFFIC CALMING MANAGEMENT TASK FORCE
MEETING MINUTES
APRIL 7, 1999

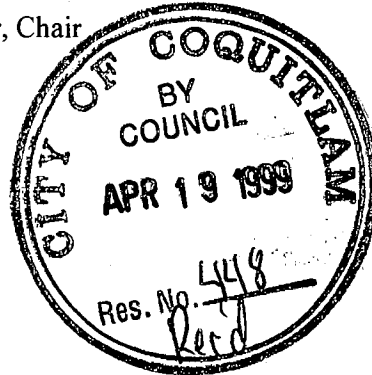
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A meeting of the Traffic Calming Management Task Force was held in the Council Committee Room of the City Hall, 3000 Guildford Way, Coquitlam, B.C. on April 7, 1999 at 7:03 p.m.

Council Members Present: Councillor Ken Becker, Chair

Task Force Members Present:

- Brendan Diamond
- Fred Shrimmer
- Tom Parkinson
- Andy Forsyth
- Craig Hodge
- Harry Warren



Staff and Representatives Present:

- Alison Wong, ICBC
- Darrell Skelton, B.C. Ambulance
- Galvin Brower, RCMP
- George McLeod, Fire/Rescue
- Rob Carson, School District #43
- Neil Nyberg, General Manager Operations
- Andrew Wood, Manager Utility Programs
- Frank Fox, Working Foreman Pavement
- John Steiner, Urban Systems

ITEM 1 - MINUTES OF MARCH 30 MEETING

The Task Force approved the Minutes of the meeting held on 30 March 1999.

ITEM II - BUSINESS ARISING FROM MINUTES

The Chair explained the Final Budget process, outlined the presentation to Council and explained that Council will consider setting aside \$50,000 for 1999 and will look at additional funding in the 2000 budget.

Me

It was suggested the 1999 funding be directed to clear up old issues ie Hickey Drive and Baker Drive neighbourhoods.

ITEM III - NEW BUSINESS

1. Work Status

The Task Force reviewed the status of work done to date.

Traffic Calming Policy Principles	Done
Working with Public Requests	Done
Traffic Calming Areas	Done
Prioritizing Studies	Done
Traffic Calming Panel	Done
Funding Strategies	To Be Confirmed
Traffic Calming Measures	To Be Discussed

2. Traffic Calming

The facilitator suggested three components be addressed by the Task Force:

- Coquitlam specific measures
- appropriate measures for particular classes of roads
- notes on applicability and design

The Task Force discussed speed cushions, non-road closures, speed hump designs, importance of signage, operation and maintenance costs, other users of roads, the Chamber of Commerce's concerns, commuters, enforcement, response time and liability for emergencies, arterial and collector road needs and transportation demand growth.

The facilitator summarized the comments received from the Agencies.

The General Manager, Operations suggested that there are dangers of particularizing problems based on anecdotes and missing a stakeholder group, and that a broad view interests has to be considered. The facilitator agreed that each traffic calming plan will have to involve all stakeholders and that solutions to problems be specific to the location.

The Chair advised that Council has to be comfortable with the measures recommended by the Task Force.

The Task Force reviewed and discussed the Table in the handouts on traffic calming measures and agreed by voting on the following measures:

***Recommended Traffic Calming Measures
 (Residential Street Classification)***

Measure	Local	Collector	Not Recommended
Vertical Deflection			
• Raise Crosswalk	✓	✓	
• Sidewalk extension	✓	✓	
• Speed Hump			✓
• Textured Crosswalk	✓	✓	
• Raised Intersection			✓
• Rumble Strip/Buttons (see applicability notes)	✓	✓	
Horizontal Deflection			
• Lane Chicane (see applicability notes)	✓		
• Lane Chicane			✓
• Curb Extension	✓	✓	
• Curb Radius Reduction	✓	✓	
• On Street Parking			✓
• Raised Median	✓	✓	
• Traffic Circle	✓		
Obstruction			
• Directional Closure			✓
• Diverter			✓
• Full Closure			✓
• Intersection Channelization	✓	✓	
• Raised Median Through Intersection	✓		
• Right-in/Right-out Islands	✓		
Signage			
• Traffic-calmed Neighbourhood	✓	✓	
• One-way			✓
• Turn Prohibited (pplicability notes)	✓	✓	
• Through Traffic Prohibited	✓		
• Maximum Speed			✓
• Stop			✓
• Yield			✓
Other			
• Arterial/collector Improvements	✓	✓	
• Skinny Streets	✓		

3. Draft Report

The facilitator advised that the draft report will be distributed before the next meeting.

ITEM V - OTHER BUSINESS

Nil

ITEM VI - NEXT MEETING

The next meeting of the Traffic Calming Management Task Force will take place on Tuesday, April 20, 1999 @ 7:00 p.m. in the Human Resources Training Room (2nd Floor) at 3000 Guildford Way, Coquitlam, B.C.

ITEM VII - ADJOURNMENT

The Chair declared the meeting adjourned at 9:37 p.m.

SECRETARY

CHAIR



TRAFFIC CALMING MANAGEMENT TASK FORCE MEETING MINUTES

A meeting of the Traffic Calming Management Task Force was held in the Human Resources Training Room of the City Hall, 3000 Guildford Way, Coquitlam, B.C. on April 20, 1999 at 7:05 p.m.

Council Members Present: Councillor Jim Stangier, Chair Councillor Kent Becker, Vice Chair

Task Force Members Present: Jim Lawrence Brendan Diamond Fred Shrimmer Tom Parkinson Andy Forsyth Craig Hodge Harry Warren Brian Robinson



Staff and Representatives Present: Galvin Brower, RCMP George McLeod, Fire/Rescue Neil Nyberg, General Manager Operations Andrew Wood, Manager Utility Programs Phil Pearson, Transportation Planning Engineer Frank Fox, Working Foreman Pavement John Steiner, Urban Systems

Observers: Ray Jennings

ITEM 1 - MINUTES OF APRIL 7 MEETING

The Task Force approved the Minutes of the meeting held on 7 April 1999.

ITEM II - BUSINESS ARISING FROM MINUTES

Nil

ITEM III - NEW BUSINESS

Review of Draft Report

The Task Force reviewed prioritization of studies, renamed the two main criteria Safety and Livability, and modified sub criteria by using the number of hazardous moving violations instead of number of speeding violations, (this would be determined using available data, community groups like Speedwatch, and the Panel's field experience).

Handwritten initials

The Task Force reviewed the Traffic Calming Panel, role, responsibilities, accountabilities, level of activity in, expectation for and availability of data collection, member's involvement in development of neighbourhood plans and neighbourhood committees, the number of meetings and number of times per year the study areas should be prioritized.

The Task Force agreed that the policy framework should include Terms of Reference for the Panel based on the draft policy and evening's discussion and that the Panel prioritize the studies two times per year and meet on an as-needed basis.

The Task Force also reviewed the process for responding to public requests and requested that the flow chart include acknowledgement of receipt of the request before the evaluation of whether the request is a traffic calming issue.

The General Manager Operations explained that there is a clearance rate for the traffic requests as currently received based on existing resource levels, and that the length of time to evaluate the work request is reflected in the time frame set out in the draft policy.

The Task Force also discussed the policy, the general public's expectation of funding and timing of projects.

Next Steps

The Chair requested the facilitator to incorporate the above discussion into the draft report and present the report at the next Council Meeting. The Chair encouraged the Task Force members to attend that portion of the meeting.

The Task Force recommends:

COUNCIL ACTION:

That City Council approve the City of Coquitlam Traffic Calming Policy and adopt the recommendations contained therein.

ITEM IV - OTHER BUSINESS

Nil

ITEM V - NEXT MEETING

It was agreed that should Council require clarification or review of the policy by the Task Force, the Chair has discretion to call another meeting of the Task Force.

ITEM VI - ADJOURNMENT

The Chair declared the meeting adjourned at 8:48 p.m.

SECRETARY

CHAIR



TRAFFIC CALMING POLICY

FINDINGS OF THE TRAFFIC CALMING TASK FORCE

City of Coquitlam * Operations *

3000 Guildford, Coquitlam, British Columbia V3B 7N2

April 27, 1999

Traffic Calming Policy for the City of Coquitlam

Background

As the population and employment of Coquitlam continues to grow, a corresponding increase in vehicle trips is expected on the major street system as well as along roadways within residential neighbourhoods. Consequently, residents have expressed concerns about the impact of traffic on safety and livability within several neighbourhoods in the City. To address these concerns, Council established a Task Force to develop a global approach toward neighbourhood traffic management issues through the development of a Traffic Calming Policy. The Traffic Calming Policy is designed to provide the basis in which to establish a consistent and reasonable framework to manage, prepare, implement, operate and maintain traffic calming plans and measures within the City of Coquitlam.

The Traffic Calming Policy is separated into eight areas of discussion and recommendations for Council's consideration as follows.

- Section 1 – Policy Principles
- Section 2 – Responding to Initial Public Requests
- Section 3 – Study Areas
- Section 4 – Prioritizing Studies
- Section 5 – Traffic Calming Panel
- Section 6 – Funding Strategy
- Section 7 – Study Process
- Section 8 – Traffic Calming Measures

1. Policy Principles

The purpose of traffic calming is to restore residential streets of the City to their intended function by slowing traffic, discouraging short-cutting and reducing conflicts. The traffic calming policy is designed as an overall strategy to guide the process of achieving these overall objectives.

The Task Force identified several broad principles to guide the development of the Traffic Calming Policy and individual plans within the City of Coquitlam. These principles are highlighted as follows:

- ***Ensure a fair and equitable process for handling traffic calming issues and preparing plans.*** The Traffic Calming Policy provides the framework in which to define the process in which traffic calming measures will be considered within the City. It provides a fair and equitable process that will be used consistently throughout Coquitlam.

- *Use the 'Canadian Guide to Neighbourhood Traffic Calming' as a basis for the development of the City's Policy as well as the traffic calming plans themselves.* The Policy generally supports the *Guide* and provides additional direction for traffic calming specific to the circumstances in Coquitlam.
- *Community stakeholders should lead the development of traffic calming plans.* Traffic problems and calming measures affect the whole community. For those living in the community, they directly affect the liveability of the area. For motorists in neighbouring areas and nearby businesses, traffic calming measures can negatively impact accessibility throughout the City, if not properly addressed. The traffic calming policy and studies must ensure that the process of planning for traffic calming is lead by the community and other key stakeholders.
- *The implementation of traffic calming measures must have the support of the entire community.* Because traffic calming measures affect the whole community, it is imperative that members of the community and other stakeholders are in support of the plan before measures can be implemented.
- *Keep the process for developing and implementing traffic calming plans simple and manageable.* Rather than trying to create a system that addresses all potential issues that may arise prior to and during the development of future traffic calming plans, the Policy is designed to provide a standard approach to dealing with traffic calming in Coquitlam. The steps toward identifying the need for traffic calming and developing plans are formalized within the Policy through a simple and effective process.
- *Make most effective use of financial and personnel resources.* Similar to other municipalities in the province, Coquitlam is faced with the constraints of declining financial and personnel resources. The Policy strives to ensure a process that makes most effective use of available resources and seeks ways of enhancing these resources through the involvement and commitment of the community on neighbourhood traffic issues.
- *Consider improving the arterial system first in order to address local area traffic problems.* Improvements to the arterial system surrounding each community should be considered within the available options for traffic calming.
- *Traffic should be directed to streets that follow the shortest possible distance from the lowest class of street to the highest class of street.* In an effort to support the intended purpose of the residential street system and the hierarchy of roads within Coquitlam, traffic calming strategies should direct traffic along the shortest possible route to a higher order of road.
- *Encourage a performance-based approach to decision making.* Traffic calming is by no means a science. Traffic problems are very different within and between communities. For example, speeding concerns can vary in terms of the degree of the problem, the time of day as well as the extenuating safety issues. Rather than developing a Policy that tries to answer all questions, the Policy promotes a performance-based approach in which the unique circumstances to the problems or solutions are properly considered.

Recommendations

The Task Force recommends the following:

- a) *That the City adopt the principles identified for the Traffic Calming Policy.*
- b) *That the principles also be used to guide the preparation of neighbourhood traffic calming studies and implementation of measures as deemed to be appropriate.*

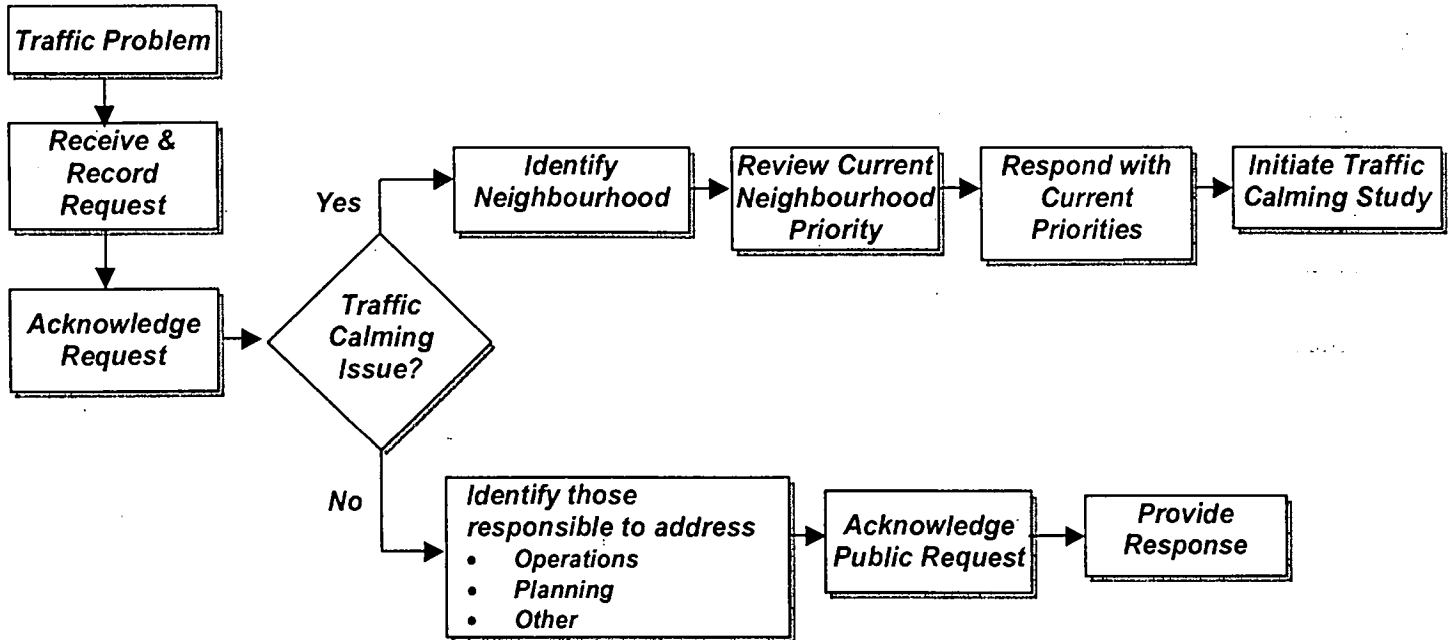
2. Responding to Public Requests

The Task Force has identified the need for a clear process that ensures that the requests are properly acknowledged. The primary objectives of the process are as follows:

- Ensure that the process is easy to understand.
- Address all issues in a fair and equitable manner.
- Acknowledge public concerns promptly.

The process illustrated in Figure 1 below begins with the identification of traffic problems by members of the public and any suggestions about traffic calming in specific areas of the community. While this can be done in several ways, the requests shall be completed on a pre-designed form to ensure that the problem is clearly explained. The City would acknowledge receiving each request within 5 business days. Once the requests are received, staff will also determine if the concern is a traffic calming issue. If the problem or types of solutions that may be used would impact an area beyond the immediate location (such as at different parts of the street or along neighbouring streets), the problem would be generally considered a traffic calming issue. For problems that are limited to specific locations, such as the case of safety concerns at a particular intersection, these requests should not necessarily await the development of a traffic calming plan and therefore not be addressed as traffic calming issue. For those requests that are identified as a traffic calming issue, the locations of the requests should be recorded according to the neighbourhoods identified in Section 3 of the Policy. These requests would become inputs toward identifying priorities for the development of traffic calming plans. Rather than awaiting the initiation of the traffic calming study to inform residents of the status, the City should provide individuals with a response within 30 to 60 days of the request. This response should indicate that the issues will be addressed as part of a traffic calming study, the current priority within the sequence of studies as well as the anticipated timing of the study based on these priorities.

Figure 1 – Process for Responding to Public Requests



Recommendations

The Task Force recommends the following actions:

- a) *That the City adopt and implement the process for responding to public requests for traffic calming studies and traffic problems along the residential street system.*
- b) *That the City prepare and make available to the community a pre-designed form to assist with the identification and explanation of traffic calming related issues.*
- c) *That the City continue to record the location of specific traffic calming requests.*
- d) *That the City acknowledge requests from those members of the community that have identified a traffic problem within 5 days and that the request be reviewed and a response provided on current priorities within 30 to 60 days.*

3. Study Areas

Traffic calming plans and measures can be developed and implemented on either a street-by-street basis or for a larger area or neighbourhood. Experience within Coquitlam and other communities has shown that there are tremendous benefits to undertaking traffic calming initiatives at a neighbourhood level. A neighbourhood approach to traffic calming provides tremendous benefits over a street-by-street approach in the following ways:

- It recognizes the whole system of streets and land uses within a community and their interconnectedness.
- It addresses the potential spillover effects that traffic calming measures can have either upstream or downstream from the problem or along neighbouring streets.
- It broadens stakeholder involvement to identify problems and solutions to address traffic problems in each community.
- It provides significant economies of scale by effectively addressing several issues through the community at a cost far less than that of a street-by-street approach.

For the City of Coquitlam, 24 neighbourhoods have been defined for the purpose of potentially conducting traffic calming studies. In most cases, the arterial road system and other natural features were used to define the boundaries of the neighbourhood traffic calming areas. Wherever possible, these boundaries generally correspond with the neighbourhoods delineated within the City's 'Neighbourhood Road Renewal Program.'

Recommendations

The Task Force recommends the following:

- That traffic calming studies be conducted at a neighbourhood level rather than on a street-by-street basis.*
- That the neighbourhood boundaries identified within the Policy be adopted for the purpose of conducting future traffic calming studies (see Figure 2).*

4. Prioritizing Studies

The Task Force recognizes that it will take several years to acquire the necessary funds for the development and implementation of traffic calming measures in Coquitlam. As such, a system is needed to prioritize the development of traffic calming plans in the 24 neighbourhoods identified in Section 3 of the Policy.

The City's Road Renewal Program follows slightly different boundaries than that of the traffic calming studies. However, the development of traffic calming plans should generally proceed these projects by at least 1 to 2 years in order to avoid altering newly paved areas for traffic calming measures wherever possible. This should be a factor to assist with prioritization of neighbourhood traffic calming studies. In areas where the neighbourhood traffic calming study cannot be completed prior to the Road Renewal Program, consideration of neighbourhood traffic issues may be done on a localized level and measures may be implemented as part of the local area initiative.

In an effort to prioritize each neighbourhood, the Task Force has also identified several key criteria that relate issues of community 'safety' and 'livability'. The safety criteria include the following measures:

- **# of accidents** – number of reported accidents within each community, not including the arterial system.



Traffic Calming Boundaries



LEGEND

- Traffic Calming Boundaries (Traffic Impact Areas)
- ▨ Primarily Non-residential Areas
- Collector Roads

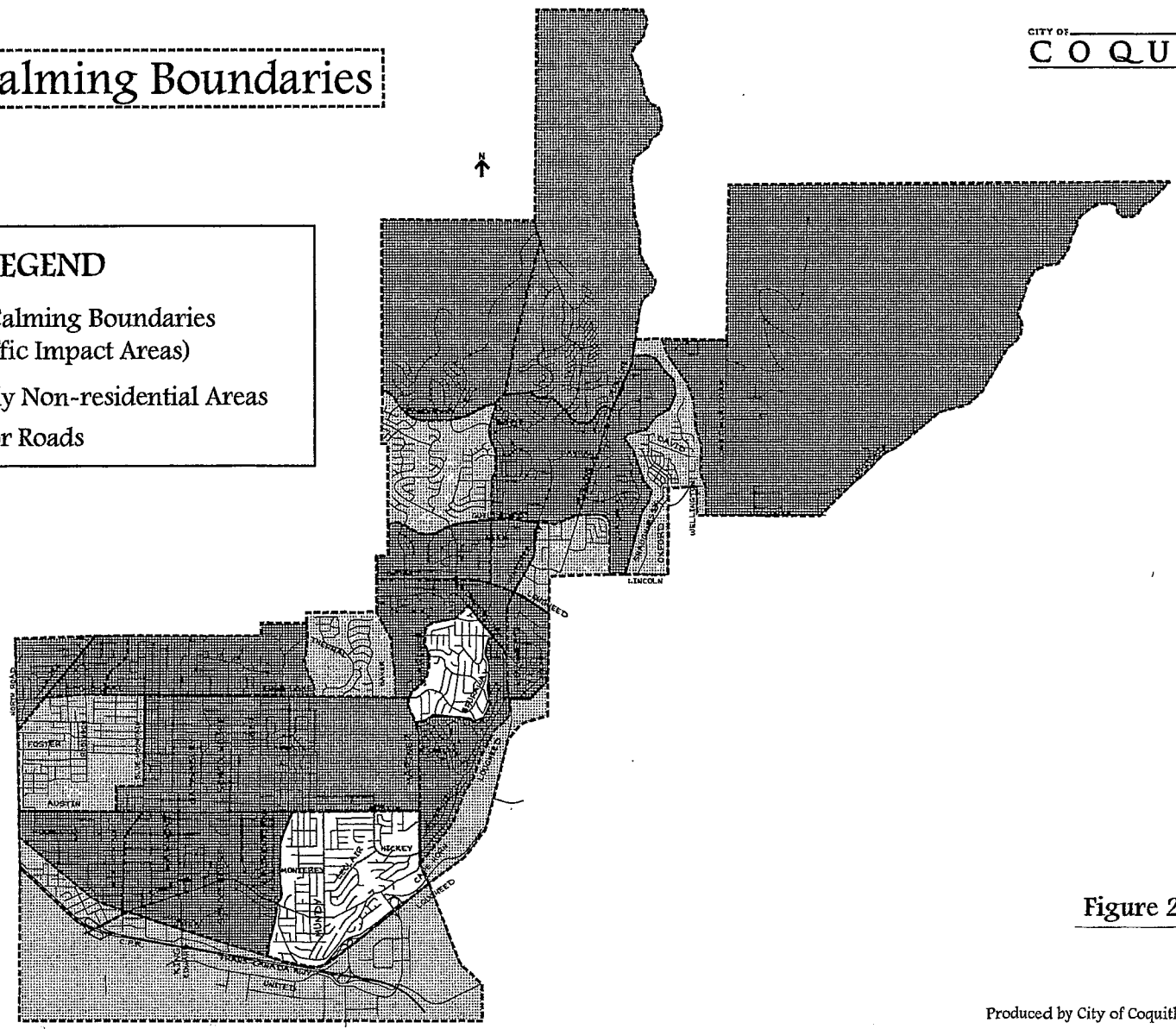


Figure 2

- **Hazardous Moving Violations** – number of hazardous moving violations reported within each neighbourhood by the RCMP as well as from the community speed watch programs.
- **Availability of Sidewalks in Pedestrian Areas** – the presence, or lack thereof, of sidewalks in key pedestrian zones, such as recreational, institutional and commercial areas.
- **# of request locations** – the number of locations in which traffic calming issues have been requested that involve reporting of ‘near miss’ accidents.

The community ‘livability’ issues include the following measures:

- **Daily Traffic Volumes.** the recorded daily traffic volumes on local streets within each neighbourhood.
- **Automobile Noise Complaints** – the number of reported complaints about automobile noise within each neighbourhood.
- **# of Request Locations** – the total number of locations in which traffic calming issues have been identified.
- **Mixture of Traffic** – the proportion of automobile, light truck and heavy truck trips travelling along the road system within the neighbourhood.

The criteria should be measured and applied to each neighbourhood using a common rating system from 0 to 10, with a high score representing a high priority for a traffic calming study. The rating system for each criteria is highlighted as follows:

10 = poor
 7 = poor to fair
 5 = fair
 3 = fair to good
 1 = good

A weighting of 70% for ‘safety’ related criteria and 30% for ‘livability’ criteria was considered to be reflective of the relative importance of each group of measures by the Task Force.

While the Task Force recognized that much of the data may not be available to complete the full assessment of each neighbourhood, it was felt that the priorities could still be established with available information and by actively observing ‘safety’ and ‘livability’ related traffic problems within each of the communities.

Recommendations

The Task Force recommends the following actions:

- That the City adopt the use of specific evaluation criteria based on community ‘safety’ and ‘environment’ issues in order to prioritize the development of neighbourhood traffic calming plans.***
- That ‘safety’ related criteria be weighted as a higher priority (accounting for 70% of the total score) than the ‘environment’ criteria (accounting for 30% of the total score).***

- c) *That the priorities for neighbourhood traffic calming studies be reviewed and evaluated 2 times each year.*
- d) *That the priorities identified for the Local Road Renewal Program and other City initiatives be used as a factor in establishing priorities for traffic calming studies.*

5. Traffic Calming Panel

The Task Force supports the establishment of a Traffic Calming Panel (Panel) to evaluate and recommend priorities for neighbourhood traffic calming studies. The Panel should be comprised of 10 members from different areas of the community and appointed by the City's Mayor each year. Members of the Panel should be prepared to volunteer for a minimum of three years to ensure continuity in the overall development of priorities, and periods of appointment should be staggered to ensure appropriate turnover of Panel members. Because background data that may not be available to complete the evaluation of each neighbourhood using all the criteria, Panel members shall assume an active role in observing neighbourhood traffic conditions throughout the City as well as the collection of information.

Recommendations

The Task Force recommends the following actions:

- a) *That the City establish a Traffic Calming Panel (Panel) to assist with the prioritization of neighbourhood traffic calming studies to be conducted each fiscal year.*
- b) *That the Panel be comprised of 10 representatives from different areas of the City.*
- c) *That the Panel members serve a minimum 3 year term.*
- d) *That the appointments of members to the Panel be staggered.*
- e) *That the Panel establish priorities for traffic calming studies 2 times each year and meet on an as needed basis.*
- f) *That the City staff provide available data and that the Traffic Calming Panel members become actively involved in the collection of information needed to prioritize traffic calming studies.*
- g) *That the Panel present the recommended priorities to the City's Public Works Committee for consideration and the approval of Council.*

6. Funding Strategy

The Traffic Calming Task Force recognizes that the funding strategy for traffic calming in Coquitlam must balance several key issues including:

- Traffic calming plans and measures are necessary to address traffic problems along residential streets of many communities.
- Municipal revenues are severely limited while the financial requirements to support demands for facilities and programs are ever increasing.
- The City and members of each community must have a strong role in the funding of traffic calming.

In general, four optional funding strategies are available as follows:

1. ***Appropriation from General Revenues*** – Council votes on general revenue appropriation for traffic calming in a particular area each year as part of the overall City budget.
2. ***Specified Area (Initiative Plan)*** – Council votes on a bylaw to establish an annual specified area tax on properties deemed to benefit by the implementation of a neighbourhood traffic calming plan. If more than 50% of the property owners in the area object, the bylaw is defeated.
3. ***Specified Area (Petition Plan)*** – Council to implement a project based on a petition of property owners. If 2/3 of the owners representing more than ½ of the assessed value are in favour, the petition succeeds.
4. ***Special Reserve Fund*** – Council votes to establish a traffic calming program that extends through their mandate and applies reserve funds toward different priorities.

Task Force members support the establishment of a Special Reserve Fund for the purpose of carrying out traffic calming studies. The commitment of money to a Traffic Calming Fund would increase the likelihood that this commitment is maintained. It is recommended that the amount of \$50,000 be made available and used to support the first year of traffic calming studies.

With respect to funding for implementation, the experience of other communities has indicated that average cost for traffic calming measures is approximately \$40 per household in a neighbourhood. In order to ensure that traffic calming plans are implemented in Coquitlam, the Task Force supports the implementation of traffic calming measures through a Council Initiative for a Specified Area and that the land owners fund 100% of the cost up to a maximum of \$50 per household for each parcel within the benefiting area of the neighbourhood. While the issues of fairness and equitability were considered, the overriding factors were the limitation of municipal revenue sources and the desire to implement traffic calming measures within a reasonable timeframe.

For traffic calming plans where the implementation costs are more than \$50 per household, the City should fund all additional costs. It is also noted that the City would have to fund any additional municipal operating and maintenance costs associated with the implementation of traffic calming measures.

Recommendations

The Task Force recommends the following actions.

- a) ***That the City fund the development of neighbourhood traffic calming plans through the establishment of a Traffic Calming Reserve Fund.***

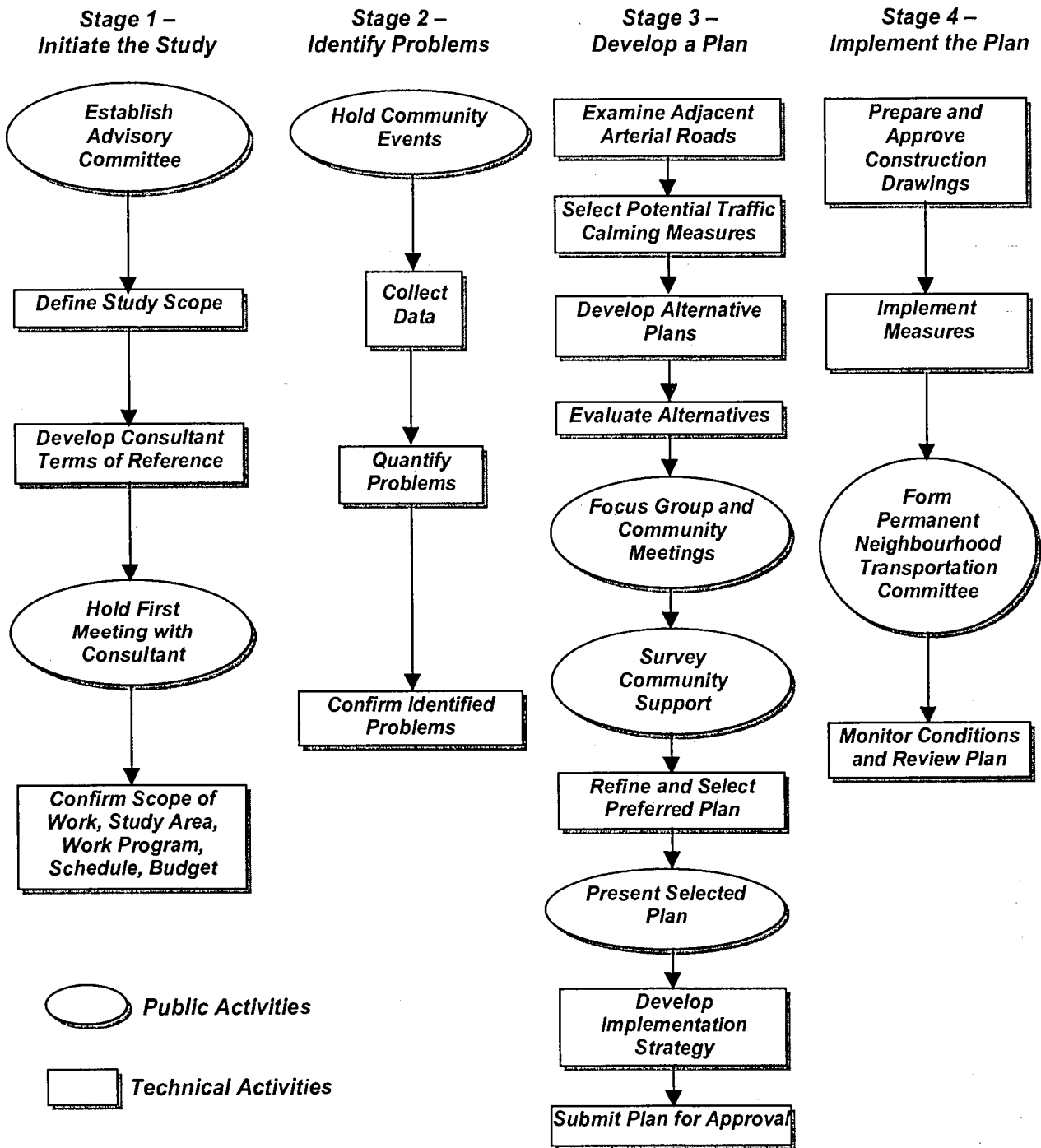
- b) *That City Council approve the allocation of \$50,000 to the Traffic Calming Reserve Fund in order to support traffic calming studies for 1999, and consider the allocation of additional money to the Reserve Fund as part of the budget for the year 2000.*
- c) *That the funding for the implementation of traffic calming measures be assessed through a Council Initiative for a Specified Area and be funded 100% by residents up to a maximum amount of \$50 per household for each parcel within the benefiting area of the neighbourhood.*
- d) *That the financial support of other agencies, such as the Insurance Corporation of B.C. and the School District No. 43, be considered on a case-by-case basis for specific traffic calming measures.*
- e) *That the City, subject to c) above, assume all additional costs for implementation, operation and maintenance of traffic calming measures.*

7. Study Process

The recently published *Canadian Guide to Neighbourhood Traffic Calming*, *Transportation Association of Canada and Institute of Transportation Engineers* describes a four-stage process guiding the development and implementation of traffic calming plans (see Figure 3). The focus of each stage is highlighted as follows:

- **Stage 1 – Initiate Study** is concentrated on ensuring that the development of the plan begins in the right direction through the establishment of a Public Advisory Committee to participate in the development of the study scope and terms of reference.
- **Stage 2 – Identify Problems** is focused on the collection of information to accurately identify the magnitude and nature of the problems within the community. Experience has shown that this stage of work requires discussions with the community as well as the collection of technical information in key areas. Community events such as walkabouts, focus groups and perhaps a community meeting may be considered as possible ways of initially identifying the problems with the community. Additional data should be collected to verify, or potentially redefine problem areas as necessary.
- **Stage 3 – Develop a Plan** is concentrated on the preparation of the traffic calming plan, including everything from the identification of candidate solutions through to the submission of the draft plan for approval. All candidate solutions must be designed to address a specific problem that has been identified during Stage 2 of the planning process. Candidate solutions may range from improvements to the arterial system to the provision of those optional traffic calming measures recommended for the City of Coquitlam by the Task Force in Section 8 of the Policy. Once support for a preferred plan of the community and key agencies is sufficiently achieved, a draft plan would be presented to Council and any significant refinements would be incorporated within the final plan. The final plan would also include an implementation strategy identifying cost estimates of the measures, priorities and timing of implementation. Council would be asked to approve the final plan and funding strategy for the implementation of traffic calming measures as outlined in Section 6 of the Policy.

Figure 3 – Typical Neighbourhood Traffic Calming Study Process



- **Stage 4 – Plan Implementation** includes the preparation of designs for those measures included in the plan based on the guidelines provided in Chapter 4 of the *Canadian Guide to Neighbourhood Traffic Calming*. Where appropriate, temporary measures may be implemented on a trial basis – approximately 6 months – to confirm the effectiveness of a particular measure. This provides opportunity to modify the configuration of the measure and / or location without incurring significant costs.

The individual steps outlined within the *Guide* for each study stage are recognized by the Task Force as a suitable approach to develop most traffic calming plans. It is important to note that not all studies are exactly the same and that the process shown and described should be modified to the degree necessary to gain public support for the plan. In most cases, the degree of each step may be modified to suit the size of the neighbourhood.

For a traffic calming plan to be successful at any size, the community as a whole must be involved in the process and supportive of the recommendations. In order to achieve this commitment, the community and affected stakeholders must have a significant opportunity to be involved in and influence the process – from the identification of the study scope through to the approval of the plan. Although this stakeholder involvement involves considerably more time and effort than the technical evaluation in most studies, it usually results in far less conflict with the community and long-term cost.

Recommendations

The Task Force recommends the following actions:

- a) *That the City support the overall process for developing and implementing traffic calming plans outlined within the 'Canadian Guide to Neighbourhood Traffic Calming.'*
- b) *That the community and key agency stakeholders be involved in the development and approval of traffic calming plans throughout the study process.*
- c) *That City Council review the draft of the traffic calming plan and approve a preferred plan as well as the allocation of funds required for implementation as outlined in Section 6 of the Policy.*

8. Traffic Calming Measures

The *Canadian Guide to Neighbourhood Traffic Calming* identifies 25 commonly used traffic calming measures. These measures are essentially grouped into four categories that describe the type impact on vehicles: vertical deflection, horizontal deflection, obstruction and signage. For the purpose of the Policy, a fifth category is added to identify other specific measures that should be considered within the scope of traffic calming assignments.

Although the *Guide* identifies 25 traffic calming measures that may be used on local and collector street system, it is very important to recognize that the suitability of each type of measure is conditional to the unique circumstances of the roadway itself and the nature of the problem that has been identified. In fact, the *Guide* explicitly identifies the preferred conditions for the placement of each measure and the locations to avoid. Rather than being too prescriptive at the Policy level however, it is important that these conditions and constraints be addressed within the identification and evaluation of measures during the development of individual neighbourhood plans.

Of the 25 potential traffic calming measures, the Task Force discussed and identified those measures that should be considered for residential local and collector streets within Coquitlam as well as those measures that are not recommended as potential traffic calming devices. The recommendations of the Task Force are highlighted below in Figure 4. In most cases, those measures not recommended for Coquitlam were considered to be too restrictive for the overall street system (such as diverters or closures), unsuitable as traffic calming measures (such as many signage measures), undesirable measures (such as speed humps and on-street parking) and / or ineffective at calming traffic (such as the raised intersection and 2 lane chicane).

With respect to those measures recommended for the City of Coquitlam, the following notes are deemed to be appropriate for Coquitlam.

- **Open Shoulders.** If traffic circles, raised median islands and obstructions are to be used on local streets with open shoulders, additional improvements to the street area will be required. Either curb and gutter should be constructed on the street, or bollards or other obstructions should be installed adjacent to the traffic calming devices to prevent motorists from driving around devices.
- **Rumble Strip / Buttons.** The use of a rumble strip or buttons to warn traffic of traffic calming devices should be signed accordingly along the collector road system.
- **One Lane Chicane.** Although one lane chicanes would be supportable along the local road system, the Task Force recommends that this measure be used infrequently and as an option if other measures are not available.
- **Turn Prohibited.** The use of turn prohibitions should be limited so as not to restrict access to and from communities. This measure must also be supported with enforcement to maximize compliance.

Recommendations

The Task Force recommends the following:

- a) *That traffic calming measures for Coquitlam shall be identified based on the optional measures presented in Figure 4.*
- b) *That the 'Canadian Guide to Neighbourhood Traffic Calming' be used to guide the selection and placement of these identified traffic calming measures for Coquitlam.*
- c) *That the applicability notes identified in the Policy be used to supplement the selection and implementation of traffic calming measures in Coquitlam.*

Figure 4
Recommended Traffic Calming Measures
for Coquitlam
(Residential Street Classification)

Measure	Local	Collector	Not Recommended
Vertical Deflection			
• Raise Crosswalk	✓	✓	
• Sidewalk extension	✓	✓	
• Speed Hump			✓
• Textured Crosswalk	✓	✓	
• Raised Intersection			✓
• Rumble Strip / Buttons	✓	✓	
Horizontal Deflection			
• 1 Lane Chicane	✓		
• 2 Lane Chicane			✓
• Curb extension	✓	✓	
• Curb radius reduction	✓	✓	
• On-street parking			✓
• Raised Median	✓	✓	
• Traffic circle	✓		
Obstruction			
• Directional closure			✓
• Diverter			✓
• Full closure			✓
• Intersection channelization	✓	✓	
• Raised median through intersection	✓		
• Right-in/Right-out islands	✓		
Signage			
• Traffic-calmed Neighbourhood	✓	✓	
• One-way			✓
• Turn prohibited	✓	✓	
• Through traffic prohibited	✓		
• Maximum speed			✓
• Stop			✓
• Yield			✓
Other			
• Arterial / collector improvements	✓	✓	
• Skinny streets	✓		

Appendix I

Traffic Calming Panel Terms of Reference

Traffic Calming Panel Terms of Reference

Composition

The Traffic Calming Panel is an advisory committee composed of 10 members from different areas of the community with interests in the area of neighbourhood traffic calming in Coquitlam and a desire to work together on the development of priorities for undertaking neighbourhood traffic calming studies. The membership shall include residents and business owners. Candidates should be prepared to volunteer for a minimum period of three years to ensure continuity in the overall development of priorities. Appointments of Panel members should be staggered to provide all members of the community an opportunity to participate on the Panel and to ensure the desired turnover.

Candidates interested in participating on the Traffic Calming Panel shall be encouraged to submit a Letter of Interest to the City. The Mayor and Council shall confirm the appointment of Panel members each year.

Chair and Secretary

The Panel will select a Chair and Vice Chair from its membership to ensure orderly conduct of meetings, the proper hearing of discussion and consideration of each item to reach consensus based on recommendations. The Panel should also select a Secretary to prepare and circulate notes following each meeting.

Quorum of Procedures

A quorum will be five Panel members.

Where a quorum is present, recommendations and notes shall go forward to the Panel members and Public Works Committee as part of the minutes prepared by the Secretary. Where a quorum is not present, an informal discussion may occur and notes will be forwarded for the use of the Panel members.

Committee Mandate

The mandate of the Panel is to:

1. Collect and summarize available background information for each neighbourhood in order to assess the 'safety' and livability' criteria identified in the Policy.
2. Assume an active role in observing neighbourhood traffic conditions throughout the City to assist with the completion of criteria needed to prioritize each neighbourhood.
3. Establish priorities for traffic calming studies 2 times each year and make recommendations to the City's Public Works Committee for consideration and the approval of Council.
4. Review the results of traffic calming studies as they contribute to the ongoing development of priorities for other neighbourhoods in the City.

Termination of the Panel

The Panel exists at the pleasure of the Mayor and Council, and will normally be reconstituted at the inaugural meeting of Council.



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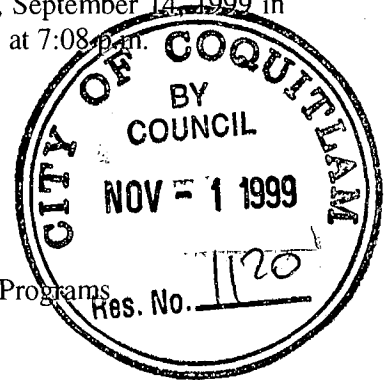
**TRAFFIC CALMING PANEL
MEETING MINUTES
14 SEPTEMBER 1999**

The second meeting of the Traffic Calming Panel was held on Tuesday, September 14, 1999 in Room 339 in Coquitlam City Hall, 3000 Guildford Way, Coquitlam, B.C. at 7:08 p.m.

Panel Members Present: Craig Hodge (Chair)
Andrew Forsyth
Jim Lawrence
Andrea Mattison

Staff and Representatives Present: Andrew Wood, Manager Utility Programs
John Steiner, Urban Systems

Public Present: Arlene Cheveldeaw



ITEM I - REVIEW AND APPROVAL OF 27 JULY 1999 MINUTES

The Panel reviewed and approved the minutes of 27 July 1999 meeting.

ITEM II - NEW BUSINESS

Secretary Selection

The Panel agreed to defer the selection until the next meeting when more members will be able to attend.

Resignation

The Chair informed the Panel that Gregory Roche has resigned from the Panel because of other commitments.

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Ratings

The Panel reviewed the data on the number of accidents in each neighbourhood and agreed on the following ratings:

No. of Accidents in Neighbourhoods in the Last Two Years	Rating Number
0-2	0
3-5	2
6-9	4
10-13	6
14-17	8
18-21	10

The Panel reviewed the traffic calming applications and their neighbourhoods and agreed to the following ratings for rating the number of request locations:

No. of Request Locations in Neighbourhood	Rating
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

The Panel examined the availability of sidewalks in neighbourhoods and discussed the impact on the prioritization list of using sidewalks and traffic volumes as a criteria. The Panel members agreed that traffic volumes and mixture of traffic information were insufficient to differentiate traffic issues in each of the neighbourhoods at this time. The Panel discussed the lack of information of RCMP reports and hazardous moving violations and that there were no noise complaints as a result of neighbourhood traffic received by the City.

The Panel then reviewed the list of neighborhoods, available and relevant data and agreed to focus on more detailed analysis and prioritization of the 6 highest ranked neighbourhoods.

First Hand Examinations

The Panel decided to conduct first hand examinations of the following locations:

<u>Neighbourhood</u>	<u>Locations(s)</u>
Burquitlam North:	Chapman
Laurentian/Austin Heights:	Wilmont/Hillcrest by Spani Pool; King Albert at Porter
Burquitlam South:	Smith at Townley
Sunwood:	Inlet at Tahsis, Pipeline at Dunkirk

The Panel agreed that the first hand examinations should include:

- Volume of traffic
- Availability of sidewalks
- Speed
- Noise (traffic)
- Mixture of traffic
- Time and date of observations

Other Agencies

The Panel requested staff to obtain available information from the RCMP as well as request Speedwatch to assist with speed surveys where possible.

ITEM III – NEXT MEETING

The next meeting of the Traffic Calming Panel will take place on Thursday, October 14, 1999 at 7:00 p.m. in Room 339 at Coquitlam City Hall 3000 Guildford Way, Coquitlam, B.C.

ITEM IV – ADJOURNMENT

The Chair declared the meeting adjourned at 9:48 p.m.



Chair



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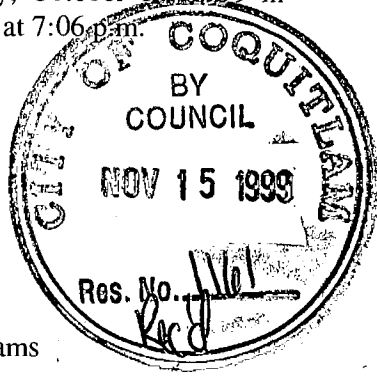
**TRAFFIC CALMING PANEL
MEETING MINUTES
OCTOBER 14, 1999**

The third meeting of the Traffic Calming Panel was held on Thursday, October 14, 1999 in Room 339 at Coquitlam City Hall, 3000 Guildford Way, Coquitlam, B.C. at 7:06 p.m.

Council Member Present: Councillor Jim Stangier

Panel Members Present: Harry Warren (Chair)
Craig Hodge (Vice-chair)
Jim Lawrence
Tom Parkinson

Staff and Representatives Present: A. Wood, Manager Utility Programs
J. Pickering, Planner
D. Hansen, Urban Systems



ITEM I – REVIEW AND APPROVAL OF SEPTEMBER 14 MINUTES

The Panel reviewed and approved the minutes of the September 14, 1999 meeting.

ITEM II – BUSINESS ARISING FROM THE MINUTES

Nil

ITEM III – NEW BUSINESS

Resignation

The Chair advised Panel members that Gregory Roche resigned from the Panel due to work commitments.

Field Examinations

The panel reviewed the field examinations by members and discussed traffic calming needs as well as operational and enforcement issues noted by members.

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The Panel examined information from Speedwatch and discussed the neighbourhoods planned for the 2000 Road Renewal Program and how to integrate future traffic calming and road renewal or other City projects.

The panel completed the criteria matrix for the 3 highest rated neighbourhoods, assigned the following priorities and identified other neighbourhoods that should be considered for future studies.

	<u>Priority Rating</u>
Laurentian/Austin Heights	1
Burquitlam North	2

The Panel then agreed that the following neighbourhoods remain under consideration (not in any order) for future studies:

Burquitlam South, Lower Lougheed, Eagleridge and Maillardville.

A report will be prepared for the Public Works Committee that sets out the recommended priority of neighbourhoods as well as other findings and recommendations of the Panel.

ITEM III - ADJOURNMENT

The Chair declared the meeting adjourned at 8:35 p.m.

Chair