

<b>Subject Area:</b>	<b>Engineering and Operations</b>		<b>Policy #</b>	<b>6.59</b>
<b>Policy Title:</b>	<b>Traffic Calming</b>			
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<b>Issued By:</b>	<b>Kristen Dixon Director of Engineering and Public Works</b>	<b>Engineering and Public Works Department</b>	<b>Issue Date:</b>	
			<b>Distributed By:</b>	<b>Email to All Employees</b>

**PURPOSE:**

The purpose of the City of Port Coquitlam’s Traffic Calming Policy is to make traffic calming more accessible and easier to implement for staff.

**POLICY:**

Any residential street which is designated as a Local street or as a Minor Collector street may be considered for traffic calming.

Each traffic calming project will be defined with a logical project boundary which takes into account diversion from and displacement to adjacent roadways and neighbourhoods.

Neighbourhood livability and traffic mitigation issues shall be balanced with impacts on adjacent neighbourhoods, transportation efficiency, emergency response, and safety. Where there are competing interests between resident desire and function of the road as part of the larger transportation network, the function of the road will govern.

Traffic calming projects should be compatible with overall City transportation goals and objectives as set out in the City’s Master Transportation Plan and Official Community Plan. Traffic calming is not intended to redesign the overall transportation/street classification system, address dangerous intersections, or mitigate traffic noise.

Traffic calming measures and devices shall be in general conformance with the Canadian Guide to Neighbourhood Traffic Calming (1998) published by the Transportation Association of Canada and the Canadian Institute of Transportation Engineers.

Traffic calming projects will be undertaken in accordance with the Traffic Calming Policy and Procedure set forth in this document, in keeping with sound engineering practices, and within the limits of available resources.

Each project will include a public consultation process to ensure residents on the affected street have an opportunity to comment. A public opinion survey requires the initial support of residents for a traffic calming proposal. If a proposal is supported, and meets eligibility criteria for traffic calming measures, residents will be consulted again on the proposed design.

Proposals which do not meet minimum eligibility criteria, as defined in the Traffic Calming Procedure, will not be considered further for traffic calming measures. However, such streets may be considered for other mitigating measures and/or police enforcement initiatives.

Traffic calming projects which meet the eligibility criteria and receive TSPW Committee approval may be implemented by:

- i. Annual capital funding for traffic calming projects which meet technical warrant criteria, with ranking to determine relative priority.
- ii. Local Improvement petition, with benefitting properties paying 75%, to advance a project which meets technical warrant criteria but has not yet been budgeted.
- iii. Local Improvement petition, with benefitting properties paying 90%, for a project which does not meet technical warrant criteria.

Funding Mechanism	Application
Dedicated annual capital funding	Ranked projects which meet eligibility and warrant criteria
Local Improvement – 75% benefitting properties	To advance a project which meets eligibility and technical warrant criteria
Local Improvement – 90% benefitting properties	To implement a project which does not meet technical warrant criteria

**END OF POLICY**

**Record of Amendments:**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
6.59				

## **City of Port Coquitlam Traffic Calming Procedure**

To meet the Policy objectives, the Traffic Calming Procedure provides instructions for the evaluation, selection, and implementation of traffic calming measures.

### **Eligibility Criteria**

In order for a street to be considered for traffic calming, the three Eligibility Criteria below must be met:

#### **1. Street Classification**

Physical traffic calming will be considered on Local and Minor collector roads. Traffic calming may not be considered appropriate for some higher classification roads intended to convey large volumes of traffic at higher speeds such as those designated Major Collector, Arterial and Highway.

#### **2. Expression of Interest**

An Expression of Interest poll gauges the opinions of area residents and requires their initial support for a traffic calming proposal. The poll ensures that limited staff resources are only expended on proposals supported by the area residents. The majority of properties (>50%) within the project boundary must support traffic calming measures for the project to move forward. If supported, staff will proceed with an assessment of the safety and technical requirements.

#### **3. Safety and Servicing Requirements**

Key safety and servicing requirements must be satisfied to consider a street for traffic calming. Pedestrian safety is a primary consideration in addition to other factors such as road grades and emergency response access. Streets in Commercial or Industrial areas and those which serve as primary Bus Routes, Truck Routes or Emergency Routes may be deemed unsuitable for traffic calming. Consultation with staff and outside agencies such as transit, emergency services and ICBC will be included. Streets which do not satisfy safety or servicing requirements will not be supported for traffic calming measures.

Proposals which do not meet eligibility criteria will not be considered further for traffic calming measures. However, such streets may be eligible for other mitigating measures (e.g. pedestrian safety enhancements) and/or police enforcement initiatives (e.g. Speed Watch program).

## **Prioritization of Eligible Streets**

Proposals which meet the Eligibility Criteria will be advanced and ranked to develop a prioritized list of streets using the results of a technical assessment. Proposals which meet warrant criteria will qualify for 100% funding. Proposals which do not meet warrant criteria can still apply for Local Improvement funding.

### **4. Technical Assessment**

A technical review will evaluate whether conditions on a street warrant traffic calming measures and will be used to rank projects which meet the eligibility criteria. Threshold criteria for traffic volume, speed, and number of reported accidents will be evaluated. Additional consideration will be given to factors such as amount of through traffic, traffic composition, parking, pedestrian/cycling routes, and proximity to city amenities (school, playground, facility).

### **5. Ranking and Funding**

A ranking system will be applied to projects competing for limited funds each year to ensure that streets in greatest need of traffic calming are funded first. Projects which meet warrant criteria will qualify for 100% funding, with relative priority determined by the technical assessment.

For residents who wish to advance traffic calming projects, or to implement a project which does not meet warrant criteria, an alternative source of funding is available through the Local Improvement process. The process allows residents to pay for a portion of work in order to implement an improvement project which has not been budgeted. Traffic calming projects are funded by properties within the project boundary based on an equal shares basis. The majority of properties within the project boundary must support traffic calming improvements and associated costs.

A cost share split of 75% benefitting properties, 25% City will apply to Local Improvement traffic calming projects which meet warrant criteria. A cost share split of 90% benefitting properties, 10% City will apply to projects which do not meet warrant criteria. This aligns with policy objectives to allocate prioritize funding according to need. Local Improvement applications for traffic calming measures will be processed on a first come, first serve basis and are subject to Council approval.

### **6. Traffic Calming Concept**

In turn, and according to rank, a traffic calming concept will be developed by staff for each street. The particular needs of each street, along with information from the technical assessment, will be used to develop a conceptual design and cost estimate. Traffic calming measures such as speed humps, chicanes, chokers, raised crossings, curb extensions, roundabouts and narrow lanes may be used in key locations or in combination to achieve traffic calming goals at the lowest cost.

## **7. Public Consultation**

The traffic calming concept and cost estimate will be mailed out to residents on the affected street to solicit feedback. Where feasible and appropriate, the design will be revised to incorporate the feedback received.

## **8. Approval and Implementation**

Following public consultation, the design concept will be brought to the Transportation Solutions and Public Works Committee for approval with a staff recommendation for budgeting and scheduling the work. Upon approval, the concept will be mailed out to residents. Tendering, detailed design, and construction of traffic calming measures will follow in the recommended time frame.