

Corporate Policy

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Section:	Engineering, Operations, and Public Works	11
Sub-Section:	Traffic Control – General	5460
Title:	Neighbourhood Traffic Calming	02

Related Policies

Number	Title
11-5460-01	Traffic Control for Pedestrian Crossings and Near Schools

Approvals

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Policy

This policy outlines the process to identify, prioritize, prepare, and implement Neighbourhood traffic calming plans in the City of Port Moody. This policy should be used in conjunction with the *Canadian Guide to Neighbourhood Traffic Calming (1998)* by the Transportation Association of Canada (TAC) and the Canadian Institute of Transportation Engineers to ensure all traffic calming measures in the City of Port Moody adhere to established practices and guidelines. This policy is developed from the City of Port Moody Draft Neighbourhood Traffic Calming Reference Report (March 2001).

Definitions

Traffic Calming – A combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.

Neighbourhood Traffic Calming Plan (NTCP) – Refers to a plan that restores neighbourhood street(s) to the intended function, while providing a balance between mobility and accessibility.

Neighbourhood Advisory Committee (NAC) – Refers to a liaison committee approved by the General Manager of Engineering and Operations representing area residents, business owners, community associations, and institutions on a traffic calming initiative.

Procedures

As outlined in *Schedule A – City of Port Moody Traffic Calming Guidelines*.

Monitoring/Authority

The General Manager of Engineering and Operations has been delegated the responsibility by Council for implementation of this policy.

City of Port Moody Traffic Calming Guidelines

1. Objectives
 - a) Reducing vehicular speeds and/or discouraging through vehicular traffic on local neighbourhood streets.
 - b) Promoting safe and pleasant environment for street users (motorists, cyclists, pedestrians, etc.).
 - c) Reducing the requirement for police enforcement.
 - d) Making efficient use of City of Port Moody resources through screening and prioritizing traffic calming requests.

2. General Principles
 - a) Ensure a consistent and fair manner for reviewing traffic calming requests.
 - b) Ensure public support.
 - c) Identify the real problem.
 - d) Quantify the problem with data.
 - e) Consider availability of financial and personnel resources.
 - f) Improve traffic operation on regional-arterial road system first where feasible.
 - g) Employ Two-Phase Approach (1. education/passive measures, 2. physical measures).
 - h) Implement appropriate traffic calming on a neighbourhood basis.
 - i) Preserve reasonable access and egress.
 - j) Use self-enforcing measures where feasible.
 - k) Maintain unimpeded non-motorized traffic.
 - l) Implement measures on trial basis where possible.
 - m) Monitor the effectiveness of the measure.

3. Application Principles
 - a) Traffic calming measures will be limited to local residential and neighbourhood collector residential streets (local commercial streets may be considered under special circumstances).
 - b) The exclusive use of signs for traffic calming should be discouraged in the City.
 - c) All traffic calming measures implemented in the City of Port Moody will be in accordance with the criteria identified in the *Canadian Guide to Neighbourhood Traffic Calming (1998)*.
 - d) The installation of speed humps on local residential streets may be approved by the General Manager of Engineering and Operations. Such installations are not subject to the procedures outlined in section 4 of this policy.

4. Procedures
 - a) *Project Initiation*

All written requests for traffic calming projects submitted to the City will be forwarded to the General Manager of Engineering and Operations or delegate for consideration and preliminary screening before proceeding any further.

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- b) *Preliminary Screening*
 - i. As directed by the General Manager of Engineering and Operations, traffic calming requests will be screened based on the minimum threshold and scoring as outlined in the Primary Scoring section of Appendix A.
 - ii. Traffic calming requests with a combination primary score of 25 points or more will be recommended to Council for further investigation.
 - iii. Actual traffic volume and speed data will be collected wherever possible to provide an objective basis for the evaluation of traffic calming requests.
 - iv. The City may retain a consultant to prepare the traffic calming plan.

- c) *Formation of Neighbourhood Advisory Committee (NAC)*
 - i. Once a project has passed through the preliminary screening process, City staff will determine whether public input will be solicited through a Neighbourhood Advisory Committee (NAC). If a NAC is required, the City will inform the neighbourhood residents and businesses of the traffic calming initiative and the opportunity to participate in a neighbourhood advisory committee.
 - ii. The NAC consisting of six to ten diverse community members will be recommended by City staff to Council.
 - iii. The NAC will work with City staff, emergency services, and Council to build community support and consensus.
 - iv. The NAC will assist City staff in the preparation of the study scope, defining the study and benefiting areas and liaison with area residents.

- d) *Problem Identification*
 - i. The City, in consultation with the NAC and other stakeholders, will identify as many traffic and transportation issues associated with the specific neighbourhood as possible. A comprehensive problem statement and a neighbourhood vision will be developed.
 - ii. The problem will be quantified with operational data. Social and environmental information may be collected as additional data.
 - iii. The general thresholds for local and neighbourhood collector streets are listed below.

Criteria	Local Residential Road	Neighbourhood Collector Residential or Local Commercial Road
Daily Traffic Volume	max. 1000 veh./day	max. 3000 veh./day
Operating (85 th Percentile) Speed	max. 20% over the design speed limit*	max. 20% over the design speed limit*
Traffic Infiltration	max. 20% of all traffic is through traffic	max. 20% of all traffic is through traffic

* 85th percentile speed up to 20% in excess of the design speed limit is considered acceptable (Source: Creative Transportation Solutions)

* Speed in 30 km/h posted zone can rarely be reduced below an operating (85th percentile) speed of 42 km/h (Source: Urban Systems)

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e) *Plan Development*

The development of the traffic calming plan will generally consist of the following tasks:

- i. Examine regional and arterial roads for possible capacity improvements.
- ii. Identify appropriate traffic calming measures from the *Canadian Guide to Neighbourhood Traffic Calming*.
- iii. Develop alternative plans.
- iv. Review alternative plans with focus groups (NAC, adjacent residents and businesses, emergency services, etc.)
- v. Measure community-at-large support for each alternative.
- vi. Evaluate the alternatives and select the recommended plan.
- vii. Present the recommended traffic calming plan to Council and the public.
- viii. Develop an implementation strategy.
- ix. Prepare final report and submit the draft final plan for Council approval.

f) *Two-Phase Implementation Program*

- i. Where applicable, the implementation program will be separated into two phases. Phase 1 will consist of public education, signage and enforcement. Phase 2 will consist of implementation of physical measures if needed.
- ii. Three possible methods of implementing physical traffic calming measures will be considered and applied as appropriate: 1) temporary or trial devices, 2) staged installation, or 3) full permanent installation.
- iii. The temporary devices will be used where possible to evaluate their performance over a 6 to 12 months period.

g) *Performance Monitoring*

- i. The performance of completed traffic calming measures will be monitored by the NAC and the City.
- ii. The operation of a traffic calming neighbourhood plan will be reviewed in subsequent years as required.

5. Funding

- a) City staff will develop a list of traffic calming plans for Council's consideration and budget deliberation.
- b) Projects recommended to Council for funding will be selected using a balanced approach considering both priority points and maximizing the net benefit to the City within the available resources.
- c) Alternative funding sources such as Local Improvement Program will also be examined.

6. Measurement of Community Support

- a) Community support for a traffic calming plan will be measured through public open houses, polling and/or survey questionnaires.
- b) In general, support of at least two-third (2/3) of the residents or property owners in the affected area will be required before the plan is considered to be accepted by the community.
- c) The number of surveys should be kept to a minimum to ensure City's resources are used effectively and the public is not solicited repetitively with questionnaires.

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7. Prioritization

- a) Candidate projects will be ranked in accordance with their total points (Primary and Secondary) as outlined in Appendix A.
- b) Residential streets and commercial streets will be ranked separately.
- c) Other qualitative factors may also be considered in the prioritization process.

APPENDIX A

The following table outlines the screening and scoring criteria for Neighbourhood Traffic Calming Program (NTCP) requests:

POINT ASSIGNMENT			
Criteria		Local Residential	Neighbourhood Collector Residential
A) PRIMARY SCORING			
1	Traffic Volume	Average daily traffic (ADT) divided by 100 max. 25 points	Average daily traffic (ADT) divided by 300 max. 25 points
2	Speed	5 points for every km/h of the operating speed (85 th percentile speed) beyond 5 km/h above the posted limit. max. 25 points	5 points for every km/h of the operating speed (85 th percentile speed) beyond 5 km/h above the posted limit. max. 25 points
Total Score (A) (1+2) (max 50 points)		Traffic calming requests with a total PRIMARY scoring of less than 25 points are not technically justifiable.	
B) SECONDARY SCORING			
3	School Zone	+5 points per school zone	+5 points per school zone
4	Pedestrian-Oriented Areas	+5 points per pedestrian oriented facility (i.e. senior housing or park)	+5 points per pedestrian oriented facility (i.e. senior housing or park)
5	Bicycle Route	+5 points for a subject street designated as a bicycle route	+5 points for a subject street designated as a bicycle route
6	Transit Route	-5 points for a subject street designated as a transit route	-5 points for a subject street designated as a transit route
Total Score (B) (3+4+5+6)			
Combined Total Score (A & B)		The combined total scores are assigned to NTCP requests and ranked for budget considerations.	

Local commercial streets can be rated using the neighbourhood collector residential street criteria.