

**City of New Westminster**  
**Neighbourhood Traffic Calming Policy**  
**November 2010**

**Objectives**

- Reduce vehicular speeds and/or discourage through traffic within local neighbourhoods
- Promote safe and pleasant environment for street users (pedestrians, cyclists, motorists, etc)
- Reduce requirement for police enforcement
- Make efficient use of City of New Westminster resources through screening and prioritizing traffic calming requests.

**1.0 Purpose**

These guidelines are intended to provide a framework for the identification and prioritization of neighbourhood traffic calming requirements as well as the process for implementing temporary, interim and permanent traffic calming measures in a cost-effective manner that involves the participation of local residents and businesses.

**2.0 Principles**

These guidelines apply primarily to mitigating the impacts of high traffic volumes and speeds on local streets.<sup>1</sup>

- Fair and consistent manner for reviewing traffic calming requests
- Ensure public support
- Identify and quantify the problem (e.g. with data)
- Consider availability of city financial and personnel resources

---

<sup>1</sup> A "Local Street" is intended to carry traffic with an origin or destination along its length. In general, local streets are not part of a bus route, do not have a marked yellow centreline, are 8.5 metres (28 feet) or less in width, and parking is permitted on both sides.

- Improve traffic operation on regional and arterial road system first where feasible
- Preserve reasonable access and egress
- Maintain unimpeded non-motorized traffic
- Implement trial measures first if road closure or diverter proposed
- Exclusive use of signs for traffic calming should be discouraged

All traffic calming measures implemented in the City of New Westminster will be in accordance with the criteria identified in Transportation Association of Canada's "Canadian Guide to Neighbourhood Traffic Calming."

### **3.0 Definition of Study Area**

Traffic calming plans shall be neighbourhood-wide. Localized traffic calming measures on individual streets shall only be undertaken if there is a clear requirement and they would not likely impose negative impacts on adjacent areas.

- a). Study areas may vary in size depending on the scope of the problem and the solutions being proposed. A study area should be large enough to:
  - Encompass a common problem, e.g., shortcutting due to commuter traffic or local traffic impacts of major institutions;
  - Ensure that local problems will not shift to another area.
- b). Area boundaries for traffic calming studies shall be determined by the Engineering Department and endorsed by the Neighbourhood Traffic Advisory Committee (NTAC). Study areas should generally be defined as the area bounded by collector and arterial roadways.

### **4.0 Initiation and Evaluation of Requests**

- a). Requests for traffic calming shall be in writing and submitted to the City with sufficient information outlining the problems or issues. The City may also independently initiate a traffic calming review. The identified locations shall receive a preliminary screening in accordance with the primary screening criteria in Attachment A to determine if the street is

a suitable candidate for traffic calming. Site constraints (steep grades, transit routes, etc) will be considered. This preliminary screening should identify whether or not the concerns can be addressed through a traffic calming plan. The screening results will be presented to the NTAC for endorsement.

- b). If the score for primary screening meets or exceeds the minimum threshold of 25 points, the neighbourhood request should proceed with secondary screening criteria to determine an overall ranking as outlined in Attachment A.
- c). A review of the collision history in a study area shall be conducted where data are available to determine if remedial measures are needed to address a safety issue. In areas where high collision history is verified, the City may proceed with further study and/or improvements outside of the scope of the traffic calming initiative.
- d). A list of all evaluated requests, ranked according to their point score, shall be maintained by the City and reviewed periodically by NTAC.
- e). An important objective of these guidelines is to ensure that traffic calming projects are properly prioritized and implemented according to their priority. Due to limited staff and resources, it is not possible to study or implement all of the traffic calming requests that are received. In order to avoid undue expectations within the community, only those higher priority requests that have a reasonable probability of being funded and completed within a three year capital plan period shall be presented by the Engineering Department to NTAC and Council for approval.

## **5.0 Neighbourhood Liaison**

- a). Once a project has been endorsed and approved to proceed with planning of traffic calming measures, City staff will determine whether input will be solicited through the neighbourhood residents' association (if available) or formation of neighbourhood advisory committee (NAC). If an NAC is required, the City will inform the area residents and businesses of the traffic calming initiative and the opportunity to participate in a neighbourhood advisory committee.

- b). The neighbourhood advisory committee consisting of 6 to 10 diverse community members will provide input to the City technical team to develop potential traffic calming solutions.

## **6.0 Traffic Calming Planning Process**

Once a traffic calming plan initiative has been approved by NTAC and Council, the City will proceed with the following:

- a). Review previous and parallel studies. Support for recommendations of parallel studies can be measured at the Open Houses.
- b). Hold neighbourhood meeting with Residents' Association or NAC. The first neighbourhood meeting will provide a forum for the public to identify and discuss traffic safety issues in their neighbourhood. The focus is to build consensus on the problems or issues to be addressed through traffic calming. Any available data should be presented at this meeting.
- c). Develop a survey to reach a broader segment of the community following the first Open House, building upon the concerns raised. The survey should be distributed to residents through paper copies and/or electronic versions. The electronic version should be hosted on the City's website for at least two weeks.
- d). Collect additional traffic operation data as necessary throughout the study area in consideration of the public input received.
- e). Review collision history throughout the study area.
- f). Conduct site visits to review existing calming infrastructure and observe traffic operations in the neighbourhood.
- g). Notify Residents' Association and publicize neighbourhood meeting through various media sources including, but not limited to the City website; local newspaper or newsletters; mail-out invitations to residents and merchants; community billboard advertisements; or through other appropriate means such as social networking media.

## 7.0 Plan Development

The development of a Draft Traffic Calming Plan and options will generally consist of the following tasks:

- a). Evaluate identified community concerns
- b). Identify appropriate traffic calming measures from the Canadian Guide to Neighbourhood Traffic Calming (TAC).
- c). Provide alternative solutions where feasible. Multiple solutions are not required for measures to address high crash rate.
- d). Examine regional and arterial roads for opportunities to improve capacity
- e). Review alternative plan(s) with focus group (Residents' Association, NAC, emergency services, City departments and other agencies)
- f). Present a draft traffic calming plan to the study area residents / businesses through 2<sup>nd</sup> Open House and questionnaire to inform and encourage residents to provide their input in the plan. The City should host the plan and questionnaire on its website following the Open House.
- g). Analyze results and refine Draft Traffic Calming Plan as necessary based on resident feedback.

## 8.0 Measurement of Neighbourhood Support

- a). Neighbourhood Support of the revised draft plan will be measured through an electronic and/or paper survey. A mail-out survey will be distributed if diverters or road closures are proposed in the plan. Residents will be surveyed after public presentation of the Traffic Calming Plan and before it is brought forward to Council's NTAC.
- b). In general, support from over 50 percent<sup>4</sup> of residents or property owners in the study area *that respond to the survey* will be required before the plan is considered to be accepted by

---

<sup>4</sup>: 1/2 support for implementation: Example 1: 500 properties in study area, 100 responses received. 40 indicate YES, 50 indicate NO, 10 indicate NO OPINION, 400 do not respond. Level of support =  $(40+10)/(40+10+50) = 50\%$  and is insufficient to proceed. Example 2: 500 properties in study area; 100 responses received. 45 indicate YES, 45 indicate

the neighbourhood. *It should be indicated clearly on the survey that the results will be used to determine whether the implementation should proceed.* YES and NO OPINION responses shall be considered as supporting the plan while NO responses are considered to be opposed to the plan.

- c). The number of surveys should be kept to a minimum to ensure the City's resources are used effectively and the public is not solicited repetitively with questionnaires.

## 9.0 Approval

- a). Present Traffic Calming Plan that has been accepted by the neighbourhood to NTAC and City Council for approval and implementation consideration.
- b). Funding must be in place for upkeep and maintenance of any traffic calming devices prior to implementation or these devices should not be implemented.

## 10.0 Implementation

- a). Diverters and road closures will be installed on a trial basis. In some cases where there is substantial consensus in the neighbourhood and concurrence by the City's Engineering Department, a trial implementation may be unnecessary and permanent installation of devices may proceed if adequate funding is available.
- b). The trial period will run for approximately six (6) to twelve (12) months in order to determine the effectiveness of the plan to be evaluated under varying traffic conditions.
- c). The City shall analyze the performance of the trial traffic calming plan and make a recommendation to NTAC for its removal, modification, or permanency. The City may consult the Residents' Association to obtain feedback.
- d). If the trial implementation proves effective, the City may move forward to convert the temporary devices into permanent measures based on funding availability.

---

NO, 10 indicate NO OPINION, 400 do not respond. Level of support =  $(45+10)/(45+45+10) = 55\%$  and is sufficient to proceed.

## 11.0 Funding

- a). The City Engineering Department will develop a list of traffic calming elements for Council's consideration and budget deliberation.
- b). Projects recommended to Council for funding may include secondary screening point for consideration during budget deliberation.
- c). Funding for construction is provided on an annual basis, subject to Council approval. The number of traffic calming devices that can be constructed in a given year will depend on the available budget and staffing resources.
- d). Traffic calming shall be incorporated into new developments where determined by the City at cost to the developer.
- e). Traffic calming plans that meet the minimum point score, but have low priority ranking may be funded by the benefitting neighbourhood without compensation or reimbursement from the City if the project will not create negative impacts in other areas. Neighbourhoods may choose to raise funds informally through fund raisers or donations.

**ATTACHMENT A**

**SCREENING AND RANKING CRITERIA FOR NEIGHBOURHOOD TRAFFIC CALMING REQUESTS**

<b>PRIMARY SCREENING CRITERIA</b>	<b>LOCAL RESIDENTIAL</b>	<b>NEIGHBOURHOOD COLLECTOR</b>
Traffic Volume	Average Daily Traffic (ADT) divided by 100 25 points maximum	Average Daily Traffic (ADT) divided by 300 25 points maximum
Speed	+5 points for every km/h the 85 <sup>th</sup> percentile traffic speed is over the posted limit 25 points maximum	+5 points for every km/h the 85 <sup>th</sup> percentile traffic speed is over the posted limit 25 points maximum
Traffic calming requests with a total PRIMARY scoring of less than 25 points are not technically justifiable. The maximum points for the total PRIMARY scoring is 50.		
The combined PRIMARY plus SECONDARY scores are ranked for budget considerations:		
<b>SECONDARY SCORING CRITERIA</b>	<b>LOCAL RESIDENTIAL</b>	<b>NEIGHBOURHOOD COLLECTOR</b>
Facilities that generate pedestrian traffic (schools, recreation centers, senior housing, parks, trails, etc)	+5 points for each pedestrian generating facility	+5 points for each pedestrian generating facility
Bicycle Route	+5 points for a subject street designated as a bicycle route or greenway	+5 points for a subject street designated as a bicycle route or greenway
Transit Route	-5 points for a subject street designated as a transit route	-5 points for a subject street designated as a transit route



## ATTACHMENT B

### GENERAL GUIDELINES FOR POST IMPLEMENTATION MONITORING AND DATA COLLECTION

Post-implementation data collection for monitoring the effectiveness of traffic calming initiatives should be done in such a manner that the method is as consistent as possible with pre-implementation data.

Regardless of whether the device installed is temporary or more permanent, traffic patterns should be reviewed three to six months following implementation:

- Speeds and volumes should be measured mid-block, and the measuring device should be in the same location for both the before and after survey
- Unless the problem primarily occurs on another day of the week, collect weekday volumes. Try to collect the “after” data in as similar conditions to the “before” period as possible, e.g., same day of week, season of the year, same location.
- Ensure that enough streets are surveyed to collect information on “diverted traffic”
- Field observations by technical staff can be used to augment speed, volume and public opinion surveys, and possibly to “fine-tune” the design. (e.g. – is the public driving the right way around a traffic circle, are they yielding appropriately? Are they mounting the curb to avoid speed humps? Can pedestrians and cyclists negotiate the devices?)
- Although not traffic calming measures, if regulatory devices are implemented as part of the process such as turn restrictions or STOP signs, the City may wish to conduct compliance surveys.

Generally, collisions are infrequent in local neighbourhood, and it may be difficult to obtain an appropriate sample size. Crash history should begin to be considered thirty-six months (3 years) following implementation and after five (5) years to compare trends in overall traffic calming effectiveness throughout the neighbourhood.