Back to Agenda

Corporation of the City of
NEW WESTMINSTER

REPORT
Engineering Services

To: Mayor Coté and Members of Council **Date**: 7/8/2019

From: Jim Lowrie, Director of Engineering Services **File**: 09.1860.50.10 (Doc#1451938v2)

Item #: 290/2019

Subject: **Proposed Speed Hump Policy**

RECOMMENDATION

THAT Council endorse the proposed Speed Hump Policy as described in this report.

PURPOSE

The purpose of this report is to provide clarification on the speed hump policy which was presented for Council's consideration on February 25, 2019, and to seek endorsement of the revised speed hump policy.

BACKGROUND

In a report to Council on February 25, 2019, staff sought endorsement from Council of a speed hump policy which would enable residents to initiate a request for speed humps. Council raised questions about the applicability of the policy with respect to people who rent their homes relative to those who own, and requested that staff provide clarification. The following motion was carried:

> ***THAT*** *Council refer the proposed Speed Hump Policy attached to this report to the Neighbourhood Traffic Advisory Committee and other appropriate committees, to clarify issues identified by Council's comments.*

EXISTING POLICY/PRACTICE

The proposed speed hump policy aligns with the following:

- Neighbourhood Traffic Calming Policy
  - The primary objective of the Traffic Calming Policy includes the reduction of vehicle speeds and volumes associated with through traffic, and the promotion of a safe and pleasant environment for all street users.

- Master Transportation Plan

7D.3: Work with local residents and businesses on establishing the right balance between local access and through traffic.

ANALYSIS/DISCUSSION

In response to Council's request, clarification was sought from the Neighbourhood Traffic Advisory Committee and the Community and Social Issues Committee, with respect to applicability of the speed hump policy to those who rent the homes they live in and those who own the homes they live in. The speed hump application process requires that residents provide evidence of support for speed humps from all residents who reside on the block that the speed humps are requested for, regardless of tenure.

At the April 2, 2019 meeting, the following motion was carried unanimously by the Social Issues committee:

> ***THAT*** *the Community and Social Issues Committee recommend that Council direct staff to review City policies and practices to ensure equity and participation for renters.*

At the June 11, 2019 meeting, the following motion was carried unanimously by the Neighbourhood Traffic Advisory Committee:

> ***THAT*** *the language in the Speed Hump Policy be clarified to read that input is required from all residents of the block on which the speed humps would be installed, regardless of whether they rent or own the home they live in.*

In response to these motions, the language in the Speed Hump Policy document (Attachment 2) was updated to ensure clarity.

OPTIONS

The following options are presented for Council's consideration:

1. THAT Council endorse the Speed Hump Policy as described in this report;
2. THAT Council provide different direction.

Staff recommend Option 1.

INTERDEPARTMENTAL LIAISON

This report was prepared with input from Development Services.

CONCLUSION

In response to Council's direction, staff have updated the proposed speed hump policy, to clarify the intention that all residents of a block, whether they rent or own the home that they live in, are invited to express support or opposition to speed humps on their block.

ATTACHMENTS

Attachment 1 - Report to Council, February 25, 2019: Proposed Speed Hump Policy
Attachment 2 - Proposed Speed Hump Policy, updated per Council's direction

This report has been prepared by:
Lisa Leblanc, Manager, Transportation

Approved for Presentation to Council

For Jim Lowrie, Eng. L, MBA
Director of Engineering Services

Lisa Spitale
Chief Administrative Officer

Back to Agenda

Corporation of the City of
NEW WESTMINSTER

Attachment 1

Report to Council, February 25, 2019

Proposed Speed Hump Policy

Back to Agenda

Corporation of the City of
NEW WESTMINSTER

REPORT
Engineering Services

To:	Mayor Coté and Members of Council	**Date**:	2/25/2019
From:	Jim Lowrie Director of Engineering Services	**File**:	09.1800.01 (Doc# 1366905v2)
		Item #:	67/2019

Subject: **Proposed Speed Hump Policy**

RECOMMENDATION

THAT Council endorse the proposed Speed Hump Policy attached to this report.

PURPOSE

The purpose of the proposed speed hump policy is to enable New Westminster residents to initiate low-cost and low-impact vehicle speed reduction on local streets with reduced administrative process.

BACKGROUND

Motorist speeding within New Westminster neighbourhoods impacts community livability. On a regular basis residents request the installation of speed humps to help address speeding concerns. In the past, these requests have typically been addressed on an ad-hoc basis or as part of a more involved neighbourhood level traffic calming plan. To make the process less bureaucratic yet systematic, staff has identified the need for a standalone policy. The City of New Westminster's Neighborhood Traffic Advisory Committee (NTAC) which is comprised of representatives of each neighbourhood resident association, School Board, Coast Mountain Bus Company, ICBC, Chamber of Commerce, Downtown BIA, and NW District Parent Advisory Council has supported the development of this policy.

EXISTING POLICY

The proposed speed hump policy aligns with the following:

- Neighbourhood Traffic Calming Policy
  - The primary objective of the Traffic Calming Policy includes the reduction of vehicle speeds and volumes associated with through traffic, and the promotion of a safe and pleasant environment for all street users.

- Master Transportation Plan
  - 7D.3: Work with local residents and businesses on establishing the right balance between local access and through traffic.

DISCUSSION

Policy Development Process

The proposed speed hump policy evolved through an iterative process at a series of meetings with NTAC, and extensive background research by staff. During these meetings, staff presented ideas and/or concepts to the group and the group collectively worked to unpack, critique and augment them.

At the April 10th, 2018 NTAC meeting, staff and committee members began to define the problem and identify potential solutions.

Specifically, the discussion unpacked answers to three questions:

- What are the benefits of speed humps?
- What are the challenges associated with speed humps?
- What else could be implemented that is:
  - Low cost & low maintenance
  - Easy to install (i.e. City crews can do it)
  - Low impact (e.g. minimal or no parking loss)
  - Easy to understand
  - Safe for all road users

At the June 12th, 2018 meeting staff and committee members focused on confirming the circumstances to which a potential Speed Hump Policy applies. Discussion focused on traffic speed & volume, traffic mix, and accessibility.

On September 18th, 2018 staff and committee members mapped out a process for initiating a speed hump review, and outlined the steps involved in conducting the necessary analysis, making a decision and implementing the infrastructure.

On December 11th, 2018 staff and committee members reviewed the recommended policy and procedures. The culmination of these iterative steps resulted in a draft speed hump policy that has been endorsed unanimously by NTAC.

Finally, on January 28th, 2019, staff presented the final Speed Hump Policy to the Mayor's Transportation Task Force, where it was endorsed by members of the Task Force.

Policy Overview

The core of the policy can be broken down into five overarching themes, which are outlined in detail on page 6 of the attached policy document (Attachment 1).

- Firstly, a resident perceives a speeding problem and submits a Speeding Concern Form to the designated staff person at City Hall. The staff member and resident confirm that speed humps may be an appropriate intervention on the street of concern and the resident pays a $100 processing fee.
- Next, data is retrieved or collected to verify motor vehicle speeds.
- Upon review of data, one of three outcomes are possible: 1. the data determines there is no speeding problem, 2. there is something other than a speeding problem, or 3. a speeding problem does exist and speed humps are an appropriate solution.
- If speed humps are an appropriate intervention, the resident surveys their immediate neighbourhood to gauge support for the speed hump(s).
- If enough support is achieved (i.e. at least 50% support), then speed humps are implemented at the next appropriate installation cycle.

Next Steps

Background research and iterative meetings with NTAC have produced the proposed Speed Hump Policy described in this report. Next steps include amending the Engineering Fees and Rates bylaw and finalizing necessary on-line documentation and payment.

FINANCIAL IMPLICATIONS

The current annual budget for speed humps is $20,000. Individual speed humps range in cost depending upon the installation site conditions, but generally cost around $2,000 each. Consideration may be given in the future for an adjusted budget, depending on program demand.

OPTIONS

The following options are presented for Council's consideration:

1. THAT Council endorse the proposed Speed Hump Policy attached to this report;

2. THAT Council provide staff with alternative direction.

Staff recommend Option 1.

INTERDEPARTMENTAL LIASION

The proposed speed hump policy has been prepared in consultation with NTAC, which includes a representative from New Westminster Police Department. Further engagement with the Police and Fire and Rescue Services will be undertaken during implementation, on a case by case basis.

CONCLUSION

Subject to Council's endorsement, staff would complete the remaining administrative tasks needed to enable implementation of the policy beginning in Fall 2019.

ATTACHMENTS

Attachment 1 - Speed Hump Policy

This report was prepared by:
Gurtej Tung, Engineering Outreach Coordinator

This report was reviewed by:
Lisa Leblanc, M.Sc., P.Eng., Manager, Transportation

Approved for Presentation to Council

Jim Lowrie, Eng.L, MBA
Director of Engineering Services

Lisa Spitale
Chief Administrative Officer

Back to Agenda

Corporation of the City of
NEW WESTMINSTER

Attachment 1

Speed Hump Policy

Back to Agenda

NEW WESTMINSTER

Speed Hump Policy

February 25, 2019

City of New Westminster



A speed hump located in Uptown, New Westminster (November 7, 2018).

NEW WESTMINSTER

Purpose

The purpose of the speed hump policy is to enable New Westminster residents to initiate a low-cost and low-impact speed reduction on local roads, with reduced bureaucratic process.

Background

When applied appropriately, speed humps have proven to be an effective tool at reducing vehicle speeds and improving community safety and livability. The reduced speeds make it safer and more comfortable for all road users including cyclists and pedestrians. Speed humps, however, may not be an appropriate intervention for vehicle volume concerns.

Scope

This policy applies to speed humps as the primary vertical deflection intervention. The design specifications for the speed humps are those outlined in contemporary professional guidance documents issued by the Transportation Association of Canada (TAC) and/or the Institute of Transportation Engineers (ITE).

The considerations under which this policy applies are as follows:

Speed
If 85th-percentile speeds are deemed to exceed 30km/h, as determined by industry standard traffic counts, then speed humps may be an appropriate intervention.

Horizontal Alignment
Speed humps may not be an appropriate intervention on curving roads. Safety considerations are to be applied by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Sight Distance
The potential location of a speed hump requires a safe stopping sight distance as determined by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Spacing
Relative spacing between speed humps needs to be considered when potentially installing new ones. Exact spacing for a given context is to be determined by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Street Classification
Speed humps are generally installed only on local streets. Local streets are generally intended to provide access to property, connect to more major roads, discourage service to through traffic, and generally do not serve transit or act as primary emergency response routes.

Grades
Speed humps are recommended for use on streets with grades of 8% or less approaching the hump. Additional analysis should be undertaken for roads with grades near 8% where ice, snow or drainage are a concern.

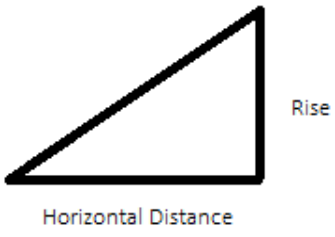
Definitions

85th-percentile speeds
85th-percentile speed means that 85% of drivers are at or below a given speed. Put another way, 15% of drivers are exceeding a given speed.

City's Transportation Engineer(s)
City Transportation Engineer(s) refers to a professional engineer or engineers licensed within the Province of British Columbia by Engineers & Geoscientists British Columbia (EGBC) and employed at the City of New Westminster, or a designated employee.

Local Street
A public street with a width of 16.5m to 20m between abutting property lines and as defined in the City's Master Transportation Plan. Intended to be used primarily for access to abutting residential parcels rather than for through or commercial traffic. Lanes are not considered a local street and will be handled separately.

Street Grades
One way to calculate street grade is by dividing the rise (change in elevation) by the horizontal distance, then multiplying it by 100 to get a percentage.



Reasonable Effort
Reasonable effort in this context means that the resident initiating the survey has made an attempt to reach all identified neighbours using a method of communication that is accessible and easy to understand.

Process

Please see Appendix 1 for an overview of assessing and implementing speed humps.

NEW WESTMINSTER

Appendix 1- Speed Hump Application Package

NEW WESTMINSTER

Background

Vehicle speeding can impact community livability and we appreciate you expressing interest in improving your neighbourhood. By completing these forms, you will help inform staff of speeding concerns in your area and help determine if speed humps are an appropriate intervention. Speed humps are most suitable for local streets that are not primary emergency response or transit routes and that are not overly steep. Staff can help determine the potential suitability of speed humps on your street.

Please refer to the flowchart on p.6 of this package for an understanding of our process.

Table of Contents

Speed Hump Implementation Process……p. 6

Speeding Concern Form……p. 7-8

Speed Hump Survey Form……p. 9-10

Back to Agenda

Speed Hump Evaluation & Implementation Process

NEW WESTMINSTER

1. Resident perceives a speeding problem on their **local street**.

2. Is the speeding concern along a...
- Transit route?
- Emergency response route?
- Steep road?

Please ask staff if you're unsure. If 'no' to all, then please go to step 3.

If 'yes' to one or all of these, then speed humps may not be an appropriate intervention. Please speak with staff.

3. Resident submits a formal speeding concern to the City by completing the **Speeding Concern Form**. Staff will indicate how to pay the $100 processing fee.

4. Upon successful completion of the **Speeding Concern Form**, and the processing fee, traffic counts are collected the following Spring or Fall (whichever comes first) if the City has no data available from the last 3 years.

5. Traffic counts are completed and analyzed in context by staff.

a. The traffic counts determine that there isn't a speeding issue.

Resident is informed of this outcome by staff and the file is closed.

b. The traffic counts determine there is a speeding concern and speed humps are a suitable solution.

6. Resident is informed of this outcome by staff.

7. The resident downloads the **Speed Hump Survey.**

c. The traffic counts determine there is a speeding concern but speed humps are not a suitable solution.

Resident is informed of this outcome by staff.

Staff incorporate this speeding concern into their work plans for further review.

8. The resident surveys neighbours on their block to determine support for the installation of speed hump(s). At least 50% support is needed. Specific details can be found on the **Speed Hump Survey** form.

9. The resident submits the completed **Speed Hump Survey** to the City.

10. Upon successful due diligence by staff, speed hump(s) are implemented during the next appropriate installation cycle.

Back to Agenda

NEW WESTMINSTER

Speeding Concern Form

Please refer to the flowchart on p.6 for an understanding of the process.

Date:

Name:

Address:

Email:

Phone Number:

Signature:

Location of Concern:
Are there any noteworthy adjacent/nearby properties such as schools, daycares and seniors' homes?

Description of Problem:
Please provide relevant details (e.g., time(s) when speeding is prevalent, direction of speeding traffic, etc.)

Fee

There is a $100 nonrefundable processing fee to partially offset the cost of staff time and a portion of the traffic counts and potential speed hump(s).

In person

City of New Westminster
Engineering Services
511 Royal Avenue
New Westminster, BC V3L 1H9

Hours of Operation

Monday: 8:00am - 7:00pm
Tuesday - Friday: 8:00am - 5:00pm

Online

Please send your completed form to speedhumps@newwestcity.ca. A case file will be created and payment processing information will be emailed to you. Alternatively, you can pay in person at City Hall.

Contact

If there are any questions please contact Fan Jin, Engineering Technologist, fjin@newwestcity.ca, 604-515-3760.

NEW WESTMINSTER

Speed Hump Survey

Please refer to the flowchart on p.6 for an understanding of the process.

Date:

Name:

Address:

Email:

Phone Number:

Signature:

Neighbourhood Support

Now that the traffic data has determined that a speeding issue exists on your street, and that speed humps are a suitable intervention, it is your responsibility to gauge the support of your neighbours for this installation. City staff can help you determine what neighbours will need to be surveyed. Only one signatory, aged 18 or over, per household will be counted.

For multi-unit residences, a letter of support from the strata council or property management company is required. For businesses, a letter of support from the business owner and/or property management company is required. In general, there are a few considerations to keep in mind:

- At least 50% of identified neighbours or stratas will need to indicate support for the installation.
- Stratas can reach a decision amongst their members by whatever means deemed appropriate for the strata.
- Stratas and multi-unit rental buildings will be weighted by the number of individual units. More units means a greater weight and fewer units means a lesser weight. For example, if a 50-unit strata building is supportive of speed humps and a 20-unit strata building is opposed to them, the speed hump installation process will move forward (in the absence of other residential or business units in the survey).

NEW WESTMINSTER

Speed Hump Survey

Print Name	Address	Phone	Email	Signature	Do you support the installation of speed hump(s)?
					Yes / No

Sample format: additional pages can be attached or recreated.

Outreach Method

Please briefly describe how outreach was conducted amongst identified neighbours:

Thank you for taking the time and effort to complete this form and speaking with your neighbours about the potential installation of speed humps. The completed form can be submitted in the following ways:

In person

City of New Westminster
Engineering Services
511 Royal Avenue
New Westminster, BC V3L 1H9

Hours of Operation

Monday: 8:00am - 7:00pm
Tuesday - Friday: 8:00am - 5:00pm

Online

Please send your completed form to speedhumps@newwestcity.ca

Contact

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Back to Agenda

Corporation of the City of
NEW WESTMINSTER

Attachment 2

Proposed Speed Hump Policy

Updted as per Council's Direction

Back to Agenda

NEW WESTMINSTER

Speed Hump Policy

July 8, 2019

City of New Westminster



A speed hump located in Uptown, New Westminster (November 7, 2018).

NEW WESTMINSTER

Purpose

The purpose of the speed hump policy is to enable New Westminster residents to initiate a low-cost and low-impact speed reduction on local roads, with reduced bureaucratic process.

Background

When applied appropriately, speed humps have proven to be an effective tool at reducing vehicle speeds and improving community safety and livability. The reduced speeds make it safer and more comfortable for all road users including cyclists and pedestrians. Speed humps, however, may not be an appropriate intervention for vehicle volume concerns.

Scope

This policy applies to speed humps as the primary vertical deflection intervention. The design specifications for the speed humps are those outlined in contemporary professional guidance documents issued by the Transportation Association of Canada (TAC) and/or the Institute of Transportation Engineers (ITE).

The considerations under which this policy applies are as follows:

Speed
If 85th-percentile speeds are deemed to exceed 30km/h, as determined by industry standard traffic counts, then speed humps may be an appropriate intervention.

Horizontal Alignment
Speed humps may not be an appropriate intervention on curving roads. Safety considerations are to be applied by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Sight Distance
The potential location of a speed hump requires a safe stopping sight distance as determined by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Spacing
Relative spacing between speed humps needs to be considered when potentially installing new ones. Exact spacing for a given context is to be determined by the City's Transportation Engineer(s) based on professional judgment and current best practices and guidelines.

Street Classification
Speed humps are generally installed only on local streets. Local streets are generally intended to provide access to property, connect to more major roads, discourage service to through traffic, and generally do not serve transit or act as primary emergency response routes.

Grades
Speed humps are recommended for use on streets with grades of 8% or less approaching the hump. Additional analysis should be undertaken for roads with grades near 8% where ice, snow or drainage are a concern.

Definitions

85th-percentile speeds
85th-percentile speed means that 85% of drivers are at or below a given speed. Put another way, 15% of drivers are exceeding a given speed.

City's Transportation Engineer(s)
City Transportation Engineer(s) refers to a professional engineer or engineers licensed within the Province of British Columbia by Engineers & Geoscientists British Columbia (EGBC) and employed at the City of New Westminster, or a designated employee.

Local Street
A public street with a width of 16.5m to 20m between abutting property lines and as defined in the City's Master Transportation Plan. Intended to be used primarily for access to abutting residential parcels rather than for through or commercial traffic. Lanes are not considered a local street and will be handled separately.

Street Grades
One way to calculate street grade is by dividing the rise (change in elevation) by the horizontal distance, then multiplying it by 100 to get a percentage.

Reasonable Effort
Reasonable effort in this context means that the resident(s) initiating the survey has made an attempt to reach all residents on the affected block – regardless of whether they own or rent the home that they live in - using a method of communication that is accessible and easy to understand.

Process

Please see Appendix 1 for an overview of the process for assessing and implementing speed humps.

Back to Agenda

NEW WESTMINSTER

Appendix 1- Speed Hump Application Package

NEW WESTMINSTER

Background

Vehicle speeding can impact community livability and we appreciate you expressing interest in improving your neighbourhood. By completing these forms, you will help inform staff of speeding concerns in your area and help determine if speed humps are an appropriate intervention. Speed humps are most suitable for local streets that are not primary emergency response or transit routes and that are not overly steep. Staff can help determine the potential suitability of speed humps on your street.

Please refer to the flowchart on p.6 of this package for an understanding of our process.

Table of Contents

Speed Hump Implementation Process……p. 6

Speeding Concern Form……p. 7-8

Speed Hump Survey Form……p. 9-10

Back to Agenda

Speed Hump Evaluation & Implementation Process

NEW WESTMINSTER

1. Resident perceives a speeding problem on their **local street**.

2. Is the speeding concern along a...
- Transit route?
- Emergency response route?
- Steep road?

Please ask staff if you're unsure. If 'no' to all, then please go to step 3.

If 'yes' to one or all of these, then speed humps may not be an appropriate intervention. Please speak with staff.

3. Resident submits a formal speeding concern to the City by completing the **Speeding Concern Form**. Staff will indicate how to pay the $100 processing fee.

4. Upon successful completion of the **Speeding Concern Form**, and the processing fee, traffic counts are collected the following Spring or Fall (whichever comes first) if the City has no data available from the last 3 years.

5. Traffic counts are completed and analyzed in context by staff.

a. The traffic counts determine that there isn't a speeding issue.

Resident is informed of this outcome by staff and the file is closed.

b. The traffic counts determine there is a speeding concern and speed humps are a suitable solution.

6. Resident is informed of this outcome by staff.

7. The resident downloads the **Speed Hump Survey.**

c. The traffic counts determine there is a speeding concern but speed humps are not a suitable solution.

Resident is informed of this outcome by staff.

Staff incorporate this speeding concern into their work plans for further review.

8. The resident surveys neighbours on their block to determine support for the installation of speed hump(s). At least 50% support is needed. Specific details can be found on the **Speed Hump Survey** form.

9. The resident submits the completed **Speed Hump Survey** to the City.

10. Upon successful due diligence by staff, speed hump(s) are implemented during the next appropriate installation cycle.

Back to Agenda

NEW WESTMINSTER

Speeding Concern Form

Please refer to the flowchart on p.6 for an understanding of the process.

Date:

Name:

Address:

Email:

Phone Number:

Signature:

Location of Concern:
Are there any noteworthy adjacent/nearby properties such as schools, daycares and seniors' homes?

Description of Problem:
Please provide relevant details (e.g., time(s) when speeding is prevalent, direction of speeding traffic, etc.)

Fee

There is a $100 nonrefundable processing fee to partially offset the cost of staff time and a portion of the cost of traffic counts and potential speed hump(s).

In person

City of New Westminster
Engineering Services
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Hours of Operation

Monday: 8:00am - 7:00pm
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Online

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Contact

If there are any questions please contact Fan Jin, Engineering Technologist, fjin@newwestcity.ca, 604-515-3760.

NEW WESTMINSTER

Speed Hump Survey

Please refer to the flowchart on p.6 for an understanding of the process.

Date:

Name:

Address:

Email:

Phone Number:

Signature:

Neighbourhood Support

Once a speeding issue has been validated through data collection and speed humps are deemed by City staff to be a suitable intervention, it is your responsibility to gauge the support of residents and businesses on the block. City staff will help you determine which residents and businesses will need to be surveyed. Only one signatory, aged 18 or over, per household or business will be counted.

For multi-unit residences (strata and rental), all households should have the opportunity to provide input, regardless of whether they rent their home or own it. For businesses, a letter of support from the business owner/manager and/or property management company is required.

At least 50% of identified residents and businesses will need to indicate support for the installation to proceed.

NEW WESTMINSTER

Speed Hump Survey

Print Name	Address	Phone	Email	Signature	Do you support the installation of speed hump(s)?
					Yes / No

Sample format: additional pages can be attached or recreated.

Outreach Method

Please briefly describe how outreach was conducted amongst identified residents and businesses:

The completed form can be submitted in the following ways:

In person

City of New Westminster
Engineering Services
511 Royal Avenue
New Westminster, BC V3L 1H9

Hours of Operation

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