

PROCEDURE

Title: Traffic Calming

Division: Engineering and Transportation Services

Procedure Number: 0206

File Number: 0282-20-0206

1. Governing Policy

- 1.1. This procedure is associated with Traffic Calming Policy 0157.

2. Scope/Application

- 2.1. This procedure describes the process by which traffic calming measures can be initiated by a property owner(s) through traffic calming request, and how traffic calming requests will be evaluated and prioritized.

3. Procedure

3.1. Timeline

3.1.1. Traffic calming is an annual program with the following timeline:

- 3.1.1.1. Request intake is open year-round.
- 3.1.1.2. Each year, staff will evaluate requests received from April of the previous year to March of the current year using the Traffic Calming Point Assessment (Appendix C).
- 3.1.1.3. All the requests meeting the minimum point assessment score of 40 will be added to the ongoing traffic calming priority list and evaluated every year along with the rest of the existing requests, until implemented.
- 3.1.1.4. If the request is rejected at any point in the process based on failure to meet minimum criteria or lack of public support, the requestors and affected residents shall be notified in writing, and traffic calming shall be excluded from additional review for 24 months.

3.2. Initiation

- 3.2.1. If a resident perceives a traffic concern related to speeding or traffic short-cutting on a street, they may submit a Traffic Calming Request Form (Appendix A) to Engineering & Transportation at engineeringdept@westvancouver.ca.
- 3.2.2. The following criteria must be met for the traffic calming request to be considered for assessment:
 - 3.2.2.1. Traffic calming measures are only considered:
 - on local roads excluding cul-de-sacs or dead-end streets less than 90 meters long; or

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- on collector roads that are located within school or playground zones.

A District Road Classification Map can be found in Appendix B.

- 3.2.2.2. Traffic calming are not considered where there is ongoing construction and changing traffic patterns.
- 3.2.2.3. Traffic calming measures are not applicable to lanes.
- 3.2.2.4. The following are not considered traffic calming measures:
 - stop signs; and
 - speed limit reduction.
- 3.2.2.5. A traffic calming request should be accompanied by signatures of support from 50% of the owners in the Benefitting Area for the District's consideration.

3.3. Plan Development

- 3.3.1. Once the Traffic Calming Request submission has met all the requirements, staff will conduct a Traffic Calming Point Assessment (Appendix C) to determine if the location meets the minimum criteria.
- 3.3.2. Staff will confer with West Vancouver Transit, West Vancouver Fire Department, and West Vancouver Police Department for their comments and acceptance before developing traffic calming plans.
- 3.3.3. Locations that meet minimum traffic calming point assessment of 40, will be ranked based on their point assessment scores. Staff will develop preliminary designs for the top ranked locations based on constructability, opportunities to combine the traffic calming project with other District projects, and budget availability.
- 3.3.4. Only the following types of traffic calming measures are considered in relation to Traffic Calming Policy:
 - a. vertical deflection, including speed humps, raised crosswalks, and speed cushions;
 - b. horizontal deflection, including traffic circles, chicanes, curb radius reduction, and lateral shift;
 - c. roadway narrowing, including curb extensions, on-street parking, and raised median islands; and
 - d. access restriction, including directional closure, diverters, and intersection channelization.

3.4. Approval

- 3.4.1. Staff will send a letter to notify owners in the Benefitting Area of the proposed traffic calming measures asking them to confirm whether they support the proposed traffic calming measures. To move forward with detailed design and implementation, the following criteria must be met:
 - a. response from at least 67% of the owners in the Benefitting Area;
 - b. a minimum of 67% of the respondents in favour of the proposed traffic

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calming plan; and

- c. a maximum of 20% of the respondents opposing the proposed traffic calming plan.

3.5. Implementation

- 3.5.1. Each year staff will evaluate requests received from April of the previous year to March of the current year based on the Traffic Calming Procedure. All the requests meeting the minimum requirements will be added to the ongoing traffic calming priority list and evaluated along with the rest of the existing requests, until implemented. Staff will develop preliminary designs for the top ranked locations selected for the year subject to resource and funding availability.
- 3.5.2. The District will undertake, manage, and make decisions pertaining to all aspects of work to coordinate and execute the construction activities.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/07/07	
Council minutes eDocs # (Council Procedures only)	5835143	
Council report eDocs # (Council Procedures only)	5815281	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

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Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2026/05/25	
Council minutes Document ID (Council Procedures only)	LGDM-711734498-25357	
Council report Document ID (Council Procedures only)	LGDM-711734498-25372	
Replacement description	To give greater flexibility when selecting locations for traffic calming by reducing the minimum threshold from 60 points to 40 points.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2026	

Appendices:

Appendix A – Traffic Calming Request Form

Appendix B – District Road Classification Map

Appendix C - Traffic Calming Point Assessment

TRAFFIC CALMING REQUEST FORM

Thank you for completing this request form. Please ensure you have read the District of West Vancouver Traffic Calming Policy prior to proceeding. If you have any questions about this form or about the District's Traffic Calming Policy, contact Engineering & Transportation Services at engineeringdept@westvancouver.ca.

Name:

Address:

Phone: Email:

Location of concern:

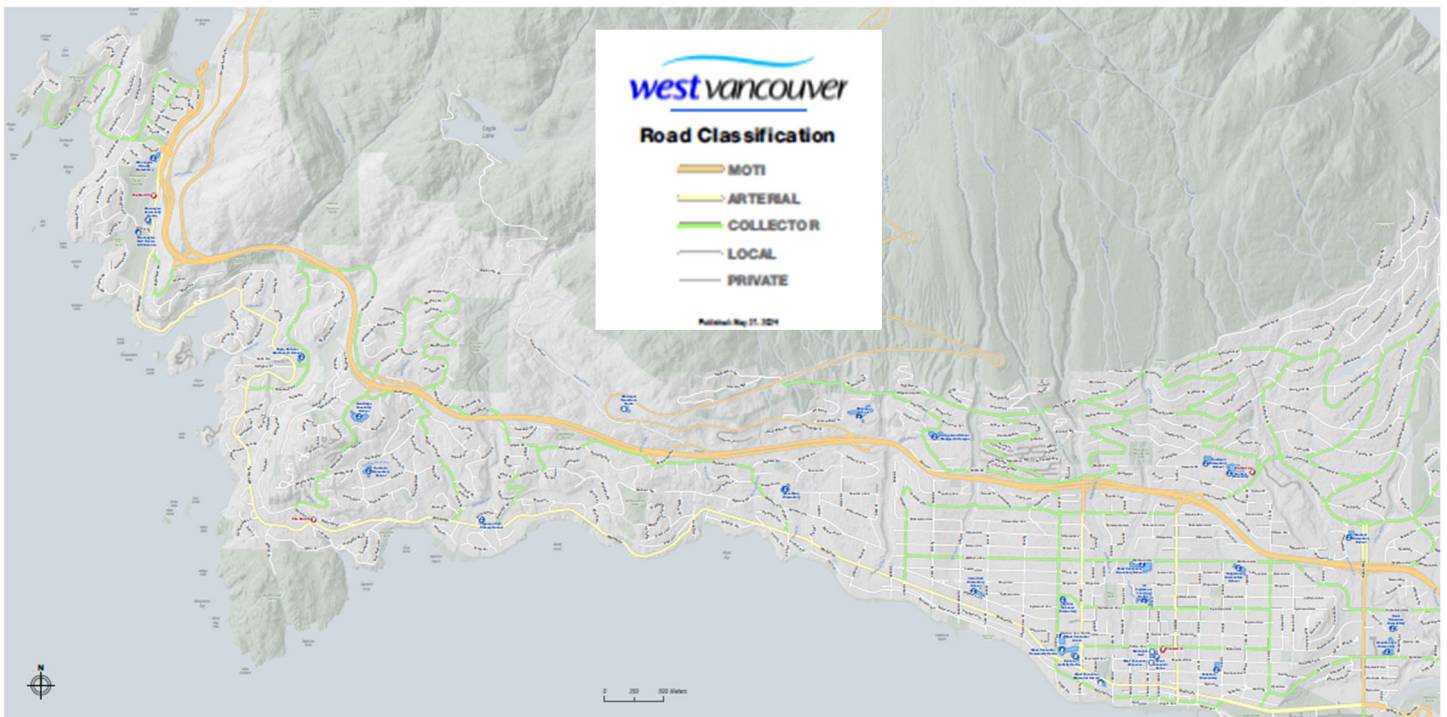
between/at: and:

Description of concern:

1. Is the cause of speeding on your street the result of congestion on a nearby arterial street or the result of nearby construction? Yes No
If yes, staff will focus on addressing the causes.
2. Do any of the following conditions apply to your street
(a map showing road classifications can be found on the traffic calming web page):
 - arterial road? Yes No
 - collector road not located in school or playground zones? Yes No
 - cul-de-sacs or dead-end street less than 90m in length? Yes No
 - steep grades or sharp curves? Yes NoIf yes to any of the above conditions, traffic calming is not permitted.
3. Is speeding or short-cutting occurring during specific times of day or days of the week?
Yes No
If yes, please specify:

Freedom of Information and Protection of Privacy Act Notice
Your personal information will be collected for the purpose of evaluating your request for implementing traffic calming measures in the District of West Vancouver. This information is being collected by the District of West Vancouver pursuant to section 28 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.
If you have any questions about the collection of this personal information, please contact the Privacy Officer:
foippa@westvancouver.ca; 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3

District Road Classification Map



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Appendix C

District of West Vancouver – Engineering and Transportation				
TRAFFIC CALMING POINT ASSESSMENT. A minimum score of 40 is required to proceed to preliminary design.				
Location:			Date Compiled:	
Roadway Type:	<input type="checkbox"/> Local	<input type="checkbox"/> Collector		
Traffic Data				
	Feature	Range	Criteria	Max
1.	Speed 85 th percentile speed	0 to 20	Local Road: 1 point for every kph above 40 kph School/Playground zone: 1 point for every kph above 30kph	20
2.	Daily Volume	0 to 15	Local Road: 5 points for every 250 vehicles per day (vpd); Collector Road: 5 points for every 500 vpd	15
3.	Collisions <i>(attach collision location and reason)</i>	0 to 20	5 points for every ICBC collision over the past 3 years that may be mitigated by traffic calming	20
Road Characteristics				
4.	Walking Route	0 or 5	5 points if the street is part of the District's pedestrian network, has a sidewalk, or a path	5
5.	School and Playground routes	0 or 10	10 points if there is an elementary school or playground in or adjacent to the study area,	10
6.	Bicycle Concerns	0 or 5	5 points if the road is an existing or planned bicycle route	5
7.	Other Pedestrian Generators	0 or 5	5 points for other nearby* Pedestrian Generators such as a community centre, library, retail centre, etc. <i>(*Nearby = must have direct connection to subject roadway)</i>	5
8.	Transit Route	0 or 10	10 points if not on an existing or planned transit route	10
9.	Length of Straight Road	0 to 10	1 point per 50 m of straight road	10
Total				
Minimum 40 points - Does the location meet the minimum criteria?				
			<input type="checkbox"/> YES	<input type="checkbox"/> NO